

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, THE MOST
MERCIFUL, THE MOST COMPASSIONATE

PARENT-STUDENT HANDBOOK



ICMA
ICM ACADEMY



Islamic Center of Maryland Academy (ICMA)

19411 Woodfield Rd

Gaithersburg, MD 20879

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ICMA Core Values, Mission, and Goals

Core Values

All praises are for Allah (SWT) the Lord of all worlds and the peace and blessings of Allah be upon His final Messenger (SAW). There is no deity worthy of worship except Allah, and Muhammad (SAW) is His final Messenger.

Mission

The mission of ICM Academy (ICMA) is to provide high-quality academic education rooted in Islamic principles contained in the Qur'an and Sunnah. ICMA aims to provide a rigorous academic curriculum integrated in an Islamic framework and environment to develop well-rounded individuals who are spiritually, emotionally, and intellectually able to become future leaders of the ummah.

Goals

The following are school-wide goals, which we continuously strive to achieve:

1. To teach a love for Islam through Islamic and Quranic studies and through example
2. To teach our students to strive for excellence in all that they do.
3. To teach our students the concepts and skills necessary for worldly success
4. To teach our students social awareness and responsibility through involvement in community causes
5. To educate the whole child physically, spiritually, intellectually, socially, and emotionally

Curriculum

ICM Academy uses Maryland and Montgomery County standards for our curriculum. All subjects are infused with an Islamic worldview, using proper guidance from the Qur'an and Sunnah. This means that Islam is central to the teaching of all subjects in the curriculum, not just Quran and Islamic Studies.

Admissions

General Information

ICMA is equipped to educate children who do not have any diagnosed special learning, speech, physical, or behavioral challenges. All new students are on probation for the first eight weeks and those showing special needs or challenges will not be able to continue at ICMA.

ICMA does not discriminate on the basis of race, color, national or ethnic origin or sex (male or female) in the administration of any of its policies or programs.

A child entering grades other than Pre-Kindergarten or Kindergarten must have successfully completed the previous grade for entry into ICMA. A special admission policy exists for Kindergarten and First grades and is outlined later in this section.

New Students

ICMA admits students after a screening assessment. ICMA welcomes all students that are fully committed to the school's vision and mission.

All new ICMA students are required to complete an application form, which includes health assessment questions, using our online enrollment system. The following documents must be uploaded into the online enrollment system.

- Birth certificate or passport
- Complete immunization records
- Academic records from all previously attended schools.

Returning Students

All students who are currently enrolled at ICMA and want to continue in the following academic, must use the online enrollment system to indicate they will return in the upcoming academic year. Returning students must be up to date on tuition and successfully complete the current grade level prior to the next academic year.

All returning ICMA students are required to update their contact information (address, contact pick-up, emergency contact) and the health assessment questions using our online enrollment system. The following documents must be uploaded into the enrollment system.

- Updated immunization records

Pre-Kindergarten Admission Requirements:

Requirement 1: Age

Students should be at least four years old by September 1st of the academic year.

Requirement 2: Potty-Trained

Students must be fully potty-trained and can use the bathroom independently before they can be admitted into the classroom.

Requirement 3: Must be vaccinated with all required vaccinations

Parents must provide proof at registration.

Kindergarten Admission Requirements:

Requirement 1: Age

Students should be at least five years old by September 1st of the academic year. Students who are not five years old by September 1st but will turn five years old on or before December 31st of the academic year can be admitted if they have previously completed a pre-school program; if they have not completed a pre-school program, the parent(s) or guardian(s) must sign an agreement that the student's academic, behavioral, and physical progress will be monitored during the first quarter and can continue only if they are at grade level. If students are not five years old by December 31st, they may apply for admission to pre-kindergarten.

Requirement 2: Potty-Trained

Students must be potty-trained before they can be admitted into the classroom.

Requirement 3: Must be vaccinated with all required vaccinations

Parents must provide proof at registration.

1st Grade Admission Requirements:

Requirement 1: Students should be at least six years old by December 31st of the academic year. If students are not six years old by December 31st, they may register for admission to kindergarten.

Requirement 2: Must be vaccinated with all required vaccinations

Parents must provide proof at registration.

Requirement 3: Students must provide school records for the completion of kindergarten.

2nd Grade Admission Requirements:

Requirement 1: Students should be at least seven years old by December 31st of the academic year. If students are not seven years old by December 31st, they may register for admission to 1st Grade.

Requirement 2: Must be vaccinated with all required vaccinations

Parents must provide proof at registration.

Requirement 3: Students must provide school records for the completion of 1st Grade

3rd Grade Admission Requirements:

Requirement 1: Students should be at least eight years old by December 31st of the academic year. If students are not eight years old by December 31st, they may register for admission to 2nd

Grade.

