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## **PARENT-STUDENT HANDBOOK**

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## **SCHOOL MISSION**

*Our mission at ILM Academy is to promote academic excellence and Islamic values in a nurturing environment that empowers students to reach their highest academic potential while preparing them to become leaders in the service of their families, their communities, and God.*



**ISLAMIC EDUCATION INSTITUTE OF TEXAS, Inc.**

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### **Welcome Message From ILM Academy AP Chair**

Assalamu Alaikum,

The Islamic Education Institute of Texas (IEIT) is a unique Islamic school system that includes five, full-time Islamic schools in the Houston area (Darul Arqam North, Darul Arqam Southeast, Everest Academy, Houston Peace Academy and ILM Academy). The Board of Trustees of IEIT assists in governing the IEIT school system, and each individual school has an Advisory Panel that helps set the vision and provides guidance for the school. As Advisory Panel Chair of ILM Academy, I have a position on both the IEIT Board of Trustees and the ILM Academy Advisory Panel. IEIT has a proud tradition of excellence in academic and Islamic education. Our mission is to ensure that every child achieves his or her maximum potential through an enriched academic curriculum. In addition, IEIT is focused on preparing today's students for tomorrow's challenges in our globally connected world through the establishment of high Islamic values and ethical standards. With the blessing of Allah (SWT), I am proud to inform you that the IEIT school system currently serves approximately 1,000 students at its 5 campuses ranging from infant and toddler programs to high school.

I thank all our parents and staff for their dedication and support. Your participation is vital in ensuring a productive and healthy school environment and I would highly encourage you to get involved by participating in meetings, orientations, parent workshops, parent/teacher conferences, school committees and various school events, as well as providing essential feedback through school surveys. Your willingness to build a positive rapport with students, parents, staff, and community members will add to the success of IEIT and ILM Academy inshaAllah. School should not only be a place of academic enrichment, but also a place where our students find community and connection with their peers. As we continue to move forward, please know that your time, feedback and support as a parent, student or staff member are greatly appreciated and encouraged. Please feel free to contact me with your comments and concerns at [ap@ilmacademy.org](mailto:ap@ilmacademy.org) so that we continue to grow and maintain an exemplary school and school system.

Warm Regards,  
Zuharia Razzack  
Chair, ILM Academy Advisory Panel

# INTRODUCTION

## ***Welcome to ILM Academy***

ILM Academy was founded in 2006 and became part of the Islamic Education Institute of Texas (IEIT) school system in 2013. The school achieved accreditation through AdvancEd in 2011 and continues working towards the goal of providing the best academic and spiritual education possible. The Early Childcare Center (ECC) is licensed by the **Health & Human Services Commission (HHSC)** and follows their Minimum Standards of care.

### **Health & Human Services Commission (HHSC)**

1330 East 40th Street

Houston, TX 77022

Phone: No 713-287-3238

Licensing Inspection report can be viewed online at

[hhs.texas.gov](https://hhs.texas.gov)

ILM Academy: Account # 890460

We welcome students, parents, staff, community members, and all those associated with ILM Academy at any level to join us in our efforts in making ILM Academy an exemplary educational institution.

The principal, staff, and Advisory Panel would like to wish you and your child(ren) a fruitful, productive and successful year with the school and hope to partner with you in your child's education for years to come.

The 2022-2023 school year is from Monday, August 15, 2022 to Friday, May 26, 2023. Classes are held Monday through Friday from 8:10am-3:10pm, with the exception of the ECC, which is from 8:00am to 3:00pm. Students in elementary and middle school are expected to arrive by 8:09am in order to start class at 8:10am.

## ***Vision of School***

ILM Academy is committed to providing an education of the highest academic caliber implementing sound educational theory and practice that will enable our children to become leaders in a new, globalized society. Rooted in strong Islamic values, students will strengthen and maintain their Islamic identity while recognizing the diversity inherent in the world around them. Through a challenging and diverse curriculum that integrates all disciplines in an Islamic environment, students will develop the leadership potential and balanced character needed to face the challenges that lie ahead.

The following are school-wide objectives that we continuously strive to achieve with our students:

- To educate the whole child intellectually, spiritually, physically, and emotionally
- To teach our students to strive for excellence in all that they do
- To teach a love for Islam by example and through Islamic and Qur'anic studies
- To prepare our students at the level necessary for worldly success
- To teach our students social awareness and responsibility

## **SCHOOL POLICIES**

### ***Admission Requirements***

#### **New Students**

Admission to ILM Academy is open to all students entering grades ECC-8th grade. The school does not discriminate in enrollment on the basis of race, gender, religion, or national origin. ILM Academy reserves the right to decline admission to students for the following reasons: If the school determines that a student requires special educational instruction and/or English as a Second Language beyond the capability or capacity of the school staff.

The Priority Admissions deadline for enrollment is in January of the prior academic year but, if there is still availability, admissions may continue until all available spots are filled in a given grade or to create a waiting list for a grade. Admissions will officially close at the end of February of that academic year.

Students entering the Montessori class must be 3, 4 or 5 years of age by September 30<sup>th</sup> of the school year and all newly admitted 1<sup>st</sup> graders must turn 6 by September 30<sup>th</sup> of the academic year in which they are entering.

Priority in enrollment is as follows:

- Current students
- Staff children
- Siblings of student already enrolled
- School leadership children
- All others

To newly apply for admissions, parents must submit the following documents before the Priority Admissions deadline:

- A completed online admissions application form via TADS
- \$65 non-refundable registration fee (or \$125 after the Priority Admissions deadline) paid via TADS
- Copy of the child's birth certificate or passport turned in to ILM Academy
- Personal interview with the parents and student
- Applicant Evaluation form filled out by applicant's most recent teacher or mentor (for applying 1st-8th graders only)
- Records Request form filled out and turned in with all requested materials by applicant's most recent school (for applying 1st-8th graders only)

Based on this information, the school will make a decision to accept or decline the student. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided in the application process. In case a child is denied admission to the school, the parents may make a written appeal to the Advisory Panel.

In order to complete the admissions process and have the student begin classes at ILM Academy, the following items must be completed and submitted:

- \$100 non-refundable book/activity fee for ECC, Montessori, and elementary students and \$150 non-refundable activity/lab fee for middle school students paid via TADS
- \$15 school supply fee for ECC and Montessori students paid via TADS

- Enrollment forms completed via TADS (includes Emergency Contact, Pick-Up Authorization, Payment Option Agreement)
- Copy of updated immunization record or exemption affidavit turned in to ILM Academy
- Physical Examination form filled out by student's physician and turned in to ILM Academy (Hearing and Vision screening is required for all children 4 years and up)
- Full tuition turned in to ILM Academy (options I, II, or III)
- Automatic Tuition Deduction form turned in to ILM Academy (if selecting Option I)

Children will not be allowed to enter class until all of these items have been submitted and are complete.

Tuition may be paid through one of the following four options:

Option I: monthly automatic withdrawals

Option II: one yearly payment

Option III: two bi-yearly payments

### **Potty Training**

All children enrolled in the Montessori program and above (not ECC) must be **completely** potty trained. The child should *not* be sent to school in pull-ups or diapers and must verbally express the desire to use the restroom. Parents will be notified by email if the child has a toileting accident. If a bowel accident occurs, the parents will be notified and may be asked to pick up the child early. Children who have not reached this milestone and are having frequent bathroom accidents may be sent home for potty training reinforcement as having to deal with such incidents can reduce the staff's ability to effectively supervise the entire class.

### **Montessori Potty Training Policy**

Students entering Montessori are expected to be **completely** potty trained. During the normalization process it is understood that some students may need time to adjust to their new surroundings.

During the first four weeks of school:

### Wetting

1. Parents will be informed via email when a child has an accident. Students will be cleaned and changed.
2. Should a child have four accidents in one week, the parent will be asked to pick up the child and keep him/her home for two consecutive days for potty-training reinforcement.

### Soiling

1. Parents will be informed via email when a child has an accident. Students having one accident in a week will be cleaned and changed.
2. Should a child have a second accident in a week, the parent will be asked to pick up the child and keep him/her home for three consecutive days for potty-training reinforcement.

During the second four weeks of school:

### Wetting

- Should a student have more than one accident in a week, the parent will be asked to pick up the child and keep him/her home for three consecutive days for potty-training reinforcement.

### Soiling

- Should a child have more than one accident in a two-week period, the child will be helped and taught to clean themselves and change out of their soiled clothes. The parent will be asked to pick up the child and keep him/her home for three consecutive days for potty-training reinforcement.

## **Immunization**

### **Immunization for Students and Staff**

State law requires that students be immunized against the diseases prior to enrollment and should receive vaccinations according to their age. [Please see the Texas Minimum State Vaccine Requirements for Child Care Centers](#) as provided by the Department of State Health Services for guidelines on which vaccinations your child should receive according to his/her grade level. An exemption affidavit must be turned in if a child is not getting vaccinated for any or all of the diseases or if a child is not getting vaccinated according to the timeline provided by the state of Texas. According to the [Health and Human Services Minimum Standards for Child-Care Centers](#), "Employees at your program will only need to obtain immunizations that are required in your policy".

All ILM and ECC Staff members are highly recommended to get vaccinations for all preventable diseases but are not required by the State of Texas to do so. All staff members should be aware that illnesses are to be expected, especially when working with young children. Staff should take every effort to take preventative measures, including getting routine vaccinations.

### **Hearing and Vision Screening**

All students aged 4 and above must have a yearly hearing and vision screening done and the results showing passed tests must be given to the school.

### ***Student Records***

The school considers student records confidential and will only be viewed by school-authorized personnel. Records will not be provided to non-school personnel except by written request of the parents/guardians of the student. Parents may request a copy of all or some parts of the student's record by notifying the school in writing. Student records will be shared with custodial as well as non-custodial parents unless we have a court order on file that states the contrary.

Records of financial aid are not considered part of a student's records and are only available with written permission from the person whose name is on the financial documentation at the time of enrollment. Tuition payment records can be viewed by parents by logging in to Orbund, the school management system. Student records may be withheld due to failure to complete financial obligations towards the school.

### ***Withdrawal***

Students moving to another school will be processed through the administrative office. Student records will be transferred upon written request by the other school or the parents. However, ILM Academy reserves the right to withhold school records until all tuition is paid in full. Tuition may be partially refunded for withdrawal, depending upon the circumstances. If approved, tuition will only be refunded on a semester basis. Students enrolled in any given semester will be responsible for the entire tuition for that semester, with the exception of ECC. ECC tuition will be refunded on a monthly basis for which parents of students enrolled in any given month will be responsible for the entire tuition for that month and the following month only instead of the whole semester. The Fall semester is defined by the school days from the first day of school to the last

day before winter break (August-December). The Spring semester is defined by the first day of school back from winter break to the last day of school (January-May).

