



Al-Hamra Academy

STUDENT/PARENT/GUARDIAN  
HANDBOOK

2025-2026

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## **INTRODUCTION**

### **Welcome to Al-Hamra Academy**

The Principal, Staff, Board of Directors, Parent Teacher Organization (PTO), and Volunteers would like to wish you and your child(ren) a fruitful, productive, and successful year at Al-Hamra Academy.

Al-Hamra Academy was established in 1994 as a private Islamic school located in Central Massachusetts, approved by the Massachusetts Department of Elementary and Secondary Education, and is affiliated with the Department of Education of the Islamic Society of North America (ISNA). Al-Hamra Academy is accredited by the New England Association of Schools and Colleges (NEASC) and a member of the Council of Islamic Schools in North America (CISNA). It is also a STEM Certified school by WPI.

### **Philosophy**

Al-Hamra Academy's mission is to promote academic excellence and apply the rich Islamic tradition of intellectual, moral, and spiritual learning. We strive to nurture future leaders who are proud of their identity and contribute responsibly in a global society.

## **SCHOOL POLICIES**

### **Admission Requirements**

#### ***New Students***

Admission to Al-Hamra Academy is open to students in Preschool to Grade 8. The Academy does not discriminate in enrollment based on race, age, gender, religion, or national origin. However, Al-Hamra Academy reserves the right to decline admission to students. The Academy may decline to admit a student(s) with special education or language needs that the Academy is not equipped or resourced to adequately address.

Enrollment is on a first-come, first-considered basis and continues until all available spots are filled in each grade. The minimum age requirements for enrollment are as follows:

1. A Preschool student must be 3 years of age by August 31<sup>st</sup>.
2. A Prekindergarten student must be 4 years of age by August 31<sup>st</sup>.
3. A Kindergarten student must be 5 years of age by August 31<sup>st</sup>.
4. A Grade 1 student must be 6 years of age by August 31<sup>st</sup>.

Priority in enrollment is as follows:

1. Students already enrolled at Al-Hamra Academy
2. Staff children (on a first-come, first-considered basis)
3. Siblings of students already enrolled at Al-Hamra (on a first-come, first-considered basis)
4. All others (on a first-come, first-considered basis)

For a new student to be considered for admission to Al-Hamra Academy the following must be on file at the school:

1. A completed and signed registration application form with a \$25 non-refundable fee.
2. The results of Al-Hamra Academy entrance exam for students. This includes a personal essay for students in grades 4 and up.
3. Copy of the Birth Certificate or Passport.
4. A signed release letter for the student's academic record from the previous school, if applicable.
5. Updated health records, including immunization records.
6. Copies of student's academic record for the previous two years, if applicable.
7. Copies of student's standardized exams for the previous two years, if applicable.
8. Copy of the student's Individual Education Plan (I.E.P.) or 504, if applicable.
9. Personal interview with the parents.
10. Psychological evaluation of the student, if requested.

The admission committee will not start reviewing the file until all the above items are completed. The decision of the admission committee will be communicated in writing. A student will be allowed to attend classes only after he/she is fully registered in the Academy. The Academy

reserves the right to deny or revoke admission to students if the Academy determines that the student or his/her parents provided false, misleading, or incomplete information on the application forms or in the interview. If a child is denied admission to the school, the parents may make a written appeal to the Board of Directors.

### ***New Student Registration***

For a new student to be considered fully registered at Al-Hamra, parents must take the following steps:

1. Fill out and sign all the required registration forms and pay a \$500 deposit amount.. This includes an acknowledgement that the parents have read and will abide by the policies included in the Parent/Student Handbook.
2. Pay the first tuition installment according to the installment agreement plan chosen.
3. Pay the appropriate student Academic and Physical Education Fee.

### ***Returning Student Commitment and Registration***

Parents of returning students must fill out and sign the enrollment form sent by the school and pay the deposit by March 1. Failure to do so may result in loss of enrollment privileges for the family for the following school year.

