

# Nashville International Academy

*A Whole Child Education School*



## Student-Parent Handbook

NIA is Accredited by Cognia and CISNA

**NASHVILLE INTERNATIONAL ACADEMY**

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## Welcome

Dear Parents and Students,

We are excited to welcome your family to a new school year, and we are pleased to have you as part of Nashville International Academy. Our school and staff appreciate the opportunity to provide your child with a great education in an Islamic whole-child environment. We are delighted to share the many wonderful things about NIA and to orient you to our policies, procedures, and resources.

This Student-Parent Handbook provides valuable information to help you navigate through the school year, including policies, procedures, and resources. While such a document could never cover the multitude of questions that will undoubtedly arise, it answers the ones asked most frequently. This handbook is only one method used to develop a closer working relationship between home and school.

Our responsibilities are many, but together we can work to ensure a successful school career for every child. We make every effort to establish an Islamic environment that is warm, and caring, emphasizes high educational standards, and ensures wholesome growth for each student. We believe that the attitudes and goals established by our school are in keeping with the high standards of excellence you have set for your child.

Please read through this guide as a family to be certain you understand all school rules and policies. After reading, parents/guardians should review the permissions needed, sign the signature page at the beginning of the handbook, and return it to their child's teacher.

Thank you for giving us the opportunity to help your child grow, and we look forward to working with you this year.

Sincerely,

Nashville International Academy

## Acknowledgement Form

The signature below acknowledges that I have read and understood the NIA Parent and Student Handbook and related policies.

Student's Name *(please print)*:

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Parent or Guardian Name *(please print)*:

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Parent or Guardian Signature

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Date \_\_\_\_\_

NOTE: Failure to sign and return this form to the school does not relieve the student and parents from the responsibility of complying with the rules and policies referenced in the NIA Student-Parent Handbook.

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# **1. Introduction**

## **1.1 Mission and Vision**

### **NIA's Mission**

The mission of Nashville International Academy is to educate the whole child in an Islamic environment where students are spiritually nurtured, challenged academically, engaged, healthy, safe, and supported in order to contribute positively in a diverse society.

### **NIA's Vision**

Nashville International Academy will develop exemplary scholars committed to living Islam and serving humanity through academic excellence, good character, citizenship, and leadership.

## **1.2 Non-Profit Status**

NIA is a non-profit organization that holds a 501(c)(3) Tax Exempt Status. No entity or person profits financially from NIA's operations.

## **1.3 Non-Discrimination Policy**

NIA employs teachers of any race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or national and ethnic origin in the Administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

## **1.4 School Governance**

The policy-making body of the school is the Board, which operates according to Nashville International Academy Bylaws. The Board oversees the business of the institution and votes on policy decisions. The Board's responsibilities include – but are not limited to – overseeing the annual budget, hiring the Principal, overseeing Principal, setting tuition, raising additional funds, granting tuition scholarships, goal setting, and strategic planning.

Oversight of the day-to-day operation of the school is the responsibility of the Principal, who acts as a liaison between and among employees, parents, board members, and support staff. The board may delegate the hiring and termination of staff to the Principal.

## 1.5 Accreditation

- NIA is accredited both Nationally and Internationally by:
  - AdvancED (Cognia)
  - CISNA (Council of Islamic Schools of North America)
- NIA meets or exceeds the academic requirements mandated by the TN State Board of Education.

## 1.6 Philosophy

### *Educating the Whole Child: Academically, Spiritually, Socially, Emotionally, and Physically*

Nashville International Academy is an inclusive and supportive learning institution. We are a whole-child education school, and we believe every child is unique and has the potential to bring those special qualities to our society. Our goal at NIA is to help our children grow into well-rounded Muslims who are God-conscious and inspired by the example of Prophet Muhammad SAW, who think critically to solve real-world problems, make healthy choices, give back to the larger community through service learning, and display exemplary character through faith in action. We have adopted a reputable whole-child framework from the Association for Supervision and Curriculum Development's (ASCD) Whole Child Approach and infused the tarbiya and spiritual component to establish the NIA Islamic Whole Child framework for education. The NIA Whole Child Education tenets are outlined as the following:

1. Each student is inspired and guided by their faith in Allah SWT and His messenger, Prophet Muhammad SAW, to cultivate and lead a morally upright life and career with an ultimate goal to earn Allah's pleasure.
2. Each student is [challenged](#) academically and prepared for success in college or further study and employment and participation in a global environment.
3. Each student has access to personalized learning and is [supported](#) by qualified, caring adults.
4. Each student learns in an environment that is physically and emotionally [safe](#) for students and adults.
5. Each student is actively [engaged](#) in learning and is connected to the school and broader community.
6. Each student learns about and practices a [healthy](#) lifestyle.

Additionally, NIA has established an Islamically rooted and research-based social and emotional learning program, **NIA's 4Cs Social and Emotional Learning Framework**. The NIA 4Cs Social and Emotional Learning Framework contains four main tenets: **Compassion, Control, Conscience, and Courage**. In the last several years, more research and awareness have surfaced in education circles regarding the importance of cultivating social and emotional learning (SEL) competencies. Thus, schools across the country are trying to make sense of what that entails in theory and practice. For Islamic schools, the challenge lies in adopting programs that go beyond surface-level

implementation and infuse the spiritual dimension. We didn't find any existing programs in the market. Hence, we have spent several years working on a research-based social and emotional learning program aligned with our Islamic Whole Child vision. We've called in the 4 C's framework. This framework is both our SEL curriculum and also plays into our Discipline Program. The 4Cs framework has been integrated into the daily life of students and faculty at NIA. Students experience daily reminders, participate in special events, and receive instructions about compassion, control, conscience, and courage.

Our goal at NIA is to nurture the wholesome potential in every child while promoting both educational excellence and spiritual development in a safe, supportive, and stimulating environment. We believe that strong communication between home and school forms the basis for the caring, nurturing family atmosphere essential to NIA. This type of climate promotes excellence in teaching that results in high academic achievement and enables children to realize personal excellence at all levels.

As a whole child education school, we aim to provide a well-rounded curriculum that equips students with critical thinking, problem-solving, and 21st-century skills to be successful in college and beyond. We follow the TN State Standards and provide additional deep learning experiences for our students, such as project-based learning. In addition, we provide Arabic language study for all our students and religious studies classes in Quran and Islamic studies. Our students receive weekly art and physical education courses. As part of their educational experience, our students participate in several field trips.

We are committed to instilling in children a love for truth and knowledge, preparing them to be dedicated learners. NIA's nurturing environment respects all students as individuals created by Allah (SWT), each with unique abilities and needs. They are taught by skilled and knowledgeable teachers who love children and are dedicated to helping them realize their highest potential spiritually, intellectually, physically, socially, and creatively.

Class size is limited so that students receive individual attention, achieve mastery of materials, and have abundant opportunities to participate and lead. Our whole-child educational model emphasizes Islamic character development and academic excellence.

## **2. Rights and Responsibilities**

### **2.1 Student's Rights**

1. All students, whether they are on or off campus, possess the same fundamental constitutional rights as any other citizen of the United States of America except as limited by law.
2. Attend school unless removed due to disciplinary consequences
3. Attend a school that is safe, secure, and peaceful
4. Enjoy the full benefit of their teacher's effort without interference from the disruptive students, and be informed of the school rules and regulations.

## 2.2 Student's Responsibilities

1. To develop a sense of accountability to Allah (SWT).
2. To follow the guidelines and policies as outlined within this document
3. To be self-disciplined
4. To abide by the teachings of Islam to develop Islamic character
5. To help develop a sense of community within the school
6. To attend school punctually and regularly in accordance with our Attendance Policy
7. To pursue the required course of study and come to school prepared to work
8. To conform to the regulations of the school policy and state law
9. To be respectful and courteous to teachers, staff, and other schoolmates
10. To be tolerant of schoolmates regardless of differences
11. To observe health and safety standards
12. To report information to school staff regarding the health and safety of the entire school community

## 2.3 Parent's Rights

1. Parents have the right to be informed regarding their children's achievements, behavior, health, and attendance.
2. Parents have the right to expect an education appropriate for their children in a safe environment.
3. Parents have the right to a grievance process.