***Tuition and Fees***

Yearly tuition is set at \$9190 for students in Montessori and \$7710 for students in elementary and middle school. Tuition must be paid prior to full enrollment and arrangements for payment must be made by the deadline given by the administrative office.

Tuition may be paid by one of three options listed below:

<b><u>OPTION I:</u></b>	Monthly automatic deductions of \$919 month for Montessori or \$771/month for elementary-middle school	A <u>voided check and ACH form</u> must be turned in during the <b>enrollment period</b> . All monthly deductions will be made on the 15th of each month (unless the 15th falls on a weekend) starting with <b>August</b> and ending in May.
<b><u>OPTION II:</u></b>	Yearly payment of \$9190 (Montessori) or \$7710 (elementary-middle school)	One Check: Payment via check of the full amount.
<b><u>OPTION III:</u></b>	Bi-yearly payment of \$4595 (Montessori) or \$3855 (elementary-middle school)	Two Checks: The first payment should be dated for August 15 and the second payment should be post-dated for January 15 of the academic year.

*\*Note: Option I involves ten payments that are deposited/deducted in the middle of each month. The tuition payments are not a monthly tuition and do not reflect the number of days school is in session for that month.*

The tuition rates for the ECC differ from the above because ECC students have different options of enrollment days and hours. Listed below are the three enrollment options for the ECC. Families enrolling a child in the ECC are required to pay via Option I only.

<b>Days</b>	<b>Hours*</b>	<b>Tuition Rate (19+ month olds)</b>	<b>Tuition (12-18 month olds)**</b>
Monday-Friday	Part or full time (no difference in rate)	\$1050 per installment	\$1140 per installment
3 days (MWF)	Part or full time (no difference in rate)	\$870 per installment	\$1000 per installment
2 days (TTh)	Part or full time (no difference in rate)	\$720 per installment	\$870 per installment

*\*Part time hours are 8:00am-12:30pm and full-time hours are 8:00am-3:00pm.*

*\*\*Tuition for infants is higher due to the much lower student to teacher ratio.*

Families with more than one child enrolled will be charged the full tuition for the first child but will receive a discount for subsequent children. For purposes of calculating discounts, the youngest child enrolled will be considered the first child, the 2<sup>nd</sup> youngest child will be considered the second child, and so on.

The discount will be applied to additional children as follows:

2nd child – 20% discount

3rd child – 30% discount

4th child – 40% discount

5th child – 50% discount

Tuition will be prorated, according to a schedule, on a monthly basis for students enrolling mid-year. Tuition policies will be strictly enforced. However, if there are extenuating circumstances, the school may make accommodations on a case-by-case basis after being notified in writing.

### ***Financial Aid***

Limited financial aid is available for deserving families. Interested applicants should contact the school. All financial aid recipients are expected to uphold good academic and behavioral standing to maintain receipt of financial aid. Failure to do so may result in financial assistance being revoked. Financial aid applications must be submitted yearly by the deadline given via email (which will always allow at least a month to apply) of the calendar year in which the student will begin school. Returning students must submit a new financial aid application for the next school year as failure to submit the application may result in termination of aid for the subsequent school year. Financial aid

decisions are made independent of admissions decisions but continuing aid is dependent upon good academic and behavior standing.

In addition to applying for financial aid through the online TADS website, families may be asked to submit additional applications for other sources of funding. These sources will not go to the families but will come directly to the school and allow the school to continue to offer financial aid to deserving families. Any family that wishes to apply for aid must complete all requested applications or forms in order to receive aid.

### ***After School Care and After School Programs***

The school does not provide after school care, however additional after school programs may be offered throughout the year, such as soccer or other activities. Information for these programs will be provided separately, including any additional charges incurred for these programs and their respective schedules. Parents will need to register for these programs separately through the organizers of the programs. All students enrolled in these programs must be picked up promptly when the activity ends. Programs offered after school are not part of ILM Academy and parents assume full responsibility for their children during that time.

### ***Late Pick Up Fees***

Students picked up after regular dismissal timings will be charged a late fee. Late fees will be \$15 for the first 15 minutes after the regular dismissal window (after 3:30pm for Montessori-8<sup>th</sup> grade, unless there is a continuous pick-up line preventing earlier pick up, or after 3:15 for ECC). Late fees must be paid in full each month. There will be a \$25 administrative fee for any outstanding fees at the end of the month. Fees unpaid after the second month will result in the child being withheld from class until the fees are paid in full or a payment arrangement is made.

Students being picked up from after school activities must be picked up at the time of release from those activities as there will be no dismissal window for after school activities.

### ***Lunch & Snack***

The school does not provide lunch or snacks on a regular basis. Students must bring their own lunch and snacks. The school or PTO may offer lunch on set days for a predetermined cost per child. Lunch may also be offered at special and PTO-sponsored events. Parents will be notified in advance of such offerings and if needed, must sign up their child separately for the lunches.

We encourage healthy eating habits for all children and appreciate your support in making this happen. The following foods *will not be allowed* at the school for lunch or snack: cakes, cupcakes, cookies, candy, or soda. Alternative suggested snack items include fruit, cheese, yogurt, peanut butter crackers, graham crackers, etc.

### **ECC Snacks**

The following foods will not be allowed at school for lunch or snack as per safety and licensing regulations: popcorn and hot dogs (choking hazard). Grapes, cherries, cherry or grape tomatoes, and other similar items must be cut in half vertically to avoid choking. The Early Childcare Center is a Nut-Free Facility. Food or snacks containing nuts or nut-products are **not allowed**.

### ***ECC Safe Sleep Policy***

All staff, substitute staff, and volunteers at ILM Academy will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant

Death Syndrome (SIDS/SUIDS) at:

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

### ***ECC Outdoor Activities***

All ECC students participate in 60 minutes of daily free choice and group activities which is essential for their cognitive and physical development and gross motor skills. For safety reasons, all students are required to wear comfortable, loose clothing and closed-toed shoes.

### **Water Activities:**

ECC students may participate in the following water activities: Sprinkler Play.

## ***Dress Code***

ILM Academy has a dress code by which we expect all of the students to abide. General guidelines apply to all grades, including shoes, jewelry, and clothing. *Specific uniform requirements apply only to elementary and middle school grades.*

General guidelines:

- **Shoes:** Students must wear socks and *close-toed shoes*. No slippers, flip-flops, or sandals with open toe fronts are allowed. Student should be able to put their own shoes on, so those that cannot tie laces should wear shoes with Velcro, snap, or zipper closures.
- **Jewelry:** For the safety of the children, no jewelry except stud earrings and watches will be allowed. Bracelets, necklaces, and rings can pose a safety hazard, especially on the playground.
- **Clothing:** Clothing should be checked for drawstrings, chains, or even loose belts that can cause entrapment or injury, especially on the playground.
- **Hair/Makeup:** Students may not wear excessive makeup and hairstyles should be modest, well-groomed, and not distracting.
- **Weather:** Please dress your child according to the weather, as students will go outside for recess on a daily basis, unless it is raining, the heat index is over 103°F or the wind chill is below 37°F. (If the heat index is between 98-102°F, students will go out only briefly.)

Parents are expected to make sure that their child is in compliance with the school dress code. If students are not in compliance, parents will be notified and may be obliged to bring the appropriate articles of clothing to school.

At the middle school level, attire will be addressed as a part of the curriculum in terms of Islamic codes of modesty. Students will be taught guidelines for appropriate dress so they may make intelligent choices both within and outside school and may implement modesty in both their dress and behavior encompassing all aspects of their appearance. The uniform policy is built around allowing some flexibility for students to make intelligent decisions while teaching them the commandments of the faith. Students failing to abide by the dress code on free dress days may lose the privilege of choosing their dress and may have to wear uniform instead on free dress days.

Please note that there is a dress uniform code that will be enforced every Friday for elementary and middle school students. Uniform items are available through Kaleidoscope Uniforms at [kaleidoscopeuniforms.com](http://kaleidoscopeuniforms.com). *Create an account to shop the ILM Academy collection.*

As per our existing dress code policy *for all grades*, for safety reasons, **no jewelry**, except stud earrings and watches, will be allowed and all students should always wear close-toed shoes.

In addition, backpacks, lunch boxes, folders, etc. are strongly encouraged to be free of any characters or figures due to an effort to minimize the effect of commercialism/materialism (especially pop culture) that these figures promote.

### **Field Trip Uniform**

All Montessori students must wear their ILM Academy spirit shirt ([ILM Spirit Wear Shop](#)) to all field trips. All elementary and middle school students must wear either their Friday formal dress uniform or the [spirit shirt](#), depending upon whichever is specified according to the nature of the field trip.

### **PE Uniform**

For PE, all elementary and middle school students are required to wear the following uniform on PE days (twice a week for grades 1-6, once a week for grades 7-8):

- **ILM Academy spirit shirt:** [Short-sleeved](#) or [long-sleeved](#) (mandatory for girls in Grades 4-8).
- **Navy colored loose-fitting sweat/track pants:** Leggings are **not allowed**.
- **Sneakers**

### **Free Dress Days**

Middle school students will be allowed one day per week as designated by the school to dress as they wish provided specific criteria are met. The intent behind this is to allow freedom of expression while teaching them to implement principles of modesty that will carry beyond school *inshallah*. Students failing to abide by the dress code guidelines, may lose the privilege of free dress.

The criteria are as follows:

- Loose-fitting, opaque materials
- Tops should cover the hips
- Pants and skirts must extend below the ankles
- For girls, if wearing pants, the shirts must fully cover the hips, be long sleeve and be appropriate for *salah* and pants must be loose (no leggings).
- No characters or figures displayed on the clothing

- o No offense words or slogans displayed on the clothing
- o Skimpy jeans/pants (for both boys and girls) and leggings are **NOT allowed**, unless the top comes below the entire knee on all sides

***In the table below, all polos, shirts, jumpers, tunics, skirts, and dresses may be purchased through Kaleidoscope uniforms. All Formal Friday Uniform items must have the ILM Academy logo on them.***

**Elementary and Middle School Boys Uniform**

	<b>Grades 1-5 Daily Uniform</b>	<b>Grades 1-5 Friday Formal Uniform</b>	<b>Grades 6-8 Friday Formal Uniform</b>
<b>Top</b>	Light blue polo (short or long sleeve) <b>OR</b> ILM logo light blue long sleeve oxford shirt	ILM logo light blue long sleeve oxford shirt (tucked in)	ILM logo light blue long sleeve oxford shirt (tucked in)
<b>Bottom</b>	Navy blue pant (loose-fitting)	Navy blue pant (loose-fitting)	Navy blue pant (loose-fitting)
<b>Accessories</b>	None	Black or brown belt Adjustable blue gold plaid neck tie	Black or brown belt Full-make blue gold plaid neck tie
<b>Cardigans / Sweaters</b>	Navy blue vest or cardigan (optional)	ILM logo navy blue vest or v-neck cardigan (optional, however only logo sweater will be allowed)	ILM logo navy blue vest or v-neck cardigan (optional, however only logo sweater will be allowed)
<b>Shoes/ Socks</b>	Close-toed shoes	Black or brown dress shoes with black, brown, or white socks	Black or brown dress shoes with black, brown, or white socks

\*Middle school students only may wear free dress on their designated Free Dress Day instead of uniform.