Requirement 2: Must be vaccinated with all required vaccinations. Parents must provide proof at registration.

Requirement 3: Students must provide school records for the completion of 2nd Grade

4th Grade Admission Requirements:

Requirement 1: Students should be at least nine years old by December 31st of the academic year. If students are not nine years old by December 31st, they may register for admission to 3rd Grade.

Requirement 2: Students must be vaccinated with all required vaccinations. Parents must provide proof at registration.

Requirement 3: Students must provide school records for the completion of 3rd Grade.

Tuition and Fees

ICMA receives no financial support from government sources. We depend solely on tuition, fees, and charitable donations from community members. With Allah's permission and help, first and foremost and then through fundraising efforts we strive to keep our tuition as affordable as possible. We strongly encourage parents to join our fundraising committee and participate in various fundraising projects.

Tuition terms and agreements are available through our online system. The below reflects sibling discounts. When more than one child is enrolled, the child at the highest tuition level is considered the first child.

Sibling Discounts

First Child Enrolled	Full Tuition Rate
Second Child Enrolled	20% Discounted Tuition Rate
Third Child Enrolled	25% Discounted Tuition Rate
Fourth and All Other Children Enrolled	30% Discounted Tuition Rate

Tuition Expectations

Depending on the payment plan schedule chosen in our online system, parent(s) or guardian(s) are required to make timely payments, regardless of the number days a student has attended school. If a student is sick or absent for any reason and does not attend, the payment will not be dropped, and no compensation will be made for time missed.

Please refer to the payment schedules in our online system.

New Students

Parent(s) or guardian(s) must pay fees once the online registration is completed, submitted documentation is reviewed and approved, admissions interview is held, and they are notified of their student's acceptance.

- If a student joins before January 1st, the parent will be required to pay the full-year tuition fees.
- If a student joins on or after January 1st, parents will be required to pay half of the year's tuition.

Returning Students

Parent(s) or guardian(s) must pay fees once the re-enrollment process is completed in the online system. If there is any outstanding balance either this year or from previous years, parents must settle their dues before the child's re-enrollment at the school.

Delinquent Tuition

Parent(s) or guardian(s) must make sure that tuition payments are received in a timely manner.

- If tuition becomes thirty days delinquent, children will not be permitted to return to school until all payments are satisfied.
- No report card or transfer documents will be issued until all dues are fully paid.
- A returned check fee of thirty-five dollars will be applied for any check that is returned for insufficient funds.

Early Withdrawal

If a student is withdrawn early or is expelled from school, all paid tuition will be forfeited.

Books and Supplies

Students must be prepared for school upon arrival on the first day of class. Supply lists are posted on the website. Parents must purchase all books and supplies by the end of the first week of the school year. After the first week of classes of the school year, students will not be allowed to attend class without being properly prepared for class.

Parent-Teacher Communication

Communication will occur using email, Remind, emails from the GradeLink system, and other applications approved the ICMA administration.

Drop off Policy

The ICMA Drop off Policy is to ensure the safety of everyone. **Compliance is mandatory.**

The following are the rules parents or guardians must abide by when picking up their child/children.

- If you know you are running late, please notify the school administration ahead of time.
- Parents must drop off their child(ren) to the suitable section.
- Leaving the vehicle unattended is rigorously prohibited. If you need to come out, please park your vehicle in the proper parking area
- Parents/guardians are required to follow the guidelines of our Traffic Duty Staff to ensure the safety for everyone
- Speeding on ICMA premises is strictly PROHIBITED. Parents/guardians found in violation will be subject to disciplinary action

Parents must accompany their child(ren) to their designated drop-off location.

School Attendance Hours

Students are expected to attend classes every day the school is in session. Students are expected to arrive on time, no later than 8:00 AM, and depart on time. Students must be dropped off and picked up on time by parents, guardians, or other authorized caregivers.

Monday to Thursday: 7:45 AM to 3:15 PM

Students are expected to be at school between 7:45 AM and 3:30 PM, Monday, Tuesday, Wednesday, and Thursday. Students arriving after 8 AM will be marked late.

Friday: 7:45 AM to 11:15 AM and attending Salat al Jumu'ah

On Friday, the school day is shortened to allow staff and students to attend Salat al Jumu'ah on Fridays, students are expected to be at school between 7:45 AM and 11:15 AM. Students arriving after 8 AM will be marked late. It is the responsibility of the parent, guardian, or caregiver to take the student to Salat al Jumu'ah. Please note that attending Jumu'ah salah is mandatory and students not attending will be subject to disciplinary action.

