

# AQA Student Parent Handbook

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**AL-QALAM ACADEMY**  
**6666 COMMERCE ST. SPRINGFIELD VA-22150**  
**PH.NO 7039246000**

**ACQUIRE KNOWLEDGE AND IMPART IT TO THE PEOPLE**  
**(AL-TIRMIDHI, HADITH 107)**

**A FATHER GIVES HIS CHILDREN NOTHING BETTER THAN A GOOD**  
**EDUCATION**  
**(AL-TIRMIDHI)**

**ONE WHO TREADS A PATH IN SEARCH OF KNOWLEDGE HAS HIS PATH**  
**TO PARADISE MADE EASY BY GOD**  
**(RIYADH – US- SALEHEEN, 245)**

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## **List of Abbreviations**

AQA	Al-Qalam Academy
SHB	Student Handbook
BOD	Board of Directors
P	Policy
ECN	Emergency Contact Numbers
RH	Ramadan Holiday
MP	Medication Policy
NFP	Nut Free Policy
AB	Anti-Bullying
HAR	Harassment
FFC	Fairfax County
EPP	Emergency Preparedness Plan
EE	Emergency Evacuation
S-I-P	Shelter-In-Place
CGPA	Cumulative Grade Point Average
AIP	Academic Integrity Policy

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## **Principal's Message: -**

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-Qalam Academy. We 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-Qalam Academy 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 sha Allah.

This handbook contains basic information about Al-Qalam Academy, 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-Qalam Academy 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-Qalam Academy is that it provides an environment that encourages the development and flourishing of an Islamic identity. Furthermore, the school is the foundation upon which we hope to build a living Islamic community that adheres to the Qur'an and Sunnah.

## **Parent's Role in Education:**

Parents must take an active role in the educational process of their children. Al-Qalam Academy holds frequent parent-teacher conferences to exchange information and to work towards optimizing your child's development. Parents are highly encouraged to actively participate in the different available school activities. The school and home need to work cooperatively to ensure the best education possible for our children.

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## 1. School Mission & Core Values:

Al-Qalam Academy is working towards nurturing Allah-centric youth to overcome today's challenges with innovative solutions.

Al-Qalam Academy is a dynamic institution, which offers parents and students an Islamically oriented within the modern educational method. School is free from nearly every potential danger inherent in the public education system. Within a dignified and supportive setting, the school promotes academic excellence, creative development, critical reasoning skills, and the highest possible cognitive abilities. Students will learn to live in Islam, as well as understand that they must neither reject this world nor prefer it over the Hereafter.

The school is blessed with a large Masjid facility on the premise which allows for the holding of regular morning assembly which is commenced every day for morning adhkar and few a hadith, Zuhr and Jumu'ah prayers. In addition, all Islamic holidays are observed, and special events in the history of Islam are highlighted and celebrated. Other features include events, competitions, field trips, Eid activities, and other memorable and exciting events.

## 1.2 Goals:

**May we gain strength in carrying out these goals, and may Allah help us preserve Islam among our children and the generations to come. Ameen.**

There are following school's goals:

1. Our main goal is to Approach the principles of the Holy Quran and the teachings of our blessed Prophet Muhammad (PBUH) to the minds and hearts of our children by teaching the Holy Quran, Hadith, Seerah, Fiqh, the lives of the Sahabah (companions), and the lives of the greatest spiritual, scholarly and historical figures from Islamic history.
2. Teach Arabic Language as an integral part of the curriculum to open pathways to a deeper understanding of the Holy Quran. Islam is the basis of everything we do at the Al-Qalam.
3. All members of the school community are dedicated to supporting students' development (academically, morally, socially, and religiously) We believe that parents are vital partners in the success of the educational cycle and each student is unique and is a precious addition to the culture and diversity of the school.
4. We cater to all our students' needs to ensure we help each student reach their fullest potential.
5. Reinforce the values and teachings of our tolerant Islam regarding promoting collaboration, diversity, tolerance, acceptance and respect of others to prepare our students to live, work and compete successfully in multi-cultural societies, but always
6. Keeping their Muslim identity and distinguishing between lawful (halal) and unlawful (haram).



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7. Maintain leisure and cultural activities such as sports, arts, crafts and games to develop individual talent and leadership characteristics and offer an outlet for demonstrating creativity.

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## **2.Board of Directors:**

The Al-Qalam Academy is governed by the Board of Directors which make policies, decisions, and rules regarding the operation of the Academy and supervises and administers all the functions of the Academy. Decisions of the Board are based on recommendations made by the principal. The members of the Board do not receive any financial compensation for their work as Board Members.

### **2.1. Principal:**

The principal supervises all activities of the Al-Qalam Academy under the rules and regulations set by the Board. The teachers, other school personnel, and volunteers work under her supervision. The school staff is selected based on educational qualifications, Certification, Proficiency in English and Arabic, Islamic values, and relevant experience. Almost all Al-Qalam teachers have a high degree of commitment to Islamic values as well as sound academic backgrounds and experience. The Academy does not discriminate.

### **2.2. Al Qalam Academy Non-Discriminatory Policy:**

Al Qalam Academy admits students of any race, colour, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, colour, national and ethnic origin in the administration of its education policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

No student, employee, or applicant for employment at Al Qalam Academy (AQA) shall, on the basis of age, race, the word "colour" is spelled as "color" in some English speaking countries, sex, sexual orientation, gender identity, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, as required by law.

These protections apply to students, employees, and other members of the public. AQA is committed to equal access and equal opportunity in all services and employment; to include its policies, complaint process, program accessibility, religious accommodations, and other Equal Employment Opportunity matters. AQA prohibits retaliation against individuals who report allegations of discrimination, file a formal complaint, or participate in the investigative process.

The principal handles inquiries and complaints regarding nondiscrimination policies.

### **2.3. Accreditation:**

Al Qalam Academy has been accredited since 2021 by Cognia, an international organization that accredits schools and organizations, and member of CISNA, the Council for Islamic Schools of North America.

Our accreditation status confirms that all our academic programs and organizational structures are both Islamically sound and demonstrate educational best practices.

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## **2.4. Staff Members:**

Our faculty consists of early childhood, elementary and middle school teachers who have received training and coursework in the field of education. Our teachers have extensive practical experience working with students. Many of our classroom teachers have earned teaching licenses from the Commonwealth of Virginia. Many of our staff members, teachers, and administrators, have earned master's degrees in education or related fields.

## **3. Admissions:**

The first step in the admissions process for students in Pre-school through 12th grade is to complete the AQA application. All interested students should have completed the application on file as soon as the family has decided that they would like to join Al-Qalam Academy. The Admissions process will not continue if the application is not complete. Full details of the admissions process are detailed within the application.

### **3.1 Denials of Admission:**

AQA will decline admission to students for the following reasons:

- Scholastic records demonstrate required services and resources that cannot be provided at AQA.
- Disciplinary records from previous school settings, or observed disciplinary concerns in the Admissions tour, interview, and/or academic assessment.
- Demonstrated academic achievement does not meet AQA Grade Level standards.
- Inaccurate/incomplete information that is relevant to the admissions process.

### **3.2 Probationary Enrollment:**

All new AQA students in grades Pre-K – 12th will be enrolled on a probationary basis for nine weeks to confirm that AQA offers an appropriate learning environment for the child.

- If the school determines that a student's social or emotional behavior is not appropriate for AQA, or the student is not meeting grade-level academic expectations, then the student's enrollment will be terminated during the probationary period.
- If the parent determines that the school is not meeting the social, emotional, or academic needs of his/her child, the parent may initiate a withdrawal within the probationary period with no additional penalties for early withdrawal.