### Elementary and Middle School Girls Uniform

	<b>Grades 1-5 Daily Uniform</b>	<b>Grades 1-3 Friday Formal Uniform</b>	<b>Grades 4-5 Friday Formal Uniform</b>	<b>Grades 6-8 Daily Uniform</b>	<b>Grades 6-8 Friday Formal Uniform</b>
<b>Top</b>	<p>Light blue long/short sleeve polo shirt or polo dress for Grades 1-3</p> <p><b>OR</b> ILM logo light blue long sleeve Peter Pan collar shirt</p> <p><b>OR</b> the Peter Pan shirt with navy blue pleated-hem jumper</p>	<p>ILM logo navy blue pleated-hem jumper with light blue long sleeve Peter Pan collar shirt</p>	<p>ILM logo light blue long sleeve Peter Pan collar shirt</p>	<p>Navy blue tunic</p>	<p>ILM logo light blue long sleeve Peter Pan collar shirt</p>
<b>Bottom</b>	<p>Navy blue pants</p> <p><b>OR, with jumper:</b> Grades 1-3: white tights or white leggings with white socks Grades 4-5: navy blue pants</p>	<p>White tights or white leggings with white socks (plain - no designs or patterns)</p>	<p>Navy blue knee-length pleated skirt</p> <p>White leggings with white socks (plain - no designs or patterns)</p>	<p>Khaki pant (loose-fitting)</p>	<p>Navy blue long pleated skirt</p> <p>White leggings with white socks (plain - no designs or patterns)</p>

<b>Salah/ Hijab Specifics</b> (Solid Navy or White <b>only</b> - <u>no designs or patterns</u> )	Navy blue sweater to cover arms (if wearing short sleeve polo)  Solid navy blue or white hijab  Not required throughout school day	Solid white or navy blue hijab  Not required throughout school day	Solid white or navy blue hijab  Not required throughout school day	Solid white or navy blue hijab  Not required throughout school day but <i>strongly encouraged</i>	Solid white or navy blue hijab  <b>Required</b> throughout school day
<b>Accessories</b>	None	Adjustable cross blue gold plaid tie	Adjustable cross blue gold plaid tie	None	None
<b>Cardigans (Optional)</b>	Navy blue cardigan	ILM logo navy blue cardigan (only logo sweater will be allowed)	ILM logo navy blue cardigan (only logo sweater will be allowed)	Navy blue cardigan	ILM logo navy blue cardigan (only logo sweater will be allowed)
<b>Shoes/ Socks</b>	Close-toed shoes	Brown or black plain dress shoes (e.g. Mary Janes) with black, brown, or white socks	Brown or black plain dress shoes (e.g. Mary Janes) with black, brown, or white socks	Close-toed shoes	Black or brown plain dress shoes (e.g. Mary Janes) with black, brown, or white socks/no-show socks

\*Middle school students only may wear free dress on their designated Free Dress Day instead of uniform.

## ***Safety Regulations***

### **Safety Drills**

Safety of the students is of paramount importance. The school has a security committee consisting of administration members and security personnel that meets regularly to review security protocol. In addition, administrative personnel have attended various trainings offered by local law enforcement, security officers, and other organizations with extensive security experience. Any injured or handicapped students will be transported in wheeled chairs or an emergency crib with wheels (for the ECC) with the assistance of the teachers.

The school conducts regular safety drills to ensure that staff members are able to effectively manage students in an emergency situation. Emergency drills include the following:

- Fire Drills – conducted monthly. Students are evacuated to the basketball court if exiting out the front exit and to the masjid parking lot if exiting out the back exit. Drills are conducted from both exits to ensure familiarity.
- Lockdown Drills – conducted 2-3 times a year. Students practice gathering quietly in a locked room in the event of an unauthorized intruder.
- Severe Weather Drill – conducted once per semester. Students gather in rooms with no exterior windows. Students from the second floor are brought down to the first floor and gather in the interior hallways.

ILM Academy is a Gang-Free Zone, which means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under state law.

### **Emergency Contact and Medical Information**

Parents must provide the following information to the school via the TADS Enrollment forms:

1. Name and telephone number of at least one relative, friend or neighbor to be used in case of emergency. The emergency contacts should be people who can pick up your child from school and make decisions on your behalf.
2. Parent work and cell phone numbers, especially if both parents work.
3. Any illnesses and/or allergies the child may have must be noted.

### **Emergency Situations or Accidents**

In case of an in-school accident, the school staff will assess the injury and either treat it or seek professional medical care, if needed. School personnel will notify the parents. In case of a life-threatening situation, the school has the right to call 911 before contacting the parents.

In case of severe injury, a student may be transported to a doctor, clinic, or hospital, as required, using a staff member's automobile or ambulance. An incident report will be completed and a copy sent to the parents.

In case of a sudden emergency situation, such as severe weather or security incident, students will be kept in a safe location at the school, or if possible, will be evacuated to an alternate safe location, such as Masjid El Farouq, until parents may pick them up. Parents will be notified of such a situation by text and email, as possible, given the nature of the emergency.

### ***Medical Regulations***

***\*\*See Appendix A for COVID-19 Protocols (p. 52)***

### **Communicable Diseases**

Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness have been developed with the help of state and federal health guidelines. In order to protect the entire group of children, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- Signs of a newly developing cold or severe coughing
- Diarrhea, vomiting, or an upset stomach
- Unusual, excessive, or unexplained loss of appetite, fatigue, irritability or headache
- A rash (unless the child brings a note from a doctor stating that it is not contagious)

ECC children exhibiting the above symptoms during the school day may also be sent home.

Students who are sent home for illness should stay home for one full school day to ensure they are symptom-free for a full 24 hours before returning to school.

Children who become ill with any of the following symptoms will be sent home and should not return to school until they are symptom-free for a full 24 hours:

- A fever of 100.4 F (37.8 C) orally or 99 F (37.2 C) read under the arm or on the forehead within the last 24 hours.
- A child with Chickenpox must stay home 7-10 days from the day the child breaks out or until all lesions are dry.
- A child with Impetigo (a sore around the mouth and nose area) can attend school only with the permission of a doctor.
- A child with Conjunctivitis (inflammation, drainage, itching and redness of eye) should be seen by a doctor and must stay home for at least the first 24 to 48 hours.
- A child with evidence of lice will be excluded from school until medicated shampoo or lotion treatment has been given. All children excluded for head lice must be examined by school personnel before readmittance to the classroom to ensure there are no live lice (as per American Academy of Pediatrics guidelines).

We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please contact the school before bringing your child.

### **Dismissal on Medical Grounds**

Parents or, in case parents are unreachable, the emergency contact(s) will be informed if a child is sick at school and will be asked to take the child home.

### **Dispensation of Medication**

All medication your child requires should be administered at home if at all possible. If, however, there is a condition that requires the administration of medication at school, the following criteria must be met:

1. An Authorization for Administration of Medication form (available from the office) must be filled out.
2. All prescription medication must be properly labeled with the child's name, dosage, and physician's name.

3. All over-the-counter (OTC) medication must be in the original container. The school may request further information if dosage instructions vary from the manufacturer's recommended dosage on the container.
4. Medication to be given more than 15 consecutive days must have a note with the physician's signature.

### **IEIT Administration of Nontraditional Medical Therapies Policy**

Only FDA-approved medicines prescribed by licensed physicians will be administered at school. Requests for the administration of nontraditional medical therapies are considered on a case-by-case basis determined by the specific facts of the case. Nontraditional medical therapies are those not FDA-approved and not prescribed by a licensed physician. Such requests require the parent to submit a Medical Authorization Form to the school. The school has the authority to refuse to administer the medication. IEIT is committed to balancing a commitment to family-centered care with the ethical responsibility to guard the welfare of the child.

**Please do not send any medication with your child. The parent must personally bring all medications to the office.**

If medication needs to be administered to a student on an unscheduled basis, parents must request for the medication to be administered via written permission, preferably via email. This email should be sent to the school administrators and the student's homeroom teacher.

The administration follows set procedures to ensure medications are administered as directed for the child. All medications are kept out of reach of students. All staff members are made aware of any medical conditions pertaining to the students in their care to ensure their safety and well-being at all times.

### **Exclusion from Activities**

Written requests from parents and/or physicians are required if a child is to stay inside the school and/or not participate during recess/physical exercise time.

### ***Attendance***

#### **Absences and Tardies**

School days are Monday through Friday for all grades. Elementary, middle school, and Montessori classes begin at 8:10am, though students are expected to arrive earlier, and end at 3:10 pm\* daily, while ECC hours are 8:00am-3:00pm.

Timings for ECC are different in order to facilitate a smooth arrival and dismissal process for children in both buildings. **School arrival time is 7:55am and children will not be allowed to enter the building before 7:55am, unless they have a scheduled appointment with a teacher or staff member or if they are on Safety Patrol duty. Elementary and middle school students will be marked tardy if they are not present in the building by 8:09am as they need to be fully ready to start class by 8:10am.** Any student arriving after 8:09am will be marked tardy and will be asked to wait until the parent signs them in explaining why they were tardy. No child will be admitted to class without the parent signing them in and the child receiving a tardy pass. Students leaving before the end of school at 3:10 without a valid excused reason (see below for the list of excused absences) will be counted as having left early for the purpose of calculating unexcused absences. Any child that misses more than two hours of school (by arriving late, leaving early or missing a portion within the school day) will be marked as having a half-day absence, which may be excused or unexcused depending on the reasons for missing that school time.

For the benefit of your child and his/her classmates, please keep in mind that tardy arrivals and early dismissals are extremely disruptive to the class environment, result in missed work by the student, affect the child's academic performance, and disrupt the learning process for other students. While traffic is always an issue in Houston, we expect that you will factor this into your commute, just as you do for your other commitments. We know that you want the best for your child and will make every effort to ensure their school experience is timely, productive, and pleasant.