Before Care and After Care

In order to accommodate the schedules of the parents, guardians, and caregivers of students, ICMA will offer Before and After Care programs for students that need to drop off before the 7:45 AM opening time of the school or stay past the 3:30 PM Monday to Thursday and 11:30 AM Friday closing time of the school. ICMA will offer Before Care and After Care programs only to ICMA students. Students must be registered in advance using our online system. Payments are due at the time of registration.

Service	Cost
Before Care, available from 7:00 am – 7:45 am Mon to Fri	\$75/month
After Care, Mon to Thurs 3:30pm - 6pm and Fri 11:30 - 6pm	\$150/month
After Care: Friday only from 11:30 am - 6 pm	\$75/month

Late Pickup Charges

Students are expected to be picked up on time at the end of the school day from the designated place in the ICMA building. The end of the school day is 3:15 PM Monday to Thursday and 11:30 AM Friday.

No students will be allowed to wait in the playground, blacktop, or anywhere else on the campus for their parents to pick them up. Students found in violation of these rules will face disciplinary consequences as outlined in the handbook.

At the end of the dismissal time, students that are not picked up by their parents, guardians, or authorized caregivers and not registered for After Care will be sent to After Care for late pickup, and the following charges will be applied. In the winter months, please keep in mind that Salat ul Asr occurs around dismissal time. Please arrive prior to the Salah time to avoid late pickup times for those days.

Days and Times	Charges
Monday to Thursday 3:31 PM – 4:00 PM Friday 11:31 – 12:00 PM	\$5/day
Monday to Thursday after 4 PM Friday after 12 PM	\$1/min

School Absence and Tardiness Policy

Attendance

Regular school attendance and punctuality are essential for a successful school experience. Ultimately it is the responsibility of the parents and students to understand the consequences for excessive absences or tardiness. *For each quarter, students may have no more than five absences.*

Parents must notify the school if a student will be absent from class. Notification can occur via email or by calling the school. The absence will be recorded in the online school system. At any time, ICMA may require a doctor's written statement to verify a student's absence due to extended illness or injury.

For full day school absences, all school assignments missed will be made-up within *three* school days of the student returning to school. For example, if a student is absent on Tuesday, the assignments are due no later than Friday. For partial day absences, all school assignments will be due the *next* school day. Extensions may be granted if requested by the student and deemed necessary by the teacher.

Attendance Regulations

School attendance is mandatory when the school is in session. In the event that a student is absent, the following procedure is to be strictly followed:

1. Parents are expected to notify the school office of their child's absence.
2. If a child is out for more than three consecutive days, a doctor's note indicating the reason for the extended absence, must be presented to the school administration.
3. After 3 unexcused absences in any given quarter, disciplinary action will be taken. A meeting with the administration is MANDATORY and will then be given the final decision.
4. More than ten days of unexcused absences will seriously threaten student advancement to the next grade. Nonetheless, each case will be assessed separately by the school administration and will then be given the final verdict.

In order to avoid penalty, parents MUST contact the administration regarding the student's school during extensive absences. **The principal or individual designated by the administration will give the final verdict that determines whether extensive absences are deemed excused or unexcused.**

All requests for extended absences will be at the approval of the school administration. Teachers may not/cannot make any promises/arrangements with students regarding extended absences.

Tardiness Policy

As an Islamic school, we must teach our students the importance of being on time. Tardiness is disruptive to teachers and students especially when the school is in session.

1. Students arriving later than 8:00 AM will be marked tardy.
2. After 5 unexcused tardies, disciplinary action will be taken. A meeting with the administration is MANDATORY and will then be given the final decision.
3. Administration shall determine the status of the tardy whether excused or unexcused.

Excused Tardiness

Excused Tardiness will be considered after the school administration is notified of the reason for tardy, the administration will then determine the validness of the excuse and whether tardy is to be counted as excused or unexcused.

The following are examples of excused tardiness. **All other instances of tardiness which may be counted as excused that are not listed below shall be categorized at the discretion of the administration or principal.**

1. Dangerous weather conditions
2. Traffic accidents
3. Sudden health emergencies
4. There may be other circumstances the school administration decides to count as an excused tardy. This is at the discretion of the school administration or principal

Tardiness drop-off policy

Parents dropping off their child(ren) late must follow the following policy:

1. Accompany your child(ren) into the building via the main entrance
2. Call the school office in order to be let in
3. Parents or guardians must come in the front office and sign in their children
4. Upon entry into the front office, parents or guardians must present a valid reason for the tardy to the administration
5. The administration will then determine the validness of the excuse

Excused Absence

1. Family member's death (parents shall notify the administration of the family member and the school will determine the validness of the absence).
2. Sickness, if extensively absent a physician note will be required
3. State Emergency
4. Obligations of work, if sponsored or approved by ICMA or the State Department of Education
5. Suspension
6. Court summons
7. Dangerous weather conditions
8. There may be other circumstances the school administration decides to count as a lawful absence. This is at the discretion of the school administration.

