

I. HISTORY AND BACKGROUND OF AL-HUDA SCHOOL

Al-Huda Islamic School (AHIS) is a dream come true. Since its inception in 1992, Al-Huda School has' been committed to the development of a quality educational institution that provides a healthy, nurturing and safe Islamic environment for the youth of the Tucson Muslim community. Al-Huda School opened its doors in 1992 in makeshift classrooms, with few if any instructional and educational tools and aids, except the vision and determination to succeed. And it has succeeded. Despite insurmountable odds, Al-Huda Islamic School's doors have remained opened for Sixteen years, coping with a string of financial, organizational and image problems that should have ended the dream. It is only with Allah's guidance then the strong support of our parents, and the sacrifices they make every single day to keep their children at Al-Huda School, that we are able to say at the end of each school year: this year was much better than the last. We are truly partners in this dream. We ask Allah to continue His blessings on this school and pray that each year, we find the guidance, wisdom and courage to pass this dream on to future generations of Muslim children. Ameen.

A new site was acquired in 2001, and this year 2008-2009 we have the new building. we have the expanded facilities of more classrooms, activities and prayer area. Our future plan is to have auditorium/gymnasium, library/media center.

II. SCHOOL PHILOSOPHY AND MISSION

Al-Huda Islamic School is dedicated to providing the Muslim child with a well-rounded education that includes the enrichment of both mind and spirit. Our belief is that a balance of intellect and faith is at the core of quality Islamic education, and is in harmony with the letter and spirit of Islam. Our goal is to encourage each child's natural fitrah by providing him/her with a safe, secure and respectful environment, guided by the moral and social teachings of Islam. Islamic Education is not merely the nurturing and expansion of minds, but the challenge of developing and encouraging the whole child: mental; emotional, physical and spiritual. At Al-Huda Islamic School, our goal is prepare our students to take their place as Muslims in the 21st century.

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With the help and guidance of Allah, the school's objectives can be identified as follows:

- To teach a love of Islam by example and through Quranic and Islamic studies
- To provide a nurturing and secure environment that instills pride in Islam
- To engage all students in meaningful programs which meet the highest educational standards.
- To instill a love of learning as part of a life-long quest for knowledge

III. PARENTS' ROLE IN EDUCATION

Parents, Welcome to Al-Huda Islamic School. It is our hope that you and your child will find a satisfying and rewarding experience in the Islamic atmosphere of our school. We encourage and urge you as parents to work closely with our school. This cooperation and partnership is essential for your, child's success and well being. An Islamic educational program can only be effective when it is reinforced in all areas of a child's life. While we recognize that our parents come from a variety of backgrounds, we strongly encourage you to promote an Islamic life-style in the home. It is' not possible for any school to exclusively take on the role of raising a Muslim child. The simple fact is this: the relative importance of Islam in your life as a family is the closest indicator of its future importance in your child's.

In addition to the responsibility of providing an atmosphere that places Islam at the center of your life, Al-Huda Islamic School kindly requests your cooperation in the following matters:

- Parents are expected to bring their children to school on time and to make arrangements for them to be picked up on time.
- Parents are expected to ensure that their children are well-rested before coming to school.
- Parents are expected to attend school meetings and functions.
- Parents are to treat staff with consideration and respect.
- Parents should make sure their child has enough to eat and drink for snack and lunch.
- Parents are expected to, make appointments to speak or meet with their child's teacher.

IV ADMISSIONS

A. Policy: Admission to Al-Huda School is open to all students in Preschool through 5th grade. Al-Huda Islamic School does not discriminate on the basis of race, religion, sex, handicap or national origin. Al-Huda School reserves the right to decline admission to students for the following reasons, which are not inclusive of all reasons justifying denial of admission: a student requiring special education or English as a Second Language Instruction beyond the capabilities of the school and staff or a student with a history of suspension and expulsion for disorderly conduct. All new students are placed on probation for the first quarter of the school year.

