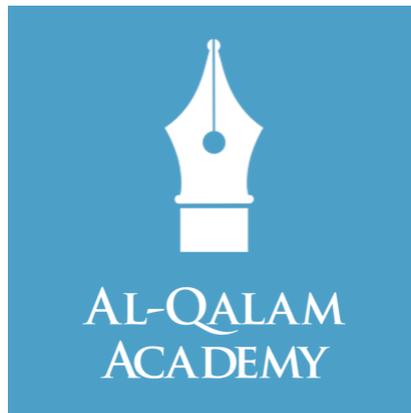


Welcome to

# Al-Qalam Academy

An Islamic School of Excellence



## Parent/Student Handbook

6666 Commerce St. Springfield, VA 22150

Phone: 703-924-6000

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## Dear respected parents and students

Assalamu Alaikum wa Rahmatullah wa Barakatuhu

The staff and students at Al-Qalam would like to welcome to your new school. We are very happy and excited that you are joining us this year and we pray that you will spend many happy, memorable years with us as we travel on your journey to learning.

Al-Qalam school was established in 1998. After years of hard work; learning, praying, and playing; we can say that our school is one of the best Islamic schools in Virginia. We have a friendly and supportive environment where you can study and practice being a good Muslim.

Al-Qalam's fundamental academic goal is to instill in our students a love of learning and academic challenge. All basic subjects are taught with rigorous standards, following the Fairfax county public school curriculum. Our teachers are selected for their strong backgrounds in general as well as Islamic education.

Apart from following the same curriculum as the public school, i.e. English, Math, Science, Social Studies, and electives etc., we have specialized Quranic Studies, Islamic studies, and Arabic course. You will not only be able to study subjects that will allow you to get into the college of your choice, but you will also be prepared to live a successful and useful life, *Insha Allah!* Life is not only about learning and reading books, but it is a journey and struggle. The integration of academics with religious instruction is our aim in developing a whole student. We are pleased to prepare you for journey of life.

Al-Qalam strives to be challenging learning environment, while providing a supportive atmosphere through a combination of skillful teaching and close student-faculty relationship. Our school provides a safe, communal environment, promising our students a memorable as well as an academically challenging experience where their individuality will meet growth and create success.

We at Al-Qalam believe that each and every one of you has a special talent or skill that only you can do exceptionally well. We will Insha Allah help you to discover and nurture that talent, so that you can make the best of your potential. In addition, it is our aim to encourage you to do your best in the skills you may not be best at o develop new skills and foster talents in areas that once were challenging.

In this booklet, we have explained in detail our policies, procedures, and guidelines necessary for your success at Al-Qalam Academy. Our friendly faculty, staff, and students will always be available to answer any questions or address any concerns you may have.

We encourage you to involve yourself with the school. You are invited to join this community of teachers, administrators, and staff and make Al-Qalam Academy a force in modern education.

Wassalam,

*The Directors*

*The Principal*

*The Faculty*

## **SCHOOL VISION AND MISSION**

Our goal at Al-Qalam is one track: Our objective is to establish a sound Muslim community at the grass roots that follow an Islamic way of life. We aim to develop lifelong learners who are productive, positive, and active citizens of community at large. Our purpose of instruction is to educate our future generations to grow to love and understand Islam, excel in academics, lead our community, and country. We aim to promote education, responsibility, kindness, and leadership.

The mission of Al-Qalam Academy is to create a safe, nurturing, and challenging academic environment for the student to achieve their highest potential. The Al-Qalam community strives to honor diversity through the social, emotional, and cultural growth of our students. Al-Qalam provides a learning environment that stimulates the development of positive attitudes, promotes intellectual curiosity, critical thinking, and creative problem solving to produce excellent global citizens.

Al-Qalam affirms its commitment to create a community of learners by fostering a challenging, inclusive education programs incorporating technology and embody an integrated curriculum to meet the individual and collective needs of all children. Our school programs reflect collaborative planning, remediation, and student enrichment programing. Al-Qalam maintains a professional learning community promoting excellence in teaching and community participation to ensure the successful education of students.

**SCHOOL HOURS:**

**Monday through Friday .....8:00 am-3:15 pm**

Student should arrive at school no earlier than 10 minutes before opening (**7:50am**). We cannot assume responsibility for their supervision before this time. No student will remain in the school after **3:45pm**; Parents should make sure that their student are picked-up at time of dismissal. If your student is not picked up by 3:15pm, they will be sent to childcare. This will incur the cost of \$10 per hour.

**DELAYED OPENING AND EMERGENCY CLOSINGS:**

The following schedule changes can be expected due to inclement weather and road conditions or due to an emergency. Announcements of schedule changes will be made on **NBC4 TV** station. Please do not call the school, as we must keep lines open to receive information regarding procedures related to changes in the schedule. Parents are urged to make arrangements in advance for care of their student when schedule changes are necessary. It is imperative that you instruct your student where to go if no one is home. We cannot guarantee last minute messages will be delivered to your student. Please arrange for your kindergarten student to be accompanied by a sibling or neighbor.

