



**Burhan
Academy**

K-12 SCHOOL

350 Park Street, Elgin Illinois, 60120
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Parent / Student Handbook

2026 - 2027

Mission Statement

Burhan Academy's mission is to deliver a holistic education, incorporating the Islamic paradigm into academic curricula. Through this integrated approach, we aim to equip students with a comprehensive understanding of various subjects at the highest level of academic excellence while instilling Islamic values, knowledge, and principles.

By embracing diversity and inclusivity, we seek to empower all individuals to thrive academically, spiritually, physically, and morally, preparing them to become compassionate leaders who positively impact society. The foundation of this mission will be the Quran and Sunnah, and its application in the life of a human. This mission will be carried out by dedicated and inspiring teachers, who play a pivotal role in nurturing our students.



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Introduction

Welcome to Burhan Academy, where our staff is dedicated to providing students with an enriching yet vigorous program with high academic standards, rooted in the Islamic paradigm. We believe in order for us to successfully achieve this goal is with strong connection and support from our Burhan families and community.

With this team approach to education, we believe we can achieve the shared goal of helping children meet their greatest potential in academics and religion, building Islamic character and leadership of the next generation.

The purpose of this handbook is to inform you about Burhan Academy's academic policies & procedures. Please review this handbook with your child(ren) and keep as a reference and record of information for any frequently asked questions (FAQ's) you may have throughout the year. We are available to welcome suggestions, and are available for encouragement and support. Please feel free to contact the office with any questions or should you need any further information. We ask that you please review and sign this handbook.

Enrollment & Admissions

Burhan Academy reserves the right to accept or decline the registration of any new or returning student at its sole discretion.

Nondiscriminatory Policy

Burhan Academy does not discriminate against students/families based on race, creed, color, national origin, religious affiliation, gender, age, ancestry, medical condition or physical handicap.

Admission Objective

Our school is committed to educating students who are rooted in their Dīn, academically capable, and interested in spiritual and educational excellence. Our program is geared toward preparing our students for future academic studies, life beyond academia, and the Hereafter.

Waiting List Policy

Any student can pre-register online in December for the next academic school year. The student must complete on-line registration form and submit all required paperwork which includes physical, dental, and applicable fees. All incoming students are required to take and pass school assessment tests, before placement.

Requirements for Admission

Students must meet the following requirements:

- Complete the registration packet on the website.
- Submit all required documents: Provide any/all necessary academic records and health forms.



- Pay all applicable fees: admission, assessment, curriculum, etc. to secure your spot.
- Children must meet state guidelines and turn designated age for each grade level on or before Sept. 1st deadline.
- Assessment: Undergo assessment test before placement.
- Confirmation: once the registration process has been completed, parents will receive email confirmation of your child's acceptance (after placement test).
- Current students will have priority status and will be allowed to register in December of the current academic school year.
- The children of staff members always have priority status.
- The siblings of currently enrolled students have priority status.
- Parents are responsible for keeping all contact information current and file information up to date (i.e. numbers, emergency contacts, physicals, dental, etc).

Transfer Policy

Transfer students who meet all the academic requirements, submit required paperwork, payment of fees, and behavioral requirements will be accepted by the school. However, we will not accept any students charged with a misdemeanor crime or any other offenses by law enforcement. Any student who has been placed/assigned to an alternative school by a previous school, or any student whose file contains negative behavior will not be accepted at Burhan Academy. All previous school records of transfer students will be evaluated prior to acceptance and placement testing. Burhan Academy reserves the right to place a transferring student in a lower grade based upon academic performance and assessment testing.

Curriculum

Our curriculum is built on the belief that all knowledge is connected and comes from Allah. Rather than adding Islam onto a secular curriculum, we teach every subject as a way of understanding Allah's creation. We meet and exceed the applicable state standards, but those standards serve this purpose rather than define it.

Burhan Academy accommodates students from pre-school through 12th grade offering an in-depth comprehensive academic journey that will nurture students growth and development as well as their academic performance.

We offer a curriculum that aligns with all state requirements for educational institutions while being oriented through the Islamic paradigm. We are committed to employing certified and experienced teachers who are dedicated to providing a nurturing and enriching educational environment for all of our students. We are in the process of obtaining two international accreditations.

Burhan Academy also dedicates itself to providing a quality Islamic environment and takes this role very seriously in the shaping of students' identity, expanding



their knowledge, providing them with a motivational skill set, and interest needed for lifelong learning.

We recognize the importance a school's role plays in developing leadership skills in students and imparting this skill set is a fundamental part of our mission. We integrate moral and ethical Qur'anic principles into all of our academic programs to provide our students with a firm grounding and strong belief in Islam.

We believe strongly in the process of engaging students with the goal of making the learning process relevant and meaningful to their lives. Our academic program is student-centered and it looks at the whole child and directs his/her intellectual, social, emotional, spiritual, and physical development. The middle & high classrooms have partitions between male and female students.

Common Core Standards

Our school curriculum, as in 75% of U.S. states, uses Common Core Standards. We use Common Core as a baseline for measurable skills; the purpose, content, and meaning of what students learn are set by an Islamic understanding of knowledge. Our curriculum provides learners with a solid educational foundation in the language arts (reading, spelling, writing, and English grammar), mathematics, science, social studies, computer/technology, Art, and physical education.