B. Priority: Enrollment begins in May of the previous school year and continues until all available places in a given grade are filled. Priority in enrollment is as follows:
students already enrolled at Al-Huda School, staff children, siblings of students already enrolled, and all others on a first-come, first-serve basis, provided all other requirements of admission are met.

C. Requirements:

Returning students:

- Registration form.
- Emergency contact information.
- Medication permission.
- Emergency medical treatment permission form.
- Parent permission form for off-campus activities.

For new students:

- All of the above
- Vaccination card.
- Birth certificate.
- Old school record.

D. Early and Late Registration: Registration opens on May 1st 2008. The registration fee is nonrefundable. Registration will remain open until all classes are filled. There is an additional \$ 25.00 fee per child for any registration taking place after Aug 11th 2008. Please visit our website at www.ictucson.com for early registration instructions and downloadable registration forms. School starts on August 11th 2008.

V. TUITION

A. Sources: At the current time, Al-Huda Islamic School receives no financial support from government sources. We therefore rely solely on tuition and charitable donations from community members. Through the help of Allah first and then through fundraising efforts, we strive to keep our fees as moderate as possible.

B. Fees: Please check with the school office for current fees.

C. Payment Checks should be made payable to: Al-Huda School. In order to facilitate payment, arrangements can be made to pay in TEN monthly installments. Payment is due on or before the 5th of each month. A late fee of \$5.00 per day will be assessed until the payment is made. Tuition is due in full for each month regardless of the number of days your child has attended school. Al-Huda Preschool also operates on a flat fee, not a daily schedule.

D. Late Payment: If payment is on a ten-month plan, and payment for the current month has not been received by the 20th of the month, one or more of the following will take place:

- You will be charged late payment fees.
- Your child may not attend school until payment is received
- Your child will be dismissed from school and their place will be given to someone on the waiting list.
- Unless other arrangements are made, you will be required to provide the school with the remaining tuition amount due in a series of postdated checks, which will be cashed by the first of each month.
- Your late payment will be taken into account when establishing enrollment priorities in the future.

E. Scholarships and fee discounts: Financial assistance is extended to families with legitimate financial needs. Scholarships and tuition fee discounts may only be approved by the **School Committee**.

F. Transfer Students: Transfer students will have their tuition fees prorated for the current month based upon their admission date. Payment following the current month will be due according to the regular schedule.

Preschool Guidelines:

1. Preschool children must be completely toilet-trained to enter Preschool. Children in training pants are not considered toilet trained and cannot be admitted to the program.
2. Preschool children will be brought in to class and signed in between 8:00 a.m. and 8:15 a.m.
3. Preschool children should be given healthy snacks, drinks and a lunch to bring to school.
4. Preschool children are **NOT** required to wear a school uniform.
5. Young children develop illnesses suddenly; please be prepared to pick your child up immediately once you have been contacted. Please provide the school with current home, work and cellular phone numbers and notify us when there is a change in this information.
- 6.. Preschool children must be signed in and, out of Preschool, no dropping off allowed! Failure to sign in and out of Preschool may result in dismissal from program.
7. The school must be notified at least one month in advance of withdrawal. In case of withdrawal without notice, parents will be charged for an additional month or months, until notification is given.

SCHOOL DAY SCHEDULE

School Hours: 8:00 a.m. to 3:00 p.m. for Grades K through 5th
 Preschool Hours: **full time:** 8:00 a.m. to 3:30 p.m.
 Part time: 8:00 a.m. to 3:30 p.m. three days/ week
 8:00 a.m. to 12:00 p.m. five days/week.

Ramadan school hours: 8:00 a.m. to 2:45 p.m.

VI. ATTENDANCE

Every student should attend school regularly unless he/she is ill. This is critical to your child’s academic and emotional success.

A. Absence

Please be sure to contact the school office each day your child is absent from school between 8:15 and 10:30 A.M. Students missing more than 3 consecutive days without a valid excuse will not be able to make up the missed work.

B. Changes in your child’s routine: if your child needs to leave early, or if there is to be a change in transportation at dismissal time, please notify the teacher and /or the office ahead of time. After arrival at school, a student will not be allowed to leave school without notifying the school office in advance. Parents are not to pick the child up from the classroom under any circumstances'; the child will be waiting in the School Office.

