

In the Name of Allah, Most Gracious, Most Merciful

Parent and Student Handbook

1284 E Bullard Ave, Fresno, CA 93710

Tel: (559) 682-1202

Website: www.aia-islamic.school

WELCOME TO AIA

August 2026

A Message from the Principal

Dear Students, Parents, and Members of the AIA Community,

As we prepare to welcome a new academic year at Al-Azhar Islamic Academy, we do so with a deep sense of gratitude, purpose, and optimism for what lies ahead. Our continued growth as a school reflects the strength of our shared commitment to excellence in education and the development of character grounded in Islamic values.

We are pleased to announce several important developments for the upcoming school year. Most notably, Al-Azhar Islamic Academy will expand to include **Grade 7**, representing a significant milestone in our ongoing efforts to provide a comprehensive and continuous educational experience for our students.

Additionally, in response to our growth and our commitment to enhancing instructional quality, we will be transitioning from combined grade classrooms to **separate, grade-level classrooms**. In previous years, students in Grades 1 and 2, Grades 3 and 4, and Grades 5 and 6 learned in combined settings. Beginning this coming year, each of these grades will be taught in its own dedicated classroom. This transition will allow for more focused instruction, increased individual support, and a more developmentally targeted learning environment for all students.

At AIA, we remain steadfast in our mission to educate the whole child. We are committed to fostering academic excellence while nurturing our students' social, emotional, physical, and spiritual well-being. Through a balanced and enriched program, we aim to equip our students with the knowledge, critical thinking skills, and moral foundation necessary to succeed and to serve as compassionate and responsible members of society.

We extend our sincere appreciation to our parents for their continued partnership and trust. Your support is essential to the success of our students and the strength of our school community. To our students, we look forward to welcoming you back for a year filled with growth, achievement, and meaningful experiences.

We are confident that the coming year will be one of continued progress and distinction for Al-Azhar Islamic Academy. Together, we will build upon our successes and further strengthen a community rooted in knowledge, character, and faith.

With sincere appreciation,

The principal

Al-Azhar Islamic Academy

School Office Hours

The school office is open from 7:45 a.m. to 3:15 p.m. Monday-Thursday and 7:45 a.m. to 2:15 p.m. on Friday to answer your questions. Parents who wish to speak to a teacher and/or the principal are asked to call the school at (559) 274-6671 to make an appointment. Parents are asked not to meet with a teacher at any time while school is in session without an appointment.

Tuition Fees

	New Student (Annual)*	Returning Student (Annual)*	Monthly Installments New-Returning**
TK-KG	\$6,000	\$5,500	\$600-\$550 / Month
1st TO 7th Grades			
1 st Student	\$5,500	\$5,000	\$550-\$500 / Month
2 nd Student	\$4,950	\$4,500	\$495-\$450 /Month
3 rd Student	\$4,400	\$4,000	\$440-\$400 /Month
4 th Student	\$3,850	\$3,500	\$385-\$350 /Month

Registration and Material Fees

Application Processing Fee (for new students only)	\$100.00 per year
Materials (books, materials, online resources, and state testing)	\$250.00 per year

*Parents are responsible for full yearly payment of tuition and all other fees. Pre-paid tuition is refundable with 30 days written notice. The Registration fee is non-refundable.

**For the Monthly Payment Plan, tuition is due on the 15th of every month. The first tuition payment is due at the time of registration, and all subsequent payments are due on the 15th of the month.

**All tuition must be paid in full before May 20th, 2027. Failure to maintain the payment plan will be a valid and sufficient reason to expel the children from AIA.

Age Requirement Policy:

Kindergarten: A child must be five years old by 9/1/2026

Transitional Kindergarten: A child must be four years old by 9/1/2026 (A child must be potty trained before admission)

Pre-Kindergarten: A child must be three years old by 9/1/2026 (A child must be potty trained before admission)

IMPORTANT DATES	
<u>School Starts</u>	17-Aug
<u>School Ends</u>	10-Jun
Teachers Staff Days <i>No School for Student</i>	
August 10 - August 13	
Monday, November 2, 2026	
Monday, February 8, 2027	
HOLIDAYS	
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Break	Nov 23 - 27
Winter Break	Dec 21 - Jan 8
Martin Luther King Day	Monday, January 18, 2027
Washington's Birthday	Monday, February 15, 2027
Spring Break	Mar 22 - Mar 28
Memorial Day	Monday, May 31, 2027
<i>Grading Periods</i>	
Reporting Periods	
16-Oct	25-Sep
18-Dec	4-Dec
20-Mar	19-Feb
4-Jun	30-Apr
Islamic calendars	
Ramadan	Feb 8- March 7
Adha	16-May

Vision

To nurture well-rounded, globally minded individuals who are rooted in Islamic values and empowered to excel academically, contribute positively to society, and serve as role model Muslims for their communities.

