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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, The most Beneficent, The most Merciful



Parent/Student Handbook

2008-09

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INTRODUCTION

Mission Statement

The mission of An-Nur Academy is to preserve its student’s dignity and, to produce a pious and devoted Muslim child, who will be educated in both religious and academic fields, in which he/she will be an effective and efficient citizen in society.

Vision

The vision of AnNur Academy is to preserve our academic services (Pre K-4th grade) and to gradually complete our elementary school up to sixth grade by the year 2011. Through stability and well structured programs led by highly qualified team leaders and members, we will be able to produce students who will master assigned academics and memorize/comprehend Al-Quraan in five to six years. InshaAllah.

Philosophy of Islamic Education

Our philosophy is to develop our children into productive Muslims by educating them in the way taught by Prophet Muhammad (Sallallahu Alaihi Wa Sallam) and as exemplified by our pious predecessors in Islam. This philosophy can be more understood through the following principles:

- A. Islamic Environment: From the beginning a Muslim child should be brought up with strong Islamic values and morals at home. Parental responsibility is vital to serving this goal as well as choosing good instructors and teachers at school. A good teacher is one of the best decisions you can make for your child in life. It is a decision that should be prioritized over most other needs. The school is working hard and has been very successful in providing a good Islamic environment for Muslims children of all ages.
- B. b) Cultural Background: Teaching a child of their cultural background is something of utmost importance in Islam. This starts from speaking one's mother tongue at home. Outside the home other languages may be spoken but inside the home one's mother tongue is important for linking a child to his heritage and cultural background. Some may think this insignificant, but this can be devastating to a child's life. Not knowing one's mother tongue language can lead to many family issues and problems. It should also be understood that all un-Islamic customs and cultures are not allowed in Islam and full adherence of Qur'an and Sunnah is a must for all Muslims regardless to their culture and customs.
- C. c) Pious Company & Community Work: Relatives, friends, peers, and associates make a great impact on a child's life. Pressure in a child's mind due to his/her company may lead a child to make wrong decisions. Un-Islamic behavior is the result of these decisions many times. Of equal importance is to keep in touch with one's local community center or Masjid. Social development and involvement with one's community is essential for good character and social behavior. .
- D. d) Islamic Education: The real aim and goal of an Islamic school is to teach, implement, and execute the Qur'anic and Islamic teachings of Prophet Muhammad (Sallallahu Alaihi Wa Sallam). This can be achieved by means of a board of education operated by Islamic Scholars (learned people) and Muslim educators. The function of the board is to make sure that anything taught in the school is based on Qur'anic and Islamic teachings.

At An-Nur Academy we strive to make a positive impact in the lives of our children and future generation to come. The idea is to involve them in Islamic teachings at the same time they are learning and implementing it. Through direct instructional and physical teaching methods and a conducive environment we hope to train and preserve correct Islamic thinking and practice to all our Muslim children. May Almighty ALLAH accept our efforts and make us sincere in everything we do. Ameen.

Parents' Role in Education

Parents are encouraged to involve themselves in the educational process of their children. AN-NUR ACADEMY intends to hold frequent parent-teacher conferences to exchange information and to work towards optimizing your child's development. Parents are highly encouraged to join and actively participate in the different school activities that are available. It is important for the school and home to work cooperatively in order to ensure the best education possible for our children.

ADMISSIONS

AN-NUR ACADEMY is equipped for teaching average and above average children, who do not have any special learning, speech, physical, or behavioral issues. All new students are on probation for the first 8 weeks (special rules apply to under-age 1st graders, see below). Those showing special needs or problems will not be able to continue at the school. A child entering grades other than kindergarten or first must have successfully completed the previous grade for entry into AN-NUR ACADEMY. A special admission policy exists for grades Kindergarten and 1st and is outlined later in this section.

In addition to these admission requirements, parents must complete the application and registration process as outlined below before an admissions decision can be made:

New Students

Application for Admission

Applications must be filled out completely and mailed or returned to the school office along with:

- Application Form (completed and signed)
- All fees paid (application, registration, textbook, etc.) A fee will be assessed for any damaged texts.
- Tuition Agreement with Payments
- Previous School Records
- Birth Certificate
- Current Immunization Records
- Standardized Test Results
- Emergency/Waiver Form
- Recommendation Letter from Principal and/or teacher of last school attended and masjid authority (if requested)
- Interview with student and/or parents (if requested)
- Before/aftercare application & fees (if necessary)
- Financial Aid Form (if requested)

Applications will be screened on the basis of the application filing date, previous school performance/recommendation and oral and/or written examinations. You will be notified as to when the entrance examinations will be given (If applicable).

Kindergarten and 1st Grade

KG:

- Students who are under-age for KG (will not turn 5 years old by December 31st of the academic year) will not be accepted into AN-NUR ACADEMY's KG program. They may apply to the Pre-Kindergarten program.

1st:

- Students who are under-age for 1st grade (will not turn 6 years old by December 31st of the academic year) and have NOT completed a KG program in an officially recognized program will not be accepted into AN-NUR ACADEMY for the 1st grade (they may apply for KG).
- Students who are under-age for 1st grade and HAVE completed a KG program in an officially recognized program must:

1. Submit all transcripts detailing their progress and development
 2. Submit a recommendation letter from their KG teacher describing their academic, physical, and social development and progress
 3. Must pass AN-NUR ACADEMY's Entrance Exam
 4. Submit a signed agreement from the parents stating:
 - A. Student will be on Probation for the 1st Quarter
 - B. Student progress (academic/behavioral/physical) will be monitored during this time
 - C. A parent conference will be scheduled if the student's progress is not at level
 - D. Students who are not at level by the end of the 1st Quarter will be allowed to enter KG at AN-NUR ACADEMY (if space is available) or will have to transfer to another school
- The agreement must be signed by the parent and submitted to the school before admission can be granted.

Registration

A student's registration will require:

- All application information listed earlier in this manual.
- Registration Forms
- **A Financial Agreement must be signed and payments submitted before a student is allowed to attend classes.**

Provisional Acceptance/Re-admittance

Parents of provisionally accepted or re-admitted students must attend all Parent-Teacher Conferences and any other meeting deemed necessary for the success of their child. This also applies to students put on probation for academics (D/F in any subject) or behavior. Success depends upon the cooperation of the home with the school. Parents who do not participate in the educational process risk having their child expelled from the school.