C. Tardiness

Tardiness is a serious problem that affects the student, the class and the-whole school. Students arriving later than 8:00 a.m. will be considered tardy. Students arriving later than 8:15 a.m. will not be admitted to first period class and must go to the School Office to wait for the second period. Any work missed at this time is the sole responsibility of the student and parents. Students arriving later than 8:30 a.m. more than three times in a one month period will receive a "U" or unsatisfactory grade for the quarter.

D. Late pick-up

It is the responsibility of parents to pick their children up **ON TIME**. Parents will have a ten minute window only to allow for traffic and other delays. Students not picked up by 3:15 p.m. will face the following:

Attempt will be made to call parents or emergency contact persons. listed on child's registration form.
 The child's name will be placed on a late pick-up list. No more than 2 late pick-ups will be permit each quarter.
 After the second time late pick-up, Parents will automatically be charged \$20.00 on their next month’s tuition. There will be no exceptions to this policy.
 If a true emergency, please let the school know as soon as possible so we can help make arrangements for your child.

E. Extended Absences: Please notify the student's teacher and the Office at least one week in advance if your child will be absent for more than one week. It is the responsibility of the parents and student to ensure that any missed work is made up in a timely fashion.

F. Emergency School Closing: If students are at school, parents and emergency contact persons will be called. If they cannot be reached, arrangements will be made for the child to go home with relatives, friends or staff members. If the emergency closing occurs in the evening or early morning, parents will be notified by school staff and/or other parents.

G. Emergencies: Should a child become injured or ill during school hours, parents will be contacted and required to pick the child up immediately. In more serious cases, the school will not hesitate to call 911.

H. Security: All entrances to Al-Huda Islamic School **will** remain locked during school hours. If you need to drop off or pick up a child during regular school hours, Please come by the school office, and we will bring your child to or from the class.

I. Health and illnesses: Our philosophy at Al-Huda School is that a sick child **cannot** and **should not** be at school, both for their own comfort and for the health of other children. A child who has vomited in the past 12 hours, has diarrhea, a thick cough, a runny nose with dark-colored mucus or any kind of suspicious skin rash should be left at home to recuperate. Please keep in mind that young children almost always appear better in the morning; please make allowances for this fact before you send them to school. We will not hesitate to call parents to pick up a child that appears ill in any way. Certain conditions such as strep throat, eye infections, chicken pox and other communicable illnesses may require a doctor's note before the child is allowed to return to school.

J. Medication: We do keep, on hand, a limited variety of mild medication such as Tylenol; Pepto-Bismol and itch creams. If your child requests or appears to need any oral medications, we will contact parents before administering. We will not administer anything without prior authorization. For prescription medications that need to be taken during school hours, there must be a written order from the physician or provider stating the name of the medication, dosages, time to be given, indication and correct student's name. please do not send cough drops with your child; these also contain medication and will be taken away from them.

VII. ACADEMIC POLICIES

- A. Academic Acceleration Policy:** The school may accelerate a student in a given year based on the recommendation of -the teacher. All of the following conditions must apply for a student to be accelerated:
1. The recommendation must come from one or more teachers.
 2. The student must have received highest grade in all academic areas.
 3. The student must pass a placement exam for the grade he/she is going to skip.
 4. The student will be accelerated on a trial basis.

Students may also be advanced in a single subject, depending on the availability of space in the next grade level, and the timing of the class. Single subject advancements are also made by teacher recommendation. **NO EXCEPTIONS TO THIS POLICY**

- B. Homework Policy:** Al-Huda School is an academically rigorous school..As such, students are expected to spend an adequate amount of time on school-related work, including Quran memorization and homework. The amount of homework will vary from class to class and teacher to teacher. The general guidelines for homework are as follows:
Daily at-home reading, for 15-30 minutes depending on the grade level.
Kindergarten, teachers will send home occasional projects or worksheets with the student.
First to Third Grade students are expected to spend up to 45 minutes per day on homework.
Fourth to Fifth Grade students are expected to spend one and a half hours per day on homework.
The principle behind homework is to reinforce concepts that are taught in class that day, or to review skill areas that need extra practice, prepare students for upcoming lessons and generalizes concepts. If your child is taking longer to finish their homework, please do not hesitate to discuss this with his/her teacher. The teacher will contact the parents in the case if a student is consistently not completing the homework.