Mission Statement

Our mission is to ignite a passion for learning by seamlessly integrating all subjects into a unified whole, with Islam as the guiding light and foundation. We strive to inspire excellence by modeling the beauty and principles of an Islamic way of life through the unwavering dedication of our staff, board, and families, who serve as living examples of faith, integrity, and compassion. In a nurturing and empowering environment, we aim to awaken the potential within each student, fostering independent thought, spiritual growth, and intellectual curiosity.

AIA School Board

Parent-Teacher Organization (PTO)

The PTO serves as a support system for the school. The main function of the PTO is that of fundraising and helping to organize and/or assist extracurricular activities for students. The PTO is not a policy-making body and does not interfere with the management of the school.

All PTO functions and activities will be carried out with the approval of the principal in coordination with the AIA Board PTO Liaison and any teacher or staff member involved in that function. A strong PTO is essential to the success of our school. All parents are strongly encouraged to become actively involved in school activities and courteously share their input, so that we continuously work on creating parent-teacher-student alliances.

PTO council elections are to be concluded during the first month of school. The PTO will assume responsibilities beginning one month prior to and one month after the current school year. Meetings are held once a week plus when needed to organize large events.

Parent Financial Account

As a parent of a student enrolled in a private school, staying current on all fees/charges including monthly tuition is imperative. The school runs primarily on student tuition and cannot function properly when accounts become late or delinquent. AIA reserves the right to impose appropriate penalties in those situations where delinquent tuition problems exist. These may include, but are not limited to, denial of re-enrollment and withholding of transcripts and records as prescribed by law. Tuition is due on the 15th of every month. A \$25.00 late fee will be applied for tuition paid after the 20th of each month.

Curriculum

The educational program at AIA follows the curriculum set forth by the State of California common core standards and utilizes state adopted textbooks. The subjects taught are Language Arts/English, Mathematics, Science, Social Studies/History, Art, and Physical Education/Health. We have two additional subjects Arabic Language and Islamic Studies. This basic program is expanded and enriched at every level with Islamic curricula providing students with exceptional learning opportunities.

Preschool: school day emphasizes the cognitive, social, physical, emotional and spiritual development of the child. Motor skill development, self-expression, creativity, Islamic practice, constitute the daily program.

Kindergarten: The learning activities lay the foundation needed for success in a more academic atmosphere of the 1st Grade. Daily instruction and practice in Islam and Arabic is presented in a meaningful, well-developed program.

Grades 1—7: Both basic and enriched academic curricula provide a love for learning and enable the child to expand his/her horizons. The curriculum meets and surpasses that which is required by the State of California. Daily instruction in Islamic teaching and practices reading and writing Arabic are taught in each grade. Homework in all subjects is an integral part of the curriculum.

School Uniform

All Students are required to wear uniforms daily. Parental cooperation is expected. If a student comes to school without the school uniform a parent will be called to pick up the student –OR- bring a school uniform for the student to change into.

Dress Code

All students are required to wear school uniforms from Monday to Thursday. Slippers, flipflops, and sandals are not allowed for safety concerns. All students should wear comfortable play shoes so they can engage in regular outdoor play and PE activities. Friday are free dress day. Students still need to dress “Islamically” appropriate attire and No sandals are allowed.

Uniform Violations

1. First Violation: The front office will contact the parents on the same day of the violation to inform them of the violation and for it to be rectified by the next school day.
2. Second Violation: The parents will be contacted by the front office to bring appropriate uniforms to school. Students will be kept in the office until they are in the correct uniform.

Grading

While tests are the easiest method of evaluating students, AIA will incorporate alternative methods of assessment as well. Examples of indicators graded in alternative assessments include

students' interpretation of ideas, application of skills and processes, critical thinking, presentation of assignments, creativity of work, mastery of course material, and so on.

Participation in class activities will also constitute as part of students' overall assessment and will be measured using indicators such as initiation of ideas, contribution to class discussion, efficiency in use of time, cooperative learning and class work, preparedness for class, and attendance.

