



TAFSEER AL-QUR'AN INSTITUTE AT PGMA

TAQI
Parent/Student Handbook

Tafseer-Al-Qura'n Institute
Arabic, Hifz and Tafseer Programs.
9150 Lanham Severn Road,
Lanham MD 20706.
Tel: 301-459-4942

For regularly updated information, news, and policy updates visit our Website at
www.pgmamd.org

Table of Contents

- ❖ Mission Statement
- ❖ A Letter from Imam Karim M. Abu-Zaid.
- ❖ Policy Overview
- ❖ Goals
- ❖ Organization of TAQI
- ❖ Tuition and Fees
- ❖ Courses & Curriculum
- ❖ Hifz (Qur'an Memorization)
- ❖ Qiraa' (Qur'anic pronunciation & recitation)
- ❖ Standard Qur'anic Arabic Language
- ❖ Homework Expectations
- ❖ Grade Reporting
- ❖ Daily Operations
- ❖ Medical Considerations and Emergency Procedures
- ❖ Student Behavior Expectations
- ❖ Compliance Agreement

Mission Statement

The Mission of Tafseer AlQuraan Institute at PGMA (TAQI) is to provide/teach standard authentic Islamic knowledge that relates to Tafseer AlQuraan through: intensive memorization of the whole Quraan, along with Islamic studies/Arabic courses which will lead to produce a scholar Hafiz/ Hafizah to be achieved in three to four years.

Vision:

Our vision at TAQI is to produce the next generation of Muslim scholars through: memorizing AlQuraan and through enhanced Islamic studies courses in which we will be able to graduate one hundred students males and females every four years who can provide leadership for the Muslim Ummah in the 21st century. inshaAllah

- Raising Alims and Alimas is a lifelong process that may not be accomplished within 4 years. However, the students will be well equipped to go on to the finest schools in pursuit of the Alim track if they should choose.
- TAQI will pursue and attain excellence in every subject it offers. To achieve this objective, TAQI may evaluate any curriculum or teaching methods, which complement Islamic, subjects, and collaborate with other renowned schools to implement accelerated academic goals.
- TAQI students may aspire to leadership in any chosen field. They may become Islamic scholars, judges, doctors, engineers or choose any other profession they desire with a very strong resolve and proficiency in Islamic knowledge to offer a unique contribution in their chosen area of expertise

A Letter from Imam Karim M. Abu-Zaid.

Assalam Alaikum Warahmat Allahi Wabarkataho brothers and sisters;

Al Hamdulillah there are plenty of Hifzh programs available for our Muslim Children. What distinguishes Tafseer Al Quran Institute from other schools?

Brother and sisters In Islam, **based on my experience with the Quran** and the different Hifz schools I have been a part of, I can tell you there is a distinct difference between what is offered here at Tafseer Al Quran Institute (TAQ) and other Hifz programs.

Many of our Muslim children, boys and girls, have tried to memorize the entire Quran, but did not complete the memorization. This resulted in the student becoming discouraged, which then lead to forgetting what has been already learned. This approach is wrong because memorizing even one half or one third of the Quran is an accomplishment that must be praised.

In other situations, many students have memorized the entire Quran but yet they do not know the meanings of what has been memorized. It is like carrying a treasure with an unknown value.

One must understand that when one learns the meanings of the Quran, one builds a solid spiritual relationship in themselves. The Prophet peace be upon him was a walking Quran, in order for our children to learn the characteristics and attributes of the prophet, the children must learn certain aspects of manners and behaviors, mentioned in the Quran. This key makes the task of memorization different from other methods.

Brothers and Sisters in Islam, with the help of Allah (swt), TAQI has taken on the mission of helping students memorize and understand the Quran.

Imam Karim M. AbuZaid

4

TAQI

Tafseer Al Quran Institute

PGMA - 9150 Lanham Severn Road, Lanham MD 20706. Tel: 301-459-4942 www.pgmamd.org

Policy Overview

As-Salaamu Alaikum (Peace Be Upon You), and welcome to Tafseer-Al-Qur'an Institute (TAQI).

