Al-Huda School

Where Guidance is Part of the Curriculum

Parent & Student Handbook 2019-2020

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Table of Contents

INTRODUCTION 5
PARENTS' ROLE IN EDUCATION 5
ADMISSIONS 6
NEW STUDENTS 6
Admission Process for New Students: *6*
PROBATIONAL ACCEPTANCE/RE-ADMITTANCE 7
RETURNING STUDENTS 7
TUITION AND FEES 7
Tuition 7
Books 7
Fees 7
NON - DISCRIMINATION 8
ABSENCES & TARDINESS POLICY 8
EXTENDED LEAVE/VACATIONS 8
TARDINESS 9
EARLY DISMISSAL 9
EARLY DROP OFF/LATE PICK UP 9
LEAVING THE CAMPUS 10
VISITORS: 10
DISMISSAL PROCEDURES 10
EMERGENCY CLOSING 11
HEALTH 11
ILLNESS 11
COMMUNICABLE DISEASE 11
EMERGENCIES 11
ADMINISTRATION OF MEDICATIONS 11
THE PHYSICIAN MEDICATION ORDER FORM (PMOF) 11
INHALERS/NEBULIZERS 12
ADMINISTRATION OF MEDICATION OFF-SITE 12
SCHOOL PHONE USE 12
BEHAVIORAL STANDARDS 12
DISCIPLINE AND STUDENT BEHAVIOR 12
STUDENT RESPONSIBILITIES 12
PARENT RESPONSIBILITIES 13
DISCIPLINE CODE 13
RESPECT FOR PROPERTY 13
TOYS, MUSIC, ELECTRONIC DEVICES, AND OTHER PROHIBITIONS 13
FIELD TRIP TRANSPORTATION BEHAVIORAL STANDARDS 14
ACADEMIC STANDARDS 14
High School Grading Scale (9th-12th) *15*
Grading Policy *15*
ELEMENTARY GRADING SCALE 15
MIDDLE SCHOOL GRADING SCALE 15
CATEGORY 15
PERCENTAGE BREAKDOWN 15
TESTS/QUIZZES 15
HOMEWORK/PROJECTS 15
CLASSWORK /PARTICIPATION 15
HIGH SCHOOL GRADING SCALE 15
9TH -12TH GRADES – ACADEMIC GRADES 15
KG-12TH BEHAVIOR AND STUDY SKILLS CATEGORIES 16
BEHAVIOR GRADING SCALE: 16
REPORT CARDS 16
PROMOTION 16
RETENTION 16
RETENTION PROCEDURES 16

Academic probation *16*
GRADE SKIPPING (ACCELERATION) 17
GRADE SKIPPING IN AL-HUDA HIGH SCHOOL (9TH-12TH GRADES) 17
CREDIT TRANSFER 17
HONOR ROLL & HONORABLE MENTION 18
HOMEWORK POLICY 18
Elementary School *18*
HOMEWORK DURING THE BREAKS 19
MIDDLE SCHOOL *20*
HOMEWORK DURING THE BREAKS 20
HIGH SCHOOL *20*
HOMEWORK DURING THE BREAKS 20
FIELD TRIPS 21
HONESTY 21
ANIMALS AND PETS 21
TEXTBOOKS 21
MONEY AND VALUABLES 21
LUNCH 21
PARENTAL VISITS 21
VOLUNTEERS 22
GRIEVANCE POLICY 22
DISCIPLINE POLICIES & PROCEDURES 22
PHILOSOPHY AND PURPOSE 22
SCHOOL DISCIPLINARIAN(S) 22
Responsibilities *23*
Parent Responsibilities 23
Student Responsibilities 23
Administrative Responsibilities 23
PARENT-TEACHER CONFERENCES 24
STUDENT CODE OF CONDUCT 24
JURISDICTION 24
DRESS CODE 24
OFFICIAL SCHOOL UNIFORM DETAILS AND DESCRIPTION 25
GIRL'S UNIFORM *25*
KG-4th Grade Girls 25
5th-8th Grade Girls 25
High School *26*
9th - 12th Grade Girls 26
BOYS' UNIFORM *26*
Kg-8th Grade Boys 26
High School *27*
9th - 12th Grade Boys 27
FRIDAY UNIFORM POLICY 27
HAIRSTYLES 27
DRESS CODE VIOLATIONS 27
DRESS CODE AT AL-HUDA SCHOOL & DAR-US-SALAAM EVENTS 28
VANDALISM AND DAMAGE TO SCHOOL PROPERTY 28
PROHIBITED ACTIVITIES 28
GENERAL PROHIBITIONS 28
OFF-CAMPUS/ON-CAMPUS STUDENT INVOLVEMENT 28
BEHAVIORAL PROBATION 29
DISCIPLINE MANAGEMENT 29
General Guidelines for Assessing Discipline Penalties *29*
OFFENSES 29
Minor Offenses 29
Persistent Offenses 29
Serious Offenses 30

Classification of Offenses 30
Category 1 30
Category 2 31
Category 3 31
Category 4 32
DISCIPLINE PLANS 32
DETENTION 32
TEACHER REMOVAL OF STUDENTS 33
Non-Disciplinary Emergency Removals 33
Notice to Parents 33
SUSPENSION 33
HEARING: NOTICE TO PARENT 34
Parent Conference 34
CREDIT DURING DISCIPLINE PROCESS 34
EXPULSION 34
PHYSICAL RESTRAINT 34
CORPORAL PUNISHMENT 34
CHEATING/ACADEMIC DISHONESTY 34
FIELD TRIP DISCIPLINE 35
Student Dress Code 35
Discipline Procedure 35
AL-HUDA SCHOOL BULLYING PREVENTION POLICY 35
INTERNET USE POLICY & PROCEDURES 36
INTERNET USE POLICY 36
INTERNET GUIDELINES 36
ACCEPTABLE USE AND INTERNET SAFETY POLICY (GRADES 6-12) 36
ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT 39
STUDENT DISCIPLINE AGREEMENT 40
PHYSICIAN MEDICATION ORDER FORM (PMOF) 41
AL-HUDA SCHOOL DISMISSAL TRAFFIC GUIDELINES 42
PARENT ACKNOWLEDGEMENT STATEMENT* 44

INTRODUCTION

Dear Parents,

As-Salaamu ‘Alaikum wa Rahmatullahi wa Barakaatuh

All praise and thanks belong to Allah, The High Exalted, the Beneficent, and the Merciful. May the Peace and Blessing of Allah be upon His Messenger and Servant, Muhammad sallallaahu ‘alaihi wa sallam.

Welcome to Al-Huda School. It is our hope that your child will find a satisfying and rewarding experience in the Islamic atmosphere of our school. We encourage you to work closely with Al-Huda school and become acquainted with your child's teachers. Cooperation between the home and school is essential for your child's success. An Islamic educational program can only be effective when it is reinforced in other areas of the child's life. Parents must remember that learning does not end at school, but continues and requires reinforcement at home, in shaa Allah.

This handbook contains basic information about Al-Huda School, including your rights and responsibilities as a parent, a school calendar, and other important information. Please keep this handbook available for reference throughout the school year. **It is important to return the agreements at the end of this document signed at the start of the school year.**

Philosophy of Islamic Education

The main goals of Al-Huda School are to provide quality education, to instill a love of learning in the students, and to graduate students who will practice Islam as a complete way of life. The entire curriculum is presented to the student through an Islamic perspective in each discipline, providing excellent academic preparation for higher education. The most distinguishing characteristic of Al-Huda School is that it provides an environment that encourages the development and flourishing of Islamic identity. Furthermore, the school is the foundation upon which we hope to build a living Islamic community that adheres to the Qur’aan and Sunnah.

Al-Huda School’s Mission

Al-Huda School is working towards empowering the Ummah by developing students who will be wholesome spiritual, emotional, and physical individuals who are capable of dealing with today's challenges through the knowledge and implementation of the Qur'aan, Sunnah, and through academic excellence.

Parents' Role in Education

Parents are encouraged to involve themselves in the educational process of their children. Al-Huda School 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 different school activities that are available. It is important for school and home to work cooperatively in order to ensure the best education possible for our children.