**DELAYED OPENEING TIME:**

**Two-hour Delay  
10am-3pm**

**EARLY CLOSING TIME:**

**Two-hour Early Close  
1pm Closing**

**ATTENDANCE:**

Academic achievement depends heavily on good attendance. At Al-Qalam, we take your school life very seriously and will keep a strict record of your absences and tardiness. We encourage punctuality and regular attendance at all times.

It is a parent/guardian’s responsibility to inform the school whenever a student is absent from school. Please call before **9:00am** to the main school number **703-924-6000** if your student will be absent or late.

Students should be in assembly by **8:00am**. They are tardy if they arrive at school after that time and must report to the office before going to class. They will receive a tardy pass to go to class; otherwise she will be marked absent for the day.

Each student who has been absent from school for any reason other than school business shall upon return, present to the teacher a note from parent/guardian which sets forth reason for the absence.

**EXCUSED ABSENCES:**

A written note from the parent stating the reason for absences is required. Excused absences include the following:

- Student’s illness.
- Doctor/dentist appointment (you **MUST** have a note from the doctor’s office).

- A family emergency.
- Other reason acceptable to the Principal.

### **UNEXCUSED ABSENCES:**

- Unexcused absences are those in which the child is absent from class with no legitimate excuse or nothing has been submitted to the office to give a reason for the student's absence.
- In the event of an unexcused absence, teacher will notify your parents, office administration, and other teachers
- A second unexcused absence in a quarter may result in a request for the administration to set up a parent/ student/ administrator conference

### **TARDY POLICY:**

Students arriving after **8:00 am** are considered tardy and must report to the office before going to their classroom. An adult must accompany the student to the office and sign them in. Please do not drop off your student without signing them in.

Excessive tardiness will be treated the same as an unexcused absence:

- A tardy at Al-Qalam is of more than Fifteen (15) minutes past School/Block start time = One excused absence
- Three (3) unexcused tardy at Al-Qalam = One (1) unexcused absence
- Three (3) unexcused absences = Zero (0) for any test taken during those days
- Five (5) unexcused absences = Failing grade for the quarter for all classes

Remember at this stage of your life there is nothing more important than your education. It is your personal responsibility to make sure you miss as few days as possible and that you are punctual for all your lessons.

### **PRE-ARRANGED ABSENCES:**

If it is necessary for a child to be absent from school for several consecutive days; please notify the school in advance. It is expected that all work missed while absent be made up as soon as possible following the child's return to school. Standardized testing missed during an absence will be made up, if possible.

When family trips or vacations occur during school year, please notify the school in advance of the period of absences. Teachers are NOT required to provide homework for your student, however enough time will be given to make up missed quizzes, and tests. It is the responsibility of the student and parent to make up all missed tests and quizzes.

### **RELEASE OF STUDENTS DURING SCHOOL HOURS:**

If a student needs to leave school during the day for a doctor's appointment, etc., please send a note to the main office in the morning, so that the excuse can be filed and your student is not marked as an unexcused absence. At the time of pick up please come to the main office and sign out your student. **ALL STUDENTS MUST BE SIGNED OUT IN THE MAIN OFFICE. WE WILL NOT** release a student to

anyone except the parent unless there is a note of permission signed by the parent/guardian already in the student's file. Students may be released to either parent/guardian provided there is no custody order from a court forbidding custody by a named parent/guardian. Warn children NEVER to ride home after school with any stranger who may claim they were sent by the parent/guardian. If you wish to arrange for another person to take care of your student if an illness occurs when you are not home, LEASE MAKE A NOTE ON THE EMERGENCY CONTACT INFORMATION.

### **VISITORS (Parents/Guardians and Children):**

Al-Qalam school encourages parents/guardians to visit their student's classroom, assembly programs and lunch programs. As a courtesy we request that arrangements be made in advance through the office. Visitors are not permitted into classrooms during instruction for 6<sup>th</sup> grade through 12<sup>th</sup> grade.

All Parents/Guardians must come to the office before going to any classroom. Younger children, friends of pupils, or students from other schools will not be permitted in the classroom.

Visitor nametags provided in the office, are to be worn by all visitors while in the building. It is hoped that this procedure will eliminate unauthorized persons from being in the school when the safety of children is of prime importance. Staff members have been directed to stop anyone who is not wearing a school badge.

### **STUDENT PROGRESS:**

Student progress is tracked through a digital gradebook system called teacherease. All parents and students are encouraged to provide their email address to the main office on the emergency contact form at the end of this booklet so the student can be setup on teacherease. Parents and students can access the digital grade book at [www.teacherease.com](http://www.teacherease.com) after September 24<sup>th</sup>, 2015.

### **INTERIM REPORTS/PROGRESS REPORTS:**

Interim reports or progress reports are sent during the fourth or fifth week of all four grading periods to indicate student's progress as well as weaknesses. Parents are informed of students' grades that are declining in sufficient time so assistance may be obtained for the student in timely manner.

