

Austin Peace Academy Student/Parent Handbook

5110 Manor Road, Austin, TX 78723
Tel: (512) 926-1737 Fax: (512) 926-9688

www.apacademy.org

Parent Acceptance of Handbook and School Rules
2006-2007

Dear Parents:

Assalamu Alaykum. Each family is requested to thoroughly review the Austin Peace Academy policies and procedures in this handbook and to discuss them with your enrolled children.

I have read and understand all of the following policies and procedures:

- That APA does not have liability insurance
- Entrance and Enrollment Requirements
- Pre-Registration and Registration Process
- Tuition Fees/Registration Fee/Activity Fee
- Late Fee Policy
- Returned Check Fee Policy
- That full monthly tuition is due regardless of number of days attended
- Immunizations required
- Attendance Policies
- School Hours
- Sign-In and Sign-Out Procedures for Pre-K and Kindergarten students
- Late Pick Up Policy and Fees
- Tardy Policy
- Inclement Weather Days
- Policies concerning children with illnesses or contagious conditions
- Medicine Policy
- Discipline and Student Behavior Policies
- Parent Responsibilities
- Lunch/Snack/Food Policies
- School Uniforms
- Picture Policy
- Visitor Policy

We have read this handbook and reviewed the school rules with our child (children). We will abide by the school rules and all the provisions of the Student/Parent Handbook and we will impress upon our child (children) the necessity to follow the rules.

Name of Student (Please Print) _____

Parent's Signature

Date

PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE

Austin Peace Academy



Our mission is to seek the pleasure of Allah by preparing our students for success in this life and the Hereafter.

Parent/Student Handbook *2006 – 2007*

Tel: (512) 926-1737

Fax: (512) 926-9688

**5110 Manor Road
Austin, Texas 78723
www.apacademy.org**

Contents

Introduction	3
The School's Mission/Vision/Objectives	4
The Curriculum	5
Enrollment and Attendance	6
Kindergarten Qualifying Exam	7
Pre-Registration, Registration, and Waiting List Policy	8
Tuition and Fees	9
Immunizations/Hearing and Vision Screenings	10
Compulsory Attendance	10
School Hours/Release of Students	11
Sign-In and Sign-Out Procedures	12
Late Pick Up	12
Tardy Policy	13
Excuse from Outdoor Activities	13
Inclement Weather Days	13
Health Services	14
Emergency Numbers	14
Illness/Contagious Conditions/Injury	14
Medicine	14
Discipline and Student Behavior	15
Classroom Rules	15
Teacher's Responsibilities	16
Student Code of Conduct	16
Behavior Management Plan (PreK – 3 rd Gr.)	17
Behavior Management Plan (4 th Gr – 8 th Gr.)	18
Infractions Program	19
Corporal Punishment	24
Parent Responsibilities	24
Parent Involvement Policy	24
Parent Conferences	25
Grievance Procedures	25
DFPS Compliance	26
Lunch and Snack	26
Daily Schedule	26
Field Trips, Chaperones	26
School Uniforms	27
Pictures	27
Transportation	28
Fire Drills	28
Volunteer Helpers	28
Visitors	29
Parent's Council (PC) Policy	29
The APA School Board (SB)	29
2006 -2007 School Calendar	30

Introduction

Welcome to Austin Peace Academy (APA). Opened in 1997 as Peace Elementary School, the name of the school was officially changed in 2004. APA has become an established learning institution of which the Muslim community of Austin, Texas can be proud. Our students have maintained a strong attachment to the Islamic principles and values that lie at the core of our mission while at the same time they have excelled academically as evidenced by their consistently high scores on state-wide and national assessment tests. As an Islamic school, Peace Academy believes it is our Islamic responsibility to provide our students with the very best education possible while also providing the kind of environment that is conducive to high morals, exemplary character, and strong identity. It is the joining of Islamic principles and academic excellence that enables us to make the learning process for our students challenging, enjoyable, and meaningful.

All of us are striving to do everything we can to ensure that our students have a happy and successful year. This handbook is prepared to help us reach that goal. Reading the handbook carefully will help both parents and students know what is expected. Basic policies and guidelines are included in the hope that we can solve problems before they arise.

Parents are always welcome at APA. We encourage you to visit the school, be aware of what is happening in your child's life, and become involved in the educational process. When the school and the parents work together, a child's potential for success is greatly multiplied. If you ever have a question or concern with which we can help, please call the school office.

Currently, the school does not carry any liability insurance. Should you have any questions, please contact the school administration and mention your concerns.

Please read this handbook with your child, then sign and return the Parent Acceptance of Handbook and School Rules (last page) to the administrative office. Your signature is required to complete your child's registration.

Austin Peace Academy does not discriminate against students on the basis of race, creed, color, national origin, religion, sex, age, ancestry, medical condition or physical handicap.

The School's Mission:

Our mission is to seek the pleasure of Allah by preparing our students for success in this life and the Hereafter.

The School's Vision:

We believe that it is our responsibility to prepare our students for being complete human beings. Obviously an essential part of such preparation is the imparting of strong Islamic ethics, morals, and values. It is our strong belief that the intellect cannot be separated from the spirit and that congruent with the teaching of any educational material must be the inculcation of those principles and standards of conduct by which Allah All-Mighty and His Prophet Muhammed (PBUH) told us to live our lives. We believe that an "Islamic school," by definition, requires that we provide the very best education - in all fields - to our students. Rather than isolate our students from the wider society we want to ensure that they have the tools, knowledge, intellect, education, and skills to meet and overcome all the challenges that this society presents. To provide such resources to our students we have adopted a challenging curriculum based upon the Texas Essential Knowledge and Skills (TEKS) standards and using the best textbooks available. Without subtracting anything of substance from that curriculum, we have added a strong Arabic and Islamic component. On top of these educational standards we provide an Islamically enriched moral environment to ensure that our students are prepared to be complete human beings. Our school motto is: Prepare for success in both this life and the Hereafter.