Returning Students

Students who are currently enrolled at AN-NUR ACADEMY and want to continue enrollment for the following year must notify the school during the period of re-enrollment in order to reserve a space. Returning students must be up to date on tuition and other school financial obligations. Enrollment is contingent upon successful completion of the current grade and satisfactory behavior.

Tuition and Fees

AN-NUR ACADEMY receives no financial support from government sources and therefore depends solely on tuition, fees and charitable donations from community members. Through the help of Allah first and then through fund-raising efforts we strive to keep our fees as moderate as possible.

Tuition

Refer to the Tuition Plan and Schedule for details. Please note: If your child is withdrawn early or is expelled, all paid tuition will be forfeited.

Tuition is due in full each month regardless of the number of days your child has attended school. If your child is sick and does not attend, the payment will not be dropped and no compensation will be made for time missed.

IMPORTANT: Your child's transcripts will be withheld and class spot will be withdrawn if tuition is not paid in full by the end of the school year.

Fees

A non-refundable application fee is charged for each new applicant to cover the costs of the admissions process.

Non - Discrimination

AN-NUR ACADEMY does not discriminate on the basis of sex, race, color, national, or ethnic origin in the administration of any of its policies or programs.

STUDENT ATTENDANCE

Regular school attendance and punctuality are essential for a successful school experience. School attendance is required by law. All students are required to attend school except in the case of illness or absence reported by the parents. A student who knows in advance that he/she will be absent should bring a note from his/her parent explaining the absence. Any long-term absences must be approved by the Principal.

The Maryland Compulsory Education Law states: "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian (hereinafter referred to as "parent") is the person held responsible in the law for compelling the child's education." This law specifies procedures for dealing with attendance concerns in accordance with An-Nur and the Maryland Code, requiring "148 days, to be met by attendance for at least 37 days per quarter." The procedure followed is:

Student Absence

Students who are absent will be expected to make up missed work. Any student who has unexcused absences and or fails to make up missed assignments will receive unsatisfactory grades for those assignments and will be marked TRUANT. Truancy will not be tolerated and may result in failure of the class, possibly leading to expulsion from the school.

1. Teachers/Administrators monitor student attendance and make referral to the building principal after the 7th absence during the semester. The student's attendance record is reviewed.
2. After review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative folder.
3. If warranted, a home visit is made after the 7th absence in a quarter. This visit is made by appropriate school, Masjid, or community personnel.
4. A Home Visit Report will be completed. After review by the principal, the report is placed in the student's cumulative folder and a copy sent to the parent/guardian.
5. If a 15th day of absence in a semester occurs, a review of the student's attendance record is conducted by the local school administration. As per policy of the Maryland Code, the school administrator will then notify the County Attorney's office.

Truancy

Any unexcused absence from school will be categorized as truancy. No credit will be given for work missed during the time of the truancy. No tests may be rescheduled and/or no assignments will be accepted.

Extended Leave/Vacations

Parents who wish to take their child out of school for a period of time must:

1. Request written consent from the Principal at least two weeks in advance. Requests placed later than two weeks in advance may not allow for the student to make up missed work, which will affect heir grade and lead to possible retention.
2. Must contact the child's teacher after the Principal has approved the leave. Teachers are not to make any arrangements with parents without written permission from the Principal.
3. Must understand that the student is responsible for all work missed during his/her absence.
 - a. Work missed must be made up within 2 weeks of returning as arranged by each teacher.
4. Student may be required to take a test to assess whether the student has mastered the grade material.
5. Student grades may suffer and the student may be retained if the student has not satisfied all conditions for promotion.
6. Parents will be responsible for all tuition and fees that are due during the absent period.
7. Absence waivers can be attained in the case of extraordinary long-term illness, documented by a physician, or a trip approved by the Principal in writing.

Tardiness

Students who arrive at school after 8:00 am will be considered tardy. Students are expected to arrive on time for class and assembly. Tardiness is disruptive to the teachers and other students in the class.

Parents must report a reason (by phone or in writing) for their child's tardy in order to receive consideration for an "excused tardy". The school will determine the status of the tardy. Typical "excused" tardies would include: traffic accident, severe-unexpected weather, or other emergency. Excessive tardiness is grounds for various sanctions including, but not limited to: parent conferences, suspension, and expulsion.

Early Dismissal

After arrival at school, a student will not be allowed to leave school without permission from the office. Parents who need to pick up their child before the regular dismissal time must:

- Contact the school office to inform them of the early dismissal
- Enter the school office where the office staff will notify the student to come for dismissal
 - Parents are NOT to pick up their child directly from the classroom.
- Sign their child out in the appropriate "early dismissal" binder
- Inform the office if their child rides the bus and state which route he/she takes

Note:

- Parents who arrive at 3:15 PM (Monday-Thursday)/after Jumuah (Friday) must wait for their child to be dismissed regularly.
- For safety reasons, teachers have been instructed not to release students to anyone coming into the classroom. School security will help enforce this policy; therefore, please do not enter the classroom without proper authorization.

Early Drop Off/Late Pick Up

Any parent that drops off his/her child before 7:45 am and/or does not pick up his/her child by 3:05 PM must understand that there will be no direct supervision of their children. Parents who are unable to pick-up their child(ren) on time should register them with the After-school Childcare Program.

Homework During Absences

Students can call other students to get missed work assignments or ask the teacher upon their return. Ultimately, it is the student's responsibility to make up all schoolwork.

Leaving the Campus

No student may leave the school building without a parent/guardian or teacher. Students may not leave the campus without a teacher and without written, parental permission.

Visitors

1. Under no circumstances are students to be released to any visitor without written permission from the office.
2. Teachers are not to receive visitors during class time (unless pre-arranged and approved of by the administration); including discussing student's problems with parents.
 - While we allow prospective, student visitors, we ask that the arrangements be made one week in advance.
 - Upon approval from the school administration the visitor may attend a day of classes. While the visitor is on school property or premises he/she must follow the school rules and regulations.
3. Teachers who notice visitors in the school without a visitor pass should ask the person to report to the main office to properly sign-in.

Student Records

A permanent record of each student is on file in the main office. These records are private property and are available only when lawfully requested. Each record contains the following information: scholastic rating from grade to grade, results of standardized tests, attendance and tardiness records, promotions, retentions, etc. Health records and immunization cards, required by the State of Maryland, are also on file.

Dismissal procedure

Dismissal procedures are for the safe and efficient adjournment of the students for the day. Following the dismissal procedure, therefore, will be required.

