

# Austin Peace Academy Student/Parent Handbook

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

[www.apacademy.org](http://www.apacademy.org)

Parent Acceptance of Handbook and School Rules  
2009-2010

**Dear Parents:**

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

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

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

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

Name of Student (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE**

# Austin Peace Academy



Our mission is to prepare our students for success in this life and the Hereafter by providing them with exemplary education based on Islamic morals, values, and the highest academic standards

## *Parent/Student Handbook* *2009 – 2010*

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## **Introduction**

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

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

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

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

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

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

## **The School's Mission:**

Austin Peace Academy's Mission is to ...

**Prepare our students for success in this life and the Hereafter by providing them with exemplary education based on Islamic morals, values, and the highest academic standards**

## **The School's Vision:**

We Envision that ...

**APA will be recognized among the top educational institutions of its kind – providing exemplary education based on Islamic morals and the highest academic standards. This vision will be embodied in each APA graduate who will have acquired strong Islamic beliefs and practices, demonstrating model behavior and character. Graduates will have the academic grounding, confidence, and the skills to meet life's challenges and relate to others with respect, tolerance, and understanding. They will be knowledgeable enough to be critical and creative thinkers. APA graduates will be ambitious and influential enough to become productive citizens and leaders within their communities, demonstrating their Muslim-American identity.**

## **The School's Objectives**

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

## **The Curriculum**

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

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

### **Books, Kits and Resources:**

#### *For Pre-Kindergarten*

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

#### *Kindergarten – 9<sup>th</sup> Grade*

The Saxon Phonics program in Kindergarten and 1<sup>st</sup> Grade, the Scholastic Program for Reading and Language Arts in Kindergarten – 5<sup>th</sup> Grade, the Holt Language Arts series for 6<sup>th</sup> – 8<sup>th</sup> Grade, Saxon Math for Kind – 2<sup>nd</sup> Grade, Harcourt Math for 3<sup>rd</sup> – 9<sup>th</sup> Grade, Harcourt for Science, and McGraw Hill for Social Studies.

#### *The Arabic and Islamic Studies Curriculum*

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

## **Enrollment and Attendance**

### **Entrance Requirements**

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

### **Enrollment Requirements**

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

# Austin Peace Academy

## KINDERGARTEN ORAL ASSESSMENT OF NEEDS

Last Name	First Name	D.O.B.	Sex	Age
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Indicate the child's ability to complete the tasks asked. Use the ratings of:  
 C = Comfortably, D = with Difficulty, N = Not at all.

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

COMMENTS \_\_\_\_\_

## **Pre-Registration, Registration and Waiting List Policy**

Students at Austin Peace Academy must renew their registration every year. A spot will however be reserved in the following year's class for students who are currently enrolled at Austin Peace Academy provided that they fulfill all the requirements of matriculating to the next grade level and complete all the required pre-registration materials including the submission of the \$160 pre-registration fee before May 31, 2009.

**NOTE: Current students who fail to complete the pre-registration materials or to pay the \$160 registration fee before 31st May will lose their reserved seat in the upcoming year's class. It is also incumbent that all the material in the pre-registration packet is filled out every year, even if similar material was filled out in past years. It is the parent's responsibility to ensure that the material has been completed and that APA has accepted their child's pre-registration.**

Pre-registration is only open to current APA students. The pre-registration period will last throughout the month of May.

Anyone who is not a current student at APA but wants to reserve a spot in next year's class can be placed on the APA waiting list. A student can be placed on the waiting list beginning on October 1 of the year preceding the year the student wants to enroll at APA. Those on the waiting list need to submit the student's name and birthdate as well as a contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated. Students will be placed on the waiting list in the order that they submit this information. In April, a registration packet will be sent to all those on the APA waiting list. For those on the waiting list to maintain their place in the waiting list order, all the material in the packet must be completed and the \$200 registration fee must be submitted.

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

In April, the number of current APA students who have pre-registered will be counted and the number of openings in each class will be determined. Those on the waiting list who completed the registration packet and submitted the \$160 pre-registration fee during the month of March/April will be placed in those open positions based on the order in which they were first put on the waiting list.

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

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

### Tuition and Fees

There is a non-refundable early **registration fee** of \$160 before May 31st, 2009 and the fee is \$200 after that date. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee. There are three tuition payment options: annually, semi-annually and monthly. The appropriate payments are listed for each option and for each child enrolled.