The School's Objectives

1. To provide a quality education and academic excellence
2. To preserve the Muslim identity of the students and cultivate in them a love for Islam
3. To provide an enriched and healthy social and educational environment
4. To motivate our students to strive for excellence and reach their full potential
5. To encourage cooperation between the home, school and community

The Curriculum

Our curriculum objectives are adopted from the standards published by the Texas Education Agency (TEA) and are known as the Texas Essential Knowledge and Skills (TEKS) objectives. These objectives can be seen online at: <http://www.tea.state.tx.us/teks>

In addition to academic and intellectual objectives, the TEA guide outlines social, aesthetic and physical objectives that should be met by students at each level of their education.

Books, Kits and Resources:

For Pre-Kindergarten

DML Early Childhood Development Program for basic child development skills and Scholastic's Building Language for Literacy for language arts, mathematics, science and social studies skills. In PreK2 the students use the Kindergarten Harcourt Math textbooks.

Kindergarten – 8th Grade

The Saxon Phonics program in Kindergarten and 1st Grade, the Scholastic Program for Reading and Language Arts in Kindergarten – 5th Grade, the Holt Language Arts series for 6th – 8th Grade, Saxon Math for Kind – 2nd Grade, Harcourt Math for 3rd – 8th Grade, Harcourt for Science, and McGraw Hill for Social Studies.

The Arabic and Islamic Studies Curriculum

For the Arabic program, APA is using the *Uhibbu al-Arabia* series for students in the Arabic as a Second Language Program and the *Lughatuna Al-Arabia* Textbooks for students in the Arabic as a First Language Program. For the Islamic Studies program, APA is using the "I Love Islam" series published by the Islamic Services Foundation as well as other books published by IQRA, the Universal Academy of Florida, and Yahya Emerick along with substantial supplemental material.

Enrollment and Attendance

Entrance Requirements

- A. A child who is fully potty-trained and at least 3-years-old by December 31 can be enrolled in the APA Pre-K1 program.
- B. Students who are 3-years-old on September 1 but turn 4-years-old between the dates of September 2 and December 31 can be placed either in the Pre-K1 or the Pre-K2 group. This will be determined after a consultation between the parents of the child and the staff and administration of APA.
- C. New students who will be five by December 31st will be given a qualifying exam to determine whether they will be placed in Kindergarten or Pre-K2 at the time of admission. (A copy of the Kindergarten Qualifying Exam is on the next page). Most students born in November or December are required to attend Pre-K2.
- D. All additional grade levels will adhere to the same system of promotion by age and grade specific qualifying exams. Students already enrolled in APA will matriculate to the next grade level if they pass all the requirements for matriculation.

Enrollment Requirements

The entire registration packet must be submitted before a student can be admitted. The registration packet includes an enrollment information form (in which parents also must provide authorization for emergency medical attention), a health requirements form (which includes a doctor's statement on the child's health record), copies of previous report cards and a request for transfer of records form (for new students), a parent handbook acceptance form, and a tuition payment plan contract form. In addition a copy of the student's birth certificate and immunization record must be attached.

Austin Peace Academy

KINDERGARTEN ORAL ASSESSMENT OF NEEDS

Last Name First Name D.O.B. Sex Age

Indicate the child's ability to complete the tasks asked. Use the ratings of:
C = Comfortably, D = with Difficulty, N = Not at all.

1. States his or her whole name. _____
2. States his or her address. _____
3. States his or her telephone number. _____
4. Prints his or her own name from memory _____
5. Places pictures in sequential order. _____
6. Distinguishes left hand from right hand. _____
7. Expresses ideas in complete sentences. _____
8. Repeats four digits in forward order. _____
9. Identifies numerals. _____
10. Identifies coins. _____
11. Recognizes size ___ shape ___ color ___ of objects. _____
12. Adds and subtracts in problem situations. _____
13. Copies simple shapes. _____
14. Erects a balanced structure. _____
15. Sits still for a reasonable time. _____
16. Appears in Good _____ Fair _____ Poor _____ health. _____
17. Provides uses for a common object, e.g., string.
(number stated) _____
18. Draws a picture of a person.
(number of details/completeness) _____
19. Speaks English. _____

COMMENTS _____

Pre-Registration, Registration and Waiting List Policy

Students at Austin Peace Academy must renew their registration every year. A spot will however be reserved in the following year's class for students who are currently enrolled at Austin Peace Academy provided that they fulfill all the requirements of matriculating to the next grade level and complete all the required pre-registration materials including the submission of the \$175 registration fee before the end of March in the year preceding the year for which they are pre-registering.

NOTE: Current students who fail to complete the pre-registration materials or to pay the registration fee before the deadline will lose their reserved seat in the upcoming year's class. It is also incumbent that all the material in the pre-registration packet is filled out every year, even if similar material was filled out in past years. It is the parent's responsibility to ensure that the material has been completed and that APA has accepted their child's pre-registration.

Pre-registration is only open to current APA students.

Anyone who is not a current student at APA but wants to reserve a spot in next year's class can be placed on the APA waiting list. A student can be placed on the waiting list beginning on October 1 of the year preceding the year the student wants to enroll at APA. Those on the waiting list need to submit the student's name and birthdate as well as a contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated. Students will be placed on the waiting list in the order that they submit this information. In March, a registration packet will be sent to all those on the APA waiting list. For those on the waiting list to maintain their place in the waiting list order, all the material in the packet must be completed and the registration fee must be submitted by April 1.

