



AL-IMAN ACADEMY



OF MOBILE

63 EAST DR., MOBILE, AL 36608

(251) 380-2998

**Parent/Student
Handbook**

School Year 2011 - 2012

Parent Acceptance of Handbook and School Rules and Regulations

We have read and understood all the details and provisions of this handbook. We had the full opportunity to ask questions and make comments about the contents of this handbook. We find no part of this handbook objectionable or conflicting with our beliefs and standards. We have reviewed the School Rules and Regulations with our child (children). We recognize that the Board of Directors of Al-Iman Academy of Mobile is the highest authority in resolving disputes and interpreting the various rules and regulations of this handbook. We pledge to abide by all the rules and regulations in this handbook, in addition to any decisions taken by the Board of Directors. We pledge not to interfere in anyway with the policymaking process or the management of the School. We understand that any contact with the school must be in writing to the Principal, and not directly with the teachers or other staff. We, and our children, pledge not to make any negative remarks about the school, its management, staff or Board of Directors to any person or party. We understand that the violation of this agreement will result in the immediate expulsion of our child (children), and may cause legal action to be pursued against us in the event any harm is incurred by the school or any of its employees. We testify that we are signing this document under no duress or inducement.

Mother's (Guardian's) Name

Signature

Date

Father's (Guardian's) Name

Signature

Date

Student's Name

Signature

Date

Students Code of Conduct

- A. I will show respect for others. I will use first names when addressing fellow students. I will address school staff by their title.
- B. I will follow direction of all Al-Iman Academy of Mobile staff. I will pay attention when staff members speak and I will do what they tell me to do.
- C. I will keep my hands, feet and objects to myself, even when playing. I will not hurt or bother others attending the school.
- D. I will use clean and respectful language, and speak in an appropriate tone of voice. I will not disrupt or interrupt classes with my voice. I will speak clear when I am asked to speak in front of a group.
- E. I will safeguard and protect all Masjid, School and private property. I will not break, take or write on things that do not belong to me.
- F. I will always be honest and truthful, and I will remember that Allah (SWT) is watching me at all times. I will behave in a way that will please Allah.
- G. I will report to class on time with all books and supplies necessary.
- H. I will keep my classroom and school clean. I will put litter in the trash can. At lunch and snack, I will throw away all garbage and make sure the table and floor where I am sitting are clean. I will clean after myself in the bathrooms and on the playground.
- I. I will walk and not run inside the school building and Masjid. I will walk or run outdoors, on the playground, and at P.E. time.
- J. I will not bring items that are dangerous, toxic, distracting to school such as toys, videos, cosmetics, knives, glass jars, etc.

Parent's (Guardian's) Name

Signature

Date

Student's Name

Signature

Date

TABLE OF CONTENTS

Parent Acceptance	2	<u>STUDENT HEALTH</u>	13
Students Code of Conduct	3	1. <u>Records:</u>	13
TABLE OF CONTENTS	4	2. <u>Emergencies:</u>	13
PREAMBLE	5	3. <u>Infectious disease:</u>	13
OBJECTIVES	6	4. <u>Administration</u> <u>of medications:</u>	14
RULE AND REGULATIONS	7	<u>DRESS CODE AND</u>	
<u>ADMISSION</u>	7	<u>PERSONAL HABITS</u>	14
<u>REGISTRATION REQUIREMENTS</u>	8	a. Boys Uniform:	15
1. <u>New students:</u>	8	b. Girls Uniform:	15
a. Proof of Birthday:	8	<u>DISCIPLINE AND</u>	
b. Immunization records:	8	<u>STUDENT BEHAVIOR</u>	16
c. Academic Records:	8	<u>ACADEMIC STANDARDS</u>	18
2. <u>Returning students:</u>	9	4. <u>Grade scheme</u>	18
<u>TUITION AND FEES</u>	9	5. <u>Promotion:</u>	19
<u>ATTENDANCE</u>	10	6. <u>Retention:</u>	19
1. <u>Policy:</u>	10	<u>PARENT CONFERENCES</u>	19
2. <u>School hours:</u>	10	<u>LUNCH</u>	20
3. <u>Tardiness:</u>	11	<u>VISITORS</u>	21
4. <u>Absences:</u>	11	<u>MUSLIM MOTHER TEACHER</u>	
5. <u>Early Dismissal:</u>	11	<u>ASSOCIATION (MPTA)</u>	22
6. <u>Drop off and Pick up:</u>	12	<u>VOLUNTEERS</u>	22
		<u>FIELD TRIPS, CHAPERONS</u>	23
		<u>BOARD OF DIRECTORS</u>	24