Language Arts

A fundamental goal of the Language Arts program is to provide its students with strong communication and writing skills as well as the ability to decipher and comprehend difficult text.

- The Pre-Kindergarten classes provide students with a rigorous phonics program that enables them to become confident readers at a young age.
- In elementary and middle school (K-8), teaching of listening, speaking, reading and writing skills are integrated through age-appropriate literature and basic skills instruction augmented with vocabulary and grammar enrichment. From a young age, students are taught important writing traits and are encouraged to express themselves through writing.
- In middle school, a strong focus is placed on research, writing, and presentation skills in addition to the building of critical thinking skills through deep analysis and discussion of relevant literature.

Math

The math curriculum emphasizes a strong grounding in fundamental computation skills alongside a deep understanding of mathematical concepts. Our curriculum is aimed at ensuring a strong conceptual understanding of mathematical concepts while fostering critical thinking and analytical skills through math study.

- In the lower grades, a hands-on, activity based program with the extensive use of math manipulatives is used to provide students with mastery over the understanding and practice of the basic math facts that they need for problem solving and higher math skills.



- In the upper elementary grades a strong focus is placed on problem solving skills as the students formulate strategies to solve increasingly complex math problems.
- In middle school, students are provided with an accelerated math program focusing on Pre-Algebra and Algebra.

Science

In science, we teach students to see the natural world as the creation of Allah. Students learn the scientific method rigorously as a tool for investigating creation, while understanding that what they discover points to a Creator who made and sustains the universe, rather than to a universe that explains itself.

- In Pre-K and the elementary grades, an inquiry-based scientific program that provides students with a hands-on, experimental approach is used with the aim of giving students a deep understanding of scientific principles as well as an appreciation of the use of science in a way that makes science a fun and engaging project.
- In the upper elementary grades, a strong emphasis is placed on conducting individual science projects as well as group laboratory work.
- In middle school, students are able to explore an in-depth analysis of earth, life, physical sciences, and the new generation sciences.

Social Studies

The Social Studies program is based on an approach that recognizes the critical importance of understanding identity and community grounded in an Islamic understanding of the human being and society. Students are provided a strong grounding in various domains of Social Studies, such as philosophy, dialectical theology, epistemology, history, geography, civics, and economics. Students are geared towards an appreciation of good citizenship and an Ummatic mindset.

- In the lower grades, students study human interactions in family and community and are provided opportunities to practice higher order thinking skills.
- In the upper elementary grades, students are encouraged to go beyond traditional textbooks in exploring and discussing relevant Islamic topics.
- In middle school, social studies is used to teach critical thinking and advanced research skills. There is a strong focus on conducting research using primary sources and presenting quality research results, on current events and on civics.

Religious Studies Program

Burhan Academy provides extensive daily instruction in Arabic Language, Islamic Studies, and Qur'anic Studies with the goal of developing in each child a love for and understanding of Islam and helping each of them become confident, faithful practicing Muslims. These studies are not a separate track but the foundation the rest of the curriculum draws from, so that what students learn in every subject connects back to their faith. In addition to the regular classes, all students in



Kindergarten and up attend a daily morning assembly and all students in KG and up pray Dhuhr during the school day.

Arabic Language

Arabic is stressed as a core subject of study from the earliest grades with the goal of making our students proficient in the use of the language.

- In the Pre-Kindergarten program, students are spoken to in Arabic and are made to feel comfortable understanding and speaking simple everyday conversational Arabic. Stress is placed on correct pronunciation of the letters and words.
- In Kindergarten and 1st Grade, students are introduced to the alphabet and become accustomed to reading and writing in Arabic.
- In 2nd and 3rd grades, students are introduced to a large vocabulary of conversational Arabic and they become increasingly able to understand, speak, read, and write Arabic in complex situations.
- In the upper elementary and middle school grades, students expand on their understanding of Arabic text, dialogue, and comprehension.

Islamic Studies

A strong foundation in Islamic Studies is at the heart of Burhan Academy's mission. Our approach to the teaching of Islamic Studies is based on the belief that students should come to love Islam, learn Islam and live Islam.

- In the pre-Kindergarten and lower elementary grades, students learn what it means to fully live a practicing Islamic lifestyle and the manner of teaching is done in a way that aims at ensuring that they will want to live such a lifestyle.
- In the upper elementary grades, students come to have an in depth understanding of the Seerah of Prophet Muhammad (peace be upon him) as well as the history of the other Prophets (peace be upon all of them) and the Companions and early generations of Muslims in a way that introduces them as role models to emulate.
- In the Middle School, the students are taught more detailed rules of Hadith, Fiqh, and Aqeedah.

Qur'anic Studies

Qur'anic studies are an important element of the BA curriculum from the earliest grades.

- In Pre-Kindergarten, students begin memorizing many of the short surahs of the Qur'an and are taught to understand the wisdom, beauty, and magnificence of the Book.
- In the elementary grades, students continue memorizing surahs as they also study the meanings and learn extensive Qur'anic vocabulary. A strong focus is placed on helping the students understand the relevance of the Qur'an to their lives by helping them understand its meanings and the principles and



values that it promotes. A main focus in the elementary grades is placed on the correct pronunciation and reading of the Qur'an.

