



Parent Handbook 2024-2025



ILM ACADEMY

ILM Academy Main Campus (IMC)
(Grades 1-8 & Elementary Montessori)
1200 Grimes Bridge Rd, Roswell, GA 30075

Early Childhood Center (ECC)
(PreK - KG, Bambini & Primary Montessori)
205 Market Place, Roswell, GA 30075

ILM Academy Resource Center (IRC)
(Grades 9-12 & Business Office)
630 Colonial Park Drive, Roswell, GA 30075

Phone: (678) 624-1157

<http://www.ilm-academy.com>

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INTRODUCTION

We welcome you and your family to ILM Academy, a parent governed, independently run and professionally managed Islamic School. You have taken an important step towards ensuring that your child receives the best education in the most appropriate Islamic environment. At ILM Academy, we believe that the success of our students is based on the high level of cooperation between the home, school and community at large.

This handbook will familiarize you with general information about your school's philosophies, policies and programs, which contribute to the success of the institution. The school board and staff members are committed to making your child's learning experience an enjoyable and beneficial one, while also molding them to become the leaders of our future community. We eagerly welcome you to be active participants in your child's educational process, and work with us to make the school a successful learning institution for your children and the generations to come. If you have any questions or comments regarding this handbook, please feel free to contact the office or one of your child's teachers.

When you have finished reading the handbook, please fill out the acknowledgement form promptly and submit it back. We look forward to working with you to achieve the highest academic and character standards for your child.



ILM ACADEMY'S HISTORY

- Aug 2006: A handful of mothers laid the seeds of ILM Academy with a Pre-K program called Hadeeqat-al-Atfaal hosted at a local masjid.
- June 2008: Given the success and growth of the Pre-k through KG program, the parent body and school administration decide to extend the elementary school by establishing an independent non-profit school that fosters excellence. With the program renamed, ILM Academy was born.
- Aug 2008: ILM Academy starts in a founder's basement for a month.
- Apr 2009: The school sends a delegation to the annual ISNA Educational forum educators. The Forum becomes a strategic event for the school to network, learn, and contribute to discourse.
- May 2010: First principal, Dr. Siham Elsegeiny hired.
- Oct 2010: ILM Academy is the first Muslim School to qualify for the GA Tax Credit Program. ILM collects over \$1 million dollars in the next 3 years through this program.
- June 2011: The school leases an additional 3000+ sq. ft. to accommodate 4th Grade and increase in student enrollment.
- April 2012: ILM Academy conducts a highly successful workshop at the 2012 ISNA Educational Forum related to teaching the Quran through technology.
- April 2012: ILM Academy is nationally ranked in the top 2% of schools based on the spring 2012 ITBS scores.
- May 2012: ILM Academy launches the ILM Building Fund to purchase the school's own building. \$120k is collected at the first fund raising event.
- Sept 2012: AdvancED Team conducts accreditation visit and recommends the school for accreditation.
- Dec 2012: ILM Academy acquires its own property for \$750,000, a 12,700 sq. ft. former post office on 2 acres of land in the heart of Roswell's commercial district.
- Feb 2013: ILM Academy is formally accredited by AdvancED. Renovation of the newly acquitted property commences.
- March 2013: ILM Academy engages Dr. Hamed Ghazali as Superintendent to further improve its program offering.
- April 2013: ILM Academy conducts a workshop at the 2013 ISNA Educational Forum showcasing its innovative approach to teaching Arabic.
- Aug 2013: ILM moves into its newly acquired \$1.4M building and adds a playground in March, 2014.
- August 2014: Montessori Program was added.
- Aug 2015: ILM adds another building to their main campus for the early childhood program at: 205 Market Place, Roswell GA.
- May 2015: First 8th Grade class graduates.
- August 2018: High School Grade 10 started at ILM.
- August 2018 : STEAM initiative introduced at ILM
- August 2019: Hifz Program Started at ILM.
- May 2021: First class of High School graduates.



- July 2021: ILM Montessori program extends to Bambinos program for 20 months - 3 years old
- June 2022: ILM modifies its organizational structure to a Distributed Leadership Model.
- June 2022: ILM celebrates 15 years of excellence in serving young Muslims and the Alpharetta/Roswell community.
- June 2023: ILM expands further by renting a portion of a neighboring building - ILM Resource Center (IRC), that houses the high school program and the business offices.

VISION

Our vision is to develop strong Muslims, nurtured to excel academically and fostered to be productive members of their community and society at large.

MISSION

- Provide an environment to produce Muslims whose thoughts and actions are driven by Islam and Allah (SWT).
- Focus on teaching Language Arts, Science, Math and Arabic.
- Utilize the most effective teaching methods (teaching philosophy) and tools (technology).
- Make learning appealing, interesting, fun and interactive.
- Instill discipline in students.
- Inculcate a strong foundation of Islamic principles.

Diversity and Inclusion at ILM Academy

To ensure the diversity of ILM Academy is consistently respected, we would like to remind our values that strictly embraces the message from the Quran to recognize our differences and uphold our Prophet (SAWW) 's message from his last sermon:

"O humanity! Indeed, We created you from a male and a female and made you into peoples and tribes so that you may get to know one another. Surely the noblest of you in the sight of Allah is the most righteous among you. Allah is truly All-Knowing, All-Aware." Al-Quran (49:13)

"All humankind is from Adam and Eve. An Arab has no superiority over a non-Arab, nor does a non-Arab have any superiority over an Arab; white has no superiority over black, nor does a black have any



superiority over white; [none have superiority over another] except by piety and good action. Learn that every Muslim is a brother to every Muslim and that the Muslims constitute one brotherhood." (The last sermon of Muhammad Rasool-ALLAH (saw))

ILM Academy continues to elevate its efforts to improve our students' Muslim characteristics through implementing an Islamic curriculum, reiterating lessons through one-on-one counseling and coaching sessions by external educational experts. Our teachers have been diligently incorporating instructional lessons on preventing stereotypes, the impact of prejudice and racism on mental and physical health, and the harm done by discrimination.

To uphold our non-discriminatory stance, the school does not condone or tolerate any behavior on the school grounds from individuals associated with ILM Academy that foster prejudice, racism, or discriminatory actions perpetuating adverse effects on an individual from a specific racial or ethnic group. To reinforce our disciplinary action, the student's first offense will result in guided one-on-one counseling sessions to reflect on their offense and develop awareness around the issue. However, the latter offense by the same student will be taken extremely seriously and may result in suspension or expulsion.

Parents should be aware of their conversations, with or in front of the students, and should ensure that the conversations are free from stereotypes and prejudices and respectfully accommodate others' racial, ethnic, and cultural differences. Parents should discuss with their students about avoiding having fun at the disposal of other students' racial, ethnic, and cultural differences and how their words and actions can have a long-lasting impact.

"Leaving the wives that your Lord has created for you? In fact, you are a transgressing people" (26: 166)

"And to Lot We gave wisdom and knowledge, and delivered him from the society engrossed in shameful practices. They were certainly an evil, rebellious people"(21:74)

As far as matters related to gender and LGBTQ are concerned, ILM Academy upholds the Islamic beliefs as mentioned in Quran. We adhere to the narrative that such actions were disliked by Allah (SWT) and they will not be permitted in school.



ADMISSION

PRE-ADMISSION ASSESSMENT

New students enrolling in KG and above will be assessed by the administration before they are granted admission. Assessment areas will consist of academic performance and behavior.

AGE REQUIREMENTS

Students enrolling in PreK 3, PreK 4, and Primary Montessori, must be fully potty trained. Teachers in the beginning will assist in reminding them the rules and proper way of using the restroom but cannot assist them in cleaning themselves. Definition of 'fully potty trained' is:

- students must be able to tell that they have a need to go to the restroom.
- students must be able to easily pull down and pull up their bottoms (pants/leggings/tights and underwear).
- students, more specifically boys, must know that they can ONLY use the toilet while sitting down.
- students must be able to clean themselves properly (use the water and toilet paper) as teachers are not allowed to touch them.
- students must know to wash their hands thoroughly after using the toilet.

Following issues will cause a disciplinary action:

- If students are caught relieving themselves standing up, teachers will remind the student to sit and use the toilet. Teachers will also reach out to the parents to correct the behavior at home. If the same violation occurs 3 times with the same student within a shorter period of time, they will be asked to stay home till the behavior is completely modified.
- If the students have 3 toilet related accidents within a week of their school starting, the parents will be asked to keep the students home for a full week of potty-training.
- The students are expected to show progress after the potty training intervention week at home. In case the student returns back to the previous behavior, parents are expected to keep them home another week for intervention. After two intervention weeks, if the behavior continues, the school holds the right to suspend or terminate the enrollment.

The following age requirements must be met before admission will be considered:

- Pre-K3 students must be 3 years of age by October 1st, 2023
- Pre-K4 students must be 4 years of age by October 1st, 2023
- Bambinos (Montessori toddler) students must be 18 months old on the first day of school
- Montessori students must be 3 or 4 years of age by September 1st, 2023
- Kindergarten students must be 5 years of age by October 1st, 2023



- 1st Grade students must be 6 years of age by October 1st, 2023

All new students being enrolled in ILM Academy will be accepted on a three month probationary period. ILM Academy holds the right to suspend or terminate the enrollment based on student's academic performance and behavior.