PREAMBLE

Assalamu Alaikum and welcome to Al-Iman Academy of Mobile

Al-Iman Academy of Mobile is a private, non-profit school established for the ultimate goal of pleasing Allah *Subhanahu Wa Ta`ala*. Its mission is to offer a comprehensive curriculum which comprises education in Islamic knowledge, in addition to the academic sciences and arts as recommended by the Alabama State Department of Education. Furthermore, it enforces an Islamic environment which imparts on the students proper code of conduct upholding the most valued Islamic morals.

Al-Iman Academy of Mobile is recognized by the Alabama Department of Education. It is, however, not accredited. As new students entering Al-Iman Academy of Mobile are tested for proper placement, a student transferring from Al-Iman Academy of Mobile to another school may also be subject to testing for proper placement.

Parents' participation is considered highly conducive to the success of the mission of Al-Iman Academy of Mobile and to the progress of their children. Implementing Islamic conduct at home should help the child practice such conduct at school. Assisting the child in properly finishing homework assignments will aid in academic advancement. Parents are encouraged to partake in school functions that address their children in particular and the organization in general.

This handbook contains basic information about Al-Iman Academy of Mobile, including the rights and responsibilities of parents and students, a school calendar, and other useful information. Please familiarize yourself with its contents and direct any questions to the Principal.

The Principal, teachers, staff and Board of Directors of Al-Iman Academy of Mobile welcome you and your child (children). May Allah *Subhanahu Wa Ta`ala* bless and reward the good intentions and efforts of all the participants, and help raise a generation of righteous children who are not only successful academically, but also implement Islam as their way of life.

OBJECTIVES

- A. Expose students to an Islamic environment that cultivates Islamic morals in their social behavior. Having Muslim peers and teachers greatly supports the achievements of this goal.
- B. Provide a high quality instruction in the sciences and arts will help the students excel in these fields and prepare them for a successful higher education. The curriculum is meticulously selected to match that of the best performing private and public schools.
- C. Apply an interactive method of teaching that will stimulate the curiosity of students, rendering learning a fun and rewarding experience. The use of demonstrations, projects, laboratory, investigations, field trips and other techniques, where applicable, helps capture the attention of the children and maintain their interest.
- D. Offer a comprehensive syllabus in Islamic studies based on highly authenticated textbooks encompassing essential topics in the *Shari`ah* (jurisprudence). The material is simplified and presented in a mode that will facilitate the incorporation of learned concepts in the student's daily life.
- E. Assign Qur`anic memorization classes that will require students to memorize specific *Suras*, and recite them with proper pronunciation. The instructor will make teaching materials, including tapes and books, available to assist the students.
- F. Encourage parents to provide their children with a suitable Islamic environment at home, away from any unnecessary distractions, and allow them to practice religious concepts learned from school, when feasible. Moreover, stressing the need for parents to assist their children in completing their daily assignments and preparing for examinations.
- G. Graduate, with the help from Allah *Subhanahu Wa ta`ala*, a generation of Muslims, who, not only adopt Islam as a way of life, but are also ready spiritually and cognitively to lead in the various worldly and religious disciplines, and to face the challenges of a morally bankrupt society.