Grade	Child	Annually	Monthly
Pre-K1-Pre-K2		\$4,500.00	\$450.00
K through 8 <sup>th</sup>	1 <sup>st</sup>	\$3,750.00	\$375.00
K through 8 <sup>th</sup>	2 <sup>nd</sup>	\$2,500.00	\$250.00
K through 8 <sup>th</sup>	3 <sup>rd</sup>	\$2,000.00	\$200.00
K through 8 <sup>th</sup>	All additional	\$1,550.00	\$155.00
9 <sup>th</sup> & 10 <sup>th</sup>	1 <sup>st</sup>	\$4,500.00	\$450.00

- There will be a discounted fee for siblings as indicated in the table above. There will be no discount for children attending Pre-Kindergarten.
- The Pre-school program is from 8:00am till 3:15 p.m. There are no part time or prorated rate. The rate for part time and full time is the same.
- After school care program is \$20 a day starts at 3:15p.m till 6:00 p.m. It cannot be prorated.
- There is a mandatory **supply and activity fee of \$160** per child. In addition to a **Physical Education fee** of \$160 a year.
- All TAKS & IOWA Diagnostic testing are \$40 per child.
- **UT/PSAT/PLAN** testing fees are \$200 per child.
- Parents are encouraged to sign up for Electronic Transfer Funds to pay tuition. The form is available in the office. A \$20.00 late fee will be assessed if payment is not received by the 10<sup>th</sup> of each month. A child will be dismissed from the school if tuition is not received after 35 days of delinquency.
- Parents will be charged a \$25 fee for any returned check.
- Parents are responsible for paying a **book fee** for the use of textbooks and workbooks. The book fees for the 2009 – 2010 academic year are \$75 for Pre-Kindergarten, \$100 for Kindergarten, \$175 for 1<sup>st</sup> – 5<sup>th</sup> Grade, and \$225 for 6<sup>th</sup> grade-8<sup>th</sup> grade and for High School is \$300. Students are required to take care of the books and return them at the end of the year. Parents will be assessed additional fees if the books are not returned or if they are returned in less than satisfactory condition.
- Parents are required to sign an annual contract that gives specific information on payment arrangements. **Tuition is due in full for each month**

**regardless of the number of days your child attends school.** If your child is sick and does not attend, the payment will **not** be reduced and no compensation will be made for hours or days missed. The tuition will remain the same for months in which there are long holidays. If your child is withdrawn before the end of the year, this will not release you from your obligation to pay the full annual fees. APA reserves the right to alter the calendar or school times at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.

- No transcript will be released until all fees are paid in full. Final transcripts will be mailed after the close of the year once all dues have been cleared.

### **Immunizations**

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

### **Hearing and Vision Screenings**

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

### **Student Records**

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

### **Compulsory Attendance**

#### **Attendance Policy**

School begins at 8:10 a.m. Any student arriving after 8:10 a.m. will be tardy. Any Student arriving after 8:10 a.m. must report to the office to obtain a tardy pass. Chronic tardiness will result in disciplinary action.

We believe there is a direct and positive connection between good school attendance and academic success. Therefore, students are expected to be on time and in attendance everyday of the school year. Absences should be reserved for illnesses and emergencies.

If your child is absent from school, please call the school (926-1737) before 8:10 a.m. to report the absence and the reason for the absence. You need to report:

- Name of your child
- Grade level
- Name of the teacher
- Date(s) of the absence
- Reason for the absence
- Your name

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

### **Excused Absence**

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

- Illness
- Accident resulting in injury
- Immediate family crisis

### **Unexcused Absence**

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

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

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

## **School Hours**

School hours for students in Pre-K – 5<sup>th</sup> Grade are from 8:00 a.m. to 2:45 p.m. For students in 6<sup>th</sup> grade and up, school hours are from 8:00 a.m. to 2:45 p.m. A staff member will be on duty to receive students from 7:30 to 8:00 a.m. Parents should not leave their child at school before 7:30 a.m. After 8:10 a.m. the student is considered tardy and the parent/guardian will be responsible for checking the student in at the office.

## **Release of Students**

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

### **Pick Up Policy**

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

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

**Parents should pick up their children promptly. Students in Pre-K – 10<sup>th</sup> Grade should be in pick-up by 3:00 p.m.**

## **Sign-In and Sign-Out Procedures**

All Pre-K and Kindergarten students must be signed-in and signed-out daily. As part of the registration packet, parents must indicate all those with the authority to sign-in and sign-out their children. In the morning, parents must bring their child into the classroom and sign the sign-in form and after school only those whose names are listed in the registration packet will be allowed to pick up the child. Under no circumstances can anyone under 16 be allowed to pick up a child. If there is an emergency and someone other than those listed needs to pick up the

child, the authorization must be given by fax or email. We cannot take such authorization over the phone.

