



# PARENT & STUDENT HANDBOOK

2025 / 2026

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# Welcome Message

As-salamu Alaykum wa Rahmatullahi wa Barakatuh,

Welcome to Abraar Academy for the 2025–2026 academic year. We are honored to partner with you in the important work of nurturing your child's academic, moral, and spiritual development.

At Abraar, our mission is to provide an environment rooted in Islamic values, academic excellence, and personal responsibility. This handbook outlines key policies and expectations that ensure a safe, respectful, and productive learning environment for all.

Please take the time to review this handbook carefully and ensure your child understands the guidelines. Your support is vital to a successful school year.

We look forward to working together in the spirit of partnership and growth, in sha' Allah.

Best regards,  
Abraar Academy

# General School Information

## School Hours

### Drop-Off Time: 7:45 AM

School doors open promptly at 7:45 AM. For safety and supervision reasons, students should not arrive earlier than this time, as staff will not be available to supervise before then.

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### Pick-Up Time: 3:45 PM

Students must be picked up no later than 4:00 PM. Timely pick-up is essential to ensure student safety and to support the smooth operation of after-school procedures.

# Drop-Off and Pick-Up Policy

To ensure student safety and maintain an efficient drop-off and pick-up process, all parents and guardians are expected to follow the procedures outlined below. These guidelines are designed to promote safety, orderliness, and respect for all members of the school community.

## Entry & Parking Procedures

- All vehicles must enter through the third gate on Main Street.
- Drive up to the yellow barriers and park only in designated parking spots.
- Do not park, stop, or wait in fire lanes, driveways, or alleys under any circumstances—this poses a serious safety risk and may obstruct traffic.
- All vehicles must exit through the second gate after drop-off or pick-up.

## Student Drop-Off Guidelines

- Parents may escort their child to the **appropriate entrance door** but must promptly return to their vehicle afterward to avoid congestion
- Students **must use the designated entrances based on grade and gender:**
  - **Boys (2nd grade and up):** Enter through the boys' entrance near Main Street.
  - **Girls (2nd grade and up), Kindergarten, and 1st Grade:** Enter through the girls' entrance near the alley.
- Parents must use the entrance that corresponds to their child's grade and gender:
  - **Male parents/guardians:** Drop off and pick up at the boys' entrance.
  - **Female parents/guardians:** Drop off and pick up at the girls' entrance.

## Safety Expectations

- **Do not block traffic** or form car lines in undesignated areas.
- Students **must walk (never run)** in the parking lot and **use sidewalks whenever available**.
- Drivers **must remain alert, cautious, and patient**—especially during peak hours.
- **Do not move your vehicle** until your child has safely entered or exited the school building.
- Keep the **driveway and gate areas clear at all times**.

## Timing and Punctuality

- **Drop-off begins at 7:45 AM.** Please do not arrive earlier, as **school doors will not open before this time**.
- **Pick-up is at 3:45 PM**, and all students must be picked up **no later than 4:00 PM**.

## Parent Waiting Areas

There is **one main parking lot**, and parents are asked to wait in **designated areas** based on gender to maintain decorum and respect school procedures:

- **Mothers and female relatives:** Please wait in the main designated area near the girls' entrance.
- **Fathers and male relatives:** Please wait in the designated area near the boys' entrance.

## Calendar of Important Dates

A complete academic calendar with **holidays, events, and important deadlines** will be provided to families before the start of the academic year.



# School Directory & Communication Policy

## Main Office Contact Information

**Phone:** (708) 796-0659

**Admin Email:** abraaracademy@gmail.com

## Academic Departments

- sciencelead.female@citcd.org
- sciencelead.male@citcd.org
- mathlead.male@citcd.org
- mathlead.female@citcd.org
- englishlead.male@citcd.org
- englishlead.female@citcd.org
- historylead.male@citcd.org
- historylead.female@citcd.org

# Official Communication Policy

To maintain a respectful and professional learning environment, **all parent communication must be conducted through the school's official contact channels—by phone or email—during regular school hours (8:00 AM to 4:00 PM).**

For the privacy and well-being of our staff, **parents are not permitted to contact teachers via personal phone numbers, text messages, or social media platforms.**

All inquiries will be responded to during school hours to ensure clear, consistent, and accountable communication.