### **3.3 Student Withdrawal Procedure:**

Parents of students withdrawing from school should contact Al Qalam Academy in writing at least 30 days prior to the last day of attendance. This allows time for completion of records requests, return of books, and scheduling an exit interview. All accounts with the school should be settled prior to the withdrawal.

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## **3.4 Note the following:**

The first month's tuition payment is non-refundable. Upon withdrawal, the non-refundable first month's tuition fee shall always be equivalent to 1/10 of the full tuition balance, regardless of the chosen payment plan or applicable discounts. Withdrawal from the Hifdh program requires a written notice of withdrawal to the school 30 days in advance of the withdrawal date. Tuition is payable through the withdrawal date or 30 days after the last date of attendance, if the proper notification was not provided.

## **3.5 Student Records:**

A scholastic record is maintained for every student enrolled in AQA. At a minimum, the student scholastic record contains demographic information, grades, evaluations, observations, health and physical education records, discipline records, if any, and the results of standardized testing. Any individual special evaluations (psychological, medical, educational, or social history), and official records relating to special education would also be included in the scholastic record. The principal is the custodian of the student records, which can be accessed by authorized staff only. Parents also have access to their children's records by placing a request in writing to the school administration.

## **4. Academics:**

### **4.1 Early Childhood Program & Pre-K:**

Our Early Childhood program promotes the spiritual, emotional, intellectual, physical and social growth of the child. The curriculum uses a "hands-on" approach to learning. It is based on the belief that children learn best through "active learning," direct, hands-on experiences with people, objects, events, and ideas are encouraged. Multi-sensory activities that enhance the total development of the child are planned around a theme or as part of an integrated unit.

### **4.1 Elementary Section- (KG-Grade-5):**

Al -Qalam Academy implements own unique curriculum with an integrated approach to learning. The curriculum is also guided by the grade level Virginia Standards of Learning & FCPS through which core subject areas along with Arabic, Quran, Islamic Studies, Physical Education, and Art, are experienced through a broader view. Our program is supported by guidelines, resources and professional development for teachers to make good decisions around student learning.

It is our goal to make sure that each elementary student receives an equitable, rigorous, and relevant education. In addition to the instruction in reading, writing, and mathematics that is integral for success in life, we are committed to educating the whole child, through engaging experiences and hands-on learning. Further, we attend to the character development of the child through programs that focus on caring, respectful relationships, problem-solving, decision-

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making, and conflict resolution. It is our belief that every child deserves to experience excellent teaching and deep learning that meets her/his needs in every classroom, every single day.

## **4.2 Middle & High School (Boys Grade 6-8 & Girls Grade 6-12) Review:**

Al-Qalam Academy - Middle & High School program continues to focus on the whole child through programs, extra-curricular activities, and emphasis on our core values. Special attention is paid to building social and practical skills that prepare students for successful integration into whichever high school programs they attend after graduating Al-Qalam Academy. The curriculum is also guided by the grade level Virginia Standards of Learning & FCPS, through which **core subject areas** along with **Arabic, Quran, Islamic Studies, Physical Education, and Art.**

## **4.3 Virginia Virtual Academy:**

Al-Qalam provides VAVA as an extensive support system to both parents and students. In grades (6–12), working closely with our teachers as a "learning coach" to our students, helping them to facilitate students' progress and working to modify the pace and schedule as needed. Each teacher is state licensed and trained in her specific subject area. In addition, monthly networking opportunities are provided through various events and outings, enabling the entire school community to keep in close contact. While attendance, teacher interaction, and daily lessons are conducted online, their lessons use physical materials and offline tools as well. VAVA Students are very lucky to merge with other activities in Al - Qalam. They have access to get all other electives taken in normal classes like – Arabic – Islamic Studies & Quran and limited access to Art-Physical Education – Computer.

## **4.4. Daily Procedures:**

Al Qalam Academy's Main Office is open **Monday – Friday, 8:00 am – 4:00 pm.**

All school visitors, including parents and guests, are required to sign in and obtain authorization from the school security officer in the Main Office. School visitors are required to wear standard identification during their visit. Parents' cooperation with these procedures is essential to maintaining a safe and secure school environment. All students are escorted by their teachers to be dismissed. Parents must drive around the building and pick up their child). Students will not be released to anyone not indicated on the student's enrollment form/emergency contact form. If any students are picked up late, after 3:10 pm, an hourly charge will be imposed; or will be escorted to after school program. (After School program timings 3:15 pm – 5:00 pm).

## **4.5 Emergency Contact Numbers:**

All parents are required to complete Emergency Contact Forms. This is an important document, and it is the responsibility of the parents to ensure that the office is informed immediately of any change of address or phone number.

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The school Hours are shown in table:1

**Table:1**Table of School Hour

Sr.No	Grades	Mon – Thu	Friday
1	EC & Pre-K (Full Day)	8:00 am – 2:30 pm	8:00 am – 2:20 pm
2	EC & Pre-K (Half Day)	8:00 am – 12:30 pm	8:00 am – 12:30 pm
3	Kindergarten	8:00 am – 2:30 pm	8:00 am – 2:20 pm
4	Grade 1 – Grade 12	8:00 am – 2:50 pm	8:00 am – 2:30 pm
5	Hifdh - (Optional)	7:30 am – 8:30 am	7:30 am – 8:30 am

## 5. Weather-related Closings:

In bad weather, the school will either be closed or delayed. If there is a delayed opening or school closAl-QalamAl-Qalam Academy will relay this information to Fairfax Public School. Alternatively, a school email will also be sent by the Principal and Teachers.

*If Snow days are prolonged, classes will commence through the Zoom platform. So, Please Pay Close attention to Your School Email at this Time.*

## 6.Ramadan Holidays:

During Ramadan, School will commence one-hour delay - opening the last ten days are observed as holidays for Ramadan last nights as well as for Eid Break-In sha Allah, so the students and the staff can ultimately use the last 10 nights with complete spiritual indulgent along with Eid Holidays. This will embark our students with the importance of the last ten days of Ramadan and Eid - ul-Fitr holidays.

## 7. Student Attendance Policy:

Under Virginia State Code 22.1-254, every parent or legal guardian is required to send their child (over age 5) to school for the designated number of school days and hours. Recognizing there are legitimate circumstances that prevent students from being in school, AQA shall excuse students who are absent because of personal illness, death in the family, medical or dental appointments, court appearances, and religious holidays.

### 7.1. Reporting Absences:

When a student is absent for all or any portion of the day, the parent or guardian is responsible for notifying the school of the reason and justification for the absence before 9:00 am. Failure to do so will result in an unexcused absence for that child. When necessary, the Main Office will contact parents to verify a child's absence.

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## **7.2. Excused Absences:**

School administration may excuse students who are absent because of illness in the immediate family or emergencies that require a student to be absent. After 3 consecutive absences or at the administration's discretion, a physician's note may be required.

## **7.3 Extended Absences:**

The school administration may approve extended absences generally defined as trips that extend or enhance a student's education. Parents must submit a formal written request 2 weeks prior to the planned extended absence. Regardless of the reason for an absence of 10 or more consecutive days, AQA requires that parents complete an Extended Absence Notification form. Failing to appropriately notify the school of prolonged absences and/or excessive extended absences will result in the student losing his/her place in the school and may jeopardize the student's academic standing.

## **7.4. Unexcused Absences:**

Parents whose students accrue 3 or more unexcused absences within a quarter may receive written notice from the school and may be requested to have a conference with the Administration.

## **7.5. Missed Classwork and Homework:**

Whenever a student is absent for any reason, if the administration or classroom teacher requires make-up work, a reasonable amount of time consistent with the length of the absence will be given to the student to make up for the work missed. Upon return from absence, the student is responsible for initiating immediate action to make up the work. Upon such request from the student or the student's family, the teacher is responsible for providing assignments, tests, and other work that must be made up and clearly informing the student when graded make-up work is due. Failure to complete such make-up work within the time allowed will result in a failing grade for those assignments, tests, or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work.