The following policy will be implemented:

- Tardiness is unexcused lateness to class. Students in all classrooms, other than the ECC and Montessori, will be marked tardy if arriving to the school after 8:09am.
- All tardy students must be signed in by the parent in order to be admitted to class.
- Students arriving late, leaving early, or missing any portion of the day more than two hours will be counted as having a half-day absence.
- Excused absences include the following and must be accompanied by a note explaining the absence/tardy:
  - Healthcare visit
  - Illness (Any illnesses exceeding three days will require medical documentation to be considered excused)
  - Funeral (1-2 day max)
  - Umrah or Hajj (once in 5 years)

- Teachers are to be notified of pre-planned extended absences in advance. **Please read the policy on make-up work under Academics for more details.**

### **Unexcused Absences and Excessive Tardies**

Parents must submit a Pre-arranged Absence Form at least 5 school days prior to a scheduled absence of more than 3 days for any pre-arranged absences, such as vacations, Hajj/Umrah, or pre arranged medical leave. It is the parents'/students' responsibility to coordinate assignments and lessons with their teachers at least 5 days prior to unexcused absences. Teachers will not be expected to reteach any lessons for any unexcused absences.

### Excused Absences

The child is allowed a number of days equivalent to the number of days missed to make up any missed work for full credit. Work turned in after that date will be accepted but will lose credit for each day late, to a maximum of 5 days late for elementary and 3 days late for middle school. Any work turned in after that will not receive any credit and will be marked as a zero. **Please read the policy on make-up work under Academics for more details.**

### Unexcused Absences

Absences for reasons other than healthcare visits, illness, funerals (1-2 days max) of the student's immediate family members or his/her parents', or Umrah/Hajj (more than once in 5 years) will be considered **unexcused** and will be subject to the following:

- Two (2) unexcused tardies equals one (1) unexcused absence.
- Any combination of unexcused absences and unexcused tardies totaling seven (7) unexcused absences per semester will result in a fine.
- More than 7 unexcused absences per semester will result in a \$50 fine.
- If this happens twice in a year, another fine of \$150 will be incurred, and parent will need to attend a mandatory handbook overview session with the principal.
- Any outstanding fines at the end of the year will result in a hold of academic records.

Students who accumulate absences over 10% of school days (17 days) (excused or unexcused) may be subject to being withheld from promotion to the next grade level as per Texas Education Agency policy (TEA code 25.092).

While visiting family and traveling have great benefits to children, they must be balanced with the requirements of schooling and parents should take this into



closures. If Spring Branch ISD cancels school, then ILM Academy will automatically cancel school. However, there may be instances where Spring Branch ISD remains open, but ILM Academy is closed or delays opening. In such cases, the school will notify the parents by email before 7:30am on the day of the closure. In addition to sending an email, the school will also try to communicate the closure via SMS messages to all parents who provide their cell phone numbers to the school. However, the email is what parents should rely upon as their primary method of receiving communication about closures or delayed openings.

### ***Drop off / Pick up / Parking***

#### **Drop Off Procedure**

Parents should enter the main gate near the masjid and exit through the gate directly in front of the school. Parents may drive up to the front entrance of the school and a staff member or Safety Patrol officer will escort their child out of the car and into the school. Parents may also choose to park and walk their child in, though we encourage you to take advantage of the convenience of the drop off procedure. Children may be dropped off as early as 7:55am.

#### **Pick Up Procedure**

Parents should enter through the gate in front of ILM Academy and will exit through the same gate. There will be 2 lanes driving in to pick up your child(ren) that merge at the roundabout. One of the school staff will notify the teachers inside that your car is here and your child will be sent out and escorted to your car.

Parents who wish to walk up to the school to pick up their child must wait on the sides by the ramps, not in front of the steps. All parents and students must walk along the sidewalks to go to/from their cars and must not cross through the carpool line.

Only those people authorized in writing to pick up the child will be allowed to take the child. If a child is to be picked up by someone other than those on the Pick-Up Authorization list, the parents must inform the school in writing. If the staff does not recognize the person picking up the child, we will ask for proper identification to ensure only authorized persons are granted custody of the child.

No one is allowed into the school from 2:55-3:20pm\* to maintain safety and security of the students during the dismissal process. Students picked up more than 15 minutes after dismissal time will be charged a late fee.

### **ECC Drop Off / Pick Up Procedure**

As students in ECC must be signed in and signed out daily, they must be picked up directly from the ECC and will not be dismissed through the carpool pick up or be dropped off through the carpool drop off. Parents must park their cars in a designated parking spot and walk into the ECC to pick up or drop off their ECC students.

### ***Transportation***

The school does not provide transportation. Parents should make their own arrangements for carpooling.

## **ACADEMICS**

### ***Report Cards/Progress Reports***

Elementary and middle school students will have formal report cards reflecting their academic progress. Report cards are available online through the Orbund school management system and are also sent home at the end of the academic year. The school year is divided into four 9-week grading periods, after each of which report card grades will be issued indicating the student's academic growth. Parents are encouraged to monitor student progress on exams and other graded material throughout the year so they are continuously aware of their child's progress. Parents are highly recommended to meet with the child's teacher during the parent-teacher conferences to personally discuss the child's progress.

Children in the Montessori classroom will receive reports but will not be given letter or number grades. The reports will instead note which tasks the child has been introduced to, is progressing in, and has mastered as well as general comments about the student's progress. There are four Montessori evaluation periods, the first two marked by the parent-teacher conference dates in October and February and coinciding with the 1<sup>st</sup> and 3<sup>rd</sup> terms for elementary and middle school students. The first two reports will be followed up with a highly

recommended parent-teacher conferences to discuss overall progress with the teacher personally. This is the parent's opportunity to learn more about what the child does in class, what are the child's strengths, and in which areas the child will require more work. It is also the teacher's opportunity to learn more about the child from the parents and to form a partnership with the parents in the education of the child. Since the ultimate objective is mastery of the task, once the child completes the task successfully, and can reproduce the same results, the child is considered to have mastered the task.

Parent-teacher conferences are scheduled for October and February but may be requested by parents or teachers at any other time during the school year.

### **ECC Activity and Progress Reports**

ECC parents will be provided reports on a daily basis documenting the child's events for that day including feeding, sleeping, behavior, and other activities. Parents should also provide written updates of these events when dropping off their children in the morning. Individualized progress reports documenting social and physical development are sent home quarterly.

### **Elementary Honor Roll Policy**

The elementary honor roll will be called the Academic Achievement Award which will honor students meeting the below mentioned criteria each term of the school year. The criteria are:

- Students in grades 1-3 must receive all E's for their overall grades in that term
- Students in grades 4-5 must receive all A's for their overall grades in that term
- The above-mentioned grades apply only to academic areas (including Arabic, Quran, and Islamic Studies), which means they do not include elective grades (such as PE, art, etc.)
- Grades received for homeroom do not apply (as behavior for elementary students is recognized through the All Star system)

Awards will be given on the first Friday assembly after the finalization of report cards for that term and will result in that student's name being added to the Academic Achievement Award board displayed in the main hallway of the school. If a student earns the Academic Achievement Award all four terms of the academic year, he/she will be awarded with an Academic Achievement Award ribbon.

## **Middle School Honor Roll Policy**

For middle school students, the honor roll policy differs from elementary students as it includes the student's overall behavior. Students achieving honor roll will be recognized at the end of each term, except the last term, at the Friday assembly following the finalization of report cards for the term. After the last term, parents will be notified when they receive their student's final report card if the student achieved honor roll standing. There are two different honor rolls, which the student can earn as described below:

### **Honor Roll**

To achieve the Honor Roll standing, the middle school student must earn:

- All A's (including +/-) for all subject grades
- And no more than 2 Bs (including +/-) for all subject grades
- Grades received for homeroom do not apply (as behavior for middle school students is recognized through the All Star system)

### **Principal's Honor Roll**

To achieve the Principal's Honor Roll, the middle school student must earn:

- All A's (including +/-) for all subject grades
- An A (including +/-) in homeroom
- No White Slips on record

The above-mentioned grades for honor roll and principal's honor roll apply to all academic areas (including Arabic, Quran, and Islamic Studies), and electives (such as PE, Art, Capstone, etc.).

## ***Homework Policy***

Homework may be given on a regular basis but is consistent with the developmental level of the child. Children at the Montessori level may be assigned homework, but parents should not force their children to do it. Homework at the elementary and middle school levels includes reading practice and extensions of material taught during the school day. The purpose of the homework is to develop independent study habits, reinforce classroom instructions, and encourage parents' involvement in the child's academic development. Teachers acknowledge and do their best to ensure that homework must be balanced with the demands of family and commute times and also assign homework that is meaningful and productive for the child.

While each child will work at a different pace, homework should not exceed the following guidelines on weekdays and includes time for all subjects, including non-core subjects:

- 1<sup>st</sup> grade – 15-20 min.
- 2<sup>nd</sup>-grade – 20-30 min.
- 3<sup>rd</sup> grade – 30-45 min.
- 4<sup>th</sup> grade - 45-60 min.
- 5<sup>th</sup> grade – 60-75 min.
- 6<sup>th</sup> grade - 75-90 min.
- 7<sup>th</sup> grade - 90-105 min.
- 8<sup>th</sup> grade – 100-120 min.

Except for middle school students, homework will not be given on weekends or holidays, unless it is a long-term project that spans more than a week or if it is reading for the Reading Log or other long-term reading assignments. Middle school students will receive homework on Fridays, but not on holidays, unless it is a long-term project that spans more than the time of the break. If you find that your child is consistently taking longer than the above time guidelines to complete homework, please let the teacher know so appropriate modifications may be made.

Elementary and middle school students will be assigned various projects throughout the year. While much of the work may be done in school, some work may need to be finished at home. Please ensure that the work the child turns in is his/her own work. While children may need assistance from adults to complete the assignments, all work required of the students will be age-appropriate and should reflect his/her knowledge and skills.

Teacher Responsibilities:

1. To provide assignments relevant to previously taught skills.
2. To provide assignments as extensions or enrichments of curriculum.
3. To provide ample explanation of assigned task and ensure students have access to written document of the assignment
4. To allow time for student questions regarding work.
5. To provide a timeline and expectations for long-term projects.
6. To provide accommodations or modifications for struggling students

Student Responsibilities:

1. To bring assignments home and return them on time.
2. To do their own work.

#### Parent Responsibilities:

1. To provide a quiet study space to encourage good study habits.
2. To supervise student's assignments and assist when necessary, though all work submitted should be the child's.
3. To supervise completion of all homework assignments.
4. To coordinate planning for long-range assignments when necessary.
5. To read all notices sent home.

#### Administration Responsibilities:

1. Ensure that homework is consistent with the educational goals of ILM Academy.
2. Facilitate the communication process between the school and home, and help maintain the parent/school partnership on homework.