We appreciate your cooperation in following this policy to support a productive and professional relationship between home and school.

# Application and Enrollment Policy

Abraar Academy reviews all student applications during a designated **priority** enrollment period. Families of accepted students will be notified via **email or phone**. If a class has reached capacity, qualified applicants will be placed on a **waiting list**.

Students remaining on the waiting list for **more than six months** may be required to submit **updated academic records** or undergo a **reevaluation process** to maintain eligibility.

## Registration Process

Families will be able to complete the registration process through the school's official website. A registration link and further instructions will be provided later in the academic year.

### Please note:

- **Re-registration is required annually for all returning students.**
- **Enrollment is not automatically guaranteed** from year to year; placement is contingent upon space availability, academic standing, and adherence to school policies.

We encourage families to complete all registration steps within the specified timeline to secure their child's placement for the upcoming academic year.

# Non-Discrimination and Equal Access Policy

Abraar Academy is committed to fostering an inclusive and respectful learning environment. The school admits students of **any race, color, national or ethnic origin and provides equal access to all academic programs, services, and activities**, in accordance with its mission and values.

Admission and continued enrollment are subject to **available space** and adherence to **the school's behavioral, academic, and Islamic guidelines**.



# Tuition, Fees, and Financial Aid

## Tuition

The standard tuition rate at Abraar Academy is **\$400 per student, per month, payable over twelve months.**

## Registration Fee

A **one-time, non-refundable registration fee of \$175** is required at the time of enrollment. This fee covers the cost of textbooks and school uniforms.

## Financial Aid

Abraar Academy is committed to supporting families in need by offering **limited financial aid** based on demonstrated financial hardship and availability of funds.

To be considered for financial assistance:

- **Families must submit a complete financial aid application along with all required supporting documentation each academic year.**
- Interested families should contact the school office to **schedule a meeting with the administration** to discuss eligibility and the application process.

## Please note:

- Financial aid is **not guaranteed** and is awarded based on availability of funds and demonstrated need.
- Aid recipients are expected to fully comply with all school policies. **Failure to do so may result in revocation of financial assistance.**
- All financial aid matters are treated with **strict confidentiality.**
- Zakat funds may be used for eligible families who meet Islamic criteria.

**We are committed to supporting families in need while maintaining transparency, fairness, and integrity in our financial assistance process.**

# Withdrawal Policy

Parents who wish to withdraw their child from Abraar Academy are **required to provide a minimum of two weeks' written notice** to the school administration. This notice period allows us to manage our waitlist effectively and offer the available spot to another student in a timely manner.

**All outstanding tuition and fees must be paid in full up to and including the student's final day of attendance.**

Please be advised that any re-enrollment following a withdrawal will be treated as a new application and will be subject to space availability and all applicable registration procedures and fees.



# Expulsion and Dismissal Policy

Abraar Academy reserves the right to dismiss or expel a student under the following circumstances:

- Repeated behavioral violations that disrupt the learning environment or compromise the safety and well-being of others
- Chronic absenteeism or habitual tardiness that hinders academic progress
- Persistent noncompliance with school policies by parents or guardians, including harassment of staff
- Failure to fulfill financial obligations, including nonpayment of tuition or refusal to adhere to the terms of the Handbook Agreement

All decisions regarding expulsion are made with careful consideration and in consultation with school leadership. The primary goal is to maintain a safe, respectful, and productive environment for all members of the school community.

# Student Responsibilities

At CITCD, students are expected to uphold the highest standards of Islamic manners (akhlaq) and conduct (adab). Students are encouraged to take pride in demonstrating respect, responsibility, and a sincere commitment to their academic and spiritual growth.