RULES AND REGULATIONS

ADMISSION

1. Al-Iman Academy of Mobile does not have the capability to accommodate children with learning disabilities or medical conditions that substantially interfere with their attendance or academic performance.
2. Al-Iman Academy of Mobile operates from pre-K to 12th grade. However, certain grades may be combined or omitted depending on the number of students.
3. An application form should be completed and returned to the office of Al-Iman Academy of Mobile as soon as possible, and before August 1st of the desired enrollment year with a non-refundable \$ 50.00 application fee.
4. When there are more qualified applicants than Al-Iman Academy of Mobile can accommodate, acceptance will be based on the date of submission of the application form and prior academic performance.
5. New students seeking admission to any grade other than pre-K or kindergarten must present proof of having passed the previous grade.
6. New students are required to take an entrance examination and attend an interview to evaluate their level of knowledge and Islamic aptitude.
7. New students admitted to Al-Iman Academy of Mobile are on probation status for the first quarter. Those showing unrelenting learning disabilities, behavioral and/or academic shortcomings may be terminated.
8. Students seeking transfer from another school after the beginning of the year will be treated as new students regarding admission. They will need to provide a copy of passing grades up to the time of transfer. These cases will be considered on an individual basis, upon the discretion of the Principal and the Board of Directors.

REGISTRATION REQUIREMENTS

1. New Students:

a. Proof of Birthday:

- I. To qualify for pre-K admission, a child must turn four years old on or before September 1st of the admission year, and be potty-trained.
- II. To qualify for Kindergarten admission, a child must turn five years old on or before September 1st of the admission year.

b. Immunization Records:

- I. Alabama State Law requires all students to be current on their immunizations. Further information may be obtained from the Mobile County Health Department or the Child's physician.
- II. New students are required to present their up-to-date immunization record prior to the start of the school.
- III. Failure to stay current on required immunizations shall constitute grounds for expulsion, and is reportable to the Mobile County Health Department.

c. Academic Records:

- I. Copies of all prior records, academic and behavioral, must be submitted to the school office for registration to be complete before the beginning of the year.
- II. The student's records should clearly state that the student has passed his current grade and has been promoted to the subsequent grade for which admission is sought at Al-Iman Academy of Mobile.

III. A School Record Release form must be signed by the student's parents or legal guardian before the student's records can be mailed to other schools or colleges.

2. Returning Students:

- a. Students who have attended Al-Iman Academy of Mobile the preceding year and want to continue enrollment for the following year must notify the school during the period of re-enrollment in order to secure a space.
- b. Filling out the registration forms and paying the registration fee will start the registration process.

TUITION AND FEES

1. A non-refundable fee of \$50.00 per student is due upon submission of the application for admission for new students or application for registration for returning students. No application will be processed without this fee.
2. The tuition structure will be determined annually by the school's Board of Directors. A copy will be provided at the beginning of every school year.
3. Parents are required to sign a contract, which gives specific information on payment arrangements.
4. Monthly tuition payments are due on the first of each month for a period of ten months. Failure to make a tuition payment after five days of its due time without prior arrangement with the School's Board of Directors shall constitute grounds for expulsion.
5. Tuition is due in full for each month regardless of the number of days a student attends school. If a student does not attend for an excused or unexcused absence, the payment remains due and no compensation will be made for the time missed.

6. In case of dire need where parents are no longer able to furnish the full tuition amounts, a financial aid request must be submitted before the tuition due date. Eligibility for support, assessed by the Board of Directors, and availability of funds shall determine whether such request is approved.
7. Parents are responsible for purchasing the required textbooks, workbooks and other supplies requested by the student's teacher. A list of books and supplies required for each grade will be made available prior to the start of the school year.
8. Student's who wish to participate in scheduled field trips, with the permission of their parents, must pay the required transportation and/or admission fees in advance.

ATTENDANCE

1. Policy:

- a. Regular school attendance and punctuality are essential for a successful school experience.
- b. The education code of the State of Alabama requires every child seven years of age and above to attend school and on-time.
- c. Parents are charged with the responsibility of their child's school attendance. The School is required by law to report to the Department of Education students that are consistently truant, for appropriate action.

2. School Hours:

- a. Monday – Thursday: 7:30 AM till 3:00 PM.
- b. Friday: 7:30 AM till 2:00 PM.

- c. After dismissal time, parents may be charged up to \$5.00 for every fifteen minutes they are late in picking up their child.

3. Tardiness:

- a. Arrival at school after 7:40 AM will be counted as tardy.
- b. Tardiness necessitates signing a Tardy slip by the parents prior to allowing the student back in class the following day.
- c. Five unexcused tardy arrivals shall result in one day suspension.
- d. Five days of suspension due to tardiness in one school year constitute grounds for expulsion from the school.