#### **Work Make Up Policy**

*Makeup work will only be accepted for unexcused absences of more than 3 days if the Pre-arranged Absence Form is submitted at least 5 school days in advance.* Unexcused absences of 1-2 days do not require the form to be submitted but teachers and admin should be notified by email about the absence. **Please refer to the Absences and Excessive Tardies section for details on the forms needed.**

- Students are allowed one day per day of unexcused absence, up to a maximum of 3 days, to make up any missed work for full credit. For example, an unexcused absence of 2 days will be allowed 2 days to make up work. Absences beyond 3 days will only be allowed 3 days to make up work, regardless of the length of the absence. For elementary students, any work turned in after that would receive a maximum of 70% credit on the 4<sup>th</sup> day and no credit on the 5<sup>th</sup> day or beyond. For middle school students, any work turned in after the 3<sup>rd</sup> day will not receive any credit.
- Failure to submit the Pre-arranged Absence Form in time will result in a maximum 70% credit for missed work turned in within the allowed time period, up to a maximum of 3 days.
- As unexcused absences are not approved, parents assume responsibility for teaching their child any missed concepts and teachers are not obliged to reteach concepts missed during these absences.

## ***Student Assessment and Standardized Testing Policy***

Various means of assessment will be used to monitor student achievement throughout the year. Assessments include Benchmark Assessment System (BAS) to measure reading abilities, portfolios, benchmark assessments, and standardized tests, amongst others. Students in middle school will also be given a final exam, which will be factored in to the fourth term grades as a double test grade. Final exam schedules are to be provided a few weeks prior to the exams to ensure sufficient time for preparation. Teachers should give students a study guide or other method to convey what material will be assessed.

The school administers the Measures of Academic Progress (MAP) standardized test to measure student progress and adjust teaching and the curriculum accordingly to meet student needs. This test provides the school with some measure of comparison to other schools nationwide, although the test may not measure the exact curriculum taught.

MAP is administered up to three times a year, in the Fall, Winter, and Spring, to students in grades 1-8 and is administered on-site via a computer. The test is a nationally administered test that measures general skills in various content areas, including reading, language, and math and measures the student's progress relative to other students nationwide rather than to specific content standards.

In other local schools, the STAAR test is administered to 3rd graders and above and is a state-regulated test that is not required to be administered at private schools but is an optional means of assessment. It is based on specific content standards from among the state standards, called the TEKS (Texas Essential Knowledge and Skills). Although ILM Academy is part of the IEIT school system, which does use the TEKS, ILM Academy does not use the TEKS as the basis for its curriculum, but instead uses the national Common Core State Standards. Parents should be aware of this difference. For this reason, ILM Academy does not administer the STAAR test. The reason ILM Academy uses the Common Core State Standards is to remain competitive with national academic standards and because the Common Core State Standards provide rigor that is in line with the changing needs of our future graduates.

ILM Academy believes that authentic assessment of student achievement is measured on a daily basis through a variety of activities over an extended period of time and not by a single test administered on a single day. To have a complete picture of what a child is capable of doing, that child needs to be able to demonstrate his/her knowledge in various ways and consistently over time. Standardized tests are only one part of that picture. The results from these tests and other assessments are used by teachers to determine each child's areas of strengths and weaknesses and then, to tap into those strengths and address

those weaknesses. Standardized test results are sent home to parents during the summer after the end of the school year.

### ***Promotion Policy***

Students must maintain at or above level standing in all core subjects to be considered for promotion. Struggling students may be considered for promotion based upon recommendation of teachers and in consultation with parents. Students failing two or more subjects, exclusive of Arabic and Quran, for three or more terms will be considered for retention.

### ***Academic Acceleration Policy***

Students in the Montessori level may not be accelerated and must follow age guidelines for enrollment. All Montessori level children must turn 3, 4 or 5 by September 30 of the academic year in which they are enrolling. All new students entering 1 grade must turn 6 by September 30 of the academic year in which they are enrolling. The school does not encourage routine acceleration of grades, as all developmental factors of the child should be considered in such a decision, including academic, social, and emotional growth. However, exceptions may be made in unusual circumstances on a case-by-case basis at the discretion of the staff and administration, in conjunction with the parents.

### ***Academic Instructional Program***

#### **Montessori Instructional Program**

The Montessori Method is based on the belief that children have an innate desire and capacity to learn. The ECC and Montessori classrooms are set up to provide children the opportunities for hands-on experiences with various materials and purposeful activities under the direction of a trained teacher. Children learn at their own pace and develop their own self-discipline and motivation to learn as they progress from one activity to another. The teacher acts only as a guide enabling the child to master the selected tasks independently. The materials presented provide a range of activities related to different areas of knowledge: Language, Math, Sensorial (engaging the senses and using critical thinking), Practical Life, and Cultural (science, geography, and history) knowledge. The primary Montessori course of study (ages 3-5) is a three-year program and children are expected to master necessary skills at the completion of the three years. As each child is different, individual mastery will differ from one child to another at any stage during this time. Starting in the

ECC program, students are introduced to the Arabic language, Islamic manners and concepts, and basic *surahs* from the Quran.

In addition to the Montessori method, as a center licensed by the **Health & Human Services Commission (HHSC)**, the ECC follows their Minimum Standards of care. The Minimum Standards can be found online [here](https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards):

<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>

All ECC licensing reports are also posted in the ECC building.

### **Elementary and Middle School Instructional Program**

The elementary and middle school programs at ILM Academy will continue in the tradition of hands-on, purposeful education as set forth in the Montessori program. The same nurturing environment that encourages independent thinking and self-motivated learning will help ensure a positive learning experience for the child. The academic requirements of the program will cover all the necessary state standards in the areas of English language (reading, language arts, etc.), Math, Science, and Social Studies. The students will also be introduced to arts and computers, which may be integrated into other subject areas. All subjects will be integrated as much as possible to help create a complete understanding of the subject areas taught and how subjects relate to one another and to everyday life so as to help children not only learn but also make sense of and internalize their education. Student achievement will be assessed regularly and consistently and reported to parents on a quarterly basis. Students will also participate in national assessment tests, as necessary.

### **Arabic and Islamic Studies Program**

An Islamic education for each child is the goal of ILM Academy. It is achieved through both formal course work and role modeling in an Islamic environment. Our ultimate goal is to make Islam a relevant part of the child's everyday life and to help lay the foundation for fluency in Arabic with an aim of understanding the language of the Qur'an.

### **Islamic Studies**

Islamic Studies is taught as an integral part of the child's everyday life. By teaching Islamic belief (*aqeedah*), worship (*ibadah*), behavior (*akhlaq*), Prophetic life and tradition (*seerah*), and history in a way that is relevant to the children and

makes it enjoyable for them to learn, we aim to inspire a love for Islam and pride in being a Muslim. We focus on Islamic values, bringing new ways of understanding and applying these values to the everyday lives of the children. Storybooks about the Prophets (peace be upon them) and Muslim characters help introduce Islam in an enjoyable and captivating manner. *Ibadah*, such as *salat*, *wudu*, *sawm*, *zakat*, and *Hajj*, are also taught in a manner that is appropriate for the child's age and level of understanding. Memorization of the Qur'an is an integral part of the Islamic Studies and Arabic curriculum and every day begins with learning and reciting *surahs*.

### **Arabic Language**

Arabic is taught as a separate subject with emphasis on language acquisition. Our approach is to teach Arabic as a Foreign Language based on the National Language Standards. Current research on language learning states that the most effective way to learn a second language is to learn vocabulary first, which is reinforced through conversation, and then focus on reading and grammar. Since primary language acquisition works in the same way – we all learn to speak our native tongues in infancy and then learn reading and writing later –this approach is far more effective in producing fluency in Arabic with an ultimate goal of understanding the language of the Qur'an. Students are gradually introduced to reading and writing to help develop fluency and usage of the language. Students in upper elementary and middle school grades will be evaluated and placed in leveled classes by Arabic language proficiency to best meet the needs of the students enrolled.

### **Physical Education Program**

At the Montessori age level, the physical education requirements will be fulfilled through outdoor play, physical activity and exercise in the classroom, and a structured PE class for Kindergarten students once a week. At the elementary and middle school levels, physical education requirements will be fulfilled through outdoor play and structured PE classes twice a week.

### **School Counseling**

The school utilizes the services of a licensed family counselor to assist with student behavioral and academic needs. Students who are struggling emotionally, behaviorally, or academically may be observed in class or asked to speak with the counselor one-on-one to help assess how the school may meet the child's needs more effectively. The administration determines future courses

of action using the counselor's observations and advice as one source of information and not the exclusive source of information. The counselor may be asked by administration to be present in meetings with parents, as needed. Counselor meetings with students are conducted on an as needed basis.

The school may recommend that a child receive evaluation outside the school. Such evaluation may be done privately or for free through the Spring Branch Independent School District. These evaluations must be initiated by parents and any results shared with the school will allow the school to better meet the needs of the child. The school, upon consideration of the results, will inform parents if the needs of the child exceed what the school is able to offer due to limited size and resources.

### ***Technology Policy***

#### **Internet Use Policy**

The use of computers and other technology at ILM Academy is a ***privilege with responsibility***. Failure to abide by the school guidelines may result in revoking the privilege, or further consequences, whether those devices are school or personal property. Older students will be asked to sign a Student Technology Contract to make them aware of the guidelines.

Students will have access to the Internet under the supervision of teachers. All students must abide by appropriate Internet use guidelines to safeguard personal, physical, and emotional wellbeing. The following guidelines should be followed:

- The Internet may be used only for the specific task assigned by the teacher during that teacher's class time and for absolutely no other purpose at any time.
- Students should not reveal any personal information, such as addresses, phone numbers, email addresses, etc. to any person or site on the Internet.

#### **Personal Electronics Policy**

No personal electronic devices (phones, iPods, or watches, fitness trackers, etc. with communication capabilities) may be used during the school day unless with express prior approval by administration for class use only, as requested by a teacher. All devices must be turned off at all times during the school day. They must remain in the students' backpacks for the entire duration of the school day. All communication between students and parents must go through the office

during the school day. If at any time a student's device is seen or heard by any staff member, it will be confiscated and kept in the office.

- First offense: The device will be returned only to a parent or guardian at the end of the school day.
- Second offense: The device will be returned only to a parent or guardian at the end of the second school day. If confiscated on a Friday, it will be returned at the end of the school day on the following Monday.
- Third offense: The device will be returned only to a parent or guardian at the end of the second school day along with a fine of \$50. The device will not be returned until the fine is paid in full and not before the end of the second school day. If confiscated on a Friday, it will be returned at the end of the school day on the following Monday.
- Fourth offense: The device will be returned only to a parent or guardian at the end of the school day after a period of two weeks or 10 school days when one of the following two conditions are met (administration reserves the right to choose one option over the other depending on circumstances of the violation and the age/maturity of the child):
  - \$75 fine plus a 500-word essay on the beneficial and harmful uses of technology
  - \$100 fine

## **IMPORTANT DATES**

### ***School Year Calendar***

The 2022-2023 school year starts Monday, August 15, 2022 and ends Friday, May 26, 2023.