NON-DISCRIMINATION POLICY

ILM Academy is an independent non-profit Islamic institution that welcomes students from all cultures and backgrounds. We believe in providing an environment that is free of discrimination, whilst ensuring proper Islamic education.

ILM Academy does not discriminate based on sex, race, and color, national or ethnic origin. ILM Academy reserves the right to dismiss a student based on the student's failure to abide by the school's rules and policies and/or inability to benefit from the program of studies.

REGISTRATION PROCEDURES

New and returning students are required to fill out the online registration form, update the emergency and health information, pay the appropriate fees and agree to abide by the school code of conduct. If your contact numbers or address changes, it is the responsibility of the parent to inform the school immediately. This will enable us to reach you in case of emergency.

ADMISSIONS PRIORITY

Admissions priority is according to the following guidelines:

1. Re-enrollment is offered to current students at ILM Academy first, with guaranteed re-enrollment for all current students as long as Online Enrollment (OE) and fees are submitted online by the due date.
2. Next, admissions are open to siblings of current students and staff members, on a first come, first served basis as long as the Online Application (OA) and fees are both submitted online by the due date.
3. Next, admissions are opened to the general public on a first come first served basis, as long as admissions are open.

APPLICATION REQUIREMENTS

In order for students to be considered for admission, the following must be submitted before applications will be reviewed for admission:

1. Submission of the completed Online Application (OA) along with a non-refundable application fee.
2. Current immunization records and birth certificates must be uploaded.
3. Upload copies of student's academic records from previous school, including standardized testing



results from the previous two years.

4. Completed placement exam in math, reading and writing at school site.
5. Signed 'release of records' form by the parents
6. Student record update and acknowledgement of school policies form.
7. Any psychological evaluations or individualized educational plans, if applicable, must be submitted to the school.

STUDENTS with Exceptional or Challenging needs (SPECIAL NEEDS)

Students with IEP or 504 plan (exceptional needs or challenging needs) are students who are clinically diagnosed with the social, psychological, behavioral and learning needs. ILM Academy is not equipped to meet the needs of such students. If the student is suspected to have behaviors that show the signs of Autism Spectrum Disorder or other psychological conditions, such as Attention Deficit Disorder (ADD) or Attention Deficit Hyperactive Disorder (ADHD), etc., - the school holds the right to ask the parents to get their student to be further evaluated by a

medical expert specialized in the field. The leadership reserves the right to make the decision whether to continue, defer, or cancel the student's enrollment based on the diagnosis, and the level of intervention suggested by the medical expert. Each such case will be analyzed on an individual basis.

The teachers and staff at ILM will do their best to provide the care and support to the students with exceptionalities. However, where a student requires services beyond the resources of the school, the parents are expected to take the school's recommendation into consideration and choose an educational setting best suited for their student.

Student's enrollment or re-enrollment will be canceled, if a classroom's learning environment and other students' and teachers' mental or physical well-being is affected by the student's behaviors (continuous disturbance, violent and emotional outbursts, and so on), whether the impact is major or minor.

Parents must inform the administration at the time of registration if the student has any IEP or 504 plan. The school administration reserves the right to discontinue/deny a student(s)' enrollment or re-enrollment.

ESL STUDENTS

Students for whom English is a foreign language will be assessed on an individual basis. ILM Academy does not offer an ESL program, so ESL students may be advised to seek other schools, which may be in the better academic interest of the student. ILM reserves the right to dismiss



a student based on the student's failure to abide by the school's rules and policies and/or inability to benefit from the program of studies.

TRANSFER PROCEDURE

Transfer students may be admitted following receipt from the transferring school of attendance, health and academic records. Until such records have been received and reviewed, the child's admission status is understood to be probationary. Furthermore, the academic progress and behavior of each new student is subject to periodic review by the administration. A student with a consistent record of not demonstrating adequate progress or conduct may be dropped from enrollment at the end of the quarter.

PROBATIONARY ACCEPTANCE

The student will be/maybe/can be placed on an academic and behavior probationary period and will be evaluated at the end of each quarter.

STUDENT WITHDRAWAL

Parents wanting to withdraw their child/ren must notify the Administration at least 30 days in advance. **An absence of a full week without notification or explanation will be considered an early withdrawal from ILM Academy.** Upon withdrawal, all fees paid up until that point are considered non-refundable. Parents are responsible for the full year tuition for all Montessori programs and grades Kindergarten and up.

Parents must email the withdrawal request to the administration stating the day of withdrawal and the reasons for withdrawal by filling out ILM Academy's Student Withdrawal form. Parents must also pay any remaining balance on their accounts at the school. The school will NOT release student records until the entire remaining balance on the student's account including full year tuition has been paid.

TUITION, FEES AND FINES

TUITION

All tuition for the first month will automatically deduct on the 10th of July. Moving forward the deduction will be made on the 10th of each month. Although school runs from August through May, ILM Academy starts **billing tuition one month in advance and will stop in April**. All parent accounts **MUST** have a credit card or ACH(Bank account) on file even if you are paying in full, students with no account on file will need an additional amount of \$1,000/child as a credit balance on the account. If auto-debit is needed for the 21st of the month, the school must be informed via email.

5% Discount of Paying in Full



All parent accounts that want to avail the 5% discount of paying in full MUST have their account paid by August 1st. Any NSF or Non-sufficient funds account or bounced checks will incur a \$25 fee.

PROPERTY DAMAGE/REPLACEMENT FINES

Students who damage or destroy school property will be required to pay the school the cost to repair or replace the broken/damaged item. The school will make the sole judgment to repair or replace the broken/damaged item as well as the item’s cost, and it will be added to the Parent account.

REFUNDS ON FEES

Parents are responsible for paying the full year’s tuition for all grades Primary Montessori, and Kindergarten and up. All one-time fees are non-refundable and the full year unused tuition is only reimbursed if the child is in PreK3 or PreK4.

DELINQUENT ACCOUNTS

Parents are responsible for paying all fees and tuition on time. The school will not release student records of delinquent accounts until the remaining account balance has been paid in full. **All accounts over 30 days past due, will be given one month to clear the account balance. If the account is not cleared within this time, the student will not be allowed to attend school from the first of the following month.**

ATTENDANCE

SCHOOL CALENDAR

The school calendar is published on the website.

SCHOOL HOURS AT ECC BUILDING

PreK 3, PreK 4, KG, Bambini & Primary Montessori

	Monday- Thursday	Friday
Arrival Time/Drop Off	7:50 - 8:20 am	7:50 - 8:20 am
Tardy	8:21 am	8:21 am
ECC Dismissal	2:50- 3:20pm	12:50-1:05pm
After School Care	3:20 - 6:00pm	1:05- 6:00 pm



ARRIVAL AT ECC

Students are expected to arrive between 7:50 – 8:20 am. School personnel are not responsible for supervision of students before 7:50 am. Parents must have their child’s car seat affixed to the right side behind the passenger seat for quick access for school staff to help the student out of the vehicle. The student should be ready with all his/her belongings to depart the vehicle with the school staff. Upon arrival, students will be escorted safely to his/her appropriate classroom. Parents must not leave children

unattended and unsupervised outside the school. This is a safety measure for the well-being of your child and must be observed.

During drop off, teachers are busy preparing for the school day. They will not be available to converse with you at this time. If you have a question or message for the teachers, please email them during their designated contact hours. Teachers will respond to your email within 24 hours.

LATE ARRIVAL AT ECC

All students arriving at the ECC after 8:20 am are considered tardy. Tardiness is disruptive to the teachers and the other students in the class. Late arrivals must come through the front door and sign in at the front office. Students arriving late will be marked tardy by the homeroom teacher.

Prompt arrival of all students enables classes to start punctually and operate without needless interruptions, contributing to a successful learning environment. We understand that on rare occasions there may be extenuating circumstances that prevent prompt arrival as well as the need to pick up children before the scheduled dismissal time. Habitual tardiness and early release are problems that the school and parents can work together to remedy.

SCHOOL HOURS AT IMC BUILDING

Elementary Montessori, 1st Grade through 12th Grade Classes

	Monday- Thursday	Friday
Drop Off Time	7:45- 8:00am	7:45- 8:00am
Assembly Time	8:00- 8:10am	8:00- 8:10am
Tardy	8:01 am	8:01 am
Dismissal	3:10- 3:30pm	1:05- 1:25 pm
After School Care	3:31 – 6:00pm	1:26- 6:00 pm



Arrival at IMC

At the IMC Campus, assembly begins at 8:00 am and classes begin promptly at 8:10 am. Students are expected to arrive at 7:45 am. School personnel are not responsible for supervision of students before 7:45 am. Upon arrival, students must promptly proceed to their Homeroom. Parents must not leave children unattended and unsupervised outside the school. This is a safety measure for the wellbeing of your child and must be observed.