TAQI is a full-time school specializing in Quran memorization and the preparation of future Muslim Scholars in the United States of America. Through teaching TAQI's students the basic sciences of the Quran, they will be able to grasp and understand and later teach the meanings of what they memorized. In other words, we are taking on the mission of preparing the future Muslim scholars in the United States of America.

In order to maintain an atmosphere of success in this mission, parents should become familiar with the policies in this parent/student handbook and should help their son or daughter and their loved ones do the same by reading and discussing it together at home.

- Parents and students must sign and return the Handbook Compliance Agreement at the back of this book within one week of receipt.
- The school reserves the right to modify these policies at any time during the course of the year as necessary for the best operation of the school. Parents will be notified in writing of all changes or updates to school policies.
- Tuition and fees must be paid within the time period outlined in this handbook. Failure to comply with payment agreement terms will result in immediate parent notification and can result in other collection enforcement actions, including but not limited to student suspension until tuition is paid. Further, no grades will be released in conditions where there are outstanding balances.
- All students, parents, and staff members will uphold TAQI's safety and discipline policies as specified herein.

- Student attendance is mandatory and the parents in accordance with school policy must report absences. Arrangements for excused absences are the responsibility of the students and their parents.
- Parents will be kept informed of student progress. No on site interference will be allowed from the parents/guardians in regard of TAQI students behaving matters, the student is the academy responsibility the minute he/she are in the school until the minute parent/guardian ready for pick up. Please contact us at anytime (within school hours) if you would like to discuss any matter concerning your child.
- Students are expected to keep up with all assigned work and should be prepared for all scheduled assessments and exams.
- Students will wear school uniforms during the school day and at other designated school sponsored activities. During recess/dismissal they are allowed to wear regular clothes under their thawbs. But only for recess and dismissal.
- TAQI thrives on cooperation and support from parents and the Muslim community. When we work together as a team, the children are the beneficiaries. Help us to make TAQI an excellent place for our children to learn and grow. Jazakum Allahu Khairan.

Goals

Every student who enrolls in TAQI will be provided with reasonable means by which he/she may memorize the entire Qur'an by the end of the four years program.

Every student who enrolls at TAQI, regardless of prior Qur'anic knowledge, will be afforded an individualized plan for memorization of Qur'an.

Every student will be trained in the Qur'anic art of Qiraa' (recitation) in order to ensure proper pronunciation of the letters and beautification of the Qur'anic recital.

Every student will become proficient in standard Qur'anic Arabic in order to understand the meaning of the Qur'an and to become versed in the language of classical Muslim scholarship.

Every student will memorize, understand, and implement the 40 Hadith, such as the famous collection by Imam An-Nawawi.

Every student will be thoroughly trained in the religious sciences, including but not limited to Aqa'id, Hadith, Tafseer, and Seerah (The Biography of the prophet (peace be upon him)).

Both male and female students will be equally trained and qualified to embody the knowledge, character, and leadership qualities of the Muslim scholar.

Students will develop into physically and psychologically healthy, self-disciplined, confident, humble, pious, God-conscious, service oriented, lifelong learners.

Students are expected to develop soccer skills while spending the four years program. They will be coached to play the game, basic skills, team play, how to be humble when winning and to accept the loose when loosing.

Methodology:

Provide qualified instructors of the highest caliber to implement its academic goals in all subjects.

Research, adopt, and/or develop curricula and pedagogical practices that are conducive to achieving or exceeding the goals of the academy.

Partner with parents to achieve consistency between the goals and practices of the school and the families of students who attend.

Form strategic alliances with other schools and organizations that will enable TAQI to become among the best private schools in the nation.

Organization of TAQI

A fulltime administrative team operates TAQI. The Parent-Teacher Organization, (hereinafter referred to as PTO), operates in conjunction with the Imam (for now) and later on with an appointed school board and administrative team to provide a valued channel for parent input, involvement, and cooperation.