Grading Criteria

4	Exceeds expectations
3	Meets expectations
2	Approaching expectations
1	Not yet approaching expectations
/	Not assessed this term

Honor Roll

The following criteria will be issued for determining honor roll status at each semester grading period:

- **Principal's Honor Roll** - The principal will recognize those students earning an "A" grade in all classes.
- **High Honors** – Each homeroom teacher will recognize those students who have earned a weighted GPA that is 3.75 and 3.99.
- **Honor Roll** - Each homeroom teacher will recognize those students who have earned a weighted GPA that is between 3.25 and 3.74

Progress Reports/Deficiency Notices

Students' progress is reported at the end of each semester. Parents will be contacted and advised if a student is failing or in danger of failing prior to the end of the semester. The twelve-week progress report will serve as a deficiency notice to parents. If at any time parents have concerns or questions regarding their students' progress, they should contact the school as soon as possible.

Semester Report Cards

Final grades are issued to students twice a year at the end of each semester. Semester grades become part of a student's permanent transcript.

Code of Conduct

Behavioral Expectations

- Students always show respect to all school personnel and fellow students.
- Disrespectful attitudes, speech, and other discourteous actions are not allowed.
- Students are to respect all property. Parents/guardians are responsible for the cost of repair or replacement of any damaged property.
- Fighting or the use of abusive/foul language will not be tolerated.

AIA is committed to a safe and secure environment for all students and staff. Discipline is an integral part of nurturing youth and is considered a supporting element for individual learning. Disciplinary techniques that may be utilized are the following:

- Verbal correction
- Cooling off or time out
- Rewards and incentives
- Assigned school duties other than class tasks
- Sending the student to the office or other assigned areas
- Counseling by teachers, or administrative personnel.
- Parent-teacher conferences
- Detention
- Behavioral contracts
- Suspension (in-school or out-of-school)
- School defined and imposed probation
- Expulsion

Bullying Policy

AIA strives to provide a safe, positive learning environment for all students. Therefore, it is AIA's policy to not tolerate bullying or cyber bullying in any form.

- All forms of bullying and cyber bullying by students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
- Complaints regarding bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

Games, Electronics and Other Non-Instructional Devices/Materials

Toys and/or electronic devices should not be brought to school. These items include but are not limited to dolls and action figures, trading cards, handheld gaming devices, tablets and other personal electronic devices. Such items will be confiscated and kept in the office until a parent/guardian comes to pick up the confiscated item. In addition, the buying and selling of such items, or any other items, on school property is strictly forbidden. Anyone engaging in this activity will be subject to disciplinary action.

Cell Phone Policy

AIA is NOT responsible for ensuring the safety of cell phones that are brought to school. Students will not be allowed to have cell phones during school hours unless given permission by a teacher or administrator. Cell phone use during class is dependent upon each teacher's classroom policy. Teachers will enforce their classroom cell phone policies.

Standardized Tests

All enrolled students will be given a standardized achievement test towards the end of the school year during the month of May. The standardized test schedule will be decided by the college board in California.

Homework

Homework is an integral component of the AIA program, designed to reinforce and support student learning. While assignments are distributed throughout the week, they are generally due the following week. Time expectations are calibrated to the grade level and ability of the average student. These assignments foster academic independence in students while providing parents with a window into their child's progress. For Grades 1–7, homework is factored into the student's overall grade.

Late or Make-Up Work and Tests

Students who need to make up work due to an absence will have one day to make up for each day they missed. A doctor's note or prior approval from the principal is required for absences of more than three days. It is up to a teacher's discretion to accept any unexcused late work.

Parents do not have to call the school if the child has been absent for only one day but should send a note for your child to give to his/her teacher when he/she returns. If the student will be absent for several days, it will be necessary for you to call before 9:00 a.m. on the day before you plan to pick up work assignments, so work will be ready for you at the school office.

Parent Conferences

Parent Conferences are held at the end of the first progress report for all students. Conferences are also held throughout the year either at the parents' or teachers' request.

ADMINISTRATIVE REQUIREMENTS

Attendance Policy

School hours are from 7:45 a.m. to 3:00 p.m. Monday-Thursday and 7:45 a.m. to 2:00 p.m. on Friday.

Children should not be brought to school before 7:45 a.m. nor left after 3:15 p.m. during school days. This policy is strictly enforced. Any students found unsupervised at 3:15 p.m. will be taken to the office and the cost of \$5.00 for each additional 10 minutes will be added to the parents' monthly balance.