## **7.6. Inclement Weather:**

Al Qalam Academy mostly makes independent decisions regarding school closings, delayed/ late openings, and early dismissals. In Al-Qalam Academy please note that our decisions may be similar to Fairfax County. Announcements will also be distributed via teachers' e-mail and through social media no later than Regular school attendance and punctuality are essential for a successful school experience. A student who knows in advance that he/she will be absent should have a parent or guardian e-mail or call the school the day that they will be out, *and* his/her parent or guardian will need to send an e-mail to the homeroom/subject teacher explaining the reason for the absence. Any long-term absences must be approved by the administration.

Students are responsible for accessing their calendars and daily assignments and making up work missed during an absence. Teachers provide daily assignments through the learning management system (LMS).

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Daily assignments specify a student's expected activities and due dates. Students cannot be exempted from individual assignments or tests within a course, nor can AQA teachers change or delete lessons for students. Students should log in to each course daily during the academic week. Students can expect to spend 60–90 minutes or more per course, per day.

## **7.7. Excessive Absences:**

Regular attendance is critical to a student's AQA education. Students who are absent (i.e., not logging in for three or more days) from any class for 20% of the classes of any given course in a semester place their course credit in serious jeopardy. In such instances, the student and his or her parents will be required to meet with an Administrator to determine an appropriate course of action. Students with excessive absences may not participate in school-sponsored activities, including clubs, without permission.

## **8. Parent Involvement Participation:**

Parent feedback and involvement are essential to the success of the school. It is the policy of Al-Qalam Academy fullto y encourage parents' participation through involvement in volunteering as well as the PTA (Parent Teacher Association). The PTA is designed as a support system for the school. Chaperoning school trips and other volunteer activities, as well as initiating fund raising activities, are just some of the examples of the activities in which the PTA is involved. The PTA will work with the principal to set long and short-term goals and objectives for the PTA. A strong PTA is essential to the success of any school. The PTA is not a policy-making body and does not interfere with the school's management. The principal must approve all PTA activities.

### **8.1. School Uniform Policy:**

### **8.2 Al-Qalam Academy Dress Code:**

#### **8.2.1. Uniform code for girls' Pre-K – G rade - 5 girls:**

Maroon plaid drop waist jumper & crewneck cardigan (Prescott red) with the white shirt - (flynn o'hara) and White hijab available at school.

- The uniform is a jumper reaching below the knees.
- Grey pants underneath. (From any store).
- Black sweatpants (from any store).
- Navy blue shirts loosely fitted (for PE). (Available in the school office). Flynn O'Hara Service & Retail Locations.
- Fairfax Store - Fair City Mall- 9650-19 Main Street Fairfax, VA 22031 (703) 503-5966.

#### **8.2.2. Uniform code for pre-k boys – grade – 5 boys:**

- Plain White full-sleeved shirt and light grey pants. (From any store).



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- Black sweatpants and Navy - blue shirts with full sleeves for PE. (From any store).
- Socks must be black and white. Black shoes/ sneakers only. (From any store).
- Sweater jackets have to be in plain & Prescott Red (available at the Flynn O Hara store).
- Dress code guidelines are to be followed at related off-school-related activities.

## **8.2.3. AQA Middle School Girls:**

- Navy blue Abayas – white chiffon hijab (available in the school)
- Black sweatpants – (from any store).
- Navy-blue shirts loosely fitted (for PE). - (available in the school) Cardigan (maroon) - (available in the school).

## **8.2.4. AQA High School Girls:**

- Plum Abayas- (available in the school)  
Beige Hijab - (available in the school).
- Black sweatpants (from any store).
- Navy-blue shirts loosely fitted (for PE). (available in the school) Cardigan (maroon). (available in the school) + Beige Chiffon Hijab.

## **8.2.5. AQA Middle School Boys:**

- Boys - PE Uniform – Navy blue shirt and loose black pants – sneakers and only black or white socks (Available in any store).
- Sweaters – (From The School).

## **8.2.6. Middle & High School Girls (Available in the school office):**

- Girls must always wear abaya and Hijab.
- abaya and Hijab must bear no decorative marks; they must be

## **8.2.7. Plain and Loose.**

- Slippers and sandals are not permitted.
- No colorful “pajama-like pants.”
- Socks must be black and white.
- abaya must be loose-fitting, with no buttons at the front.
- Middle school & High School – loose black sweatpants and Navy-blue shirts loose fitted until the knees (for PE).

**A Navy-blue abaya with a white chiffon hijab and a plum-coloured Abaya with a beige chiffon hijab for High school.**

## **8.2.7. 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,

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using hair extensions, unnatural hair colouring 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. Any students with styles outside of these general guidelines may be asked to change them by the school administration 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 styles applicable to them. If a student does not comply with the request to change their 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 and the principal will decide on any disputes.

## **8.2.8. Dress Code Policy Violations:**

The following steps will be taken to enforce the dress code policy:

- 1st warning: Verbal correction of the student.
- 2nd warning: Email/phone call to parent/guardian regarding dress code violation.
- 3rd warning: Referral to the administration (once the above steps have been taken).
- The above steps may be skipped at the discretion of the administration.

All students must adhere to the Al-Qalam Academy dress code and code of conduct when attending School events. Our mannerisms, behaviour, and dress reflect our identity as believers. This includes events such as Friday, Eid party, middle and high school graduation, etc. It is imperative that we carry ourselves with the honour and decorum required by as Muslims who always practice the Quran and Sunnah InshaAlla h. Failure to adhere to the AQA standards can result in disciplinary intervention by the school administration.

## **8.2.9.AQA Field Trips & AQA Day:**

AQA students take regular field trips off-site during and occasionally outside of school hours. Teachers will announce the approved Field Trip attire on the permission slips when planning class-wide Field Trips. Field trip attire may be different from the standard AQA School Uniform. Students in PRE-KG– Grade 12 are invited to participate in monthly AQA Days. These are school-approved days to dress out of their AQA School Uniform. Students must continue to wear loose fitting, modest, Islamically appropriate clothing on AQA Days. Students who do not adhere to the dress code expectations of AQA Days will not be permitted to dress out of uniform on subsequent AQA Days. Especially on Friday AQA announces the color code beforehand and students can wear any outfit of choice but need to be modest Islamically modest fitting and appropriate for Jumuah prayers.

## **9.Medication Policy:**

Emergency medications are stored securely for emergency use only, as directed by the physician. All emergency prescription medicine must be in its original pharmacy packaging and within the expiration

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date as listed on the packaging. Al Qalam Academy staff does not maintain or dispense any non-emergency medications. Cough drops and throat lozenges may be used by students in Pre-Kindergarten through Grade 12 as needed throughout the school year, if they are in the original container or packaging. Cough drops must be brought to the school by a parent or guardian with a note stating how often the cough drops are to be used. Students who have cough drops and instructions from the parent on file may report to the main office to receive cough drops as per the instructions provided by the parent. Students may not share cough drops or throat lozenges under any circumstances.

The school's policy does not allow any child with an acute illness to attend school on those days which obligate the child to take medication during school hours. Any child ill enough to require medication should remain at home under parental supervision or arrange with the child's physician a regimen that allows the medication to be administered before and after school. To best meet the needs of students, the staff and faculty of Al Qalam Academy must be kept updated on any medication that is being regularly administered at home. If your child is on such medications, you may be asked to provide an updated School Entrance Health Form or physician's note. It is the parents' responsibility to inform the office of any medical changes requiring medication at any time during the school year.