4. Absences:

- a. Written request from parents for an excused absence of their child must be submitted, specifying the reason for the absence and its duration. Documentation to verify an excuse may be requested.
- b. Students who are absent are expected to make up all missed work in a timely manner.
- c. Five unexcused absences in one quarter shall constitute grounds for expulsion and is reportable to the Alabama Department of Education.

5. Early Dismissal:

- a. Parents who need to pick up their child (children) before the regular dismissal time must call the school office as soon as possible. The child (children) will be allowed to be picked up at the office after an Early Release form has been signed by the parent.

- b. Five unexcused early dismissals shall result in one day suspension.
- c. Five days of suspension due to early dismissals in one school year shall constitute grounds for expulsion from the school and is reportable to the Alabama Department of Education.
- d. Only parents, guardians or an adult expressly authorized by them with an official authorization form shall be allowed to pick up a child (children).
- e. Students who drive or walk to school will not be allowed to leave early without written permission. Doing so shall subject them to one day suspension. Five such incidences shall constitute grounds for dismissal.

6. Drop Off and Pick Up:

- a. Parents must not leave any children in the school before the arrival of the staff assigned to receive them by 7:20 AM. Safety is first and foremost. The school is not responsible for any children left prior to the arrival of the staff assigned to receive them.
- b. Children in pre-K through first grade may be walked to the school building during the first one week of school.
- c. Students in the second grade and older must be dropped off and allowed to walk towards the school building by themselves.
- d. Children will be prepared for pick-up in a quiet and organized manner.
- e. Parents dropping off or picking up their children must abide by the Islamic dress code. For sisters, this comprises a scarf and long, loose fitting clothes (such as *Jilbab*). Brothers should wear proper long pants and a shirt, or a *Thawb* (long, loose garment). Failure to abide by this dress code constitutes grounds for the child's dismissal from the School.
- f. Parents dropping off or picking up their children must remain in their cars and be in the car line. Parents are not allowed to enter the school facilities during dropping off or picking up their children.

STUDENT HEALTH

1. Records:

- a. A student's immunization record and a disclosure of any health conditions suffered and/or medications taken are required.
- b. The school must be furnished with copies of records of any new immunizations, or medical conditions that the student develops while attending Al-Iman Academy of Mobile.
- c. All records will be kept strictly confidential, and used by the staff as authorized by the parents or as needed in an emergency.
- d. A student with a medical sickness judged to interfere with his punctual attendance or academic progress shall be required to transfer to a special school that handles such cases, where he can be better served.
- e. Students requiring special medical attention for a condition with frequent exacerbations or serious side effects to needed medication are expected to transfer to a school with an available health care provider.

2. Emergencies:

- a. In case of an emergency, the staff of Al-Iman Academy of Mobile may administer first aid, call the student's parents, doctor or call 911 as they see fit for the situation.
- b. Al-Iman Academy of Mobile shall not assume responsibility for any student accidents on its grounds, or complications resulting from administered treatment.

3. Infectious (Communicable) Disease:

- a. Students with a known infectious disease such as chickenpox, measles, mumps, strep throat, staph infection, infectious diarrhea, rash, lice, etc.

- must stay at home. The parents must send a written notice to the school immediately with the details to allow an excused absence.
- b. A healthcare provider's note stating that the student has been treated and is no longer infectious is required prior to allowing the student back in school. A student with fever >100 F will not be allowed in school.
 - c. Al-Iman Academy of Mobile shall not assume responsibility for any student contracting an infectious disease because of exposure incurred on the school grounds or during school time.

4. Administration of Medications:

- a. A student suffering from any sickness which requires the administration of medication during the school hours must submit a note or a copy of a medical record stating the name of the condition being treated, the name of the medication taken, dose and frequency of its administration, and any potential side effects.
- b. A child can be assisted by the teacher or other experienced staff in taking a medication by mouth, by inhalation, topically or subcutaneously if requested by the parents in a signed consent form.
- c. Intravenous, intramuscular or other routes of medication administration should be performed in a physician's office and will not be allowed in the school, except in an emergency.
- d. Al-Iman Academy of Mobile is not responsible for any complication resulting from the administration of medications on its grounds.