### **REPORT CARDS:**

The established policy for Fairfax County requires reporting on student's progress every nine or so weeks. Report cards will sent home following the end of each grading period. The purpose of report cards is to help parents and student identify strengths and weaknesses; and to assist teacher planning of instruction appropriate to needs of the student.

### **CONFERENCES:**

A conference with the teacher will be scheduled at the end of the first reporting period. The parent or teacher may request additional conferences at the time throughout the school year. Parents' request for a conference must be made by writing a note to the teacher or by calling the main office at least one week

in advance. Parents are discouraged from dropping by the school for teachers' conference without a previously arranged appointment.

### **VAN RIDERS**

Van transportation is provided for those children who live at the selected points in the service area. School van riders in Fairfax County are required to observe rules of SAFETY and GOOD CITIZENSHIP while riding on the van and while waiting at designated bus stop. Standards for safe, courteous conduct will be in effect beginning with the first day of school. It is essential that the van riders cooperate and adhere to the van regulations.

The school administrator has the authority to discipline student traveling to and from school by van. Students can lose van riding privileges when causing disciplinary problems or pose a hazard to the safety of other students, to the van driver, and/or overall safe operation of the van.

### **MONEY:**

When money is brought to school, please enclose it in envelope labeled with student's name, grade, and purpose. Student are discouraged to bring extra money to school.

### **LOST AND FOUND:**

Unidentified articles found in the school are turned in to a box found in the cafeteria. Please check if an article is lost. It would be helpful if raincoats, jackets, mittens, etc. are labeled. It has been our experience in the past that items of this nature tend to be forgotten or mislaid and we would like to be able to identify the apparel for a particular student. Items not claimed are donated to charity. The school does not take any responsibility for any lost items.

### **HEALTH**

Al-Qalam values the wellbeing of its students. Students and parents are encourage to adopt a healthy eating style.

During cold and flu season, it is encouraged for students to remain home until symptoms have diminished. Any student with a fever of 100 F or above will be sent home immediately. Students are encouraged to carry a box of tissue and hand sanitizer with them to prevent transmission of germs. Regularly washing of clothing will also prevent transmission of diseases.

### **IMMUNIZATION:**

As students it is necessary to make sure that your immunization records are up to date. The minimum immunizations required of students by the state board of health are required for school attendance. If your records are not up to date then you may attend school for a period of 90 school days if you have at least one dose of each of the required vaccines and your parents have a plan from a physician in order to complete your immunizations during the 90 days. Law prohibits students who have not received the required immunizations from attending school.

### **MEDICATION:**

No medication should be sent to the school with a child. The parent/guardian should bring the medication to the school in person and sign the required consent form. The school is not permitted to administer

medication to a child without the required form of consent. All prescribed medicine must be brought to school in the original containers and must be left in the office. When medication is to be administered for more than ten days, a physician's prescription is also required. Fill out Appendix C within 3 days of starting school.

### **CLEANLINESS:**

In Islam cleanliness is considered half of one's Iman.

It is very important to come to school in clean and tidy uniform. Students are encourage to bathe regularly and wash their uniform, socks, hijab in nice scented detergent at least twice a week. Clothes worn under uniform must be clean as well.

Gym uniform must be washed after each class.

### **LUNCH/SNACK:**

Taking care of your bodies is our Islamic duty. You should pack a nutritious lunch that may consist of a sandwich, vegetable, a fruit, and a drink. When preparing for lunch you should make sure that your lunch does not consist of food that does not need to be refrigerated or reheated.

For snack you should bring in fruit, vegetables, crackers, nuts, pretzels, applesauce, granola bar, drink, etc. your snack should be something that will give you that extra energy to make it lunch.

### **CAFETERIA CONDUCT:**

Students using the cafeteria are asked to follow these rules:

- Clean off your table.
- Pick up trash from the area around you.
- Ask a teacher's permission to use the bathroom or drink water.
- Ordering food and having it delivered is prohibited.
- Leaving school for lunch at any time is not permitted.
- No ripping or destruction of table covers.
- No unnecessary or unwarranted yelling or screaming. Use your inside voices.
- No loitering in the hallways.

### **FIELD TRIPS:**

The Following guidelines must be followed:

1. Filing a request for field trip form: This must be done at least two weeks prior to the planned trip date.
2. Students are required to follow the bus rules as requested by the driver.
3. Buses should be returned neat and clean.
4. Every student attending the field trip must return a signed permission slip, emergency contact information up to a day before the trip.

**Verbal permission from the parent/guardian cannot be accepted.**

5. Lunches: Students must be bring sensible lunches (sandwiches carton juice and chips are ideal).

6. Identification tags bearing the Al-Qalam logo, address, phone number, and student name should be worn at all times.
7. Students are NOT allowed to bring cell phones or cameras to any school related activities, including field trips.
8. Students are expected to follow all Al-Qalam discipline and uniform policies at all times.