## 2.4 Parent's Responsibilities

1. Teach their children to abide by Islamic principles, school rules, Local/state/federal laws, School property, and the property of others, their fellow students, school personnel, and the community
2. To follow the guidance and policy as outlined within this document.
3. To help develop a sense of community within the school
4. To transport students to school daily and on time
5. To pick students up from school daily and on time
6. To provide necessary study materials
7. To provide a suitable environment for study at home
8. To provide supportive action by ensuring that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school
9. Respond to any school communication when requested
10. To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children, such as special needs.
11. To visit the school periodically to participate in conferences with teachers, counselors, or administrators regarding their children's academic and behavioral status of their children
12. To cooperate with the school by supporting school personnel in academic, social, and other school programs

## 2.5 Teacher's Rights

1. To expect and receive the attention, effort, and participation of the students attending their classes
2. To have parental and administrative support in enforcing rules designed to provide an optimum and safe learning climate

3. To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively

## 2.6 Teacher's Responsibilities

1. To consider the personal worth of each student as a whole, unique, important human being, and establish an atmosphere in which productive learning can occur
2. To attempt to equip each learner with the knowledge, skill, attitudes, and values required for successful living and provide activities that increase self-esteem
3. To consistently evaluate their performance with the objective of an ever-growing professional stature
4. To keep parents, students, and administrative staff informed via timely or periodic reports, including all pertinent data related to the student's school experience
5. To initiate and enforce individual classroom rules consistent with school policies
6. To teach students ethics and behaviors aligned with Islamic values and ethics.

## 3. Admission Process

### **STEP 1:**

Complete the online application. All interested students should have a completed online application on file. The Admissions process will not continue if the online application is not complete.

The only method to apply is by clicking on this link:

<https://secure.gradelink.com/620/enrollment>

There is no obligation or financial commitment to filling out the application.

### **STEP 2 :**

Once we receive your application and there's a vacancy, you will be contacted by email/phone and invited to proceed through NIA's admissions process. Once you accept the invitation, you must complete and submit the Records Request Form to your child(ren)'s school(s).

Records Required for Admission to proceed:

- The last two report cards from the previous school.
- Standardized Test scores from the previous academic year.
- Most updated Immunization Records.
- Birth Certificate.
- Social Security Card
- IEP or special education documents (If applicable)
- ELL or English Language Learner records (If applicable)

**STEP 3:**

Upon confirmation of eligibility, your child(ren) will then proceed through the other steps of the admissions process, which consists of a student tour of the school, student interview with the Principal/Head of School, and an academic assessment.

**Special Education Services:** Students who are receiving special education services are required to provide the current IEP (or special education document) to determine if NIA will be able to meet their academic needs.

**English as a Second Language Services:** Students who require English as a Second Language services (ESOL) will require a complete records review to determine if NIA can meet their academic needs.

**STEP 4:**

After the interview and assessments are complete, you will be notified within ten business days of your child's admission status. Please note that if you request financial assistance, the process will take longer, and you will have to complete the TADS process.

## **4. Attendance**

### **4.1 School Hours**

**Business Hours: 7:30 AM - 3:30 PM**

**Office Hours: 8:00 AM - 3:30 PM**

**School Hours: Pre-K Students: 8:00 AM – 3:00 PM**

**School Hours: Grade Students: 8:00 AM – 3:30 PM**

**After School Programs: 3:30 PM - 5:30 PM**

**Half Days:** On all early dismissal days, school is dismissed at 11:30 a. m.

**Team Collaboration Days:** Students dismiss at 12:30 pm

**Ramadan Hours:** To be determined

### **4.2 Attendance Policy (Grade K -12th Grades)**

A consistent school attendance provides students with the key elements to succeed academically, socially, and emotionally. Students who attend school regularly achieve at higher levels and therefore feel better about school.

- Tennessee law requires children ages 6 through 17 to attend school. Attending school daily helps students succeed academically.
- Missing school leads to academic, social, and emotional difficulties.
- Students habitually absent from school and truant will face the consequences determined by the school administration, including expulsion.

- Students shall be present at least 50 percent of the scheduled school day to be counted present.
- Students serving in-school suspension shall be counted as present. Students serving out-of-school suspension shall be marked absent.
- **90% attendance is required for all students to be promoted.**
- **If a student has ten or more unexcused absences, they will be considered truant and will be unenrolled from the school.**

### 4.3 Absences (K-12th Grades)

NIA abides by the TN Board of Education's regulations regarding absenteeism. There are two types of absences: Excused and Unexcused.

#### 1. Excused absences include:

- Student's personal illness (Requires a doctor's note after 3 days)
- Family member's illness that requires the student's temporary help
- Death in the family (up to three days)
- Head lice (up to three days per infestation)
- Recognized religious holidays regularly observed by persons of the student's faith
- Court appearance or legally mandated meetings
- Documented college visitations (up to three days per year for high school students)
- The principal may allow the following circumstances to be considered an excused absence if the parent or guardian submits a written request and is approved by the principal:
  - Unexpected emergencies such as car problems
  - Job interview or conference
  - Doctor or dental appointments
  - **Other circumstances requested in writing by the parent or guardian that the principal considers to require a student's absence**
- The parent or guardian of the student must send in a written note explaining why the student missed school within three days of the student's return to school after being absent. If a written excuse note is not turned in, the absence will be considered unexcused.
- In the event of an approved extended excused absence due to an emergency, tuition is still required.

#### Unexcused absences include:

- Travel
- Accumulated Tardies (3 or more)
- All other absences, explained or unexplained

#### 4.4 Tardiness (K-12th Grades)

- Students arriving after 8:00 AM are considered tardy.
- Tardy students need to be escorted into the building via the main entrance by their parents/guardians and signed in.
- **Tardy Slips** are given to K+ grade students if they arrive at or after 8:00 am (when classes start).
- Students are expected to arrive between 7:30 am and 8:00 am and report to the cafeteria for morning assembly.
- Three unexcused tardies will count as one unexcused absence.

#### 4.5 Early Pick-Up Guidelines (K-12th Grades)

Early pickups are discouraged except for unavoidable appointments or emergencies during school hours. Early pick-ups are NOT allowed after 3:00 PM.

When picking up a child early:

1. Notify the front office before coming to get your child ready.
2. The parent/authorized person, a person whose name is on the child's records, must check in at the front desk, present a valid ID, and sign out the child in the early dismissal book.
3. An office Staff will collect the student(s) for dismissal and bring them to the front office. Parents are NOT allowed to pick up their children directly from the classroom.
4. If coming back to school after an early dismissal, parents/authorized persons must sign the student back into the late arrival book at the front office.

#### 4.6 Traffic Guidelines

The following guidelines are established to minimize traffic congestion during arrival and dismissal times and increase safety for our students, families, and neighbors.

1. Maximum driving speed is 10 mph while entering and exiting school property.
2. Unattended parking is not allowed in the drop-off/pick-up lane.
3. During drop-off/pick-up, pull your car up as far as possible when using the driveway, and do not stop in the middle of the driveway.
4. Utilize available parking spaces. Parking is available in front of the buildings as well as to the side of the Masjid and behind the masjid.
5. Follow the correct traffic direction and traffic signs.

## 4.7 Arrival Procedures

To ensure the safety of our students, the following procedures will be followed. Please review the procedures carefully with your child and reinforce the importance of following the procedures daily.

### PK3-PK4

- Arrival: 8:00 - 8:25 AM, and supervision by staff begins at 8:00 am. Pre-K parents **MUST** stay with their children if they arrive before 8:00 AM.
- Students need to arrive by 8:25 am to avoid class interruption.
- Parents must park in a parking space, and hold their child(ren)'s hand across the parking lot and into the building. Unattended parking is **NOT** allowed in the drop-off/pick-up lane.
- Parents must **sign in** their children in the Pre-K classroom upon arrival.
- Parents with grade K-5 children need to refrain from escorting their child(ren) to class and talking to the teacher in order to minimize morning routine interruption.