- In middle school, students continue memorizing and studying the meanings of selected Qur'an passages while perfecting their reading and pronunciation skills.
- Through the Allama Bil Qalam program, students are enabled to write the entire Qur'an by hand.

Additional Activities

Burhan Academy offers a variety of enrichment activities to supplement the main core of our academic program including

- Field trips,
- Annual Science fair, Spelling bee in English & Arabic, Hadith and Qur'an competitions
- Science clubs and competitions,
- Life and leadership skills workshops.

Technology

To ensure our students acquire a strong foundation in computer and technology skills, we incorporate technology into all aspects of our academic program. Students use computers from a young age in order for them to become comfortable with technological instructions which are integrated in all content areas. This technological policy varies in accordance with the age and development level of the students.

Physical Education

Physical education classes are used to increase the physical competence, health-related fitness and build self-esteem for our students. Students are also provided with the opportunities to gain leadership & team building skills, lifelong appreciation for sports and promotion of a healthier lifestyle.

Students are given the motivational tools which help to promote and remain physically active both inside and outside of school. We also provide extracurricular activities such as basketball, soccer, and volleyball, which help promote health and wellness.

The Daily Schedule

The daily schedules will differ based on grade level and teacher. Parents can obtain a class schedule from the teacher during the Meet and Greet session or from the office. In addition to the academic courses, all children will have daily outdoor time (weather permitting) for recess and physical education. All full day Preschool and Pre-K students will also have a daily rest time.

Student Performance and Evaluation

Burhan Academy follows a quarterly system in which the academic year is divided into four reporting periods of approximately nine weeks each.



Homework Policy

Homework is an integral part of the learning process. It should be expected that students will have homework at each grade level and parental support will be needed for successful completion. It is essential that parents be involved in their child's learning and give priority to their children's homework assignments. Homework may involve test preparation; practice exercises, reviewing assignments, etc. The time required to complete assignments may vary according to a student's study habits.

Parents are encouraged to help students complete their homework by:

- Setting daily uninterrupted study time which is quiet and well lit.
- Helping students to develop & understand the importance of a hard work ethic towards their education and encourage the learning process.
- Monitoring all assignments ensuring they are completed.
- Be supportive and encouraging when students are struggling or get frustrated with assignments.
- Maintaining strong communications with teachers to remain informed about the child's learning process.

Student Clubs and Activities

Co-curricular and extracurricular activities are considered vital components of Burhan Academy's overall program of education. These activities enable students to gain valuable experiences that would not otherwise be provided by a strictly academic program. Students are encouraged to participate in clubs/ activities each year.

Eligibility: In order for students to participate in extracurricular activities, they must maintain an overall B average (GPA). Eligibility will be determined quarterly by examining the student's grades. All students will become ineligible if their GPA falls lower than a B average in any quarter and they will not participate in activities/clubs until they raise their GPA.

Tuition and Fees

Tuition Schedule

Burhan Academy operates on an annual tuition model. In 2026-27, the annual fee is \$6300 for the first child, (\$5,900 if paid by July 1st, **first child only**), and \$5,800 for siblings. Parents can get a \$400 discount for the first child. The fee for half day Preschool students is \$4,600. There is no additional discount for half day students or siblings - even if paid in full.

Or parents can sign a tuition agreement form on the website and pay 10 equal monthly payments from August to May. The monthly payment remains the same regardless of how many days of school there are that month. For those who choose to pay monthly, the tuition is due on the 1st, and a late fee of \$50 is applied on the 6th of every month. Parents can use the online **payment portal** (credit card fee applies), through Zelle to fees@burhanacademy.us, or by dropping off a check at



the school office. Please ensure your child's name and grade is in the memo of whatever payment method you choose.

A student can be dismissed from the school if payment is more than 30 days delinquent. In the event a payment fails, a \$30 Bank Fee will be posted to the account.

NOTE: Tuition must be paid in full regardless of the number of days your child attends school. If your child is sick, on vacation or absent, the payment will not be reduced or refunded for days missed. The tuition will not change for months with holidays or other days off from school. Burhan Academy may offer extended care programs during long holidays (i.e. Ramadan, Eid al-Adha, Winter Break) for additional fees. Parents should check with the front desk for more details.

Additional Fees

Other annual fees in addition to the regular tuition fees include:

Annual Registration Fee: \$150 for new students and \$100 for returning students. (non-refundable)

Annual Resource Fee: \$450

Students are required to take care of the books and computers and return them at the end of the year. Parents will be assessed additional fees if the books or technology is not returned or if they are returned in less than satisfactory condition.

Attendance Policy

The Illinois State Compulsory Attendance Law requires that students attend school (ages six through seventeen years) regularly. Students are expected to be on time and in attendance every day of the school year. Absences should be reserved for illnesses and emergencies only. Parents need to report absences directly to the front office.

School begins at 8:00 a.m. with the morning assembly. Any student arriving after 8:00 a.m. will be considered tardy and must report to the office to obtain a tardy pass. Chronic tardiness will result in disciplinary action.