1. Transportation students will be dismissed first.
2. Parent-pick-up students will be escorted to their assigned areas.
3. The same procedure will occur after Jumuah.
4. Teachers will not release students to anyone from their classroom. All parents must wait in the appropriate area for their children.
5. Parents who wish to pick up their children for early dismissal must follow the procedure described earlier in this manual (go to the front desk for assistance).

Emergency Closing

In case of emergency (snow, storms, floods, etc.) the school may close for the day, delay opening, or may dismiss early. Information will be available on a special message left on the school's voicemail.

HEALTH

Illness

Because we want to make our school program as successful as possible, we must ask that children who are sick be kept home. A child with a fever (over 100°F) may not attend school. Any child previously suffering from a fever must be fever free for 24 hrs. before returning to school. Lengthy illnesses may require doctor notification. Parents will be required to pick up their child if they are in this state of health.

Dental Care

Appointments should be made yearly with your dentist so that any necessary dental work can be done. Good dental care is important to a child's health. The students may be excused for dental appointments. However, we encourage you to schedule their appointment during the summer or on teacher in-service days according to your school calendar.

Communicable Disease

If your child has a communicable disease such as lice, chicken pox, staph infection, strep throat, measles, mumps, etc. a parent of the child should notify the school immediately. Children with communicable diseases must stay home from school, until written approval from a physician is submitted.

Emergencies

If your child should become ill or injured while at school you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will emergency information on file with persons to be contacted in lieu of parents. If there is a change in this emergency information, please notify the school immediately so that records may be updated.

Injury

Parents will be notified of any injury in apparent need of immediate doctor's care. The family doctor will be notified if it is felt immediate medical care is needed, and we are unable to contact parents or the person to be notified in case of emergency.

Immunizations

Children are required by law to have the necessary immunizations before school entrance. We ask that throughout the child's life, he/she will continue to have the necessary boosters. When your child gets a booster, please notify the school of the month, day, and year of the shot so we can keep their record up-to-date.

Administration of Medications

Our school follows guidelines set forth by the District Medication Policy and the state health department. Our policy relating to prescribed and over the counter medication taken at school is as follows:

1. Only prescribed medication (this includes over the counter medication) by a physician will be administered.
2. Whenever a student should have a prescription medication or over the counter medication administered by the staff at school. Written authorization and instruction from the physician must be provided by a parent or legal guardian.
3. The medication must be delivered to school by the parent/guardian, unless other arrangements are made with the school office.
4. The medication must be in the original container. (You may want to ask for 2 labeled containers when dispensed at the pharmacy.)
5. The following information must be on the medication container.
 - ✓ name of medication
 - ✓ name of physician prescribing medication
 - ✓ dosage
 - ✓ name of student
 - ✓ time medication is to be given
 - ✓ route of administration (by mouth)

A medication consent form must be completed and returned to school for your child to have the medication administered during school. This may be taken with you when your child goes to the doctor. The doctors' offices in the area also have these forms, so if you forget to take yours, ask for one to be filled out.

NOTE: The doctor's signature is required and the forms need to be filled out at the doctor's office.

Personal Cleanliness & Welfare

Encourage your child to:

1. Bathe/shower on a regular basis. Use of deodorant in older children is encouraged.
2. Always carry a clean handkerchief or tissue, and use it.
3. Clean and trim their fingernails. Many children are scratched while playing because of fingernails being too long.
4. Brush their teeth after breakfast and at bedtime.
5. Dress appropriately for weather conditions.

Scoliosis

Scoliosis screening is usually conducted for all children in grades higher than 3rd Grade. If there is a possibility of scoliosis in your child, you will be notified.

Vision Screening

Vision screening is conducted to determine students whom might benefit from a professional eye examination. Students may also be screened on referral by teacher, parent, or the student. This does not necessarily mean that glasses will be needed, but that further examination is recommended. A color vision test is given to each second grade student. Color vision does not change, so one test is all that is necessary.

School Phone Use:

The school phone may be used by students only in case of emergency or when student-to-parent contact is deemed necessary by the teacher or office personnel.

BEHAVIORAL STANDARDS

Discipline and Student Behavior

AN-NUR ACADEMY'S policies regarding discipline and student behavior set the expectation for high standards of moral conduct and self-control that should be exhibited by every Muslim. The purpose of this code is to provide an atmosphere of order conducive to learning, to develop a sense of responsibility, and to aid student growth in self-discipline. Students and their parents are expected to follow the school rules as briefly mentioned below and detailed in the AN-NUR ACADEMY Discipline Policy and Procedure. The school staff provides guidance and reinforcement to achieve these standards.

Student Responsibilities

- Students are expected to report to class on time, bring supplies, homework, and materials.
- Students are expected to show a polite and respectful attitude towards other students, adults, and school personnel.
- Students must follow the classroom rules.
- Students are expected to be honest.
- Foul language, fighting, or other misconduct will not be tolerated.
- Students must have a pass to walk out of the classroom.
- No gum, candy, drinks, or food is allowed in the classrooms (unless at designated times).
- Students must not litter or deface school property.
- Every student is required to offer salah along with other students and school staff (salatul Jumuah is part of the school day) unless otherwise specified by the administration.

Parent Responsibilities

- Parents are responsible for providing the student with a nutritious lunch and snack.
- Parents should offer their child a healthy breakfast before school. Children who eat a nutritious breakfast attain higher achievement.
- Parents have the responsibility to bring their children to school on time and pick them up on time.
- Young children need 10 - 12 hrs. of sleep each night. Parents have the responsibility to see that their children are well rested before coming to school.
- Parents are highly encouraged to show support for AN-NUR ACADEMY by participating in school functions and communicating with school personnel.
- Parents must show respect for school personnel.
- Parents are responsible for providing a quiet, well-lighted place for the student to do his/her homework and for scheduling homework time in a way that will not interfere with other activities or family plans.
- Parents must review their child's homework and sign any forms requested by the child's teacher. **NOTE: Teacher's often have the students bring home a work folder, which summarizes the child's homework for the day. You should make it a habit to personally look through your child's bag when they come home each afternoon to see what their assignments are for the day.**
- If a parent desires to speak with a teacher or administrator, an appointment should be made with the appropriate individual.

Discipline Code

The classroom teacher is the center of an effective school discipline plan. The major disciplining role of the teacher is to teach and reinforce appropriate school behavior. The teacher is responsible for giving guidelines for appropriate school behavior using the school's code of conduct and rules. The teachers at AN-NUR ACADEMY put more energy into reinforcing success than into controlling behavior. When students behave appropriately, the teacher will provide positive feedback. When the students behave inappropriately, the teacher will consistently enforce the consequences.