### **Late Pick Up**

Students who are not picked up by 3:00 p.m. Monday – Friday will be taken to the designated room for after care. A late pick up fee of \$5.00 will be assessed to that child's account if the child is picked up within a half hour. If the child is picked up after 3:45 p.m. a \$15.00 fee will be assessed. The principal will be notified of all children who are picked up late.

### **Tardy Policy**

Punctuality is an essential element of a good work ethic. To fully benefit from the instructional program, students are expected to be ON TIME to school. "Tardy" means the student is not in his/her class by 8:10 a.m. Students who come to class late miss out on important instructional material as well as disturb and take time from the rest of the class. An adult must accompany any student who arrives after 8:10 a.m. to the office where the student needs to pick up a tardy pass before being admitted to class.

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

### **Excuse from Outdoor Activities**

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

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

student's limitation and recommended length of nonparticipation shall be required after the third excused day.

### **Inclement Weather Days**

APA will close if there are extreme weather conditions. Unless notified otherwise, parents should assume that the school will be closed based on what happens in the local public schools in the Austin Independent School District. If the AISD schools close due to weather conditions, APA will also close. The AISD decisions are announced on Austin FOX news channel. Check your local channel listing.

### **Health Services**

#### **Emergency Numbers**

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

#### **Illness**

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

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

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

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

#### **Contagious Conditions**

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

#### **Injury**

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

## **Medicine**

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

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

## **Promotion and Retention**

### **Elementary**

Students shall be promoted from one grade to the next on the basis of academic achievement in English and Math with an average of 70. All students are required to pass the TAKS Exam and ITBS diagnostic testing.

### **Middle school**

Students must have an overall average of 70 or above as well as an average of 70 in at least three of the following core subjects: English/Reading, mathematics, social studies, and science. All students are required to pass the TAKS exam and ITBS Iowa diagnostic testing.

### **High School**

Students in High School will earn credits if they receive 70 or above in each subject. Listed below is a summary of the minimum number of course credits required for grade level classification:

**Sophomore:** 5.5 Credits

**Junior:** 11 Credits

**Senior:** 16.5 Credits

Changes in grade level classification will be made at the beginning of the fall semester. **Please know that emphasis should be placed on earning the**

**proper credits in a progression toward graduation, not whether the student is “called” a freshman or a sophomore.**

All students in High school are required to take the TAKS , UT and ITBS exams as a requirement to graduate or to earn credit hours.

Any student that qualifies as learning disabled will take the TAKS-ALT and will be required to pass all exams to pass to the next level class.

## **Discipline and Student Behavior**

### **Austin Peace Academy Discipline Policy**

*“The best among you are those with the best behavior.”* **Prophet Muhammad (PBUH)**

“Discipline” means “self-control”. Islam teaches us to maintain self-control. We learn self-control through Praying, Fasting, Zakaat, hajj, etc. There are special times for offering Salaat and we Pray during these times. At the time of Fajr, we might like to sleep, but we get up and pray. While fasting, we feel hungry and thirsty, however, we do not eat or drink anything. Islam teaches us self-discipline, good manners, and respect for others.

Parents, teachers, and students must cooperate to ensure high standards in such areas as manners, dress, appearance, and general behavior in the classroom are maintained. We must meet these commitments at a very high standard as much as possible at all times.

While the emphasis is on encouragement, sanctions will be imposed on individuals who constantly fail to conform to the school standards set. The central feature of our discipline system is cooperation between the teachers, parents and students in order to prevent difficulties from becoming major problems.

Austin Peace Academy (APA) provides educational excellence in an Islamic environment promoting creative inquiry with a passion for learning and develops ethical leaders committed to bringing excellence to a diverse society surrounded by Taqwa (Allah-centered). APA is committed to upholding such Taqwa values as integrity, justice, responsibility, and respect.

Disciplinary Action Plan:

Progressive disciplinary steps will be administered with flexibility to meet the needs of each individual student and the situation. All disciplinary documentation will be placed in student’s file. The school’s student discipline policy is detailed in the “Student Discipline Handbook” posted on the school website at <http://apacademy.org/discipline.php>.