### Grades K-8

- Arrival: 7:30-7:55 AM, and supervision by staff begins at 7:30 am. No supervision is available before 7:30 AM.
- Upon arrival, students must walk directly to the mosque's basement to attend the morning assembly.
- Students arriving at or after 8:00 AM. must enter the school through the main entrance, be signed in by a parent, and receive a tardy slip.

### Grades 9-12

- Arrival: 7:30-7:55 AM, and supervision by staff begins at 7:30 AM. No supervision is available before 7:30 AM.
- At 7:45, students must go to the mosque to pray the Duha prayer.
- Students arriving at or after 8:00 AM. must enter the school through the main entrance, be signed in by a parent, and receive a tardy slip.

## 4.8 Dismissal Procedures

### PK3-PK4

- Dismissal: 2:45-3:00 PM.
- Pre-K parents must pick up and **sign out** their children at dismissal in the Pre-K classroom and in the presence of the Pre-K teacher.
- Parents with grade K-5 children must wait outside for their child(ren) and refrain from staying in the building.
- Students consistently not picked up by 3:00 pm may be charged for Aftercare.

## Grades K-12

- Dismissal: 3:30-3:45 PM.
- There are two bells (3:25, and 3:30). Students are not permitted to begin leaving the building until the 3:30 bell.
- All students (including staff children) must be in their designated areas at 3:25 PM, sitting quietly and ready to be dismissed.
- No students should be in the hallways, computer lab, the vending machine, at the mosque, or basketball court after 3:25.
- Students who attend basketball practice will be dismissed at 3:45 and meet with their coach on the court.
- Parents must wait outside for their child(ren) and refrain from entering the building.
- Once you arrive to pick up your child, they are not allowed back into the school to play with their friends and must be supervised by someone 18 years old to stay outside on the property.
- Students consistently not picked up by 3:45 pm may be charged for Aftercare.

## 4.9 Visitation

1. Visitors are let into the building at the discretion of the front office staff and must remain at the front desk unless otherwise directed.
2. **All visitors must sign in at the front office upon arrival** and wear a visitor's badge.
3. No visitor, including parents/guardians, may go directly to a classroom without checking in with the front office.
4. Arrangements must be made in advance before any teacher conference or classroom observation
5. Items for the child, such as lunches, clothes, homework, etc., may be left in the office and will be delivered to your child by a member of the school staff.

## 5. Tuition and Fees

### 5.1 NIA Tuition Table

Parents will receive the tuition contract that must be signed annually. The expanded tuition policy document is available on the NIA website.

### 5.2 Curriculum and Technology Fees

Curriculum Fees pay for educational materials that include: books, furniture, building maintenance, class supplies, Gradelink, technology, and testing fees (i.e. IOWA Test of Basic Skills, Islamic Studies Standardized Test, Accelerated Reader etc.) Curriculum **Fees are due upon acceptance to reserve a student's seat in the classroom.** New students will have five days to pay the Curriculum Fee, which is **non-refundable**. **Failure to pay curriculum fees will negate a student's reservation and** the seat will be available to other applicants.

### 5.3 Monthly Tuition Payments

- Monthly Tuition Installments are due by the 5<sup>th</sup> of the month.
- NIA payments are made through the Gradelink billing section. All parents must set up regular payments using their checking account or credit card.
- Cash payments will not be accepted.
- Other forms of payment will incur \$10 processing fees.
- Late payments will incur a \$25 fee.
- See step by step guide to set up your payment. Parents can use Gradelink to pay tuition in one payment or in 10 monthly installments starting in August and ending in May.

### 5.4 Multiple Child Discount

First child is required to pay full tuition. Additional siblings are given \$250 deduction from their annual tuition amount.

### 5.5 Aftercare

Aftercare costs \$150 a month for up to two students per family. Each additional child costs an extra \$50.

Aftercare lasts till 5:30 pm sharp. After 5:30, parents are charged \$1 per minute late fee until they arrive.

### 5.6 Bus Transportation Fee

\$150 a month for up to three students, then an extra \$25 a month for each additional child. A Bus Registration Form MUST be filled out before your child can ride. Also, see the NIA School Bus Policy below for further important information.

### 5.7 Child Care Certificates

We Accept Dept. Human Services [Child Care Certificates](#). Contact Davidson County TDHS Office to see if you qualify at: Phone: (615) 532-4000; 1000 Second Avenue, North; Nashville, TN 37243

## 6. [NIA School Bus Policy](#)

### 6.1 Overview

The goal of NIA's bus service is to provide students with safe and secure transportation. The school has created a comprehensive school bus policy to ensure safety, through prompt arrivals and departure of the buses and positive attitudes on the part of students. This policy includes,

- Rules On Bus, which will only be enforced with the cooperation of the school, bus driver, student, and parents.
- Parent Expectations are meant to ensure the cooperation of parents and the safety of all students.
- Consequences of violating the rules and expectations, aimed at holding everyone accountable.
- Communication section, our policy requires parents to phone the school to communicate changes in pick-up or drop-off.
- Bus Schedule includes the locations and times for departure and arrival.

We ask that all parties involved be mindful of the policy to ensure the continued safety of our students and the continuance of our bus services. NIA's bus service is a privilege and a blessing. Let's safeguard it together!

## 6.2 Rules on the Bus

1. Follow the driver's directions.
2. The bus driver may assign seats.
3. Stay seated at all times whenever the bus is moving.
4. Students will sit properly, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
5. No conversation should be held with the driver when the bus is in motion.
6. Students can only converse with their side neighbor using a low-level voice.
7. Keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
8. No fighting or horse-playing is allowed on the bus.
9. Students must keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
10. Do not leave the bus without the driver's permission.
11. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
12. Students are not to touch the emergency equipment (emergency doors, windows, roof hatches, etc.) except as directed by the driver or during an emergency.

## 6.3 Parent Expectations

1. Please review the rules with your child and ensure they understand that the driver has the authority of a classroom teacher.
2. Be mindful of bus arrival and departure times.
3. Be willing to wait for the bus in traffic and accidents.
4. Do not expect the bus to stop and pick up children after the bus has closed its doors.
5. Do not honk down the bus on the road or expect the bus to stop after departure.
6. Respect bus driver communications about child behavior on the bus.

7. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic, and 12 feet from where the bus stops. This is particularly important for Brentwood families.
8. Parents are expected to follow TN State Road Laws.
9. Parents are expected to respect and be mindful of activity in parking lots, places of business, and neighborhoods (where applicable).

## 6.4 Consequences

Riding the school bus is a privilege, not a right. The school holds the right to take away the bus privilege depending on a child's ongoing behavior and parental harassment of the bus driver.

1. 1<sup>st</sup> Offense: warning
2. 2<sup>nd</sup> Offense: 1-day bus suspension, the parent is contacted
3. 3<sup>rd</sup> Offense: 3-day bus suspension, and parent conference to discuss final consequence
4. 4<sup>th</sup> Offense: Loss of bus privileges

## 6.5 Communication

- Parentes MUST call the school at least 2 hours in advance to communicate any changes to the child's bus schedule (i.e. drop-off stop, or being a car rider).
- No changes in morning pick-up are allowed, simply to avoid loss of time on the road.
- All changes must be communicated to Front Office Staff. Only Front Office Staff are authorized to communicate changes to teachers, and then the teacher will communicate the changes to the child.
- The parents will be given information regarding who to contact in the event that the bus driver needs to be reached while the bus is in operation.