Role of the Principal

The Principal serves as the chief administrator of the academy, ensuring that the mission and goals of TAQI are executed through the development and implementation of administrative procedures, policies, programs, and curriculum activities that have a positive impact on the Institute. The Principal is also responsible for hiring qualified personnel, coordinating staff development activities, and communicating with TAQI parents and the community. The Principal reports directly to the Imam. All other TAQI staff reports to the Principal. The Principal works in conjunction with the entire administrative team to ensure smooth and successful school operations.

Enrollment Procedure

Complete and submit the enrollment application package, including the admission application form, a student emergency card, handbook compliance contract, Home-schooling agreement, and a financial aid form (where applicable).

Pay all non-refundable fees, (see below).

Schedule and successfully complete the entrance exams at 70% or better.

Provide a copy of student certified birth certificate and social security card.

Submit medical records that document the immunizations as required and to be immunized, proof as required by that section showing that the child is not required to be immunized, or proof that the child is entitled to provisional admission under that section and under rules adopted under that section.

Sign a permission form to release copies of the student's transcripts and cumulative records from previous schools. Students will not be admitted without a full review of their cumulative academic record.

Tuition and Fees

All fees are mandatory and non-refundable except where indicated.

Application Fee: \$25.00 (Non refundable)

Boys Program Tuition Fee per Month: \$350.00.

Girls Program Tuition Fee per Month: \$350.00.

Please make your checks payable to PGMA - for TAQI.

Books and items needed for students in the first day of school (A Qur'an- A Qur'an stand - A Pencil – A notebook – The Forty Nawawi Hadith – The Sealed Nectar (A book in Seerah) – Tapes or CDs of Sheikh Al Menshawi or Al Husari). TAQI reserves the right to request students to bring other books and/or materials needed for their education, supply list will be given to students when school starts.

Other Fees – Other fees may include activity fees for field trips or other educational experiences that require additional funding. Such costs will be communicated to parents as the need arises in a timely fashion. All fees are mandatory and non-refundable except where indicated.

Late Fees & Collection Policy

Payments are due on the first of each month.

Any payment received after the 5th of the month is considered past due and a charge of \$25.00 per student will be applied.

Accounts not rectified by the 10th of the month will be given a written notice followed by a suspension warning for each student on the account.

If the account remains unsettled or an alternative payment arrangement is not agreed upon by the 20th of the month, students on the account will be suspended until payment is received or appropriate arrangements have been made.

Withdrawal

In the case that a parent desires to withdraw a student from the Institute, the withdrawal form must be completed by the parent, each textbook must be submitted to the appropriate teacher who will sign off on the withdrawal form, and all outstanding balances must be paid in full to the accounting department, and the principal's signature must be obtained before unexcused absences will stop being counted, records may be released, and applicable family accounts closed. Once knowledge of a student's transfer to another school is acquired or a child fails to appear within the first five school days and their tuition has not been paid, the withdrawal procedure will take effect and the collection on the account will proceed accordingly.

30-Day Notice for Intent to Withdraw: Given that TAQI is a non-profit organization heavily dependent upon the payment of tuition, the direct loss incurred by a withdrawn student is very damaging and therefore requires parents to submit written notice of intent to withdraw thirty days prior to the intended withdrawal date. In the case of withdrawal:

Tuition will be charged for the final 30 days whether or not the student is in attendance. Students who are withdrawn without a 30-day notice will be billed for one month's tuition and collection procedures will be applied. Upon withdrawal, the registration fee is forfeit and will be required if/when the student wishes to re-enroll.

Donations

All donations are greatly appreciated. Please note that all donations are accepted on the basis that the giving individual is providing the donation as a gesture of generosity and kindness with no expectation of anything in return. All donations are tax deductible, non-refundable, and non-transferable. Please make your checks payable to PGMA - for TAQI.

Courses & Curriculum

Students at TAQI are trained to become proficient in Islamic Studies, with an intensive religious instruction in the fields of Hifz (Qur'an Memorization), Qiraa' (Qur'anic pronunciation & recitation), Classical standard Qur'anic Arabic Language, Hadith, Seerah and an overall grasp of Sciences of the Qur'an. In addition to and for a healthy balance, physical education is also a requirement.

