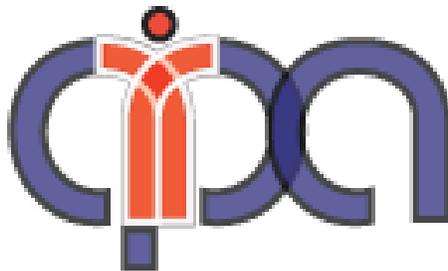


Austin Peace Academy



Serving the Muslim Community
Educating the Youth of Austin since 1997

To promote educational excellence and meaningful faith in a diverse, caring Islamic environment to students who are secure in their identity, critical and creative thinkers, effective communicators and responsible citizens dedicated to peace.

Parent and Student Handbook

Updated: October 2018

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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. The school offers a college preparatory curriculum that is rigorous and challenging for any child. 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, Austin Peace Academy believes it is our Islamic responsibility to provide our students with the very best education possible while also providing an 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.

Please read this handbook with your child, then sign and return the Parent Acceptance of Handbook and School Rules Form in the Registration Packet 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 promote educational excellence and meaningful faith in a diverse, caring Islamic environment to students who are secure in their identity, critical and creative thinkers, effective communicators and responsible citizens dedicated to peace.

The School's Vision:

To produce caring graduates who inspire others and together will change the world for the benefit of humanity.

The School's Objectives

1. To provide a college preparatory and academic excellent curriculum
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

APA has adopted CSCOPE, which is a comprehensive curriculum built on the most current-research based practices in the field. Content area experts ensure quality through a process of continual review. The key components of the CSCOPE curriculum are:

- A K-12 fully aligned and systemic model in the four core content areas
- Common language, structure, and process for curriculum delivery
- Innovative Technology
- Clarified and specified TEKS expectations assembled in a vertical alignment format
- Customizable instructional plans that allow APA resources to be integrated into the system

Guided by the school mission, our college preparatory program for Middle and High School courses follows a Pre-Advanced Placement (pre-AP) College Board® curriculum, including SpringBoard®. This curriculum is designed to provide students with the skills to succeed in a rapidly changing world. These skills, which include creativity, communication, teamwork, leadership, self-awareness, and critical thinking, are indispensable in a fast-paced and sometimes tumultuous global environment.

Day Care

Preschool plays an important role in the growth and development of children. At Austin Peace Academy we have established a learning environment that promotes social, emotional, spiritual, physical, and intellectual growth through children's play and fun group instruction. Our program builds a strong foundation for learning that equips children for elementary school. The preschool curriculum includes developmentally appropriate lessons in Language Arts (language development), Science, Math, Social Studies, Islamic Studies and Qur'an.

Pre-Kindergarten

The Pre-K program uses 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 Pre-K2, the students use the Kindergarten Harcourt Math textbooks. Emphasis is placed on teaching the social-emotional development that is necessary to succeed in elementary school.

Kindergarten – 5th Grade

Language Arts: The Reading Street program in Kindergarten through 5th Grade is designed to help teachers build strong readers through motivating and engaging literature, research-based instruction, and a wealth of reliable teaching tools. The reading program takes the guesswork out of differentiating instruction with a strong emphasis on ongoing progress monitoring through SRI and DRA and an explicit plan to help with managing small groups of students. Books in the primary grades are leveled, so that students can receive the same content with varying levels of decoding difficulty. Austin Peace Academy has an advanced reading program for students scoring higher than 85% on the National Percentage of the IOWA exam. This program challenges the most advanced reader through programs emphasizing creativity and imagination.

Math: The Math Learning program is by Envision Math from Scott-Foresman. This program follows interactive Math learning by visual learning strategies to deepen conceptual understanding by making meaningful connections for students. In the primary grades, there is a gradual release of responsibility for learning through four-page workmats. Students watch the teacher on the first page, do guided practice with her on the second, solve similar problems independently on the third page, and finally use problem-solving skills to solve word problems on the fourth page. The program emphasizes strong sequential visual/verbal connections through the Visual Learning Bridge in every lesson. There is also a "Do You Understand?" section that helps students put their learning into words.

Social Studies: The elementary curriculum generally applies the expanding horizons model to teaching social studies. In kindergarten, students focus on learning about themselves and in first grade, students learn units in the context of their family. In second grade, students move into learning about their community before students focus on their city in third grade. In fourth grade, students learn about their state. In fifth grade, students explore their country and finally, students learn about the world in sixth grade. Students explore the same themes of economics, history, geography, patriotism and good citizenship, but learning is generally rooted in the sphere in which they are studying. Teachers strive to make learning relevant and help students connect learning to their daily lives.

Science: We use the CSCOPE curriculum system to deliver content in science. Students learn from a mixture of interactive lessons, laboratories, and cross-curricular content (using literature or math content to aid in teaching science). Students generally progress through physical properties of matter; force, motion, and energy; rocks, water, and soil; conservation of resources; objects in the sky; living and non-living things, plants, animals, plant-animal interdependence, and environments. Teachers strive to include as much hands-on exploration of scientific concepts as possible. This will be further accomplished through the use of our newly added *Interactive Science* curriculum from Pearson®. Through its addition, students can construct their knowledge, rather than simply receiving facts from a teacher.

Middle School

Students in Grades 6 through 8 learn core subjects following the CSCOPE curriculum. The curriculum stressed a 5-E model teaching students to learn to assess new information, ask

insightful questions, and reach appropriate conclusions and creative responses. The 5-E's are: Engage, Explore, Explain, Elaborate, and Evaluate. The 5-E Model of Instruction focuses on developing critical thinking in students and aims to improve student SAT and AP score.