## General Student Conduct

Students are expected to:

- Treat peers, teachers, and staff with kindness and respect; bullying, name-calling, arguing, or fighting are strictly prohibited.
- Strive for academic excellence by staying focused, completing assignments on time, and putting forth sincere effort.

Show respect and gratitude to parents, teachers, and all members of the school community.

## Classroom Behavior and Expectations

To maintain a productive and respectful learning environment, students must:

- Raise their hand before speaking.
- Come prepared with all necessary supplies.
- Remain seated unless permission to leave is granted.
- Refrain from talking to classmates during instruction.
- Avoid sleeping or disengaging during class.
- Listen attentively to the teacher at all times.
- Do not open and close desks while teacher is teaching
- Do not drink water during class
- Have homework ready and bring it to class

## Hallway Conduct

Students are required to:

- Have a valid hall pass when outside the classroom during instructional time.
- Walk quietly—running is prohibited.
- Complete their intended task promptly and return to class without delay.
- Avoid visiting other classrooms or looking through windows, which disrupts learning.
- Stay within permitted areas only.

## Bathroom Expectations

To maintain hygiene and cleanliness in the restroom, students must:

- Use the bathroom facilities appropriately and respectfully.
- Use water to maintain cleanliness.
- Keep the area clean and tidy, cleaning up after themselves.

## Lunch and Break Expectations

To ensure a safe, clean, and respectful environment during lunch and breaks, students must:

- Avoid sharing food to prevent allergic reactions and other health risks.
- Follow school-issued food guidelines and dietary instructions.
- Use microwaves responsibly when heating food.
- Recite the appropriate du'a before and after meals.
- Remain seated while eating and avoid talking with food in their mouth.
- Clean their eating area before leaving.



## Expectations During Salat

Salat is a central aspect of life at CITCD. Students are expected to:

- Wear a clean, neat school uniform.
- Perform and maintain proper wudhu (ablution).
- Be on time
- Pray sunnahs before and after salah
- Maintain quiet, respectful behavior before, during, and after prayer, sitting in designated areas.
- Participate in collective du'aa after prayer.
- Exit the prayer area calmly and respectfully under teacher guidance.



## Middle and High School

As students mature, they are expected to demonstrate increased responsibility, maturity, and Islamic etiquette, serving as role models for younger students. Parents are encouraged to:

- Support their child's academic and spiritual development during this critical stage.
- Maintain open communication with teachers and staff.
- Collaborate with the school to foster Allah-consciousness, respect, and independence.



# Dress Code, Hygiene & Appearance Policy

At Abraar Academy, students are expected to reflect Islamic values of modesty, cleanliness (taharah), and personal responsibility through their appearance and daily hygiene practices. Maintaining high standards in personal hygiene and dress not only supports students' health and confidence but also contributes to a respectful, dignified, and comfortable learning environment for all.

## Dress Code and Hygiene Guidelines

To ensure consistency and respect for school expectations, all students are required to adhere to the following:

**Uniforms:** Students must arrive each day wearing the official school uniform, which must be clean, properly fitted, and wrinkle-free.

### Personal Hygiene:

- Daily bathing and the use of deodorant are mandatory, particularly for students in middle and high school.
- Fingernails must be clean, trimmed, and free of nail polish.
- Hair should be clean, neatly groomed, and presentable at all times.
- Female students are required to wear a proper hijab that covers the hair fully.
- Students should brush their teeth daily before coming to school.

# Hair Cut Policy

At Abraar Academy, students are expected to maintain a clean, modest, and presentable appearance in accordance with Islamic values and the standards of our school community. Grooming and personal hygiene are essential aspects of discipline and respect.

The following haircuts and styles are not permitted:

- Skin fades
- Skin tapers
- Mohawks or frohawks
- Lines, patterns, or designs shaved into the hair
- Exaggerated or abnormal hairstyles that draw undue attention

Hair should be neatly trimmed and well-kept at all times. Styles that reflect current fads or trends that contradict Islamic etiquette, or that are considered distracting or inappropriate for a school environment, will not be allowed.