Major holidays in the school calendar will be based upon the school calendar of the Spring Branch Independent School District, and other dates in the calendar will also be loosely based on the public school calendar with adjustments for the addition of Islamic holidays, school programs, and teacher workdays.

### ***Field Trips***

In keeping with the philosophy that the education of our children is not limited to the classroom, the school may plan field trips to augment and enrich the school curriculum. To participate in a field trip, the student must complete and return the permission slip to the teacher by the deadline date. The school may also

request the presence of parents on the field trip to help chaperone the trip. Students must pay all required fees for the field trip, if any, by the deadline date. Non-enrolled siblings and enrolled students in other classes not attending the field trip will not be allowed on field trips. Chaperones for field trips will be determined at the school's discretion to allow for proper supervision of all students and an opportunity for a variety of parents to participate, as needed. The school is not obligated to allow all parents to attend with their child. All chaperones must have undergone volunteer training offered through the school.

The ECC does not have field trips that require automobile transportation. Students will go on nature walks on the school property and may visit the main school building for scheduled functions.

### **Conferences**

Parent-teacher conferences are scheduled for October and February of the academic year. Participating in these conferences is highly recommended as they sustain a partnership in the development of the child between the parents and teacher. Parents must sign up for selected time slots in advance. Additionally, either the parent or the teacher may initiate a conference at any time during the year, if needed. Except for the scheduled dates, conferences may be scheduled for teacher break times or before or after school. The administration has the right to participate in the conference. Prior to the meeting, it is important to note key issues which you would like to address. These might include your child's performance and progress, personal development, or discussion about curriculum areas.

### **Professional Development Days / Early Release / Late Arrival Days**

Occasional early dismissal or late arrival days are scheduled throughout the year to allow for staff meetings. Professional development days will also be scheduled during the school year to allow for teacher training. These days will be student holidays.

### **Holidays**

Islamic holidays and special events, such as *Ramadan*, *Laylat ul-Qadr*, *Eid ul-Fitr*, and *Eid ul-Adha*, will be recognized and celebrated in school. Certain holidays will be given for students and staff to spend time with their families

during *Eid ul-Fitr* and *Eid-ul-Adha*. Other holidays will also be recognized to bring familiarity of these events to the children. Thanksgiving will be mentioned and discussed as a time the original Anglo settlers and native North Americans chose to remember Allah and give thanks for His many blessings. The discussion will center on the importance of thanking Allah and always recognizing His many blessings, no matter what time of year. Christmas, New Years, and Halloween, among others, will also be mentioned, with the emphasis on acknowledging these holidays as ones that we, as Muslims, do not generally participate in but ones we should be aware of as our neighbors do celebrate them. Birthdays will be acknowledged in an academic capacity. In the Montessori classroom, the time from one birthday to another is used to help explain to the child the time it takes the sun to make a complete rotation around its axis as an important concept in the science curriculum. However, *no “celebrations” of birthdays will be allowed during school hours through the distribution of cake, snacks, gifts, or invitations.* We appreciate your cooperation in this matter.

## **BEHAVIOR & DISCIPLINE**

### ***General Philosophy***

Proper discipline reinforces respect for others, respect for their surroundings and proper *adab* (manners), cornerstones of good Islamic behavior. Teachers accept the responsibility to teach their students social as well as academic skills. Parents are expected to assist the school by reinforcing discipline and respectful behavior for their children at home

Our curriculum incorporates self-discipline and respect of others and their property as an integral part of the learning process. Any behavior or action that interferes with another student’s growth or the student’s own growth will not be tolerated.

### ***Montessori and ECC Behavior Guidelines***

While displaying age-appropriate behavior, students will learn to:

- Respect classroom and school rules
- Respond appropriately and respectfully to others
- Respect property

- Use appropriate language
- Be honest
- Respect one another's personal space and property
- Return work materials where and how they found them
- Control their movement indoors and outside
- Clean up after themselves after they eat or at other times

We believe a school needs rules of behavior to make sure that everyone can be free of distraction, fear and discomfort, so that learning can take place. Every child has a right to be in a safe and pleasant environment. In order to provide a safe and healthy environment, children will be guided to help them redirect their actions in a constructive manner and take responsibility for their actions.

Depending on the type of misbehavior, teachers may use redirection, natural consequences, conversations with the child, or removal of the child from the situation to diminish or correct inappropriate behavior.

### **Montessori and ECC Normalization Policy**

For children that fail to normalize to the school environment and continue disruptive behavior, teachers should follow a plan to help remedy the behavior including using redirection, corrective instruction, and conferencing with parents. Disruptive behaviors include yelling, hitting, biting, running, toileting accidents, temper tantrums, etc. If the behavior does not subside, the student may be asked to leave for the safety and wellbeing of the other students in care.

If a child hits/bites more than once, teachers must implement an action plan to help remedy the behavior. This plan includes the following:

1. Notify the parents of the incident before the end of the day. **You should notify parents through Brightwheel (ECC) or email (Montessori) but the incident must still be documented in Orbund for school records.**
2. If there are three incidents in one day, the parents should be asked to pick up the child. The child may return to school the next day. A conference should be set up to discuss the issue.
3. If there are more than three injuries (leaving a bruise or a mark) to another child in a one-week period, the child should be asked to stay home for one day and a conference should be set up.
4. If there are more than five disruptive incidents in a one-week period, where no one was injured, the child should be asked to stay home for one day and a conference should be set up.
5. If the child has been asked to remain home for three times or the general pattern of inappropriate behavior extends for over six weeks, the

administration may ask the parents to make other child care arrangements for their child.

## ***Discipline Procedure***

### **General Campus Rules and Expectations**

ILM Academy's behavior policy is grounded in five expectations we have of all students, which are integrated with our character education curriculum. These core rules are posted throughout the halls and classrooms of our school and they are:

- **Be Kind**  
*by helping others, using polite words, including others, and being a friend*
- **Be Safe**  
*by keeping hands and feet to selves, walking quietly in the hallways and common areas, and using materials and equipment appropriately*
- **Be Respectful**  
*by treating others the way you want to be treated, allowing others to be different, and acknowledging others' ideas*
- **Be Peaceful**  
*by using calm voices and quiet feet during transitions so that others can learn*
- **Be Responsible**  
*by controlling our own behavior and accepting outcomes of our decisions*

### **Positive Recognitions and Awards**

Teachers look out for students with general good behavior to share the praise with the student's family by writing and sending home Super Star Notes. Students who meet the campus wide expectations are nominated for an All Star badge by faculty members before Friday assembly, when All Star students are announced. Students may be nominated for consistently following school expectations over the course of the week (i.e., always being respectful to materials, setting an example for younger students by following instructions, etc.) and also for specific incidents of good behavior that exemplify school values (i.e., showing ownership of the school by cleaning up trash without being asked, initiating an apology to a student without instruction, helping to mediate conflict, etc.). These badges, bearing the students' names, will be added to the school All Stars bulletin board in the main hallway at the end of each week, spotlighting our students' strides for good behavior. After a student receives three stars, he/she is awarded with a brass star pin during school assembly, which the student is allowed to wear to school anytime. Students making poor behavior choices may have their All Star badge removed if they get a White Slip and are not eligible to receive an All Star in the same week that they received a White Slip.

## **Poor Choice Continuum of Consequences**

Students are responsible for any disorderly conduct that may affect school climate, classroom instruction or student and staff welfare and safety. Students are expected to show respect for school and community property. Students or their parents may be held responsible for property, which they damage or deface.

White Slips are given for unacceptable behavior in common areas; e.g., halls, restrooms, lunchroom, and playground. They are used in the classroom when the behavior is pervasive, dangerous, and/or constant. Examples of White Slip behaviors are those that cause danger to self or others, harassment (sexual, racial, verbal, or written), bullying, deliberate defiance of school rules, and other repeated or major disruptions.

*Please note that students receiving a White Slip will be removed from Student Council and students exhibiting inappropriate behavior may be restricted from other school-related activities as well.*

Poor behavior consequences should be as listed below:

1. **Verbal Warning:** The student will be given a verbal warning reminding the student of the school core rules, how that action counts as a poor choice, and how to improve upon conduct in the future.
2. **Think Time:** The student will be removed from the environment and will do something constructive such as take a walk, work with clay, etc. while thinking through their actions.
3. **Written Warning Note:** The student will receive a written note home to parents indicating which school expectation has not been met. Parents will also receive an email from the teacher(s) in whose class the misbehavior was done. Three or more Warning Notes will result in a White Slip being sent home.
4. **White Slip #1:** Student-written note home to the parents explaining what he/she would do differently to reflect better behavior, removal of one earned All Star badge, and suspension from regular recess activities for one day. A parent-teacher conference will be scheduled. If the behavior continues, the child may receive two more written Warning Notes before the second White Slip. If a child is on the Student Council, he/she will be removed from that position for the remainder of the school year.
5. **White Slip #2:** Student-written note home to the parents explaining what he/she would do differently to reflect better behavior, removal of one earned All Star Badge, suspension from regular recess activities for two days, and separate lunch for two days. A parent-teacher conference will

be scheduled with the administration and school counselor. If the behavior continues, the child may receive one more written Warning Note before the third White Slip.

6. **White Slip #3:** Student-written note home to the parents explaining what he/she would do differently to reflect better behavior, an in-school suspension, and a conference with the school counselor to discuss ways to improve behavior, including establishment of formal behavior contract. The school may begin considering if it is in the best interest of the child to remain at ILM Academy.
7. **White Slip #4:** Student-written note home to the parents explaining what he/she would do differently to reflect better behavior and a two-day suspension from school. The school will begin considering if it is in the best interest of the child to remain at ILM Academy.
8. **After White Slip #4,** for every consecutive infraction, an additional day of suspension will be added to a maximum of 3 days. The decision to expel will be made if it is determined that it is not in the best interest of the child to remain at ILM Academy and if ILM Academy does not have the resources to meet the child's academic, social, or emotional needs.

### **Middle School Behavior Contract**

Middle school students will be given a behavior contract at the beginning of the year, which outlines definitions of bullying, cheating and plagiarism, internet use, personal electronics use, and a summary chart of behaviors and consequences. The intent of the contract is to help reinforce personal responsibility for their behavior.

### ***Definition of Problem Areas***

Any behavior that is disruptive to others or to the child's own academic progress may be considered disruptive. Some examples of behaviors classified as minor or major disruptions are as follows but age and grade level of the student will be taken into consideration. Repeated minor disruptions will be addressed systematically through the Poor Choice Continuum of Consequences while major disruptions may qualify for an immediate White Slip.