Islamic Studies

To reflect a "Tawhidic" approach to religious knowledge, religious content is incorporated into all course subjects and school activities. Qualitative instruction in the religious sciences (Aqa'id, Hadith, Seerah, & Tafseer) will be offered gradually while students are progressing with their Qur'an memorization. The scope and sequence of our integrated Islamic studies curriculum is currently under development. Meanwhile, we have incorporated lessons from the "40 Hadith of Imam An-Nawawi" into our daily morning assembly to allow every student to memorize and become familiar with these famous teachings of the Prophet Muhammad (peace be upon him).

Hifz (Qur'an Memorization)

Hifz is taught through individualized instruction that incorporates correct memorization and review of new material as well as ongoing cumulative review in accordance with individually assigned daily, weekly, and monthly goals. Goals are determined in accordance with the student's demonstrated ability to memorize. The generalized Hifzh program is a standard plan by which the average student may memorize 1/3 (one third) of the Qura'n) each year gearing toward the completion of the Qura'n by the end of 3rd year of the program allowing the 4th year of the program for revision and perfection). The individualized plan customized for each student affords early completion for exceptional students balanced against the allowing beginning students the appropriate expectations for slower paced achievement. Summer sessions for Hifzh are required for all TAQI students.

Qiraa' (Qur'anic pronunciation & recitation)

Qiraa' is taught through individualized instruction towards correct reading and pronunciation of the Arabic letters and beautification of the Qur'anic recitation. Every student completes a basic course in the principles of reading Qur'an and progresses toward the advanced level where pronunciation and enhancement of the Qur'anic recital is mastered.

Classical Standard Qur'anic Arabic Language

Basic Classic Qur'anic Arabic instructions will be gradually introduced to students and will continue throughout the student's career at TAQI toward the goal of mastering most of terminology of Qur'an. At a latter stage of the program, students will be referred to specialized courses and classes in the area of Arabic and/or the classical Islamic scholarly discourse.

Homework Expectations

The TAQI teachers and administration believe that good study habits are essential to every child's success. The purposes of homework are:

To encourage development of independent study habits, skills and responsibilities.

To reinforce, enrich and extend learning by providing a variety of educational opportunities beyond the classroom.

To provide an additional opportunity for family involvement in the child's education.

Homework will be assigned at the discretion of the teacher for the sake of reinforcing the lesson, practicing new skills, or supplementing the academic program through occasional projects and recreational reading requirements.

Memorization of Qur'an is expected to require a substantial amount of time and effort from the student at home (approximately 30-60 minutes a day), and thus homework in other subjects will be kept to a minimum. The amount of homework reasonably expected of students will steadily

increase with the grade level of the student, not to exceed 2 hours total at any level.

Students who do not complete their work in class will also be expected to do so at home.

Parental involvement is essential to making homework an integral part of the education program. Parents are expected to encourage and monitor assignments and provide conditions that are conducive to their successful completion. While parents should never actually do the assignments for their children, parental assistance and supervision is important in establishing positive attitudes, good study habits, and supporting student success with homework. Parents are encouraged to:

- Show interest in the schoolwork their children bring home.
- Provide a suitable place to study, free from disturbances.
- Assist children with their management of time.
- Supply needed materials for completing homework.
- Offer to clarify instructions and answer questions.
- Ensure that the work is the student's (do not do the work for them).
- Check to see that work is complete.
- Stop working with your child if you become frustrated.
- Encourage their children to do their best work and praise them for a job well done.
- Stay in close communication with teachers.
- Monitor the amount and type of television programs their children watch.

Grade Reporting

Academic and behavior progress is reported at TAQI through report cards and standardized tests.

Report Cards

Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued. The following means are utilized to determine and report student progress:

Grades represent the percentage of goals and objectives for each class that were successfully met by the student. It is important to remember that teachers do not "give" grades; rather they report grades that are earned by the student.