All other instances not listed above will be considered unexcused absences.

School Holidays

ICM Academy will be closed for Islamic holidays. Extended breaks are provided during Ramadan, Eid-ul-Fitr, Dhul-Hijjah, and Eid-ul-Adha.

ICMA also provides selected federal holidays as family time/no school days.

ICM Academy does not permit the celebration of Pride Month, Birthdays, Mawlid, Shab-E-Baraat (Mid-Sha'baan), Jummatul-Wida', Valentine's Day, Mother's Day, Father's Day, Thanksgiving, Easter, Christmas, Halloween, St. Patrick's Day etc. **Celebration of the above or anything similar at ICMA by bringing food, tiaras, birthday hats, balloons, gifts, special greetings, etc. is strictly prohibited. Any students violating this prohibition will be subject to disciplinary action.**

Students **MUST NOT** be absent because of Pride Month, Birthdays, Mawlid, Shab-E-Baraat (Mid-Sha'baan), Jummatul-Wida', Valentine's Day, Mother's Day, Father's Day, Thanksgiving, Easter, Christmas, Halloween, St. Patrick's Day etc. **These are considered unexcused absences.**

Emergency Leave

If an emergency arises while the school is in session, and the parents/guardians desire to pick up their child/children, they may contact the school administration and notify the school administration of the emergency. The child may only be picked up by parents or authorized guardians listed in the GradeLink system. Please make sure that information is kept up to date.

Leaving the campus

No student may leave the school building without a parent/guardian or teacher. Students may not leave the campus without a teacher and without written parental permission.

Visitors:

- Students will not be able to see any visitor without written permission, which is signed, from the parents.
- The parents must notify the front office, in writing, if someone other than the appointed is picking up their child/children.
- Visitors **MUST** sign in and get a visitor pass, which will be picked up at the front office after the visitor is properly signed in.
- Parents are considered visitors and are required to wear a visitor's badge upon signing in with the administration in the school office.
- Visitors seen by teachers, staff, or school administration without a visitor pass will be asked to go to the front office and properly sign in.
- While we allow potential student visitors, we ask that the appointments be made one school week before. Upon approval from the school administration, the visitor may attend a day of classes. While the visitor is on school property, she/he must abide by the ICMA's rules and regulations.
- **Visitors/parents must abide by the ICMA Visitor Dress Code Policy**, regardless of religion. Women must wear loose fitting shirt that is full sleeve and covers at least the thighs and loose pants, without exposing cleavage. Men must wear loose fitting shirt and pants that cover at least until the knees.

Dismissal Procedure

ICMA Dismissal Procedure Policy is to ensure the safety and security of our students, staff, and school administration and to effectively release the students for the day. Thus, following this policy is **MANDATORY**.

The following are the rules parents or guardians must abide by when picking up their child/children.

1. Parents/guardians **MUST NOT** be late to pick up their child(ren)
2. Parents/guardians will pick up children from the designated pick-up area.
3. Parents/guardians must display the PICKUP numbers provided by the school so they can be clearly seen. ICMA will provide each family with three sets of pickup numbers. Recipients of these pickup numbers must distribute to all authorized people that will pick up their child/children.
4. Students will **NOT** be allowed to leave with any unapproved people.
5. Parents/guardians who are late will be subject to After Care charges for their child(ren) and late pickup charges.
6. If you know you are running late, please notify the school administration ahead of time.
7. Parents must pick up their child(ren) from the appropriate designated area.
8. Wait for the staff on duty to bring your child(ren) the designated pick-up area, or for older students who come out on their own.
9. Leaving the vehicle unattended is strictly **PROHIBITED**. If you need to come out, please park your vehicle in the appropriate parking area.
10. Parents/guardians are required to follow the guidelines of our Traffic Duty Staff to ensure the safety of everyone.
11. Speeding on ICMA premises is strictly **PROHIBITED**. Parents/guardians found in violation will be subject to disciplinary action.

Dismissal Procedure for the ICMA Fifth School

1. Parents/guardians may pick up their child/children starting from 12:45 PM
2. Parents/guardians should contact an ICMA Fifth School staff member once they arrive and inform them of the name(s) of child/children from the ICMA Fifth School
3. Parents/guardians must pick up their child(ren) from the appropriate designated area.

Only authorized parents/guardians or those appointed by the parents/guardians to pick up their child(ren) will be given permission to pick up the child/children.