Minor disruptions:

- Misuse of classroom materials
- Disrupting the work of other students
- Disrespectful attitude

Major disruptions:

- Any minor disruption that is repeated several times
- Defiance of teacher authority, including severe temper tantrums

- Bullying – physical abuse, verbal abuse or exclusion that is repetitive and intentional
- Offensive language
- Fighting or otherwise endangering the welfare of others, including hitting, biting, and pushing
- Serious vandalism or damaging others property, including tampering with a fire alarm or fire extinguisher
- Stealing
- Cheating on tests or exams
- All criminal activity or behavior that is deemed to be serious in nature

## **Bullying**

*What is bullying?* Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose, whether in person or online. Bullying may occur among people of all ages and even by those younger or seemingly weaker against those that are older or seemingly stronger.

Source: [www.stopbullying.gov](http://www.stopbullying.gov)

## **Academic Integrity Policy**

Academic integrity is essential to raising morally conscious and academically capable individuals. Students must learn that any work they submit, whether for a grade or not, needs to be of their own efforts. While parents may guide students, all work submitted should be the student’s own. Even group work requires individual students to contribute equally to benefit from the shared exchange of ideas. As such, any work that is not academically honest will not be accepted.

Academic dishonesty includes, but is not limited to, the following:

- Submitting work that is not of the student’s own doing and effort

- Submitting another student’s work as his/her own
- Copying work from another individual, whether in school or outside (e.g. research material; parents, siblings, etc. doing the work for the child; etc.)
- Allowing other students to copy or submit his/her work as their own
- Utilizing any unauthorized aids on a test or quiz (e.g. “cheat sheet”, electronic devices, etc.)
- Assisting other students on a test or quiz
- Using sources without proper citations, including material that is in quotes or paraphrased
- Tampering with teacher grades or quizzes/tests (this offense is subject to suspension or being expelled)

The consequences for academic dishonesty or plagiarism vary by grade level:

- Grades 1-2: verbal warning and counseling; repeated offenses will follow the normal Poor Choice Continuum of Consequences
- Grades 3-5: Warning Note and counseling; a repeat offense will result in a White Slip
- Grades 6-8: White Slip

Teachers spend considerable time explaining to students what constitutes plagiarism, especially in older grades. As such, there is no excuse for children to not understand the consequences of their actions. *Parents are encouraged to discuss these expectations with their children.*

### ***Levels of Student Misconduct and Interventions***

There are incidences of student misbehavior, which may lead to a more rapid execution of interventions rather than following the continuum of consequences for poor behavior choices by each step. These behaviors are listed below with their respective course of action.

<b>Student Behavior</b>	<b>Intervention</b>
<b><i>Level 1</i></b>	
<p><b>Lower Elementary</b> (Grades 1-3)</p> <ul style="list-style-type: none"> <li>• Student violates school and/or classroom rules</li> <li>• Defiance</li> <li>• Refusal to do work</li> <li>• Cheating (Grades 1-2)</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Think Time</li> </ul>

<ul style="list-style-type: none"> <li>● Plagiarism (Grades 1-2)</li> <li>● Disruptive behavior (speaking out of turn, bouncing balls in the hallway, running in hallway, misuse of classroom materials, etc.)</li> <li>● Violating another student's personal space</li> <li>● Disrespectful behavior</li> <li>● Profanity (isolated incident)</li> </ul>	
<p><b>Upper Elementary</b> (Grades 4-5)</p> <ul style="list-style-type: none"> <li>● Student violates school and/or classroom rules</li> <li>● Unauthorized use of internet/electronic devices</li> <li>● Disruptive behavior (speaking out of turn, bouncing balls in the hallway, running in hallway, inappropriate noises, misuse of classroom materials, etc.)</li> <li>● Violating another individual's personal space</li> </ul>	
<p><b>Middle School</b> (Grades 6-8)</p> <ul style="list-style-type: none"> <li>● Student violates school and/or classroom rules</li> <li>● Disruptive behavior (speaking out of turn, inappropriate noises, misuse of classroom materials, etc.)</li> <li>● Giving attitude (sassiness, etc.)</li> </ul>	
<b>Level 2</b>	
<p><b>Lower Elementary</b> (Grades 1-3)</p> <ul style="list-style-type: none"> <li>● Uncontrolled temper tantrum</li> <li>● Student repeatedly violates school and/or classroom rules</li> <li>● Name calling</li> <li>● Cussing</li> <li>● Horseplay (e.g. light pushing, shoving, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Warning Note (or other form of communication for Montessori students) and follow poor choice continuum of consequences if repeated</li> </ul>

<ul style="list-style-type: none"> <li>● Intentional petty theft</li> <li>● Vandalism</li> <li>● Unsafe behavior</li> </ul>	
<p><b>Upper Elementary</b> (Grades 4-5)</p> <ul style="list-style-type: none"> <li>● Student repeatedly violates school and/or classroom rules</li> <li>● Defiance</li> <li>● Refusal to do work</li> <li>● Cheating (Grades 3-5)</li> <li>● Plagiarism (Grades 3-5)</li> <li>● Name calling</li> <li>● Cussing</li> <li>● Horseplay (e.g. light pushing, shoving, etc.)</li> <li>● Violating another student's personal space (kissing, patting the behind, etc.)</li> <li>● Disrespectful behavior (talking back, put downs, etc.)</li> <li>● Unsafe behavior</li> </ul>	
<p><b>Middle School</b> (Grades 6-8)</p> <ul style="list-style-type: none"> <li>● Student repeatedly violates school and/or classroom rules</li> <li>● Defiance</li> <li>● Refusal to do work</li> <li>● Unauthorized use of internet/electronic devices</li> <li>● Name calling</li> <li>● Horseplay (e.g. light pushing, shoving, etc.)</li> <li>● Violating another individual's personal space (general; more specific behavior may be considered a Level 3 offense)</li> <li>● Disrespectful attitude (talking back, argumentative behavior, etc.)</li> <li>● Unsafe behavior</li> </ul>	

**Level 3**

**Lower Elementary** (Grades 1-3)

- Fighting/physical aggression
- Threats or intimidating acts
- Bullying or cyberbullying
- Repeated Profanity
- Harassment
- All criminal activity/behavior deemed to be serious in nature

- White Slip
- Suspension or expulsion may be considered in extreme situations

**Upper Elementary** (Grades 4-5)

- Theft
- Vandalism
- Fighting/physical aggression
- Threats or intimidating acts
- Bullying or cyberbullying
- Profanity
- Sexually inappropriate behavior
- Harassment
- All criminal activity/behavior deemed to be serious in nature

**Middle School** (Grades 6-8)

- Theft
- Vandalism
- Fighting/physical aggression
- Threats or intimidating acts
- Bullying or cyberbullying
- Cheating
- Plagiarism
- Profanity
- Sexually inappropriate behavior
- Harassment
- All criminal activity/behavior deemed to be serious in nature

# HOME-SCHOOL RELATIONSHIP

## ***Communication between Parents / Teachers / Administration***

Communication is the key to a successful relationship between the parents and school. Parents are encouraged to contact the school when questions and concerns arise. The school will, *inshallah*, make every effort to keep the parents informed through email, by sending notices and handouts as needed, or by calling the parents, in urgent situations. As a general rule, all communications between the school and parents will be made electronically via email, the school website, and the Orbund school management system. Very little communication will be made via fliers or other forms of paper communication in an effort to minimize waste and to ensure reliable and documented forms of communication. **Parents are required to read all school publications, especially emails and occasional notices sent home with the students.** If you are not receiving weekly email announcements from the school, please notify us immediately to ensure proper communication with the school. The school also posts most announcements on its Facebook, Instagram, and Twitter pages. Please like and follow us on those social media sites to give you an additional avenue to receive information as fast as possible.

Parents are also encouraged to attend all orientations and meetings announced by the school. All school staff and administration can be reached at the school's office line or directly by email. Parents may leave a phone message for any staff member and it will be conveyed to them as soon as possible or may email them at any time. The staff will make every effort to return the call or email within 24 hours, or one school day. The school does not release staff phone numbers or personal information. The school will not interrupt the class to deliver a message, except in severe emergencies. Parents may request a meeting with their child's teacher or the school administration at any time during the school year. Parents are kindly requested to make an appointment. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must deliver them to the office and they will be given to the child as soon as possible, without disrupting the educational process.

Teachers may also use various means to communicate with parents throughout the year, such as sending email or newsletters, to keep parents abreast of matters pertaining to individuals or the whole class.

## **Emergency Communication**

In the event of a true emergency, the parents of students will be notified first via email and social media and then, if necessary, by SMS messaging or phone calls. In the event that such communication is not possible right away, a

message will be delivered to an off-site person, such as a parent or AP member who can deliver such a message. All efforts will be made to ensure quick and reliable communication, once any immediate threat to the students is taken care of.

In the event of a non-emergency situation, such as school cancellation or early dismissal due to weather-related problems, problems with the facilities, etc., parents will be notified as soon as possible via email and social media and then, if necessary, by SMS messaging or phone calls. SMS messaging or phone calls will only be used in instances requiring timely communication with the parents.

### **Non-Custodial Parents**

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school. Additionally, if a parent remarries, the school must be provided with documentation stating that the stepparent also shares custody of the child or must be listed as one of the emergency contacts/authorized pick up personnel in order to allow the school to release the child to that step-parent. All student information will be shared with the custodial parent and may be shared with the non-custodial parent unless prohibited.

### **When Parents Have a Concern**

Most concerns can be resolved by contacting the right person to discuss your concern. The best place to begin to resolve an issue is to start at the source, most often by contacting the classroom teacher. All personal communication with the teachers should be done over email, phone, or in person. If the latter, parents are required to set up a conference and *may not* discuss the concern during arrival and dismissal times. In the event that you are not satisfied with the solution or are unable to resolve the issue, you should then request to meet the principal. The principal will meet with you to resolve your concern. In case the parents are not satisfied with the principal's decision, they may appeal in writing to the Advisory Panel. The Advisory Panel may request written clarification or a face-to-face meeting with the parties involved prior to taking a decision. Any decision taken by the Advisory Panel is final. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly.

### **ECC Open Door Policy and Breastfeeding**

The ECC welcomes parents to come nurse their child/ren. Please inform the teachers so they may expect you.

### **Parents Code of Conduct**

The education of your child is a joint effort between teachers and parents and must be accomplished by developing a working relationship between the two parties. Just as we acknowledge that the education and well-being of your child is your primary concern, we also acknowledge that you have chosen ILM Academy and have given us your child as an *amana* (trust) that we will treat with the utmost care and respect. As such, it is expected that parents show the same courtesy and respect when dealing with the school staff and bring matters of concern to the attention of the staff in a timely manner to resolve the issue. Parents are kindly asked to express their concerns according to the protocol mentioned above. The school welcomes these conversations and asks that parents approach the appropriate staff member directly rather than discussing concerns with others. If a parent fails to follow the proper protocol and shows continued confrontational behavior, the Advisory Panel, after an evaluation of the issue, will use its discretion to kindly invite the parent to leave the school and the enrollment of the children of the family may be terminated.