## 6.6 Bus Schedule

Location	Arrival Time in Afternoon	Departure Time in Morning
Islamic Center of Tennessee	4:30 pm	6:45 am
Brentwood Stop	4:05 pm	7:05 am

## 7. Healthy Snacks & School Lunches

As a whole child education school, we care deeply about the health and well-being of our students. Nutrition influences a child's development, health, well-being, and learning potential. Students must attend school with minds and bodies ready to take advantage of their learning environment.

Students are expected to have a labeled non-disposable lunch receptacle and non-disposable water bottle available daily as well as any required utensils and napkin ware.

Each class will have a specific time allotted for lunch.

The school expects parents to follow the following guidelines:

1. Use a labeled, non-disposable lunch receptacle to pack healthy and nutritious snacks and lunches for your child daily.
2. A healthy food item is natural and minimally processed, i.e. fruits, vegetables, baked crackers, granola bars, home-cooked items, dried fruits, etc.
3. Limit the number of sugary items you pack for your child to one per day.
4. Frozen lunches and uncooked foods are NOT allowed. The school does not have the resources to accommodate frozen lunches and uncooked food.
5. Fast food lunches are highly discouraged and considered unhealthy.
6. Pack a labeled, non-disposable water bottle every day.
7. Only pack 100% juice or water for your child. No sodas or other high-sugar or caffeinated beverages will be permitted for students in the lunchroom or classrooms.
8. Due to safety and allergy concerns, students cannot share lunches with other students.
9. The school does not provide utensils and napkins; please pack them for your child daily.

## 8. Appearance and Uniform Policy

### **8.1 Objective**

All grade-level students must wear a complete uniform every day unless otherwise prescribed by the administration. A uniform allows everyone to be seen for who they are, not by what they have. In addition, having a school uniform helps:

- Create an Islamic environment in which students practice a proper dress code.
- Promote a structured school atmosphere that emphasizes self-discipline.
- Increase student achievement by focusing more on their studies and less on their appearance, which may lead to social conflicts and peer pressure.

### **8.2 Uniform Dress Code**

**All boys and girls must abide by the following:**

- All clothing needs to be loose-fitting in the proper size
- Uniforms must be worn in good condition, according to the additional guidelines below.
- ALL students are to wear closed-toed shoes. No sandals, flip-flops, dresses, or open-toe shoes will be allowed for safety reasons.
- Students are to wear school uniforms on field trips.

### **Pre-K 3-4**

- No defined uniform; however, clothing should be appropriate to facilitate active play.
- Plain or patterned clothes are encouraged; no clothing with media images and text.

### **K-5 Girls**

- School Days
  - Plaid Jumper from Educational Outfitters OR Navy Blue Jumper from Target, Cat & Jack
  - White Polo Shirt
  - Navy blue pants or leggings.
  - Sweaters and jackets need to be a solid navy or black color.
  - Solid white/blue hijab for prayer.
- PE days
  - NIA PE shirt with the NIA logo OR polo shirt/t-shirt in gray.
  - Solid navy blue activewear pants (no stripes, markings, letters, or graphics)

### **K-5 Boys**

- School Days and Field Trips
  - Dark royal blue polo shirt with NIA logo
  - Black pants.
  - Sweaters and jackets need to be a solid navy or black color.
- PE days
  - NIA PE shirt with the NIA logo OR polo shirt/t-shirt in gray.
  - Solid navy blue activewear pants (no stripes, markings, letters, or graphics)

### **6th Grade and Up Girls**

- School Days and Field Trips
  - Burgundy/maroon tunic knee length with Khaki pants, no leggings
  - Burgundy/maroon abaya with khaki or black pants or leggings
    - From east essence - ensure correct measurements
    - <https://eastessence.com/products/48-inches-length-ladies-uniform-kurti-fina-sale-coss0419>
  - Solid white/black/beige hijab
  - Sweaters and jackets need to be a solid navy or black color.
- PE days

- NIA PE shirt with the NIA logo OR loose-fitting polo shirt/t-shirt in gray.
- Solid navy blue activewear pants (no stripes, markings, letters, or graphics)

### **6th Grade and Up Boys**

- School Days and Field Trips
  - Maroon polo shirt with NIA logo and khaki pants
  - Sweaters and jackets need to be a solid navy or black color.
- PE days
  - NIA PE shirt with the NIA logo OR loose-fitting polo shirt/t-shirt in gray.
  - Solid navy blue activewear pants (no stripes, markings, letters, or graphics)
- White Thobes can only be worn on Fridays.

### **8.3 Friday Optional Dress Code**

- Girls may wear solid black unadorned abayas.
- Boys may wear plain color thobes

### **8.4 Cold Weather**

Students may wear a non-school jacket on cold days ONLY if there is a school-approved sweater underneath the jacket. Non-school jackets need to be removed inside the classrooms, cafeteria, etc.

### **8.5 Non-Uniform Dress Code**

There may be occasions when students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- All clothing needs to be loose fitting in the proper size
- No legging, tights, skinny jeans, or fitted pants
- No shorts for boys
- ALL students are to wear closed-toed shoes. No sandals, flip-flops, dress shoes, or open-toe shoes will be allowed for safety reasons.

### **8.6 Make-up**

Students are not allowed to wear makeup to school.

### **8.7 Jewelry**

Girls may wear small earrings and short necklaces. For safety reasons, no large earrings or long necklaces will be allowed. In addition, the school cannot be responsible for items of value that are lost or stolen.

## 8.8 Violation of the Uniform

NIA parents bear the full responsibility of ensuring that their children wear uniform attire during the school day. NIA Administration will determine if the student's attire complies with the NIA Uniform policy. Repeated violations of the NIA Uniform policy may result in additional consequences imposed on the parents and the student, to be determined by the school administration.

## 9. Student Health and Well-being

### 9.1 Medication

- The school is forbidden by law to administer medication without prior authorization from the parent/guardian
- Only prescribed medication in their original bottles will be administered as prescribed.
- For safety, all medication brought to the school must be kept in the office and administered by office staff.
- School officials can only administer limited medications based on staff training and abilities.

### 9.2 Guidelines for Keeping Sick Child Home

- If a child exhibits the symptoms below, they must be kept home.
- If a child exhibits any of the symptoms below during school hours, parents will be contacted and students will be sent home.
- Children need to be without symptoms, unmedicated, for a total of 24 hours before returning to school.
  - Fever: Temperature above 100° F without using fever-reducing medication.
  - Diarrhea: Any watery stools not contained in under clothes.
  - Vomiting: Throwing up.
  - Rash: Covering the entire body.
  - Strep Throat: Students must be on antibiotic therapy for at least 24 hours and not have a fever over 99.9 (under 100° F), without using fever-reducing medication.
  - Communicable Disease:
    - Children with an infectious disease such as chickenpox, mumps, measles, rash all over their body, strep throat, or other viral or bacterial infections must stay home until a note from a health care provider is issued stating the child is not contagious and may return to school.
  - Excessive coughing
  - Upset stomach

### 9.3 Transportation to Medical facilities

If an emergency involving injury occurs at an NIA campus, 911 will be immediately called. Emergency personnel will determine whether to transport the student to a medical facility. Every

effort will be made to contact the student's parent or guardian; however, if the parent or guardian cannot be reached, the student will still be transported to a medical facility for emergency treatment. NIA is not responsible for costs associated with emergency transport.

#### **9.4 General Hygiene and Appearance**

Parents are responsible for ensuring that their children adhere to good personal hygiene practices and cleanliness. This includes but is not limited to:

- Hand Washing
- Facial Cleanliness (clean nose, clean mouth)
- Regular showering
- Hair washing and combing
- Deodorizing
- Dental Hygiene
- Clean clothes

#### **9.5 Healthy Habits to Avoid the Spread of Germs**

- Students are encouraged to adhere to good and often hand washing practices to avoid the spread of germs
- Students are encouraged to learn and use techniques to limit the spread of germs i.e., coughing and sneezing into a tissue or the crux of their elbow.

## **10. Calendar and Holidays**

### **10.1 School Calendar**

The school calendar will be emailed to parents and posted on the school website by the end of the prior school year.