NOTE: For both current and new students, the registration fee will NOT be refunded if a spot in the next year's class is reserved for him/her but the student later declines to accept it. The registration fee will be refunded to students for whom APA could not provide a seat.

On the first school day in April, the number of current APA students who have pre-registered will be counted and the number of openings in each class will be determined. Those on the waiting list who completed the registration packet and submitted the registration fee before the deadline will be placed in those open positions based on the order in which they were first put on the waiting list.

NOTE: If a student on the waiting list does not submit the required materials and fees before the deadline, they will lose their spot on the waiting list.

Any other open positions will be given to either current or new students on a first-come/first-serve basis during the regular registration period that begins on the first school day in April and continues until all the open positions have been filled.

Tuition and Fees

There is a discounted, advance registration fee of \$160 if registered by May 15, 2006. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee. Registration fee for any students registering after May 15, 2006 is \$200. There are three tuition payment options: annually, semi-annually and monthly. The appropriate payments are listed for each option and for each child enrolled.

Grade	Child	Annually	Semi-Annually	Monthly
Pre-K1 - Pre-K2	First	\$4250.00	\$2125.00	\$425.00
K through 8 th	First	\$3500.00	\$1750.00	\$350.00
K through 8 th	Second	\$2500.00	\$1250.00	\$250.00
K through 8 th	Third	\$2000.00	\$1000.00	\$200.00
K through 8 th	All additional	\$1550.00	\$775.00	\$155.00

Please keep in mind:

SIBLING DISCOUNT: Tuition is discounted for the second, third and fourth child as indicated in the table above. There will be no discount for children attending Pre-Kindergarten.

There is a one-time **ACTIVITY & SUPPLY FEE** of \$150 due before the end of December 2006.

Monthly tuition payments are due in advance on the first of each month for a period of 10 months. Please note that a \$15.00 late fee will be assessed if payment is not received by the 5th of each month. A child can be dismissed from the school if tuition is not received after 35 days of delinquency.

Parents will be responsible for paying a **BOOK FEE** due with the August 2006 tuition. For the 2006-2007 school year, Book Fees are: \$35 for Pre-Kindergarten students, \$65 for Kindergarten students, \$135 for 1st – 5th Grade students, and \$200 for 6th Grade and up. This book fee entitles the student to use a number of textbooks and workbooks for one academic year. The student is responsible for returning the books in good shape at the end of the school year. Students will be charged additional fees to replace any book that is lost or returned in less than satisfactory shape at the end of the year.

Parents are required to sign a contract that gives specific information on payment arrangements. Tuition is due in full for each month regardless of the number of days your child attends school. If your child is sick and does not attend, the payment will not be reduced and no compensation will be made for hours or days missed. The tuition will remain the same for months in which there are long

holidays. APA reserves the right to alter the calendar or school times at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.

YMCA FEE of \$110 is due with the August 2006 tuition for grades K-8.

Please keep in mind that financial assistance is available to students who show need. To apply for financial assistance please fill out the financial assistance form and forward it to the school administration. Application deadline for 2006-2007 Academic year financial assistance is JUNE-30-2006

Immunizations

All enrolled students are required to have updated immunizations in accordance with standards required by the Texas Department of Health. The student's current immunization record must be on file in the office prior to admittance to class. It is the parent's responsibility to ensure that the student's immunization record is updated when needed. Parents must also provide the school with a doctor's statement verifying that the enrolling student is physically able to take part in the activities of the school.

Hearing and Vision Screenings

APA will provide hearing and vision screenings for our students during the first month of the school year. Parents will be notified if the screening produces evidence of a possible problem with a student's hearing or vision. Parents are responsible for following up with any possible problems by having their child further checked by a medical professional and taking any required steps needed to meet their child's hearing and visual needs.

Student Records

A student's school records are confidential and are protected from unauthorized use. Parents have access to the records of their children.

Compulsory Attendance

Attendance Policy

School begins at 7:50 a.m. Any student arriving after 8:00 a.m. will be tardy. Any Student arriving after 8:00 a.m. must report to the office to obtain a tardy pass. Chronic tardiness will result in disciplinary action.

We believe there is a direct and positive connection between good school attendance and academic success. Therefore, students are expected to be on

time and in attendance everyday of the school year. Absences should be reserved for illnesses and emergencies.

If your child is absent from school, please call the school (926-1737) before 8:00 a.m. to report the absence and the reason for the absence. You need to report:

- the name of your child
- the grade level
- the name of the teacher
- the date(s) of the absence
- the reason for the absence
- your name

When your child returns to school, you must send a note to your child's homeroom teacher explaining the absence and the date(s) of the absence.

Excused Absence

A student's absence will be considered excused if the student is absent, but has provided an acceptable excuse through a **WRITTEN NOTE**. Consideration for an excused absence could be but is not limited to the following:

- illness
- accident resulting in injury
- immediate family crisis

Unexcused Absence

A student's absence will be considered unexcused if the student is absent and has not provided an acceptable excuse through a **WRITTEN NOTE**.

We encourage families to plan vacations in the summer or around regularly scheduled breaks. **STUDENTS ON EXTENDED VACATIONS WILL BE CONSIDERED ABSENT FOR THE DAYS THEY MISS SCHOOL!!!!**

IF A STUDENT IS ABSENT 18 DAYS OR MORE WITHIN A SCHOOL YEAR, THE STUDENT'S ATTENDANCE RECORD IS REVIEWED BY THE PRINCIPAL AND HOMEROOM TEACHER AND THE STUDENT MAY BE SUBJECT TO RETENTION. THIS WILL OCCUR WHETHER THE ABSENCES ARE EXCUSED OR UNEXCUSED.