## 9.1. Student Illness:

If a student exhibits any of the following signs of poor health, he/she should remain home for a minimum of 24 hours or until the student is symptom-free without the help of medication.

- A fever of 101 degrees or more Vomiting or diarrhea Suspicious rash that has not been seen by a doctor
- Any colored discharge from the nose, eyes, or ears
- Any student on prescription medication should remain home for 24 hours before returning to school.
- If your student is sent home with any of the above symptoms, he/she may not return to school for 24 hours.

Parents will be notified, and the student sent home if he or she:

- Appears ill and is unable to do class work.
- Is suspected of having a contagious condition.
- Sustains an injury that needs medical attention beyond what is provided at school has active head lice.

If parents are aware that their children have a contagious condition (COVID-19, staph infection, chicken pox, strep throat, measles, mumps, head lice, etc.) the school must be notified immediately. The Administration may require the child to provide a physician's letter of health clearance before returning to school. Note that children with head lice may not return to school until they are nit-free.

## 9.2 Nut Free Policy:

All AQA is designated nut-free because of students who have nut allergies, some of which are severe and life-threatening. In order to support the safety and health of all students in the class,

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all snacks and lunch items should be nut-free and nut-product-free. All shared food items, class parties, and special occasions must be nut-free because they are available for general student consumption. Please be cautious when purchasing store-bought items as some foods are made in facilities that process nut products or the foods contain nut products as part of the ingredients.

## **10. Outdoor Safe Temperature / Conditions Policy:**

Children can play outdoors in most types of weather ranging from **32 degrees to 90 degrees**. Therefore, parents should dress their children expecting that they will be outside for some time during the day. Outside recess will be avoided when temperatures fall outside this range or when inclement weather conditions exist.

## **11. Snack/Lunch:**

Each student will bring lunch and a small snack from home each day.

- We ask parents to make the lunch and snack as nutritious as possible. For example: For lunch, a sandwich, cut fruit or vegetables, and a drink. For snacks, crackers/cheese and a drink.
- Students should bring a spill-proof or reusable bottle of water to school every day.
- Lunches and snacks should be packed in a manner that encourages the student independence. For example, pack items in packages that easily open
- Provide juice boxes and teach your student how to use the straw at home.
- Utilize thermoses for foods that need to be eaten warm.
- Microwaves are not available for student use.
- Sodas, candy, fast food, and junk food are not permitted.

## **12. Mandated Reporting of Suspected Abuse or Neglect:**

The Virginia Child Abuse and Neglect Mandated Reporting Law requires “all employees of a public or private school, kindergarten, or nursery school” to report suspected child abuse or neglect as soon as possible, or within 24 hours after having reason to suspect a reportable offense.

The investigation of any report of child abuse or neglect shall be undertaken by those who possess specialized experience, training, authority, and discretion to determine the validity of the report. AQA will not conduct an independent investigation to determine validity before reporting to the Virginia Department of Social Services. AQA will cooperate with all Virginia laws and law enforcement officers in their investigation of all reports of abuse or neglect and will not impede any investigation being conducted by the Department and law enforcement. Any school personnel involved in a report made to VDSS, or questioned by their authorities, will maintain complete confidentiality and will remain anonymous as warranted under the law.

## **13. Student Behavior:**

Students are always expected to conduct themselves in accordance with Islamic manners and to obey all policies, rules, and regulations of Al Qalam Academy, derived from Islamic guidance. When

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a student violates a policy or a school rule, the Administration shall take appropriate disciplinary action in accordance with established policy and procedures.

## **13.1 Acts or Threats of Physical Violence:**

The use or threat of physical violence against another person, as well as any form of harming, intimidating, or endangering the physical or emotional well-being of another person, will not be tolerated. Such acts result in school disciplinary action, including the possibility of suspension or expulsion.

## **13.2 Disruption of the School Environment:**

The environment of AQA must be one in which learning can flourish, the security and dignity of every person is protected, and all activities are conducted in an orderly, productive, and Islamic manner. Acts of disruption include, but are not limited to, riotous or disorderly behaviour that interrupts or disturbs the school operation; inciting others to behave in a disorderly manner; defiance of the authority of school personnel; verbal abuse or cursing of others or the use of profane, vulgar, or indecent language or conduct; interruption or disturbance of classes, assemblies, activities, or offices of the school; defacing of property with obscene or offensive words or symbols, or with racial or religious epithets; harassment or bullying; and failure to leave school premises when directed to do so.

## **13.3 Personal Behavior:**

Students are always expected to behave in a restrained, responsible way and to conduct themselves in accordance with all Islamic manners, rules, and regulations, and in a manner that contributes to the orderly operation of the school. Personal conduct in violation of Islamic guidance/or school regulations will result in disciplinary action.

## **13.4 Interaction Between Boys and Girls:**

An objective of Al-Qalam Academy is to teach the skills students need to have positive and beneficial interactions with others. Boys and girls will be made aware, with the help of parents and teachers, of appropriate Islamic behaviour when interacting with the opposite gender.

## **14. Student Technology and Network Usage Policy:**

Each student (6-12) is issued an AQA Google account. Your child will be required to use this Google account exclusively to log into their laptop (only at home) and to access live sessions and other resources provided by AQA staff. When students use their AQA Google account while in school and at home to complete class assignments and homework as it is related to school, all these activities will be tracked, recorded, and stored. School admin has access to your child's account and the capability to reset the password if needed. Note that student access to personal, email accounts, and files on Google Drive will be revoked one week after the final day of attendance. Google access for returning students is inactivated during summer break and reactivated within the first week of their return for the new school year.

### **14.1. Respect for Others:**

Users should respect the rights of others using the AQA Virtual Platform by:

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- Using assigned workstations as directed by the teacher.
- Being considerate when using school resources.
- Always logging off workstations after finishing work.
- Not disrupting system performance or interfering with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

## 14.2. Ethical Conduct for Users:

Accounts on the AQA Virtual Platform are considered private, although absolute security of any data cannot be guaranteed. It is the responsibility of the user to:

- Use only his or her account or password. It is a violation to give account access to any other user.
- Recognize and honour the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, copy, modify, distribute, or remove files owned by other users.
- Restrict the use of the AQA Virtual Platform and resources to the mission or function of the school. Use of the AQA Virtual Platform for personal use or for private gain is prohibited.

Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed, which includes the use of AQA Virtual Platform and resources to illicitly access, tamper with, or experiment with systems outside AQA.

### 14.2.1 Respect for Property:

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with the terms of a preauthorized licensing agreement is a serious federal offence and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted.

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to an AQA staff member.
- Leave workstations and peripherals in their designated places.

## 14.3 Cell Phones & Electronic Devices:

- Students are prohibited from operating beepers, cell phones, or other personal communication devices during school hours (and/or virtual live sessions) without express. Such devices may only be operated by students before or after school hours. Any cell phone used or played with during school hours will be confiscated by a staff member and returned to the parent in a meeting with the Administration.
- Students may not bring in electronic devices, except with the written permission of both the parent and the school administration or classroom teacher. The school will not be responsible for loss, damage, or theft of any electronic device brought to school.

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- Student searches may be conducted at any time by an AQA staff member. AQA lockers, desks, and, therefore, their contents are considered the property of AQA, and they can be searched at any time at the discretion of the teacher/administrator. Student backpacks may also be searched.
- Repeated violations of this policy by a student may result in disciplinary action. Student use of such devices for unlawful activities while on school property or attending any school function or activity may result in expulsion.

## **15. Weapons:**

No student shall possess any weapon for any reason while on school grounds or under school supervision. The term “weapon” is construed broadly to cover and include any instrument that could injure, harm, or endanger the physical well-being of another person. The term includes, but is not limited to, the following: knives of any size or purpose, guns, chemicals, or any destructive device. Any student in violation of this policy shall have such a weapon confiscated by school officials or a law enforcement official. The school official may return the weapon to the student’s parent or guardian only after a conference with the parent or guardian.