For a returning student to be fully registered, parents must take the following steps:

1. Complete, sign and return the enrollment form.
2. Pay the enrollment deposit.
3. Update the student's health records.
4. Fill out and sign all the required registration forms. This includes an acknowledgement that the parents have read and will abide by the policies included in the Parent/Student Handbook.
5. Pay the first tuition installment according to the installment agreement plan chosen. Any previous year tuition balances must be paid in full for confirmation of enrollment in the subsequent year.
6. Pay the appropriate student Academic and Physical Education Fee.

### **Registration:**

All parents are required to complete the registration process prior to the start of the school year. All registration will take place online on School Pro. The installment agreement form and payment should be received by the school by the date specified in the registration packet.

### ***Immunization and Physical Examination***

In Massachusetts, the law requires all incoming students to provide proof of updated immunizations from a physician. If we do not have this information on file, please forward it to us prior to the start of the school year.

This information must be passed on to the Department of Public Health when school resumes in September. Please make sure that you have your updated immunizations with you on or before school registration.

### **Student Records**

The Academy considers student records confidential. Only Authorized school personnel will view student records. Records will not be provided to non-school personnel except by written request of the parents/guardian of the student or where required by law or court order. Parents may request a copy of all or some parts of the student's record by notifying the school in writing. The office requires a **one week** notice to process the request.

Student records will be shared with custodial as well as non-custodial parents unless we have a court order on file that states the contrary.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

### **Withdrawal After Registration**

The Academy's expenses are incurred on an annual basis; therefore, the academy is obligated to meet costs it cannot cancel due to student withdrawals. The Academy does allow ease of payment by allowing families to break the tuition down into monthly or quarterly fees, but these payment options *do not* replace the total annual tuition due.

Any student who voluntarily withdraws from Al Hamra Academy will be responsible for payment of his tuition and fee obligation, based upon the date of withdrawal. Amounts paid which exceed the tuition and fee obligation (please see details below) will be refunded upon written request to Al Hamra Academy. If a student is expelled, there will be no refund of tuition. Please Note: No refunds will be paid for withdrawals made after commencement of the third quarter.

<b>PreSchool/PreK - 8th Grade</b>	
<b>Tuition Obligation Schedule for Student Withdrawals</b>	
<b>If Withdrawal Occurs:</b>	<b>Tuition and Fee Obligation to Al Hamra Academy is:</b>
<input type="checkbox"/> Prior to September 1 (per student effective September 1, 2024)	\$200 tuition deposit PLUS any applicable non-refundable fees
<input type="checkbox"/> Sept 1 - Prior to Qtr 2 Grades Closing (per student <a href="#">effective January 18, 2025</a> )	50% Tuition Obligation PLUS any applicable non-refundable fees
<input type="checkbox"/> On or After Qtr 2 Grades Closing (per student <a href="#">effective January 18, 2025</a> )	100% Tuition Obligation PLUS any applicable non-refundable fees

## **Tuition and Fees**

Current tuition and academic fees can be found on the school website at [www.althamraacademy.org/tuition](http://www.althamraacademy.org/tuition). Payment plans are available and are explained in the registration materials. Registration materials are sent home in spring or summer.

**Parents must sign an Installment Agreement at the time of registration. Parents can choose one of the following options from the tuition schedule:**

- a. Full payment due on or before the registration deadline.
- b. Two installments: August 30 and January 15.
- c. September check should be paid at registration.
- d. 9 signed, post-dated, monthly checks from October to June.
- e. Automatic withdrawal agreement signed for 9 months (October to June). September tuition must be paid by cash or check by the registration deadline.

This rule will be enforced. However, the school should be notified of any change or unanticipated circumstances in writing.

## **Progressive Collections Process**

Balance from prior year(s) must be paid in full before returning to school.

1. Past Due 30 days - Families will receive an email directly from the Treasurer.
2. Past Due 60 days - Families receive formal notice of delinquency, including possible consequences.
3. Past Due 90 days - Your account will be turned over to a collection agency. Students cannot return to school until the account is current and past due balances have been paid in full.