Parents should also refrain from addressing matters of concern regarding other students with that student or his/her parents directly. If a matter concerns students within the school which took place at school or a school event, the school personnel are responsible for addressing the students and parents involved, as they are best aware of the circumstances of the event and the personnel involved. If a matter, concerning students of the school, occurs outside of school, it may not be addressed by parents and staff within the school and should be dealt with off of school property and not during school hours. Due to confidentiality and privacy reasons, school officials may only discuss matters concerning a student with that student or his/her parents directly.

### ***Student Welfare-Child Abuse Policy***

According to Texas law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child must report such a case to the **Health & Human Services Commission (HHSC)** or to local law enforcement.

In such a situation, the staff member must notify the principal. The staff member, the principal, and a veteran teacher will make the decision to inform the HHSC. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases, as failure to report is punishable by law. Abuse and neglect are defined by HHSC as follows:

- Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.
- Neglect includes (1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### **Reporting Abuse and Neglect**

The law requires any person who believes that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to DFPS. A person making a report is immune from civil or criminal liability provided they make the report in good faith, and the name of the person making the report is kept confidential. Any person suspecting abuse and not reporting it can be held liable for a misdemeanor or state jail felony.

### **Texas Abuse/Neglect Hotline**

1-800-252-5400 or <https://www.txabusehotline.org>

For reporting abuse, neglect, or exploitation of children, the elderly, or people with disabilities.

### **Dept. of Family and Protective Services**

The Learning Center is licensed and regulated by Texas Health & Human Services Commission and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at [www.hhs.texas.gov](http://www.hhs.texas.gov)

**Local Licensing Office:** 512-834-3426

**HHSC Address:** 14000 Summit Drive, Suite 100, Austin, Texas 78728

**Child Abuse Hotline:** 1-800-252-5400

**Texas Family & Protective Services website:** [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### ***Student Directory***

A directory including contact information for all students and their parents will be made available towards the beginning of the year. The directory will include names of the students and his/her parents, home phone numbers, parent's cell phone numbers, parents' email addresses, and home addresses. You have the right to exclude information from this directory. To do so, please notify the administration in writing of the items you prefer not to be disclosed. Until any such notification is received from the parents, all the information mentioned in this paragraph will be made available in the directory.

### ***Visitors and Volunteers***

All visitors and volunteers to the school and to the Early Childcare Center must check in at the front desk in the main building and undergo a background check. All volunteers and visitors must wear a visitor badge. Visitor badges may be obtained from the front desk. All volunteers must have completed volunteer training by ILM Administration before participating in any activity. Volunteer training is valid for 2 consecutive school years.

### ***Parent Volunteer Program***

ILM Academy volunteers play an important role. Volunteers perform a variety of functions, from preparing materials for teachers and students, to assisting teachers in the class, such as during story time. They may work with children and school personnel in many ways, including reading, classroom activities, chaperoning field trips, helping in the office, or planning school functions, such as the yearly fundraiser.

Volunteers may work from a few hours a week to multiple days in a week. The key to a successful experience is dependability. Volunteering requires a commitment for the period of time the individual agrees to work in the school. We encourage all parents to volunteer. The children enjoy seeing the involvement of the parents in their day-to-day school life, and these programs provide a vehicle for home and school cooperation. If you are interested please contact the office and explain what your interests are and what your schedule

will allow. We ask that parents do not volunteer in the classroom during the first few weeks of school so that the children have time to adjust to the school setting. All parents volunteering in classrooms must practice confidentiality in issues requiring it. All volunteers must undergo mandatory volunteer training provided by the school before being allowed to chaperone for field trips and/or transport children to them. Volunteer training will be offered on set days and advertised for parents to attend. *Any parent that has not attended volunteer training within the past two years will not be allowed to serve as a chaperone or volunteer in the class.*

Volunteers must make alternate arrangements for non-school age siblings during the time they are volunteering, as it can be disruptive to the students and teachers. For field trips, only those parents volunteering as chaperones may be allowed to attend the trip. Students not enrolled at the school (or in grades not participating in the trip/activity) will NOT be allowed to attend field trips and other in-school events, as necessary for reasons of safety and supervision of all children. Events permitting other children to attend will be announced but children will be allowed only in a spectator capacity, not as participants, and parents are solely responsible for monitoring their children at all times to ensure there is no disruption to the planned activities or school environment.

### ***PTO (Parent Teacher Organization)***

ILM Academy encourages the participation of parents in the continuous development and growth of the school. The Parent Teacher Organization, or PTO, provides the school with educational, social, and fundraising activities and can be a vital asset to the school and the school community. Mothers and fathers are indispensable partners of the school and can contribute a tremendous amount of time, effort, and money to ensure that their children receive a quality and well-rounded education. PTO meetings are held regularly and all parents are invited to attend. PTO officers are elected at the end of the previous academic year and serve a one-year term. Room Parents are also designated at the end of the previous academic year and will serve as a liaison between the homeroom teacher and the PTO as well as a resource for the teacher to help coordinate various activities such as class field trips, in-class parties, etc.

# ROLES & RESPONSIBILITIES

## ***Advisory Panel Role***

The Advisory Panel of ILM Academy is the governing body of the school. The Advisory Panel consists of members as stated in the school by-laws. As ILM Academy is a member school of the Islamic Education Institute of Texas (IEIT), the Advisory Panel operates under the IEIT Board of Trustees, which governs all six schools under its umbrella. The IEIT BOT is responsible for setting general policy for all schools, though the Advisory Panel may establish policies specific to ILM Academy and the school administration will establish procedures for implementing these policies. The Advisory Panel may be contacted through email at [ap@ilmacademy.org](mailto:ap@ilmacademy.org) or by mail at the school address:

ILM Academy  
1209 Conrad Sauer Dr.  
Houston, TX 77043

## ***Administration Role***

The role of the ILM Academy administration is to:

- Provide high quality education consistent with the teachings of the Quran and the Sunnah of the Prophet (*sal Allahu 'alayhi wasallam*)
- Teach Islamic values and morals that help students grow up to be good moral citizens
- Provide high quality education in all subject areas, especially English language and math
- Provide the best qualified, available teachers
- Choose the best available curriculum, text, and reference books
- Provide the best possible learning environment
- Create a safe environment for all students
- Keep the lines of communication open between the parents, teachers and the administration

## ***Teacher's Role***

The role of an ILM Academy teacher is to:

- Be in class before the students arrive
- Be prepared for class
- Create and maintain a prepared environment for the students
- Monitor and guide the child's academic progress

- Respect the child's physical and emotional needs
- Provide challenging and engaging lessons to advance the child's academic growth
- Keep the parents informed of their child's progress
- Respond to the parents' phone calls and emails within 24 hours, or one school day

### ***Parent's Role***

The role of an ILM Academy parent is to:

- Provide their child with the tools necessary for success in school
- Provide their child with a healthy breakfast in the morning and give him/her a healthy snack and lunch for school
- Ensure the child has had a good night's sleep
- Send the child to school in proper clothing
- Bring the child to school **on time** and pick him/her up **on time**
- Ensure children are healthy and capable of learning in school and to keep a sick child at home
- Help the teachers and the administration in implementing school rules
- Review their child's work progress on a regular basis
- Attend parent-teacher conferences
- Communicate with the teacher any concerns they have about the child
- Read all the notices sent home
- Sign and send back notices requiring signatures on time

### ***Who to Contact***

If you have any concerns regarding your child's behavior or academic progress the first point of contact is your child's teacher. You can reach them through email or by calling to schedule a conference.

If you are unable to resolve your concerns in a satisfactory manner with your child's teacher, you can then contact the Principal or Vice-Principal directly by email.

Principal: [principal@ilmacademy.org](mailto:principal@ilmacademy.org)

Vice-Principal: [viceprincipal@ilmacademy.org](mailto:viceprincipal@ilmacademy.org)

Should you feel your concerns are not resolved at an administrative level, please contact the Advisory Panel at [ap@ilmacademy.org](mailto:ap@ilmacademy.org).

If you have any questions about school policies or procedures, please direct them to the principal: [principal@ilmacademy.org](mailto:principal@ilmacademy.org)

## **PESTICIDE APPLICATION**

The school facility is occasionally treated with pesticides. Information concerning these applications may be obtained from the office, including times and types of applications made. All applications will be made after school hours, unless if safe to do so during school hours, and children will only be permitted back onto the building when it is determined by state guidelines to be safe.

## **PRIVACY POLICY**

This policy applies to all personal information collected or volunteered to our organization and includes all information that uniquely identifies an individual, such as bank account numbers, social security number, etc. All personal information provided to the school is for internal purposes only and we will not share such information with outside parties, except if:

1. Required to complete a financial transaction
2. Required by law, after consultation with an attorney as appropriate
3. In connection with the work of trusted companies that provide professional services to us such as printers, technical support, auditors, and attorneys

To the extent that your personal information is used for public purposes, such as a membership directory, we will provide an opportunity to opt out or decline such use.

We maintain a variety of physical, electronic, and procedural safeguards to guard the personal information we collect, including information collected through our website or online school management system. However, no one can guarantee perfect security from people who might attempt to evade security measures or intercept transmission over the Internet.

## **HANDBOOK REVISIONS**

ILM Academy has the right to amend this handbook as the need arises. Parents and students will be informed of amendments through school notices.

# Appendix A

## IEIT COVID-19 PROTOCOL

### Prevention

- To prevent COVID-positive individuals from entering our campuses, your student's school will have the following COVID-19 symptom screening procedures in place:
- All staff, students, parents, and visitors will be required to self-screen daily and check their temperature before reporting to school.
- Parents are asked to check students' temperature before reporting to school and to proactively identify when their student exhibits COVID-19 symptoms or has been exposed and to keep them home. According to the CDC, symptoms of COVID-19 include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### Criteria for Return to School

*Conditions for return to school after an individual shows symptoms or receives a positive test result:*

*Either:*

- 24 hours with no fever; and
- Resolution of symptoms; and
- 5 days have passed since a positive COVID test

*Or:*

- A PCR test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19

*Or:*

- A doctor's note indicating an alternate diagnosis

### **Mitigation**

To mitigate the spread of COVID-19, facial coverings are highly encouraged for all staff, students, and visitors, ages 3 and above.

### **Response**

In the event of a COVID-positive case on campus, the campus will take the following steps:

- All exposed teachers, staff, and families of all students in the school will be notified that there has been a positive case.
- Parents of exposed students will be notified.