### **10.2 Holidays and Festivals**

NIA observes the following holidays and will be closed accordingly:

- Labor Day
- Thanksgiving Day
- Eid ul-Fitr (as indicated on the calendar)
- Eid ul-Adha (as indicated on the calendar)
- Martin Luther King Day
- Memorial Day
- Fall, Winter, and Spring Breaks (Please refer to the school calendar for dates.)

### **10.3 Emergency Procedures and School Closings**

- The principal has the authority to close the school in the event of hazardous weather or other emergencies.

- The principal shall ensure that administrative regulations are maintained for fire drills, threats, tornadoes, inclement weather, and other emergencies in all building areas. Students practice regular drills for fire, active shooter, etc.
- In inclement weather, Nashville International Academy will announce any cancellation of classes, or a delayed opening time, by 5:00 a.m.
- If early morning weather conditions make travel to school hazardous and school is not canceled, the parent makes the final decision for the child (ren) to attend. Remember, if school is open and your child (ren) does not attend, that is considered an unexcused absence.

## 10.4 Birthdays

Birthdays are not celebrated at school. The birthday child/family may bring cupcakes or small items to share with all classmates, but there will be no Birthday song or formal celebration during school. Invitation distribution to outside events will not be permitted.

# 11. Electronic Use Policy

## 11.1 Ethical Use of Technology

In an effort to support student safety, develop responsibility, and keep students accountable, the NIA Administration and staff have the discretion to determine the appropriate use of electronic devices and cell phones during school hours.

Students are expected to use computers and iPads in a manner that is consistent with the school's ethical principles. Responsible use of the Internet includes: research, web-based applications, communication, and collaboration. Unacceptable activities are not permitted. These include, but are not limited to:

1. Harassing, insulting, attacking others, and/or using obscene language
2. Sending or displaying offensive messages or pictures
3. Taking pictures or videotaping others without permission
4. Participating in interactive email and chat rooms without permission
5. Changing default settings on school computers
6. Downloading or installing software on school computers without permission
7. Intentionally wasting limited resources or requesting unnecessary and lengthy material that ties up system resources
8. Violating network security systems, using another's password or account, or trespassing in another's folder or files
9. Damaging computers, computer systems or computer networks
10. Violating copyright laws

## 11.2 Mobile Devices

### Grades K-8<sup>th</sup>

- Students are prohibited from operating cell phones, smartwatches (excluding personal fitness trackers), or other personal communication devices during school hours. Such devices may only be operated by students before or after school hours.
- If students bring mobile devices to school, all devices are to be turned off, checked in at the front desk upon arrival, and checked out at dismissal time.
- It is always better if students keep all mobile devices (cell phones, smartwatches, or other personal communications devices) at home.
- On certain occasions, students may bring in mobile devices **ONLY** with administrations or teachers and parental permission to be used for events and class activities.

### Grades 9-12

- Students may bring a cell phone/telecommunications device into the building as long as it is out of sight and put on silent during class time.
- Teachers may allow students to use cell phones/telecommunications devices in the classroom for educational purposes. Teachers are to announce clearly the purpose for using the devices, when students are to get their devices out and when they are to put them away.
- Students are not to share their devices with other students, especially students in grades K-8<sup>th</sup>.

## 11.3 Violation of Technology Guidelines

Carrying a cell phone/telecommunications device in the school building is a privilege, not a right. All phone violations beyond the first offense shall result in consequences including the temporary loss of carrying the device at school and shall be communicated to parents. All offenses are cumulative throughout the year.

### 1<sup>st</sup> Offense

- Written warning.
- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.

### 2<sup>nd</sup> Offense

- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- Parents will be notified.
- The student is not allowed to bring the device to school for 1 week.

### 3<sup>rd</sup> Offense

- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- Parents will be notified.
- The student is not allowed to bring the device to school for 1 month.

### 4<sup>th</sup> Offense

- The item will be confiscated by the administrator and MUST be picked up by a parent/guardian.
- The student is not allowed to bring the device to school for the remainder of the school year.

## 12. Parent Teacher Organization (PTO)

- The purpose of the NIA PTO is to:
  - Promote co-operations between parents and teachers in everything pertaining to the well-being of the school and its pupils according to its bylaws.
  - Afford opportunities for the study and discussion of all matters relating to the education and welfare of children, recognizing that the principal is the responsible authority in the school.
  - Facilitate and organize social, educational and fund-raising activities.
- Parents are highly encouraged to support and participate in the PTO activities. Please contact the PTO at [PTO@niatn.org](mailto:PTO@niatn.org) for more information.

## 13. Student Behavior

NIA is a whole child-based education school that promotes wholesome behavior and character. NIA students are expected to conduct themselves in accordance with the NIA Framework of the 4Cs: Compassion, Conscience, Control, and Courage. Students are expected to adhere to Islamic manners and the policies and rules of Nashville International Academy.

### **13.1 Compassion, Conscience, Control, Courage Zone System**

NIA School has developed a discipline policy, *Zone System*, for all grade levels that follow the Islamic principles of ethics and the [\*Responsive Classroom\*](#) approach. The school expects students to abide by standards of respectfulness and responsibility exhibited in our school rules; **Build Compassion, Build a Conscience, Be in Control, and Be Courageous**. Failure to abide by the rules will result in several disciplinary actions.

#### **Purpose of the Zone System**

- Maintain character and academic excellence
- Promote an environment of cooperation and positive learning
- Keep students accountable for their behavior
- Teach positive behavior
- A communication tool for parents to aid in the character development of their child



### **Zone 1:**

The student is abiding by standards of respectfulness and responsibility exhibited in our school rules; **Build Compassion, Build a Conscience, Be in Control, and Be Courageous.**

### **Zone 2:**

The student is not following directions and is not exhibiting the 4Cs when interacting with others, i.e. disrupting others, using physical contact/fighting, using inappropriate language, bullying, disrespect, tardy for class.

The student will receive positive discipline consequences in the classroom, such as the following:

- Interactive modeling
- Visual cues/verbal cues
- Reminding and redirecting language
- Increase teacher proximity
- Logical consequences: Reparation, Loss of privilege
- Teacher meeting
- Positive Time-out: Reflection Chair

### **Zone 3:**

The student is not abiding by the rules despite applying the whole range of positive discipline approach in Zone 2.

The student will receive the *Infraction Slip* below and will be referred to the office where they receive disciplinary action based on the frequency or type of infractions. Parents will be contacted for every infraction in Zone 3.

- 1 infraction: warning
- 2-3 infractions: loss of recess
- 4-6 infractions: lunch detention
- 7-9 infractions: Half day In-School Suspension (ISS)

- 10 or more infractions: Full day In-School Suspension (ISS)

Infraction Slip										
<b>Name:</b> _____			<b>Grade:</b> _____			<b>Teacher:</b> _____				
<b>Date:</b> _____										
<b>Location:</b>	Classroom	Cafeteria	Hallway	Restroom	Playground	Mosque	Bus			
<b>Infraction #</b>	1	2	3	4	5	6	7	8	9	10
<b><u>Reason for infraction:</u></b>										
<b>Control</b>			<b>Compassion</b>				<b>Conscience</b>			
<input type="checkbox"/> Disruption			<input type="checkbox"/> Inappropriate Language				<input type="checkbox"/> Disrespect			
<input type="checkbox"/> Physical contact/fighting			<input type="checkbox"/> Bullying				<input type="checkbox"/> Tardy for class			
<b><u>Teacher Action:</u></b> (Check all that apply)										
<input type="checkbox"/> Reminder			<input type="checkbox"/> Logical consequence				<input type="checkbox"/> Class meeting			
<input type="checkbox"/> Parent contact			<input type="checkbox"/> Interactive modeling		<input type="checkbox"/> Student meeting		<input type="checkbox"/> Positive Time-out			
<b><u>Office Action:</u></b>										
<input type="checkbox"/> Warning		<input type="checkbox"/> Loss of recess			<input type="checkbox"/> Half day ISS		<input type="checkbox"/> Parent conference			
<input type="checkbox"/> Time in office		<input type="checkbox"/> Lunch detention			<input type="checkbox"/> Full day ISS					

### 13.2 Bullying

All forms of bullying or harassment are strictly forbidden at NIA and carry significant consequences. Bullying is defined as physical and/or emotional harassment that is deliberate, repeated, and demonstrates a power imbalance.