Advanced Placement (AP) Program

Austin Peace Academy (APA) has been approved by College Board to offer classes in Advanced Placement (AP) Literature and Composition and AP Chemistry. In previous years APA was also approved to teach AP Language, AP Environmental Science, AP Chemistry, and AP Biology. Those courses will be offered again in rotation. Each year another AP class will be added to the curriculum. These courses are college level courses and include:

- Content-heavy classroom and homework assignments;
- Rigorous grading on all assignments;
- Regular independent work assignments.

Students who choose or are selected for AP classes should expect a heavier homework load and outside of class preparation. Students are required to complete the AP exam for those classes. The exams are offered through the College Board on the APA campus.

Arabic and Islamic Studies

Islamic Studies Curriculum

For the Islamic Studies program, APA follows the ICO curriculum for Elementary through Middle School. ICO offers a well-designed curriculum that assists in the development of the student both morally and spiritually, allowing them to take pride in their religion and to be moderate individuals. ICO follows a spiral method that revisits the material each year going into more depth and solidifying the material in the mind and heart of the student. All material in the ICO curriculum stems from the foundations of Islam: the Qur'an and the Sunnah of the Prophet (saws). Students also memorize the words of the Qur'an with proper pronunciation (tajweed) and learn the deep meanings of the words and overarching themes and stories throughout.

In 8th Grade, students cover the Seerah, the life of the Prophet Muhammad (saws). They move from birth to life in Mecca among the Quraish through revelation into the success of Islam in Madinah and eventually, Mecca, to the death of the Prophet (saws). Students connect to the Prophet (saws) on a human level, developing a deep love and veneration for the Last Prophet.

At the High School level, APA will be implementing a freshly written and prepared curriculum specific to our students. This new and improved curriculum allows for a more in-depth understanding and knowledge of major areas of the deen. It entails the division of each year into four quarters, with each quarter focusing on one of the following areas: Qur'an and Tafseer (exegesis), Ahadith, Seerah, and Fiqh.

Throughout their High School careers, students will cover the entire Qur'an from beginning to end, learning the meaning of the verses and the real-world application of what they learn. The second quarter each year will cover one-fourth of the 40 Ahadith An-Nawawi, including memorization of the narrative and understanding the many meanings behind each. The third quarter will cover the seerah of the Prophet (saws), understanding his life and times to help the students better understand the context of Quranic revelation and visualize the real-life application of Islam as was done by the one who was called "the walking Qur'an". The last quarter will focus on teaching the students the important rulings and jurisprudence of different matters within the deen, such as wudu, prayer, fasting, zakat, marriage, business dealings, et cetera. By graduation, the students will have a well-balanced and well-rounded knowledge of their deen and be able to more readily navigate the world through the lens of this knowledge.

Hifz Program:

Parents interested in enrolling their student(s) into the Hifz Program must contact the Main Office and mention at the time of school registration and enrollment.

Students enrolled into the Hifz Program attend Hifz class during their respective grade level's Arabic or Islamic Studies classes. Hifz students must attend class at least five times a week and are expected to be able to read the Qur'an. For non-readers, completion of Al-Qaedah Al-Noorania is a pre-requisite to enrollment into the Hifz Program

Arabic Studies Curriculum

Elementary through 8th:

In 2014, APA was selected as part of Bayyinah's pilot program for schools. Bayyinah introduces learning Arabic for the purpose of reading and understanding the Qur'an and then continues on to develop a working knowledge of conversational Arabic. Upon completion of the program, students have 2400 words in their Arabic vocabulary, aiding in Quranic comprehension.

Al Asas Volume II serves as a supplementary text in Middle School. The Advanced Beginner Level is unique in that it contains several dialogue-themed exercises with a clear emphasis on four key skills: reading, conversation, listening, and writing. This is complemented by the addition of a CD that offers a different method for the student to access the material and learn through interactive means. This text is taught in conjunction with Arabic spoken in the classroom.

High School:

APA revamped its Arabic curriculum recently, inviting local UT Arabic Studies staff and students to consult on providing APA's students with a comprehensive Arabic learning experience. The revised Arabic program for APA features an emphasis on MSA (Modern Standard Arabic, which is taught in most universities) and the study of Arabic which enhances the student's ability to better understand and recite the Qur'an. In the high school, students are required to pass three years of Arabic in order to graduate. Remedial Arabic classes have been embedded in the curriculum to allow students new to APA, and who do not have much of an Arabic background, to be able to quickly be assimilated in the grade level Arabic classes.

The text used at the high school level, commonly found in college level Arabic courses, is Al-Kitaab Fi Ta'allam Al-'Arabiyya. It focuses on MSA but develops familiarity with colloquial and classical Arabic as well. The text reinforces grammar and develops grammar through the use of composed texts derived from the main narrative and authentic texts from newspapers and journals. It also includes DVDs that further enhance the learning experience that provide video material and exercises. This text is taught in conjunction with Arabic spoken in the classroom.

Enrollment and Attendance

Entrance Requirements

- A. A child who is fully potty-trained and at least 3 years old by September 1 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 5 years old by December 31st will be given a qualifying exam to determine whether they will be placed in Kindergarten or Pre-K2 at the time of admission. Most students born in October, 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 outlines the policies, rules, and requirements of enrollment in detail; this includes a provisional admission form (for new students), request of transfer of records and academic conduct history form including any copies of previous report cards, a parent handbook acceptance and school rules form, and a tuition payment plan contract form. In addition, a tuition and fees schedule, Electronic Fund Transfer (EFT) form, personal data form (in which parents also must provide authorization for emergency medical attention), a health requirement form (which includes a doctor's statement on the child's health record if there is any limitation for school activities), and copies of the student's birth certificate and immunization record must be attached.