When a behavioral problem occurs, the teacher corrects the student's behavior by using the procedure outlined in the Discipline Policy and Procedure. If one procedure or set of procedures does not work to improve the child's behavior, the teacher tries something else, utilizing school site resources, i.e. aids, office staff, and administrators.

Respect for Property

Students and their families will be held financially responsible for any deliberate destruction or defacing of school property. This includes but is not limited to desks, chairs, books, etc.

Toys, music, electronic devises

Any item that is distracting to learning or is haraam is not allowed on school property. If the item is disruptive to the teacher, it will be collected and the parents will have to pick it up.

- Cell phones and beepers are not allowed in the school.
- Electronic games, headphones, or any other electronic device of the sort is not allowed.

- Toy weapons or anything intended to be used as a weapon are not allowed.

Also prohibited

- Haraam items will be destroyed and will carry serious consequences.
- Birthdays or any other non-religious holiday are not to be celebrated nor solicited on school property.

ACADEMIC STANDARDS

Students at AN-NUR ACADEMY will be expected to achieve academically to the best of their individual ability.

Homework

Homework is an extension of work begun in the classroom. Assignments are given to reinforce skills, to evaluate the student's understanding of the concepts studied, to enrich the lessons presented in the classroom, and to further the student's knowledge in areas of personal interest. Students who use their time well often complete their assignments during the school day. If a student fails to have required work completed on time, it will be necessary for them to complete this work outside of class time, namely recess, noon hour, or after school. Parents will be notified if your child is staying after school. Students are responsible to make up any missing assignments due to their absence from school. Even if students do not have any homework on a given evening, we strongly encourage that "prime time" be set aside for reading, reviewing vocabulary flash cards and math facts, studying spelling words, and keeping current with textbook material

An-Nur Academy has set the following, per day, homework guidelines:

Pre-K and KG - 20-25 minutes (occasionally)

Grade One through Three — 20 - 30 minutes

Report Cards

Report cards are distributed quarterly at the Parent-Teacher Conferences (the final report card will be mailed home). Report cards will not be distributed before the Parent-Teacher Conference date. Grading is done according to grade level, quality of work, completion of assignments, participation, behavior, and teacher judgment. The teacher is the final judge for all grades.

Promotion:

Promotion from one grade to another normally occurs at the end of the school year. It is based upon the student's achievement and performance in the current grade level.

Retention

1. In grades KG-3, retention is not expected to occur, but is possible. Students who are not performing according to expectations will be required to attend a Summer Program and will be tested on the skills required. Students who fail to meet the standard in the promotion test, will be retained the following school year.
2. In grades 4 and up, retention will be considered if the student earns two (2) or more F's for the year in major subjects (one of which must be Math or Language Arts). A student who fails any core course must attend a summer enrichment program to ensure mastery of the material covered.
3. A student may not be retained more than one time while enrolled at AN-NUR ACADEMY. If retention is called for on more than one occasion, parents will be asked to look for other educational alternatives.

Procedure:

1. Parents of students who are struggling to stay at level (D or F) will be contacted frequently to discuss ways to improve the student's work.
2. If, after careful observation the first three quarters, a teacher feels retention is a possibility, he/she shall consult with the Principal. The teacher will then schedule a parent conference to discuss the student's academic progress. At this conference the possibility of retention will be presented as well as specific plans for progress.
3. Depending on the student's progress, a recommendation for retention will be made by the homeroom teacher with the Principal's approval. A conference will be scheduled with the parents at the earliest time possible during the fourth quarter.

4. The Principal will make the final recommendation for retention.

Grade Skipping (Acceleration)

Grade skipping is not a usual occurrence at AN-NUR ACADEMY; however, special cases will be considered. The following conditions must apply in order for a student to be “skipped”.

1. Parents must initiate the process in writing
2. The student must agree to the possibility (interview may be required)
3. Student must be advanced in all subjects
4. Standardized test results
5. Two teacher recommendations (one from the homeroom teacher)
 - Academic and social development recommendations
6. One year of experience in AN-NUR ACADEMY
7. Skipping will be considered during the 1st Quarter only
8. Students entering the 2nd grade and above will be considered
9. Students may be skipped only one grade at a time

Academic Probation

A student who receives a D or below in any subject within an academic year will be placed on academic probation. Parents will be notified of their child’s status and will be required to take measures that ensure their child’s success, inshAllah. The school may require that students who have continued unsatisfactory performance in their studies seek other educational alternatives (transfer).

Field Trips

The following are expectations and guidelines:

- The field trip must serve an educational purpose.
- Students must have written permission from the parent (signed form as provided by teacher).
- Students are expected to abide by all transportation rules and regulations.
- Students must always remain with the chaperone.
- There will be a cost to the field trip for transportation and the venue’s costs.
- All fees/forms must be submitted by the deadline date or the student will not be allowed to attend the fieldtrip (students in this case will be kept home and will lose academic credit).

Honesty

Honesty is a value we want to instill in our students of every age. Students may not use, take, or borrow any property that belongs to another without permission. Lying is a violation of Islam; neither lying nor stealing will be tolerated at AN-NUR ACADEMY. Serious consequences will be levied against violators.

Textbooks

Students are required to write their name on their textbooks. A student who loses his/her textbook must immediately search for it. If the book is not found, the student should make arrangements to purchase a new one. Teachers are not allowed to make copies of any books for their students.

Money and Valuables

Any large amounts of money (more than \$5) should not be brought to the school. Any other valuable, like jewelry or collectibles, should be kept at home.

MISCELLENOUS

Lost and Found

Parents are encouraged to mark clothing and school supplies with the child's name. The LOST AND FOUND department, located in the school's multi-purpose room, accumulates many valuable articles that are never claimed. If a student does lose an article, please have them check the LOST AND FOUND.

Animals and Pets

Many animals and pets cause allergic reactions; therefore, they should not be brought to the school by the teacher or their students for any project or assignment.

Lunch

Children will need to bring a lunch and snack from home. The lunch should be nutritious and adequate. Lunch should be sent in a lunch box/bag that clearly labels the student's name. Avoid sending lunches that require heating/microwaving or refrigeration.

Sugary snacks such as soda, sweets, and candy are strongly discouraged and may be restricted based on student behavior. Hot liquids and breakable bottles/containers are not allowed. Sharp objects and knives are not allowed and will be severely dealt with.