To ensure student safety and smooth flow of traffic, parents will be provided with a Drop Off and Pick Up procedure before the beginning of the academic year. Parents must ensure that they adhere to this procedure fully. Please also familiarize yourself with parking lot safety policy as detailed in the 'School Safety' section below.

During drop off, teachers are busy preparing for the school day. They will not be available to converse with you at this time. If you have a question or message for the teachers, please contact them during their designated contact hours. Teachers will respond to your request within 24 hours.

Late Arrival at IMC

All students arriving at IMC after 8:01 am are considered tardy. Tardiness is disruptive to the teachers and the other students in the class. For KG through 8th grades, 5 tardies in a quarter will count as one unexcused absence and parents will be notified through email. 8 tardies will result in a parent admin meeting.

DISMISSAL

Please be mindful to follow the speed limit in the school parking lots, as children will be exiting the school. Our dismissal procedures ensure the continuous supervision and safety of your child. Teachers will only release students to friends and family members designated by the student's parent or legal guardian on the appropriate paperwork. If anyone needs to be added to the pick up list please email administration with their name and contact information. We will ask for identification from this person. Please inform your designated pick up person that it is for the security of the students that these precautions are taken.

EARLY PICK UP

- Parents must email the homeroom teacher & administration in advance to inform the school regarding early pickups.
- Parents must wait for their child/ren in the school lobby. Office staff will bring the student to the lobby for early pickup.
- Parents are NOT to pick up their child/ren directly from the classroom.
- Parents must sign out their child/ren at the school office.



- If the student returns to school on the same day, parents must sign him/her in at the office.
- **PLEASE NOTE** that students may NOT be picked up early on a regular basis.
- Students will not be allowed for early pick up after 2:40pm because the dismissal process has already begun through the carpool lane.
- The IMC front lobby door will be locked from 2:40 - 3:30 M-Th, and from 12:50 - 1:25 on Fridays.

LATE PICK UP

Parents are required to be punctual to pick their children with respect to the specific pick up times in each building. If after school care is required on a regular basis, parents must sign up for the program as needed through the office. A late fee of \$10 for every 10 minutes will be charged after 6:00 PM for the after school care program. Students remaining at school after the designated dismissal times, who are not registered for the after school care program, will be signed in to the after school care program. A late fee of \$25 will be charged for the day if the student is not picked up by the end of dismissal (ECC - 3:20 pm ; IMC - 3:30pm). Late pick will be from the front lobby at both buildings. At 4pm all IMC students that haven't been picked up will be taken to ECC for after care and will need to be picked up from ECC.

EMERGENCY CLOSINGS

In case of inclement weather, ILM Academy may follow Fulton County's decision. Parents are advised to follow local news for weather updates as well as check their emails, text messages, and voicemails from ILM Academy. The school will make every attempt to inform the parents in advance via email, text messages and automated calls as well as post information on our social media.

Parents must use their best judgment in determining if they should bring their child/ren to school during severe weather, since their local weather conditions may be dangerous and unsuitable for travel.

If an emergency closing occurs while school is in session, ILM Academy will follow the regular dismissal procedures for the safety of students, staff, and parents.

ATTENDANCE POLICY

ILM Academy considers regular school attendance essential to success. In addition, students in KG and above are required by law to attend a minimum number of school days during the school year to get promoted to the next grade level.

Please be advised that our school policy concerning students' absenteeism and tardiness states the following:

- Students are required to be present for at least 167 school days in order to be promoted to the next grade level.
- 7 unexcused early pick-ups (before 12 pm) and/or tardies will be counted as one unexcused absence day.



- Students must be present to take full advantage of available educational opportunities. School attendance is the responsibility of both the parent and student. There may be circumstances, which may require or justify an extended absence from school. However, irregular absences interrupt your child/ren's school experience and disturb the learning environment for the whole class.

If a student is absent, please follow the appropriate procedure:

Planned absence: Notify the school in advance by sending an email to administration@ilm-academy.com and your child's teachers.

Unplanned absence: Inform the administration and the teacher on the day of absence.

EXCUSED ABSENCES

A student's absence from school or class will be considered excused due to any of the following circumstances given appropriate documentation:

- Student illness such as flu, fever, vomiting, diarrhea, COVID-19 &/or COVID-19 exposure.
- Attendance at school would be detrimental to the health of the student or others.
- A dental/doctor's note issued for the student's illness.
- A serious illness or death in the student's immediate family necessitating absence from school.
- Family emergencies such as a car accident, hospital emergencies, etc.
- **Wedding of an immediate family member. (Not to exceed 3 school days)**
- The days do not exceed: Umrah (10 days) or Hajj (15 days)

Excused absences must accompany a doctor's note or documented evidence.

UNEXCUSED ABSENCES

A student's absence from school or class for any reason other than those listed in the Excused Absence list above will be considered an unexcused absence. Any student who misses more than **13 unexcused** days of school will be retained in his/her current grade and will not be promoted to the next grade level.

Parents are advised to plan their vacations around the school designated holidays.

RAMADAN SCHOOL HOURS & DAYS OFF IN RAMADAN

RAMADAN SCHOOL HOURS will be 8am - 2pm (Monday - Thursday)

ECC Building - Bambinos, Primary Montessori, PreK & KG Ramadan Drop Off & Dismissal Timings

(Monday - Thursday)



ECC Drop-off (7:50 am - 8:20 am)

ECC Dismissal (1:20 pm- 1:40 pm)

IMC Building - Elementary Montessori & 1st - 12th Ramadan Drop Off & Dismissal Timings

(Monday - Thursday)

IMC Drop-off (7:45 am - 8:00 am)

IMC Dismissal (2:00 pm- 2:20 pm)

DAYS OFF IN RAMADAN - Spring Break, Last 10 nights of Ramadan Break & Eid Holiday

Spring break, the last 10 nights of Ramadan Break and the EID Holiday have all been combined as one break at the end of Ramadan. ILM Academy MAY OR MAY NOT be having the regular spring break that Fulton County has in the first week of April. Please refer to the Yearly ILM Calendar for exact days off.

MAKEUP WORK FOR EXCUSED AND UNEXCUSED ABSENCES

For any excused or unexcused absence, a parent/student is responsible for contacting the teacher or teachers to request make-up work upon returning to ILM Academy after an absence. At the latest, the contact should be made on the day the student returns to school. The student must complete makeup work within the time specified by the teacher and will be graded at the time convenient to them. Students who have unexcused absence, will get zero for class participation (ready to learn, participating during class, listening attentively, and etc) the days they are absent from class. ***Work missed during the last week of the quarter cannot be made up since the quarter will be closed and grades will be locked.***

LATE AND MISSING WORK POLICY

Class work

Class work is an opportunity for students to practice information they have learned in class, under the guidance of the teacher. As such, class work grades will reflect a higher grade/score and will be recorded as such.

Homework

Homework is an opportunity for the students to independently practice at home, what they



have learned in school. Directions, samples and examples are provided by the teacher for the student to review, and for parents to offer assistance as needed.

Quizzes/ Tests

Quizzes and Tests provide teachers with an opportunity to assess students on the information learned and are an important component of the evaluation process.

The above three items are an integral part of the success of the students. If students do not return any of the work per the due date, the following policy will be in effect:

Preschool, PreK & Kindergarten

Classwork/Homework: The purpose of classwork and homework is to help the early learners grasp concepts and apply them to the work given by the teacher. The following are the goals to be achieved by the classroom and home exercises:

- Reinforce/practice/review skills learned in class
- Apply skills in meaningful, motivational activities that connect learning to the real world
- Communicate to parents the important skills learned in class and make them partners in their child's education
- Allow teacher and parent opportunities to provide positive reinforcement for academic progress
- Parents are required to provide a quiet, low-distraction environment where a scheduled routine homework time is established
- Complete the homework packets/projects assigned by the teacher by the due date or next possible date after teacher has been informed for the reason of the delay

Assessments: Assessments are administered on a quarterly basis to gauge the students' progress. All assessments are done in class to gauge the readiness of the students for the next grade level.

Grade 1 to 8

If students do not submit their (classwork & homework) assignments on time/ by the due date, the guideline for grading will be as follows:

Day	Points
First day	No points deducted
Second day	Deduction of 5 points



Third day	Deduction of 10 points
Fourth day	The assignment would be graded as zero

Assessments: Students may be assigned up to 3 formal assessments (project/assignment/quiz/test) in one day. If students do not take their assessment on time, the guidelines for grading will be as follows:

Missing Assessment	Process (Parents and students will be informed when teachers are rescheduling the assessments)
The student gave an excuse for missing the assessment	<ul style="list-style-type: none">● Reschedule a time
The student did not give an excuse for missing the assessment	<ul style="list-style-type: none">● Reschedule a time● Take 5 points off
Student misses the assessment more than 1 time (with excuse/without excuse)	<ul style="list-style-type: none">● Reschedule a time● Take 10 points off each time they miss an assessment after that.

SCHOOL UNIFORM & DRESS CODE

Students at ILM Academy are required to be in uniform on all school days, unless communication has been sent home granting permission otherwise. Parents will receive a phone call from the office regarding students who are not in the correct uniform (as specified below).