Pre-Registration, Registration and Waiting List Policy

Students at Austin Peace Academy must renew their registration every year. A spot will be reserved in the following year's class for students who are currently enrolled at Austin Peace Academy (APA) 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 \$225 pre-registration fee before May 15 each year.

NOTE: Current students who fail to complete the pre-registration materials or to pay the \$225 registration fee before the 15th of 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 end on May 15th of each year.

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 preceding year of enrollment at APA. Those on the waiting list need to submit the student's name and birth date as well as a contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated. Students will be placed on the waiting list in the order that they submit this information. In March, a registration packet will be sent to all those on the APA waiting list. For those on the waiting list to maintain their place in the waiting list order, all the material in the packet must be completed by May 31st and the 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 June, 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 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.

Dismissal of Students/Parents/Staff

Austin Peace Academy reserves the right to dismiss any student whose presence in the school is considered detrimental to the best interest of the student, fellow students, or the school in general. In the case of Academic issues that decision will be made by the Head of Academics and if the decision is regarding behavior or discipline issues will be made by the Principal. APA also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian interfere with a positive and constructive relationship, or otherwise seriously interfere with the school's accomplishment of its mission.

APA also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites. Students dismissed from the school will not be entitled to a refund of fees or tuition.

Tuition and Fees

There is a **non-refundable early registration fee** of \$225.00 before April 30th of each year and the fee is \$350.00 after that date. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee. The tuition is paid monthly; annual tuition payment is welcome without any discount. The appropriate payments are listed for each option and for each child enrolled.

Grade	Child	Annually	Monthly
Pre-K through 12 th	1 st	\$6,100.00	\$610.00
Pre-K through 12 th	2 nd	\$4,300.00	\$430.00
Pre-K through 12 th	3 rd	\$3,700.00	\$370.00
Pre-K through 12 th	All additional	\$3,300.00	\$330.00

- There will be a discounted fee for siblings as indicated in the table above. If you have more than one child in either Pre-school or High School, only one of the highest tuition will be paid, the rest of children will be charged according to the fee table above.
- The school program is from 8:00 a.m. till 2:55 p.m. There is no part-time or prorated rate. The rate for part time and full time is the same. **On Friday, school ends at 3:20 pm.**
- There is a mandatory One Time Fee (includes a combination of Technology Fees, Standardized Testing, Field trips, Activities, Campus supply fees and/or P.E, Art Fees, Books, Awards, Lab Fees, Debate Fees, Graduation, etc). These fees are \$800 for PreK; \$825 for Kinder; \$985 for 1st – 5th graders; \$1140 for 6th – 8th graders; \$1210 for 9th – 12 graders.
- Each AP test for a high school student is \$100.00.
- Parents are strongly encouraged to sign up to the Electronic Funds Transfer (EFT) program to pay tuition. The form is enclosed in the enrollment packet and also available in the office. If parents decline to sign up EFT, a one-time processing fee of \$250.00 per family for each school year will be charged at the time of enrollment. It will be prorate-refunded when parents sign up for the EFT program.
- A \$35.00 late fee will be assessed if payment is not received by the 5th 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 \$35.00 fee for any returned check.

- Parents Gradelink will be locked for non-payment of tuition.
- Failure to pay tuition can prevent graduating students from crossing the stage at graduation.
- Students are required to take care of the books and return them at the end of the school 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.
- **Students that are non-resident of the USA will have a different fee charged than the above. Please check with the office for International Tuition.**
- No transcript will be released until all tuition and fees are paid in full. Final transcripts will be mailed after the close of the school year once all dues have been cleared.

Bus Service Fees

Austin Peace Academy is offering the school transportation program solely on a non-profit basis and only as a convenience to its students on a first-come first-serve basis. APA and its administrators, staff, officers, and volunteers do not assume any liabilities that might arise from the use of the school transportation service.

Currently, APA offers routes to three locations; South, Northeast and Northwest of Austin. Routes may change depending on students' enrollment—please refer to APA website “Bus Service” for the most current information for each school year. APA is offering a highly competitive rate for the students; it is indeed subsidizing the bus service, particularly taking into account the deep discount offered to siblings. This fee is very reasonable, considering the cost of gasoline, vehicle depreciation and time spent driving to school, etc.

School Bus Service is optional, and the fees are paid monthly along with tuition that is due on the first day of each month without separated billing. It will be delinquent if the fee is not paid by the 5th of each month. Current school year bus service fees are:

1st Child is \$150.00, 2nd child is \$100, \$75 for each additional child.

Transportation Rules

Parents are responsible to bring and pick up their children to and from the school. APA offers school bus services to parents for picking up and dropping off their children with a monthly fee. Also, school bus services are provided to the routes where more students are available. For more detailed information and most current bus routes refer to APA website, Bus Service.

At Bus Stop

1. Give yourself plenty of time. Be at your stop at least five minutes before the bus is scheduled to arrive.
2. Walk safely.
3. Stay on sidewalks.
4. Wait in orderly manner – do not attempt to load until the bus has come to a complete stop.