### **PARENT PARTICIPATION:**

We at Al-Qalam welcome active participation from committed parents who support ongoing activities and volunteer service. Service opportunities include:

- Service on volunteer committees
- Helping with school functions (Ramadan iftar, fundraisers, picnics, field trips, etc.)
- Fundraising
- Attending PTA meetings
- Attending parent-teacher conferences
- Cultural arts presentations

Parents are encouraged to actively participate in their student's education. However, in order to facilitate the whole operation, certain instructions and guidelines provided by the Principal and/or Advisor must be followed.

*All visitors including parent volunteers must check in with the office to receive a visitor's badge.*

### **\*\*\*\*Parent Volunteer Requirements (New for school year 2016-2017)**

Parent involvement is crucial to the sustainability and success of any school. The success of the Iqra/Al-Qalam volunteer program depends upon each family doing their part. We can use volunteer help in many areas of the school.

Each parent is required to complete four (4) hours of volunteer time during the ten (10) month school year, for a total of eight (8) hours per family.

Parents may choose to fulfill the parent volunteer hours obligation, or they may choose to pay \$100 to be released from completing the volunteer hours. Volunteer opportunities are listed in Appendix E and will be sent to parents by email starting September and a volunteer log is located in the office for parents to record their hours.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS:**

In order to guarantee all students an excellent educational environment, no student will be allowed to prevent a teacher from teaching or a classmate from learning.

All students have a right to:

- Learn in a safe and secure environment.
- Express their intellect in a productive and Islamic manner.
- Participate in curricular and extracurricular activities without fear of being ridiculed, or bullied.

### **STUDENT RESPONSIBILITIES:**

When preparing for the day it is important that you have the proper supplies. If a student does not come to school prepared with the proper supplies, it is an indication that they are not serious about school and their work. Therefore, in order to succeed in school, a student should always have materials handy.

### **TEXTBOOKS AND SUPPLIES:**

Students are provided the use of textbooks. It is necessary to require payment for books that are lost or damaged through negligence or abuse. Teachers have different requirements for every class, it is the responsibility of the student to follow each subject requirement carefully.

### **HOMEWORK:**

Homework serves to provide additional practice on a principle or skill already taught. It enriches, enhances, and extends school experience; and assists in learning to budget time. In addition, it affords the opportunity to use contact with out-of-school resources and promotes acquisition of additional information.

Nightly review and reading for each subject are encouraged. This activity is encouraged by the teacher and should be motivated at home by the parents/guardians. During the first conference of the year, the teacher and parent/guardian should review common expectations for homework. If your student is spending an excessive amount of time on homework, please contact the teacher for a conference. If students do not complete and/or bring homework to class, grades will be deducted.

- Homework should stem from real needs and the consideration of the total educational background of the individual student.
- Homework should serve a definite purpose and should be used as a technique for learning.
- There should be cooperative effort on the part of teachers and parents to encourage students to assume responsibility for completing assignments.

If a student does not complete their homework they will receive a warning from the teacher. The second time they do not complete their homework they will receive a yellow warning. Continuous violation will result in subsequent disciplinary action.

Assigned homework should not exceed the following time recommendations per grade on a daily basis:

| Grade level    | Recommended Homework time |
|----------------|---------------------------|
| Pre-school     | 10-15 minutes             |
| Kindergarten   | 15-20 minutes             |
| First grade    | 20-25 minutes             |
| Second grade   | 25-30 minutes             |
| Third grade    | 25-60minutes              |
| Fourth grade   | 25-60 minutes             |
| Fifth grade    | 50-60 minutes             |
| Sixth grade    | 60-120 minutes            |
| Seventh grade  | 60-120 minutes            |
| Eighth grade   | 120-180 minutes           |
| Ninth grade    | 180-200 minutes           |
| Tenth grade    | 200-240 minutes           |
| Eleventh grade | 200-240 minutes           |
| Twelfth grade  | 200-240 minutes           |

**GRADING:**

The purpose of grading is to:

- Evaluate student work
- A means to communicate with students, parents, administration about a student’s performance
- a source of motivation to students for continued learning and improvement

**GRADING SCALE AND DESCRIPTION:**

| Grade | GPA     | Percentage | Description  |
|-------|---------|------------|--|
| A+    | 4.3     | >101       | Designates the status of a student who is consistently demonstrates accurate and complete knowledge of content and skills specified by the institution, and applies that knowledge to solve problems in a variety of settings. |
| A     | 3.8-4.0 | 94 - 100   |  |

|    |          |         |  |
|----|----------|---------|--|
| A- | 3.4 -3.7 | 90 - 93 |  |
| B+ | 3.1-3.3  | 87 - 89 | Designates the status of a student who demonstrates knowledge of content and skills specified by the institution, with some improvement needed in accuracy and/or consistency in performance, applying that knowledge to solve problems in a variety of settings.  |
| B  | 2.8-3.2  | 83 - 86 |  |
| B- | 2.4-2.7  | 80-82   |  |
| C+ | 2.1-2.3  | 77-79   | Designates the status of a student who demonstrates knowledge of basic content and skills specified by the institution, but requires additional practice and instructional experiences to acquire skills necessary to solve problems.  |
| C  | 1.8-2.0  | 73-76   |  |
| C- | 1.4-1.7  | 70-72   |  |
| D+ | 1.1-1.3  | 67-69   | Designates the status of a student who needs significant practice and instructional experiences to acquire the knowledge of basic content and skills specified by the institution necessary to solve problems. As a final mark, it is not necessarily sufficient to meet the prerequisite requirements for the next level in a sequence of course. |
| D  | 0.8-1.0  | 64-66   |  |
| F  | 0.0-0.7  | < 64    | Designates the status of student who has not demonstrated the basic knowledge of content and/or skills specified by the educational institute and requires additional practice and instructional experiences in order to succeed.  |