#### Bullying Behavior

Examples of bullying behavior include the following:

- **Verbal:** Verbal harassment and name-calling, including but not limited to: “put-downs”; hurtful personal comments about another’s appearance, taunting; or another’s social, cultural, or religious beliefs; threats; offensive acronyms; spreading malicious rumors; belittling others’ abilities and achievements; negative references to a person’s family or ethnic background.
- **Physical:** Physical contact that is negative, including but not limited to: hitting; poking; pushing; punching; tripping, kicking; spitting; invading personal space; taking, hiding, or damaging belongings; non-verbal signs and gestures designed to intimidate.

- **Emotional:** Hurting the feelings of others intentionally, including but not limited to: excluding; alienating; or influencing others not to like or associate with someone; ostracizing; controlling or dominating someone by withdrawing or threatening to withdraw friendship; pressuring others to act against their will – such as giving up possessions, money; providing homework for copying or stealing; circulating offensive notes; offensive graffiti.
- **Electronic:** Using sources of technology to intimidate others, including but not limited to: sending offensive text messages, instant messages or emails; putting offensive material on the Internet; putting someone's personal information or material on the Internet without their consent or knowledge.
- **Retaliation:** Retaliation includes any form of intimidation or harassment in connection with filing a complaint or assisting with an investigation under NIA's policy. Retaliatory or intimidating conduct is prohibited and as detailed in this policy, shall be treated as another bullying incident.

### **NIA's Expectations for Providing a Safe School Environment**

#### **NIA is committed to providing:**

- An environment conducive to promoting positive relationships between all members of the school community- students, staff, and parents.
- Curriculum materials, programs, and opportunities which help develop appropriate social skills, positive relationships, respect, and resilience.
- Communication from all teachers to students about the policy.
- A safe and confidential place to report the actions of bullies

#### **NIA expects all students to:**

- Not participate in any bullying situations.
- Report the actions of bullies.
- Be accountable for their actions

#### **NIA expects all staff to:**

- Provide a positive and safe environment for all.
- Model appropriate language and actions.
- Respond sensitively to signs of distress or suspected incidents of bullying.
- Be observant regarding the actions and interactions of students.
- Identify possible bullying situations and persons.
- Intervene in situations where bullying is directly observed.
- Report and follow the procedures for all incidents of bullying.
- Discourage activities that enable exclusion e.g. distribution of invitations in class, choosing of working groups by students, and saving of seats.

### NIA expects parents to:

- Promote respect for others and accountability for behavior; model behavior that treats others with respect and kindness.
- Communicate with the school any signs of distress in their children regarding suspected bullying.
- Discuss with their children any incidents of bullying and appropriate strategies and/or relationship skills to deal with them.
- Support the school in its endeavors to assist your child if they are aware or involved in a bullying situation.
- Take advantage of resources provided by NIA and other avenues outside of school i.e. recommended support programs for academic, emotional, physical, and behavioral improvement.

## 13.3 Probation and Dismissal of Students for Behavioral and Academic

### Reasons

Recommendation for Withdrawal or Expulsion from School: If the behavior is egregious, or previous disciplinary actions have not corrected the behavior, the Principal may recommend a family withdraw their student or recommend to the NIA Board that a student be expelled from school. Withdrawal or expulsion may be effective immediately, as determined by the Administration. Examples include but are not limited to:

- Repeated bullying of any kind - cyber or otherwise (on or off campus) that did not resolve following an action plan.
- Violence
- Recurrent issues indicating a lack of honesty and integrity (*e.g. plagiarism, lying, cheating*)
- Bringing dangerous items to school (or on school-sponsored trips) such as knives, matches, drugs, alcohol, etc.
- Repeated disrespect toward faculty and/or Administration
- Repeated disregard for behavioral expectations
- Prolonged academic and/or behavioral probation

## 14. Homework Policy and Grades

### 9.1 Homework

#### Purpose

Homework is a bridge that connects home and school, keeping parents informed about current areas of study and student working levels. Research shows that by devoting more time to learning, students improve their academic achievement and develop important life skills. Teachers should assign homework for the following purposes:

1. **Previewing:** To activate prior knowledge for upcoming lessons

2. **Practice:** To practice newly taught skills and reinforce previously mastered skills
3. **Enrichment:** To extend and enrich the curriculum
4. **Monitoring:** To monitor student progress
5. **Life skills:** To help students develop responsibility, study habits, time management, and organization skills.

### **Definition**

Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom. It is intended to be a meaningful experience that prepares students for class.

### **Guidelines**

Teachers and students will be required to maintain a communication folder to keep all homework assignments and other school papers.

### **Work Load**

- Teachers are required to assign homework three to five times a week EXCEPT during designated religious holidays. Occasionally, weekend and vacation assignments may be necessary for the continuity of learning. Students are encouraged to use the weekends and vacations for long-term assignments and daily reading.
- **Daily reading** is a key component of homework and is incorporated into the daily time allotted to homework by each grade level. Teachers are encouraged to assign students 30 minutes of reading a book on their AR level.
- **Time allocation per grade level:** If you feel that your child is spending too much time on homework, or is struggling to complete the assigned task, please contact your child's teacher.
- The actual time students spend on homework will vary based on their individual abilities, study skills, and time management practices. Below are the times, on average, that students should spend on homework each night. Teachers are encouraged to consider the following chart when assigning homework.

Grade Level	Homework	Independent Reading
Grade K	10 min.	15 min.
Grade 1	15 min.	15 min.
Grade 2	20 min.	20 min.
Grade 3	30 min.	25 min.
Grade 4	40 min.	30 min.
Grade 5	50 min.	30 min.
Grade 6-8	60-80 min.	30-35 min.
Grade 9-12	90-120 min.	30-35 min.

### Responsibilities

As with all schoolwork, the interaction between the teacher-student-parent is essential. The final responsibility for homework rests with the student.

### Students' Responsibilities

1. Know the homework policy.
2. Record all assignments and due dates in their planner (grades 3 and up).
3. Get the assignment and ask for clarification if needed.
4. Take home all necessary resources, such as packets, textbooks, notes, and study guides.
5. Set a time each day to do homework.
6. Check work and, if possible, explain it to an adult.
7. Maintain the highest quality work on homework assignments.
8. Bring the completed homework to school when it is due.
9. Be responsible for getting assignments when absent from school (Middle and high schoolers).
10. Be responsible for taking care of, and returning, any borrowed resource materials.

### Teachers' Responsibilities

1. Assign relevant, challenging, and meaningful homework.
2. Communicate expectations to students.
3. Post all assignments and provide time for students to record them.
4. Review and return homework in a timely manner and provide constructive feedback.
5. Update grades promptly on Gradelink and notify parents early regarding homework problems and missing assignments.
6. Collaborate regularly with other teachers to ensure that the amount of homework assigned is reasonable.

## 9.2 Grades and Assessments

Teachers will use different types of assessments to monitor students' progress, check for understanding, and modify their instructions. Teachers are required to follow grade-level rubrics included in their curriculum, which will be provided by the administrators.

### Grade Scale for Pre-K

Grade Scale	Meaning
<b>E</b>	<b>Exceeds standards:</b> The student consistently and independently demonstrates proficiency and advanced understanding.
<b>S</b>	<b>Meets standards:</b> The student independently demonstrates proficiency.
<b>P</b>	<b>Progressing toward standards:</b> The student demonstrates proficiency with support.