Student’s responsibilities:

- Understand how your teacher’s homework system works, and the purpose of it.
- Write down all homework so you don’t forget what to do.
- Complete homework in a neat and timely manner.
- If any assignment is too difficult even with your parent help, STOP, and ask your teacher for a “replacement assignment” for the next day.

Parent’s responsibilities:

- Stress the purpose for homework, and assist your child in setting up a homework center and schedule by mutually agreeing upon the time and place to do homework.
- Help your child with homework if necessary.
- Help your child in rereading the instruction and explain what he/she will do if your child has trouble getting started on a homework.
- Parent sometimes need to read the directions and ask questions concerning task completion.

C. Promotion and Retention: Kindergarten through fifth Grade , teachers will recommend the promotion of all students with passing grades.. Students receiving a "U" or an "F" in two or more subjects may be retained in their grade. It is often in the best interest of the child that he/she is retained, and in our current multi-grade environment, this can often be done with a minimum of disruption or embarrassment to the child.

D. Grading Policy: Teachers may use + or - signs with the letter grades. The grading system for Kindergarten through 3rd Grade will be based on the following:

- E** for Excellent
- S** for Satisfactory
- N** for needs improvement

The grading system for Grades Four and 5th will be based on a 0 to 100 scale with the following letter grades assigned:

59 and below	F
60-69	D
70-79	C
80=89	B
90-100	A

E. Progress Reports: Al-Huda Islamic School operates on, a quarter calendar. Please check the School Calendar for the timing of these reports. All Parents will be required to attend Parent-Teacher Conferences after the first month of ,school. This information can also be found on the School Calendar. Times for conferences will be arranged between individual teachers and parents.

F. Tests and Exams: Classroom teachers will be responsible for letting students and parents know in advance of their testing policies and the percentage of the final grade allotted to exams.

VIII. DISCIPLINE AND DRESS CODE POLICY/OTHER

A. Philosophy: It is expected that all Al-Huda Islamic School students, faculty and staff members contribute to a positive learning environment guided by the social and moral teachings of the Quran and Sunnah. Students should demonstrate pride in their school and should assist in' ensuring that Al-Huda School is clean, welcoming, friendly and safe. The students are required to uphold principles of proper Islamic conduct and honorable behavior based on politeness, punctuality, productivity, safety manner, kindness, honesty, and positive contribution. They are also expected to respect the rights, feeling, and opinion of all staff members and all fellow students.

B. Role of teachers: All teachers and staff at Al-Huda Islamic School are expected to take responsibility for enforcing standards of Islamic behavior, regardless of whether or not they teach the student.

C. Procedure: In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules will be consistently followed. These disciplinary procedures and consequences of negative behavior will help the students realize their responsibility to behave appropriately and to make wise choices. Consequences of school rules infractions are:

- Classroom and building rules will be cooperatively established, reviewed, and enforced.
- Positive behavior will be encouraged and problem-solving skills will be taught.
- Alternative approaches for dealing with the child's behavior will be developed based on the analysis of causes as well as the effectiveness of previous approaches.
- Logical and natural consequences will be applied.
- Communication among staff, students, and parents will be ongoing. If problem persists, counseling and/or in-school confinement recommended (suspension may also be warranted).

Bathroom procedures

Students need to use the restroom facilities properly, respect others' privacy, and flush the toilets.

Playground procedures

Students need to:

- Stay inside the fenced area, play safely, Take turn, argue outside the game, and use equipments properly.
- Students are not permitted to bring out P.E. equipment during recess, and all grade students are restricted from rough play and fighting with one another.

lunchroom procedures students need to

- Use a quiet voice.
- Stay in your seat.
- Clean your own area.

