

# Charlotte Islamic Academy

**Parent-Student Handbook**

**2016 - 2017**



In the Name of Allah the Most Gracious, the Dispenser of Grace

The intent of this handbook is to familiarize you with the general policies of Charlotte Islamic Academy. Used properly, it should facilitate finding answers to questions which frequently arise. The Parent-Student Handbook should be thoroughly read by parents. Any suggestion for improvement of the handbook is always welcomed and will be seriously considered.

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## **COMMUNICATION**

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and the home. Parents are expected to keep up with their children's academic progress and to attend all orientations and meetings announced by the school.

Parents may request a meeting with their child's teacher at any time during the school year. Parents should call the school to make an appointment. **Teachers are not allowed to confer with parents during class time or other duty time.** All classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and they will be delivered to the child as soon as possible without disrupting the educational process.

Parents may request a meeting with the principal regarding any matter. The office secretary will schedule the meeting as soon as possible. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet with the principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the principal directly. If you believe that your concern was not addressed by the staff and administration, you may submit your concern in writing to the Board of Education. The Board may request further information, in writing or a meeting before addressing your concerns.

The school will abide by court decisions regarding communication with non custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school. Unless otherwise required by the parents, the school will consider any communications, agreements, conferences, or notifications of one parent regarding school matters sufficient.

The Board of Education, administration, teachers, support staff, and many members of the community work hard to make Charlotte Islamic Academy a success. Anyone who openly defames or threatens the well being of the school and any of its staff may be asked to withdraw from the school, and may face legal charges for defamation and/or threats.

## **MISSION STATEMENT**

Our philosophy and vision is to guide students to become model citizens with academic excellence and Islamic values to succeed in this life and the Hereafter.

**The mission of Charlotte Islamic Academy is to educate and inspire students in an Islamic environment to excel in a diverse society.**

## EDUCATIONAL GOALS

1. Develop a love for Allah, His Messenger (SAW), and the believers.
2. Learn the teachings of Islam according to the mainstream understanding of the scholars of Islam.
3. Progress in a steady and planned fashion toward fulfilling the basic skills requirements of the North Carolina Standard Course of Study.
4. Develop the skills of reading, writing, speaking and listening so that each child may effectively communicate with others.
5. Demonstrate the basic mathematical processes with a sequential progression of skills ranging from consumer needs to advanced math.
6. Develop creative talents to broaden interests, provide worthwhile use of time, and appreciate the contributions of others.
7. Understand the application of science and how science can improve the quality of life. A sequential pattern, grades K-12, in which a student may continue to acquire more answers to the questions about our world and may apply this knowledge to better understand the more complex processes of our world.
8. A gradual acquisition of skills and knowledge of the various occupational careers which will enable a more productive future after completion of high school.
9. Develop the human body and health habits which include the mental, physical and emotional well being of the individual.
10. Develop an awareness of the need for the conservation of human and material resources.
11. A balance between academics and extra curricular activities, with the knowledge that activities are vital ingredients in the learning process. It is our goal that quality student activities will be offered to students at the appropriate grade levels. It is our goal to enrich the basic curriculum with student activities. The proper care must be taken to ensure that activities complement rather than detract from the basic curricular areas.

## IMANIC EDUCATION PROGRAM

The Imanic Education Program at Charlotte Islamic Academy is based on two hadiths: the famous hadith of Jibreel Alayhi Salaam, in which the Prophet Sallallahu Alayhi Wasallam explained that faith has three levels; Islam, Iman, and Ihsan; The hadith states: **"Iman has over seventy branches, the uppermost of which is the declaration La Ilaha Illallah (There's no God but Allah); and the least of which is the removal of harmful objects from the road, and modesty is a branch of Iman."**

Scholars of Islam identified seventy-seven branches of Iman, which include the love of Allah, love of the Prophet (SAW), to love for your brother what you love for yourself, generosity, cleanliness, visiting the sick, etc.

The Imanic Education program at Charlotte Islamic Education seeks to implement the following:

1. To educate students about the branches of Iman.
2. To integrate the branches across the curriculum.
3. To practice every branch individually and/or in groups.