### Grade Scale for All Grade Levels

Grade Scale		Point Grade	Meaning
Grades 1 and up	Grade K, Art, PE		
<b>A</b>	<b>E</b>	90– 100	<b>Exceeds standards:</b> The student consistently and independently demonstrates proficiency and advanced understanding.
<b>B</b>	<b>S</b>	80 – 89	<b>Meets standards:</b> The student independently demonstrates proficiency.
<b>C</b>	<b>P</b>	75 – 79	<b>Progressing toward standards:</b> The student demonstrates proficiency with support.
<b>D</b>	<b>N</b>	70 – 74	<b>Needs improvement:</b> The student demonstrates limited understanding and is making progress toward proficiency.
<b>F</b>	<b>U</b>	0 - 69	<b>Unsatisfactory:</b> The student shows insufficient evidence to gauge understanding or progress.

## Assignments Types

Assignments (Grades 1-5)	Type	Weight
Homework	Homework	10%
In-class work, quizzes, group work	Classwork	30%
Chapter/unit tests, projects, papers, presentations	Assessment	60%
Assignments (Middle School)	Type	Weight
Homework	Homework	10%
In-class work, quizzes, group work	Classwork	30%
Chapter/unit tests, projects, papers, presentations	Assessment	50%
Exams	Assessment	10%
Assignments (High school)	Type	Weight
Homework	Homework	10%
In-class work, quizzes, group work	Classwork	30%
Chapter/unit tests, projects, papers, presentations	Assessment	40%
Term Exams	Terms	20%

## 9.3 Re-Testing

### Re-Testing (For grades 4<sup>th</sup> and up)

To ensure that all students demonstrate mastery of content in all subject areas, the following guidelines will be used for summative assessments retake.

- Retakes may be given on summative tests, as opposed to papers and projects, if a student acquired less than 80% grade on a test.
- Students may earn up to 80% on a retake.
- Students MUST submit a test correction, complete any missing work for that chapter, and do extra practice prior to the retake.
- The old test MUST be returned with a parent's signature.
- The retake should be taken within TWO WEEKS after the original test is returned to the student.
- Retake opportunities will be limited to ONE per class per quarter. (Exceptions will need to be negotiated beyond that limitation.)
- Students will not be permitted to redo an assignment or retake a test if they received a grade of zero due to dishonesty.

## 9.4 Late and Makeup Work

Meeting deadlines is a life skill that will help students succeed in school and beyond. Students are expected to turn in work on time to receive full credit. Teachers are required to input missing or incomplete work as “IC” on Gradelink which counts as zero. Teachers are required to update grades once the work is submitted.

NOTE: Teachers are required to communicate late and make-up assignments/work policy to parents via email, the weekly newsletter, quarterly updates, parent-teacher communication, and/or through gradelink communication.

### Late Work

- Students who do not turn in assignments will receive a consequence based upon individual teacher discretion or grade level policy. These consequences shall include:
  - Missed reward activity
  - Communications with parents
  - Partial credits
- For **middle/high school**, teachers are required to use the following guidelines:
  - Work turned in 1 school day late will reflect 10% loss of credit.
  - Work turned in 2 school days late will reflect 30% loss of credit.
  - Work will not be accepted after 2 school days.
  - Work graded in class will not be accepted late, as the answers were given to students.
  - AP and Dual Credit classes will not accept late work because students can earn college credit in these classes and teachers must follow college-level guidelines.
- In extenuating circumstances, a student may turn homework on the next day **ONLY** if the student brings in a parent’s note stating the circumstance. Habitual parent notes will not be accepted.
- Long term or major assignments will not be accepted late due to the length of time students knew about the assignment.

### Make-up Work

- Students are expected to make up any work they miss due to absences.
- Students have the number of days absent plus one to get the make-up work turned in.
- Make-up work submitted late will be subject to the aforementioned consequences.
- Missed tests will be taken when the student returns to school after being absent unless other arrangements are made at the teacher’s discretion.
- A suspension will be considered an extenuating circumstance for attendance purposes and make-up work will be allowed for 80% credit of work completed.
- For middle/high school, students are responsible for obtaining missed work upon their return to school.

## 9.5 Social and Emotional Learning

As part of our social and emotional learning program (SEL), students are receiving weekly instructions on the following skills that fall under the umbrella of the 4 Cs program:

- **Control:** Self Awareness, Self Regulation, Positive Interactions
- **Compassion:** Compassionate Actions, Compassionate Language, Tolerance
- **Conscience:** Academic Excellence, Moral Compass, Social Responsibility
- **Courage:** Perseverance, Forgiveness, and Activism

In addition, students are evaluated holistically at the end of each quarter on these skills based on teacher observations, student behavior, interaction with peers, and classroom assignments. Teachers use the following grade scale for SEL.

Grade Scale	Meaning
4	<b>Exceeds standards:</b> The student consistently and independently demonstrates proficiency and advanced understanding.
3	<b>Meets standards:</b> The student independently demonstrates proficiency.
2	<b>Progressing toward standards:</b> The student demonstrates proficiency with support.
1	<b>Needs improvement:</b> The student demonstrates limited understanding and is making progress toward proficiency.

## 9.6 Gradelink

NIA utilizes the Gradelink platform as its main platform to keep parents updated with their children's academic progress at school. Teachers are required to keep Gradelink updated on a weekly basis.

To access your account:

1. Teachers will receive their login information at the beginning of the year. If needed, you may contact the front desk during the school year to verify your login information.
2. Go to [www.gradelink.com](http://www.gradelink.com) and click on LOGIN.
3. Enter the school ID: 620
4. Enter your Username and Password, then click on LOGIN.
5. To learn how to use Gradelink, you may watch this short video tutorial <https://www.gradelink.com/watch-a-gl-demo/>

Through Gradelink, teachers are required to input the following information: parents have access to the following information:

- Current Grades in each class

- Descriptions, Grades, and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (*attachments*)
- Attendance Information

## 15. Student Progress Tracking

- Throughout the year, teachers use systematic formative and summative assessments to track students' academic progress.
- Students are also assessed with benchmark testing (STAR) 4-5 times a year to provide an objective and independent measurement of their progress in relation to their peers.
- At the end of the year, the Iowa Test of Basic Skills (IOWA), a nationally norm-referenced standardized test, is administered to students in grades 1-8.
- High School students take midterms, end-of-year exams, and standardized tests.
- Students are also measured regarding their social and emotional learning growth through the 4Cs Evaluation System.

## 16. Lockers Policy

All lockers are the property of Nashville International Academy. Students are expected to abide by the school rules when using lockers. Students may lose their locker privilege if they abuse the locker policy.

### **16.1 Lockers Guidelines**

- The homeroom teacher will issue a locker to each student during homeroom on the first day of school.
- Students may use a lock as long as a spare key/lock combination is shared with their homeroom teacher.
- Students are to secure all of the items behind lockers doors.
- Lockers are to be kept clean. No writing or placing stickers are allowed inside or outside the lockers.
- Students are not to share lockers with other students or share their locker combinations with other students.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- NIA reserves the right to search lockers at any time.
- Scholars will be charged a \$5 fee for damaged lockers.

### **16.2 Clearance of Lockers**

- All lockers will be cleared out at the end of the year.
- Any items left in the lockers will become school property.

- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.

## 17. Field Trip Policy

Field trips are intended to enhance the curriculum and enrich students' educational experiences. They are part of the school program and are not optional experiences for students.

- The cost for field trips is divided equally among those attending, and must be paid in advance before the field trip.
- Parents will be informed of the trip and must complete the permission form for the student to go on the field trip. .
- Students must adhere to the school dress code on field trip days.
- Students must abide by the bus riding policies.
- Students who do not adequately follow school rules will be restricted from attending field trips and extracurricular activities. Behavior on any school-sponsored trip must be the very best and we expect students to recognize their place in the larger community and to act responsibly and respectfully toward their neighbors.
- Students may bring extra money (No more than \$10) to spend during the trip.
- Pack a sack lunch for your child to take to the field trip.
- Parent Chaperones:
  - Please arrive on time and check in at the school office.
  - Help the teacher maintain order during the trip.
  - Please don't purchase gifts or food items for students without consulting the teacher.
  - Please don't bring young children along, since your focus must be on the safety and wellbeing of the school children.
  - Please don't bring additional individuals or family members to the field trip.
  - Chaperones may ride the school bus if space is available.