On the Bus

1. Students are to remain in their assigned seats (bottoms on the seats, facing forward);
2. Students are to keep heads, hands, feet, and personal objects out of the aisles and inside the bus;
3. Students are to talk quietly;
4. Students may eat or drink with driver's permission ONLY,
5. Students will cooperate with their driver at all times,
6. Parents are not allowed to enter the bus or discipline other children on the bus. Refer all issues to the bus drivers or school administration.

If a child is found not following bus conduct guidelines, then the child may be removed from the bus to protect the safety of him/herself, the bus driver, and fellow bus mates.

After School Care

Austin Peace Academy does not currently offer after-school care for students that cannot be picked up by the end of the day (2:55pm, Monday through Thursday, and 3:20pm on Friday).

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. A student whose record is not properly updated will not be allowed to attend classes.

Hearing and Vision Screenings

APA will provide hearing and vision screenings for our students during 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. Custodial parents have access to the records of their children.

Compulsory Attendance

Attendance Policy

School begins at 8:00 a.m. 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 every day of the school year.

Attendance for credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. This means any student with more than 18 absences in a school year will not be promoted to the next grade. Under exceptional health circumstances, the Head of Academics may devise an individualized educational program for the student that would allow promotion to the next grade. Absences should be reserved for illnesses and emergencies.

If your child is absent from school, please call the school (512-926-1737) by 8:00 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

Excused absences are those due to sickness (prolonged illness/surgery) or immediate death in the family: the student is allowed to make up work. The student must provide an acceptable excuse through a written note. A doctor's note is required for illness exceeding more than three consecutive days of absence.

Excused with Condition:

Student is traveling with parents: student is allowed to make up the work but only after returning from the absence. The teacher would not be expected to generate a week's worth of homework in advance.

We encourage families to plan vacations in the summer or around regularly scheduled breaks.

Unexcused Absence

An unexcused absence is considered as truancy and does become part of a student's school record. She/he will be marked for unexcused absences if she/he:

- fails to bring a written note within three school days following an absence;
- leaves school without the permission of the Head of Academics or Principal;
- is absent from class without permission – including walking out of class;
- is absent from school without parental permission;
- is absent for reasons not acceptable to the administration

Students would not be allowed to make up the work and the teacher SHOULD NOT give the work "for a grade" under any condition. The teacher can provide the papers and assignments that were missed for the student to work on his own.

UNDER NO CIRCUMSTANCES WILL FINAL EXAMS BE GIVEN OUTSIDE THE SCHEDULED DAYS UNLESS excused for illness or family emergency by the Head of Academics. Students traveling at the end of the school year will be required to take final exams in August before classes begin.

Refer to the Disciplinary Action Plan Section regarding consequences for unexcused absences.

Constructive work after absences

Make-up Work for Absences

- A make-up work for absences, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- To be eligible for make-up work, you must show each teacher "the excused absence record signed by the Head of Academics". On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to re-schedule the

make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- Students must make up work following an unexcused absence; however a grade of zero is recorded.
- An unexcused absence results in an “F” or zero for the day in each class missed.

Note: A school has the right and duty to pursue a sanction against a student’s parent for excessive absences. The Austin Peace Academy attendance policy mirrors the Texas education code and authorizes an attendance officer to refer a student to juvenile court or file a complaint in justice or municipal court for “unexcused absence”. Texas law requires the school to notify a parent if a student has a certain number of absences “without excuses.” Also, Texas law provides that a school shall file a complaint in justice or complaint in justice or municipal court, or refer a student to juvenile court if the student fails to attend school without excuse for either 10 days and beyond, or parts of days within 10 days or more in a six- month period; or 3 days and above, or parts of days within 3 days and more in a four –week period.

An absence currently may be excused under Texas law for “any cause acceptable to the “Head of Academics or Principal.”

School Hours

School hours for students in Pre-K – 12^h Grade are from 8:00 a.m. to 2:55 p.m. A staff member will be on duty to receive students from 7:30 a.m. to 7:55 a.m. Parents should not leave their child at school before 7:30 a.m. Parents must make arrangements to pick up their child by 3:05 pm Monday-Thursday and by 3:25pm on Friday.

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. And only those authorized by the parents are allowed to pick up students.

A majority of students participate in bus services. Buses will be lined up in the school parking lot waiting for students’ dismissal at 2:55 p.m., Monday through Thursday, and at 3:20 p.m. on Friday. Teaching Assistants will take students to the designated buses at regular dismissal time. All early releases must receive dismissal approval through the office. **This includes dismissals after Friday prayers!**

Pick Up Policy

If your child's regular routine of pick up changes, you must first inform the school office then your child's homeroom teacher letting them know the changes! If a teacher is not familiar with the person who comes to pick up students, a State issued ID will be required.

If you pick up your child in the class session for doctor's appointments, you will need to get an excused slip from the office and hand it to the homeroom teacher, before taking your child away from her/his classroom.

If Parents want to break the routine of having students taking buses home, and pick up their children themselves, **parents will have to be in school before 2:50 p.m. and call the office by 12:00 p.m.** to inform the office you want to do so. Once students are on buses the bus drivers will not let them get off the bus until he/she reaches the pickup destinations.

Under no circumstances can anyone under 17 of age 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 **must** be picked up by 3:15 p.m. Monday through Thursday, or 3:30 p.m. on Friday if they are not signed up for the off-campus after-school care program. If a student is in after-school tutoring the pick-up time is 3:30 p.m. for Mondays through Thursdays only. It's the parent's responsibility to care for the other siblings who are not in tutoring. Austin Peace Academy holds no liability for students after these times, therefore students must be in the care of their parents or guardians at that time. If a parent persists in late pick-ups up they **are at risk of being reported to Child Protective Services for child neglect as well as having their child withdrawn from APA.**

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 at assembly/homeroom by 8:00 a.m. Students who come to class late miss out on important instructional materials as well as disturb and take time from the rest of the class. A student arriving between 8 am and 8:10 am will report directly to the homeroom teacher in assembly or homeroom. 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. With the exception of preschool students, the parent is not allowed to take the student to the classroom. Students late during assembly (from 8:00 a.m. to 8:10 a.m.) will be marked as such by their respective homeroom teachers.