Written permission from parents/guardians, that are signed must be presented to the school in order for older students to leave the ICMA campus without being picked up. Any students leaving the campus without this written permission will be subject to disciplinary action.

Emergency Closure

In the case of an emergency (snow, floods, hazardous weather conditions, etc.) ICMA may delay opening, dismiss early, or even close for the day. ICMA makes its own determination about emergency closures and does not follow any local school district. Once a determination is made, parents will be notified by email. Messages will also be sent from the GradeLink system and the Remind application. Information regarding this will be available on the school's website (theicmacademy.org) and broadcast on WTOP (103.5 FM) and local television news stations.

In the event that the school must be dismissed early due to weather conditions or other emergency situations, **families must have a plan** to ensure students do not arrive home to an empty house. In an emergency situation or unplanned early dismissal, we experience a high volume of incoming and outgoing calls. This makes it exceedingly difficult for parents to call in with instructions or for students to call out to receive instructions. In many emergency situations it could be possible that we would not have phone service beyond a cell phone.

Please take time to carefully consider a plan for unplanned early dismissal, and after making the arrangements necessary, discuss your family's plan with your child (ren). During periods of inclement weather, as well as periodically throughout the year, remind your child of the dismissal plan. Please complete the attached form in Appendix 1 with instructions for unplanned early dismissal.

School Lunch and Snack for Students

ICM Academy does not offer meals to students. Parents are expected to provide healthy snacks and lunch items with the students. ICMA is a nut-free zone. Please do not send in any food that contains nuts.

It is advised not to send perishable food items with your child(ren) to ICMA. If you decide to send perishable foods with your child(ren) you must use an insulated lunchbox. This way you can keep perishable foods like deli meats in the insulated lunchbox with a cold source, such as a frozen gel pack, water bottle or juice box. Please also be advised that when packing lunch for the next day, place it in the refrigerator. Do not reuse packaging like resealable plastic bags as they can contaminate food. Please do not send foods or snacks that require reheating. ICMA does not have a microwave oven.

Parents MAY NOT provide food from fast-food restaurants for lunch or snacks. Lunch or snack food must not contain any Haram gelatin or animal rennet.

Dress Code Policy

In Islam, modesty is an important part of our religion. It is thus, important for ICMA to ensure that our students abide by the proper dress code that is required in our religion as part of modesty.

All students are required to follow the ICMA Dress Code policy.

Female dress code for Grade 4 and above:

Modest clothing with hijab covering the ears, hairline, neck and chest. Modest clothing is defined as abayas or a loose long dress with long sleeves reaching the wrist and until the ankles.

Clothing or hijab MAY NOT be see-through, or tight. Excessive jewelry and makeup are strictly prohibited.

Shoes: Should be worn with socks. Casual Flats, closed toe, sneakers, casual shoes closed, dress, formal shoes are permitted

Flashy/distracting shoes will not be tolerated

Open toe shoes/sandals of any kind are STRICTLY PROHIBITED

Heels or wedges are STRICTLY PROHIBITED

Male dress code for Grade 4 and above:

Modest clothing is required. Modest clothing is defined as a loose shirt, and loose-fitting long pants. Clothing MAY NOT be made of silk or see-through, or tight. Clothing must not be of a feminine nature.

Jewelry is strictly prohibited except for wristwatches that are not of a feminine nature.

NOTE: Thobes may replace loose shirt/loose pants

Shoes: Should be worn with socks. closed toe, sneakers, casual shoes closed, dress, formal shoes are permitted.

Flashy/distracting shoes will not be tolerated

Open toe shoes/sandals of any kind are STRICTLY PROHIBITED

General dress code for all ages

Clothing should be of modestly decent nature for both boys and girls

Shoes: Casual Flats, closed toe, sneakers, casual shoes closed, dress, formal shoes of any brand are to be worn in school.

Flashy/distracting shoes will not be tolerated

Open toe shoes/sandals of any kind are STRICTLY PROHIBITED

Heels or wedges are STRICTLY PROHIBITED

Students found in violation of the policy will be subject to disciplinary action.

NOTE: Dress code checks may take place at any time of the school day. Abiding by the dress code is mandatory on school field trips or any school-sponsored events.

Code of Conduct

The ICMA Code of Conduct Policy is to ensure the safety, security and well-being of students, staff, and teachers. All ICMA students are expected to behave in a way that is morally and religiously correct.

Non-discrimination Policy

ICMA shall not tolerate any form of discrimination against any student/employee/parents/visitors. It shall not discriminate on the basis of race, ethnicity, language, or sex.