Parents are expected to support the school by ensuring that their children arrive with acceptable hairstyles. If a student is found in violation of this policy, parents will be notified and asked to correct the haircut promptly. Continued disregard for this policy may result in disciplinary action.

## Addressing Hygiene and Appearance Concerns

Maintaining hygiene is a shared responsibility between families and the school. When hygiene issues arise, the following steps will be taken:

- **First Occurrence:** A written reminder will be sent home.
- **Second Occurrence:** A written notice will be issued, followed by a phone call to the parent or guardian.
- **Third Occurrence:** The student will be sent home for the remainder of the day.
- **Fourth Occurrence:** A parent conference will be scheduled to develop a Hygiene Improvement Plan.

Continued failure to meet hygiene standards—especially in cases where it impacts others (e.g., persistent body odor, lice, or visible uncleanliness)—may result in **further disciplinary action**.

# Uniform Policy

Abraar Academy upholds a uniform policy that reflects Islamic values of modesty, unity, and discipline. The school uniform fosters a sense of identity, equality, and pride among students, and must be worn daily as outlined below.

## Uniform Requirements

### Boys:

- **Monday to Thursday:** Navy blue thobe with matching kufi (featuring the school logo).
- **Friday:** White thobe with matching kufi (featuring the school logo).

### Girls:

- All Days: Black abaya with a navy blue hijab.

All uniforms will include the **Abraar Academy logo** and are **available for purchase directly through the school**.

**The cost of the initial set is covered under the registration fee.**

## Lost, Damaged, or Outgrown Uniforms

If a student's uniform is lost, damaged, or no longer fits during the school year, parents must notify the school. A replacement uniform will be ordered, and **the cost will be \$30 per set**.

## Non-Compliance with the Uniform Policy

Compliance with the uniform policy is mandatory. If a student is not in proper uniform without an approved reason, the following steps will be taken:

- **First Offense:** Verbal warning and a written notice sent home.
- **Second Offense:** Written notice accompanied by a phone call to the parent/guardian.
- **Third Offense:** Student will not be permitted to attend class. Parents will be contacted and given the option to drop off the uniform.
- **Fourth Offense:** The student may be sent home for the remainder of the day.

**If there is a valid reason a student is unable to wear the school uniform (e.g., damage, laundry issues, or a personal/family emergency), parents must notify the school administration in advance. Such cases will be reviewed on a case-by-case basis.**

# Tardy & Attendance Policy

Regular attendance is essential to student success at Abraar Academy. Students are expected to attend school every day, with absences permitted only for illness, emergencies, or the death of an immediate family member.

## Notification of Absence

Parents or guardians must notify the school promptly when a student will be absent and support the student in making up any missed work. Absences will be recorded according to the reason provided.

**Please note:** If parents fail to notify the school **before the start of the school day**, and notification is provided **only during school hours**, the absence will be marked as **unexcused**, and the student will **not be permitted to make up missed work**.

## Tardy Policy

- School doors open at 7:45 AM.
- Students are expected to arrive by 7:55 AM.
- Arrival after 7:55 AM is considered tardy.
- Students may accumulate no more than three tardies per month.

### Consequences for Excessive Tardiness:

- **First violation:** 30-minute detention after school.
- **Second violation:** 45-minute detention after school and a written notification sent to parents/guardians, requiring a signature.
- **Third violation:** One-hour detention after school, followed by a meeting with parents/guardians.



# Absence Policy

## Excused Absences:

Excused absences include illness, medical appointments, injuries, and family emergencies.

- Parents must notify the school **prior to or on the day of the absence.**
- For pre-scheduled medical or dental appointments, notification should be provided **at least 24 hours in advance.**
- For emergencies, illnesses, or family matters, notification must be given **before the start of the school day.**
- For absences of **three or more consecutive days**, a doctor's note is required upon return.