If a student is absent 10% or 18 days within a school year, the student's attendance record will be reviewed by the principal and homeroom teacher (depending on circumstances) the student may be subject to retention. This is based on the above law, and can/will occur whether the absences are excused or unexcused. If your child is absent from school, please email the school at info@burhanacademy.us before 8:00 a.m. to report the reason for the absence. You need to report:

- the name of your child
- the grade level
- the name of the teacher
- the date(s) of the absence



- the reason for the absence
- your name

Excused Absence

A student's absence will be considered excused if the student is absent and has provided an acceptable excuse through a written note. If any child has been sick and out for three days or more, a doctor's note is required in order for the child to return to school. Consideration for an excused absence could be but is not limited to the following:

- illnesses
- accident resulting in an injury
- family crisis

Unexcused Absence

A student's absence will be considered unexcused if the student is absent and has not provided an acceptable excuse through a written note.

Extended Absence Period

We encourage families to plan vacations in the summer or around regularly scheduled breaks. If for any reason, a family must go on an extended vacation during regular school time, it is important for the parents to work closely with the school to ensure the best interests of the student are preserved.

Written notice should be submitted to the office when a family determines that a student will be absent for an extended period of time. The tuition must be paid in full and needs to be paid in advance. An Absence Consequence Contract must be received prior to the absence time. This is necessary in order to determine the consequences of the absences and to allow for considerations to be made by the teachers in the case that such an extended absence period is to be considered excused. If the stated days are exceeded, the contract will require revision by the principal. Parents should report to the principal immediately upon the student's return if this happens.

Tardy Policy

Punctuality is an essential element of a good work ethic. To fully benefit from the instructional program, students are expected to be on time to school. Students who come late miss out on important instructional material and disrupt the rest of the class. An adult must accompany any student who arrives after 8:00 a.m. to the office to pick up a tardy pass before the student is admitted to class. Students who are tardy more than four times to any class during a reporting period may have to stay for detention. The adult must sign the tardy pass, and a tardy fee of \$5 per tardy will apply.

Early Dismissal

Students should not be picked up early unless there is a compelling reason (such as a doctor appointment) and this should take place rarely. We cannot make accommodations for a student to be picked up early regularly. When a student



needs an early dismissal, parents must inform the student's teacher and the office. The student will then be brought to the office at the designated time and ready for pickup by the parent. Parents are not permitted to go directly to their child's classroom. Parents must inform reception and administration.

Student Withdrawal Policy

Under the school's withdrawal policy, parents who wish to withdraw their child(ren) must complete the following:

- **Withdrawal Form** - A withdrawal form must be completed by parents.
- **Textbooks** - All textbooks need to be returned to the appropriate teacher who must complete a form stating all items have been returned.
- **Balance** - All outstanding balances must be paid in full.
- **Principal Sign Off** - Signature of the principal is required before any/all records are released.

In case of withdrawal from the school at any time during the semester, the parents/legal guardians are responsible for the full annual tuition as well as the full annual registration, book fees and activity fees.

Termination of Registration

Burhan Academy reserves the right, in its sole discretion and in accordance with applicable law, to suspend, withdraw, or terminate a student's enrollment when it determines such action is in the best interest of the student, the school community, or the effective operation of the school.

In the event the school terminates a student's enrollment for reasons other than serious misconduct or a material violation of school policies, any prepaid tuition for the unused portion of the school year will be refunded on a prorated basis. Non-refundable fees, including registration and resource fees, will not be refunded. If enrollment is terminated due to serious misconduct or a material violation of school policies, Burhan Academy reserves the right to withhold tuition refunds to the extent permitted by law and the applicable enrollment agreement.

Arrival and Dismissal Procedures

- Students should arrive on the school grounds before 8:00 a.m. (A staff member will receive students from 7:30 to 8:00 a.m. Parents must not leave their child at school before 7:30 a.m. and a parent/guardian needs to accompany any student who arrives after 8:00 to the office.)
- Parents should drop off students at designated drop-off areas.
- Parents must indicate all those with the authority to sign-out their children. Those picking up a Pre-K child must be at least 18 years old. If there is an emergency and someone other than those listed needs to pick up a child, the authorization must be given by email. We will not take authorization over the phone.



- Students should be picked up at 3:30 p.m. from the designated pick-up area. During pick-up time, parents should remain in their cars, and students will be brought to the car. Students who have not been picked up 15 minutes after the designated pick-up time will be taken to extended care, for which parents will pay additional fees. The late pick-up fee is \$5 for the first 5 minutes and \$10 for the first 15 minutes; after the third occurrence, extended care will be charged for the full month.
- If a student participates in an after school activity, he/she must be picked up at the scheduled time, otherwise the activity coordinator will send the student to extended care. Students will not be left unattended waiting while their siblings are busy in after school activities. Parents must make accommodations for siblings.
- Students will not be released from school at times other than regular dismissal hours except with office approval and sign-out procedures. Only those authorized by the parents are allowed to pick up students. Any early releases must receive office approval.