General Prohibitions

1. Possession of weapons of any type
2. Toy weapons
3. Outside toys or games, unless approved by teachers or the school administration.
4. Rock throwing, snowball fighting etc.
5. Food, drink, gum etc., in classrooms unless at the proper time and approved by the administration, including birthday cakes or cupcakes and sweet. To prevent allergic reactions, avoid health issues, and ensure the safety of all students and staff, ICM Academy will not accept any food or sweets donations except with the written approval of administration.
6. Leaving the classroom without permission and a pass
7. Electronics (headphones, phones, smartwatches, etc.)
8. Disturbance in the Masjid
9. Entering the main office (unless dire situation or directed by the administration)
10. Bringing celebratory gifts for events that ICMA does not acknowledge nor permit the celebration of (like but not limited to, birthdays, end of year presents or gift cards, mawlid, Valentine's Day, Pride Month, Mother's Day, Father's Day etc.)
11. Swear or cuss words.
12. Words that are derogatory, like but not limited to, dumb, stupid, shut up, idiot etc. on ICMA premises.

Offenses

Any student that violates the ICMA Code of Conduct Policy will be subject to disciplinary action. The punishment will depend on the severity of the offense.

NOTE: Any offense not listed in any category below, will be categorized at the discretion of the school administration

Minor Offense

Those that are considered minor are Category 1 offenses.

Major Offense

Those that are considered major are Category 2 and above offenses.

Persistent Offense

ICMA regards any offenses committed over three times as “persistent.”

Categorization of offenses

ICMA has categorized offenses into four categories. The higher the category, the more severity of offense, thus the more severity of discipline

Category 1

1. Tardiness between classes, or taking excessive time in the restroom.
2. Running or making noise in the classroom, hall, building
3. Not bringing required material or assigned work to class
4. Putting-down people, or any other form of disrespect to other students
5. Using words that are derogatory, like but not limited to, dumb, stupid, shut up, idiot etc.
6. Neglecting to follow classroom rules
7. Leaving the seat without permission
8. Talking out of turn
9. Ball or playing in the building at unsuitable times
10. Violating the ICMA Dress Code Policy
11. Not taking part in classroom activities
12. Eating or drinking in an inappropriate area or inappropriate time
13. Possessing and/or using objects that distract or annoy other students
14. Abuse of school property
15. Unexcused absence

Category 2

1. Slandering others including teachers, students, parents, staff, community members, etc.
2. Besmirching the school, school policies, Masjid, teachers, staff, or school administration
3. Repeated offenses from Category 1, or misbehavior that the student was previously warned about
4. Distributing or advertising unapproved publications on ICMA property
5. Misbehaving during the prayers, and during the Jumu'ah Khutbah
6. Abuse of food in the classroom, lounge, cafeteria or somewhere else (food fights)
7. Leaving school without explicit permission
8. Resolute physical contact with another person including pushing, shoving, tripping, etc.
9. Forgery of school records or forms
10. Damage or disfigurement of ICMA property
11. Possessing of lighter or matches on ICMA property

12. Throwing items that can cause physical injury to people or ICMA property (such as, rocks, snowball, etc.)
13. Bringing electronics to school like, but not limited to, smartphones, smartwatches, tablets etc.

Category 3

1. Constant offenses from Category 2
2. Cheating or copying the works of others
3. Unethical gestures, writings, pictures, or graffiti
4. Possessing or using fireworks on ICMA property
5. Starting a fire
6. False fire alarm
7. Setting off a security alarm
8. Physical abuse, or threat of physical abuse
9. Threatening other students, teachers, or staff
10. Sexually explicit or implicit language in or out of school
11. Directing profanity or vulgar language (including swear and cuss words)
12. Disrespecting or directing vulgar language (including swear or cuss words) or indecent gestures to other students, staff, teachers, school administration or other adults
13. Gang activity in or out of school
14. Student preplanned protests including petitions, or group absences, etc.
15. Stealing
16. Disobedience to the instructions of the school administration, staff, or teachers
17. Extreme vandalism
18. Possession or concealment of a weapon
19. Possessing or using a stink bomb, smoke bomb, or other toxic chemicals
20. False witnessing during an investigation by the school
21. Dangerous pranks
22. Not performing obligatory prayers, including Jumu'ah and Khutbah

Category 4

1. Repeated offenses from Category 3
2. Sexual harassment in or out of school
3. Sexual abuse in or out of school
4. Possessing exploding fireworks
5. Possession of weapons or incendiary devices in or out of school
6. Possession and distribution of illicit drugs, alcohol, or cigarettes in or out of school
7. Expressing support for any anti-Muslim or Islamophobic groups or ideologies (like but not limited to LGBTQ + movement, Zionism) or identifying as part of that group in or out of school
8. Dating and other sinful relationships, and sinful behavior between boys and girls (whether in or out of school)