## Unexcused Absences:

Any absence outside the categories listed above will be considered unexcused and addressed on a case-by-case basis.

## Extended Absences

Extended absences, defined as absences exceeding **10 school days (or two calendar weeks, including weekends)**, require **prior written approval** from school administration. Approval is contingent on the student's academic standing, attendance history, and overall behavior. Parents must notify the school **before** any extended absence occurs. Failure to notify the school or obtain approval may result in significant academic penalties, including grade reduction or potential withdrawal from enrollment.

## Make-Up Work Policy

Make-up work is provided only for excused absences. Parents must submit a request to the school office for missed assignments. Teachers will have up to **24 hours** to prepare and distribute the materials. Students are expected to complete make-up work within the same number of days they were absent. Failure to request or complete make-up work will negatively impact the student's grade. Absences marked as unexcused, including those reported after the start of the school day, will not be eligible for make-up work.

**Make-up work will be sent to the appropriate academic department email address which was listed on page 7, under the School Directory & Communication Policy.**

## Early Dismissals

Parents must inform the school before the start of the school day if a student will be picked up early. Work missed due to early dismissal cannot be made up and will negatively affect the student's grade. Notifications received during the school day will not allow for make-up work credit.

## High School Attendance

High school students follow the same attendance policies. Although Bayan Academy does not hold classes on Fridays, attendance is still required on other days.

## Chronic Absenteeism and Intervention

Students absent for 10% or more of the school year (approximately 30 days) will be subject to academic and disciplinary interventions as determined by school administration.

## School Closings and Weather Delays

Abraar Academy makes decisions regarding weather-related closures and delays after careful consideration of safety and local conditions. In the event of deteriorating weather during the school day, early dismissal may occur; parents are expected to arrange timely pickup. Notifications of closures, delays, or early dismissals will be sent via text message and the school's WhatsApp group. Please ensure your contact information is up to date in the school records.



# Homework Guidelines and Academic Responsibility

At Abraar Academy, homework is regarded as a vital component of the educational process. It serves as an extension of classroom instruction, designed to reinforce learning, cultivate a sense of responsibility, and develop strong independent study skills.

## Purpose of Homework

- To reinforce concepts and skills introduced in class
- To encourage effective time management and self-discipline
- To foster independent thinking and academic accountability
- To support the pursuit of academic excellence

## Recommended Daily Homework Time by Grade Level

Note: These are approximate guidelines and may vary based on individual student needs and specific assignments.

Grade Level	Daily Time Expectation
Kindergarten – Grade 1	10 – 20 minutes
Grades 2 – 3	20 – 30 minutes
Grades 4 – 5	30 – 45 minutes
Grades 6 – 8	45 – 60 minutes
Grades 9 – 12	1 – 2 hours

## Updated Grading Scale

**Starting from the 2025/2026 Academic School Year, Abraar Academy will be using the standard U.S. Grading System for homework, quizzes, and tests.**

The grading scale is as follows:

- A+: 97-100% (Excellent Performance)
- A: 90-100% (Excellent Performance)
- A-: 90-92% (High Achievement)
- B+: 87-89% (Good Performance)
- B: 80-86% (Strong Grasp of Subject)
- B-: 80-82% (Slightly Above Average)
- C+: 77-89% (Average Performance)
- C: 70-76% (Average Understanding)
- C-: 70-72% (Just Meeting Basic Requirements)
- D+: 77-79% (Good Performance)
- D: 63-66% (Average Performance)
- D-: 60-62% (Slightly Below Average)
- F: <60% (Failure)

## Late Work Policy

- **1 Day Late:** 10% deduction from the earned grade
- **2 Days Late:** 20% deduction
- **3 or More Days Late:** The assignment may receive a zero unless a valid excuse is approved by the teacher.

### Unexcused Absences

Assignments missed due to unexcused absences will not be eligible for credit unless reviewed and approved by school administration.