ADMISSIONS

Al-Huda School is equipped to instruct children who do not have any diagnosed special learning, speech, physical, or behavioral challenges. 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 challenges will not be able to continue at the school. A child entering grades other than Kindergarten must have successfully completed the previous grade for entry into Al-Huda School. 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

Admission Process for New Students:
A completed Al-Huda School must be mailed or returned to the school office along with the following documentation:

- Non-refundable application fee of $40
- Copies of any previous school records including report cards, progress reports, etc.
- Birth certificate
- Current immunization records
- Standardized test results
- Recommendation letter from Principal and/or teacher of the last school attended and masjid authority (if requested)
- Transportation application (if applicable)
- Admission Test
    - Once the above steps have been completed, then a school representative will contact the applicant to set up a time to take the Al-Huda School Admissions Test.
- Student Interview
    - After the admission time, a separate appointment will be made for a student interview by the Principal and /or Vice-Principal

Applications will be screened on the basis of the application filing date, previous school performance or recommendations plus the oral and/or written examinations to determine eligibility for admission to Al-Huda School.

Admission Requirements for Kindergarten and 1st Grade

KG Admission Requirements:
1. Students should turn 5 years old by September 1st of the academic year.
2. Students must be potty-trained before they can be admitted into the classroom.

Students who are under-age for KG (will not turn 5 years old by September 1st but they will turn 5 years old by or before December 31st of the academic year) can be admitted under the following conditions:

1- The parents must initiate the request for admission in writing to the school stating the reasons why their child should be warranted early admission (fill the form)
2- Submit documents supporting your request for early admission (the child has attended a pre-school program or an equivalent program, a recommendation letter from the child's pre-school/program teacher describing the child's academic, physical, and social development and progress, etc.…)
3- Submit a signed agreement from the parents stating:
    a. Students will be on probation for the 1st quarter.
    b. Students' progress (academic/behavior/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 not be allowed to continue in school.

The agreement must be signed by the parents and submitted to the school before admission can be granted.

1st Grade Admission Requirements:

New students who are under-age for 1st grade (will not turn 6 years old by December 31st of the academic year) will not be accepted into Al-Huda school for the 1st grade (they may apply for KG).

Student Registration

In order for a student's registration to be complete the parents must:

- Complete all application information listed earlier in this manual.
- Fill out the Registration Forms (A variety of forms must be completed and signed by parents including a registration form and cumulative record file release form.)
- **Fill out and sign the Financial Agreement form before a student is allowed to attend classes.**

Probational 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. Failure to parental participation in the educational process may lead to student expulsion.

Returning Students

Students who are currently enrolled at AL-HUDA SCHOOL 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

Al-Huda School 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. We encourage parents to join our Fundraising Committee, which assists the school in fund-raising efforts. In addition, we encourage parents to participate in the various fundraising projects that take place. For more information, contact funding@alhuda.org or call 301-982-2061

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 or absent for any reason and does not attend, the payment will not be dropped and no compensation will be made for time missed.
IMPORTANT: Your child's transcripts and any other related documents will be withheld and class spot will be withdrawn if tuition is not paid in full by the end of the school year.

Books

Students must be prepared for school upon arrival on the first day of class. Parents must purchase all books and supplies by the end of the first week of school. After the first week of enrollment, students will not be allowed to attend class without being properly prepared for class.

Fees

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

Non - Discrimination

Al-Huda School does not discriminate on the basis of sex, race, color, national, or ethnic origin in the administration of any of its policies or programs.

ABSENCES & TARDINESS POLICY

Regular school attendance and punctuality are essential for a successful school experience. School attendance is mandatory by law. All students are required to attend school from 8:00 a.m. to 3:20 p.m. except in the case of illness or absence reported by the parents. On Fridays, dismissal is at 1:50.

A student who knows in advance that he/she will be absent should have a parent/guardian call the school the day that they will be out *and* bring a note from his/her parent explaining the absence upon his/her return. This note must be submitted to the homeroom teacher. Any long-term absences must be approved by the Principal.

Absences & Make-up Work

Any absence must be accompanied by a doctor's note or a parent's note explaining the absence. The principal may give consideration for extenuating circumstances. At any time, the principal may require a doctor's written statement to verify a student's absence due to extended illness or injury.

All school assignments missed will be made-up within three (3) school days of the student returning to school. Example: Gone on Monday, work due class period on Thursday; Gone Tuesday, work due class period on Friday. For a partial day absence, school assignments will be due the following day's class period. An extension of time may be granted if the student asks for it and the teacher deems it necessary.

Before the student and parent make the decision to miss work or school to go hunting, shopping, and skiing or to be absent for any number of reasons, they must weigh the consequences of the decision. If, on the other hand, the work s/he misses will be relatively easy to make up, s/he may risk the absence. Since only five absences are allowed each quarter, students and parents should seriously consider not being absent for frivolous reasons in case a legitimate need to be absent arises later.

The student and parents bear the responsibility for attendance decisions and accept either positive or negative consequences of those decisions. Consequences of excessive absences always result in lost opportunities for learning.

We encourage students to be in school every day to receive the best possible education. The consequences for deciding not to be in school go hand in hand with "real life" choices and decisions.

Extended Leave/Vacations

Parents who wish to take their child out of school for more than 3 school days must:

- Must fill out the Extended Leave from online. It can be found at www.alhuda.org.
- Request written consent from the principal at least two weeks in advance. (Requests placed less than two weeks in advance may not allow for the student to make up missed work, which will affect their grade and may lead to possible retention).
- Parent 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.
- Parents must understand that the student is responsible for all work missed during his/her absence.
- Work missed must be made up within 2 weeks of returning or as arranged with each teacher.
- Students may be required to take a test to assess whether he or she has mastered the grade material for promotion to the next grade.
- A student may be retained if he or she fails to meet requirements for promotion to the next grade level.
- Absence waivers can be attained in the case of an 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 marked tardy. Students are expected to arrive on time for class and assembly. Students are required to attend the morning assembly, which begins at 8:00 AM. Students who arrive after 8:20 AM will not be allowed in class with the exception of KG students. Tardiness is disruptive to the teachers and other students; therefore, late students will have to wait in the front office until the end of the first period.

Parents must report a reason (by phone or in writing) for their child's tardiness in order to be receive consideration for an "excused tardy". The school will determine the status of the tardy. Excused tardiness would include traffic accidents, severe unexpected weather, or other emergencies. Excessive tardiness is grounds for various sanctions including parent conferences, suspension, and expulsion.

When dropping off students late, the parents must come into the building and sign-in their child at the front office.

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.
- Parents who arrive after 2:45 pm (Monday-Thursday) or after 12:45 pm on Friday must wait for their child(ren) to be dismissed at the regular time.
- 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 7:55 am must understand that there will be no supervision of their children. Parents who are unable to pick-up their child(ren) on time must register them with the **Study Hall Program**. Study Hall program runs from **3:45 pm to 6:00 pm** on Monday to Thursday and from **2:45 pm to 6 pm** on Fridays.

All students who are not picked up by 3:35 pm will be **escorted to and will be required to attend Study Hall**. Parents will have to pay the fee accordingly. Study Hall program is for students from KG to 8th grade.

Parents who are not able to pick up their children by 3:30 pm, can enroll their child/ren for a weekly fee of $40.00 per child. Parents who do not have their children enrolled in the study Hall program will pay a fee of $5.00 per hour from 3:45 pm to 5:45 pm. After 5:45 pm, a charge of $5.00 per 15 minutes will apply. For students who are enrolled in the study hall program, $5.00/15 minute charges will begin after 6:00 pm.

No children will be allowed to wait in the playground, blacktop, or anywhere else on the campus for their parents to pick them up. Students found in violation of these rules will face disciplinary consequences as outlined in the handbook. Older siblings are not allowed to sign out younger siblings from study hall. Only adult persons, as indicated in the student file as authorized to pick up students, will be allowed to do so. If you make alternate arrangements for pick up, you must notify your respective Vice-Principals. Parents must sign out their children. If not, then parents will be charged for the complete two hours and 15 minutes.

In winter, Salaatul 'Asr arrives right after dismissal. Please arrive on time to sign out your children prior to Salah in order to avoid study hall charges for those days.