Traffic Rules

To help with the **drop-off and pick-up**, please abide by the following guidelines:

- Abide by the entrance lane and exit lane signs.
- Parents should remain in that line and the student will be brought to the car as fast as possible.
- Please do not cut in line.
- Preschool & PreK parents may get out of cars to receive children
- Parents should wait patiently in their car line rather than parking and picking up your child. This is to ensure the efficiency of dismissal times and safety of all students.
- Never leave your car unattended while you are in line. If, for any reason, a parent of a child has to get out of their car, they should park in the parking lots.
- We request that all parents place a card that has your child's name and grade level on it on the passenger side dashboard to make the pick-up process work more efficiently.
- Staff/teachers are monitoring children and helping them to their cars after school. Please do not use this time to talk to a teacher. If you need to discuss something with a teacher, please arrange a time to meet with them. Teachers are not allowed to meet with parents from 3:30 to 4:00 p.m.
- Parents should never go directly to their child's class to pick up their children or to take children out of line.
- Parents must drive slowly in the parking lot at all times (the speed limit is 10 mph). Please be patient, as pick-up may take up to 15 minutes.



Dismissal to Others

Parents who have shared custody of child/ren need to send a copy of all the court-ordered documents to the school. These documents (i.e. custody agreements, restraining orders, etc.) will be added to the student's file and the school will abide by any/all court mandated documents.

Students will never be released to anyone without prior/proper authorization of parent/s. In cases of emergencies students can be released with verbal authorization to the office only.

Discipline Policy

Discipline is considered a direct consequence of a personal choice on the part of the individual. Students are taught that they have the responsibility for controlling their behavior and should always carefully consider the consequences before they act. Students know they will be held accountable for their actions at all times. The ability to act responsibly, independent of adult direction, is considered the greatest achievement.

Courtesy, self-control, and personal development are desired goals of good discipline. Discipline is considered to be an aspect of moral guidance and not a form of punishment.

At Burhan Academy, we believe in a positive discipline approach in which expectations are discussed and reviewed with the students. Our primary expectation is respect for all involved: staff, students, parents and families.

Responsibilities

The Parents' Responsibilities:

- Reviewing school policies & rules with students to ensure that everyone is familiar and understands the standards expected by the school.
- Reinforcing positive & appropriate behavior of students in the home.
- Maintaining an interest in the student's academic and behavioral progress in school.

The Students' Responsibilities:

- Being mindful and adhering to classroom rules in a manner that does not disrupt or interfere with others.
- Respecting the authority of teachers and school personnel who enforce school policies and rules.
- Respecting school property and property of others.

The Teachers' Responsibilities:

- Establishing "Classroom Guidelines, Rules and Consequences" and a management plan that encourages & reinforces positive behavior.
- Providing supervision of all the students at all times.



- Communicating with parents and students regarding academics, behavioral performance, recognizing excellence and generating possible solutions when required.

The Administrations' Responsibilities:

- Enforcing the discipline policy following current school policies and state and federal laws.
- Supporting teachers by holding conferences with disruptive students and, when necessary, with their parents to obtain commitments to improve behavior.
- Advising students and parents of possible consequences for continued violations of school rules and policies.
- Always ensuring the rights of students are observed.

Expectations for student behavior

General

1. Show respect and follow directions given by all staff members.
2. Keep hands, feet, and objects to self.
3. Use appropriate language at all times. Teasing or name-calling will not be tolerated. Screaming is inappropriate.
4. Show respect for school property; littering or defacing school property is not allowed.
5. Never bring gum to school.
6. Do not bring toys or any electronic equipment (cell phones, iPods, electronic games, electronic watches, etc.) to school without the teacher's permission.

Phones are not permitted during school hours. Serious consequences will apply if a phone is used during school hours.

Playground

1. All playground activities must be supervised by staff either paid or volunteers.
2. Children can only play on age-appropriate equipment.
3. The playground should be kept clean at all times. No food and drink allowed in the playground area.
4. Shoes MUST be worn at ALL times.
5. Students are to play safely at all times. There is no rough housing or rowdy play, students must keep their hands & feet to themselves and not throw any rocks, sticks, etc.
6. Playground equipment should always be properly used.
7. Students must stay out of trees, bushes, and away from the parking lot.
8. Students must treat everyone with respect and kindness.
9. Students must never leave the play area without the teachers/staff's permission.



10. Staff must follow-up to ensure all equipment is returned after playtime is over.
11. Older students must not be given permission to go to other buildings for recess or free time without supervision.

Lunchtime

1. Do not throw food or other objects.
2. Students must clean their lunch area before being allowed to go play.
3. Students should not run or play around those eating lunch.
4. Students must be supervised at all times.

Prayer Hall Rules

1. Students should have Wudu before entering the Prayer Hall.
2. Enter and leave the prayer hall quietly and respectfully.
3. Remain quiet in the prayer hall – either praying Sunnah or sitting. There should be no running or playing.
4. Keep hands, feet and objects to self.
5. Concentrate on your prayers.

Hallways

1. Keep voices to a whisper in the hallways.
2. Walk at all times in the hallways.
3. Do not eat in the hallways.
4. Stay to the right when passing in the hallways. Do not linger in the hallways, make sure you get to classes on time.
5. Avoid all forms of intergender interactions.

Classrooms

1. Students should follow the rules established by each teacher in the classroom.
2. Students should never enter a classroom when the teacher is not present.