Parent Visits

AN-NUR ACADEMY welcomes parental visits. Class visits are limited to three learning periods. Please call the school at least two days in advance to arrange the visit with all teachers who will be visited. **Note, classroom visits are purely for observation. Try to keep class interruptions to a minimum. All comments to the teacher should be made after the school day has finished or at an appointed time convenient for all involved.**

When you arrive, stop at the school office to obtain a visitor's pass, which must be worn during your visit. You will then be directed to your appointment. No parent is allowed to enter the classroom without a prior appointment or visitor's pass. Siblings will not be allowed during class visits. Parents must sign out at the end of their stay.

Children not enrolled in AN-NUR ACADEMY may not attend class visits.

Volunteers

Volunteer helpers are greatly valued and appreciated at AN-NUR ACADEMY. Community members and parents who would like to share their expertise with the school are encouraged to do so. In order for the school to fully benefit from your help we must ask you to follow these guidelines when volunteering:

- Volunteers must arrive promptly on their assigned days.
- Volunteers must notify staff member in advance if they cannot arrive at the appointed time.
- Volunteers must sign in upon arrival and sign out upon leaving, in the school office.
- Volunteers should not bring other children or adults with them.
- Volunteers will be assigned duties as deemed necessary by the administration.
- Volunteers must abide by staff rules and policies.
- Volunteers are not to enter the planning rooms or conduct parent-teacher meetings during their time

The Principal will try to assign responsibilities in areas of interest to the volunteer. However, volunteers should be prepared to be assigned to any variety of tasks that come up in the day-to-day operation of the school. May Allah (swt) reward you for all your efforts.

Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer in any capacity, please fill out a volunteer form in the office - specify how you would like to contribute to the school.

Grievance Policy

An-Nur Academy follows the Maryland regulation established process for handling complaints concerning school personnel, as stated below:

1. When complaints cannot be solved at the point of origin (complainant and teacher), they are referred to the next higher level of authority. The normal channel being complainant, to employee (teacher), to principal.
2. When a complaint is referred to the principal, an informal effort at reconciling the two parties is made.
3. If this is not successful, then the complaints must be submitted to the principal in a written form. The written complaints should include:
 - a) Name of person involved
 - b) A concise statement of the complaint, with adequate facts
 - c) An account of means taken to resolve the situation
 - d) A signature of the complainant
4. The person involved is given a copy of the complaint and the opportunity to respond orally and in writing regarding explanation, comment, and presentation of the facts as she/he sees them.
5. Should it occur that a complaint concerning an employee is directed to a local Board member, it shall immediately be referred to the Principal for resolution as described above.

Sexual Harrassment

Policy Adopted May 1, 1993

An-Nur Board of Education

I. THE POLICY

A. It is the policy of the educational programs governed by the Maryland Board of Education to maintain a safe learning and working environment that is free from sexual harassment. No employee, volunteer, or student associated with these programs shall be subjected to sexual harassment.

B. It shall be a violation of this policy for any employee, volunteer, or student to harass another employee, volunteer, or student through conduct or communications of a sexual nature as defined in Section II below.

C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, State and Federal Laws and Board policy and procedures governing sexual harassment within his or her school or office.

D. Violations of this policy or procedure will be cause for disciplinary action.

II. DEFINITION

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in programs or activities;

2. Submission to or rejection of such conduct by an employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student;

3. Such conduct has the purpose or effect of unreasonably interfering with an employee's, volunteer's, or student's performance or creating an intimidating or hostile learning or working environment;

4. Sexual harassment, as set forth in Section II(A) may include, but is not limited to, the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

III. PROCEDURES

A. Any person who alleges sexual harassment by an employee, volunteer or student of an educational program governed by the An-Nur Board of Education may complain directly to his or her teacher, immediate supervisor, principal, and director of religious education, director of academic services or the Superintendent of Schools for the An-Nur Board of Education. The filing of a grievance or otherwise reporting of sexual harassment will not reflect

upon the individual's status, nor will it affect future employment or work assignments. Retaliation against a complaint is strictly prohibited.

B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

A. A substantial charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.

B. A substantial charge against a student in the school district shall subject that student to disciplinary action that may include suspension or expulsion, consistent with the student discipline code.

V. NOTIFICATIONS

Notice of this policy will be circulated to all educational programs governed by the An-Nur Board of Education and incorporated in employee, volunteer and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for employees, volunteers and students in all educational programs governed by the An-Nur Board of Education. Rationale: 601 A.5 of Maryland Code

AN-NUR ACADEMY DISCIPLINE POLICY AND PROCEDURE

PHILOSOPHY AND PURPOSE

The philosophy of AN-NUR ACADEMY is to foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices within the school. These policies and procedures will be enforced fairly, uniformly, and consistently.

The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair and firm approach in promoting proper student conduct and deterring unacceptable behavior.

This Discipline Policy and Procedure shall be distributed to all parents, teachers, and administrators at the beginning of the school year. Students will be expected to sign a statement outlining their commitment to excellence academically and behaviorally.

School Disciplinarian(s)

The school discipline person(s) shall be the Principal or his/her designee. Duties shall include the authority to:

1. Assess and implement the discipline policy.
2. Remove a student from campus for emergency reasons.
3. Refer students to school-community guidance centers, if available.
4. Suspend a student for no more than five (5) consecutive school days per incident.
5. Recommend a student for expulsion to the Board.
6. Assign students to community service duties.

Responsibilities

Parent Responsibilities

Throughout this document, “parents” includes single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to:

1. Provide for the physical needs of the student.
2. Encourage Islamic behavior and character from their child; especially in regards to issues such as, respecting those in authority and maintaining appropriate relations with the opposite gender.
3. Teach the student to listen to teachers and other school personnel and obey school rules.
4. Be sure the student attends school regularly and on time; including promptly reporting and explaining absences and tardiness to the school.
5. Encourage and lead the students to develop proper study habits at home.
6. Participate in meaningful parent-teacher conferences to discuss the student’s school progress and welfare.
7. Keep informed about school policies and the academic requirements of school programs.
8. Paying required fees and fines, unless these are waived (with proper documentation).
9. Participate in school-related organizations and activities.
10. Be sure the student is appropriately dressed and groomed at school and school-related activities.
11. Discuss report cards and school assignments with the student and teacher.
12. Bring to the attention of school authorities any learning problem or condition that may relate to the student’s education.
13. Maintain up-to-date home, work, and emergency telephone numbers and other contact information.