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:

- Students will not be released to any visitor without written permission from the parents.
- Parents must notify the front office, in writing, if someone else other than the appointed individual is picking up their child(ren).
- Teachers who notice visitors in the school without a visitor pass will ask the person to report to the main office to properly sign-in.
- Parents are not to visit classes while classes are in session unless pre-arranged and approved by the administration; this includes discussing student's problems with other teachers, students, and other 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 adhere to Al-Huda School's rules and regulations.

Dismissal Procedures

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

K-2nd Grade dismissal time: 3:20 PM **3rd -12th & Hifzh School dismissal time: 3:25 PM SHARP**

- Parents must be ON TIME to pick up their children and they must display the PICKUP numbers provided by the school in their so that they can be clearly seen. Three sets of PICKUP numbers will be provided to each family which they are responsible in turn to provide to any and all authorized drivers who pick up their children.
- Students will NOT be released to ride with any unauthorized drivers.
- All students are REQUIRED to ATTEND study hall if they are not picked up on time. **Parents must pay the study hall fees if this happens**.
- Parents must pick up their child(ren) from the appropriate section.
    - Boys dismissal area is in the front of the building
    - Girls dismissal area is on the side, at the second round-about
- Wait for the teachers on duty to bring your child(ren) to your car, or for older students who come out on their own.
- Do not leave the **vehicle unattended** in the circle at any time. If you need to get out to come inside for any reason, then park the car in the appropriate parking area.
- Please follow the instructions of the people on traffic duty in order to maintain order and safety
- DO NOT SPEED when driving on the school property.
- If you know you are running late, then please call the school right away to notify the teachers on duty.
- Please refer to the **Al-Huda School Driving Guidelines** at the end of this handbook.

Only authorized parents or those designated by parents or legal guardians who are listed in the school's official record are allowed to pick up students. Please be sure this information is up to date with the school office.

High School will be dismissed at 3:25 pm. Dismissal is made by announcement to each classroom over the intercom where students will be summoned by name as parents or authorized drivers arrive outside the building. They are also dismissed according the aforementioned procedure.

Additionally, high school students will ALSO be required to attend Study Hall up to 5:00 PM if they are NOT picked up on time or allowed to go home on their own.

A written letter must be provided to the school for students who are allowed or expected to go home after dismissal on their own. Otherwise, all students must go through the dismissal procedure and await the display of their name. Students are not to leave until dismissed by their teachers.

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 the school's website (***www.alhuda.org***), 103.5 FM (WTOP), local television news stations, email notification via Gradelink and a special message will be 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.

Communicable Disease

If your child has a communicable disease such as lice, chickenpox, hand, foot, mouth disease (HFMD), staph infection, strep throat, measles, mumps, etc. a parent of the child must 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, your child must have 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 the records may be updated.

Administration of Medications

The procedures and policies for medication given to students on school grounds, during school hours have been updated to meet the Maryland State Department of Education's guidelines and standards. We thank you for your patience and support as we make this transition. We believe these updated procedures will help us to better address and meet the safety needs of our students.

All student health concerns must be directed to the Health Suite. Medication will not be administered in the classrooms.

Teachers are not to collect or receive any medication or forms regarding the medication directly from a parent or student. Parents must turn in the medication and accompanying form to the Health Suite.

The Physician Medication Order Form (PMOF)

For any student who requires taking medication during school hours, the parents must bring in a completed Physician Medication Order Form (PMOF) to the Al-Huda School Health Suite (see appendix there is no appendix listed in the table of content). This must be done for every single medication that must be administered to a student. This includes any over the counter medications. We will need a completed PMOF for all over the counter medications.

The PMOF gives us the authorization to administer the necessary medication to a student when needed.
The parent must have the physician or prescriber complete the PMOF form and the parent must turn it to the Al-Huda School health suite.

We will only store the medication if the PMOF has been completed. We will not accept the medication if the form is incomplete or missing any information.

We will not accept any forms via fax or email. Additionally, parents cannot grant any permission for administering medication. If the student is in need of any medication and we do not have the necessary authorization, then the parents will be contacted and/or we may call 911 if there is a life-threatening emergency.

The form, prescription, and medication must be turned in to the Health Suite IN-PERSON by the parent or guardian.

All medication must be in its original packaging.

Inhalers/Nebulizers

Inhalers must be in their original packaging/case. Please make sure you have one inhaler for home and one for school. We will not send the inhaler home every day. The inhaler must remain in the Health Suite for the duration that the student needs the medication.

Nebulizers will not be administered at Al-Huda School. If your child is in need of such treatment then this must be administered at home. We will not accept nor store nor administer nebulizers to any student.

If the nurse or designated individual makes a referral to see a doctor, then the student will not be allowed back to school without a doctor's note and consent. These policies and procedures do not include long-term or maintenance medication. Al-Huda school does not have the resources to administer such medication on a regular basis to students.

Administration of Medication Off-Site

If a student is in need of medication while on a school field trip or any other school-sponsored events held off-campus, then the parent's MUST accompany his/her child.

If the parent/guardian cannot accompany his/her child to any school-sponsored trips off-campus, then the student will not be allowed to attend.

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

AL-HUDA SCHOOL'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 Al-Huda 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 salaah along with other students and school staff (salaatul Jumu'ah is part of the school day).
- All students must adhere to the Al-Huda School dress code and code of conduct when attending any and all Dar-us-Salaam and Al-Huda School events. Our mannerism, behavior, and dress reflect our identity as believers. It is imperative that we carry ourselves with the honor and decorum required by as Muslims who practice the Qur'aan and Sunnah.
    - Failure to adhere to the Al-Huda School and Dar-us-Salaam standards can result in disciplinary intervention by the school administration.

Parent Responsibilities

- All parents are required to follow the proper Islamic guidelines and etiquette for interaction between brothers and sisters.
- Parents should also be respectful towards other parents, community members, Dar-us-Salaam & Al Huda school staff, teachers, administration and students. Failure in meeting this criterion may result in their child being expelled from school.
- 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.
- Children should get proper sleep each night. Parents have the responsibility to see that their children are well rested before coming to school.
- **Parents must purchase all books and supplies within the first week of the student's attendance.**
- **Students who are not prepared for school after their first week may not be allowed to attend class.**
- Parents are highly encouraged to show support for Al-Huda School by participating in school functions and communicating with 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.
    - Teachers 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 AL-HUDA SCHOOL 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 destruction or defacing of school property. This includes but is not limited to desks, chairs, books, etc.

Toys, music, electronic devices, and other prohibitions

Any item that is a distraction to the learning environment 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.

- Smartphones, cell phones, iPods, MP3 players, and pagers are not allowed in the school and may be confiscated by teachers or administrators and returned to parents only.
- 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 on school grounds.
- **Any items prohibited by Islamic guidelines will be confiscated and handed to the parents.**
- Birthdays or any other non-religious holidays are not to be celebrated nor solicited on school property.

Field Trip Transportation Behavioral Standards

All Al-Huda School students are expected to conduct themselves in an appropriate manner during field trips. Students must follow all school rules and procedures while on field trips. Continued disruption on the busses may result in expulsion from attending field trips. Persistent, serious offenses will also warrant school intervention and possible sanction.

Field trip rules include, but are not limited to the following:

- NO EATING OR DRINKING ON THE BUS
- NO FIGHTING (PLAYING OR REAL)
- NO STANDING OR GETTING OUT OF YOUR SEAT
- NO YELLING OR SCREAMING
- NO INTERACTION BETWEEN BROTHERS AND SISTERS
- SCHOOL UNIFORM MUST BE MAINTAINED

ACADEMIC STANDARDS

Students at Al-Huda School will be expected to achieve academically to the best of their individual ability.