GIRLS' UNIFORM IN GRADES PRE-K TO 5TH, MONTESSORI PROGRAMS:

SHIRT COLOR: Solid white, navy, or light blue
SHIRT: Collared polo or collared dress shirt (turtleneck to be worn under a dress or polo shirt).



PANTS COLOR: Solid navy blue or tan khaki

PANTS: Loose dress pants (no sweatpants/ jeans/ skinny fitted pants).

JUMPER OR PIQUE POLO DRESS: Knee length navy blue jumper – required for ALL girls in Kindergarten through 8th Grade.

HIJAB: Solid white, black or navy hijab/head scarf worn at all times for ALL girls in grades 4th and up. Hijab is required for ALL girls **for prayer** in grades Kindergarten and up.

GIRLS' UNIFORM IN GRADE 6 THROUGH GRADE 12:

JUMPER OR PIQUE POLO DRESS: Knee length navy blue jumper, **OR**

TOP: A long sleeved up to knee length Islamically appropriate navy blue uniform top which can be purchased from the school, **OR**

JILBAB: Black or navy blue jilbab can also be worn on days when girls do not have PE

PANT COLOR: Solid tan khaki or navy blue

PANT STYLE: Loose tan khaki or navy blue dress pants (no sweatpants/ jeans/ skinny fitted pants)

HIJAB: Solid white, black or navy hijab/head scarf worn at all times for ALL girls in grades 4th and up. Additionally, **High School** girls can also wear maroon or light blue hijabs.

BOYS' UNIFORM IN EARLY CHILDHOOD, ELEMENTARY, MIDDLE, AND HIGH SCHOOL:

SHIRT COLOR: Solid white, navy blue, light blue. **High School** boys can also wear maroon and black shirts.

SHIRT STYLE : Collared polo or collared dress shirt (no t-shirts)

THOBES & TRADITIONAL DRESS: Solid white, black, light blue or navy on non PE days.

PANT COLOR: Solid tan khaki or navy blue. **High School** boys can also wear black pants.

PANT STYLE: Loose tan khaki or navy blue dress pants (no sweatpants/ jeans/ skinny fitted pants)

UNIFORM REQUIREMENTS APPLICABLE TO ALL STUDENTS:

SWEATER: Solid navy blue sweater or sweater vest to be worn in school

SHOE COLOR: Preferably black, brown, white or navy.



SHOE TYPE: Tennis shoes, Oxfords, loafers or sneakers (**no high heels, sandals, slippers, boots, rain boots**)

Shoes cannot have sound or light features since this causes a distraction to the other students.

ILM LOGO:

All shirts and uniform tops must have an ILM logo sewn onto the upper left corner of the uniform. The logos will be purchased from the school.

PE DRESS CODE:

It is required that students wear tennis shoes/sneakers on days they have PE. In addition, girls should try to wear Al-Amira style (2 piece) hijabs and not wear jilbabs on the days they have PE.

STUDENT DRESS CODE & DRESS CODE VIOLATION

Students at ILM Academy are required to dress according to Islamic requirements.

In addition:

- Clothing must be pressed or ironed, and clean.
- Nails should always be trimmed.
- Nose, lip, eyebrow and tongue rings and jewelry are not to be worn at school. Student will be asked to remove any such rings and jewelry in school.
- **Nail polish & makeup are not allowed while at school. If students come to school with fake nails, nail polish, and/or visible makeup, they will be asked to remove it in school.**
- Hair for boys - front should be cut above eye-level. Hair in the back should be cut above the collar.
- (PreK - Grade 3) Hair for girls – should be tied up/pinned back firmly or cut above eye-level.
- **Hijab should be worn in a way that hair, ears, neck and chest should be covered from the front and the back. Students will be asked to fix her hijab in school.**
- ALL jackets, sweaters & hijabs (for PreK-3rd grade) should be labeled with the student's name. Clothing items that are left in school will be kept in the lost and found section of the Multipurpose Room for the entire week until that week's Friday's dismissal time. Unclaimed items will be donated/thrown out after dismissal on the Friday of that week. If your child has lost a clothing item and cannot find it, please email administration.

The teachers and administration will enforce the dress code strictly. Your cooperation is highly appreciated. In the case that a child is not dressed according to the dress code, the administration will



- 1st violation = verbal warning
- 2nd violation= written/email warning
- 3rd violation = student will not be allowed in classroom until parents bring proper uniform and violation is corrected

PARENT/ADULT/VOLUNTEER DRESS CODE

ILM Academy is an Islamic institution where adult attire plays an important role in setting a positive example for our students. We expect parents, teachers, and volunteers to maintain a professional appearance that reflects Islamic values, serving as role models in both dress and grooming. As such, clothing like capris, shorts, tank tops, flip-flops, or any attire inappropriate for an Islamic setting is not permitted at ILM Academy.

Parents and caregivers are kindly requested to wear modest, loose-fitting clothing when on school premises. This includes avoiding low-cut blouses, see-through garments, off-the-shoulder tops, halter styles, tank tops, or any clothing that reveals the midriff. Additionally, arms (up to the wrists) and legs (up to the ankles) should be fully covered when entering the school or attending any school-wide events, whether on or off-campus.

In alignment with our school policy of Hijaab, which is mandatory for all females in 4th grade and above, it is preferable that women cover their hair and neck when on school grounds.

By adhering to these guidelines, we help maintain a respectful and harmonious school environment, rooted in our Islamic principles.

ACADEMICS

PRESCHOOL CLASSES AND MONTESSORI CURRICULUM

All students in Pre-K & Montessori will receive instruction in the following subjects:

- Language Arts: Grade appropriate reading, writing, vocabulary, grammar and spelling skills.
- Mathematics: Grade appropriate instruction in mathematical computation and concepts.
- Science: Scientific concepts and observations as they relate to the world
- Focus on social and emotional development.
- Islamic Studies: Basic concepts in Islam.
- Qur'an: Alphabet recognition and reading skills development in addition to memorization of select surahs of Qur'an.



- Arabic: Vocabulary and language structure for development of basic comprehension and speaking skills

ELEMENTARY & MIDDLE SCHOOL CURRICULUM

All students in Kindergarten and higher grades will receive instruction in the following subjects:

- Language Arts: Grade appropriate reading, writing, vocabulary, grammar and spelling skills.
- Mathematics: Grade appropriate instruction in mathematical computation and concepts
- Science: Scientific concepts and observations as they relate to the world
- Social Studies: Studies in history and Geography with an emphasis on Islamic History, Geography of Muslim lands and Islamic Social Studies.
- Arabic Language: This is taught in order to enable students to read, write and understand the language of Islam.
- Islamic Studies: Various aspects of Islamic knowledge and history.
- Qur'an: Reading, memorization and tafseer of select surahs.

Physical education, technology and Art are integrated as needed into instruction and activities.

HOMEWORK

Homework teaches responsibility and reinforces the concepts learned in class.

Please do not complete your child's homework for them as it is designed to be part of the cycle of learning started at school. You may help your child with their homework in the following ways:

1. Provide a place to work at home, which is quiet and away from distractions.
2. Encourage your child to structure their time at home, setting aside a specific time for homework, and setting a time limit to complete each assignment.
3. Encourage your child to develop an organized system of keeping track of what homework is assigned and when it needs to be turned in.
4. If you have any concerns regarding homework, please contact your child's teacher. Students will not be allowed to call home to ask for forgotten homework to be delivered. Teachers may have their individual policies regarding late/missed homework.

ASSESSMENT

Students in Year 3 Primary Montessori, Elementary Montessori, and KG-8th grades will take



Ready Testing 3 times a year in Fall, Winter, and Spring. In addition, teachers will also conduct regular formal and informal assessments in the form of chapter tests, and quizzes.

GRADING POLICY

Class participation (25%) is defined as class work, notebook, involvement in discussion and activities, and preparation for class, such as having books and supplies.

Chapter/Unit test (25%) minimum of 3 tests per quarter and maximum of 5 tests. All tests must include 20 -30 questions per test.

Quizzes (15%) minimum of 5 quizzes per quarter and maximum of 15 quizzes. All quizzes must include 3 - 5 questions per quiz.

Projects/Presentation (25%) is defined as class projects, lab works, and papers. (2-3 Projects a quarter)

Homework (10%)

GRADING CODE

Grades on report cards and standardized tests are expressed in percentages, 100% being the highest a student can achieve.

The following table shows how to interpret letter grades:

Grade	Percentage	Description
A+	99% or higher	Excellent
A	95-98%	Excellent
A-	90-94%	Excellent
B+	89%	Good
B	85-89%	Good
B-	80-84%	Good
C+	79%	Average



C	75-78%	Average
C-	70-74%	Average
D+	69%	Below Average
D	65-68%	Below Average
D-	60-64%	Below Average
F	0-59%	Fail
N/A	-	Not Applicable

HONOR ROLL

At the end of the school year, students in Grade 1 and above may be recognized on one of the following honor rolls:

1. Principal's Honor Roll: If a student has achieved all A's except in Arabic, Quran, PE, Art, and Computer Science.
2. Honor Roll: If a student has achieved 2 B's and rest are A's except in Arabic, Quran, PE, Art, and Computer Science. A student with a C on any core subject plus Islamic Studies is automatically excluded from the honor roll.