## INSTRUCTIONAL PROGRAMS

Excellence (Ihsan) in education is the main academic goal of Charlotte Islamic Academy. Our general studies program has been designed to meet the Common Core Standards and the North Carolina Essential Standards. Students receive instruction in the subjects of English, math, science, social studies, physical education, and electives.

At the core of Charlotte Islamic Academy's instructional program is the teaching of Quran, Arabic, and Islamic studies. These are required subjects for all students in all grades. They are taught in conjunction with the Imanic Education Program, which helps in integrating these subjects into the general studies curriculum.

In addition to academics, the Academy provides extra-curricular activities like daily assemblies, field trips, student clubs, English Spelling Bees, Islamic Studies Competition, Science Fair, etc.

The Academy's programs are under constant review and evaluation in order to improve students' performance and provide the best education for our children.

## REGISTRATION

Applications must be filled out completely and returned to the office along with a non-refundable \$100.00 annual enrollment fee. To complete the registration, you must provide copies of the birth certificate, social security card, immunization records, and previous school records (if any). Please contact our admission's office for more information, or visit our website at: [www.ciacademy.us](http://www.ciacademy.us)

## TUITION

Annual tuition rates are as follows (monthly rates based on (10) ten months):

1 <sup>st</sup> child	\$4,250.00 (\$425/month)		
2 <sup>nd</sup> child	\$3,750.00 (\$375/month)	two children	\$8,000.00 (\$800/month)
3 <sup>rd</sup> child	\$3,250.00 (\$325/month)	three children	\$11,250.00 (1,125/month)
Any additional child	\$3,250.00 (\$325/month)		

## SCHOOL HOURS

The school day starts at 8:15 a.m. and ends at 3:25 p.m. Parents must not drop of their children at school and leave them unsupervised before 8:00 a.m. **Students arriving after 8:15 will be considered tardy.** Students that arrive after 8:30 a.m. must be signed in by their parents at the main office before going to class. Parents must pick up their children no later than 3:50 p.m. All students who are not picked-up by this time will be taken to after care services for an additional fee of \$1 per minute.

On Friday, dismissal starts at 12:00 p.m. and ends at 12:20 p.m. All students who are not picked-up by this time will be taken to after care services for an additional fee of \$1 per minute.

It is the parent's responsibility to notify the office in advance in case the child is going to be dismissed to a known relative/friend or a member of the school personnel.

## TEXTBOOKS

All textbooks must be purchased by parents. Workbooks and other supplies are paid for by the parents. Textbooks provided by the academy, if any, are to be kept clean and handled carefully. The student will be required to pay for books lost, stolen, or damaged beyond use.

Textbooks provided by the academy are property of Charlotte Islamic Academy and shall be returned at the end of the school year, upon completion of school year.

The following reimbursement schedule shall be used as a guide for collection fines for lost or damaged textbooks:

<u>Age of Book</u>	<u>Amount Collected</u>
<u>1-6 years</u>	100% of replacement cost
<u>7 or more years</u>	50% of replacement cost

Failure to pay the fine for lost or damaged textbooks may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made.
2. Withholding of all report cards, diplomas, or transcripts until restitution is made.

## ATTENDANCE

A student is considered absent if he/she misses more than four school hours.

A student who has missed classes for more than 15 schooldays during a single-school year has to make up for those absences. Please note that the 15 days per year is a cumulative number that includes both excused and unexcused absences, and accumulated tardies (5 tardies = 1 absence). The administration will review situations which involve extenuating circumstances as they specifically relate to student medical problems.

If an extracurricular activity is scheduled on a school day, generally the student must be in attendance a minimum of four full class hours of school that day in order to have the privilege of attending the extra-curricular activity.

When necessary absences or tardies occur, the procedures below are to be followed:

- 1) The student must present to the office a written notice of explanation concerning the absence signed by a parent or guardian. The principal will decide if the absence or tardy merits and *excused* status or not.
- 2) In cases where medical, dental or optical appointments have caused the absence, for high school students, we request such certification in the form of a note from the physician's office.
- 3) Upon receipt of the appropriate notes, the student is then given an admit-to-class slip.