FOUR TARDY OCCURENCES WITHIN A GRADING PERIOD WILL COUNT AS AN UNEXCUSED ABSENCE

THREE ABSENCES FROM ASSEMBLY WITHIN A GRADING PERIOD WILL COUNT AS AN UNEXCUSED ABSENCE

- Tardy 3x to class or assembly = LRD
- Tardy 6x to class or assembly = after-school detention
- Tardy 9x to class or assembly = Saturday school detention
- This resets every semester

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 physician.

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 Austin/RoundRock ISD. Specific weather decisions will be posted on the school web site by 7 am and the calling system will be employed to let parents know if the school will be delayed or called off.

<p>Health Services</p>

Emergency Contact 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 (100.8 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. Parents are responsible for covering any medical expenses incurred as a result.

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. A child returning to school after a contagious condition must bring a doctor's note stating the child is able to return to 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.

However, if it becomes necessary for the student to take medicine during school hours:

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

Basic Promotion

Elementary

Students shall be promoted from one grade to the next on the basis of academic achievement in English, Math, Science, and Social Studies with an average of 70. All students are required to take ITBS diagnostic testing.

Failing a Core Course in Elementary and Middle School

Students failing a **core** class will be required do one of the following:

- Repeat that course in a summer school program offered by public schools that is available to them, or
- Complete a summer program arranged by the Head of Academics and Homeroom teacher, or
- Not be promoted to the next grade for the following year.

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 take Iowa diagnostic testing.

High School

Students in High School will earn credits if they receive 70 or above in each subject.

APA requires all graduates to complete four years of language arts, math, science, and social science, and Islamic Studies and Qur'an. Students are also required to pass two years of Arabic. Students must acquire a minimum of 1.5 credits in physical education, one half credit in speech or debate, one half credit in art, and two credits in the elective courses. All students are required to take Iowa diagnostic testing.

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.**

Students can take the UT credit by exam to make up a failed course. The student's transcript will reflect both the APA grade and the UT credit by exam grade. A student, with permission of the Head of Academics, earning a grade of C or higher in Austin Community College, will receive

dual credit at APA. Students must receive the written permission of the Head of Academics prior to enrollment in a college class in order to earn APA dual credit.

Failing a Core Course in High School

Courses designated as core classes are: Language Arts, Mathematics, Science and Social Science.

Students will be identified as “summer school required” under the following circumstances:

1. He or she receives a failing grade in a course required for graduation at APA (69 or below);
2. If a student fails three or more core classes at Austin Peace Academy (APA) the student will no longer be on track for graduation. A meeting with the Head of Academics is required to establish a plan for getting back on graduation track.

Academic Probation for High School

Students who fail to reach a minimum score of a (70) or a C in one or more classes or have a GPA below 2.0 may be placed on academic probation for the next quarter or semester. Failure to reach the C minimum or to show reasonable progress may result in dismissal. The Principal, in consultation with the student’s teachers, makes the final decision.

Exemption from Final Exams for High School

In order to help our students prepare for exams, and to reward good behavior, we have instituted an exemption policy. An exemption will allow students to not take an exam if certain preconditions are met.

These exemptions only apply during final exam week and the same course may not be exempted more than once each year. Juniors and seniors must take a minimum of two final exams during finals week.

Possible number of exemptions per grade:

- Seniors – 3
- Juniors – 2
- Sophomores – 1
- Freshmen - 1

Following Conditions must be met in order to receive an exemption:

- Students cannot have an unexcused absence for any class in that course.
- Students cannot exceed two unexcused absences in homeroom.
- Students must maintain an 88 or above for the year in a class in order to be exempt.

- Students qualifying will pick up their exemption cards at the Head of Academics office, take them to teachers for signatures, and return the cards within 48 hours.
- Students who take the AP Exam are automatically exempted from the spring final in AP classes.

Ranking and Valedictorian

Austin Peace Academy does not rank students. It only recognizes the Valedictorian who meets the following conditions:

1. Highest weighted GPA
2. Attended APA High School for six semester
3. All transferred grades are unweighted, unless it is an AP course.

Learning Disabled

APA is prepared to assist students with mild or moderate learning disabilities. However, students with more severe learning disabilities should be enrolled in a school dedicated to assisting those students.

<h2>Academic Integrity Honor Code</h2>

Academic honesty and integrity are basic to an effective learning community. All students are expected to be honest and display a high standard of integrity in the preparation and presentation of work for credit in all classes.

Character Building at APA

We are continuing our effort to increase the character building components of APA. The overwhelming research on this topic shows that students who are required to make an honor “pledge” for each assignment strongly embrace honesty in all aspects of their lives and that cheating and dishonesty drops significantly in school. The Honor Code ensures that all students understand the importance of academic integrity at Austin Peace Academy (APA). The acceptable standard for Austin Peace Academy student is to be honest and honorable in his/her dealings with fellow students, faculty, and staff.