REPORT CARDS

Report cards will be sent at the end of each quarter. Parent-Teacher Conference will be conducted twice a year.

RETENTION POLICY

No 1st - 8th grade student shall be promoted to the next grade level if the student:

- does not achieve grade level on iReady assessment in reading and math
- does not achieve 70% or better in all core subjects (ELA/Reading, Math, Science, and Social Studies)
- if a student receives a teacher recommendation for retention



BEHAVIORAL STANDARDS

BEHAVIOR EXPECTATIONS

Islamic values require individuals to show respect for themselves as well as in dealing with other people or things. Students are to show respect when handling themselves, and when dealing with other students, teachers, staff, parents, visitors and property. Any behavior that violates a school rule is considered unacceptable.

STUDENT CONDUCT AND RESPONSIBILITY

At ILM Academy, we have high expectations regarding student discipline and behavior. Good moral conduct and self-control are expected to be exhibited by all students. The purpose of these standards is to provide an atmosphere conducive to learning, develop a sense of responsibility and to aid student growth in self-discipline.

SCHOOL CODE OF CONDUCT

Students at ILM Academy are expected to act in a safe, responsible and respectful manner and to treat others with politeness and consideration. In the interest of establishing a proper learning environment, ILM Academy has set the following expectations for student behavior. These include but are not limited to the following:

A. Respect Your Teachers

1. Talk to your teacher in a respectful manner.
2. Raise your hand to speak.
3. Voice your concern politely.
4. Listen when your teacher or classmate is speaking.

B. Respect Others

1. Settle disputes in a way that pleases Allah.
2. Use appropriate language at all times.
3. Be friendly, courteous, and encouraging.
4. Speak in a positive manner.
5. Keep your hands to yourself.

C. Respect the School

1. Move through the building in an orderly manner.
2. Keep your space neat and organized.
3. Place trash in the trash can.
4. Take care of school and your own materials and devices.
5. Get involved in school activities and volunteer for school events.

D. Respect Yourself



1. Come to school clean, neat, and ready to learn.
2. Bring textbooks, notebooks, and completed assignments.
3. Adhere to the dress code.
4. Follow directions.
5. Seek Allah's help to do your best.

DISCIPLINE POLICY

ILM Academy believes that an effective instructional program requires an orderly and safe school environment. Positive discipline teaches children where the limits are set, how to maintain control over themselves, and how to problem solve in the event of conflict.

The administration has developed the following guidelines for student conduct on school property and at all school sponsored activities. The following is to inform students and parents of the rules at ILM Academy for student conduct and possible consequences for breaking these rules. Disciplinary measures include verbal reminders, written warnings, loss of privileges, detention, suspensions, or expulsion, all depending upon the severity of the situation.

A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible.

To help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

- Encouraging students to use their words when having a disagreement with another student. Facilitating students in their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns (Incident Report).

The following is a discipline plan for the classroom.

Teacher Will:

- Teach classroom/school routines to the students.
- Discuss appropriate classroom behavior with the students.
- Establish expectations for student behavior.
- Teachers will utilize the following techniques to manage and direct the students back to the task at hand.
 - **Redirection:** If a child is engaged in undesirable behavior we will present the child with an alternative and/or acceptable behavior or activity.
 - **Verbal warning & intervention:** The teacher will first discuss why the behavior is inappropriate and what is acceptable and expected of him/her.
 - **Consequences:** The consequences of continued misbehavior are detailed below in



the table

Parents are asked to reinforce positive behavior in their children and to teach them that manners are the essence of Islamic conduct.

DISCIPLINE PLAN OVERVIEW

Level I Offense	Explanation	Discipline Plan/Consequence
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity (purposeful distraction etc)	1st violation - verbal warning 2nd violation - written warning (email or incident report) 3rd violation - student will not be allowed in classroom until violation is corrected 4th violation - Parent conference
Violating Classroom and/or General School Rules	Not following the classroom and/or area rules	
Abuse of Technology & School Issued Material	Not using technology appropriately - gaming, google searches etc that are not in alignment with the academic instruction. Improper use of school issued material	
Use of makeup	Using cosmetic products where it is visible and obvious	
Not wearing the correct uniform	Not wearing the correct uniform	
Lying/concealing the truth without causing harm to others	Not cooperating with teachers/administration in regards to discipline investigations or questioning. Inflicting emotional harm on	



	others.	
Chewing gum / Drinking soda	Chewing gum & drinking soda while on campus	
Using other students' belongings without permission	Possessing or using other students' items	
Losing personal property or school issued items	This includes; books, stationary etc	
Minor pushing/shoving	Pushing and shoving that does not result in any harm to individuals physically or emotionally and does not cause property damage.	
Littering	Throwing or dropping paper, trash, or other material on the floor or ground	

Level II Offense	Explanation	Discipline Plan/Consequence
Academic Misconduct	cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	
Cursing / Using Offensive Language	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/racial slurs/	



	teasing/joking/passing notes	
Defiance	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, labs, projects, or other assignments given by the teacher	Step 1 - verbal warning Step 2 - student conference
Inappropriate Intermingling	Exchanging in or attempting to exchange verbal or written conversations or gestures with the opposite gender, that are <u>non-academic</u>	Step 3 - written warning (email or incident report) Step 4 - Parent conference Step 5 - 1 day in school suspension (ISS)
Cell Phone, watches with the internet access (text/call), camera Possession & Use During School Hours	Bringing cell phones, watches with the internet access, cameras to the school, using cell phone,watches with the internet access, cameras on school premises during the school hours (consequences start from violation 3, all these devices will be taken away from the student)	Step 6 - 1 day Out of school suspension (OSS)
Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	
Forgery	Knowingly forging a signature other than their own on any document	
Buying &/or selling items without permission	Buying and selling store bought or handmade items on the school premises for personal financial gains without administration knowledge/permission	



Skipping Assembly, Class, Lunch, Salah or any Other Required Activity	Intentionally missing class or salah without excuse or permission.	
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Level III Offense	Explanation	Discipline Plan/Consequence
Plagiarism	Plagiarism is defined as “the practice of taking someone else's work or ideas and passing them off as one's own.” Someone else could be another student, a parent, or an author of printed or electronic material (AI writing Apps such as: ChatGPT, Open AI, Chatsonic etc.). The plagiarized assignment will be graded ZERO.	Step 1 - Written note (email or incident report) & 2 day Lunch Detention Step 2 - 1 day in school suspension (ISS)
Extortion, Intimidation, Menacing Incitement	Threatening another person verbally or nonverbally by inflicting fear, causing damage to individuals or to property, or instigating or encouraging misconduct	Step 3 - 1 Day Out of school suspension (OSS) Step 4 - Expulsion Warning
Fighting or Assault	Hitting, pushing, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her and/or causing harm	Step 5 - Expulsion from the School
Immodest or Immoral Behavior or Physical Contact	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter including vulgar, lewd, or promiscuous conduct both on-campus or at any school sponsored activity.	



Level IV Offense	Explanation	Discipline Plan/Consequence
Sale, Use, Possession, or Distribution of any Illegal Substance	Sale, Use, Possession, Using, Selling, Purchasing, Distributing, Possessing or Distribution of an Illegal substance or attempting to possess illegal substances on or off school grounds.	1st Violation - Expulsion (These offense's have zero tolerance at ILM Academy)
Sale, Use, Possession, or Distribution of any Firearm	Using, Selling, Possession, Purchasing any weapon and/firearms of any kind in and around the school.	
Offensive or Pornographic Materials	Bringing, possessing, accessing, or displaying offensive or pornographic materials including but not limited to pictures, magazines, books, or websites., that offends common decency or morale.	
Attempted robbery or attempted burglary	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authorization or approval.	
Arson or attempted Arson	Possession, use, and sale of any explosive, repellent, and/or destructive device which presents a risk of danger to life or property.	



Bomb Threat or False Alarm	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system or making false "911" calls.	
Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property.	
Gambling	Participating in or organizing games of chance to gain money, profit or other items.	

The school adheres to the following policy regarding the safety and well-being of others:

- There is a ZERO TOLERANCE policy for fighting, bullying, threatening, or physical or verbal abuse of others.
- We have a ZERO TOLERANCE policy regarding any type of violence.
- Disciplinary action will be reviewed case by case by administration.
- Depending on the severity of the offense by the student, consequences may be administered per administration's discretion.
- **Parents, please be respectful when communicating with your child's teachers and administration. We are here to serve the best interest of you and your child. We appreciate your continued support and cooperation.**

CELL PHONE POSSESSION & USAGE POLICY AT ILM ACADEMY

Cell phones are disruptive to the school and classroom environment; they contain games, internet connection, camera etc, and are therefore prohibited at ILM Academy.