Grading Scale:

Letter Grade Percentage

A - Outstanding 100-90%

B - Above average 89-80%

C - Satisfactory 79-70%

F - Unsatisfactory 69% -

I - Incomplete Make-Up Work Required

Weights and assessment procedures are set by the teacher and will be communicated to parents upon commencement of the course.

Character and work/study habit grades:

TAQI Students are expected to excel both academically and in developing good character and successful habits. The teacher will rate the quality of student character and habits as follows:

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Does Not Meet Expectations
- 1 – Minimal Progress

Access to Student Files

Cumulative scholastic records are maintained for each student. The files may include such pertinent information as attendance records, academic records, quarterly tests, disciplinary referrals and actions taken, as well as medical and health information. Parents of students or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Access to records by persons other than the parents, the student, and members of the school staff and/or authorized school consultants, requires prior written consent by the parents.

Change of Address or Telephone Number

It is very important for the school to be able to contact parents by mail, telephone, and email (when possible). Valid emergency telephone contacts are critical at all times. Please notify the school of any change of address or telephone numbers immediately and keep an accurate emergency contact on file.

Daily Operations

TAQI operates on the premises of Prince George's Muslim Association for the duration of the academic school year. Hours of operation are Monday – Friday from 7:45 AM to 3:15 PM. Also, please see below a modified Schedule for Fridays and Ramadan.

Transportation

Transportation is the responsibility of each family. TAQI does not provide bus service. Car-pooling is suggested.

Arrival Time

Students may arrive at the school at 7:45 A.M. and must report to the assembly by 7:50 A.M. arriving to school late means that the child will miss out on valuable instruction. This may put the child behind in his or her schoolwork. 5 tardies are equivalent to 1 unexcused absence. Students with more than 5 tardies in a given grading period will be subject to disciplinary action.

Dismissal

Dismissal time is at 2:45 - 3:00 PM, and 15 minutes after SalatuJumuah every Friday.

Early Pick-Up

Parents are requested to make dental and medical appointments for the children after school hours when possible. In such cases where appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from the main office. If the student is brought back within the same school day, the parent should check the student in at the main office as well.

Absences

If at any time a child is to be absent from class due to illness or a previously scheduled appointment:

- Your Son/Daughter will be marked excused absence
- Your Son/Daughter will be marked unexcused absence **only if** he didn't give a letter from his parents about him/her being absent.

Facilities (Snack, Lunch, and Cafeteria Information)

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide a nutritious snack (for the mid-morning recess break), lunch, and beverage(s) for the child. The school cannot provide refrigeration or heating facilities. Students should not bring snacks or lunches that are too messy for the child to manage. For the safety of the students, please do not use glass containers. All students are responsible for assisting with cleaning the lunch area by throwing away trash and garbage in the designated area. All students are required to sit in their assigned areas.

Fasting

Students are encouraged to fast in Ramadan where it is age appropriate. Catered lunches are not provided during Ramadan, however students who are unable to fast due to medical and personal reasons are provided with an area in which to eat if they wish to bring lunch from home. Staff members may not coerce students to fast. Coercion includes shaming, taking / withholding food and other similar tactics. Please do not ask any staff member to force your child to fast. We do use positive reinforcement and modeling to set positive examples of fasting.

Prayer Time

Students at TAQI offer Salat at-Dhuhr (and Salat al-Jumu'ah where age appropriate) at the Masjid on a daily basis. Parents are invited to join us for this event as it makes a positive impression on the child. Salat al-'Asr will not be included in the school schedule and must be prayed after school during the times when Asr comes after school hours.

Soccer Field and Basketball Court.

Students at TAQI take physical education sessions in the game of Soccer and also have access to the Soccer Field for recreational purposes when supervision is available. Although students are free to play basketball and football in other undesignated times for soccer. Such activities must be safe and should be free of gender mixing and must meet the school standards (where applicable).

Money

Bringing large amounts of money to school is not allowed. Any smaller amount of money brought to school is the student's responsibility and is carried at the student's own risk. TAQI is not liable for any lost money.