APA Honor Code

Greet salaam
 Be honest
 Be self-controlled
 Be polite and use clean language
 No littering and vandalism
 No rough housing and bullying
 Obey the law and all campus policies

Respect other people and others' properties, value diversity
Participate regularly in APA and mosque services and activities
Encourage others in their commitment to comply with the Honor Code

Academic Dishonesty

The attempt of any student to present as his/her own work, that which is not honestly performed by the student, will be regarded as a serious offense which will be subject to grading penalty and academic disciplinary action. The student who cheats is harmed because he or she is not learning the material. Other students are harmed when those who cheat gain an unfair advantage in the classroom. Austin Peace Academy (APA) suffers when the climate of trust and mutual respect is undermined. Academic violations are referred to the Honor Council.

Consequences of Honor Code Violations

- The student receives a "0" on the assignment/test and is required to make up the work. The recorded grade is the average of the zero and the grade on the makeup work.
- The teacher notifies the parents and the Head of Academics will hold an honor council meeting.
- The Honor Council will administer disciplinary consequence.

Academic Counseling

Students and their parents are encouraged to talk with a school Head of Academics to learn more about course offerings, graduation requirements, and early graduation procedures. To plan for the future, each student should work closely with the Head of Academics in order to enroll in the high school courses that best prepare him or her for attendance at a university. The Head of Academics can provide information about application deadlines, as well as financial aid, housing, and scholarships.

Personal Counseling

Austin Peace Academy understands the significance and impact of a student's personal life circumstances, situations, and well-being on a student's ability to succeed academically. Students and their parents are encouraged to schedule and meet with Sh. Attia Omara, if needed, for counseling on personal issues. APA provides these resources to strengthen our students in all facets of life and values that any such counseling would be done in confidence with students and parents.

Discipline and Student Behavior

APA Discipline Policy

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

We aim, as Muslims, to become people of great character, following the legacy of the Prophet (pbuh). This path to developing our character does not come easily and must be instilled from a young age, oftentimes through a system of discipline that fosters a sense of self-control and rooted in proper guidance. Islam teaches us to maintain self-control. We learn self-control through Prayer, Fasts, 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. 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 developing 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

Austin Peace Academy is committed to offering individualized education at all grade levels. Just as education should be individualized so should be the discipline system. APA is committed to fairness, equity, and a just system.

Classroom Management System

The heart of discipline should always be left to the classroom teacher. APA endorses the ability of each classroom teacher to devise a system for maintaining the very best in discipline. Classroom rules written and implemented by the teacher, with the approval of the Director of Student Affairs/Discipline, best serves the interest of the individual child. Therefore the policy will be:

1. Each classroom teacher will set out written class rules and procedures to be followed by all students in that class. Each classroom teacher will develop a behavior plan and daily behavior chart with warnings and consequences specific to his/her grade level.

2. As per the class rules and procedures provided at the beginning of the year, when a policy or procedure is not followed the individual teacher will give the student a warning, allow the student a cooling off period, enact appropriate positive steps to assist the child in understanding why the behavior was inappropriate, discuss and document the inappropriate behavior with one or both parents/guardians, and finally to enact steps for classroom discipline designed to change behavior.

3. The teacher will use his/her discretion in following the procedures in #2 by repeating the steps as often as necessary in attempting to change inappropriate behavior. When the teacher believes classroom management is not producing the desired outcomes the teacher will follow observe the following (*parents will be notified accordingly*):

a. Document the incident on Gradelink. The student may serve a variety of consequences such as Lunch & Recess detention (where they may be asked to clean campus grounds) to in-school suspension to Saturday Detention.

Egregious Violations of APA Student Handbook

Teachers should be very familiar with the Student Handbook, and actions so egregious as to violate the safety of students or teachers should be immediately reported. In the event of a case so serious as to endanger other students or teachers or to violate the Mission of APA, a conference will be convened as expeditiously as possible with the Principal, Head of Academics, and classroom teacher. The conference should be used to:

- Determine the facts of the actions.
- Determine whether the actions meet the criteria of Egregious Violations.
- Determine actions that should be taken to insure the safety and integrity of all concerned.

When the findings of the conference results in suspension or, if necessary, expulsion of the child, the parents will be informed as expeditiously as possible.

Any and all discipline measures, whether written or verbal, from the Principal and Administration must be adhered. If not, then further measures may be taken by Administration.

TYPES OF CONSEQUENCES

Lunch & Recess Detention (LRD): LRDs are either served on the day of assignment or the following day. As highlighted above the assigning teacher will enter in the documentation in Gradelink and the LRD form will be submitted to the student, which he/she is to give to his/her parent. A copy will also be kept in the student's permanent file.

The student serving an LRD will be able to eat their lunch quietly without talking or making noise for the duration of the lunch and recess period. *They may also be asked to clean up*

campus grounds during this time. If they make noise, talk, or communicate in any way with other students/people they will receive an additional LRD the following day (or a time suitable to the DSA).

Please note that *three LRDs will result in an After School Detention (ASD)*
(3pm-5pm)

After School Detention (ASD): Like the LRD the After school detention (ASD) should either be served on the day of the infraction or the following day. The **ASD** will be scheduled with the parent and **must be completed within five school days of the infraction date**. Detentions will be supervised and last from 3:00pm-5:00pm. If the student makes noise, talks, or communicates in any way with other students/people they will receive an additional After School Detention the following day (or another designated time).