14. Cooperate with school staff.
15. Be sure the student attends school tutorials when required or as the need arises.
16. Exercise appropriate parental control and responsibility, which includes being liable for property damage proximately caused by (a) the negligent conduct of the student if the conduct is reasonably attributable to the failure of the parent to exercise their duty to control and reasonably discipline their child, or (b) the willful or malicious conduct of their child.

Student Responsibilities

Student's responsibilities for achieving a positive learning environment at school or school related activities include the following:

1. Attending class regularly and on time.
2. Being in their assigned seat with all necessary material when the class begins.
3. Giving their best effort with every assignment.
4. Being appropriately dressed and groomed with the AN-NUR ACADEMY uniform.
5. Avoiding confrontations with other students and reporting such incidents to staff members when requested.
6. Respecting other students and teachers.
7. Respecting the masjid and salah times.
8. Following the specific rules in each class.
9. Obeying all safety rules.
10. Respecting school property.
11. Following all rules as described in this Discipline Policy and Procedure manual.

Teacher Responsibilities

Teachers have the responsibility to:

1. Provide a safe and nurturing classroom environment using effective classroom management techniques.
2. Establish clear and concise classroom rules.
3. Consequences must be discussed and clarified for students.
4. Maintain a discipline record for each student and submit such records to the school disciplinarian(s) as requested.
5. Ensure the fair and equitable implementation of this discipline policy among their students.
6. Teachers should monitor their discipline situation bi-weekly and report progress to team leaders (when necessary).
7. Teach students to develop and practice self-discipline.
8. Being punctual and having regular attendance.
9. Being prepared to perform their teacher duties with appropriately prepared resource materials.
10. Comply with AN-NUR ACADEMY policies, rules, regulations, and directives as outlined in the Staff Manual and the Parent/Student Handbook.
11. Maintain an orderly classroom atmosphere conducive to learning.
12. Meet the standards of teacher performance established by AN-NUR ACADEMY as described in the staff manual.
13. Establish rapport and an effective working relationship with parents, students, and other staff members.
14. Encourage good work habits that will lead to success in meeting personal goals.
15. For serious offenses, follow the disciplinary procedure as defined herein.
16. Serve as appropriate role models for students, in accordance with the standards of the teaching profession and according to the Qur'an and Sunnah.
17. Interact with parents to mutually resolve any disciplinary problems the students may have.
18. All discipline techniques will be in compliance with Islamic and state regulations.

Administrative Responsibilities

The administration has the responsibility to:

1. Respond to discipline problems referred to them by teachers (after proper steps have been taken by the teacher to resolve the problem independently).

2. Act as the school's discipline person(s).
3. Develop and maintain a standard discipline citation form for teachers' use.
4. Ensure the fair and equitable implementation of this discipline policy by school staff.
5. Promote effective training and discipline of all students.
6. Encourage parent communication with the school, including participation in required parent-teacher conferences.
7. Provide appropriate assistance to students in learning self-discipline.
8. Provide instructional leadership for discipline and to evaluate the discipline policy.
9. Serve as appropriate role models for the students and staff.
10. Follow-up with the parents on all student disciplinary actions until matter is resolved.
11. Determine appropriate disciplinary measures; including expulsion.

Parent-Teacher Conferences

One or more conferences shall be held during each school year between a teacher and the parents of a student if any of the following circumstances arise:

1. Quarterly (1st-3rd) updates where the report cards are distributed and discussed.
2. The student is not maintaining passing grades or achieving the expected level of performance.
3. The student demonstrates discipline problems or presents some other problem to the teacher.
4. Other cases the teacher considers necessary.

Credit During Discipline Process

Students shall receive full credit for assignments completed in an alternative program, including in-school suspensions and community service.

A student suspended out of school will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the teacher. A grade adjustment may be imposed on work made up for a period of suspension according to school policy.

STUDENT CODE OF CONDUCT

Jurisdiction

AN-NUR ACADEMY has jurisdiction over its students during the regular school day, Jumuah salah, and while going to and from school on AN-NUR ACADEMY transportation. AN-NUR ACADEMY's jurisdiction includes any activity during the school day on school grounds and any school related activity, regardless of time or location.

Dress Code

All Boys will wear the following uniform:

- Navy-blue or khaki dress slacks (no excess pockets or zippers allowed)
- White, khaki, or navy blue shirt with fold-down collar (short or long sleeve)
- White or blue socks
- Closed toed shoes (no sandals)
- Navy blue or beige, solid color sweaters may be worn over the uniform during winter months.

All Girls from Pre-K through 2nd Grade will wear the following uniform:

- Navy-blue pleated jumper
- Solid white or khaki long-sleeved blouse (Pk-1st may wear short-sleeved blouses)
- White head scarf
- Navy-blue or beige loose-fitting pants for under the jumper
- White or blue socks

- Closed toed shoes (no sandals)
- Navy blue or beige, solid color sweaters may be worn over the uniform during winter months.

The following rules also apply to dress code:

1. No tight garments or sheer pantyhose are permitted to be worn to school.
2. No make up or perfumes are permitted to be worn to school.
3. No jewelry or accessories are to be worn to school. This includes tiny earrings, rings and chains.
4. For all students, no denim or "jeans-type" of material are permitted to be worn to school.
5. Uniforms are to be worn every day.

Dress Code Violations

Teachers are required to enforce AN-NUR ACADEMY's dress code. The following steps will be taken:

1. Verbal correction of student (uniform must be worn the next day)
2. Uniform Violation Notice sent home, to be signed by parent and returned to school (student file).
3. Direct communication with parents regarding the uniform policy and the possibility of the student being sent home
4. Referral to the administration (once the above steps have been taken); parent will have to bring in the correct uniform or the student will be sent home

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage any property, including furniture and other equipment, belonging to or used by AN-NUR ACADEMY. Parents or guardians of students guilty of damaging school property shall be liable for the damages.

Prohibited Activities

All offenses and acts of misconduct listed under Category 1 through Category 4, as well as other acts of misconduct listed throughout this handbook, are prohibited activities and any student who engages in any of these activities will be subject to appropriate discipline.