**GRADING POLICIES:**

**LOCKERS**

Students are provided a locker for their personal use during the school year. They are responsible to keep lockers clean and locked. Student should not leave opened food or drinks in their locker. Locker changes are not to be made unless approved by the Principal. Students may not share lockers. Al-Qalam cannot be responsible for lost or stolen item. Since all lockers are the property of Al-Qalam, the school administration reserves the right to search lockers upon reasonable suspicion that the locker may contain dangerous or illegal items or substances. Scheduled locker checks will be performed each quarter, as well

as random searches during any period of the academic year. Student must use a padlock with a key to secure their locker. One key is to be kept with the student, the other must be handed over to the main office clearly labeled with student name and grade.

### **CELL PHONE POLICY:**

Students who have cell phones must turn in their phones to the office every morning when they arrive. They will receive it back at the end of the day. Cell phone must be switched off or in silent mode when turned in and should be clearly labeled with student name and grade.

Failure to do so will result in confiscation of the cell phone and confiscated item are returned at the end of quarter. Continuous violation may result in item not being returned until end of school year and further disciplinary action(s).

### **COMPUTER LAB USAGE POLICY:**

At Al-Qalam we pride ourselves in providing technology usage in the form of a fully equipped computer lab. Teachers will assign time for student use of computer lab during their specific class time.

Students are NOT allowed to use internet without teacher being present in the computer lab. Students are NOT allowed to be in the computer lab during Snack Break, Lunch, Resource, and Prayer Time.

Printing of any material is NOT permitted in the computer lab. All printing by students must be done at home in the presence of parents/guardians.

Social media usage is prohibited at Al-Qalam at all times. Students caught using Facebook, Twitter, Instagram, etc. will be reported to the Principal and Computer lab usage privileges will be revoked and further disciplinary action will be taken.

### **SEARCH POLICY:**

The school reserves the right to search persons, backpacks, lockers, and any other places or articles of property on the school premises at any time. Any items prohibited by law and/or by school regulation will be confiscated and consequences will follow for those students in possession of such items.

### **VANDALISM POLICY:**

Any destruction of school property such writing on desk, lockers, walls, cafeteria tables, bathroom walls, bathroom stalls, and bathroom doors will result in disciplinary action. The student's parents/guardians shall be required to reimburse the school for any actual loss of, breakage of, destruction of, or failure to return property owned by or under control of Al-Qalam Academy.

### **ACADEMIC HONESTY:**

At Al-Qalam Academy, there is zero tolerance for dishonesty.

No student shall give or receive help on any test or quiz. Cheating is NOT allowed at Al-Qalam.

No student shall present as their own the ideas, interpretations, statistic, word, or structure of another. That is considered plagiarism, it includes:

- Quoting directly from another source without using quotation marks and footnotes.
- Incorporating into a paper the ideas of another person without citing the source.
- Changing a few words and slightly altering the structure of a passage without annotation.
- Failure to include a bibliography of all sources in preparation of a paper.

Academic dishonesty is not tolerated at Al-Qalam and will result in the following:

- 1<sup>st</sup> offense: An automatic zero (0) will be given on that assignment, test, or quiz. Parents will be notified. A note will be placed in the student records.
- 2<sup>nd</sup> offense: An automatic zero (0) will be given on that assignment, test, or quiz. Parents will be notified. A note will be placed in student's permanent records. Detention and/or Suspension will be administered.
- 3<sup>rd</sup> offense: Expulsion. A note will be placed in student's permanent record.

### **MISTREATMENT POLICY:**

Al-Qalam has zero tolerance for maltreatment of others. Al-Qalam encourages students to keep an Islamic behavior and mannerism when treating other students.

Any student engaged in bullying, harassing, intimidating, threatening, cursing etc. other students will immediately be notified to the Principal and will be taken out of class instantaneously until further disciplinary action could be taken.

Disciplinary actions for harassment, bullying, intimidation etc. are severe and can result in Expulsion from the school.

### **CLASSROOM POLICY:**

Students are not allowed to leave class the first ten (10) and last ten (10) minutes. Only one student is allowed to leave classroom at a time. No student is allowed to leave a classroom without teacher consent and without a hall pass. Teachers will have further policies for their classroom.

No student(s) are allowed inside the classroom without a teacher. If a teacher is not present in the classroom, student(s) must wait outside for teacher's return, even if the door is open.

### **BATHROOM POLICY:**

Bathrooms are not a place for congregation.