Photographs, Use of Name, & Student Work in School Publications

TAQI may make use of student photographs, student names, and student work samples to promote the Institute to the community or to create school publications. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must file a letter to that effect with the TAQI administration office.

Field Trips

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, parents will be notified. Parent authorization for field trips is given during enrollment. Students who will not participate in a given field trip should make arrangements to complete an alternative assignment and remain at home with an excused absence. Failure to make arrangements with the teacher will result in an unexcused absence and possibly a lower grade.

Medical Considerations and Emergency Procedures

Health Problems / Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician. A request to Administer Medication Form (available from Principal's office) must be completed and filed with the academy. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed.

Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspension, or expulsion, the child's parents/guardian will be contacted, then a parent/guardian or a responsible person designated by the parent, must come to the school to get the child. That person must also sign the appropriate early Pick-Up Form available in the Principal's office. For their protection, children are not permitted to go home by themselves while school is in session. The school staff can administer only minimal first aid. If a parent is not available, the designated emergency person will be reached (*as per Student Emergency Form*). Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her Student Emergency Form. It is important to update this form regularly.

Emergency Dismissal

TAQI remain in session until the daily dismissal time unless there is an emergency in the building, or when inclement weather develops while school is already in session. We must ask all parents to PLEASE MAKE CERTAIN THAT THEIR CHILD KNOWS WHERE TO GO WHEN PARENTS ARE NOT AT HOME IN CASE OF EARLY DISMISSAL.

Inclement Weather Conditions

Listen to local TV and radio stations for the latest information concerning the closings and delays of school.

Fire and Disaster Drills

Students will practice safety drills routinely. In the event of fire or other disaster an emergency plan will be put into effect to assure as much protection for the children as possible.

Student Behavior Expectations

It is the responsibility of every student and parent/guardian to have read and be aware of TAQI's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will NOT be considered a valid excuse for violations.

Islamic Character Education

The Character Education at TAQI is of paramount importance and, as such, it has been made part of the academy's mission. Students need strong beliefs, character, and morals in addition to knowledge to succeed in this life and the Hereafter. With that in mind, TAQI has based its Character Education on the Book of Allah and the life of the Prophet Muhammad (peace be upon him). Believing that the source of all goodness is Allah, and that the Prophet Muhammad (peace be upon him) represented that goodness in his lifestyle, TAQI's curriculum strives to engender those Divine values into the character of its students.

Uniform Specifications

To ensure modesty and a disciplined academic environment, all students will acquire and wear the necessary uniform items. Students must remain in uniform at all times while on the grounds PGMA from 7:45 AM to 3:30 PM (Monday-Friday). As well as during all field trips and other such school activities, unless otherwise authorized by the Principal or his/her designee. The academy reserves the right to refuse admission into class any student out of uniform. In addition, it is the academy's right to determine if an item being worn complies with uniform policy. Students who fail to comply with uniform requirements are subject to disciplinary action.

The uniform specifications are as follows:

Dress Code:

Both brothers and sisters are expected to dress in a way that is modest and dignified according to the Islamic code of dress. Both, brothers and sisters are to be neat, clean and professional in appearance.

Sisters:

Loose and opaque clothing that covers the whole body, to the ankle and hand. A scarf must be worn at all times and must cover the sister's hair, neck, and ears (earrings should not show) completely. Make-up, perfume, and scented lotions are not allowed.

Uniform specifics: a blue or black Jelbab with a black or white scarf, no sandals allowed, feet must be covered all the time

Brothers:

Loose-fitting clothes; jeans, sweatpants, cargo pants, or other clothes of this type are not to be worn (unless required by the position-i.e. PE teacher). Shorts are not allowed.