## **Tardiness**

A student is considered tardy if he/she arrives to school after 8:15 a.m. No student is allowed in class without a tardy slip. Students' unexcused tardiness will accumulate to absences at the rate of five tardies to one absence. Students absent more than 15 days during the academic year may not be promoted to the next grade or graduate unless they make up for lost time.

## **Excused Absences**

When complying with the preceding regulations, the following circumstances are considered acceptable reasons for necessary absences:

- 1) Personal illness
- 2) Medical, dental, or optical appointments
- 3) Death in the family
- 4) Family emergencies

It is the student's responsibility to complete any work missed during an absence. All assignments which have been given are expected to be completed immediately upon the student's first return to class; however, for work assigned during a student's absence, the student has as many days to complete such work as days absent. In the case of special trips, the school must have sufficient prior notice in order for students to be allowed to make up their work. In some cases the work may be required to be completed before the trip.

## **Unexcused Absences/Penalties**

Absences not listed are considered unexcused including those, wherein, no written note is received within two days after the absence. Unexcused absences will result in serving school time to make up for missed days. This includes students leaving school prior to the completion of the school year.

## **Late Arrival/Early Dismissal**

When students arrive late or are dismissed early, they must be present for at least four full class hours of the school day in order to be considered present; the student's responsibility is to complete any work missed. Permission for early dismissal may only be granted by the parents or legal guardian. Early departure may exclude students from eligibility for extracurricular activities. All students must check in or out through the office. If a student is scheduled to serve detention and must leave school early, he/she is expected to serve the following day.

## **DRESS CODE**

Charlotte Islamic Academy adheres to the Islamic dress code for its students. The following guidelines explain the dress requirements for each age group:

### **BOYS**

**Kindergarten through 6<sup>th</sup> grade boys** are required to wear navy or black pants, collared shirt with school emblem\* and shoes (sneakers for gym only).

**7<sup>th</sup> through 12<sup>th</sup> grade boys** are required to wear khaki, navy, or black pants, navy plain collared shirt with school emblem and shoes.

The following items are prohibited:

- Jeans
- shorts
- T-Shirts
- images or writings
- tight clothing
- hoodies
- open-toed shoes, sandals, or slippers

### **GIRLS**

**Kindergarten through 5<sup>th</sup> grade girls** may wear navy jumpers, white collared shirts, with navy pants. Kindergarten through third hijab is optional, but is needed for prayer. 4<sup>th</sup> and 5<sup>th</sup> grade are **required** to wear hijab.

**6<sup>th</sup> through 12<sup>th</sup> grade young ladies** must wear **closed** navy or black jilbabs/abayas (**no button down Abayas**) and blue, white, or black head hijabs.

The following items are prohibited:

- open-toed shoes
- Sandals / slippers
- heels higher than 2 inches
- Face make-up of any kind, nail polish of any kind
- Shiny Lip gloss/Chapstick
- more than one piece of jewelry
- hoodies
- images or writings

**All clothing must be loose and cover the body properly.**

**STUDENTS WHO ARE NOT IN UNIFORM WILL NOT BE ALLOWED TO ATTEND SCHOOL.**

**Parents are responsible for purchasing jilbabs or abayas for young women in grades 6<sup>th</sup> through 12<sup>th</sup>.** All girls 4<sup>th</sup> grades and up must wear head hijab. Second & third graders should bring head hijabs to leave the classroom so it is available at all times.

### **Additional Dress Requirements:**

Boys: No jewelry. Hair must be trimmed (business haircut) and free of dyes or any other additives. Pictures on clothes are not allowed. No jeans, saggy pants, or do-rags permitted.

Girls: No more than one piece of jewelry. No nail polish. No facial make-up. Tight clothes are not allowed.

**The principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.** When it is determined that a student's clothing or appearance does not comply with the dress code, depending upon the circumstances, a parent will be asked to bring an appropriate change of clothes to school, or the student may be sent home.

\* Students will not be allowed to enter the classroom dressed inappropriately or in opposition to Charlotte Islamic Academy's dress code.

## **CODE OF CONDUCT**

Students at Charlotte Islamic Academy are expected to display Islamic values and behavior. The Academy and members of its community will be treated with respect and dignity as Allah Ta'ala and His Messenger *salla-lahu alayhi wasallam* have commanded.