Extended Care Room

1. All school rules are to be followed.
2. Students must sign in and out with the person on duty.

General Classroom Rules

1. Be prepared and on time for class.
2. Treat others with respect, the way you want to be treated and no gossiping or secrets.
3. Never use harmful/hurtful language.
4. Keep hands, feet, and other objects to self.
5. Follow directions the first time they are given.



6. Raise your hand and wait for permission to speak.
7. Listen when others are speaking.
8. Always work and play in a safe manner.

Bullying Prevention Policy

All students have the right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Burhan Academy will not tolerate behavior that infringes on the safety of others. A student will not intimidate, harass, or bully another through words or actions. This behavior includes but is not limited to: physical contact (hitting or shoving), verbal assaults (teasing or antagonizing), or social isolation and manipulation.

We expect students and staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts must take immediate action to intervene when the safety of others is at risk.

All complaints of bullying will be promptly investigated. This policy applies to students on school grounds, traveling to/from school on transportation provided by the school, lunch periods, whether on or off campus, and during any school-sponsored activities on or off campus.

Students should always feel safe. Students who are caught bullying are in violation of this policy and subject to disciplinary action up to and including expulsion.

Burhan Academy has a Student Code of Conduct and it must be followed by every student while on school grounds, when traveling to/from school on transportation provided by the school, any school-sponsored activity, and during lunch periods, whether on or off campus.

Burhan Academy's Code of Conduct involving bullying includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent should contact the principal or the office. Burhan Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Steps for Addressing Bullying

1. The incident is reported to the principal.



2. The parents are called in, and consequences are given to the student(s) involved.
3. If the behavior continues, the matter is sent to the Board of Directors to decide.

Offenses and Consequences

The rules and discipline procedures at Burhan Academy have been established for the protection of all students. Students are expected to respect the rules as well as the people responsible for carrying them out. Our goal is for each student to learn to be responsible for his/her own actions.

School-wide rules at Burhan Academy are divided into three (3) categories.

- Minor Offenses
- Major Offenses
- Severe Offenses

Students are disciplined in a fair yet progressive manner, in accordance with the severity and frequency of the offense. Teachers will handle minor offenses, while major and severe offenses will be referred to the principal or supervisor.

Referrals will detail the current and/or recurring offenses, parents will be notified whenever students have been referred to the office.

In School Suspension (ISS)

A referral for ISS is after others attempts at correcting the behavior have failed or exhausted. The student will be removed from class and sent to a quiet area where they are able to reflect upon their behavior choices. The student could remain in ISS for one class period or end of the day depending on the offence. In cases of serious offenses, students will be assigned a full day of ISS which ends at 3:30 p.m. The teacher will ensure the students have all the daily work assignments that need to be completed in order to receive credit.

Detention

A referral for a detention is written by the teacher who then passes the written referral to the Administration. The Administration then makes the final decision to implement either After School Detention (for up to two hours). The records of any student who receives 5 detentions in one semester could possibly face expulsion.

Out of School Suspension

A student will receive out-of-school suspension for committing a severe offense or disrupting the educational process. During any out-of-school suspension, students are not allowed on school premises for classes, extracurricular activities, or any school functions. Students are still required to complete all assignments during suspension and will be allowed to make up any missed quizzes or tests. However, if any subsequent suspensions occur, no make-up work will be accepted or permitted.



Guidelines for Persistent Inappropriate Behavior

Persistent disruptive behavior that continues after multiple corrective actions attempts have been made, Burhan Academy reserves the right to permanently expel the student from school.

Disciplinary Warnings and Removal

When a student engages in disciplinary misconduct, the school follows a clear, graduated warning process so that expectations and consequences are never in doubt. A student will receive a first warning, followed by a second warning if the behavior continues. If the behavior occurs a third time, the student may be removed from the school. The final decision to remove a student rests with the board of directors.

Corporal Punishment

Burhan Academy teachers, staff, volunteers, etc. will never use/condone any means of corporal punishment under any circumstances (i.e. hitting, pushing, pinching, etc.).

Uniform Policy

To promote modesty, unity, and a positive Islamic learning environment, all students at Burhan Academy are required to follow the school's uniform policy. Students are expected to dress modestly at all times. **The official Burhan Academy uniform is mandatory, and no substitute uniform will be accepted.**

- Girls are not permitted to wear makeup or nail polish.
- All girls from Kindergarten through high school are required to wear the official Burhan Academy scarf as part of the school uniform during Quran class and Salah. The scarf style varies by grade level.
- All middle and high school girls are required to wear the designated Burhan Academy hijab as part of the school uniform at all times while on campus.
- On Fridays, boys may choose to wear a white thawb and kufi instead of the regular school uniform.

Athletic Attire

- Attire for Physical Education must be modest, loose-fitted, and not clinging to the body.
- Leggings and tights are not permitted.
- Athletic attire must be in the official Burhan Academy colors.
- Proper footwear is required.
- Athletic attire may only be worn on the assigned days on which students have Physical Education.



Temporary Dress Code (Until Uniforms Are Delivered)

Until the official school uniforms are distributed, students must adhere to the following modest dress expectations:

- Girls in Kindergarten through 5th grade must wear shirts that are at least mid-thigh length to maintain modesty. They must wear a scarf during Quran class and Salah.
- All middle and high school girls must wear a black abaya and hijab.
- Boys in all grades may wear a white thawb.
- Middle and high school boys and girls are not permitted to wear short-sleeved shirts, jeans, or open-toed shoes.