All students found in violation of the ICMA Code of Conduct Policy will be subject to disciplinary action which may include detention or eviction from the school depending on the severity of the offense

Usage of the school phone

Students may use the school phone ONLY in case of emergency or when the teacher or when school administration deems student-to-parent/guardian contact necessary

Responsibilities

Every student has responsibilities as a student at ICMA; likewise, every parent has responsibilities as a parent of a student at ICMA

Student Responsibilities

1. Reporting to class on time
2. Bringing all required materials, supplies, etc.
3. Being respectful to other students, adults, teachers, staff etc.
4. Following the specified rules in each classroom
5. Being honest
6. Not using foul language (including swear or cuss words, and words that are derogatory, like but not limited to, dumb, stupid, shut up, idiot, etc.)
7. Having a legitimate pass to walk out of the classroom
8. No chewing gum, eating, or drinking at inappropriate times
9. No littering, or disfiguring ICMA property
10. Offering all the Salat including Salat al Jumu'ah
11. Adhering to ICMA Dress Code Policy

Failure to abide by the ICMA Student Responsibilities Policy will result in disciplinary action

Parent Responsibilities

1. Abiding by proper Islamic etiquettes
2. Parents are not allowed be vulgar at anyone (including swear or cuss words, and words that are derogatory, like but not limited to, dumb, stupid, shut up, idiot, loser etc.)
3. Being respectful to staff, students, teachers, school administration, community members, etc.
4. Bringing the student on time
5. Picking up the student on time
6. Providing the student with a healthy lunch and snack in an insulated container/bag
7. Providing the student with a healthy breakfast
8. Making sure the student slept well
9. Purchasing all books and class materials within the first week of attendance. Failure to abide by this may result in the student not being able to attend class

10. Parents are highly encouraged to support ICMA schoolwide initiatives
11. Regular checking of the student's backpack for any forms to sign and return, homework assignments, projects and their due dates, and any classwork or worksheets.
12. Making sure students complete assigned homework.
13. In the case a parent would like to speak with a teacher or administration, an appointment should be arranged between the parties.
14. Abiding by the ICMA Visitor Dress Code Policy

Failure to abide by the ICMA Parent Responsibilities Policy will result in disciplinary action

Field Trip Behavioral Expectations

1. No yelling
2. No eating or drinking on the bus
3. No standing or leaving the seat on the bus
4. Uniform or dress code must be maintained
5. No fighting (fake or real)
6. No unnecessary interaction between boys and girls (starting from 4th grade)

General Grading Standards

ICMA Fifth School

Grade	Grade Description
P	Proficient with Fifth-level standards
I	In progress toward meeting Fifth-level standards
N	Not yet making progress or making minimal progress toward meeting Fifth-level standards

Pre-Kindergarten - Grade 1

Grade	Grade Description
P	Proficient with grade-level standards
I	In progress toward meeting grade-level standards
N	Not yet making progress or making minimal progress toward meeting grade-level standards

Grade 2 - above

Letter Grade	Range	Description
A	90-100	Outstanding
B	80-89	Excellent

C	70-79	Good
D	60-69	Improvement Needed
F	59 and below	Fail

Elementary School Grading Components

2nd Grade – 3rd Grade

Quizzes/tests	40%
Classwork	35%
Homework	25%

4th Grade – 5th Grade

Quizzes/Tests	30%
Classwork/participation	40%
Homework	30%

Middle School Grading Components

6th Grade – 8th Grade

Tests	40%
Quizzes	10%
Classwork/Participation	30%
Homework/projects	20%

High School Grading Components

9th Grade – 12th Grade

Quizzes	15%
Tests	35%
Classwork/Participation	25%
Homework/Projects	25%

Reports Cards

Please refer to the ICMA calendar for more information on the dates report cards are issued. ICMA issues reports cards quarterly for all grades.

Incomplete Grades:

Teachers reserve the right to issue incomplete grades after a student has missed 10 consecutive days unexcused.

Promotion

Promotion from one grade to the next will be determined at the end of the school year. It will be based on the student's overall accomplishments and skills acquisition during the school year. Throughout the school year, and especially during Parent-Teacher conferences, parents will be kept abreast of their student's academic performance.

Health

Illness

At ICMA we believe in protecting every person from harm. Due to this Islamic principle that we are taught in the Qur'an and Sunnah, we request that children who are sick be kept home. A child with a fever (over 100°F) should not attend school. Any child previously affected by a sickness must be fever free without medication for 24 hours before coming back to school. Extended illnesses may require a doctor's note. If a child is not feeling well, and is in this state, while he/she is in school, parents/guardians will be required to pick up their child/children.