DRESS CODE AND PERSONAL HABITS

1. Proper school dress and good personal grooming habits that do not cause distraction or become a point of competition encourage scholarship, good conduct, self-esteem, and respect for others.

2. To further this goal, Al-Iman Academy of Mobile enforces the following school uniform and personal habits on its grounds:

a. Boys Uniform:

- I. Navy blue pants and a white or navy blue shirt with a collar. Navy blue shorts to below the knees are allowed for the second grade and younger boys.
- II. White *thawb* (long garment) with shirt and long pants underneath is allowed.
- III. T-shirts and/or jeans are not allowed.

b. Girls Uniform:

- I. All girls 7 years or older must wear a white or navy blue scarf to cover all their hair.
- II. All girls 10 years of age or older must wear a navy blue or black *Jilbab* (long, loose-fitting, closed dress, not an open *Abaya*).
- III. Girls 4-8 years old can wear:
 - Long sleeve white shirt and long loose navy blue pants, with or without knee length navy blue jumper; or
 - A navy blue or black *Jilbab* (long, loose-fitting dress).
- IV. Skirts are not allowed.
- V. The above dress code will be enforced during School hours, including Friday prayer.
- VI. Changing into clean clothes that conform to the above dress code is allowed before Friday prayer or if the child's school uniform becomes excessively dirty.

3. The following dress and personal habits and hygiene rules are expected:
 - a. The uniform should be neat and clean, and in good repair.
 - b. Rubber-sole shoes or sneakers without high heels must be worn. Sandals or dressy shoes are not allowed.
 - c. Hair should be trimmed and styled to stay out of the eyes, and neatly combed.
 - d. Coats, sweaters, and scarves must be clearly labeled.
 - e. Nail polish and make-up are not allowed. Perfume is not allowed for girls.
 - f. Un-Islamic external appearance such as tattoos, body piercing (other than earrings) or distracting jewelry is not allowed for girls.
 - g. Boys are not permitted to wear jewelry. Tattoos, eccentric hair styles, and body piercing, including earrings, shall not be tolerated for boys.
 - h. Students not conforming to the dress code and personal habit rules shall be sent home to be returned with suitable uniform and appearance. Any five such occurrences in one quarter will result in one day suspension. Five days of suspension due to violation of the dress code or personal habit rules shall constitute grounds for dismissal that is reportable to the Alabama Department of Education.

DISCIPLINE AND STUDENT BEHAVIOR

1. Students must demonstrate self-control and discipline at all times in the school. Student behavior is an essential part of the academic record.
2. Staff will monitor and evaluate student behavior and offer guidance and reinforcement. Appropriate behavior can result in positive feedback.

Inappropriate behavior shall lead to counsel, reprimand, enforcing the consequences and further action as seen suitable by the staff.

3. Inappropriate behavior includes, but is not limited to, class disruption, cheating, lying, rudeness, disobedience, refusal to do assignments, throwing objects, temper tantrums, or any form of hostility or fighting.
4. Staff may deal with any inappropriate performance, such as using obscene language, gestures or behavior, especially if it is repeated or results in harm to others, damage to property or tampering with records, as a major infraction.
5. Major infractions are referred to the Principal with a written account of the incidence. First incident will result in a warning letter to be signed by the parents. Second incident will result in one day suspension of the child from the school. Third incident will result in expulsion of the child from the school.
6. Parents must support the Principal's decision and recommendations. Staff-Parent-Principal conference may be requested by the parents, staff or Principal.
7. Appropriate retribution for minor incidences may include, but is not limited to, the following:
 - a. Counsel and allowing the student the chance to correct the problem.
 - b. Extra homework assignment(s).
 - c. Restitution for cost of repairing or replacing damaged items or property.
 - d. Detention during recess or lunch time.
 - e. Suspension for one day. The student will be responsible for any missed class-work or homework.
 - f. Expulsion from school after consultation with the Board of Directors.
8. Al-Iman Academy of Mobile does not condone corporal punishment under any circumstances. However, it may be necessary to physically restrain an abusive student who may harm others or damage property until the parents or

appropriate authorities arrive. Al-Iman Academy of Mobile is not responsible for any bodily injury that may result from such restraint.