Any student who violates this policy shall be subject to disciplinary action, including expulsion and long-term suspension, as deemed appropriate. Furthermore, any student who threatens to use a weapon, as defined by this policy, against another person, or who displays a toy weapon in such a fashion to threaten or induce fear in another person, shall be reported to the principal or designee and may be subject to suspension or expulsion.

## **16. Anti-Bullying / Harassment:**

Al Qalam Academy has a firm “no bullying” policy. Bullying is aggressive behaviour that is intentional, repeated over time, and involves an imbalance of power or strength. Bullying includes verbal, nonverbal, and physical interactions between two or more individuals, and includes its online form, cyber-bullying as it relates to normal dynamics in the classroom/school. Harassment or bullying behavior in any form creates a climate that is not conducive to learning. Harassment based upon race, religion, ethnic origin, gender, or ability will not be tolerated.

Any AQA student involved in bullying behaviour will receive consequences from AQA staff. Consequences include but are not limited to, peer mediation, Restorative Circle, loss of privileges, separation, behavior plan, detention, in-school suspension, at-home suspension and/or expulsion.

## **17. Discipline:**

Our school is committed to the discipline of children that dignifies and respects their own inner guidance and self-directed purpose for harmony, order, cooperation and love towards their environment. Adults shall therefore interact with children to support such self-discipline in children, to assure their compliance and cooperation with necessary procedures and proper behavior through such positive means as examples, clear directions, reasoning, distraction, reflective language and



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questioning. We understand that age-appropriate means such as removal from the classroom and loss of privileges will also be incorporated.

We consider any intentional inflicting of physical pain, or threat of such pain on children by such means as pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, yelling, etc. as completely inconsistent and contrary to our discipline policy. We consider embarrassing, belittling, insulting, and speaking sarcastically to students in violation of our discipline policy.

This policy applies to all adults while on school premises, including part-time personnel, substitutes, volunteers, and parents and their agents. All such adults are required to always follow this discipline policy in their interaction with children on school premises. This policy also includes the actions of parents or their agents in the treatment of their own children. Any adult who violates this policy agrees to accept correction, direction, or other suitable guidance to cooperate in a remedy of the situation, consistent with our discipline policy as stated here.

This policy extends staff student/staff behavior off-campus when it is demonstrated that the student's / staff member's behavior impacts the school and our ability to carry out our school mission.

## **17.1. Classroom Rules of Conduct:**

Students in all classes are made aware of what is considered appropriate behavior through outlined, age-appropriate classroom rules. These rules will be positive rules that each student can understand and comprehend. Teachers will work to help students to learn self-control and self-awareness so that appropriate behavior is the standard, and students work with their peers to maintain a peaceful classroom atmosphere.

### **Student responsibilities:**

- Show respect for themselves and others.
- Follow classroom rules and directions of all school staff.
- Keep hands, feet, objects to themselves.
- Use age-appropriate language and speak in a calm tone of voice.
- Be honest and truthful.
- Be prepared: on time, bring supplies, homework, and other necessary items.
- Keep school clean.
- Walk, not run, always inside the building.

## **17.2. Student actions which will require administrative response include but are not limited to the following:**

- Use of inappropriate language
- Discussion of inappropriate topics.
- Physical violence.
- Threats of physical violence towards themselves or others.



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- Engaging in inappropriate physical contact.
- Bullying: Verbal, nonverbal, physical, and cyber-based as described in the above-mentioned section.
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The following can be put into place by teachers and administration in response to the inappropriate behaviors listed above:

- A verbal warning will be given to the child and a written warning will be provided to the parents.
- A parent conference will be requested by the administration and documented in the child's student records.
- The child will be put on a probationary period during which time the behavior shall not be repeated.
- The child will be removed from the school, and suspended, for a period of 3 days.
- The child will be expelled from the school.

## **18. Detention:**

A student may be detained beyond regular school hours for violation of school rules and may be required during this time to engage in activities reasonably intended to correct his or her behavior. Only the Principal may detain students. Parents or guardians must be notified in advance of such detention and their responsibility to provide necessary transportation for the student.

### **18.1 Denial of School Privileges:**

A student may be denied normal school privileges for a specified period by the Principal when such denial of privileges is appropriate corrective action for the misconduct of the student.

### **18.2. Removal from Class:**

For improper behaviour in any class or activity, a student may be temporarily removed by the classroom teacher. The parent or guardian of any student shall be notified if a student is removed from class for an extended period.

### **18.3. Removal from school for conduct outside of school activities:**

The school administration may require any student who has exhibited un-Islamic behavior outside of school, including but not limited to online behaviour and conduct, or who has been found to possess weapons, alcohol, drugs, or engage in intentional injury to another person to be removed from school for the remainder of the academic year. To encourage environmental conservation within the community, all school communication will be sent electronically. The administration will send regular electronic newsletters with important updates and announcements. Classroom teachers will also send regular newsletters to class parents. Parents are required to read the entire newsletter when it is distributed.

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Occasionally, the office will distribute written announcements directly to students. When possible, written notices are distributed to one child in your family, to reduce paper use. In those cases, we will distribute the notice to your oldest or only child in attendance. Families without Internet access at home or at work will need to notify the school so that we can send paper copies of all communications home with their children.

## **19. Academic Policies:**

All teaching staff will conduct formative and summative evaluations of student progress and learning via the following forms listed:

### **19.1. Informal observations:**

- Anecdotal notes and records.
- Formal assessments.
- Progress reports.
- Student Journals.
- Student Portfolios.
- Classroom quizzes and tests.
- Standardized Tests [MAT Growth scores (Grade 1 – Grade 5) & Cog AT and Iowa Tests of Basic Skills (Grades 6– 8)]
- Reading Assessments administered by classroom teachers (KG – Grade 10)

Please note that student evaluations will not be limited to only the items listed above.

### **19.1.1 Standards-Based Scale for Pre- Pre-Kindergarten-Grade 5:**

#### **Elementary School Grading:**

The Elementary School Grading is shown in table:2

**Table:2** Elementary School Grading:

Sr.No	Points	Notes
1	4	Exceeds Target
2	3	Meets Target
3	2	Progress toward Target
4	1	Little or No competency

At Al Qalam, we are committed to using the knowledge of where students are to inform our instructional decisions. With standards-based reporting, students are not given traditional percentage grades or letter grades, but are assessed using a 4-point rubric of Achievement Levels as illustrated below:

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Students' progress towards the curriculum standards is fluid. We expect students to demonstrate different levels of achievement as they work towards thorough understanding of the content. Throughout the learning process teachers are providing several opportunities for students to learn, practice, apply, and demonstrate their understanding of the skills. Teachers have identified assignments that accurately reflect student progress and have entered these grades into the gradebook under "**Assessment**", "**Classwork**", and "**Homework**". Children's progress in class can still be followed on Teachers ease. However, since the gradebook is not a Standards Based Report, it will automatically calculate averages. These averages do not accurately reflect student progress. The scores for individual assignments are the most important form of feedback for you and your child.

## 9.2 Grading Scale for Grades 6 – 8

The Grading Scale for Grades is shown in table:3

**Table: 3** Grading Scale for Grades6-8

Sr.No	Grade	Numerical Equivalent
1	A+	98-100
2	A	93-97
3	A-	90-92
4	B+	87-89
5	B	83-86
6	B-	80-82
7	C+	77-79
8	C	73-76
9	C-	70-72
10	D+	67-69
11	D	63-66
12	D-	60-62
13	U	59 and below

All students in grades 6 – 12 will receive a letter grade based on the average of all class assignments, homework, tests, and projects.