Students are encourage to make wudu throughout the day when they use the restrooms instead of during third block or prayer time only. This will maximize time in the mussallah for prayer and not create a rush in the bathrooms.

All students must help keep the bathrooms clean. Please dispose of all paper towels and napkins in trash receptacles. Do not flush large quantities of toilet paper. Wipe off the sink after making wudu.

As Muslims it is our responsibility to conserve resources. Do not use excessive water to make wudu, or use excessive soap, paper towels, and toilet paper.

### **UNIFORM POLICY:**

The purpose of the uniform policy is to maintain unity and to aid the educational environment. A consistent uniform allows the student to focus on getting an education, and not be distracted by appearance. These are a few easy guidelines to follow when getting ready for school in the morning. They are not very difficult. Trust us you'll be able to concentrate better in school.

Al-Qalam Academy follows a strict uniform policy that must be maintained the entire school year. The uniform will consist of:

- 1. A black/tan/white/off-white/cream wrap around hijab that must be pinned and covering the hair.**
- 2. A plain black Abaya closed in the front. Abaya worn previous year is also acceptable.**
- 3. A pair of black socks or stocking must be worn with shoes.**
- 4. A pair of black closed toed shoes must be worn that have NO heels. (No slippers are to be worn and the shoes cannot have any animated characters or writing.)**
- 5. The uniform for P.E. will be long sleeve T-shirt and loose fitting sweat pants.**
- 6. Gym shoes are a must; otherwise points will be taken off.**
- 7. A separate hijab should be worn for gym class.**
- 8. No jewelry is to be worn during the school day.**
- 9. No makeup is to be worn during the school day.**
- 10. Students are NOT permitted to wear any nail polish.**
- 11. Students are NOT permitted to wear lipstick. Colorless chapstick is permitted.**

Consequences if the dress code is violated:

1. After two verbal warnings of an inappropriate uniform, a note will be sent home to the parents and a copy will be kept in the student's file.
2. If the student breaks the uniform policy for the third time, the parents will be called to bring in the proper uniform.
3. If the student breaks the uniform policy for the fourth time, parents will be called to take the student home.
4. An eventual meeting between parents and school administration will be set up for a later date to discuss disciplinary actions.

### **PROHIBITED ITEMS:**

The following items are **NOT** allowed at school at any time: **Cell phones, iPods, iPads, MP3 players, laptops, touchpads, movies, DVDs, CDs, magazines, jewelry, makeup, nail polish, lip gloss, lipstick, cameras, chewing gum, candy, and soda.** If a student possesses any of these items while at school, the

item will be confiscated and returned at the end of the quarter. Continuous violation may result in item not being returned until end of school year and further disciplinary action(s).

## **AL-QALAM BEHAVIOR CONDUCT AND DISCIPLINARY ACTION**

Discipline is part of Islam and good Islamic discipline is expected of all students. If students do not act with discipline, then measures will be taken accordingly. When discipline becomes an issue, it creates an environment that is not conducive to learning. The discipline committee at Al-Qalam will consist of a variety of teachers and the Principal. This committee will oversee the misconduct of students and the disciplinary action that will be taken against that student.

### **Level 1: Minor YELLOW**

- Lacking school material (coming unprepared to class).
- Chewing gum
- Unacceptable effort
- Being interruptive in class (talking while the teacher is talking, talking while other students are talking, and constant interruption with not-related issues to the class).
- Placing feet on desks and chairs
- Not treating property of Al-Qalam properly (this includes writing on desks, textbooks, walls, boards, etc.).

Consequences:

1. Official warning by staff (verbal or written).
2. Notice to parents/guardians, a YELLOW violation card will be sent home.
3. If a student accumulates three yellow violations, the consequence will be one day out of school suspension and an incident report will be filed in the student's permanent school record.

(If the minor offenses continue even after the consequences have been administered, then it will be up to the discipline committee to administer further disciplinary action that fall under the category of serious of severe).

### **Level II: Serious PINK**

- Talking back to teachers (this includes making comments back, rolling of the eyes, stating “uff”, etc.).
- Not following direction the second time asked by any faculty member of Al-Qalam.
- Walking away from a teacher when they are talking to the student.
- Harassing and fighting with other students (this includes cursing, touching, throwing items, shoving, pushing or any other physical contact).
- Cursing (whether they are joking with peers or in serious is unacceptable).
- Walking out of class without permission of the teacher (this is unacceptable even when a student is upset or angry. They are not allowed to leave the classroom without the verbal consent of the teacher).
- Not answering back when a teacher is talking or asking a student a question.
- Lying
- Stealing
- Dishonesty or cheating
- Using prohibited social media sites such as but not limited to **Facebook, Twitter, Instagram, Skype, etc.**
- Bringing prohibited items to school (**Cell phones, iPods, iPads, MP3 players, laptops, touchpads, movies, DVDs, CDs, magazines, jewelry, makeup, nail polish, lip gloss, inappropriate clothing, cameras, chewing gum, candy, and soda**).