D In-School Discipline (In-House Suspension): The following infractions will result in immediate in-house suspension of one or more days:

- Severe disrespect of, or rudeness to, teachers or other adults on school grounds
- Damaging or-breaking school or personal property
- Fighting with other students (physical)
- Use, of profanity, either verbally or with gesture
- Continuous disruption of class
- Lying to avoid consequences of negative behavior

E. Instructions for in-school discipline (loss of privileges):

- Student will be sent to the office with work from teachers during recess, lunch and activities or all day confinement depending on the severity of rule infractions'
- student is not allowed to talk to anybody except for the following reasons: 1. to ask questions about work and 2. to respond to instructions from person supervising in-school discipline.
- Student must be doing schoolwork at all times while in the in-school discipline room.
- The student is not permitted to socialize with anybody during this in school discipline confinement.
- At the end of the day, the student is required to reflect on his/her confinement and will write five reasons why it is important and necessary to follow rules and not disturb other students who are at Al-I-Huda to learn.
- In-School Discipline Supervisor: The objective of the in-school discipline confinement is for the student to learn consequences of actions and choices made.

If infractions continue, student will be suspended three to nine days.

F. Three suspensions in a school year will result in expulsion of student

G. Grievance Policy: In any matter in which parents are not satisfied with the action of the teachers or the school, the parents are asked to request an appointment or speak with the Administration (School Office) first. If they are still not satisfied, they may appeal in writing to the School Committee. They will review the appeal and respond in writing. Parents may also request a meeting with the Committee in writing. These matters, and all student business, shall remain private and confidential, except when and where Arizona law requires notification of the appropriate agencies (law enforcement and Child Protective Services) in cases of child neglect and/or abuse.

H. Dress Code: Proper school dress encourages scholarship, good conduct, self-esteem and respect for others. Good personal grooming habits are an essential part of Islam. In addition to following the dress code, students in Grades K through Fifth are expected to:

- Wear uniforms that are properly ironed, clean and neat.
- Girls in grades 1st to 5th should bring a scarf to wear during Quran Class and for Salat.
- Hair: Boys should have regular haircuts. No designs or layer haircuts. Girls with long hair must keep it tied back.
- Students may not wear excessive amounts of jewelry. Make-up: Make-up is **NOT** permitted for any student. Colored nail polish will also be removed if girls are found wearing it.
- Flip-flops and tennis shoes with wheels in the soles, "wheelies", are not allowed.
- No suggestive, disrespectful or violent words or pictures are allowed on clothes or hats.

I. Girl's Uniform:

Tops:

1. White or burgundy oxford-cloth three or full button front, round or pointed collar, short or long sleeved.
2. Only small amount of white lace permitted on shirts, no other designs, colors or prints accepted.

Jumpers:-

1. Navy blue or khaki jumpers or skirts; pleated or plain front, worn over white or navy blue stockings or over navy blue stretch pants only.
2. No designs, prints, cartoon characters or additional colors accepted.
3. Skirts must be covering the knee in length and worn over tights.

J. Boy's uniform:

Tops:

1. White or Navy Blue oxford cloth or polo style knit-type shirt three or full button-front; round or pointed collar; short or long-sleeved
2. Outside jackets can be of any style. These cannot be worn inside. Sweaters **MUST** be white or navy blue sweatshirts or button-style, with only a small logo in' the corner permitted. **NO** pictures allowed.
3. **NO** designs; stripes, or additional colors.

Bottoms:

1. Khaki or navy blue pants or walking shorts, below the knee but not more than 3 inches, pleated or plain front.
2. **NO DENIMS, JEANS, SWEATPANTS OR CORDUROYS FOR SHORTS OR PANTS.**

K. Dress Code Violations:

ALL STUDENTS MUST WEAR COMPLETE AND PROPER UNIFORM EVERYDAY PLEASE BUY EXTRAS! NO EXCUSES WILL BE ACCEPTED FOR FAILURE TO COMPLY WITH DRESS CODE. Violations of dress code, including wrinkled or soiled clothes, will be dealt with in the following manner:

- First violation: Verbal reminder to student and parents.
- Second violation Verbal reminder to student, phone call to parents to bring proper uniform to school.
- Third violation: Loss of recess and other privileges for student, phone call to parents.