For each curricular area (Math, Social Studies, Science, Language Arts, Art, P.E., Arabic, Quran):

### 19.3. Grading Category Policies:

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:

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## **1<sup>st</sup> - 5<sup>th</sup> (Elementary School):**

1<sup>st</sup> - 5<sup>th</sup> (Elementary School) is shown in the table:4

**Table: 4** 1<sup>st</sup> - 5<sup>th</sup> (Elementary School)

Sr.No	Category	Percentage Breakdown
1	Assignments/Participation/Projects	30%
2	Assessments (Quizzes)	25%
3	Discussion Based Assessments	20%
4	Module / Segment / Final Tests / Exams/ Final Test	25%

## **6<sup>th</sup> - 12<sup>th</sup> (Middle School & High School):**

6<sup>th</sup> - 12<sup>th</sup> (Middle School & High School) is shown in table:5

**Table:5** 6<sup>th</sup> - 12<sup>th</sup> (Middle School & High School)

Sr.No	Category	Percentage Breakdown
1	Assignments/Participation/Projects	25%
2	Assessments (Quizzes)	25%
3	Discussion Based Assessments	20%
4	Module / Segment / Final Tests / Exams Final Test	30%

## **19.4. Fairfax County Title- I & III Services:**

Al-Qalam Academy is equipped to teach students who might need ESL (English as a Second Language) instruction and provide Title -I services Alhamdulillah.

However, whoever wasn't eligible will be again reassessed, and, in that case, interested parent/student is requested to fill up the home-language survey form so those specific students can qualify or get these ESL services insha Allah. On the other hand, AL-Qalam is not equipped for Special Education or behavior problems. So, in this case, Parents or school Administration will be referring students in need of special care to the appropriate local public school districts after several consultations between the Principal and the Parent.

## **19.5. PSAT/ NMSQT:**

Each October, the PSAT/ NMSQT is taken by high school students. It is recommended that students with six high school credits take the PSAT/ NMSQT in preparation for the SAT.

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## **19.6. Standardized Assessment:**

### **19.6.1 Graduation Requirements:**

8<sup>th</sup> & 12<sup>th</sup> Grade students enrolled in the full-time program are eligible to graduate from Al Qalam Academy is required to hold a minimum 2.5 GPA in order to obtain an AQA diploma.

### **19.6.2 Standardized Testing:**

MAP Growth testing for grades 1-10 will occur at a minimum of twice a year to monitor student progress and growth. Parents will be notified of the testing schedule.

Cognitive Abilities Test (CAT) and the Iowa Tests of Basic Skills are administered in Grades 6 – 12.

### **19.6.3 Report Cards:**

The chief purpose of report cards is to clearly communicate student progress to parents and students.

Al Qalam Academy and the Commonwealth of Virginia have clearly defined standards for learning. At Al Qalam Academy, we have incorporated the Virginia Standards of Learning (SOL) into the AQA curriculum and pacing guides for each subject area. These guides provide the foundation upon which classroom instruction is planned, assessments are designed, and report card language is built. Standards-Based Reporting is designed to be an easy-to-understand student progress reporting tool that merges a traditional format with standards-based measures.

Students in Middle & High School receive the standard scale (A+ through U) report cards.

Report Cards are completed by teachers for each of the four quarters of the school year and are distributed at the end or after the quarter.

## **20. Homework Policy:**

Homework builds a sense of responsibility and provides an opportunity for students to practice or extend classroom instruction. It also serves as a form of communication between the teacher and the home, informing the parent about the learning that is occurring at school.

The classroom teacher will communicate clearly to the students and parents the homework expectations. Each assignment will have a clear set of directions along with a definite due date. The teacher will provide a clear description of the consequences.

- Students will complete homework assignments on time.
- Students will complete homework in a neat and clear manner and to the best of their ability.
- Parents will make every effort to be aware of homework assignments and their due dates.
- Parents will assist their children in completing their homework but will refrain from completing their work for them.

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- In the case that homework is not completed or turned in on time, acceptable consequences will include:
  - Lowering the grade
  - Loss of privileges (recess or classroom)
  - Monitoring / mandatory signing of HW planner
  - Calling parents
  - Informing Administration for intervention with student
  - Parent Conference
  - 1-day school suspension (Only when all other consequences have been put into place and no improvement in homework completion is observed.)

The following chart lists the appropriate amount of homework (in minutes) each grade-level student should be assigned each day:

## **21. Truancy:**

To be successful at AGS, students need to be fully engaged in their learning. AGS defines truancy as a student being inactive in course(s) for more than 20% of the total number of days in a course. This inactivity includes but is not limited to:

- Failure to complete lessons or assignments as posted in a student's daily Schedule.
- Failure to communicate with teachers and other school staff.
- Failure to make required classroom discussion activities.
- Failure to log in or to complete work once logged in. No credit will be given for work missed during the time of the truancy.

Al-Huda Global School and the teachers are not obligated to make up work with the students. Additionally, the student will not receive grades for missed work nor make up any missed test in the case of truancy.

If a student exhibits signs of truancy, the teacher and/or administration will make reasonable attempts to reach out to the student and parent. If the student and/or parent are still unresponsive, an official truancy warning letter will be sent by the school administration. If the student and/or parent do not respond to this letter, a final truancy letter will be sent by the school administration, and the student will be administratively withdrawn from all courses and the program. Students who are administratively withdrawn for truancy will not be eligible for a tuition refund, nor will future payment obligations for the term be suspended.

### **21.1. Course Completion/ Assignment Due Dates**

Students should view their course calendar/pacing chart daily for a list of their lessons and required assignments. It is important that students adhere to the schedule indicated in their course calendar/pacing chart. Within a course, students cannot be exempted from individual assignments, discussions, or tests, nor can AGS teachers change or delete lessons for students.

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If a student does not turn in an assignment by the due date he/she will receive a zero. If the assignment is completed within three days of the due date, the student will earn partial credit. It is important that students do their best to submit their work by the due date.

## **21.2. Late Work Policy:**

All assignments must be completed and submitted no later than 11:59 PM (EST) after the posted due date.

- Zeroes are entered as grades for every assignment not received by the deadline. The zeroes will be calculated into the overall course scores.
- Students are permitted to complete assignments within 10 days of the due date for partial credit. The new grade will then replace the zero in the grade book.
- After the assigned due date and until 5 days after the due date; students will receive a 10% grade reduction penalty.
- 6-10 days after the assigned due date: students will receive a 30% grade reduction penalty.
- Work will not be accepted after **10** days of the assigned due date; students will receive a zero grade.
- Late work will not be accepted after the last day of the semester, even if it is within the late work policy days.

### **Note:**

Once a unit/module is complete, late work is not accepted unless the late work in question is part or all of the final summative assessment (e.g., a project or a presentation). In the case of late work being a final assessment, it is up to the discretion of the administration to determine if the work will be accepted.

## **21.3. Retake Policy:**

All formative assessments are eligible for a retake. Students are allowed two attempts on pretests, assignments, quizzes, Discussion Based Assessments (DBAs), and these assessments may be given in class during the live sessions or assigned outside of the class at teachers' discretion. Summative assessments which include module tests/exams and segment exams must be given during the live sessions and are not eligible for a retake unless approved by the administration due to extenuating circumstances. If a student qualifies for a summative assessment retake, the teacher will provide an alternative assessment for the retake (based on the rubrics and module outlines for each class/course).

Staying on schedule is important to facilitate a collaborative learning environment for all students in each course. If a student cannot adhere to this schedule, they should consult the Late Work Policy. Working ahead is perfectly acceptable and preferred if a student is going to miss days due to anticipated travel. Students are required to inform their teacher(s) and administration of travel plans that may interfere with their schooling and should also ask questions on assignments that have not yet been covered. Special exceptions will not be considered for students who do not communicate their travel plans to school staff.