KG- 8th Grading Scale

Range	K-2nd	3rd-8th	Explanation of Marks
97-100	O+	A+	Exceptional grasp of subject matter
93-96	O	A	
90-92	O-	A-	
87-89	G+	B+	A thorough grasp of subject matter
83-86	G	B	
80-82	G-	B-	
77-79	S+	C+	A basic grasp of subject matter
73-76	S	C	
70-72	S-	C-	
67-69	U+	D+	Minimal grasp of subject matter
63-66	U	D	
60-62	U-	D-	
Below 59	N	F	Failing

High School Grading Scale (9th-12th)

Range	Letter Grade	Grade Point Average (GPA)
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.75
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.75
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.75
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 & below	F	0.5

Grading Policy

All subject grades are broken down according to the following categories and teachers have the flexibility to breakdown each category to meet his/her educational goals:

Elementary Grading Scale

KG-2nd Scale

Category	Percentage Breakdown
Test/Quizzes	40%
Homework*	20%
Classwork /Participation	40%

*** Homework in K – 1 is marked for *completion only*.**

Middle School Grading Scale

5th -8th Scale

Category	Percentage Breakdown
Tests/Quizzes	40%
Homework/Projects	25%
Classwork /Participation	35%

High School Grading Scale

9th -12th Grades – Academic Grades

Category	Percentage Breakdown
Tests	40%
Homework / Projects	15%
Classwork/ Participation	25%
Quizzes	20%

KG-12th Behavior and Study Skills Categories

Study Skills & Behavior Categories
Exhibits courteous and cooperative behavior.
Organizes materials & is prepared for class.
Listens to and follows directions.
Exhibits Self-Control.
Follows School Rules & Regulations.

Behavior Grading Scale:

5= Outstanding
4= Good
3= Satisfactory
2= Unsatisfactory
1= Needs Improvement.

The behavior grades will NOT be included in the GPA. The behavior grades will be given out on a daily basis and will be reflected in quarterly report cards. These grades will determine a student's standing, ranking, and performance. The behavior grade will also weigh in on any disciplinary decisions made by the school administration. 1 behavior point will automatically be lost upon issuance of any Behavior Violation Form (aka Pink Slip) and a suspension will mean an automatic loss of 2 behavior points within the quarter it occurs and will be reflected in the report card.

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 assessment.

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

- Retention will be considered if the student earns three (3) or more F's ./ Ns for the year.
    - A student who fails any course must ensure mastery of the material by the end of the summer in order to be considered for promotion into the next grade.
- A student may not be retained more than one time while enrolled at Al-Huda School. If this occurs, parents will be asked to look for other educational alternatives.

Retention Procedures

- Parents of students who are struggling to pass their classes, (i.e. earning Ds or U or below), will be contacted frequently to discuss ways to improve the student's work.
- 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.
- 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.
- The Principal will make the final recommendation for retention.

Academic probation

- A student who receives a D/U 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, in shaa Allah.
- The school may require that students who have continued unsatisfactory performance in their studies seek other educational alternatives (transfer).

Grade Skipping (Acceleration)

Grade skipping is not a usual occurrence at Al-Huda School; however, special cases will be considered.

Grade skipping will only be considered for students who have completed one academic year at Al-Huda School. The following conditions must apply in order for a student to be "skipped".

Case A (Student is underage for the grade being skipped into):

- Parents must initiate the process in writing
- Parents should submit two teacher recommendations from the student's current teachers about the student's academic and social development
- The student must agree to the possibility (interview may be required)
- The student must be advanced in all subjects
- Standardized test results reflecting advancement
- Al-Huda Placement Test reflecting advancement
- Two teacher recommendations (one from the homeroom teacher)
  - Academic and social development recommendations
  - Recommendations must be submitted directly by the teacher to the administration in a sealed envelope
- Skipping will be considered during the 1st Quarter only
- Students entering the 2nd grade and above will be considered
- Students may be skipped only one grade at a time
- Probation for the student's first quarter of classes in their new grade level

Case B (Student is the age of the grade being skipped into):

- All of the above except: Student must be at the 2nd grade and above

Grade Skipping in Al-Huda High School (9th-12th grades)

1. In order to skip grades in high school, the request must be submitted by the third quarter of the current school year, along with all relevant documentation to the principal.
2. The following documents must be submitted for consideration:
   a. Parents must initiate the process in writing
   b. The student must have at least a B+ or above in all subjects
   c. Standardized test results should reflect student advancement in all subject areas
   d. Students will have to take ALL of the subject exams (except Arabic) by the end of the summer.
   e. The student must receive at least 70%, in the following subject areas: Islamic Studies, Qur'an, English, Math, History, and Science
   f. Parents should request two teacher recommendations from the student's current teachers about the student's academic and social development
   g. The student will be interviewed by the administration
   h. Skipping will be considered during the 1st Quarter only
3. The principal will only consider a case once all of the relevant documents have been submitted.

Credit Transfer

Transfer Credits/Missing Credits:

1. Upon admission into Al-Huda High School after ninth grade, the student's transcript will be evaluated by the administration to determine graduation credit requirements.

2. If a student has completed prior credits at an accredited institution and the course work meets the Al-Huda High School's requirements then those credit requirements will be waived.

3. If a student has **not** completed or met the necessary credit requirements then s/he will be required to take the particular course(s) at a pre-approved accredited institution and submit a transcript from the institution.

4. Thereafter the student may be required then, at the administration's discretion, to take the Al-Huda High Schools for some, or all of these courses at the end of the school year in order to be granted the credit. *(Receiving the credit means the student is granted a waiver to take the course at Al-Huda High School).*

5. For the Arabic, Qur'an and Islamic Studies subjects the following criteria will apply:

- Qur'an – take 80 hours of pre-approved Quran Institute classes at one of the Dar-us-Salaam Qu'ran Institute branches.
- Islamic Studies – the student will have to take a book exam on the 6 books by Muhammad al-Jibaly (Eman Made Easy Series) within 12 months of the student's first day at school.
- Arabic – Student has to take the Arabic Readiness Exam

Honor Roll & Honorable Mention

In order to motivate our students and parents, we at Al –Huda School strives to recognize all of our students through various programs. One of these programs is our Honor Roll. Students who meet a certain academic and behavior standard are recognized at the end of each quarter for their outstanding work and effort. The criteria are as follows:

Grades	Honor Roll	Honorable Mention
K-2nd	None	None
3rd -5th	All As & Bs and all 1s in the Behavior and Study Skills section.	All As & Bs and 5s and 4s in the Behavior and Study Skills (and Salaah for grades 4 & 5).
6th-12th	As and only TWO Bs All 5s in the Behavior & Study Skills section.	As and only TWO Bs All 5s and TWO 4s in the Behavior and Study Skills and Salaah.

Additionally, any pink slip or suspension in a quarter will automatically preclude a student from getting Honor Roll or Honorable Mention.

Homework Policy

Homework is a tool, which allows our teachers to assess the students and to facilitate their learning. The purpose of homework is to:

- Reinforce what has been taught
- Prepare for future lesson
- Measure what has been learned

Elementary School

Kindergarten **20 Minutes**

√ 10 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
HMRM	√	√	√	√	10 minutes
Arabic	√		√		10 minutes
Qur'aan		√		√	10 minutes

*Friday night homework: add 10 minutes to the allocated homework time.

First Grade **30 Minutes**

√ 10 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*

HMRM	20 min.	20 min.	√	20 min.	10 minutes
Arabic	√		√		10 minutes
Qur'aan		√		√	10 minutes
Islamic Std.			√		10 minutes

*Friday night homework: add 10 minutes to the allocated homework time; i.e. 40 minutes for Friday night.

Second Grade **30 Minutes**

√ 10 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
HMRM	20 min.	20 min.	√	20 min.	20 min.
Arabic	√		√		√
Qur'aan		√		√	√
Islamic Std.			√		√

*Friday night homework: add 10 minutes to the allocated homework time.

Third Grade **45 minutes**

√ 15 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
HMRM	√	30 minutes	√	30 minutes	30 minutes
Arabic		√	√		√
Qur'aan	√		√		√
Islamic Std.	√			√	

*Friday night homework: add 10 minutes to the allocated homework time.

Fourth Grade **45 Minutes**

√ 15 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
HMRM	√	30 minutes	√	30 minutes	15 minutes
Arabic		√	√		15 minutes
Qur'aan	√		√		15 minutes
Islamic Std.	√			√	

*Friday night homework: add 10 minutes to the allocated homework time.

Fifth Grade **1 hour**

√ 15 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday *
Math	√	√	√	√	√
Science		√		√	
LA	√	√	√	√	√
SS		√		√	
Arabic	√		√		√
Qur'aan	√	√	√	√	√
Islamic Std.	√		√		√

*Friday night homework: add 10 minutes to the allocated homework time.