## 18. High School College Readiness and Graduation Requirements

In order to build a solid foundation for college and career readiness, Nashville International Academy has mapped out a **Path to Graduation and College Readiness**. Our Map meets the *MNPS Graduation Requirements*, but it also offers courses that go beyond the MNPS requirements. Students can choose from a long list of Online and In-Class courses (Core and Elective). This will allow NIA students to build outstanding resumes and college applications. The following courses are what many colleges require.

**English (Language Arts):** Take English every year. Traditional courses, such as literature and language, help improve your writing skills, reading comprehension, and vocabulary. But you can also choose from a list of Electives at NIA to improve your English language skills.

**Math:** Take Math every year. Algebra and geometry help you succeed on college entrance exams and in college math classes.

- Algebra I
- Algebra II
- Geometry
- Statistics
- Calculus

**Science:** Colleges want to see that you've taken at least three years of science classes. A good combination includes a year of each of the following:

- Biology
- Chemistry or physics
- Earth/space science
- Laboratory science

**Social Studies:** Improve your understanding of local and world events by studying the cultures and history that helped shape them. Here is a suggested high school course plan:

- U.S. history (a full year)
- U.S. government (half a year)
- World history or geography (half a year)
- An extra half-year in another area

**Foreign Languages:** Solid foreign language study shows that you're willing to stretch beyond the basics. Many colleges require at least two years of study in the same foreign language, and some colleges prefer more. The default language that will be offered will be Arabic.

**The Arts:** Research indicates that students who participate in the arts often do better in school and on standardized tests. The arts help you recognize patterns, learn to notice differences and similarities, and exercise your mind in unique ways.

Many colleges require or recommend one or two semesters in the arts.

**Challenging Course Work:** To ready yourself for college-level work, enroll in challenging high school courses, such as honors classes, AP courses or IB-program courses.

**NIA Specific Courses:** NIA will require high school students to take Quran and Islamic Studies every year they are at NIA.

## Graduation Requirements:

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall;

1. Achieve the specified **22 units** of credit;
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct,
4. Take the ACT or SAT in the 11<sup>th</sup> grade; and
5. Complete a United States civics test.

## 19. Grade Acceleration/ Grade Skipping

- NIA does not encourage grade acceleration; however, in some cases when very high academic achievement is evident, the teacher may recommend a student get evaluated externally for a recommendation for acceleration into a higher grade level (“skipping a grade”).
- Academic, social, physical, and emotional maturity factors all play a role in determining if acceleration is appropriate for a child. Both the potential benefits of academic acceleration versus the potentially harmful effects that may result from social, physical, and emotional immaturity need to be considered.
- The decision to accelerate a child into a higher grade level is made in accordance with law, administrative regulation, and requires external testing and evaluation. The family is responsible for evaluation costs associated with grade acceleration.
  - Acceleration is limited to one grade level only and one time only.
  - Acceleration is not recommended for students in first grade and below.
  - For more information regarding acceleration, please contact the principal.

## 20. Special Education Services

Due to its limited resources, NIA doesn't offer a Special Education Program. NIA teachers differentiate instruction to meet the needs of the diverse students within the spectrum of mild learning differences. The teachers and administration may recommend students be evaluated outside of the school by professionals to determine the specific needs of the child. The school may recommend counseling and special tutoring. If the teacher and administration collectively feel that the school isn't able to accommodate the student's needs, they will recommend that the student be enrolled in another program that will better meet the needs of the child.

## 21. After-School Programs

The school offers a variety of after-school programs that may vary depending on students' interests and community needs. The research shows that students who attend high-quality programs for a significant period of time show higher academic performance and social competence, an increased sense of self as a learner, and better work habits.

In order to participate in an afterschool program,

- A permission form must be completed and turned in by the deadline.
- Students are required to follow the rules, policies, and procedures concerning the particular program.
- Students must be picked up promptly at the end of the program.
- Signing up for any of these programs will constitute a commitment both from the student and from their parents.
- Violating the afterschool program guidelines may result in removing the student from the program.

## 22. Home Language Survey

Every student must have a completed and signed HLS in his/her cumulative file.

A parent/guardian must complete an HLS when the student enters NIA. The form must be completed in its entirety, signed, and dated.

## 23. Communication

- The student's teacher is the first point of contact when parents have questions or concerns about their child's academic progress, behavior, and attitude toward school. Parents may communicate through emails, phone calls, or request a conference.
- If the issue is not resolved/addressed by the teacher, the next point of contact is the school principal. We encourage and promote parents to utilize emailing for the communication of questions and concerns. Emails will be responded to as soon as possible but within 48 business hours.
- If the issue is still not resolved, parents may escalate the issue following the Grievance Process (See next section).

## 24. Grievance Process

We strive to provide a healthy learning environment where every student is valued as a member of the school community. While NIA encourages resolutions of complaints through informal means, which involves quick conversations between parties and quick resolutions (typically within a day or two), it recognizes that, at times, a formal process (see item 4 below) may be necessary if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

1. The student's teacher is the first point of contact for parents who have questions or concerns about their child's academic progress, behavior, or other school-related matters.
2. A parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in NIA and a staff member, including teaching staff or support staff.. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the teacher with whom there is an issue to see if reconciliation can occur, consistent with the philosophy of the school.
3. If a resolution is met, there is no need to proceed.
4. If parents/guardians feel the matter is still not resolved through discussion with the teacher, the next point of contact is the school principal.
  - a. Parents need to initiate a formal grievance process by sending an email to [principal@niatn.org](mailto:principal@niatn.org), or providing a letter to the school's Principal, no later than 10 working days after the informal meeting noted above. The letter or e-mail must contain the following:
    - i. The date/time/place of the informal meeting.
    - ii. The name and position of teacher with whom the disagreement exists.
    - iii. Factual information and background regarding the disagreement.
    - iv. Specific recommendations for resolution of the issue.
    - v. After receipt of the letter, the Principal will respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution.
    - vi. Should resolution occur, the process is concluded.
5. If a resolution was not reached, Parents(s)/guardian(s) will provide the Board members (email: [nia-baord@niatn.org](mailto:nia-baord@niatn.org)) overseeing the operation with a copy of the letter or email noted in Step 4 within (5) working days of the completion of Step 1.
  - i. The assigned Board members will contact the parties involved and attempt to resolve the situation in the following matter:
    1. He/she will convene the parties to reach a mutual agreement.
    2. If a resolution does not occur and the potential concern is still valid, the Board will assign a committee to investigate these issues of concern, listen to all parties involved, and will produce a decision no later than 30 days after the letter is received. The decision of this committee is the final resolution for the grievance.

## 25. Photo/Video Opt-Out Form

Throughout the year, employees of Nashville International Academy will take photos and videos of students during classroom activities and events, as well as during school-sponsored activities that may occur off-site. These images, examples of student work and the name of any student or staff member may be published for marketing or other purposes, including, but not limited to: publications, presentations, web pages, Facebook or other social media sites, and other possible mediums.

If you are uncomfortable with your child's name and/or image being released for use in any of the above-mentioned purposes, you can choose to opt-out. To opt out, please complete the opt-out form and return to school.

If you do not choose to opt-out, we will assume you have given NIA permission to release your child's name/image. Note that school yearbooks are considered internal publications and are not subject to these restrictions. If you do not want your child's name/photo to be included in these publications, please notify your building principal in writing.

### **Parent or Guardian Opt-Out for Electronic Publication**

As the parent or guardian of this student, I hereby deny permission for my child's work, photograph, and name to be published electronically.

Parent/Guardian name (print)	Parent/Guardian signature	Date

Student name (print)	Student Signature	Date