### Chronic Incompletion of Assignments

Persistent failure to complete assignments may result in academic probation, parent conferences, or other appropriate disciplinary actions. Students are expected to take full responsibility for their academic progress by adhering to high standards of effort, integrity, and accountability.

## High School Attendance

# Missing Book Policy

At Abraar Academy, students are responsible for the care and safekeeping of all assigned textbooks, workbooks, and reading materials. These materials are essential for academic success, and their loss can disrupt the learning process.

## Lost or Missing Books

If a student loses a book:

- A **written notice** will be sent home to inform the parent/guardian.
- The student will have **three (3) school days** to locate or replace the missing book.

If the book is not found or replaced within the designated time, the student **will not be permitted to attend class** until the matter is resolved.

## Replacement Fee

- A standard replacement fee of \$20 will be charged for each lost or missing book, regardless of subject or condition.
- Payment must be submitted before a replacement book is issued or the student is allowed to return to class.

# Lunch and Snack Policy

All students are required to bring a **nutritious packed lunch** along with an **additional healthy snack** each day. Please note that **Abraar Academy does not offer food services**.

To promote health and safety:

- **Gum, soda, and energy drinks are strictly prohibited on campus.**
- **Food sharing is not allowed** under any circumstances due to allergy and dietary concerns.

If you wish to bring food for classroom or staff distribution, **prior approval from the administration is required**.

**All class parties must be approved by school administration.**

We appreciate your support in maintaining a safe and respectful mealtime environment for all students.

# Supply Policy

Students are expected to come to class prepared with the necessary school supplies each day. **Basic school supplies are available for purchase directly from the school.**

If a student repeatedly arrives to class without the required supplies, **parents may be asked to submit a supply deposit**. This deposit will be used to ensure the student has access to the appropriate materials by purchasing them from the school when needed.

# Student Health & Accident Policy

Abraar Academy is committed to maintaining a safe, healthy, and hygienic learning environment for all students and staff. The following policies are in place to minimize the risk of illness and ensure that all students are school-ready each day.

## **Definition of Illness:**

A student is considered sick if they exhibit any of the following symptoms:

- fever (100.4°F / 38°C or higher)
- vomiting
- diarrhea
- excessive coughing
- unexplained rash
- contagious infections
- or overall lethargy that impairs learning and participation.

**Students displaying these symptoms should not attend school.**

## General Illness Policy

Students who are unwell must remain at home until they have been symptom-free for **at least 24 hours without the use of fever-reducing or other symptom-masking medication.**

If an illness extends beyond **three consecutive days**, a doctor's note is required upon the student's return.

Students diagnosed with contagious conditions (e.g., **strep throat, conjunctivitis, influenza, COVID-19**, etc.) must stay home until they receive medical clearance to return to school.

## Head Lice Policy

Abraar Academy enforces a strict no-nit policy to prevent the spread of head lice:

- Students found to have lice or nits will be sent home immediately.
- They may return to school only after completing treatment and all nits have been fully removed.

## Accident & Toileting Policy (for Early Childhood Students)

In the event that a student **urinates or defecates** in their clothing while at school:

- Parents or guardians will be contacted **immediately** and asked to pick up the child.
- Due to the absence of full-time janitorial services and to maintain a sanitary learning environment, the student will be required to stay home for **one full school week** to receive consistent potty training at home before returning.



# Student Discipline Policy

At Abraar Academy, discipline is intended to foster personal growth, encourage positive behavior, and strengthen Islamic character. We emphasize positive reinforcement alongside fair and consistent consequences to support student development and well-being.

## Behavioral Management System

A color-coded system is used within each class period to help students monitor their behavior:

- **Green:** Student is in good standing with no behavioral concerns.
- **Yellow:** Warning issued for inappropriate behavior.
- **Red:** In-school detention, resulting in the loss of recess or privileges, and possible referral to administration.

When a red strike is issued, a referral is submitted to the Dean of Discipline, who may implement disciplinary actions such as parent communication, detention during recess, silent lunch, reflection essays, or in-school suspension. These actions may impact the student's academic grade. Missed work due to discipline will not be eligible for redo.