Attendance at school is mandatory and punctuality is highly regarded. Students who arrive after 8:10 must be accompanied by a parent to sign tardy form. In addition, no student is allowed to leave school premises during school hours without a parent or parent designee (as designated in

student emergency cards by parents). Authorized person(s) for student pick-up must be able to present valid identification as a condition for student release.

The principal and teacher may require satisfactory explanation from a parent or guardian of a student whenever the pupil is absent for all or part of a school day. Students who have repeated unexcused tardiness/absences are subject to academic probation.

Early Release

If a parent wishes to take his/her child out of school before the end of the school day, they need to come in person or send an authorized person to pick up the child. The authorized person must have written or telephone permission from the parent to take the child. In addition, an I.D. may be requested. The office will have the child called from the classroom.

PARENTS ARE NOT ALLOWED TO GO TO THE CLASSROOM DURING SCHOOL HOURS.

Textbook Policy

Students are expected to pay close attention to the care of textbooks, workbooks, and other school materials. Students who vandalize, damage, lose, or return school material in poor condition will be required to pay the replacement cost of each material.

Financial Assistance

Limited Financial Assistance is available for a limited number of Families. Families with financial hardships may apply for a discount. Financial assistance is limited and depends upon Zakat and donations for that purpose. Whenever possible AIA will provide information on scholarships. Please contact the school office if you are interested in setting up a scholarship fund for AIA students. The rewards for helping students attain the correct Islamic knowledge is unending and considered Sadaqah Jariyah.

Health and Safety

Student Supervision

Teachers on duty will be supervising students in and outside of the classroom, before school, recess, lunchtime and after school. Each AIA employee is authorized to document and correct inappropriate student behavior even if it is not their direct student. They will be able to decide on the appropriate consequence and provide notification of offense to parents and AIA administration.

Closed Campus

For the protection and safety of students from exposure to COVID-19, AIA has adopted a closed campus policy, which means that visitors will only be allowed on campus pending administration approval. For early dismissal, parents may call the office for proper check-out procedures.

Lunch

Students should bring a healthy, nutritious lunch to school each day. Healthy hot lunches can also be purchased through the school office. Extra food is not available, make sure to order your lunches in the morning. Parents can order lunches ahead of time through the school office. All students will be required to sit in designated areas to eat their lunch before playing.

California Immunization Requirements

All students must comply with the California Immunization requirements. Health records mandated by the State of California are maintained for each student. Parents need to notify the school office when immunizations are given by the family physician.

7th graders: Booster for Tdap, MMR, and meningococcal conjugate.

In Case of Illness

We need your cooperation to ensure that the school is in a healthy environment. Please assist us by cooperating with the following:

- A child who is ill should not be sent to school.
- Children with running noses, sneezing, coughing, and/or fever must stay at home until symptoms have subsided for at least 48 hours to prevent other children from becoming ill.
- Please notify the school administration of any possible COVID-19 exposures ASAP

If a child becomes ill at school, he/she is sent to the office, and the parent is called to take the student home.

- When a parent has been contacted to pick up an ill or injured child, the child must be picked up promptly. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.

Medication

School personnel are not allowed to administer any medication except for inhalers.

Student Welfare-Child Abuse Policy

According to California Law, any staff member who has reasonable cause to suspect a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the school principal that a

report has been made. Abuse and neglect are defined by California law but may generally be understood as follows:

1. Abuse is any physical or mental injury inflicted on a child other than accidental means.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental, or remedial care required by law.

Personal Items

Students should only bring personal items to school that are necessary for their daily education and not otherwise provided by the institution. Parents are responsible for monitoring the items their children bring to campus. Prohibited items include toys, comic books, electronics, cosmetics, perfumes, and costume jewelry. Hazardous items, including weapons of any kind, knives, or dangerous objects—are strictly forbidden, as are pets.

Food and beverages should be limited to the student's daily snack and lunch; additional sweets or drinks are not permitted. If a teacher authorizes toys for a "sharing day," the items must be securely wrapped and clearly labeled with the student's name. These will be held by the teacher and returned at the end of the school day.

Communication and Appointments

It is important we have an accurate, updated email address from both parents as well as phone numbers and mailing address. If you would like to speak with a teacher, office staff or the principal, you can email them directly about setting an appointment and the reason why you want to meet. Email addresses are available on the website. If it is regarding a general comment or feedback, just an email courteously stating your concern or idea would be appreciated. You can send general feedback to

Field Trips

Parents will be notified at least one week before the field trip of the date, time, destination, lunch information, cost, etc. The parents must sign and return the notification for the child to go on the trip. The cost of the trip must also be paid at that time so the child can go.