Students are not to use cell phones anywhere in the school building for any reason. Students may ask permission to use a phone in any office at the school for urgent situations. Parents can call the school to reach their child in the case of an emergency. Cell phones found in the possession of students will be taken away by teachers/staff members. Parents will be sent an email informing them about the cell phone possession and usage policy violation and will be required to collect their student's cell phone from the office. Cell phone possession and usage is a level II offense. Please refer to the discipline overview table above for further details. High school students ONLY are allowed to have their cell phones on silent in



their bags/lockers for use in case they leave campus or need to contact an online teacher. Their cell phone will be taken away by teachers/staff members if they are seen carrying a cell phone in their hands or pockets.

SCHOOL PHILOSOPHY ON CELEBRATIONS

Birthdays:

At ILM Academy, we do not celebrate individual birthdays of the students. You are kindly requested NOT to send cakes, gifts or invitation cards to the school. The teacher will not hand out such items.

Please do not send any food, snacks, goody bag items etc to be distributed in your

student's class. If you would like to send something, please inform the teacher 24 hours in advance and the item must be individually wrapped/packaged. The item will be given at dismissal (as long as it is not related to the student's birthday etc) for the classmates to take home.

Celebrations & Holidays in General

ILM Academy does not endorse or support holidays and celebrations such as Halloween, Thanksgiving, Christmas, New Years, Valentines, the Prophet's Birthday etc. Teachers will ask students to refrain from discussing their activities at home based on these holidays and celebrations should parents choose to honor/celebrate them. These holidays and celebrations may be discussed in Islamic Studies or Social Studies as a viewpoint or cultural study but students will NOT be encouraged to support or join in celebrating them.

HEALTH

ILLNESS

To ensure that all our staff and students are safe while at ILM Academy, please make sure to keep your child home or take them to the doctor's office (if needed) if any symptoms (see below) of illness occur or if your child may be contagious.

Please follow the general guidelines below to determine when your child should stay home:

- Elevated temperature - above 99.8 degrees within the last 24 hours (Normal is 98.6).
- Vomiting - within the last 24 hours.
- Diarrhea - within the last 24 hours.
- Strep throat – minimum of 24 hours on antibiotics before returning to school.



- Nose discharge - thick, colored drainage (may need to be evaluated by a physician).
- Head lice - until treatment with medicated shampoo or oil treatment and/or no live lice or nits found.
- Chickenpox or blisters – must stay home until all blisters have dried to scabs (about 6 – 10 days).
- Rash - that has not been diagnosed as non-contagious - skin rashes may or may not be contagious; however, the diagnosis cannot be made at school. If a skin rash occurs, the child should remain at home and a physician is contacted for diagnosis and appropriate treatment.
- Pink eye - refers to an inflamed eye. It often includes sticky discharge from the eye and pinkish tint in the sclera (whites of the eye). Your child may return to school after taking antibiotics for 24 hours. If after 24 hours, the eyes still look quite pink and there's a lot of discharge, your child can only return to school after 72 hrs of taking antibiotics. Contact your child's physician for advice/treatment.
- Cough - repetitive coughing that interferes with a child's activity or play. May need to be evaluated by a physician.
- Persistent pain of the body - such as the ear, stomach, etc. Should be evaluated by a physician.

If your child exhibits any of the above symptoms or any other health related issues, please discuss them with your child's pediatrician before sending him/her back to school.

Parents are REQUIRED to inform administration on the day of your child's absence, with an explanation of his/her sickness & symptoms.

In the event that any of these symptoms occur while the child is at school, the parent will be requested to take the child home. A student who has been prescribed antibiotics needs to have been on antibiotics for at least 24 hours before returning to school.

If a child has been vomiting, please do not send them to school until they have been well for 24 hours.

If a child has had a fever - parents must keep the child home until 24 hours pass without fever reducing medication.

EMERGENCIES

In case your child should fall sick or get injured during the school day, you will be contacted and requested to pick up your child. If the school is unable to reach you, the emergency contacts on file for that child will be contacted and asked to pick up your child.

If there is a change in emergency information, please notify the school immediately so that our



Records can be updated. Please make sure the school has your current contact information (phone, email, address) so you can be contacted in an emergency.

MEDICATION & ALLERGIES

Please keep the school informed about allergies, diseases, or other conditions your child may be exposed to. The school should have a written record of your child's condition (if any exist) and specific instructions for their care. All information will be kept confidential.

In case your child requires medication during the school day, he/she must come to the office to have it dispensed. Written permission from the parent/guardian detailing the name of the medication, method of administration, dosage to be given and times of administration must be provided to the school. The students will self-administer the medication, per GA State Law.

IMMUNIZATIONS

All students are required to have had all age-required immunizations before attending school at ILM Academy. Immunization records must be filed with the school showing the dates when children received DPT, Polio, MMR, Varicella 1, Hepatitis B, Tetanus shots, COVID vaccine (if applicable).

LUNCH

We require parents to send their children to school each morning well prepared to learn, by having a healthy breakfast at home and sending a healthy and nutritious lunch each day. Please be mindful to pack as much as you expect your child will be able to eat in 20 minutes. Lunch should be sent in a lunch box or bag that is clearly labeled with the student's name. School staff WILL NOT warm lunches for students. Parents are expected to send food that is at room temperature or kept in insulated containers/foil so that students can eat it easily.

Soda drinks, store bought coffee/tea drinks, candy, chocolate and chips are not suitable for lunch or for promoting healthy eating habits in our students.

Fast food snacks/lunches are not encouraged as a daily snack/lunch for students at ILM Academy. In the case that a student needs to bring such items, they must be taken out of the 'branded' bag/packaging and put into a generic bag/lunchbox/container. Consuming such lunches regularly is not healthy and promotes an unhealthy eating habit and culture in the school along with negatively affecting other children's habits and preferences.

Parents are requested to NOT send any food, snacks, goody bag items etc to be distributed in the school. If you would like to send something, please inform the teacher 24 hours in advance and the item must be individually wrapped/packaged. The item will be given at dismissal (as long as it is not related to the student's birthday



etc) for the classmates to take home.

ALL water bottles & lunch boxes should be labeled with the student's name. If these items are left in school, they will be kept in the lost and found section of the Multipurpose Room for the entire week until that week's Friday's dismissal time. Unclaimed items will be donated/thrown out after dismissal on the Friday of that week. If your child has lost an item from this category and cannot find it, please email administration.

MISSING LUNCH

If a student does not have lunch the school will contact the parent to bring their child lunch. In case the parent is unable to bring the lunch to school, the school will provide a snack/lunch item to the student, if the parent gives permission over the phone for those items to be given to the student.

ABSENT STUDENT HOT LUNCH

Hot lunch will not be saved for absent students. For hygienic and health issues, we will not keep leftover lunches for absent children. In the case that the absent student has a sibling on school premises the absent students hot lunch will be given to the sibling

FASTING DURING SCHOOL HOURS

The school does not encourage children under the age of 10 to fast regularly on school days during Ramadan. If a fasting student shows signs of dehydration or fatigue, is lethargic, or cannot participate in classroom activities, the teacher will ask the student to break his or her fast. Parents should continue to pack a nutritious lunch and snack for their children who are not fasting.

ILM ACADEMY IS A NUT FREE ZONE

ILM Academy is a **Nut Free Environment**. No nuts or food with nuts are allowed in the school. If a student brings a snack/lunch item containing nuts, they will not be allowed to eat it on school premises.

Reporting allergies to the school - Parents are responsible for keeping the school informed about allergies their child has. The school should have a written record of your child's condition (if any exist) and specific instructions for their care. All information will be kept confidential. Parents are required to fill out a FORM at the beginning of each school year or update administration with any developments throughout the year. (The school must be provided with appropriate medication/Epipen if your child's doctor has prescribed them for the student.)

In school events (bake sales/class parties) - ALL food that is provided for such events must be nut free. Parents must NOT use any nut products in the preparation of home cooked food that is being sent to school.



School events outside of school hours - Some food items at the event may contain allergenic ingredients or pose a choking hazard. Parents and their children hold the sole responsibility to check for allergy inducing ingredients and as such are responsible for any reaction induced after the consumption of any food at the event.

DROP-OFF/DISMISSAL PROCEDURE

CURBSIDE DROP-OFF/DISMISSAL SYSTEM & PARKING LOT PROCEDURES

The safety and well-being of all students is of utmost importance to us. The system is being implemented so that students enter and exit cars in a safe and organized way and that their presence in the parking lot is limited during pick-up/drop-off times.

Curbside drop-off and pick-up will apply to all students from preschool to 12th grade.

All parents are issued 2 free carpool ID tags for your vehicle(s) from the school. The carpool ID tag is required for identification of your car when you arrive to pick up your children. Additional carpool ID tags can be obtained for a cost of \$5 each.

Rules and Guidelines:

- Parents are required to wait patiently for their children to be dropped/dissmissed when in the carpool pickup/drop off land. Please be courteous and follow safety guidelines at all times
- Follow all signs and directions from school personnel. If needed, you may be asked to park your car and accompany your child/ren to the school building.
- Review map for authorized parking spaces. Do not park in spaces, which are not designated for school use.
- Parking will not be allowed in the curbside pick-up/drop-off zone except handicap parking for authorized use only under federal law
- Do not use cell-phones when driving in the parking lot or the curbside drop-off/pick up zone
- Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on so you can see better and others can see you
- Drive slowly and watch out for children
- Do not block entrances and intersections at any time
- Do not honk the horn unless it is for safety or emergency reasons
- No students are allowed in the parking lot during curbside pick-up/drop-off times. Children must be accompanied by parents at all times when outside the building
 - Curbside drop-off/pick-up procedures are in effect only during the specified times. Parents must park and come inside the building to pick-up or drop-off their children after the



designated times.