Consequences: (depending on the severity of the situation which will be determined by the discipline committee)

1. Notice to parents/guardians, a PINK violation card will be sent home.

2. Calling or meeting with parents/guardians.
3. In school suspension, and loss of privileges.
4. Out of school suspension.
5. Placing child in the STEP program (this is a program that is designed to isolate the student from the class due to severe disruptions in the class, the student will continue to do class work and work with teachers but on an individual basis).
6. Official incident report will be administered by the disciplinary committee, and will be filed in the student's permanent school record.

(If the serious offenses continue even after the consequences have been administered, then it will be decided by the discipline committee to administer further disciplinary action that fall under the category of severe).

### **Level III: Severe RED**

- Any physical or verbal abuse towards a faculty member or fellow student
- Any protesting and calling of fellow students to go against school rules and policies
- Backbiting and slandering teachers
- Rage (this includes yelling and refusing to be redirected and cooperate)
- Possession of illegal items including (drugs, alcohol, cigarettes, guns, and knives)

Consequences: (depending on the severity of the situation which will be determined by the discipline committee)

1. Notice to parents/guardians, a RED violation card will be sent home
2. Meeting with parents and placing child on probation
3. Meeting with parents and out of school suspension
4. Expulsion
5. Official incident report will be administered by the disciplinary committee, and will be filed in the student's permanent school record.

### **DETENTION POLICY:**

At Al-Qalam Academy, we believe in a friendly family like atmosphere and want to avoid any disciplinary issues. All teachers and staff must work together as a team to help overcome any aforementioned issues. Please review the student responsibility handbook for specific details.

- If a student violates any violations listed in the "student responsibility handbook" that fall under the "yellow" section, the teacher must verbally warn her twice.
- After the second verbal warning the teacher may put her in detention
- Detention takes place during lunch and resource.
- The student may not speak to anyone during that time.
- Towards the end of the lunch period the student must be allowed to consume her food.
- Detention is used as a last resort to rectify any disciplinary issues.

If the student still violates school policies follow the Al-Qalam Behavior Conduct and Disciplinary Action further action can be taken and a meeting between parent, student, teacher, and administrator must be set up.

Appendix A

Appendix B

## Appendix C

### Medical Forms Al-Qalam Academy

Parent/Physician Request for Administration of Medication by School Personnel,

School Year \_\_\_\_\_

Parents have the primary responsibility of giving medicine to their child at school, and may come to school to give medicine at any time, after checking in at the school office.

Requests for the administration of medications by school personnel may be made as follows:

1. A separate request form is to be completed for each medication, and a new request made for each change in medicines or dosages.
2. Only those medications that cannot be given outside school hours will be administered. Most three times a day medicines can be given before and after school.  
(Prescriptions can be written so that doses are not necessary during school hours. Please discuss this with your doctor)
3. All medication must be in the original, properly labeled container, accompanied by this completed form. Changes in dosages require new labels and new parent request forms; if labels and parent request forms do not match, medication will not be given.
4. At the end of the school year, any unused medication that has not been picked up by parents/guardians will be discarded.

For safety reasons, NO first doses of ANY medicine will be administered at school. All information below must be completed and form signed before any medication will be given by school personnel.

Date of Request \_\_\_\_\_

Medication to be given from (start date)\_\_\_\_\_until (end date)\_\_\_\_\_

Student's Name\_\_\_\_\_

Grade\_\_\_\_\_

Name of Medication \_\_\_\_\_

Exact dosage (in mg, puffs, etc.) \_\_\_\_\_

Time(s) to be given at school \_\_\_\_\_

Reason this medicine is required (for what condition?) and any special instructions, precautions, or side effects\_\_\_\_\_  
\_\_\_\_\_

If the above medication is to be given on an "as-needed" basis, the following\* information must also be provided.

- \*Indicate shortest intervals between doses \_\_\_\_\_
- \*Maximum number of doses during school day\_\_\_\_\_
- \*Signs and /or symptoms for which the medicine is to be given

\_\_\_\_\_

Physician's Name \_\_\_\_\_

Office Phone \_\_\_\_\_

I, the undersigned parent/guardian of \_\_\_\_\_  
request the above medication be administered to my child.

I also give permission to my child's teacher/ Iqra/Al-Qalam Staff/Faculty to administer this same Medication (s) as prescribed above on field trips during this school year.

Signature \_\_\_\_\_

Parent/Guardian

Home Phone Work or cell

\_\_\_\_\_

\*\* (A properly labeled prescription container will be accepted as proof of physician's order)

Al-Qalam Academy

Asthma Inhaler Administration Authorization Form

Student's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Grade: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school office.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

\_\_\_\_ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.

\_\_\_\_ Self-administer asthma relieving medication with access to another inhaler in the school office as needed. Parents will supply school office secondary inhaler.