Please note that *three ASDs will result in a Saturday Detention*
(7am-11am)

Saturday Detention. Saturday Detentions run from 7:00am-11:00am. During this time the student will keep busy with homework, studies, and school-related reading during these four hours. They are not allowed to eat but may bring a water bottle if desired. They are allowed one bathroom break during these four hours. They cannot sleep nor be in a sleeping position during the detention time. If the student makes noise, talks, or communicates in any way with other students/people they will receive an additional After School Detention the following day (or another designated time).

In School Suspension /Alternative Placement Room (ISS/APR): APRs run from 8:00am-3:00pm. During this time the student will keep busy with homework, studies, and school-related reading during these hours. They are not allowed to eat but may bring a water bottle if desired. They will eat lunch in the APR room at their normal lunch time. They are allowed two bathroom breaks during these seven hours. They cannot sleep nor be in a sleeping position during the detention time. If the student makes noise, talks, or communicate in any way with other students/people they will receive an additional After School Detention the following day (or another designated time).

Out of School Suspension (OSS): In extreme cases in which the APA Administration feel that the safety of the misbehaving student or his/her peers or others on campus is at risk or if his/her presence on campus is of such a distraction that learning will be impeded the student will be prescribed an OSS (typically 3-5 days). OSS are usually assigned for egregious violations.

Important Considerations

Most behavior incidents are documented and registered on Gradelink on the same day of the incident. On occasion, incidents take several days to fully investigate and so final documentation, judgement, parent contact, and prescribed consequences are delayed.

Prayer

Hijabs:

Kindergarten and first grade are encouraged to wear hijab.

2nd -5th grade required to wear hijab

If students are consistently not wearing hijab, the Islamic studies teacher will write a letter to parents.

Any behavior that disrupts another person's prayer is in violation of prayer expectations and will result in disciplinary actions. Lower school discipline will follow a system outlined by classroom teachers.

Upper school can receive 3 warnings in a quarter.

Prayer Attendance:

- Attendance will be taken at each prayer. The student must check in with the staff member in charge for that day.
- Students marked tardy twice will receive a call home to parents from Sh. Attia.
- Students marked tardy five times in one quarter, the parent will be notified to bring the student to Fajr prayer.

Bus Behavior

Students are subject to the rules of the bus driver and the driver will notify the Administration of any infractions. Inappropriate behavior reported by parents or students will be investigated and appropriate actions enforced.

- 1st offense: warning, phone call home, and a copy of infraction will be sent to the homeroom teacher.
- 2nd offense: removal from the bus for one day.
- 3rd offense: removal from the bus for three days.
- 4th offense: removal from the bus for five days.
- 5th offense: possible forfeiture of bus privileges pending hearing with APA Director of Discipline.

Property Damage

Students will make restitution and a behavior plan will be established.

Physical assault

Any malicious physical contact anywhere on campus, including but not limited to spitting, hitting, kicking, poking, throwing objects, punching, and head butting will result in immediate referral to the Director of Discipline.

Inappropriate language

This includes vulgar and hurtful language

- 1st offense- warning by teacher
- 2nd offense- student will be required to call parent and explain what vulgar/hurtful words were said

Racial Slurs

A student found using any racial slur must immediately be reported to the office.

- 1st offense: In-School Suspension

Uniform

- 1st offense: Sent to Personal Development Coach to receive official warning that they are out of compliance with approved policy. Given proper attire to adhere to code. Parent notified.
- 2nd offense: Sent to PDC for approved attire. Parents notified and student will perform community service during lunch hour.
- 3rd offense: Sent to PDC for approved attire. Parents notified and student will perform community service after school.
- 4th offense: Sent to PDC. Parents will be called and required to bring appropriate attire. Student will serve a Saturday detention.

NOTE: Discipline policies and consequences are open to change, edit and adjustment at the discretion of the Administration.

Parent Responsibilities

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

1. Show respect for school administrators and teachers
2. See that their children are well rested before coming to school
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 and be involved in the PTO
6. Attend Parent 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 (APA) 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 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.
- 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. Between report cards and progress reports, parents can follow student progress via the Gradelink website. APA encourages setting up low-grade alerts and reviewing student progress alongside the student.
- Parents have the right to actively participate in school decision-making. This participation shall include but not be limited to electing four 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 ninth week of school year for all students and at the end of the ninth week of third 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 Head of Academics. Parents are encouraged to review and discuss with the Head of Academics any academic questions or concerns about the "general policies and procedures" that have been adopted by Austin Peace Academy (APA). Parents are encouraged to review and discuss with the Head of Academics of Discipline any behavior or discipline related policies. If parents are not satisfied with the results of their discussion with those two individuals they should meet with the Principal. All meetings with teachers or administrators should be scheduled in advance.

It's important when parents address issues about teachers or the administration to use the utmost respect and in no way demean the teacher or the administrators in any form of written or verbal communication. APA reserves the right to terminate or not renew a student's

enrollment contract if the school concludes that the actions of a parent or guardian interfere with a positive and constructive relationship, or otherwise seriously interfere with the school's accomplishment of its mission. Parents who violate this practice will be warned by the Principal and may be subject to the criminal trespass procedures through local law enforcement.

Texas Department of Family and Protective Services (DFPS) or (FPS) Compliance

Austin Peace Academy (APA) complies with all the standards and requirements established by the State of Texas Department of Family and Protective Services (DFPS). 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 512-908-9594 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. If parents want to bring food or sweets to school to share with their child's class, then they must receive prior authorization. The School offers a hot, catered food lunch option for each day of the week. Students enroll in the lunch program at the beginning of each semester.

Daily Schedule

The daily schedules will differ based on grade levels and teachers, but parents can obtain a class schedule from the teachers at Parent Orientation 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 students will also have daily nap or rest time, for Kindergarten students there is no routine nap time, however the student may be encouraged to take a nap at the discretion of the teacher.