This system addresses **minor infractions**; repeated offenses or serious misconduct may result in further disciplinary measures.

## Minor Offenses

Minor offenses include but are not limited to:

- Leaving class without permission
- Disruptive behavior
- Unsafe conduct (running, rough play)
- Inappropriate language or gestures
- Failure to complete assignments
- Possession of banned items (e.g., toys, gum, candy, makeup)
- Inappropriate behavior during prayer

Three minor offenses are equivalent to one major offense. Frequent yellow or red strikes (two or more within a week) may result in a parent meeting, behavior contract, or additional consequences.



## Major Offenses

Major offenses may warrant immediate disciplinary action, including suspension or expulsion, and may bypass the three-strike system. These offenses include:

- Bullying or physical fighting
- Disrespect toward faculty, staff, or peers
- Cheating, plagiarism, or academic dishonesty
- Possession of prohibited or dangerous items

Repeated violations of school rules, including gender interaction policies

## Confiscated Items

Confiscated items will be retained until the end of the school day. Cell phones are prohibited on campus; a school phone is available for emergency use.



# Technology & Internet Use Policy

At Abraar Academy, the use of personal electronic devices is strictly regulated to maintain a focused and safe learning environment.

## Prohibited Items

The following items are **not permitted** on school premises unless explicitly approved by the administration for medical or exceptional reasons:

- Mobile phones
- Laptops
- Smartwatches
- Any device capable of recording audio or video
- Vaping devices and e-cigarettes
- Weapons or any objects intended to cause harm

## Device Usage Policy

Personal devices, including phones, smartwatches, laptops, and other recording equipment, are prohibited during school hours unless prior approval has been granted by school administration.

## Consequences for Violations

- **First Violation:** The device will be confiscated and returned only to the parent or guardian. The student will receive a formal warning.
- **Second Violation:** The device will be confiscated, parents will be contacted, and the student will receive a three-day in-school suspension. Class time missed will affect the student's academic grade.
- **Third Violation:** The device will be confiscated, parents will be contacted, and the student will receive a one-week suspension. Class time missed will affect the student's academic grade.
- **Fourth Violation:** The student may face expulsion from the school.

## Vaping and E-Cigarettes

Any student found in possession of vaping devices or e-cigarettes will have the item confiscated immediately, parents will be notified, and the student will be sent home promptly. Disciplinary action may include suspension or expulsion.

## Weapons

Possession of any weapon or item intended to cause harm will result in immediate confiscation, parental notification, and the student being sent home without delay. This will lead to disciplinary action, which may include suspension or expulsion.

# Damage to School Property

Abraar Academy is committed to maintaining a clean, safe, and respectful environment for all students and staff. Respecting school property is a key part of Islamic character, personal responsibility, and community values.

## Policy on Damaging School Property

All students are expected to handle school property—including desks, furniture, textbooks, technology, restrooms, and playgrounds—with care and respect. Any form of damage, whether intentional or accidental, will be addressed seriously.

### Examples of Prohibited Actions

- Writing on or defacing desks, walls, books, or lockers
- Breaking or damaging classroom furniture or materials
- Vandalism, graffiti, or inappropriate markings
- Misuse or destruction of school technology or accessories
- Damage to bathroom fixtures or other school facilities

## Reimbursement Requirement

**In every instance of damage, regardless of intent, parents or guardians will be required to reimburse the school for the full cost of repair or replacement.** This includes labor, materials, and any applicable service fees.

- A written notice will be issued to the parent/guardian with an itemized statement of the damage and associated cost.
- Reimbursement is expected within the timeline specified by the administration.

## Disciplinary Consequences

In addition to reimbursement, the following disciplinary actions may be taken:

- **First Incident:** Written warning and detention
- **Second Incident:** Parent meeting and loss of privileges
- **Third Incident or Severe Damage:** Suspension, behavior contract, or possible expulsion

## Accidental Damage

Even if the damage is accidental, students must report it immediately. While disciplinary consequences may be reduced, reimbursement is still required to cover the cost of repairs or replacements.