School Hours

School hours for students in Pre-K – 5th Grade are from 7:50 a.m. to 3:00 p.m. For students in 6th grade and up, school hours are from 7:50 a.m. to 3:30 p.m. A staff member will be on duty to receive students from 7:40 to 8:00 a.m. Parents

should not leave their child at school before 7:40 a.m. After 8:00 a.m. the student is considered tardy and the parent/guardian will be responsible for checking the student in at the office.

Release of Students

A student shall not be released from school at times other than regular dismissal hours except with office approval and sign-out procedures. Only those authorized by the parents are allowed to pick up students. All early releases must receive dismissal approval through the office. THIS INCLUDES DISMISSALS AFTER FRIDAY PRAYER!

Pick Up Policy

If your child's regular routine of pick up changes, A NOTE MUST BE SENT TO YOUR CHILD'S HOMEROOM TEACHER OUTLINING THESE CHANGES!!! If a teacher is not familiar with the driver, ID will be required.

Classroom teachers will be taking all students to the designated pick up area. This can get very hectic, so please bear with us. Students must be escorted by a teacher to their car. PARENTS, PLEASE REMAIN IN YOUR CAR AND DO NOT CALL YOUR CHILD FROM THE LINE. THE TEACHER WILL PUT EACH CHILD IN THEIR CAR. IT IS EXTREMELY IMPORTANT THAT WE KNOW YOU ARE TAKING YOUR CHILD!!!

Parents should pick up their children promptly. Students in Pre-K – 5th Grade should be in the pick-up line by 3:05 p.m. Monday – Friday, and by 3:35 p.m. for grades 6th and up.

Sign-In and Sign-Out Procedures

All Pre-K and Kindergarten students must be signed-in and signed-out daily. As part of the registration packet, parents must indicate all those with the authority to sign-in and sign-out their children. In the morning, parents must bring their child into the classroom and sign the sign-in form and after school only those whose names are listed in the registration packet will be allowed to pick up the child. Under no circumstances can anyone under 16 be allowed to pick up a child. If there is an emergency and someone other than those listed needs to pick up the child, the authorization must be given by fax or email. We cannot take such authorization over the phone.

Late Pick Up

Students who are not picked up by 3:15 p.m. Monday – Friday (or by 3:40 p.m. for students in 6th grade and up) will be taken to the designated room for after care. A late pick up fee of \$5.00 will be assessed to that child's account if the child is picked up within a half hour. If the child is picked up after 3:45 p.m. (4:00 p.m. for higher grades), a \$15.00 fee will be assessed. The principal will be notified of all children who are picked up late.

Tardy Policy

Punctuality is an essential element of a good work ethic. To fully benefit from the instructional program, students are expected to be ON TIME to school. "Tardy" means the student is not in his/her class by 8:00 a.m. Students who come to class late miss out on important instructional material as well as disturb and take time from the rest of the class. An adult must accompany any student who arrives after 8:00 a.m. to the office where the student needs to pick up a tardy pass before being admitted to class. A \$5.00 fine will be assessed for each tardy.

FOUR TARDIES WITHIN A GRADING PERIOD WILL COUNT AS AN UNEXCUSED ABSENCE!

Excuse from Outdoor Activities

Physical Education (PE) is an integral part of the total education of the child. In accordance with state standards we also schedule periodic recesses to give children the opportunity of getting fresh air and sunshine, which is essential to good health. It has been proven that PE and recess improve the academic achievements of students. We do not conduct outdoor activities when it is extremely cold or rainy. But weather permitting, children are expected to participate in all outdoor activities unless there is a health reason that prevents them from going outside. Recovering from an illness is not a valid excuse since if, after being ill, a student is not sufficiently recovered to participate in physical education or go out to recess, that child is probably not ready to return to school.

A parent/guardian may write an excuse from one PE class. To be excused from second or subsequent classes a note is required from a doctor. The note should specify the nature of the reason and the length of time the student is to remain out of PE. Students will also be allowed to refrain from participation in outdoor recess for health related reasons for up to three school days with a written request from the parent/guardian. A physician's note explaining the nature of the student's limitation and recommended length of nonparticipation shall be required after the third excused day.

Inclement Weather Days

APA will close if there are extreme weather conditions. Unless notified otherwise, parents should assume that the school will be closed based on what happens in the local public schools in the Austin Independent School District. If the AISD schools close due to weather conditions, APA will also close. The AISD decisions are widely announced on television and radio broadcasts.

Health Services

Emergency Numbers

Parental cooperation is essential in providing for student health care needs that may arise during the school day. This includes making sure that a parent or guardian can be reached in case of a child's illness or accident. A telephone number at which a parent can be reached during school hours is required as well as an alternative number of a relative or friend. It is the parents' responsibility to keep these numbers current.

Illness

Because we want to make our school program as successful as possible, we must ask that children who are sick be kept home. A child may not attend school with a fever (100 degrees or higher) and must be fever free for at least 24 hours before returning to school. Lengthy illnesses may require a doctor's notification.

A student will be sent home because of a health need if he/she:

1. Has a fever, has diarrhea, or vomits
2. Appears ill and is unable to do class work
3. Is suspected of having a contagious condition
4. Sustains an injury which needs medical attention
5. Has active head lice

If a child is ill and the parents cannot be reached or if the illness or injury is serious, APA will call 911 for emergency care.