L. Other: When appropriate, during the course of the school year, students may be allowed to wear regular clothes decorum (except what is already mentioned above) when announced by the administration. (This could happen a day before Eid or other Islamic Holiday.) Advanced notice will be given.

M. Snack and Lunch: Every student needs to bring healthy snacks to his/her class such as fruit, crackers, and drinks. Teachers will provide the monthly snack calendar that each assigned student should follow. This should be adequate for your child. The nutritional needs of your child should be taken into consideration when sending snacks. Candy and chocolate are discouraged in excessive amounts. We will send home additional information about the hot lunch program when it becomes available.

N. Toys and Personal Items: Al-Huda Islamic School prohibits any toy weapons (swords, guns, knives) from being brought to school. Personal items such as radios, beepers, Walkmans and electronic games are not to be brought to school. If found, they will be confiscated and returned to the parent at the end of the day. Toys of any kind can only be brought in with a teacher's prior permission. Please understand that Al-Huda School does not accept responsibility for lost or damaged toys.

O. Birthdays/Parties: For your child's birthday, you may bring in treats or snacks for your child's class. Please make sure you inform your child's teacher ahead of time.

P. Use of technology resources in instruction:

- Student should not attempt to harm, modify, add/or destroy software or hardware.
- Student should not submit, publish, display, retrieve any defamatory, inaccurate, abuse, sexually oriented, threatening, or illegal material

IX. GENERAL GUIDELINES

A. Visitors: Parents are encouraged to visit the school and classroom with prior arrangement and permission from the School Office and class teacher. Due to limited space in our classrooms, we cannot accept outside student Visitors. Please understand that each teacher cannot spend class time talking or conferencing with parents. When bringing something to your child during the day or planning to visit or work in a classroom, please stop by the office and sign in to obtain a visitor or volunteer tag.

B. Volunteers. Classroom teacher will prepare a schedule for parental assistance during special instructional time and centers as well as for special programs and field trips. Volunteer helpers are greatly valued and needed at Al-Huda School. Any community members or parents who would like to share their time and expertise with the school are encouraged to do so. Volunteers work with children and school personnel in many ways, including tutoring, reading, class activities, supervising, substituting, and chaperoning field trips. In order for the school to benefit from your contribution, we kindly ask that you do not bring other adults or children with you, that you arrive promptly on your designated days, and that you keep student affairs confidential. General guidelines and volunteer forms are available at the School Office.

C. Backpacks: All school age children will be required to have backpacks or book bags with their name CLEARLY labeled on the front. If the student has a separate lunch box or bag, this must also have their name on it. Please check your child's backpack occasionally to keep it clean and organized, although they should assume primary responsibility for this job.

Preschoolers and kindergartener are not allowed to bring roller-backpacks to the school.

D. Communication: All school staff can be reached at the School Office. Parents may leave a message for a staff member and it will be conveyed to them as soon as possible. Parents who would like to speak to a teacher regarding their child's progress or to request additional conferences may contact the child's teacher anytime during the school year. Parents can also communicate with their child's teacher through periodic news letter and or student report. Homework assignments for sick students may be shared by classmates. Students may not use the school telephone with permission only. Parents needing to send a message to their child may leave the message on the answering machine. We kindly ask that all alternate arrangements for student pick-up are made as early as possible in the day.

E. Handbook Revisions: Al-Huda Islamic School reserves the right to amend this handbook as the need arises. Parents will be informed of amendments as soon as they are made.

F. Parking:

For the safety of everyone, we ask parents cooperation in observing parking rules:

- Cars should not be left unattended in the "drop off/pick up" zone.
- If the pick-up lane is full please park your car in the parking lot in lined spaces.
- Parents and visitors must park in the parking lot in lined spaces.

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