# No Intermingling Policy

In accordance with Islamic principles, Abraar Academy enforces a strict **No Intermingling Policy**. Casual socializing or conversation between boys and girls is prohibited except in structured, supervised, academic settings. All students are expected to uphold proper **adab** (Islamic manners), demonstrating modesty in speech and behavior at all times.

This policy is designed to cultivate a respectful, focused, and spiritually conscious environment. All school events—including competitions, graduations, assemblies, and parent-teacher conferences—will be conducted separately for boys and girls to maintain these standards.

## Emergencies

In case of injury or illness, parents will be contacted immediately. If they cannot be reached, emergency contacts will be called. Please ensure your contact information is up-to-date.

# Parental Expectations

At Abraar Academy, we recognize that parents are essential partners in their child's educational journey. We kindly ask that all parents support our mission by maintaining open, respectful, and consistent communication with the school and upholding our policies. The following expectations are in place to foster a collaborative and productive relationship between school and home:

- Adhere to all policies and procedures outlined in the Parent & Student Handbook.
- Treat teachers, staff, and administration with courtesy, patience, and respect at all times.
- Inform teachers of any significant changes at home that may impact a student's academic performance or behavior.
- Maintain open communication with teachers, especially regarding academic progress, homework, tests, or behavioral concerns.
- Follow the Grievance and Conflict Resolution Procedure outlined in this handbook when addressing concerns.

## Consequences for Parental Misconduct

The school reserves the right to take appropriate action if a parent's behavior disrupts the learning environment or undermines school policies. In serious cases, a student may be asked to withdraw from the school due to parental misconduct. Examples of such misconduct include, but are not limited to:

- Verbal abuse, threats, or intimidation directed at staff or students
- Repeated failure to comply with school policies or procedures

At Abraar Academy, we aim to maintain a safe, respectful, and faith-centered environment for all students, staff, and families. Your partnership and cooperation are vital to that goal.

# Student Safety and Mandatory Reporting of Abuse

Abraar Academy is committed to protecting the safety and well-being of every child in our care. The school complies fully with **state and federal laws** regarding the mandatory reporting of suspected child abuse or neglect.

## Reporting Responsibilities

If a student arrives at school with visible signs of physical, emotional, or sexual abuse—or if a student discloses any form of mistreatment to a staff member—**staff are legally obligated to report it to the Department of Child and Family Services (DCFS)** or the appropriate local child protection agency.

## What Constitutes Abuse or Neglect:

- **Physical Abuse:** Unexplained bruises, welts, burns, or other injuries
- **Emotional Abuse:** Verbal threats, extreme fear or anxiety in response to caregivers
- **Sexual Abuse:** Inappropriate contact, language, or behavior
- **Neglect:** Lack of basic needs such as food, clothing, hygiene, supervision, or medical care

## **Confidentiality and Non-Retaliation**

Reports are handled with confidentiality, and families will not be notified by the school prior to the report, as this may interfere with investigations. School staff cannot be held liable for making a report in good faith, and retaliation against any staff member or child involved in a report is strictly prohibited.

## **Follow-Up**

Once a report is made, the matter is handled by the appropriate authorities. The school will cooperate fully with investigations but will not share details of the report with unauthorized individuals.

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# **Grievance and Conflict Resolution Policy**

At Abraar Academy, we understand that misunderstandings or concerns may occasionally arise among students, parents, teachers, or administration. We emphasize open, respectful communication to address and resolve such matters efficiently.

## **Procedure:**

Parents or guardians are encouraged to contact the school office to schedule a meeting with the relevant teacher to discuss and resolve any concerns.

# Acknowledgment of Agreement

We, the undersigned, confirm that we have read, understood, and agree to follow all policies outlined in the Abraar Academy Parent & Student Handbook 2025–2026.



**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Grade:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_