Drop-off/Pick Up - If you need to enter the school building during school drop-off time, please do so after dropping-off your child/ren first using curbside drop-off, then park your car and proceed to the building. For your own safety, do not walk through the curbside pick-up/drop-off lane

- Parents are prohibited from engaging in conversations or socializing in the school parking lot.
- School staff are only there to facilitate pick-up and drop-off. Do not ask them to perform other tasks beyond what the school has assigned them. For instance, they should not be requested to deliver paperwork, checks, lunches etc.
- During pick-up, school staff are not responsible for fastening seat belts or securing children in car seats. Parents must ensure the safety of their children personally in their vehicle.

WAITING FOR CURBSIDE DROP-OFF/DISMISSAL

- At ECC please turn on your emergency lights when waiting in this lane as traffic may need to pass by you while you are in line.
- Ensure that your carpool ID tag is hanging from the rear view mirror before entering the waiting lane

CURBSIDE DROP-OFF PROCEDURES

- Pull your car into the curbside drop-off zone (see map). Children can only exit the car once the teacher opens the door.
- Students must exit vehicle from the PASSENGER'S SIDE only
- Ensure that your car is in parking gear as your child exits. This will prevent the car from moving accidentally.
- Have all school materials including backpack and lunch ready before student exits vehicle
- No trunk unloading allowed in this zone.
- Once the student has exited the vehicle, move car forward to exit drop-off zone slowly and watch out for oncoming traffic on the main road / in the parking lot

CURBSIDE DISMISSAL PROCEDURES

- Designated ILM Academy staff will call your child from inside the school using the carpool ID tag for identification
- Ensure that your vehicle is in parking gear before your child enters the vehicle to prevent the car from moving accidentally



• Students must enter vehicle from the PASSENGER'S SIDE ONLY

- Parents are responsible for fastening seat belts or securing children in car seats
- Once your child has safely settled into the vehicle, please move forward to exit the pick-up zone slowly and watch for traffic in the parking lot and/or main road.

BUS SERVICE AT ILM ACADEMY

ILM Academy provides an optional Bus Service to its parents. There are two bus routes; Marietta and Cumming. The Marietta route has stops at East Cobb Islamic Center and Ibad ur Rahman. The Alpharetta/Cumming bus route starts at exit 13, and then from exit 11 separate travels down Highway 9 to the school. (Masjid Hamzah and ICNF) Service charges are \$220/month for each child, parents are requested to contact the Business Office if they are interested in registering for the service. If there are any stops separate from the two bus stops (if there is “at-home” drop off service requested), the charge is additional \$50/child or a max of \$100/family for more than one child. The bus is a service provided by the school to facilitate ease with transportation of students and to maintain enrollment. Preference is given to students who request transportation both ways to-and-from school. Children taking the bus one-way will be charged \$130/child.

BUS SAFETY PROCEDURES

- Parents must check the temperature of their children before sending them to school
- Bus drivers will do a temperature check before the students' get on the bus and another temperature check will be done upon arrival at school.
- Bus drivers will periodically open windows for cross ventilation to allow for some fresh air.
- Bus Whatsapp group: The purpose of the Whatsapp group is for communication regarding bus related updates. Location Services for the driver will be shared within the group. A school administrator will be on the group to assist with any school questions.
- The Bus Driver’s instructions should be followed at all times. Children must know to listen to and respect our drivers.

BUS RULES & GUIDELINES

- NO food or drinks are allowed on the bus - water bottles are acceptable.
- Bus whatsapp group: Parents CANNOT text personal questions/pictures into the group chat or call the bus driver during the route. Parents must email the Business Office at: businessoffice@ilm-academy.com for any questions or concerns. Text messaging must be limited once the bus route has began
- Bus drivers will not wait more than 2 minutes past the bus route departure timings before moving on to the next stop. Please respect the timings provided by the school to ensure everyone gets to school on time, and arrive at the designated area based on location services



provided.

- Bus charges will not be reduced even if the child is not using the bus service for all days of the month or if there are absences/holidays/breaks/days off.

CONSEQUENCES

1st violation - Verbal warning by Bus Driver

2nd violation - Student will be reported to administration and a verbal warning will be given to the student again

3rd violation - Written and email warning will be sent from the administration to the parent

4th violation - 3 day suspension from the bus

5th violation - Permanent suspension from the bus

REPORTING OF CHILD ABUSE/NEGLECT

School staff and employees are required by law to report suspected child abuse or neglect. It is not the school's or the staff's role to investigate suspected abuse – only to report it. If such a situation occurs, the school administration will call DDHS, Child Abuse Hotline, the County Department of Social Services or local enforcement agencies and report the suspected abuse or neglect.

SCHOOL SAFETY

Each academic year, we conduct various safety drills—including fire, intruder, and weather drills—to ensure staff and students are well-prepared to follow the necessary procedures. As our school's general practice, the parents are not informed before these drills since the purpose is to prevent sensitization to announced drills, ensuring our staff & students remain responsive during a real crisis when quick action is crucial. Also, we ensure that developmentally appropriate language is used when educating students about these drills without receiving mixed information from home.

All students are required to participate in every school-directed safety drill. If your student needs physical accommodations during the drills, please inform the school at the beginning of the school year. Multiple strategies will be employed to cater to the specific needs of a student requesting accommodations.

FIRE DRILLS

Fire drills are regularly conducted at the school. Students will practice following exit routes to an assigned area outside the building in a quiet and orderly manner.

INCLEMENT WEATHER / NATURAL DISASTER DURING THE SCHOOL DAY

In the event of a weather emergency students will remain in a safe place inside the school. If a severe weather warning is in effect in the school area students will NOT be dismissed until the



Warning is lifted. The school will notify parents via text/phone message to pick up their children when it is deemed safe to start dismissal.

INTRUDER LOCK DOWN

In the event that the school needs to lock down due to safety reasons, all doors will be locked and no parents will be allowed to enter the building to pick their children until the lockdown is lifted.

COMMUNICATION

ALMA (Teacher to Parent)

Teachers use ALMA as the primary source of communication for informing parents about student grades and progress. Teachers use ALMA to send emails to parents. Parents can also use ALMA to communicate with their student's respective teachers and administration. Parents are requested to check ALMA regularly to stay informed about their child's progress.

COMMUNICATION FOLDERS

Teachers may use communication folders and/or daily planners for the purpose of sending back classwork, quizzes, homework, tests, behavior reports etc. Teachers/administration may send letters and school notices that require parent attention and/or prompt reply.

GOOGLE CLASSROOM

Teachers use Google Classroom to upload daily classwork and homework assignments, quiz and test announcements, reminders and other special announcements. Students and parents are required to check their Google Classroom daily.

PARENT TEACHER CONFERENCES

Parent teacher conferences will be held two times a year. Parents will receive a sign up genius link to make an appointment with their child's teachers on the designated day. It is the parent's responsibility to try their utmost best to attend these conferences, as they will help keep the parents informed about events at the school and also aid in overcoming any problems that may be faced by the student. In the case that a particular student is not performing as expected at his/her grade level, is having disciplinary issues or is experiencing some other problem, the teacher may request a separate appointment with the parents of the child. We believe that the success of our students lies in a healthy, cooperative relationship between the parent and teacher, as they both have a major influence on the student's future.



PARENT COMMUNICATION WITH TEACHERS

The homeroom teacher is the primary point of contact for each student in PreK - 5th Grade, Bambinos, Primary and Elementary Montessori. For subject specific concerns, parents should email the subject teacher. Contact the subject teacher regarding any questions or concerns you might have for students in Grade 6- 8. When parents have a general question, want more information, or need clarification of a situation concerning general classroom matters or social problems, they are required to contact their child's homeroom teacher through email.

The following steps should be followed:

Step 1: Parents must email the student's teacher regarding any concerns (academic, social, emotional etc).

Step 2: The teacher/staff member will try to resolve the concern over email.

Step 3: An in person conference between the parent and teacher can be arranged to try to resolve the concern.

Step 4: If either party is not satisfied by the resolution agreed upon, the concern may be escalated to the director of that department by sending an email to the administration.

Step 5: Department director will try to resolve the concern over email.

Step 6: An in person meeting will be arranged if needed.

Step 7: If either party is not satisfied by the resolution agreed upon, the concern may be escalated to the board by sending an email to the board.

Parents are not allowed to communicate with teachers during drop-off, instruction time, or dismissal, as this will interrupt instruction and may hinder the safety of students at the school. In addition, parents are not allowed to contact school staff (administration or teachers) on their personal cell phone numbers via text or phone call for school related issues. **All concerns MUST be addressed via email.** Urgent matters should be directed to the Administration or parents can call the school phone number. Parent volunteers must not use the time of their volunteering duties at ILM Academy to address the teacher(s) of their child regarding personal or academic concerns.