Uniform specifics: black or blue pants with white shirt

General Uniform Guidelines:

- Hats, bandanas, jewelry, & other clothing/accessories in addition to the uniform are prohibited.
- Make-up, nail polish, unconventional hairstyles, perfume (females), and excessive cologne (males) are prohibited.
- Relaxation/alteration of uniform specifications for PE is at the discretion of the PE teacher and the Principal and/or his/her designee.
- Compliance with the uniform policy is judged by the administration of the academy.
- Non-compliance with the school uniform will be subject to disciplinary action as outlined in the school discipline policy.

Reminder: Student's are supposed to place their thawbs in their assigned spots. The academy is not responsible for any lost or stolen uniform items. It is the student's responsibility to care for their uniforms. Found items will be returned to the student when a name is present. Uniforms with illegible

names or no name will be disposed of every Friday at the academy's discretion.

Attendance Policy

Any student who does not attend school by the fifth school day of the academic year will automatically have their name removed from the class roster unless prior written notice was submitted to the office; the tuition for the first month has been paid in advance. Absences will be recorded for the student until they appear and the related consequences will apply depending upon the reason for the absence. The morning assembly begins at 7:45 AM indicating the start of the school day. Lateness to school is defined as not being at the assembly by 7:45 AM. Any student not at the assembly by 7:45 AM or arrives after that time is late to school and MUST be marked late by the homeroom teacher. The first period class will begin at 8:00 AM. All students not in their seats with the required books, supplies, and assignments at 8:00 AM will be marked tardy for the class. No teacher will permit a student into class after 8:00 AM without a pass from the office.

Extended Absences

When a family determines that a student is going to be absent for an extended period of time, written notice should be submitted to the office and approved by the Principal. Tuition for the respective period should be paid in advance and arrangements for make-up and/or alternative assignments must be made with the teachers. The administration should be notified of any change in the circumstances of the extended absence.

Discipline Policy

It is the responsibility of every student and parent/guardian to have read and be aware of TAQI's discipline policy. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations. The purpose of the discipline policy is to ensure a safe, positive, learning environment in the academy while taking into consideration the behavioral development of the students. For this reason, the aim of disciplinary measures is to correct the students and help them learn from their mistakes except in cases where

the behavior is so severe that it severely disrupts the learning environment or puts the safety or integrity of the academy in jeopardy.

Consequences for Inappropriate and Unacceptable Behavior

TAQI staff will notify parents promptly when their child engages in inappropriate and /or unacceptable behavior. This will be done via telephone calls, disciplinary reports, and other means, which will ensure prompt communication. A verbal or written response will sometimes be required as outlined below in the disciplinary report description. Disciplinary actions may include loss of privileges, detention, in-school suspension, out of-school suspension, or expulsion at the discretion of the Principal or his/her designee after consultation with the teacher and counseling with the student. Flexibility will be used with regard to the developmental level of students who may not understand the seriousness of some behaviors.

PRINCIPAL'S DISCRETION No code may be expected to list each and every offense that may result in the use of disciplinary proceedings regarding a student. The above infractions, violations, penalties and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the students' overall disciplinary record and the severity of the infraction. Likewise, flexibility will be used with regard to the developmental level of students who may not understand the seriousness of some behaviors.

Compliance Agreement

Please Initial Each of the Following:

_____ I have read and understand the TAQI 2008-09 Student/Parent Handbook.

_____ I am aware that it is the responsibility of every student and parent to have read and be aware TAQI's policies. This handbook serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this handbook will not be considered a valid excuse for violations.

_____ I have read and agree to abide by the rules and regulations in this handbook and support the school in its implementation to the best of my ability.

_____ I understand that school policy and procedural changes may occur periodically. I agree to comply with the most recent officially approved version of any policy or procedure.

Consent for school use of Photographs, Use of Name, & Student Work in School Publications: (check one of the following)

_____ I give my consent

_____ I do NOT give my consent

Consent for school field trips and release

_____ I give my consent for my child to participate in school field trips and release the school from liability, provide that due diligence is exercised to ensure student safety.

_____ I do NOT give consent for my child to participate in field trips.

Parent/Guardian Signature _____ Date _____

Sign this form, remove and return this page to the homeroom teacher within one week of receiving the handbook.