Contagious Conditions

If your child has a contagious condition such as chicken pox, strep throat, measles, mumps, head lice, etc. the parent of the child should notify the school immediately. Children with a contagious condition must stay home from school.

Injury

While we do everything we can to avoid injuries, accidents do happen. If a child is hurt while at APA an incident report will be filled out with a copy being sent to the parents.

Medicine

If at all possible, a child should be given any medication outside of school hours. If it becomes necessary for the student to take medicine during school:

1. A form should be signed by the parent or legal guardian stating:
 - a. The name of the child and teacher
 - b. The name of the medicine
 - c. Dosage
 - d. The time to be given
2. No student will be allowed to keep his/her own medicine.
3. Prescription medicine must be in the original pharmacy container and include all original labels.
4. The medicine will be returned home with the child daily.

Discipline and Student Behavior

At Austin Peace Academy, we expect our students to demonstrate self-control and high standards of moral conduct. The purpose of the student code is to develop in students a sense of responsibility, to aid their growth in self-discipline, and to teach them to take responsibility for their actions. Students and their parents are expected to follow the school rules.

The school staff provides guidance and reinforcement to students and their parents. The classroom teacher will take primary responsibility for student discipline. The classroom teachers will model and teach appropriate school behavior. When students behave in the desired manner, the teacher provides positive feedback. When students behave inappropriately, the teacher constantly enforces the consequences.

Appropriate disciplinary measures that may be taken by teachers, adult volunteers and monitors are: verbal reminders, redirection, time out, peer mediation, or school clean-up assignment. In the event of a serious violation such as fighting or direct insubordination, the referring adult must immediately fill out an office referral form.

Classroom Rules

A well-disciplined classroom is one in which the students know and understand the importance of the classroom and school rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will reach these

rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

General Classroom Rules

1. Be prepared and on time for class.
2. Treat others the way you want to be treated.
3. No hurtful words.
4. Keep hands, feet, and other objects to yourself.
5. Follow directions the first time they are given.
6. Raise your hand and wait for permission to speak.
7. Listen when others are speaking.
8. Work and play in a safe manner

Teacher's Responsibilities

Teachers are responsible for:

- ❖ Being an example of good moral character in both behavior and appearance
- ❖ Forming appropriate expectations for students
- ❖ Providing adequate supervision of all children in their class
- ❖ Providing functional and relevant instruction
- ❖ Setting the limits and consistently enforcing the school's standard of conduct

Student Code of Conduct

We believe that it is our mission to prepare our students for becoming responsible human beings. It is an essential part of our strong Islamic ethics, morals, and values. In order to achieve this mission, each student is expected to:

1. Show respect for others
2. Follow directions of all staff members
3. Keep hands, feet, and other objects to self
4. Use clean language
5. Speak in an appropriate tone of voice
6. Respect property of others
7. Be honest and truthful
8. Be prepared
9. Keep the school clean
10. Walk during transition times
11. Leave all personal items at home
12. Do own work

Discipline Techniques

These techniques may be used alone or in combination for Student Code of Conduct or classroom rule violations.

1. Verbal redirection
2. Cooling-off time
3. Seating changes in the classroom
4. Withdrawal of privileges
5. Student/Teacher conference
6. Parent/Teacher conference
7. Behavior Reports
8. In-School Suspension
9. Saturday Detention
10. Out-of-school suspension
11. Expulsion

Discipline Authority

Whenever the interest of the school is involved, on or off school grounds, students will adhere to the Student Code of Conduct. The staff has disciplinary authority over a student:

1. During the regular school day.
2. While the student is in attendance at any school-related activity, regardless of time or location.

Behavior Management Plan (Pre-K – 3rd Grade)

The following disciplinary and consequence procedures will help students realize their responsibility to behave appropriately. This system is intended to allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom.

Your child will be participating in a behavior clip chart program. The clip chart serves as a student's visual reminder of personal behavior for that school day. It consists of 4 colors outlined below. The color notation is recorded in the Take Home Folder on the Behavior Calendar daily.

The Take Home Folder and the Behavior Calendar are both essential for good communication between home and school. Please review the contents of the folder everyday, take note of the behavior report calendar, and discuss the day with your child. Please SIGN or INITIAL in the box on the calendar for the day. Please remember that praise for good days is as necessary as discussions about the need to improve behavior.

Your child will receive a GREEN notation for a GREAT day at school.

Your child will receive a YELLOW notation if they had one "Warning" during the day but in general had a good day.

Your child will receive an ORANGE notation if their behavior needs improvement.

Your child will receive a RED notation if things need to change drastically. The child's behavior MUST improve immediately. At this point the student may lose special privileges until improvement is demonstrated. Three RED notations will result in our in-school suspension program.

A Behavior Report will be sent home if your child has a RED notation in the Take Home Folder. THE BEHAVIOR REPORT MUST BE SIGNED AND RETURNED IN THE HOMEWORK FOLDER THE NEXT SCHOOL DAY!!!

Behavior Management Plan (4th – 8th grade)

Your child will be participating in a daily Personal Planner Program. This program will serve as a daily log of activities, homework assignments, personal behavior reports, and parent/teacher communication. This log will need to be SIGNED DAILY. The planner will be returned DAILY and will be a part of your child's daily work average.

1st Offense = Reminder of Student Code of Conduct or classroom rule.

2nd Offense = Warning.

3rd Offense= Infraction recorded by teacher. The student will complete a Behavior Report to be SIGNED and RETURNED the next school day.

Three Behavior Reports will result in one of the following, our In-School Suspension Program, After School Detention, or Saturday Detention.

Continuous In-School Suspension, After School Detention, or Saturday Detention may result in out-of-school suspension.