MONTHLY CALENDAR

The monthly calendar as well as school-wide announcements will be shared by administration from time to time.

INCIDENT/ACCIDENT REPORT

Incident reports may be emailed to parents to inform them of accidents, injuries, serious educational and/or behavioral matters that require immediate attention and



acknowledgment.

PARENT-TEACHER MEETINGS

Parent-Teacher meetings may be requested by parents at any time during the school year and require a prior appointment made via email communication between the parent and teacher. The teacher will arrange for a meeting at a convenient time during school hours and outside of the instructional time to adequately discuss the matter with the parent. Parents cannot 'drop-in' to school or call the school phone number and request to meet a teacher .

BOARD COMMUNICATION WITH PARENTS

The board holds regular meetings as well as board-parent town hall meetings. Parents are encouraged to attend such meetings as valuable strategic decisions will be communicated. Parents are also welcome to ask questions, share their views, give suggestions and provide constructive criticism.

- Parents must abide by the rules of these meetings.
- Personal, private matters, and issues related to human resources cannot be addressed by the board in a public or open board meeting.
- Concerns of academic or behavioral nature related to a student at ILM Academy can be escalated to the board only if it has not been satisfactorily resolved by the school administration.
- Requests for meeting with the board should be submitted by email to board@ilm-academy.com along with a description of the purpose of the meeting.
- The board will meet with the parent(s) to inquire about the facts and the issues. If a solution cannot be reached in the meeting, a private board meeting will be held to resolve the issue in light of the school vision, mission and policies.
- The board will communicate its decision to the parents in writing. The board's decision is final.
- The board will not entertain any meeting request regarding academic or social concerns of an enrolled student if it has not been addressed by the administration first.
- Parents, as stakeholders, may also request to meet with the board to address general concerns of educational or strategic nature. The Board welcomes such meetings as well as any suggestion and advice.
- Parents are not allowed to speak on behalf of other parents in their absence regarding any matter to ILM Academy faculty, staff, administration or board members without presenting a legal document establishing power of attorney rights.
- Parents willing to address ILM Academy in groups are welcome to submit their concerns in writing and request a meeting with the board. Parent group representation is not allowed outside of the Parent Teacher Organization. Parents cannot use the venue of ILM Academy public events and meetings to raise issues not



listed in the agenda of that event.

- Parents are not allowed to send any mass messages (electronic, printed or otherwise) to the parent body, school faculty and administration or to the community on behalf of ILM Academy or the ILM Academy parent body.
- Accessing, viewing, printing, copying, or distributing any confidential information belonging to ILM Academy, including contact information of students, parents or staff is illegal and will result in legal action against the offender(s).

COMMUNICATION BETWEEN PARENTS PARENT TEACHER ORGANIZATION

The PTO is an organization within ILM Academy that connects the parents with the staff such that both parties work together to provide services and activities to the school that would otherwise be difficult to carry out if the school didn't have the support from this organization.

Each ILM Academy family is required to volunteer a minimum of 20 hours per academic year. Attending meetings, joining one of the committees, chaperoning for field trips, or helping at events will count towards these mandatory hours for your family.

Parental involvement, support and attendance at our events will directly impact the success of ILM Academy which ultimately means success for our students in their daily life!

PARENT TEACHER ORGANIZATION STRUCTURE

Administrator/Teacher - Parent Liaison - Administrator and/or teacher representative who will be the link between the parent organization and the school staff

ECC (PreK-KG & Primary Montessori) Lead - The parent that monitors and coordinates the ECC grades and the class moms. He/she will report to the Administrator/Teacher - Parent Liaison

IMC (1st - 4th & Elementary Montessori) Lead - The parent that monitors and coordinates the IMC elementary grades and the class moms. He/she will report to the Administrator/Teacher - Parent Liaison

IMC (5th - 12th) Lead - The parent that monitors and coordinates the IMC middle and high school grades and the class moms. He/she will report to the Administrator/Teacher - Parent Liaison



Class Lead Parent / Class Moms - Parents can sign up to be the class lead parent/class mom. Roles and responsibilities for this position will be sent to the parents in an email from their homeroom teacher.

Class Whatsapp Groups: These are established to enable efficient & prompt communication between parents of a class. They are useful for planning class parties, raising funds for a class specific item, rallying support for a school wide initiative or event etc. Communication on the class whatsapp groups **MUST** be restricted to school related information that has been approved by the Administration **ONLY**, and cannot be used to promote any personal interests or ideas. Academic questions or concerns are best addressed by reaching out to the appropriate teacher rather than discussing on the whatsapp group. The lead class parent for each section will be the moderator for the whatsapp group along with the class mom for that group. They will enforce the rules and regulations of the group and take appropriate actions if they are not followed.

COMMUNICATION ETIQUETTES

ILM Academy is an Islamic school that provides an educational and safe environment conducive to nurturing children with the best Islamic manners and character. ILM Academy faculty, staff, administration and governing board members will always address parents and community members with respect and courtesy.

Parents are required to abide by the standard of ethics and Islamic mannerism. Conduct that goes against the basic Islamic ethical code will not be tolerated. Disrespecting any employee of ILM Academy, using profanity, vulgar language or making obscene gestures to students, teachers or staff, damaging school property, engaging in name-calling, ethnic/racial/social slurs, using indecent or immoral language, or forcing oneself into the school premises without prior approval from the administration or using violence may lead to calling law enforcement, immediate expulsion and pursuing of legal action against the offender(s).

PROMOTION OF NON-ILM SPONSORED EVENTS

ILM Academy does not promote or advertise events in which it is not a sponsor, participant, host etc. Programs that are in conflict with ILM Academy's mission & vision will not be promoted. Flyers and communication regarding events that ILM Academy sponsors, co-hosts, or participates in may be advertised.

COMMUNITY WALKS

Teachers may take students outside of the school premises for learning opportunities. These excursions will be conducted under the supervision of the teacher and will be for educational purposes.



FIELD TRIPS

Teachers may arrange for a class field trip for educational purposes. Field trips increase student knowledge and understanding of a subject and help to connect it to real life.

Parent chaperones may be requested for class field trips by the teacher. To ensure that school-sponsored field trips result in a safe and rewarding experience for all participants, parents must abide by the parent chaperone guidelines that will be emailed to the parents who sign up to chaperone. All chaperones will be billed the same amount for the trip, the amount will be emailed to them before the trip.

Siblings of students cannot attend school sponsored field trips. In addition, chaperones cannot bring siblings or other children with them when they sign up to chaperone.

During the school field trip, the gift shop will **NOT** be visited. Parents should not send any money with their children on the field trip unless communicated otherwise by the teacher. Chaperones are highly advised to not buy gifts for their own child(ren) from the gift shop to avoid any bad feelings from other students.

Field trip charges are non-refundable. Field trips are mostly scheduled in advance and a deposit is given by the school. We cannot give a refund to a confirmed reservation if the child doesn't attend the field trip.

VOLUNTEERING

The guidelines below are general guidelines to be followed for volunteers.

Volunteers are greatly needed, valued and appreciated at ILM Academy. The success of our school lies in the high level of parental involvement at ILM. Each family is required to volunteer 20 hours per year. (Parents should record their volunteer hours on the ILM Parent Portal)

If parents are unable to fulfill the family's volunteering hours, they will be charged \$15 for every unfulfilled hour. Parents may opt-out of any volunteering hours by paying \$300, but they must notify the school administration of their intent by the end of the first semester. The volunteer program is coordinated by the PTO and enforced by the administration.

In order for the school to fully benefit from your help, we ask you to follow these guidelines:

- Arrive promptly on your assigned days
- If you cannot arrive at the appointed time, please make arrangements for a replacement



volunteer to take your place.

- Although the teacher or administration will try to assign you a task based on your interests, please be prepared to carry out any tasks which are available at the time.
- Volunteers must abide by staff rules and policies.
- Volunteers must not communicate with teachers during instruction time.
- Volunteers must not communicate with parents of a student regarding the child of those parents or any other student in school.
- Volunteers must direct their complaints, advice or suggestions to the administration only who will take the proper measures to address their concerns.

Volunteer opportunities available throughout the school year include but not limited to:

- Chaperoning for a field trip
- Attending PTO meetings
- Cooking, helping set up, sell or clean up for a bake sale or 'in school event' (Snack/dessert items prepared at home or purchased by themselves can count as one volunteer hour and lunch items can count as two volunteer hours), Joining a volunteer committee (such as the financial committee, facility committee, technology committee etc)
- Helping plan and/or execute any school event, such as book fairs, teacher appreciation, 100th day of school, field day, eid party, fundraisers etc.

The following activities do not qualify for volunteer hours:

- Attending in class presentations for your child(ren)
- Attending social ILM events (such as picnics, family events, End of year ceremony, etc), in which you are not part of organizing, setting up or cleaning up and come as a guest or participant only.
- Donations towards bake sales, fundraisers, class parties, other school events etc CANNOT count towards volunteer hours.

This handbook is subject to updates and changes at any time, without prior notice.