Uniform Policy Compliance

Students are expected to comply with the school's uniform policy each day. Failure to do so will result in the graduated disciplinary process outlined in the Offenses and Consequences section of this handbook:

1. First occurrence: Verbal warning.
2. Second occurrence: Written warning and parent notification.
3. Third occurrence: Review by the school administration and the Board of Directors. Continued non-compliance may result in dismissal from the school, with the final decision resting with the Board of Directors.

Lunch Policy

(Nut Free Environment)

In the future, Burhan Academy will arrange for hot lunches for purchase by the students. In such cases, parents should pre-order their purchase. Students should not expect to be able to purchase same day hot lunches.

Parents who supply their child's daily lunch and snack are encouraged to send nutritious food.

- Parents should avoid sending sugary foods or drinks for snacks or lunches.
- Candy and soda are not permitted/allowed at any time.
- If parents want to bring food or sweets to school to share with their child's class (special occasion) they must receive prior authorization.

Health and Safety Policies

Illnesses

Students who are ill should remain home. If students develop symptoms of illnesses during school hours, parents will be notified immediately and the child will need to be picked up as soon as possible.



Children who become ill will be isolated from other students and sent to a designated area (for example, the administrative office or nurse) until he or she is picked up by a parent or guardian. If a child becomes seriously ill, the school will contact 911, and a designee will accompany and remain with the child at the hospital until the parents arrive. If the parents cannot be reached after three attempts, the school may contact 911.

Parents will be contacted if child/ren:

- has a fever of 100 degrees or higher. Children must be fever free for 24 hours before they can return to school.
- has diarrhea, or vomiting
- appears lethargic and unable to do class work
- suspected of having a contagious condition,
- sustains an injury and needs medical attention
- head lice.

Students who have been ill for 3 days or more will need a doctor's statement in order to return to school.

Communicable Diseases

In cases where children develop or are exposed to communicable diseases (i.e. chicken pox, measles, mumps, or hepatitis), parents must notify the school immediately. A doctor's statement is required before a student may return to school. If exposure happens in the school, all parents will immediately be notified so proper precautions can be taken.

Injuries

We take every safety precaution at school to avoid injuries, however accidents do happen. If a child becomes hurt while at school an incident report will be filled out by teacher/staff and a copy will be sent home. If the injury is serious, the parents authorize the school to seek immediate emergency care until they arrive.

Medicine

If a child/ren should need medication (prescribed or over the counter), it must arrive in its original container with dosage instructions. The medication should be given directly to teacher/staff by parents with last/next dose times and written down on the medication log. The medications need to be properly stored in a locked cabinet/refrigerator (if necessary) away from children. All doses given must be recorded, a copy of the medication log is sent home and another into the child's file. If a child has an Epi-Pen or needs breathing treatments for Asthma, parents should leave treatments at school in cases of emergencies.

Immunizations

All students are required to have updated immunizations in accordance with standards required by the State of Illinois. The student's current immunization record must be on file in the office prior to admittance to the school. It is the

parent's responsibility to ensure that the student's immunization record is updated when needed.

Emergency Procedures

Emergency Closing Notice

Burhan Academy will close in the event of extreme weather conditions and will follow the directions given to local area schools. If the local schools are closed due to weather conditions, we will also be closed. Local school closures are widely announced on television and on their websites. Burhan Academy will also announce any school closure through various means of communication, including mass text and email.

Drills

Burhan Academy will conduct monthly disaster drills, including fire, tornado & hurricane drills throughout the year. Burhan Academy staff will undergo Active Shooter training and practice drills annually.

Volunteer Procedures

We greatly appreciate parents and community members who generously donate their time to assist Burhan Academy in the many areas where help is needed including but not limited to working with the Burhan Academy Parent Association (BAPA), serving to assist as needed/requested by the administration team.

All volunteers must complete a volunteer form and log, and provide a photo ID. Parents may not loiter in the school, especially within classrooms.

Burhan Academy Parent Association (BAPA)

The Burhan Academy Parent Association (BAPA) is the school's official parent organization and operates under the governance model established by school leadership. As a dependent parent organization, BAPA serves as the official liaison between families and the school, fostering communication, encouraging parent involvement, and supporting the mission and values of Burhan Academy.

BAPA works collaboratively with school leadership to gather parent feedback, communicate parent perspectives, coordinate parent volunteers, and support school programs, events, and initiatives. The organization exists to strengthen communication, encourage meaningful parent involvement, and support the school's mission through collaborative partnership with school leadership.

To promote consistency, accountability, and effective coordination, all school-related parent volunteer opportunities, fundraising efforts, donation drives, collections, appreciation events, parent-led initiatives, and community activities conducted in the name of or for the benefit of Burhan Academy must be coordinated through BAPA in collaboration with school leadership. Parents wishing



to organize an event, recruit volunteers, collect funds or donations, or launch a school-related initiative should first contact BAPA so efforts can be reviewed, coordinated, and aligned with school priorities.

BAPA welcomes all parents to become involved through volunteering, committees, and school-approved initiatives that support our students, staff, and the Burhan Academy community.