- Please note that 3 consecutive tardies after the first period class will result in the In-School Suspension Program

INFRACTIONS PROGRAM

LEVEL 1 INFRACTIONS

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the administration through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY ACTION
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, detention
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	" " "
3. Refusal to do classroom work	Refusing to complete work, labs, projects ,or other assignments given by the teacher	" " "
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	" " "
5. Violating classroom rules	Not following the classroom rules	" " "
6. Tardiness	Not being seated in the classroom when class is scheduled to begin.	Tardies are recorded in attendance folder, verbal reprimand, detention given every third tardy.
7. Uniform Violation	Wearing or dressing in a manner that is not considered uniform	Conference with the Administration, written warning, parents notified

LEVEL 2 INFRACTIONS=ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3 RD OFFENSE
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using, submitting, or providing data or answers dishonestly, or by deceit	ISS or After School Detention	After School Detention or Saturday Detention	1-3 days out-of-school suspension
9 Inappropriate language	Using any form of cursing in any language, including hand or bodily gestures	ISS or After School Detention	After School Detention or Saturday Detention	1-3 days suspension
10. Lying	Giving or providing intentionally untrue or misleading information or communication	ISS or After School Detention	After School Detention or Saturday Detention	2-3 days suspension
11. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Under \$50 Restitution, 1 day out-of-school suspension	Restitution, 2-3 days out-of-school suspension,	Restitution 3-5 days out-of-school suspension,
12. Insubordination	Refusing to comply, either verbally or non verbally with a reasonable request or directive	After School Detention or Saturday Detention	1-2 days out-of-school suspension	2-3 days out-of-school suspension
13. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	Detention or 1 day out-of-school suspension,	1-2 days out-of-school suspension,	2-3 days out-of-school suspension, referred for expulsion
14. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	After School Detention or Saturday Detention	1-2 days out-of-school suspension	2-3 days out-of-school suspension

Note: The APA Disciplinary Committee will study the case of any student who has committed a level 2 violation and subsequently commits another such violation and will make a recommendation as to whether that student should be expelled.

LEVEL 3 INFRACTIONS=CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

APA considers all Level 3 infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 10 days and a recommendation for expulsion to the school board. Students expelled from APA due to a Level 3 infraction may not be reinstated at a later date. Parent(s) or guardian(s) will be required to meet with school personnel and the school board. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

<i>INFRACTION</i>	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
15. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	Saturday School Detention	1-3 days out-of-school suspension, recommend for expulsion	Open suspension, recommend for expulsion
16. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	Saturday School Detention	1-3 days out-of-school suspension, recommend for expulsion	Open suspension, recommend for expulsion
17. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	Saturday School Detention	1-3 days out-of-school suspension, recommend for expulsion	Open suspension, recommend for expulsion

All suspensions will be recorded on student transcripts.

In-School Suspension Program (ISS), After School Detention, and Saturday School

Suspension and Detention are methods used to remove students from their regular classroom in order to modify behavior to meet school goals. This program is used for students who do not respond to normal techniques of classroom management.

The primary goals of suspension and detention are:

- To reduce major offences
- To provide an opportunity for students to learn how to demonstrate appropriate behavior
- To isolate the disruptive student from the regularly assigned classroom

ISS

A referral to ISS is made by the teacher after all other discipline techniques have been used. The student will be removed from class and sent to a calm and quiet area where they will reflect behavior choices. The student may remain in the ISS program from one class period until the end of the day depending on the offence.

Detention

A referral for a detention is written by the teacher who then passes the written referral to the Administration. The Administration then makes the final decision to implement either After School Detention (usually held on Friday for up to two hours), or Saturday School depending on the circumstances and infraction. Students will be expected to serve a Saturday morning detention, from 8 to 11 a.m. Students who receive 10 detentions in one semester will be suspended for one day.

Suspension

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension. Students will be permitted to make up quizzes and tests. However, no make-up work is permitted for subsequent suspensions.

Principal Referral

In most cases student discipline can be handled inside the classroom. When the teacher has employed all suitable classroom interventions and the student continues inappropriate behavior it is necessary to refer the student to the principal. In the case of a major infraction, immediate referral is necessary. When a child is referred to the principal, the following procedure will be followed:

1. If there is a concern for a student in the classroom, the teacher will review the following list of interventions.

Verbal reminders
Time out
Seating change
Student/teacher conference
Consult with other teachers
Consult with principal
Modified assignments

Redirection
Parent Contact
Behavior Contract
Positive comments
Daily/weekly progress report
Tutoring program

2. A written record of the events leading up to the referral will be made and submitted to the Principal. A copy will be kept in the student's file and another will be given personally or mailed to the parent.

3. The Principal will review the referral form and discuss it with the student. The student will be encouraged and guided to:

- ❖ REFLECT: understand how his/her behavior affects himself and others.

- ❖ Feel REGRET for his/her inappropriate behavior and apologize to those who have been affected.

- ❖ RESTORE or repair any situation caused by the behavior when possible

- ❖ REPENT: seek Allah's forgiveness

4. The principal will contact parents by phone or personal contact requesting their assistance in helping their child improve his/her behavior. The Parent, Teacher, or Principal may request a conference.

5. Any of the following consequences may be administered by the Principal according to the age of the student as well as the type, severity, and frequency of the problem. If a conference has been requested a consensus is highly desirable but not mandatory.

A. Restitution: Student will be charged for damages or replacement costs for destruction or defacing of school, Masjid, or other property.

B. Detention: A students can be subject to after school or Saturday detention for serious infractions.

C. Suspension: If a student is subject to out-of-school suspension the parent will be called to take the child home and will be informed of the reason for the suspension. It is expected that the parents will take appropriate measures in support of the school. Upon return to school the child must apologize and state that he/she will improve his/her behavior.