Following the Sunnah (tradition) of Prophet Muhammad *salla-lahu alayhi wasallam* who never raised his hand against a person, teachers and administrators of Charlotte Islamic Academy are not allowed to use corporal punishment or any form of physical or verbal abuse.

The rules and policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Islamic behavior will lead to an environment in which learning and development of good work habits can occur.

## **Examples of Violations of the Code of Conduct**

### **Minor Violations**

- Coming unprepared to school (no homework, no supplies, etc.)
- Throwing spitballs or other projectiles in the classrooms
- Roughness in the playground
- Use of electronic devices such as cell phones, MP3 players, and photo devices before and during school hours.

\* All such devices will be turned in to the Principal and will not be returned until the parents meets with Principal and signs the items out. A second offense with such devices will be considered school property.

- Tardiness to class
- Dress code violations
- Eating or drinking in unauthorized areas, or chewing gum in school
- Littering
- Vulgar language
- Disruptive behavior during class and school activities
- Other minor inappropriate or disruptive class behavior

### **Major Violations**

- Possession and/or use of tobacco, illegal drugs, and alcoholic beverages
- Possession and/or use of pornographic materials in print or online
- Possession and/or use of weapons
- Fighting
- Threatening behavior to staff/students
- Disrespect towards staff
- Refusal to follow instructions of authority
- Vandalism
- Theft
- Initiating false fire alarms
- Being off-campus during school hours without permission
- Cheating
- Missing prayers at school (other than for illness or other excused absence)
- Ditching classes
- Accumulation of violation slips
- Repeated dress code violations

Failure to comply with the rules of the Academy will result in, but not be limited to, the following:

#### **1) Parental Contact**

A teacher or administrator may contact, through Jupiter Grades, by telephone or letter, the parent or guardian of the student. The parent or guardian may be requested to make a personal visit to further discuss the situation.

#### **2) Conduct Referral**

A Conduct Referral will be recorded on Jupiter Grades for minor violations.

#### **3) Discipline Referral**

Upon committing a major violation, the student is referred to the principal.

1. Parents will be notified through Jupiter Grades of the major violation.

2. Staff members will complete a disciplinary referral on Jupiter Grades when they observe the major violation.
3. Disciplinary referral forms are presented to the principal, who confers with the individual student, and records the action or recommendation(s) concerning the particular case.

Actions not listed above will be handled by the administration as deemed appropriate.

## **CONSEQUENCES**

### **1) Detention**

#### **A. Administrative Detention**

Students are required to report to detention when assigned. Detention will be held in the office during PE or recess. Detention has priority over any other school activity or other appointment. During detention, students will be assigned specific tasks, and must be on time and in compliance with the dress code. Absence from, or being late to detention will lead to multiple detentions and/or out-of-school suspension.

#### **B. Teacher Detention**

Teacher detentions will be held by teachers for their own students. Students who fail to serve a teacher's detention will serve additional detentions or be referred to the administration for further disciplinary action.

#### **C. Detention Room Rules:**

Failure to report on time will result in additional detentions. Missed detentions will earn the student additional detentions. Illness is the only acceptable reason for missing detention. Students will be given their "service to school" project and will be supervised until the job is completed to the satisfaction of the moderator. Students are expected to be courteous and follow all student handbook rules.

### **2) Suspension**

#### **A. In-School Suspension (ISS)**

The student is dismissed from class for one day or more. A suspended student will do community service and class work at school but the student is not allowed to be in class or any other school activity except assembly and prayers.

#### **B. Out-of-School Suspension (OSS)**

The student is dismissed from school/class for a specified period of time, usually from one to five days, but possibly longer or for an indefinite time span. A suspended student will not be allowed to be on school property at any time, and will not be allowed to attend any activity, athletic event, practice or performance as a participant or a spectator. Missed class time and work due to a suspension will result in zero credit for any assignments and tests missed. Although the student receives zero credit, he/she may be required to make up all assignments and tests missed during the suspension period.

### **C. Student Contract**

Students receiving OSS will be put on a contract that states, in writing, the guidelines that will dictate the student's continuing enrollment at the Academy.

### **3) Expulsion**

Expulsion is dismissal from school without the option of re-admittance. Expelled students are not allowed to be on campus or to attend school activities of any kind.