Communication

Maintaining strong lines of communication between the school and parents is one of the most important factors in the students' success at school. The school's phone numbers and email are the main tools of communications. Parents are responsible for ensuring their email address is current. Parents are contacted in various ways to keep them informed about their child/ren progress in school. These methods include:

- Google Classroom for upcoming lessons and homework assignments,
- Issuing report cards at the end of each quarter,
- Parent-teacher conferences, twice a year
- Emails, Class Dojo
- Meetings and events

Parents are encouraged to maintain open lines of communication with their child's teacher, meeting frequently as needed to discuss their child's progress.

Grievance Procedures

Parents are strongly encouraged to discuss any concerns they have about their child's education, social and emotional well being and behavior with their child's teacher. If there is an issue with your child/ren at school, you are encouraged to arrange a meeting to discuss with your child's teacher. This is effective in most cases, however if a parent feels like the issue is not resolved, they may request a meeting with the principal or supervisor.

If the parents feel that the issues still remain unresolved, they may request a meeting with the board of directors.

Respect for School Policies

Parents are expected to respect the policies and procedures of Burhan Academy. Concerns may always be raised with the school in a respectful and civilized manner through the appropriate channels. Causing a disturbance within the school, or posting disruptive or disparaging content about the school on social media, may result in the school discontinuing its services for the family's child(ren).



Student Records

Student's records are confidential and may only be viewed by school-authorized personnel. Records are provided to non-school personnel except by written request from the parents/guardian of the student or in accordance with applicable privacy laws. Requests for records must be delivered to the school by mail or in person. Parents may request a copy of all/ parts of the student's record. The office requires three working days' notice to process any/all requests. Student records will be shared with both parents unless there's a court order in the students file.

Other Important Policies

State Compliance

Burhan Academy complies with all the standards and requirements established by the State of Illinois.

Field Trips

Burhan Academy will conduct field trips. Parents will be notified before the field trip of important information (i.e. cost, date, time, destination, etc). The parent should sign and return the form with the cost of the trip.

Parents may be asked to chaperone on field trips. If chosen, the parent might be responsible for 5-10 students. It's the chaperone's responsibility to supervise assigned students and remain with the entire group at all times. The chaperone is responsible for any cost they may incur and cannot invite other adults.

Pictures

Burhan Academy will have an annual picture day for all students, including graduation attire pictures, and will offer a yearbook. Pictures will be taken by a professional photography studio, and parents will be informed of dates and times. The photos will be available for purchase and used in the Burhan Academy yearbook, along with other pictures that may have been taken throughout the school year. Parents always have the right to decline having their children photographed. Parents who do not wish their child to be photographed must inform the office; this was also included in registration.

Search Policy

The Burhan Academy administration reserves the right to randomly search student lockers, backpacks, desks, jackets or other property. Students should under no circumstance bring any prohibited items to school and should expect that they may be subject to random searches.

Visitors

Burhan Academy welcomes scheduled parental visits to the school. All visitors are required to sign in at the main office before going anywhere on the school's campus. Parents will not be allowed to disrupt classes by dropping off forgotten



items or talking to classroom teachers without obtaining a visitor's pass from the office. Visitors must wear a visitor sticker or badge while on campus.

Class Parties

Burhan Academy will organize classroom parties in celebration of Eid al-Fitr and Eid al-Adha. Teachers may organize classroom parties to celebrate academics or other accomplishments. Burhan Academy does not allow parent-initiated parties for any non-school related event. Birthday parties are not permitted on school grounds.

Burhan Academy reserves the right to accept or decline the registration of any new or returning student at its sole discretion.

These policies and procedures are subject to change as deemed necessary by the administration of Burhan Academy. Parents will be notified in writing of any changes that take place.



Parent Acceptance of Handbook and School Rules

Dear Parents:

Assalamu Alaykum. Each family is requested to thoroughly review the Burhan Academy policies and procedures in this handbook and to discuss them with your enrolled children.

I have read and understand all of the following policies and procedures:

- ☐ Enrollment and Admissions Requirements
- ☐ Transfer Policy
- ☐ Tuition Fees/Registration Fee/Activity Fee
- ☐ Late Fee Policy
- ☐ Returned Check Fee Policy
- ☐ That full monthly tuition is due regardless of number of days attended
- ☐ Attendance Policies
- ☐ Tardy Policy
- ☐ Arrival and Dismissal Procedures
- ☐ Sign-In and Sign-Out Procedures for Pre-K students
- ☐ Late Pick Up Policy and Fees
- ☐ Discipline and Student Behavior Policies
- ☐ Uniform Policies
- ☐ Policies concerning children with illnesses or contagious conditions
- ☐ Medicine Policy
- ☐ Immunization Policy
- ☐ Inclement Weather Days
- ☐ Volunteer Procedures
- ☐ Grievance Procedures
- ☐ Picture Policy
- ☐ Visitor Policy

We have read this handbook and reviewed the school rules with our child (children). We will abide by the school rules and all the provisions of the Student/Parent Handbook and we will impress upon our child (children) the necessity to follow the rules.

Name of Student/s (Please Print): _____

Parent's Signature _____ **Date** _____

PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE OR YOU CAN SIGN THE FORM ONLINE THAT WAS SENT VIA EMAIL