ACADEMIC STANDARDS

1. Al-Iman Academy of Mobile promotes academic excellence for all its students. Students are expected to perform to the best of their individual ability.
2. Report cards will be sent home four times per year. They must be signed by the parent(s) or legal guardian and returned to the school. Failure to sign the report card without a valid excuse will result in daily suspension of the child until the report card is signed. Five days of suspension due to unexcused failure to sign a report card in one school year constitute grounds for expulsion from the school.
3. Grading is based on several factors, including, but not limited to, grade level, quality of work, completion of classroom assignments, homework or projects, classroom participation, quizzes and examinations.
4. The following grade scheme is currently adopted:

First grade & up:

A - Excellent

B - Good

C – Average (minimum passing grade
For grades 1 thru 6)

D - Below average (minimum passing grade
For grades 7 and above)

F - Failure

Pre-K & Kindergarten:

4 - Excellent

3 - Good

2 - Fair

1 - Failing

(Plus or minus may be added to the letter score grade).

Other methods of grading may be used by the teachers, as they see appropriate.

5. Promotion:

- a. Promotion from one grade to another normally occurs at the end of the school year.
- b. Promotion is based on, but not limited to, the student's academic and behavioral performance in the current grade level.
- c. Maintaining a minimum of 90% school days attendance, satisfactory grades (C or better for grades six and lower, D or better for grades seven and higher) in all subjects and satisfactory behavior record are required for promotion.

6. Retention:

- a. Failing math and reading together will result in retention.
 - b. Failing any three subjects will result in retention.
 - c. Failing any 2 subjects (other than the combination of math and reading) will necessitate working during the summer on the failed subjects. The student will be re-tested in the fall and, if passes, will be promoted. Failing in re-testing, however, will result in retention.
7. Students may be rewarded for outstanding behavior, academic excellence, and outstanding attendance. Students can have opportunities to receive awards, as appropriate, in both the classroom and the school.

PARENT CONFERENCES

1. Parents are not allowed to enter the school's premises or be in the parking lot observing the school during school hours unless they are scheduled for a conference or invited by a teacher. Violation of this rule shall result in dismissal of their child for the day, which will be counted as an unexcused absence.

2. Parent conferences are held once every quarter for all students. Parents should send a note to the teacher requesting a date and a time for the conference.
3. Other conferences may be necessary upon request from the teacher or principal for students with declining or failing academic or behavioral performance. Parents must attend these conferences. Failure to attend such conferences without a valid excuse constitutes grounds for expulsion from the school.
4. Parents and teachers may request more frequent conferences only through the Principal, with a written note.
5. Other than the quarterly Parent-Teacher conferences, parents must refrain from contacting teachers without a pre-planned conference requested through the Principal with a written note. Such contact that is unwelcome by the teacher shall constitute harassment. Consequences may include, but are not limited to, expulsion of the parents' child (children) from the school and legal action.
6. Conferences among the Principal, teacher(s) and parent(s) are subject to full documentation with written notes or audio taping or any other method of documentation determined necessary by the Principal.
7. Parents must dress appropriately during a Parent-Teacher meeting. Sisters should wear a scarf and long, loose-fitting clothes (such as Jilbab). Brothers must wear proper long pants and a shirt, or a *Thawb* (long, loose garment).

LUNCH

1. Parents are not allowed to bring lunch to their children during school hours. Violation of this rule will result in dismissal of the child for that day.
2. Students need to bring a nutritious and adequate lunch from home. Sending a snack with the student is recommended as the school's snack and soda machines are not filled regularly. All food items sent with children must be free of pork or alcohol or their derivatives.
3. Lunch should be sent in lunch box clearly labeled with the student's name.

4. Breakable bottles, sharp objects and knives are not allowed.
5. Ice packs are recommended if your child's lunch requires refrigeration, as the school's refrigerators may not be functioning all the time.
6. The school has snack machines and a soda machine. Please send change (quarters only) if you expect your child to use these machines.
7. The school shall not assume responsibility for any sickness a child may develop resulting from consuming any food on its premises, whether brought from home or bought from the school machines.