\_\_\_\_ Student needs assistance with administration of their asthma relieving medication

with the medication available as needed in the school office.

| Drug name: | Dosage: | Route: | Frequency: | Start date: | Stop date: | Side Effects: |
|------------|---------|--------|------------|-------------|------------|---------------|
| 1.         |         |        |            |             |            |               |
| 2.         |         |        |            |             |            |               |

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

|                           |               |
|---------------------------|---------------|
| Physician's name:         | Clinic/Phone: |
| Physician's signature:    | Date:         |
| Parent/Guardian signature | Date:         |

Parent signature for authorization: \_\_\_\_\_

### Appendix D

#### Acknowledgment Statement

I \_\_\_\_\_, the parent/legal guardian of the following IQRA/Al-Qalam student(s),

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I acknowledge that I have read, understood and consented to abide by the policies and procedures contained within the:

IQRA/Al-Qalam Academy Parent/ Student Handbook \_\_\_\_\_ Academic Year.

And, furthermore, that I have read the rules to my child(ren) and that I will require my child(ren) to abide by the policies and procedures contained herein.

\_\_\_\_\_

Parent/Legal Guardian signature

Date \*

\* To be returned to the office three days after it is received.

## ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, of grade \_\_\_\_\_ have read the Parent/Student Handbook, and will abide by the policies and regulations set by Al-Qalam Academy.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

## Appendix E

### Appendix F Parent Resource Directory

#### Changes to Middle and High School Grading & Reporting Handbooks (2016-17)

##### Separation of Work Habits and Achievement

- All grades entered into the gradebook will relate directly to the standards listed in the Program of Studies or other designated curriculum and should reflect a student's mastery of content or skills.
- Student's attendance, effort, attitude or other behaviors will be communicated to parents through report comments or other means that do not include grades.
- Late work will be accepted to document learning/mastery. Teacher teams must set reasonable guidelines for turning in late work to encourage work completion by their students. If a student misses an assignment, a placeholder (such as M for missed, I for incomplete, etc.) should be entered into the grade book.
- Patterns of late work should be reported to parents through email or other means.
- Homework for practice or preparation for instruction may account for no more than 10% of a quarter grade.
- Class participation may be included in a student's grade if it is based on the quality of a student response and not the quantity of responses. If a team will include class participation in a student's grade, guidelines for assessing must be included in the course syllabus.
- Students will not be given extra credit or grades for activities such as bringing in classroom materials, providing parent signatures, participating in fundraising/charitable events or participating in non-curricular activities.

##### Maximum/Minimum Weights Grades Can Carry

- Collaborative teams are encouraged to set grading design so that no one assignment/assessment counts more than 30% of the quarter grade.

##### Retakes with Associated Guidelines

- For major assessments, at least one new opportunity to demonstrate proficiency shall be provided to any student who scores below an 80% and completes corrective action determined by collaborative team.
- An opportunity to demonstrate increased proficiency may be provided to students who score at or above 80% at the discretion of the collaborative team.

- If not all students are afforded the second opportunity then the highest grade that can be earned is an 80%.
- If all students are afforded the second opportunity then the highest grade shall be recorded in the grade book.

### Limiting or Eliminating Zeros in a 100 Point Scale

- If a student has been given multiple opportunities to complete work and has not done so, a 0 may be entered in the gradebook at the end of the quarter.
- If a student has made a reasonable attempt to complete work, teams are encouraged to assign a grade no lower than 50.
- Schools that have established “no zero” policies in previous years may continue those policies.

### GRADING SCALE AND DESCRIPTION:

| Grade | GPA      | Percentage | Description   |
|-------|----------|------------|---|
| A+    | 4.3      | >101       | Designates the status of a student who is consistently demonstrates accurate and complete knowledge of content and skills specified by the institution, and applies that knowledge to solve problems in a variety of settings.                                    |
| A     | 3.8-4.0  | 94 - 100   |   |
| A-    | 3.4 -3.7 | 90 - 93    |   |
| B+    | 3.1-3.3  | 87 - 89    | Designates the status of a student who demonstrates knowledge of content and skills specified by the institution, with some improvement needed in accuracy and/or consistency in performance, applying that knowledge to solve problems in a variety of settings. |
| B     | 2.8-3.2  | 83 - 86    |   |
| B-    | 2.4-2.7  | 80-82      |   |
| C+    | 2.1-2.3  | 77-79      | Designates the status of a student who demonstrates knowledge of basic content and skills specified by the institution, but requires additional practice and instructional experiences to acquire skills necessary to solve problems.                             |
| C     | 1.8-2.0  | 73-76      |   |
| C-    | 1.4-1.7  | 70-72      |   |
| D+    | 1.1-1.3  | 67-69      | Designates the status of a student who needs significant practice and instructional experiences to acquire the knowledge of basic content and skills specified by the institution necessary to solve problems.  |

|   |         |       |   |
|---|---------|-------|---|
|   |         |       | As a final mark, it is not necessarily sufficient to meet the prerequisite requirements for the next level in a sequence of course.   |
| D | 0.8-1.0 | 64-66 |   |
| F | 0.0-0.7 | < 64  | Designates the status of student who has not demonstrated the basic knowledge of content and/or skills specified by the educational institute and requires additional practice and instructional experiences in order to succeed. |