Homework During the Breaks

During the three major breaks: Eid-ul-Adha, Winter Break, and Spring Breaks,

- No homework should be assigned to grades K-5 during breaks with the exception of Qur'aan up to 10 minutes daily.

MIDDLE SCHOOL

Sixth – Eighth Grades **1 hour 20 minutes**

√ 15-20 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday *
Math	√	√	√	√	√
Science		√		√	
LA	√	√	√	√	√
SS		√		√	
Arabic	√		√		√
Qur'aan	√	√	√	√	√
Islamic Std.	√		√		√

*Friday night homework: add 10 minutes to the allocated homework time.

Homework During the Breaks

No homework should be assigned to grades 6-8 during breaks with the exception of Qur'aan up to 10 minutes daily.

HIGH SCHOOL

Ninth Grade **2 hours**

√ 15-20 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
Math	√	√	√	√	√
Science		√		√	√
LA	√	√	√	√	√
SS		√		√	
Arabic	√	√	√		√
Qur'aan	√	√	√	√	√
Islamic Std.	√		√		√

*Friday night homework: add 10 minutes to the allocated homework time.

Tenth Grade **2 hours**

√ 15-20 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
Math	√	√	√	√	√
Science		√	√	√	
LA	√	√	√	√	√
SS		√		√	√
Arabic	√	√	√		√
Qur'aan	√	√	√	√	√
Islamic Std.	√		√		√

*Friday night homework: add 10 minutes to the allocated homework time

Homework During the Breaks

HS may be assigned 30 min. of homework per subject during breaks plus Qur'aan up to 15 minutes daily.

Juniors (11th Grade) & Seniors (12th Grade) **3 -5 hours**

25-30 minutes of homework for each subject may be assigned each day. AP classes do not follow this time frame.
Friday night homework: add 10 minutes to the allocated homework time.

This is a college-prep program. The expectation is that by the time you are a junior you should be able to organize and manage your time so that you are able to fulfill your assignments and meet your goals in a timely manner.

Field Trips
All field trips organized by Al-Huda School must meet the following guidelines and expectations:

- The field trip must serve an educational purpose.
- Students must have written permission from the parent(s)/guardian(s) before being allowed to accompany a class on a field trip.
- Students are expected to abide by all transportation rules and regulations.
- Students must always remain with the chaperone.
- All fees/forms must be submitted by the deadline date or the student will not be allowed to attend the field trip (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 Al-Huda. Serious consequences will be levied against violators.

Animals and Pets
Many animals and pets cause allergic reactions; therefore, pets are not allowed in the classrooms unless explicitly approved by the administration.

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.

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. Ice packs are recommended if your child's lunch requires refrigeration. Please do not send lunches that require heating/microwaving.

- Students are NOT allowed to have food delivered to them during school hours. (i.e. parents cannot order lunch and have it delivered to the school at lunchtime).
- **Sugary snacks such as soda, sweets, and candy are not allowed during school hours.**
- Hot liquids and breakable bottles/containers are not allowed.
- Sharp objects and knives are not allowed and will be dealt with severely.

Parental Visits
Al-Huda welcomes parental visits. Class visits are limited to three learning periods. Please coordinate any visits to the classroom with the respective vice-principal. Visits must be scheduled at least two days in advance. Visits are for observation purposes only

Try to keep class interruptions to a minimum. All conferences with the teacher should be held after school or at an appointed time convenient for all involved.

- When you arrive, please 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 a visitor's pass.
- Siblings will not be allowed during class visits.
- Parents must sign out at the end of their stay.
- Children who are not enrolled in Al-Huda School, may not visit a classroom during school hours.

Volunteers
Volunteer helpers are greatly valued and appreciated at Al-Huda School. 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:

- Arrive promptly on the assigned days.
- Notify the staff member in advance if they cannot arrive at the appointed time.
- Sign-in in the front office upon arrival and sign out upon leaving, in the school office.
- Do 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 administration will try to assign responsibilities in areas of interest to the volunteer. However, volunteers should be prepared to be assigned any variety of tasks that come up in the day-to-day operation of the school. May Allah subhaanahu wa ta'aala 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
All grievances should be handled within three days. Generally, grievances should be handled in the following manner:

- Try to resolve the situation on your own (with the parties involved only)
- Talk to the vice-principal of that section
- Talk to the principal
- Request that the principal contact the Shoora for a meeting

DISCIPLINE POLICIES & PROCEDURES

Philosophy and Purpose
The philosophy of Al-Huda School 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, in shaa Allah.

The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but 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 both 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:

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

Responsibilities

Parent Responsibilities

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

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

Student Responsibilities

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

- Attending class regularly and on time.
- Being in their assigned seat with all necessary material when the class begins.
- Giving their best effort with every assignment.
- Being appropriately dressed and groomed with the Al-Huda uniform.
- Avoiding confrontations with other students and reporting such incidents to staff members when requested.
- Respecting other students and teachers.
- Respecting the masjid and salaah times.
- Following the specific rules in each class.
- Obeying all safety rules.
- Respecting school property.
- Following all rules as described in this Discipline Policy and Procedure manual.

Administrative Responsibilities

- To report suspected cases of negligence and child abuse to the appropriate authorities as deemed necessary by Maryland state laws.

- Understand that Al Huda School is required by Maryland State Law to report all cases of child abuse that reported to Al Huda School to the Child Protective Services Department.

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:

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

STUDENT CODE OF CONDUCT

Jurisdiction

Al-Huda School Administration has jurisdiction over its students during the regular school day, Salaatul-Jumu'ah and during any masjid/school activity on school grounds and any masjid/school-related activity, regardless of time or location.

Dress Code

The Al-Huda dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

- Students must be well-groomed and look neat at all times.
- The use of gel and making various hairstyles is not allowed. An unacceptable hairstyle is at the discretion of the Principal.
- Students should not have any rips or tears in their uniforms.
- **Students are expected to be in uniform every day; including field trips and other school functions or events.**
- Upkeep of the uniform is the responsibility of the student and parents.
- It is the responsibility of the teacher to ensure that all uniform rules are being followed.
- Uniform checks will be conducted at any time during the school day.
- Male students who are of age are required to grow out their beard according to the guidelines of the Quran and Sunnah and not shave.
- Students who repeatedly violate the uniform policy will be sent home and may face disciplinary consequences.

OFFICIAL SCHOOL UNIFORM DETAILS AND DESCRIPTION

The school uniform is as follows [the items in CAPS are to be bought at the **Sooq]:** *Students are not to wear hats, gloves, caps, sweatbands, scarves, jackets, shawls, ponchos, or any other item not listed in the uniform guidelines during the school day.* The School Uniform is as follows (items in CAPS may be available and purchased at the Sooq while supplies last):

GIRL'S UNIFORM

KG-4th Grade Girls

- Navy Blue JUMPER.
  - The length should be at least to mid-calf.
- Black closed-toed shoes
  - This does not include slip-on clogs, shoes, sandals, etc.
  - The heels may not exceed 1 inch.
  - "Heelies"[1] are not allowed.
- Black or white athletic shoes[2]
  - MUST be worn on the days of Physical Education (PE)
- WHITE, POLO-STYLE FULL SLEEVE SHIRT must be worn by students.
  - No turtle-necks shirts or button-down shirts
  - (HALF SLEEVE SHIRTS may be worn by the Kg and 1st-grade girls only.)
- White or black solid color sock
- Navy Blue or Black Cardigan (Knitted sweater)
  - Only button-down or pull-over sweater
  - No hoods allowed, no ponchos, mini-sweaters, sweatshirts, etc.
  - Must not have any logo, emblems, etc.
- WHITE SCARF (KHIMAAR)
  - Must be plain, no self-prints, designs, logos or trimmings
- NAVY BLUE PANTS
  - Loose-fitting pants to be worn under the jumper
  - No jeans, sweat pants, pajama pants, etc. are allowed

5th-8th Grade Girls

- NAVY BLUE JILBAB
- Black closed-toed shoes
  - No slip-on clogs, shoes, sandals, etc.
  - The heels may not exceed 1 inch.
  - "Heelies" are not allowed.
- Black or white athletic shoes
  - Only to be worn on the days of PE
- White or black solid color socks
  - Must cover the ankle and be opaque
  - Socks must be above ankle length
  - No lacy or multicolored socks
- Navy Blue or Black Cardigan (Knitted sweater)
  - Only button-down
  - No hoods allowed, no ponchos, mini-sweaters, sweatshirts, etc...
  - Solid navy blue or black cardigan sweaters may be worn over the uniform.
  - Must be plain with no logos, emblems, etc.
- WHITE SCARF (KHIMAAR)
  - Must be plain, no self-prints, designs, logos or trimmings
  - No fancy or jeweled broaches or pins allowed
- NAVY BLUE PANTS
  - Loose-fitting pants to be worn under the jumper
  - No jeans, sweat pants, pajama pants, etc. are allowed

[1] Shoes with roller wheels in the heels

[2] Ex. Cross-trainers, tennis shoes, basketball shoes, running shoes, soccer cleats are allowed for field play only and not to be worn indoors

- No purses, make-up (includes lip gloss), jewelry, rings, bracelets decorative pins, broaches, costume jewelry, nose rings, etc. are allowed.