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## **21.4. Early Completion of Final Exams:**

In some instances, students may need to complete final exams early due to illness, pre-arranged travel, or other special circumstances. If the request is prior to two weeks before final exams, the student will make the request to the teacher, who will seek administrative approval. If the request is within two weeks of the final exams, the student will need to decide with their teacher(s).

Please note: Once a student has passed the final exams, they will not have the ability to complete or submit any other assignments or assessments for the course, including participation points.

## **21.5. Course Extensions Requests:**

Students may find they cannot finish a course in the allotted time frame. Students with extenuating circumstances may request a course extension; however, not keeping up with coursework over a semester is NOT a valid reason to request an extension. To qualify for consideration, the adverse circumstances or events must be unforeseeable or unpreventable and sufficiently disruptive to have a significant adverse effect on a student's academic performance or ability to complete assignments by their due date. Circumstances or events that merit consideration may include:

- Suffering from a serious illness or injury.
- The death or critical or significant illness of a close family member or dependent
- A significant family crisis leading to acute stress
- A natural disaster or catastrophe
- Moving in addition, the school will consider the following:
- Students must have been working in a course on a consistent basis
- Students must have a reasonable expectation of passing (>50% in the course)
- Students can be granted up to a maximum of 10 instructional days for an

extension; all assignments and final exams a student is permitted to complete must be submitted on or before the extension end date

For an extension request to be considered, documentation of the circumstance or event is required (for example, a doctor's note confirming serious illness). The student must request an extension in writing prior to the deadline. All requests must be approved by the school administration. Students who wish to request a course extension must contact their administration. All course extensions must be completed before a student can move on to the next level of a course.

## **21.6. Course Failure and Repeat Credit:**

Failed courses will be recorded as an F on the student's transcript, and a zero-quality point will be computed for the course in determining the GPA. Students are permitted to retake failed courses. Courses required for graduation must be retaken and passed. Please note - semester A of science, math, and world language courses must be passed before semester B courses can be taken.

If a student retakes a course, the initial failing grade and the subsequent repeated grade will appear on a student's transcript and will be factored into the student's overall GPA. Students who



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are repeatedly unsuccessful in AQA courses may be subject to denial of readmission for a subsequent term or school year.

## **21.7. Cumulative Grade Point Average (CGPA):**

For high school students, the Cumulative Grade Point Average (**CGPA**) is determined by dividing the number of quality points earned by the number of credits received. AQA does not weigh its courses. CGPAs are only determined on a semester basis. The cumulative (composite) GPA is determined using the semester averages of all courses taken with AQA. Courses taken outside of AQA are not included in the CGPA. Please speak with the school administration for detailed information regarding our CGPA policy.

## **21.8. Grade Level Assignment and Promotion:**

A full-time student's grade level is assigned based on earned credit and is evaluated by the administration for final consideration.

Grade-level promotion is evaluated at the end of each academic year. Grade-level promotion is based on the following accumulation of credits per grade level.

Grade Level Earned Credits

## **21.9. Academic Warning/Probation Policy:**

The mission of Al-Qalam Academy is to educate and inspire academically talented and motivated students with Islamic values, hard work, integrity, appreciation of diversity, love of learning, compassion, and high personal expectations. AQA prepares students to contribute significantly, responsibly, and respectfully in a global society.

Any student who fails one or more courses at the end of a grading period (quarter or term) will be given an Academic Warning. While no notification of this will be placed in

- the student's permanent record, it is imperative that the student bring these grades up to passing by the end of the next grading period, to remain in good academic standing. Failure to do so may result in the student being placed on Academic Probation, which would become a part of his or her permanent record and could jeopardize enrollment at Al-Qalam. To support our students in their efforts, we offer the following resources:
- Office Hours sessions, which offer targeted, small-group academic support.

In addition, our teachers are available via email and phone, to discuss and assist all our students with their academic concerns.

## **22. Parent Responsibilities:**

The school staff asks parents to:

- Ensure that their children are well-rested before the school day begins.
- Provide their children with a nutritious lunch and snack, as well as ensure a healthy breakfast before school.
- Perform daily health checks on their student(s) each morning and keep student(s) home who are exhibiting symptoms of illness.

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- Show respect for school staff by being courteous in all forms of communication (phone, email, in-person, social media, etc).
- Place a high priority on education and the importance of school.
- Stay informed regarding school activities by reading all communication sent by the school.
- Volunteer for classroom and school wide activities.
- Monitor their children's progress.
- Abide by Islamic teachings in private and public life to be a role model for their children.

## **23. Parent/Teacher Conferences:**

Parent/teacher conferences are scheduled for all AQA students at the end of the first quarter. Each student is provided with an opportunity to schedule a conference with the teacher for either one or both parents to attend. Either the teacher or the parents may request a conference at another time.

## **24. Dishonesty in Assigned Work:**

Students are expected to do their own work on all tests, papers, projects, or other assignments that are graded on an individual basis. Students should neither turn in another student's work as their own nor give undisclosed assistance to another student. Any student who turns in another student's work as his or her own, or gives his or her work to another student, or assists another student in an unauthorized manner shall be given a grade of zero on that work. The incident will be reported to the Administration and the parents, and appropriate disciplinary measures will apply. Additionally, using the work of others and representing it as one's own is considered plagiarism and is similarly prohibited. Plagiarism can take various forms, such as not giving credit for information and ideas used in student work. While AQA encourages parents and guardians to support and supervise schoolwork completed at home, the work should be done by the student and not by the assisting parent or guardian. Whether the homework is assigned to practice a skill taught in class or to finish a project begun in class, the teacher uses homework to evaluate the student's understanding. If the student is assisted at home, the teachers do not have a reliable understanding of the student's actual level of comprehension or mastery.

Parent support is essential to the success of any recommended courses of action as developed by the teacher. All parents are able to request a student achievement meeting, at any time, to review or revise the current intervention/accommodation plan. In the instance when a parent disputes the recommendations of teachers, the administration reserves the authority to provide clear options for continued enrollment at Al Qalam Academy that preserves our ability to implement the recommendations or suspend enrollment until additional accommodations can be made available to the student. For additional information about the Student Achievement Team process, please contact your child's teacher or the school principal.

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All students are expected to be responsible representatives of the school at all times, whether on or off campus and whether the school is in or out of session. This expectation includes behavior in the electronic world. Parents are responsible for supporting the school's standards when students use Internet resources. The Responsible Use of Technology Policies are in effect for as long as students have a valid network account and password, including the summer months and/or any time students use the school's technology resources.

## **25. Responsibility in the usage of Technology:**

- Students are responsible and liable for maintaining the confidentiality of their assigned passwords and access codes. They agree not to disclose assigned passwords and access codes to allow other persons or students to use them or attempt to circumvent the school's security system.
- Students may not interfere with other users' ability to access AQA or disclose anyone's password or allow them to use another user's account.
- All students will receive an email account. Students will use their assigned email account for all academic work and only for legitimate and responsible communication between students and faculty. Harassing, discriminatory, or otherwise objectionable remarks and any other antisocial activities are prohibited in all communications, including email.
- Students may only access information that belongs to them, or that they have been given permission to access by the owner.
- Malicious use of the network to download, store, or develop programs that embarrass, harass, or are otherwise objectionable to other users is prohibited.
- Activities to infiltrate or overburden a computer or computing system and/or damage computer software or a computing system are prohibited. Using technology resources to access, purchase, or download products or services that could subject the school's technology to viruses, malicious code, back doors, or other malware designed to harm technology resources are prohibited.
- Encryption of files is prohibited.
- Posting images, video, or audio of any student, visitor, staff member, faculty member, or administrator on the Internet without receiving permission from the individual(s) is prohibited.
- Students must not publicly post their personal contact information (address and phone number) or personal messages from websites or blogs intended for personal gain or profit, as well as audio files or compressed video, any non-instructional files, or any material not approved by AQA administration.
- Using any recording device, including, but not limited to, video and digital cameras or camera phones to record videos or take pictures to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off campus at any time is prohibited.
- Failure to adhere to the Responsible Use of Technology Policies or other misuse of a computer or the network is a violation of the Student Code of Conduct and will result

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in disciplinary action. Information relating to illegal or inappropriate activities must be reported to a faculty member.