D. Expulsion: Enrollment will be discontinued. An expelled child may never re-enroll at Austin Peace Academy.

Any student who receives three or more referrals in one academic year will be brought to the attention of the APA Board. The Board and Principal will jointly review the student's record and recommend conditions of probation or withdrawal from the school.

CORPORAL PUNISHMENT

Austin Peace Academy teachers, staff, volunteers, etc. will not use or condone corporal punishment under any circumstances. This includes hitting, pushing, pinching, etc. If you feel your child has been abused, please contact the office immediately. APA feels that physical punishment only reinforces bad behavior.

Parent Responsibilities

Education succeeds best when parents, teachers and administrators work together in a strong partnership. The school staff asks parents to:

1. See that their children are well rested before coming to school
2. Show respect for school administrators and teachers
3. Provide their children a nutritious lunch and snack as well as offer them a healthy breakfast before school
4. Encourage their children to put a high priority on education
5. Stay informed of school activities
6. Attend Parents' Council meetings
7. Become a school volunteer
8. Monitor their children's progress and review their school report cards
9. Abide by Islamic teachings in private and in public life and be a role model for their children

Parent Involvement Policy

Austin Peace Academy believes that Parental Involvement is a critical element of effective schooling. In support of the research that shows conclusively that increased parental involvement improves student achievement we are committed to ensuring that parents have every opportunity to be involved in all aspects of their child's education. In furtherance of this goal, parents, teachers, students, administrators, and community members have agreed upon the following points:

- Parents have the right and will be encouraged to get involved in instructional and support roles at APA provided that they have the appropriate training and abide by all APA rules and regulations.
- APA will provide the framework for the formation of parental committees that aim to improve overall school performance as well as access community and support services that can strengthen school programs and student development. APA will provide rooms for monthly meetings of such committees that fit the scheduling needs of parents. All parents have the right to attend such meetings.

- APA will work closely with parents to develop strategies and techniques for assisting students with learning activities at home that support and extend the school's instructional program.
- Parents have the right to know what their children are studying in each classroom and teachers have the responsibility to communicate this to parents in a clear format. Parents also have the right to know about their child's academic progress and results on any assessment tests. In addition to the quarterly report cards at least one mid-quarter report detailing the student's progress in each subject area must be sent home during each quarter.
- Parents have the right to actively participate in school decision-making. This participation shall include but not be limited to electing two members to the School Board and having the right to review the school budget and provide input into how funds, including any grant money, should be spent. All parents are automatically members of the APA Parents' Council and have the right to attend the Spring and Fall Parents' Council Meeting in which they can provide any input or make any recommendations to the School Board and administration concerning the School Improvement Plan, the APA Parent Involvement Policy or any other school policy or procedure.
- APA will help parents develop their parenting skills by sponsoring community programs that aim at strengthening parenting skills as well as keeping parents abreast of similar programs sponsored by other organizations and institutions.

Parent-Teacher Conferences

Parent conferences with their child's teachers are held at the end of the first nine weeks for all students and at the end of the third nine week quarter for students who are failing, doing poor work, continuing to have poor behavior or study habits or have had a great change in their work or behavior. Conferences are also held throughout the year either at the parent's request or if the teacher feels a conference is needed.

Grievance Procedures

Parents are encouraged to discuss any concern about their child's education with their child's teacher. If the issue is not resolved with the teacher, parents should then bring their concern to the attention of the principal. Parents are encouraged to review and discuss with the principal any questions or concerns about the general policies and procedures that have been adopted by Austin Peace Academy. If parents are not satisfied with the results of their discussion with the principal, they are encouraged to take their concerns to the school board.

DFPS Compliance

Austin Peace Academy complies with all the standards and requirements established by the State of Texas Department of Family and Protective Services. A copy of the FPS minimum standards and a copy of the most recent FPS Licensing inspection report is available for review in the school office. Parents can also contact the local FPS licensing office at the phone number 908-9594 or the FPS child abuse hotline at 1-800-252-5400. The FPS webpage can be found at <http://www.dfps.state.tx.us>.

Lunch and Snack

Parents are responsible for supplying their child's daily lunch and snack. Nutritious food is encouraged. Parents should avoid sending sugarcoated food and sugar added drinks. Canned drinks or snack packs with metal tops are discouraged for safety reasons. If parents want to bring food or sweets to school to share with their child's class they must receive prior authorization. No homemade cakes, cookies or other food will be allowed at APA. All food, snacks, or sweets brought to the school must be store-bought.

Daily Schedule

The daily schedules will differ based on grade level and teacher but parents can obtain a class schedule from the teacher on Parent Orientation Night or from the office. In addition to the academic courses, all children will have daily outdoor time (as the weather permits) for recess and physical education. All Pre-K and Kindergarten students will also have daily nap or rest time.

Field Trips, Chaperones

APA will conduct field trips for our students. Parents will be notified at least one week before the field trip of the day, times, destination, lunch information, cost, etc. The parent must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time.

Parents may be asked to act as a chaperone on field trips. The parent chaperone will be responsible for 5-10 pupils. It is the chaperone's responsibility to maintain discipline in their group and to keep their group with him/her at all times. The chaperone is not permitted to bring other adults or children with him/her. The chaperone will not pay transportation charges but may be asked to pay other required charges.

School Uniforms

To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform items appropriate for their grade level. The required uniforms are as follows:

Girl's Uniform:

Pre-K – 5th Grade: Hunter green pleated jumper and a white blouse. These items can be purchased online from Frenchtoast.com (Girls have the option of wearing a green or black Jilbab/Abaya instead of the jumper and blouse.)