High School

9th - 12th Grade Girls

- PLAIN BLACK JILBAB
  - Must be purchased from the Sooq
- Black closed-toed shoes
  - No slip-on clogs, shoes, sandals, etc.
  - The heels may not exceed 1 inch.
- Black or white athletic shoes
  - MUST be worn on the days of PE
- White or black solid color socks
  - Socks must cover the ankle and be opaque.
  - No ankle socks allowed
  - No multicolored socks, nor socks with lace allowed.
- Navy Blue or Black Cardigan (Knitted) sweater
  - Only button-down
  - No hoods allowed, no ponchos, mini-sweaters, sweatshirts, etc.
  - Must not have any logo, emblems, etc.
- BLUE SCARF (KHIMAAR)
  - This uniform item must be purchased at the Sooq.
  - No hair should be showing, no visible headbands/bandanas
  - No fancy and jeweled broaches allowed
- BLACK LOOSE FITTING PANTS
  - To be worn under the uniform jilbaab
  - No black jeans, sweat-pants, pajama pants, etc. allowed
- No purses, make-up (includes nail polish, lip gloss, eyeliner i.e. khol), jewelry, decorative pins, broaches, costume jewelry, nose pins, etc. allowed

BOYS' UNIFORM

Kg-8th Grade Boys

- NAVY BLUE PANTS
  - Must be purchased from the Sooq
- Black closed-toed shoes
  - This does not include slip-on clogs, sandals, etc.
  - "Heelies" are not allowed.
- Black or white athletic shoes
  - Only to be worn on the days of PE
- WHITE, POLO-STYLE FULL SLEEVE SHIRT must be worn by students.
  - No turtle-necks shirts or button-down shirts
  - HALF-SLEEVES may be worn during the warm weather
  - Must wear a white undershirt underneath the uniform shirt
- White, navy or black solid color socks
- Navy Blue or Black Cardigan (Knitted sweater)
  - Only button-down or pull-over sweater
  - No hoods allowed, no sweatshirts, etc.
  - Must not have any logo, emblems, etc.

High School
9th - 12th Grade Boys

- BLACK PANTS
  - Must purchase from Sooq
- BLUE SHIRT
  - Must purchase from Sooq
  - Students must wear a white undershirt underneath the uniform
- Black closed-toed shoes
  - This does not include slip-on clogs, sandals, etc.
  - "Heelies" are not allowed.
- Black or white athletic shoes
  - Must be worn on the days of PE (Physical Education)
- White or black solid color SOCKS
- Navy Blue or Black Cardigan (Knitted sweater)
  - Only button-down or pull-over sweater
  - No hoods allowed, no sweatshirts, etc.
  - Must not have any logo, emblems, etc.

Friday Uniform Policy

Boys are allowed to wear a thobe on Fridays to attend Salaatul-Jumuah. Thobes are limited to WHITE ONLY and should properly fit. Uniform pants and white T-shirt should be worn underneath.

High School Girls are allowed to wear a SOLID, PLAIN black khimaar (headscarf that is not transparent, without sequins, patterns, etc.) along with the uniform jilbab/abaayah.

School administration will determine the appropriateness of any thobe or khimaar at their discretion.

Hairstyles

Boys and girls should avoid hairstyles that may violate Islamic principles. In general, those that are expressly prohibited by Islamic texts such as those clearly imitating popularized styles of non-Muslims, i.e. leaving tufts of hair while shaving the rest of the head, imitations of the opposite gender, using hair extensions, unnatural hair coloring or putting the hair up in a bun to create a camel-like appearance even under a khimaar (scarf).

To avoid confusion and to maintain consistency on this issue all males should have their hair cut from short to medium-length (not more than shoulder length for those with straight hair or curly hair), and neatly combed or brushed. Hairstyles should be free from designs and generally cut evenly. For boys: braids, plaits, long hair pulled back in a knot, dreadlocks, processed curls, 'rat tails', mohawks, 'faux' hawks, extreme 'fades' or 'crew' cuts and the like are not allowed and any student with these types of styles will be asked to change them and a notice will be sent home to parents notifying them of the request and why.

Girls generally do not uncover their hair while at school, however, they should also avoid the aforementioned styles applicable to them.

If a student does not comply with the request to change a hairstyle, they may not be admitted to classes until the matter has been resolved. Intentional non-compliance will be officially noted as a violation of dress and disciplinary policy.

The Vice Principals (VPs) will have discretion as disciplinary officers to implement the aforementioned policy and the Principal will decide on any disputes.

Dress Code Violations

Teachers are required to enforce Al-Huda School's dress code. The following steps will be taken to enforce the dress code policy:

- 1st warning: Verbal correction of the student (uniform must be worn the next day)
- 2nd warning: Uniform Violation Notice sent home
- 3rd warning: Direct communication with parents regarding the uniform policy and the possibility of the student being sent home right away

- 4th warning: Referral to the administration (once the above steps have been taken); a parent will have to bring in the correct uniform or the student will be sent home

Dress Code at Al-Huda School & Dar-us-Salaam Events

All students and staff must adhere to the Al-Huda School dress code and code of conduct when attending any and all Dar-us-Salaam and Al-Huda School events. Our mannerism, behavior, and dress reflect our identity as believers. This includes events such as fundraising dinners, middle and high school graduation, etc.

It is imperative that we carry ourselves with the honor and decorum required by as Muslims who practice the Qur'aan and Sunnah at all times in shaa Allah.

Failure to adhere to the Al-Huda School and Dar-us-Salaam standards can result in disciplinary intervention by the school administration. The student may be asked to leave the event immediately. If it is a graduate at graduation who is asked to leave the event, then his/her diploma will be mailed to him/her.

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 Al-Huda. 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 at 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 Al-Huda staff member.

Off-campus/On-campus Student Involvement

During school, and/or on the premises of Al-Huda School, students of Al-Huda School may not participate in any activities, groups or companies, whose values and objectives are not in line with the teachings of the Qur'aan and Sunnah, and that are not approved of by the administration of Al-Huda School.

In addition, students of Al-Huda School may not be involved in any activities, groups or companies, inside or outside of school, that may, in any way, undermine or affect any of the activities of Al-Huda School or its students in general.

Any such involvement will be considered a Category 2 or 3 behavioral offense, at the sole discretion of the administration, and will result in an immediate disciplinary consequence, including, but not limited to,

removal of the student(s) from the Student Government Association (SGA), suspension or expulsion from the school.

Behavioral Probation

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

- Probation will be considered after teacher interventions prove unsuccessful and referral to the administration is necessary
- A school administrator (Principal or Vice-Principal) will inform the family either in writing or in-person of any concerns about their child's return for the following academic year due to disruptive behavior. An outline of the steps the home and school will take to ensure every opportunity for success will also be discussed.
- The student's behavior will be reevaluated after the probation period.
- If a student's behavioral conduct is deemed unsatisfactory by the school administration then the student will not be asked to return back to Al-Huda School for the next academic year.
- A final decision regarding whether the student will or not will not be allowed to return will be made by the end of the school year.

DISCIPLINE MANAGEMENT

General Guidelines for Assessing Discipline Penalties

When imposing discipline consequences, Al-Huda personnel shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order.
- Discipline shall be based on a careful and fair assessment of the circumstance of each case; such factors include:
  - The seriousness of the offense
  - Student's age
  - Frequency of misconduct
  - Student's attitude
  - The potential effect of the misconduct on the school environment

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 Al-Huda'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.