## **25.1. Technology Requirements:**

Parents and students are required to install any software in their own personal computer that the school deems necessary, appropriate, and safe, in order to conduct the various functions of the school. Virtual Audio-Video Archive (VAVA) Students are required to turn cameras on while class is in session and to participate in class discussions and activities.

## **25.2. Materials and Technology:**

Each student enrolled in AQA will be required to have their own individual computer to fully participate in class discussions and activities.

## **25.3. Computer Use Policy:**

Families need to ensure that their child has access to a reliable internet connection.

## **25.4. Physical Education:**

The physical education program is an important part of the elementary middle & High school education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

## **26. Emergency Preparedness Plan(EPP):**

Al Qalam Academy has established an Emergency Preparedness Plan(EPP) to cover the emergencies most likely to affect our program based on our geographical location as well as our hours of operation. In all cases, the two main methods for handling emergencies include our emergency evacuation plan and our “shelter-in-place” emergency response plan

### **26.1. Emergency Evacuation:**

In the event of an emergency that requires evacuation of the building (such as fire, bomb threat or gas leak), we will leave the building as quickly as possible, following the evacuation procedures and egress maps located in each classroom. If it is safe to stay on the property, we will wait outside until the appropriate official has given us the all-clear signal to return to the building.

School personnel take appropriate information with them when they evacuate, including class attendance, parent contact information (please keep your phone numbers up to date at all times), emergency supplies and medications, and food/water supplies if appropriate for the situation. All possible means of communication will be used to notify parents in a timely fashion. Please always be sure the school has your current email address so you can receive important email messages from the school. During an emergency, we ask that you keep the school phone line clear and wait for us to contact you.

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## **26.2. Shelter-In-Place:**

Shelter-in-place is the safest way possible to separate students and staff members from an outdoor hazard. It is a short-term measure designated to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment.

If the shelter-in-place incident is prompted by an external environmental threat, school personnel will secure the school, and no one will be allowed in or out of the building until an all-clear signal is given by the Principal. While students are protected inside the school building, parents will be sheltered in their own homes and places of work. School staff will make every effort to communicate the status of students to parents. All emergency messaging systems will be used. In this situation, the shelter-in-place is ended as soon as the outdoor environment is safe for students (and parents) or the condition causing the emergency response has passed. Shelter-in-place will be used if needed, not to keep students from their parents, but to keep students safe until their parents can safely reach them.

## **27. Parents of Children with a Fatal Food Allergy Only:**

If your child has a fatal food allergy and keeps an Epi-pen at school, you will need to provide an extra snack to be stored at Al Qalam Academy in place of the school's emergency food. Please be sure to provide ready-to-eat, non-perishable food. The backup food supply should be brought to school in a Ziplock-type bag, clearly marked in printed letters with the student's name. Preferably choose food that will not expire during the current year. Otherwise, it is necessary for the parents to replace the food as needed. Please provide these items on the first day of attendance.

## **28. Inability to Participate:**

Students should notify their teacher or administration in advance if they will be unable to participate for three or more days. The student is responsible for making arrangements with the teacher(s) regarding missing assignments. Whenever possible, the school expects students to work ahead before a planned absence. Work will not be waived.

## **29. Bullying:**

Bullying is defined as willfully and repeatedly exercising power or control over another person with hostile or malicious intent (i.e., repeated physical or psychological oppression of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal, and/or psychological and are in violation of the school's Code of Conduct.

- **Verbal:** taunting, making fun of, malicious teasing, insulting, name-calling, making threats
- **Psychological:** spreading rumours, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

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AQA encourages bullied students to notify their teacher or administration of the harassment or bullying incidents. However, students are encouraged to go directly to the administration if discussing harassment with the teacher is believed unsuitable.

The school will take immediate action to investigate complaints of harassment and will take steps to stop it and prevent it from occurring in the future. Witnesses to harassment or bullying are responsible for reporting the behaviour immediately to a faculty member or administrator. The school will follow up with all families involved in a case of harassment, and all consequences will be recorded in administrative files.

## **30. Off-Campus Behavior:**

Students are expected to be always responsible representatives of the school, whether online, person in-person school events, or “off-campus”— meaning outside of school activities. Adverse behavior that affects the school’s community or reputation may result in disciplinary action, up to and including dismissal.

## **31. Grievance and Conflict Resolution Procedure:**

Throughout the school year, problems and misunderstandings may occur between students, parents, teachers, and administration. It is vital to maintain good communication between all four parties. The following procedure should be followed for all parties involved to feel respected and heard and for the conflict to be resolved in a quick and precise manner.

**Step 1:** The parent calls to schedule a conference with the teacher. (Teachers cannot hold conferences with you in the classrooms when students are present, in the hallway or at functions outside of school.) If you are not satisfied with the results of this meeting, proceed to step 2.

**Step 2:** Contact the principal’s office and schedule a conference between yourself, the teacher, and the principal. The principal will schedule the time and date of the conference and try to resolve the issue.

## **32. Parental Consequences for Misconduct:**

Your child may be dismissed from the school based on parental misconduct. Misconduct is as follows:

1. The parent threatens or verbally abuses any staff member or another student of Al-Qalam Academy.
2. The parent refuses to adhere to policies prescribed by the school.
3. The parent disrespects any staff member by yelling or cursing.

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## 33. Field Trip Policy:

At Al-Qalam Academy, we feel that first-hand experience is a vital part of the learning process. This is the reason we take field trips. Field trips are often used to enhance the curriculum. All students in ECP -12th Grade are required to attend educational field trips planned by their teachers. Properly supervised and planned educational field trips are an important part of the instructional program. Parents will be notified of the field trip rules, times, fees and appropriate attire before every field trip. A signed permission form from a parent or guardian is required for all field trips.

### 33.1. Birthday Policy:

We do not celebrate birthdays at Al-Qalam Academy. Students are encouraged not to bring or request any cupcakes or cakes.

### 33.2. Movie Policy:

Occasionally, Islamically appropriate and age-appropriate movies may be used for teaching or celebrations/free time. Educational movies may be used across all the curriculum subjects. It is required that all students watch educational movies that are being used to supplement the curriculum. If you do not want your children watching movies for entertainment, please write a formal letter to the teacher requesting this.

### 33.3. Academic Integrity Policy:

#### Sunan Ibn Majah:

*It was narrated that Abu Hurairah said: "The Messenger of Allah (ﷺ) passed by a man who was selling food. He put his hand in it and saw that there was something wrong with it. The Messenger of Allah (SAW) said, 'He is not one of us who **cheats**.'" (Sahih) ...*

Being an Islamic school, Al-Qalam Academy's policy on academic integrity and honesty is deeply rooted in the values taught to us by Allah subhanhu' wa ta'ala in His Book, the Qur'an and the Sunnah of the Messenger sallahu 'alahi wa sallam.

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible for observing standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported to the appropriate administrative authorities, which may result in a conference with the administration; failure of the course assignment or exam, loss of credit for courses, revoked access to course(s), and suspension or expulsion from AQA.