Field Trips and Chaperones

APA will conduct field trips for our students. Field trips are part of the academic mission of the school and not considered "optional". Failure to attend a field trip is considered an unexcused absence. Parents will be notified at least one week before the field trip of the day, times, destination, lunch information, etc. At the beginning of each year, a form will be sent with the

child requesting permission for him/her to attend the field trips for that academic year. This form must be signed and returned for the child to participate in any trips for the year.

Austin Peace Academy, its officers, or transportation services will not be held liable for any incident, accident, or injury that may occur during a field trip. Should the need arise, licensed medical or dental care will be administered to your child and you will be responsible to cover any cost for that care and reimburse APA.

Senior Off-Campus Privilege

1. Must have clear written parental permission to be able to leave campus at the discretion of APA Administration
2. The APA Senior must have a current and legal driver's license, registration, and insurance.
3. Can only leave campus if he/she is not failing any classes.
4. May take other senior student in the car with that student's parental permission.
5. Must state your destination and expected time to return to campus. Students are not allowed to be gone longer than 45 minutes.

Electronics Policy

Students can use electronic devices only during lunch or before and after school hours. Cell phones must be turned into the teacher at the start of class.

Austin Peace Academy does not allow for the taking of pictures or videos on a student's phone on campus without the direct permission of Administration.

Austin Peace Academy cannot be held responsible for the loss of any student's electronic devices or possessions. APA strongly encourages that students do not bring any non-essential electronic device to school.

- 1st offense: phone taken for the day, student retrieves end of same day from Personal Development Coach; parent will be informed
- 2nd Offense: phone taken until the next day; student retrieves from PDC; parent will be informed
- 3rd Offense: phone taken for 3 days; parent must retrieve phone from PDC at the end of third day
- 4th Offense: loss of phone privileges for rest of semester

School Uniform

To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform appropriate for their grade levels. **The required uniforms are as follows and may be purchased from Old Navy ® or online with French Toast.**

Boys' Uniform:

All Grade Levels: Khaki trousers or pants and a blue collared “polo style” or “golf style” knit short-sleeve three buttoned shirt (no tee shirt). Cargo pants or other recreational pants may not be worn.

During the cold weather months the boys may wear either a navy blue “jersey style” long sleeve shirt under the polo shirt or a navy blue, black, or gray cardigan or pullover sweater without logos or emblems.

Boys are allowed to wear a neatly ironed thobe on Fridays.

During PE classes only, boys are allowed to wear knee length shorts and tee shirts.

Girls' Uniform:

Elementary: Navy blue polo dress, optional long sleeve white shirt, and khaki pants. During the cold months the girls may wear a matching blue sweater over the polo dress or the white shirt.

Middle School: Blue tunic purchased in the school office with khaki pants or a black abaya with matching pants underneath.

High School: Black jilbab/abaya with matching black pants underneath.

For all Middle and High School girls: For PE, girls should wear sweatpants or exercise pants (any color) with long sleeve shirts. PE attire should be comfortable active wear and not tight and restrictive. During school hours, hijab of any color may be worn to the student’s style, but must still cover the neck, ears, and all hair. In the cold months girls may wear a black jersey style shirt under the abaya or a black sweater over the abaya. Henna on hands or feet are allowed.

The following should be followed by girls and boys at all times: Uniform should be neat, clean, and in good repair. Shoes must be closed-toe and sturdy enough for outside play and physical education. Sandals with straps are allowed. No flip-flops. Jackets, coats, sweatshirts, and hoodies may be worn in classrooms at the discretion of the teacher. All outerwear must be plain navy blue, beige, or black. No hats or caps may be worn in the building.

Hair should be trimmed or styled to stay out of the eyes and be clean and neatly combed. Fingernails must be clean and trimmed. Nail polish and/or any makeup are prohibited. Lip gloss which is clear in color and skin moisturizers are allowed. Any jewelry which hangs from the body is prohibited.

Parents are requested to write the student’s name in every clothing garment. Austin Peace Academy (APA) is not responsible for any lost or stolen uniform items. 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 donated to the needy at the school's discretion.

Refer to the Disciplinary Action Plan Section regarding consequences of uniform violations.

Photographs

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 in writing at the time of registration.

Vandalism

The Muslim community has made sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and may be subject to criminal proceedings as well as disciplinary consequences.

Emergency Drills

APA will conduct monthly fire drills as well as other severe weather drills as needed throughout the year. The school also practices "criminal on campus" drills to ensure student safety.

Integrated Pest Management Program

"As a part of our commitment to provide your child with a safe, pest-free learning environment, Austin Peace Academy may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are a part of our integrated pest management program (IPM) which relies largely on non-chemical forms of pest control.

Pesticide applications at APA are made only by trained and licensed technicians and usually done during non-school hours, weekends, and scheduled vacations so as to limit student exposure to potentially hazardous treatments.

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

Parents Council (PC) Policy

The Parent Council (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 teachers or staff members. A strong PC is essential to the success of Austin Peace Academy (APA).

The APA School Board (SB)

The School Board (SB) is made up of seven members. Four members will be elected by the parents, the remaining three members will be nominated jointly by the Board of Trustees (BT). The SB is a policymaking body. Its responsibilities are: fundraising; preparing the annual budget and approving all expenditures; and making decisions on salary raises and employment contracts. Meetings of the SB are held bi-weekly and 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.

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

By registering your student, you have agreed to the contents of this booklet.