Infectious Disease

Any child that has an infectious disease such as lice, chickenpox, hand, foot, mouth disease (HFMD), staph infection, strep throat, measles, mumps, COVID-19, flu, Influenzas, etc. parents/guardians of that child are required to notify the school immediately. A written approval from a physician must be sent to the school administration in order for that child to return to school. Until this written approval is sent, the child is required to stay home.

Emergencies

In the case that a student has become sick, injured, or has soiled their clothing at school, parents/guardians will be contacted immediately and will be asked to pick up their child/children. If the parents/guardians cannot be contacted, the child(ren) must have emergency contact information with ICMA upon registration, with persons to be communicated with in lieu of the parents/guardians.

Infectious Diseases diagnosed while on school campus.

If a student has been diagnosed with COVID-19 or any other infectious disease while at ICMA, the student will be immediately isolated. Parents/guardians will be contacted immediately and will be asked to pick up their child/children. If the parents/guardians cannot be contacted, the child(ren) must have emergency contact information with ICMA upon registration, with other persons to be communicated with in lieu of the parents/guardians.

Inhalers/Nebulizers

They must be in their original packaging. Please make sure to have two inhalers, one for home, the other to be kept at the school.

ICMA does not have the capacity to administer nebulizers. If the student needs such, please make sure to administer at home. ICMA does not accept, store, or administer nebulizers to any student.

Administration of Medication

ICMA shall administer medication if ICMA has qualified personnel to do so. Please confirm with the school administration. In the event ICMA is able to administer medication, signed written consent forms must be provided to the school.

Administration of Medication Off-Site

If a student needs medication while on a school field trip or any other school-supported happenings that occurs off campus, then the parent(s) or guardian(s) MUST accompany their child. If the parents/guardians cannot accompany their child, then the student will not be given permission to attend.



Appendix 1: UNPLANNED EARLY DISMISSAL FORM

In the event that the school must be dismissed early due to weather conditions or other emergency situations, **families must have a plan** to ensure students do not arrive home to an empty house. In an emergency situation or unplanned early dismissal, we experience a high volume of incoming and outgoing calls. This makes it exceedingly difficult for parents to call in with instructions or for students to call out to receive instructions. In many emergency situations it could be possible that we would not have phone service beyond a cell phone.

Please take time to carefully consider a plan for unplanned early dismissal, and after making the arrangements necessary, discuss your family's plan with your child (ren). During periods of inclement weather, as well as periodically throughout the year, remind your child of the dismissal plan.

Finally, write these directions on the attached form and email to:
office@theicmacademy.org

Name of Student _____ Grade _____

In case of an **UNPLANNED** early dismissal, my child should:

- ☐ Follow his/her usual routine.
- ☐ Follow this plan: _____

- ☐ Follow this back up plan: _____

Printed Name _____
Signed _____ Date _____

*Plan should not include calling a parent since phone lines may not be available.

**Please make sure your emergency contact form is updated at all times.



Appendix 2: PHOTOGRAPH RELEASE CONSENT FORM

During the school year, we take photographs of school activities involving students to share the school's positive vibe and updates. By which incidentally, some photographs may capture your child's participation, directly or indirectly.

These photos may be published through our website, social media pages, news bulletins, billboards, and ads. These images will not be sold.

With this, we seek your consent in allowing us to publish photos which may involve your child to the said platforms. This form will be retained on file for your child during his or her tenure at the school. You may change your consent at any time by submitting another copy of this form.

Please provide your response by selecting your choice below. Then scan or photograph this page and send to office@theicmacademy.org

☐ Yes, I hereby allow the reproduction and publication of my child's photograph(s). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

☐ No, I do not allow the reproduction and publication of my child's photograph(s)

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date



Appendix 3: PARENT-STUDENT HANDBOOK SIGNATURE PAGE

By signing this I testify that,

- My child and I have read and understood thoroughly every policy written in the handbook.
- My child and I have understood all the consequences for lack of adherence to the ICMA Policies
- My child and I have understood our role as a parent and student at ICMA.
- I have understood if I have not understood any part or policy written in this handbook, I must contact the school administration.
- I have understood that it is my responsibility to update my information on GradeLink.
- I have understood that ICMA reserves the right to change/alter any part of this handbook, at any time; in such case, ICMA will issue a new edition.
- I have understood that it is my responsibility to read every newly issued handbook.
- After signing, I shall email it to: office@theicmacademy.org

(Please write in print)

Student Full Name: _____

(Please write in print)

Student Grade: _____

(Please indicate if mother or father) (Please write in print)

Parent/Guardian name: _____

Parent/Guardian Signature: _____

Signature Date: _____