## **Parent Responsibilities**

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

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

## **Parent Involvement Policy**

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

- Parents have the right and will be encouraged to get involved in instructional and support roles at APA provided that they have the appropriate training and abide by all APA rules and regulations.
- APA will provide the framework for the formation of parental committees that aim to improve overall school performance as well as access community and support services that can strengthen school programs and student development. APA will provide rooms for monthly meetings of such committees that fit the scheduling needs of parents. All parents have the right to attend such meetings.
- APA will work closely with parents to develop strategies and techniques for assisting students with learning activities at home that support and extend the school's instructional program.
- Parents have the right to know what their children are studying in each classroom and teachers have the responsibility to communicate this to parents in a clear format. Parents also have the right to know about their child's academic progress and results on any assessment tests. In addition to the quarterly report cards at least one mid-quarter report detailing the student's progress in each subject area must be sent home during each quarter.

- Parents have the right to actively participate in school decision-making. This participation shall include but not be limited to electing two members to the School Board and having the right to review the school budget and provide input into how funds, including any grant money, should be spent. All parents are automatically members of the APA Parents' Council and have the right to attend the Spring and Fall Parents' Council Meeting in which they can provide any input or make any recommendations to the School Board and administration concerning the School Improvement Plan, the APA Parent Involvement Policy or any other school policy or procedure.
- APA will help parents develop their parenting skills by sponsoring community programs that aim at strengthening parenting skills as well as keeping parents abreast of similar programs sponsored by other organizations and institutions.

### **Parent-Teacher Conferences**

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

### **Grievance Procedures**

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

### **DFPS Compliance**

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

## **Lunch and Snack**

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

## **Daily Schedule**

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

## **Field Trips, Chaperones**

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

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

## **School Uniforms**

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

### **Girl's Uniform:**

**Pre-K – 5<sup>th</sup> Grade:** Hunter green pleated jumper, a white blouse and black pants. The Jumper can be purchased online from French toast.

**6<sup>th</sup> Grade – up:** black Jilbab/Abaya or green jumper with black pants.

**The Hijab is required for all girls in 4<sup>th</sup> grade and above.**

No student may wear make-up or nail polish.

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

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

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

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

### **Pictures**

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

### **Transportation**

Parents are responsible to bring and pick up their children to and from the school. Also school bus will be provided to the routes where more students are available.

## **Fire Drills**

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

## **Volunteer Helpers**

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

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

## **Visitors**

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

- ❖ A parent may not bring children or other adults with him/her except when the child is a prospective student.
- ❖ Parents may not send other children to school to spend the day or any part of it with their enrolled child.

- ❖ Other visitors must secure authorization from the Principal at least one day in advance

### **Parent's Council (PC) Policy**

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

### **The APA School Board (SB)**

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

### **DISCLAIMER**

This handbook is subject to change as needed. APA reserves the right to add, delete or modify this document at any time, and notify students and parents of changes enacted.

## Austin Peace Academy 2009 - 2010 School Calendar

<b>August 3 - 11, 2009</b>	<b>Staff Preparation &amp; Orientation</b>
August 8	<b>Parent Orientation 12:00 - 3:00 pm</b>
August 12	<b>School Year Starts - (1<sup>st</sup> Quarter)</b>
August 17 - 21	<b>Health Screening</b>
August 22	Ramadan Starts - School release @ 2:15
August 30	Open House 11:00-1:00 pm
September 7	School Closed
September 11	<b>Mid Quarter Reports Due</b>
September 14 - 23	Eid Al-Fitr Break
September 24	Classes Resume
October 23	<b>End of 1<sup>st</sup> Quarter (44 Days)</b>
October 26	<b>Second Quarter starts</b>
November 25	<b>Mid Quarter Reports Due</b>
November 26 - 27	School Closed
November 26 - 30	Eid Al-Adha Break
December 1	Classes Resume
December 17	School Science Fair
December 22 - January 3, 2010	Winter Break
January 4	Classes Resume
January 8	<b>End of 2<sup>nd</sup> Quarter (44 Days)</b>
January 11	<b>Third Quarter Starts</b>
February 12	<b>Mid Quarter Reports Due</b>
March 12	<b>End of 3<sup>rd</sup> Quarter (45 Days)</b>
March 15 - 19	Spring Break
March 22	<b>Fourth Quarter Starts</b>
April 23	<b>Mid Quarter Reports Due</b>
April 24	Sports Day
May 3 - 6	ITBS standardized testing
May 27	<b>End of Fourth Quarter (49 Days)</b>
May 28	Staff Closing Procedures
May 29	Graduation/Commencement Day

Note: This calendar does not apply to the after school care, the daycare center or summer program.