## **STUDENT SEARCHES**

The administration of Charlotte Islamic Academy is committed to ensuring an Islamic atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment the principal or his designees may question a student about an alleged violation of the school's Code of Conduct or conduct searches of students, lockers, and their belongings. The principal or his designees are not required to contact a student's parent before questioning or searching the student or his/her locker and belongings. However, they will tell the students why they are being questioned or searched. In addition, the principal or his designees conducting the search must have reasonable suspicion to believe that the search will result in evidence that the student violated the school's Code of Conduct.

## **CELL PHONE USE and Electronic Devices**

Unless authorized by the teacher or administration, any use by students of cell phone and electronic devices such as tablets, MP3 players, CD players, and cameras is not allowed during school between 8:00 a.m. and 4:00 p.m. Breaking this rule incurs a minor violation and confiscation of the equipment for at least one week.

## **BUILDING AND EQUIPMENT**

Each student is responsible for the furniture and equipment in the classrooms and the school building. Habits, which are destructive to school property, such as marking on or leaning back in desks or chairs, must not be allowed. Do not leave the room or activity area (example: cafeteria or play area) in a messy condition. This is your responsibility as much as the responsibility of all students.

## **GRADING AND REPORTING**

Parents will be notified at the midpoint of each eight-weeks grading period if a student is in danger of receiving a D for the subject. The standard grading scale that is used by the Academy is as follows:

<b>Letter Grade</b>	<b>Explanation</b>	<b>Number Grade</b>
A	Outstanding	90-100
B	Above average	80-89
C	Average	70-79
D	Below average ( <b>not a passing grade</b> )	60-69
F	Failure	Below 70

The following is the correspondence between letter grades and numerical ones.

D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
60	63	67	70	73	77	80	83	87	90	93	97
61	64	68	71	74	78	81	84	88	91	94	98
62	65	69	72	75	79	82	85	89	92	95	99
	66			76			86			96	100

In high school, the grading system and interpretation of letter grades shall be as follows:

- A = 4 grade points
- B = 3 grade points
- C = 2 grade points
- D = 1 grade point
- F = 0 grade points
- I = 0 grade points (Incomplete)

Honor and Advanced Placement courses are given higher grade points.

### **STANDARDIZED TESTS**

As required by the state of North Carolina, national standardized tests in English, math, science, and social studies will be administered to students in grades 3, 6, 9, and 11. We use TerraNova Complete Battery for this purpose, and all grade 11 students must score in the average range or above to graduate high school. The Academy voluntarily administers End of Grade (EOG) and End of Course (EOC) Exams in all subjects during the last 15 days of school. Students in high school take college admission exams such as SAT and ACT.

### **HOMEWORK POLICY**

We strongly encourage parents to become involved in their child’s education by assisting their children with homework assignments. At the beginning of the year, each child will purchase a daily planner. The purpose of the planner is to train children to record homework and other tasks and to help them become more responsible.

Daily time expectations for homework are set according to the grade level and ability of an average performing student:

<b>Grades</b>	<b>Minimum Per Day</b>	<b>Maximum Per Day</b>
K,1,2	20 minutes	1 hour
3,4,5	1 hour	1 hour 40 minutes
6, 7,8,9,10,11,12	1 hour 40 minutes	2 hours 10 minutes

The amount of homework in grades 6-12 will vary by subject.

#### **Late homework or late assignment:**

It is up to the teacher to choose whether he or she will accept a late homework or a late assignment. However, if it is accepted it will be according to the following rule:

- One day late = lose one letter grade
- Two days late = lose two letter grades
- Three days late = lose three letter grades

**No homework or assignment will be accepted after three days. NO EXCEPTIONS.**

## **STUDENT PROMOTION POLICY**

- Promotion from one grade to another or retention in a grade shall be done according to the best interest of the student.
- Promotion and retention shall be accomplished in conferences that include the parent, teachers, and principal.
- All promotions in grades one through five must be recommended by a majority of the teachers involved and the principal.
- If a student is being considered for retention, a conference will be set up with the parents, teachers and the principal involved. If there is disagreement among the parents, teachers, and the principal regarding the retention, a conference will be done with the Board of Education. The Board of Education will consider the information available and make a recommendation to the principal.