6th Grade – up: Green or black Jilbab/Abaya available through Austin Peace Academy.

The Hijab is required for all girls in 4th grade and above.

No student may wear make-up or nail polish.

Boy's Uniform: Hunter green trousers and a white shirt.

In addition, the following should be followed at all times.

- ❖ Uniform should be neat, clean, and in good repair
- ❖ Shoes should be sturdy enough for outdoor play
- ❖ Sandals and dressy shoes are not appropriate
- ❖ Hair should be trimmed or styled to stay out of the eyes and be clean and neatly combed
- ❖ Parents are requested to write the student's name in every clothing garment. Austin Peace Academy is not responsible for any lost or stolen uniform items. It is the student's responsibility to care for their uniforms, jackets, sweaters etc. Found items will be returned to the student when a name is present. Clothing items with illegible names or no names will be kept for a short time in our lost and found and then disposed of according to the school's discretion.

Parents of any student not conforming to the uniform policy will be called and asked to bring a suitable uniform to the school. Failure to observe the school uniform may result in exclusion from the school.

Pictures

Professional photographers will photograph all APA students on a designated picture day. Those photos will be used in the APA yearbook and will be made available to parents for purchase. Throughout the year, other photos will be taken for inclusion in the yearbook or for promotional activities. Teachers may post photos of the students on bulletin boards or use in other ways for class activities. If parents have any objection to their child's photo being taken or being used in any of the above ways they should contact the APA office to make that objection known.

Transportation

Parents are responsible to bring and pick up their children to and from the school. We encourage parents to arrange for carpooling.

Fire Drills

APA will conduct monthly fire drills as well as other severe weather drills as needed throughout the year.

Volunteer Helpers

Volunteer helpers are greatly valued and needed in the Islamic School. Community members and parents who would like to share their expertise with the school are encouraged to do so. Volunteers are needed as Room Parents, Reading Parents, Math Parents, as well as for Creative Arts, lunchtime, and in other areas. We ask that all volunteers follow these guidelines when volunteering.

- ❖ Volunteers must arrive promptly on their assigned days.
- ❖ Volunteers must notify a staff member in advance if they cannot be there at the appointed time.
- ❖ Volunteers must sign in the school office upon arrival and sign out upon leaving.
- ❖ Volunteers should make arrangements for their other children who are not students in order that they do not disrupt the classroom.
- ❖ Volunteers are required to dress appropriately and in accordance with Islamic principles when at the school.
- ❖ Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer for such activities, please provide the office with your name and phone number and specify the area in which you would like to contribute.
- ❖ The same rules shall apply to volunteers as to the teachers
- ❖ All volunteers have to go through a criminal history background check
- ❖ Parents who seek the success of this school are advised to cooperate with the school principal in developing an amicable environment

Visitors

Parents wishing to visit the child's class need to obtain a Visitor's Permit a day in advance from the school office for a ½ hour visit. The parent will bring the Permit to the class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil without the teacher's permission.

- ❖ A parent may not bring children or other adults with him/her except when the child is a prospective student.
- ❖ Parents may not send other children to school to spend the day or any part of it with their enrolled child.
- ❖ Other visitors must secure authorization from the Principal at least one day in advance

Parent's Council (PC) Policy

The PC is an organization that serves as a support system for the school, the school policies, and its staff. The main function of the PC is that of fundraising and helping to organize and/or assist in extracurricular activities for the students. The PC is not a policymaking body and does not interfere with the management of the school. All functions carried out by the PC will be carried out with the approval of the Principal and any involved teacher or staff member. A strong PC is essential to the success of APA.

The APA School Board (SB)

The SB is made up of seven members. One of the members will be from among the members of the Board of Trustees of the Islamic Center of Greater Austin and will serve as the official school designee. Three members will be elected by the Parents Council. The remaining three members will be nominated jointly by the Board of Trustees (BT) and the three elected representatives of the Parents' Council. The School Designee will Chair the School Board. The SB is a policymaking body. Its responsibilities are: fundraising; preparing the annual budget and approving all expenditures; approving curriculum, textbooks and courses of study; and making decisions on salary raises and employment contracts. Meetings of the SB are held when necessary.

Austin Peace Academy 2006 – 2007 CALENDAR DATES

Summary of Calendar

August 1 - 11, 2006	Staff Preparation/Orientation
August 12, 2006	Parent Orientation Meeting (12:30 pm – 3:00 pm)
August 14, 2006	First Day of School/ Beginning of First Quarter
August 14 – 25, 2006	Health Screenings
August 25, 2006	Open House at 6:00 pm
September 4, 2006	School Closed
September 25, 2006	Ramadan Schedule begins – Pick-up at 2:15.
October 13, 2006	End of First Quarter
October 16 - 17, 2006	Parent Conferences – No School for students
October 16 - Oct. 27, 2006	Ramadan/Eid Break
October 30, 2006	School Resumes after Eid Break/ Begin 2 nd Quarter
November 23, 24, 2006	School Closed
December 14, 2006	Science Fair
December 22, 2006	End of Second Quarter
December 25, 2006-	Beginning of Mid-Year/Eid Al-Adha Break
January 8, 2007	Classes Resume after Mid-Year Break
	Begin Third Quarter
March 15, 2007	End of Third Quarter
March 16, 2007	School Closed
March 19, 2007	Begin Fourth Quarter
April 25, 2007	Sports Day
May 24, 2007	End of Fourth Quarter/ Last Day of School for Students
May 25, 2007	Commencement Day
May 25, 29, 30, 2007	Staff Closing Procedures