General Prohibitions

- No weapons of any kind are allowed in the school or around school property.
- No toy weapons are allowed.
- Outside toys and games are not allowed unless approved of by a teacher or other supervising staff member.
- No rock throwing, snowball fighting, or playing with ice.
- Food, drinks, snack, gum, etc. are not allowed in any classroom except during appropriate times, as allowed by the administration.
- Students are not allowed in the hallway, except with a pass.
- No student should enter the main office (unless emergency) or teacher preparation rooms.
- No student may leave his or her classroom without permission and hall-pass.
- No student should cause disturbances while in the masjid.
- No student should disturb the neighbors around the school.
- No electronic toys, games, radios, phones, beepers, headphones, etc. are allowed in the school.
- Students must remain in their respective gender's hall unless otherwise directed or escorted by an AN-NUR ACADEMY staff member.

Behavioral Probation

A student will be placed on Behavioral Probation when his/her conduct is consistently unacceptable to the school's community. Probation includes the following steps:

1. Probation will be considered after teacher interventions prove unsuccessful and referral to the administration is necessary
2. The Principal will meet with the family to inform them that the school has serious concerns about their child's return for the following academic year due to disruptive behavior. A letter, following the conference, will outline steps the home and school will take to ensure every opportunity for success.

3. The period for Probation will be for 6 (six) weeks, after which the student's behavior will be re-evaluated.
4. If there is not sufficient progress, a letter from the Principal will be sent home stating that the family should begin looking at other schools for the upcoming school year. Depending upon the severity of the case, expulsion may be necessary.
5. A final decision regarding the return of the student will be made by the end of the school year.

DISCIPLINE MANAGEMENT

General Guidelines for Assessing Discipline Penalties

When imposing discipline consequences, AN-NUR ACADEMY personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order.
2. Discipline shall be based on a careful and fair assessment of the circumstance of each case; such factors include:
 - Seriousness of the offense
 - Student's age
 - Frequency of misconduct
 - Student's attitude
 - Potential effect of the misconduct on the school environment
3. Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

Offenses

Students violating AN-NUR ACADEMY's rules and regulations shall receive disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. The consequences are not necessarily in the order of their severity. One or more disciplinary options may be used for a single offense if deemed appropriate. The staff-person responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the context of the violation.

Minor Offenses

Minor offenses are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the class or school. Any violation of the Code of Conduct that is listed below as a Category 1 offense is considered a minor offense.

Persistent Offenses

AN-NUR ACADEMY defines "persistent" to be three or more violations of the Code of Conduct in general or recorded repeated occurrences of the same category violation.

Serious Offenses

Any offense that is Category 2 or above, or is listed as prohibited conduct in the Code of Conduct, is considered a serious offense.

Classification of Offenses

The following offenses and consequential disciplinary options are listed in order of severity, with Category 1 being the least severe and Category 4 being the most severe. Any offense committed by a student that is not listed below shall be classified at the discretion of the School Disciplinarian(s).

Category 1

Offenses in this category are minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the educational process. The classroom teacher generally manages discipline for Category 1

offenses. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

Offenses

- Tardiness between classes or late in returning from restroom
- Running or making excessive noise in the hall, classroom, or building
- Neglecting to bring required material or assigned work to class
- Put-downs and other forms of disrespect to other students
- Failing to follow classroom rules
- Talking out of turn
- Getting out of seat without permission
- Ball or game playing in the building or at inappropriate times
- Dress Code violation
- Failing to participate in classroom activities
- Eating or drinking in an undesignated area or at an undesignated time
- Possessing and/or using nuisance items
- Misuse of school property
- Any offense not listed that the school categorizes as such

Disciplinary Options

- Remind of Allah, Heaven, Hell, etc.
- Ignore (if possible)
- Gentle verbal reprimand
- Time out IN classroom
- Confiscation of prohibited item(s)
- Special assignments or duties
- Discussion
 1. Individual (if only one or two students are involved)
 2. Class (if many students are involved)
- Behavioral Contracts
- Withdrawal of privilege(s)
- Change seat assignments
- Owing Time (student owes time for the distraction caused in class
 - ❖ Example: Student disrupts class for 10 minutes by talking out of turn; receives a 10-minute consequence for the time wasted.
- After school detention with the classroom teacher (parents must be notified one day in advance)

Category 2

Offenses in this category are more severe and disruptive. They interfere with the school's learning environment. Parents will be notified of the offense and may be requested to come for a conference with the teacher and/or school administration to discuss the offenses and the disciplinary action.

Offenses

- Persistent offenses from Category 1 or acts of misconduct for which the student has been warned
- Misuse of food in the cafeteria or elsewhere (food fights)
- Posting or distributing unauthorized publications on school property
- Misbehaving during prayers and Jumuah khutbah
- Cheating or copying the work of another
- Truancy, including leaving school without permission
- Purposeful physical contact with another (pushing, tripping, bumping, etc.)
- Forgery of school records and/or forms
- Vandalism, including defacement of school property
- Possession of lighter or matches on school property

- Throwing objects that can cause bodily injury or damage to property (rocks, snowballs, ice, etc.)
- Directing profanity or vulgar language at others
- Any offense not listed that the school categorizes as such

Disciplinary Options

- Remind of Allah, Heaven, Hell, etc.
- One hour after school detention (parent must be notified one day in advance)
- Grade penalty for copying or cheating
- Exclusion from extracurricular activities
- Referral for counseling (In addition to one or more of the other disciplinary options)
- Restitution, if applicable
- Daily Behavioral Log sent home to parents
- Behavioral Contract
- Temporary removal from class
- Saturday detention (parent must be notified one day in advance)
- Community service
- In school suspension
- Suspension (administration approval and parental notification by telephone)

Category 3

Offenses in this category are serious acts of misbehavior that disrupt the orderly educational process and may pose danger to the student or other students. Parents will be notified and requested to come for a conference with the administration in each instance of Category 3 misbehavior.