<u>Minor Offenses</u>

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.

<u>Persistent Offenses</u>

Al-Huda 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 the restroom
- Running or making excessive noise in the hall, classroom, or building
- Neglecting to bring required material or assigned work to the class
- Put-downs and other forms of disrespect to other students
- Failing to follow classroom rules
- Talking out of turn
- Getting out of the 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
- Truancy
- 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 a 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)
- In-school suspension

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

- Backbiting and /or slandering others (includes, teachers, students, parents, community members, etc.)
- Making inflammatory remarks that denigrate or defame the school, school policies, or staff, or spread negativity, whether orally, written, or online.
- 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 Jumu'ah khutbah
- Truancy, including leaving school without permission
- Purposeful physical contact with another (pushing, tripping, bumping, etc.)
- Forgery of school records and/or forms
- Vandalism, including the 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
- Bringing any electronics such as but not limited to, smartphones, tablets, etc. to school
- 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)
- 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
- Out of school 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)
- Cheating or copying the work of another
- 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)
- Student pre-meditated and organized protests such as petitions, group absences
- 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.
- Grade penalty for copying or cheating
- 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)
- In-school suspension
- Out of school 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.
- In school or out of school suspension
- Referral for Expulsion

Discipline Plans

In addition to this discipline policy and procedure, Al-Huda'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. Al-Huda 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:

- Place the student in another appropriate classroom
- Place the student in-school suspension or
- 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 Al-Huda 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 Parents

Al-Huda 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) or as deemed serious by the school administration. 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 or expelling 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.

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 the suspension according to school policy.

Expulsion

The administration of the school, at its discretion, will make the decision to expel a student from the school. The Principal will issue a letter to the parents of the student, informing them of such decision, and will mention the last day of school for the student.

Physical Restraint

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

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a dangerous object.
- Protect property from serious damage.
- 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.
- Restrain an irrational student.

Corporal Punishment

Al-Huda School does not allow corporal punishment. Teachers and staff members are not to physically punish students under any circumstance.

Cheating/Academic Dishonesty

- Copying another person's work, such as homework, classwork, or a test, is a form of cheating. This includes plagiarism.
- The student will be subject to academic disciplinary action that may include loss of grade/credit for the assignment.
- 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.
- Cheating is an offense, which can result in suspension on the first attempt.
- Repeated offenses are cause for expulsion.

- If a student is expelled for cheating, a notation of 'XF' will be made on the report card and/or the transcript.

Field Trip Discipline

Student Dress Code

- The student must be in uniform at all times.
- Students who are not in uniform should not be allowed to ride the bus.
- Parents are to be informed that their child is out of uniform and will not be allowed to attend school until the uniform is worn.
- The dress code can be found in the Parent-Student Handbook.
- Students must adhere to Al-Huda School's code of conduct at all times.
- Students are expected to follow instructions given by the teachers and chaperones on duty.

Discipline Procedure

All teachers should follow the following disciplinary procedure:

- Verbal Warning (seat rearrangement if you feel that is the root of the problem)
- Parental Contact (Written or verbal; though verbal contact is usually more effective)
- Discipline Violation Form filled out and submitted to the Discipline Officer (pink sheet)
- Request for suspension given to the Discipline Officer (Discipline Referral Form from the office)
- May result in the student not being allowed to go on future field trips.

AL-HUDA SCHOOL BULLYING PREVENTION POLICY

Al-Huda School believes that all students have a right to a safe and healthy school environment. Al-Huda School will not tolerate behavior that infringes the safety of any student. A student shall not intimidate or harass another student through words or actions.

This type of behavior can be divided into the following categories:

- Physical bullying: Any type of bullying that hurt's one's body or damages their possessions or property. Examples include but are not limited to, stealing, shoving, hitting, fighting, spitting, and kicking.
- Verbal bullying: Any type of bullying that involves speaking. Examples include but are not limited to, calling names, spreading rumors, threatening someone, and making fun of someone.
- Emotional bullying: Any type of bullying that deliberately causes distress, resulting in developing low self- esteem. Examples include but are not limited to torment, exclusion, hurtful messages, social embarrassment, and humiliation.
- Cyberbullying: Any type of bullying that occurs through a technological device. Examples include but are not limited to emails, text messages, instant messages, social networks, such as Facebook and Twitter.

Al-Huda School expects students and/ or staff to immediately report incidents of bullying to the administration. Staff is expected to immediately intervene when they suspect a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, during and after school hours, or at a school-sponsored activity.

Al-Huda School will adopt an Anti-Bullying Policy to be followed by every student.

The Anti-Bullying Policy includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion from school.
- Students are expected to immediately report incidents of bullying in a thorough and confidential manner.
- 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 of the student should contact the principal or his/ her designee.

INTERNET USE POLICY & PROCEDURES

Internet Use Policy

Internet access is now available to students and teachers in the school. We are very pleased to bring this access to Al-Huda School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Al-Huda School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial materials. Al-Huda School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet Guidelines

Al-Huda School's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of education and research and consistent with the educational objectives of the school. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Al-Huda School standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Parents have the option of denying their child individual access to the Internet.

The following guidelines are provided so everyone is aware of the responsibilities that come with using the Internet. If an Al-Huda School student/user violates any of these provisions, future Internet access will be denied. The signatures on this document are legally binding and indicate that those who signed have read the terms and conditions carefully and understand their significance. Students, who do not have an Internet Agreement form on file with his/her school, will be denied access to the Internet.

ACCEPTABLE USE AND INTERNET SAFETY POLICY (Grades 6-12)

With the permission of your parent or guardian, Al-Huda School offers you an opportunity to use the Internet and computer systems at school. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

We expect you to use the Internet and computer-based technology while in our building only for educational purposes. This use is a privilege, *not a right*, and we may discipline you or take away your right to use the Internet and computer technology at school if you misuse this privilege. This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet and computer technology at school if you misuse this privilege. You are responsible for your own actions while you are on the Internet and are also accountable for any online activities that occur by others because you have allowed them to use your account.

The school's computer system is not a public forum. Any communications or materials used in the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

As a student, you should read the following regulations and then sign this form to show that you understand your responsibilities in using the Internet at this school. While using the Internet from school properties:

1. Students are responsible for good behavior on the school computer network, just as they are in a classroom or school hallway. General school rules for behavior and communications apply. This includes any communication between boys and girls – will be dealt with immediately.

2. I will only use the technology and equipment in the manner for which it was designed. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior.

3. While online, I will not use language, which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
4. I will not cyberbully. "Cyberbully" means to threaten, harass, intimidate, embarrass repeatedly, or target another person, through emails, social networking, chatting, texting, instant messaging or websites. There are six common forms of cyberbullying[3] :

- Harassment: Repeatedly sending offensive, rude, and insulting messages
- Denigration: Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone
- Flaming: Online "fighting" using electronic messages with angry, vulgar language
- Impersonation: Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
- Outing and Trickery: Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others
- Cyber Stalking: Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his or her safety (depending on the content of the message, it may be illegal)

I will tell an adult if I see any cyberbullying, cyber threats, or inappropriate activity.

5. I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.

6. I will not use the Internet for non-school related activities.

7. I will not send chain letters or any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause congestion of the Internet or interfere with the work of others.

8. I will not use the Internet to buy or sell or to attempt to buy or sell, any service or product.

9. I will not change any computer file that does not belong to me.

10. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.

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[3] *Nancy Willard with the Center for Safe and Responsible Internet Use (CSRIU) has developed this useful taxonomy of the various forms of cyber bullying.

11. I will never knowingly give my password to others, nor will I use another person's password.

12. I will never use the Internet to send or obtain pornographic or inappropriate material or files.

13. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.

14. I will never knowingly circumvent, or try to circumvent, security measures on either Al-Huda School's' computers or on computers at any remote site.

15. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.

16. I will not make or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.

17. I understand that the school system is not responsible or liable for any harm, damages or charges that result from my use of the system's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Use Policy.

18. Al-Huda School reserves the right to take disciplinary action if a student or a group of students are engaged in inappropriate internet behavior and communication as listed above. This is true whether the communication is on or off school grounds.