We would like for all of our students to achieve academic excellence in all of their courses. However, students who do not pass any of their courses with at least a (70) will have to be retained.

- If a student, in grades K through sixth fails one course, he/she will have to repeat the same grade level.
- If a student in Middle School or High School receives a (69) or below in English or Islamic Studies course, he/she will be retained in the same grade.
- If he/she receives a (69) or below in any two courses, he/she will be retained in the same grade.

Students in High School can arrange to retake the following courses in the summer, if they failed them: Mathematics, English, Science, and Social Studies. If a student takes a course and passes it during the summer, his report card will be adjusted accordingly and the student may advance to the next grade. Arabic, Islamic Studies, and Quran, if failed cannot be retaken in the summer. Please be aware that all courses are considered core courses.

## **INTERNET USE**

The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines set forth by the Academy. If a user violates any of the provisions, his/her access to computers will be denied. In addition, appropriate disciplinary actions will be taken which may include detention, suspension, or expulsion.

## **SCHOOL SPONSORED ACTIVITIES**

Participation in a school sponsored extra-curricular' activity or sport is a privilege. These activities are important components of our total educational program. Successful participation in school sponsored extra-curricular activities requires a higher level of commitment, energy, and maturity.

## **FIELD TRIPS**

All field trips must have prior approval of the parent/guardian. No student shall be allowed to leave the school building without documentation of parental permission.

## **LOCKERS**

Lockers must be kept clean and locked. Students are responsible for locker and locks. In case of their loss, a replacement lock is provided for \$10. Do not leave money or valuables inside your lockers.

## **WITHDRAWAL**

In case a student withdraws from the school, the student must return the Academy's textbooks. The secretary fills out the withdrawal notice and notifies the classroom teacher. The withdrawal slips must come from the office and must be signed by the principal before the student leaves school. If for some reason, you must withdraw your child from the Academy, at least one month notice must be given. Parents are still obligated to pay the full month of tuition even if the child withdraws before the end of the month. Transcripts will be withheld until all past due fees, fines, and tuition are settled.

## **EMERGENCY CARE**

In case of a serious accident or serious illness of a student at school, the parents or other designated person will be called immediately. Parents have the first responsibility in arranging to have children taken home. If parents are not available by telephone, then the principal assumes the responsibility of seeing that the child is taken care of.

## **ADMINISTERING MEDICATIONS**

Medication which is prescribed by a physician or other licensed health care provider may be administered to the student or self-administered by the student (when permitted) during the school day, including any occasion when the student is away from school property on official school business, if failure to take such medication jeopardizes the student's health. This process requires completion of a parental authorization form.

## **LUNCH/SNACK**

The cafeteria provides hot lunch, snacks, and drinks (No sodas) during lunch time from Monday to Thursday. On Fridays, the cafeteria serves snacks and drinks only. Parents are requested to pay for every meal. For students who bring their own lunch, parents must ensure that their children eat nutritious food and drink healthy beverages.

## **TRANSPORTATION**

Transportation is the responsibility of the parents. The Academy administration encourages car-pooling to help meet transportation needs.

## **EMERGENCY DRILLS**

Students will practice drills on how to seek safety in case of fire, tornado, or intrusion. Parents will be contacted to pick up their children if a real emergency condition occurs.

## **WEATHER-RELATED SCHOOL CLOSING**

If it is necessary to close the school due to severe weather, the parents will be notified via Jupiter Grades, local news media, or telephone.

## **VOLUNTEERS**

Volunteer helpers and substitute teachers are greatly valued and needed. Parents and members of the community are encouraged to share their time and expertise at the Academy. Volunteers can help by being substitute teachers, reading at story time, helping with arts and crafts, helping prepare the food on Fridays at ICC, and giving assistance in many other areas.

## **COMPLAINTS**

A parent should verbally report any complaint to the teacher. If the parent is not satisfied with the teacher's solution, he or she should submit the complaint to the principal. If the parent is not satisfied with the principal's solution, he or she should submit the complaint in writing to the Board of Education.

## **DISCLAIMER**

The Academy reserves the right to make any necessary changes to any part of the parent-student handbook without prior notice to any parent or student.