Offenses

- Persistent offenses from Category 2 (more severe and disruptive behaviors)
- Immoral gestures, writings, pictures, or graffiti
- Possession or use of fireworks on school property
- Starting a fire
- False fire alarm
- Setting off a security alarm
- Fighting, physical abuse, or threat of physical abuse
- Gang activity (in or out of school)
- Stealing
- Insubordination, noncompliance with the directives of a member of the school staff
- Vandalism
- Possession and/or concealment of a weapon not included under expellable offenses
- Possession or use of a stink bomb, smoke bomb, or other noxious chemicals
- Perjury or lying as a witness during a school investigation
- Failure to perform obligatory prayers; including Jumuah and the khutbah
- Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward school employees or other adults
- Dating and other inappropriate relationships, mixing, and behavior between boys and girls (in or out of school)
- Dangerous pranks

Disciplinary Options

- Remind of Allah, Heaven, Hell, etc.
- Behavioral Contract
- Daily Behavioral Log sent home to parents
- Exclusion from extracurricular activities
- Restitution, if applicable
- Referral for counseling (In addition to one or more of the other disciplinary options)
- Suspension (administration approval and parental notification by telephone)

- Referral for Expulsion

Category 4

The following offenses are considered serious offenses. A student shall be referred for expulsion from school if the student, on school property or while attending a school sponsored or school related activity on or off school property, commits any of the following offenses:

Offenses

- Persistent offenses from Category 3 (severe and disruptive behaviors)
- Possession of anti-Islamic materials
- Possession of exploding fireworks
- Possession of weapons
- Possession of illegal drugs, alcohol, or cigarettes

Disciplinary Option

- Remind of Allah, Heaven, Hell, etc.
- Referral for Expulsion

Discipline Plans

In addition to this discipline policy and procedure, AN-NUR ACADEMY's staff may establish more specific, detailed discipline plans for their individual classes. These detailed plans shall conform to all provisions of this discipline policy and procedures. AN-NUR ACADEMY staff is responsible for developing, updating, and re-evaluating these plans on a monthly basis for effectiveness. Any revisions shall not conflict with any provision of this discipline policy and procedure.

Detention

For Category 2 or higher level infractions of the code of conduct or other policies and regulations, teachers may detain students during school, recess time or after school hours. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used, advance notice shall be given to the student's parents or legal guardian (for after school detention). The student's parents shall be required to provide transportation when the student has been assigned to after school detention.

TEACHER REMOVAL OF STUDENTS

A teacher may send a student to the disciplinarian in order to maintain effective discipline in the classroom. This is always done as a last disciplinary resort. The disciplinarian shall respond by employing appropriate discipline management techniques consistent with school policy and the code of conduct.

A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, or has hindered the ability of the student's classmates to learn, or whose behavior the teacher determines is excessively unruly, disruptive, or abusive. All documented cases involving the student should accompany the student when referred as well as a detailed account of the current situation that allegedly warranted the student's removal. The disciplinarian may either:

1. Place the student in another appropriate classroom
2. Place the student in school suspension –or
3. Send student home with parents

A teacher will also remove a student from his or her class if the student engages in an offense for which expulsion referral is expected (Category 4). Upon receipt of those referrals, the Principal or disciplinarian shall take the

appropriate action required by this Discipline Policy and Procedure. Students removed from their classes are prohibited from attending or participating in school sponsored or school related activities.

Non-Disciplinary Emergency Removals

Students may be removed from regular classes or AN-NUR ACADEMY premises for non-disciplinary health, welfare, and safety reasons when the Principal determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

- Suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above, who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to medical personnel. Such removal shall be for as short a time as is reasonable under the circumstances, but is not limited to any more than five consecutive school days.

Notice to Parent

AN-NUR ACADEMY shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal.

Suspension

A student may be removed from school and placed on suspension for a period not to exceed five consecutive school days. The length of the suspension will be based on the severity and number of offenses, and shall be determined by the Principal or disciplinarian. A student may be suspended for any offense designated as a serious offense in this discipline policy (Category 2 or above). A student will not be afforded a hearing on the suspension; however, the Principal and/or disciplinarian will inform the student of the reasons for the suspension and grant the student an opportunity to give his/her version of the incident.

Hearing: Notice to Parent

Before suspending a student, the Principal or disciplinarian shall conduct an informal hearing at which:

- The student is advised of the conduct with which he or she is charged.
- The student is given the opportunity to explain his/her version of the incident.

The student's parents shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

Parent Conference

When the Principal or disciplinarian suspends a student for more than one day, he/she shall, within 3 school days, schedule a conference with the student's parent to discuss the disciplinary action and/or the student's misbehavior.

Expulsion

The Principal shall make referrals for expulsion to the Board of Dar-us-Salaam for their consideration. The Board shall meet within 3 days of receiving this referral to evaluate the situation and act upon the recommendations of the administration.

Physical Restraint

Any AN-NUR ACADEMY employee may, within the scope of the employee's duties, use and apply physical restraint to a student in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a dangerous object.
3. Protect property from serious damage.

4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

Corporal Punishment

AN-NUR ACADEMY teachers, aids, other employees or volunteers are not to hit, kick, punch, push, pinch, pull ears or physically punish any student under any circumstance, or use foul or indecent language/tone to express their displeasure.

Cheating/Academic Dishonesty

Copying another person's work, such as homework, classwork, or a test, is a form of cheating. The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct. Repeated offenses are cause for expulsion.

Transportation Discipline

All AN-NUR ACADEMY students are expected to conduct themselves in an appropriate manner during bus routes and field trips. Students utilizing the transportation system must follow all rules as issued by CDL Express. Continued disruption on the busses may result in expulsion from receiving such services. Persistent, serious offenses will also warrant school intervention and possible sanction.

PARENT ACKNOWLEDGMENT STATEMENT

I, _____, the parent/legal guardian
of the following AN-NUR ACADEMY student(s):

- | | |
|----------|--------------|
| 1. _____ | Grade: _____ |
| 2. _____ | Grade: _____ |
| 3. _____ | Grade: _____ |
| 4. _____ | Grade: _____ |
| 5. _____ | Grade: _____ |

I acknowledge that I have read, understood, and consented to the AN-NUR ACADEMY Parent/Student Handbook and Discipline Policy and Procedure. I have also reviewed these manuals with my child(ren).

Parent/Legal Guardian Signature

Date

Note: Please detach this sheet and submit to AN-NUR ACADEMY's office.

STUDENT DISCIPLINE AGREEMENT

Your parents, the community, and the Board of PGMA have worked together to provide you with a staff, building, and equipment to help prepare you for a future of success in this life and the Hereafter. We are committed to giving you the best Islamic education we can and know you will take special pride in keeping our school "First Class."

Through the year you will be expected to assume the responsibilities listed below:

- 1. Attend class regularly and on time.*
- 2. Be in your assigned seat with all necessary material when the class begins.*
- 3. Give every assignment your best effort.*
- 4. Treat every student and teacher with respect.*
- 5. Treat the masjid and salah times with respect.*
- 6. Follow the specific rules in each class.*
- 7. Help maintain the building and all school equipment and materials.*
- 8. Follow all rules in the Discipline Policy and Procedure.*
- 9. Follow all safety rules.*

I agree to do my best with the above mentioned responsibilities:

Name: _____

Grade: _____

Date: _____

Note: Submit this agreement to your homeroom teacher the first day of school.