19. I will report any violations of this Acceptable Use Policy that I have knowledge of to my teacher or principal.

ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT

Student's Agreement

I have read the Acceptable Use Policy for Internet Access, as written above, and understand fully and agree to follow the principles and guidelines it contains. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when at school and not at school.

Student Name: _____ Grade: _____ Date:_____

Student Signature: _____

Parent's Agreement

As the parent or guardian of this student, I have read the Acceptable Use Policy for Internet Access and Computer-based Technology as written above. I understand that computer access at school for students of Al-Huda School is provided for educational purposes only.

I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet from school facilities. By signing this document and/or the student handbook in which this policy is contained, I give my permission to Al-Huda School for my son or daughter to use computer equipment and the Internet while on school property.

Parent Name: _____ Date:_____

Parent Signature: _____

If I do not consent to the above rules, or I do not wish for my child to access computer equipment and the Internet, I have indicated my desire on the signature page to be contacted by the school to arrange for alternative instruction for my child.

Parent Signature: _____

STUDENT DISCIPLINE AGREEMENT

Your parents, the community, and the Al-Huda School Administration 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 salaah 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.

Al-Huda School

PHYSICIAN MEDICATION ORDER FORM (PMOF)

This order is valid only for school year (current) _____including the summer session.

School's Name: _____

This form must be completed fully in order for schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of a medication.

Prescription medication must be in a container labeled by the pharmacist or prescriber.

- *Non-prescription medication must be in the original container with the label intact.*
- *An adult must bring the medication to the school.*
- *The school nurse (RN) will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child's medication.*

Prescriber's Authorization

This section must be completed by a licensed physician, a licensed dentist or any advance practice nurse.

Name of Student: _____ Date of Birth: _____ Grade:_____
Condition for which medication is being administered: _____

Medication Name: _____
Dose:_____

Route:_____ Time/frequency of administration_____

If PRN, frequency:_____ If PRN, for what symptoms:_____

Relevant side effects: ☐ None expected ☐ Specify: _____

Medication shall be administered from: _____to _____
Month/Day/Year Month/Day/Year

Prescriber's Name/Title:	
Telephone #:	
Fax:	
Address:	
Prescriber's Signature: _____ Date:_____ *(original signature or signature stamp ONLY)*	

(Use for prescriber's Address Stamp)

A verbal order was taken by the school RN (Name): _____for the above medication on (Date):_____.

PARENT/GUARDIAN AUTHORIZATION

I/We request designated school personnel to administer the medication as prescribed by the above prescriber. I/We certify that I/We have the legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I/We understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I/We authorize the school nurse to communicate with the health care provider as allowed by HIPAA.

Parent/Guardian Signature:_____Date:_____

Home Phone #:_____Cell Phone #:_____Work Phone #:_____

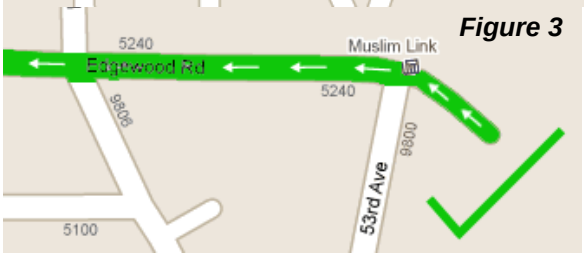
AL-HUDA SCHOOL DISMISSAL TRAFFIC GUIDELINES

1. **When heading towards Al-Huda School**, head straight on Edgewood Road until arrival at the Edgewood Road/52nd Pl. intersection. At this point, please **do not** continue on Edgewood Road; instead, take a right at 52nd place, continue straight, and then turn left at 53rd Avenue. Continue straight until you reach the stop sign, and then take a right into Al-Huda School. (**Figures 1 & 2**).

Figure 1

Edgewood Rd.

Figure 3



2. **When leaving Al-Huda School**, head straight down Edgewood Road (**Figures 3 & 4**).

3. For the safety of our children, **crossing the street is prohibited** during dismissal time. Parents should not park their car on Edgewood Road and cross the street to pick up their children. (**Figure 5**).

4. **Please do not leave cars unattended** in the circles – it creates a great traffic impediment (**Figure 6**). O**vertaking other cars on Edgewood Road are not allowed**, even if you wish to park in the back or have

Figure 5

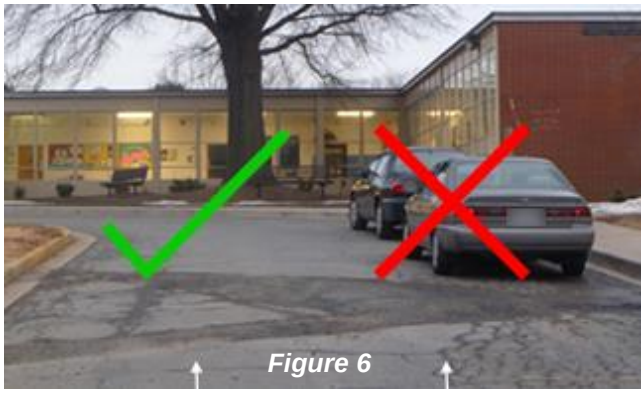


Figure 6

come to Al-Huda School for another reason aside from picking up children. Lane changes are also not allowed within the circles. (**Figure 7**).

5. **Turns are not allowed** anywhere, whether it is on Edgewood Road, the side parking lot, or within the boys' and girls' circles. (**Figure 8**).

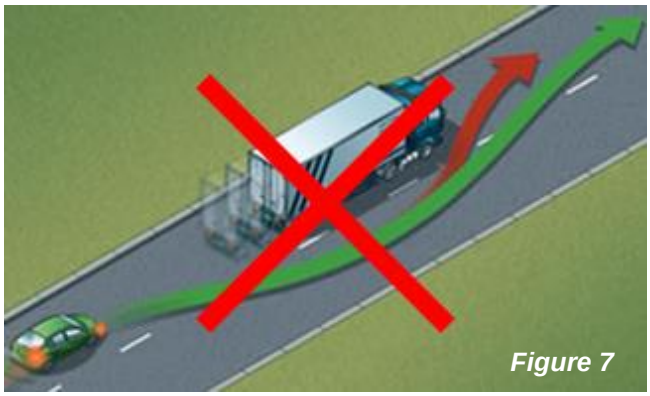


Figure 7

Figure 8

6. Boys should not wait at the girls' side for their parents and girls should not wait at the boy's side for their parents. **Both genders should remain on their respective sides** (**Figure 9**).

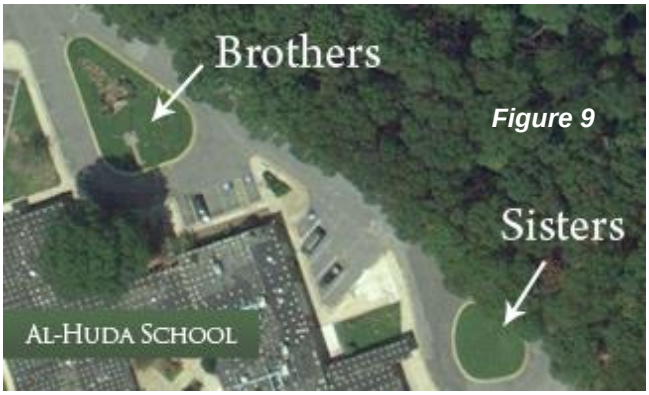


Figure 9

We are implementing these dismissal traffic guidelines to ensure that everybody comes in and out in a safe and quick manner.

And whoever is patient and forgives - indeed, that is of the matters [requiring] determination (42:43).

PARENT ACKNOWLEDGEMENT STATEMENT*

I, _____ am the parent/legal guardian of the following Al-Huda student(s):

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

I acknowledge that I have read, understood, and consented to the Discipline Policy and Procedures stated in the Al-Huda Parent-Student Handbook. I have also reviewed the manual with my child(ren).

Please check ONE:

_____ I attended the Parent Orientation on _____(date)

_____ I chose not to attend the Parent Orientation

_____ _____

Parent/Legal Guardian Signature *Date*

***Note: Please detach this sheet and submit to Al-Huda's office.**