VISITORS

1. Parents wishing to visit the child's class need to obtain a Visitor's Permit from the school office for a 30 minute visit. One permit only per quarter may be granted.
2. 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.
3. Parents are not permitted to interrupt, interfere or discuss anything with the teacher or any student during class while visiting. Doing so may result in termination of visitor privileges.
4. A parent may not bring children or other adults, except when the child is a prospective student.
5. Parents may not send other children to school to spend the day or any part of it with their enrolled child.
6. Other visitors must secure authorization from the Principal at least one day in advance.

7. Visitors are expected to dress appropriately when in the school. For sisters, this comprises a scarf and long, loose-fitting clothes (such as Jilbab). Brothers must wear proper long pants and a shirt, or a *Thawb* (long, loose garment).
8. Visitors, including parents, are not allowed on the school premises, including the field and parking lot, without prior permission from the Principal.

MUSLIM MOTHER TEACHER ASSOCIATION (MMTA)

1. The MMTA is an organization that serves as a support system for the school, the school policy, and its staff.
2. The main function of the MMTA is that of fundraising to help organize and/or assist extra-curricular activities for the students.
3. MMTA is not a policy making body and does not interfere with the management of the school.
4. Mothers are encouraged to be MMTA members. An application form may be obtained from the office.
5. Mothers are expected to dress properly when attending MMTA meetings or functions in the school. This comprises a scarf and long, loose-fitting clothes (such as Jilbab).
6. All functions carried out by the MMTA are subject to approval by the Principal, other involved staff, and in certain cases, the Board of Directors.

VOLUNTEERS

1. Community members and parents who would like to become volunteers are expected to:
 - a. Fill out a Volunteer Application Form.

- b. Arrive promptly on their assigned days.
- c. Promptly notify the Principal or teacher if they can not be there at the appointed time.
- d. Make arrangements for their other children who are not students, in order that they do not disrupt the classroom.
- e. Dress appropriately when in the school. For sisters, this comprises a scarf and long, loose fitting-clothes (such as Jilbab). Brothers are expected to wear proper long pants and a shirt, or a *Thawb* (long, loose garment).

FIELD TRIPS AND CHAPERONS

1. Parents may be requested by their child's teacher or the Principal at various times to act as a chaperon on field trips. The parent chaperon will be responsible for 5-10 students.
2. It is the chaperons' responsibility to maintain discipline in their group and to keep their group together.
3. The chaperon is not permitted to bring other adults or children without prior written approval from the teacher or Principal.
4. Parents will be notified at least one week before the field trip of the date, time, destination, lunch information, cost, etc.
5. The parent must promptly sign and return the permission notification with the specified amount of money. Failure to do so by the time school begins on the day of the trip will cause the child to remain at school.
6. Chaperons are expected to dress appropriately. For sisters, this comprises a scarf and long, loose-fitting clothes (such as Jilbab). Brothers are expected to wear proper long pants and a shirt, or a *Thawb* (long, loose garment).

AL-IMAN ACADEMY OF MOBILE BOARD OF DIRECTORS

The Board of Directors of Al-Iman Academy of Mobile is the final policy making body for the school. It is the highest authority in resolving disputes and interpreting the various rules and regulations. Its responsibilities include, but are not limited to, fund raising; preparing an annual budget and approving all expenditures; reviewing applications for financial aid; approving curriculum, text books and courses of study recommended by the teachers; making decisions on staff hiring, dismissal, salaries and other compensation. The Board of Directors will be the final judge on any matter of conflict between students or parents on one hand and any of the staff or employees of Al-Iman Academy of Mobile on the other hand. The Board of Directors will also finalize decisions regarding the expulsion of any student, once requested by the Principal. Final decisions regarding student promotion or retention is also taken by the Board of Directors. The Board of Directors will schedule meetings as needed to discuss issues and adopt resolutions. Resolutions passed and approved by the Board of Directors of Al-Iman Academy of Mobile shall be deemed binding to any individual or party concerned with the resolution.