## **Financial Aid**

Limited financial aid is available based on need. Parents who are seeking financial aid should request forms from the office. All completed Financial Aid forms are due before May 1. Applicants who submit Financial Aid forms after June 1 may be considered if funds are available.

## **Lunch & Snack**

The Academy does not provide lunch or snacks. Students are expected to bring their own lunch and snacks. However, hot lunch and snacks are available for a fee on certain assigned days throughout the school year. Please understand that the school is not equipped to provide a lunch or snack outside of these certain assigned days. Also, remember that healthy lunches and snacks are highly recommended as this helps to stimulate the mind of the child and promote a successful day.

## **Nut-free Food**

Our school is a nut-free zone due to several students who have these allergies. We ask all parents to pack lunches and snacks for their children that *do not* contain nuts. Nutella is one such



example and should not be packed as a snack or lunch. If your child brings such a lunch/snack to school, you will be asked to bring in an alternative. Additionally, some classes may be on a high allergy alert and ask students to refrain from bringing other items such as sesame, sesame oil, etc. Your homeroom teacher will contact you if that is the case.

### **Personal Party Invitations**

If you are planning a party for your child, please contact the teacher to pass on invitations to students.

The Academy ***does not*** participate in student birthday celebrations. Please do not send gift bags, cupcakes, etc. with the intention to celebrate your child's birthday. If you have arranged a personal birthday party outside of school, you may ask teachers to send cards home. Any parent can request if they would not like to receive birthday invites.

### **Dress Code**

Our Dress Code at the Academy is designed firstly to unify the student body according to their school colors. Insha'Allah the dress code gives the student a sense of pride and respect for himself or herself and his/her environment.

All families are required to purchase the Al-Hamra Academy uniform from Allen's Uniform located in Worcester. All polo shirts and jumpers will have the Al-Hamra Academy logo. Please see the uniform flier from Allen's.

**TABLE I (Preschool to 5<sup>th</sup> Grade)**

	<b>Male Student (PreS to Grade 5<sup>th</sup>)</b>	<b>Female Student (PreS to Grade 5<sup>th</sup>)</b>	<b>Gym (All Grades &amp; Gender)</b>
<b>Tops</b>	<b>Al-Hamra Academy Logo</b> <b>White Polo Shirt</b> (short or long sleeves) Solid Navy Blue Cardigan Solid Navy Blue Fleece Jacket <i>(No sweatshirts/jackets allowed in class)</i>	Long Sleeve <b>White Polo Shirt</b> (PreS to Grade 3 can wear short sleeve polo shirt) Solid Navy Blue Cardigan Solid Navy Blue Fleece Jacket <i>(No sweatshirts/jackets allowed in class)</i>	Al-Hamra Academy Logo Long Sleeve Navy Blue T-Shirt
<b>Pants / Jumper</b>	<b>Navy Blue Pants</b>	<b>Al-Hamra Academy Logo Navy Blue Jumpers</b>  <b>Navy Blue Pants</b>	Navy Blue Sweatpants
<b>Socks / Shoes</b>	<b>Socks:</b> Any Color <b>Sneakers:</b> Any Color  <b>Dress Shoes:</b> Any Color	<b>Socks:</b> Any Color <b>Navy Blue Tights:</b> Preschool to Grade 3 <b>Sneakers:</b> Any Color <b>Dress Shoes:</b> Any Color	<b>Socks:</b> Any color  <b>Sneakers:</b> Any Color
<b>Hijabs</b>		KG – Grade 4 Should Bring <i>Preferably</i> a White Hijab for Salah  <b>Gr 5 and up Required to Wear Plain White Hijab</b>	   <b>Gr 5 and up Required to Wear Plain White Hijab</b>

**TABLE II (Middle School)**

	<b>Male Students (Grade 6 thru 8)</b>	<b>Female Students (Grade 6 thru 8)</b>	<b>Gym (All Grades &amp; Gender)</b>
<b>Tops</b>	<b>Al-Hamra Academy Logo Light Blue Polo Shirt</b> (short or long) Solid Navy Blue Cardigan Solid Navy Blue Fleece Jacket <i>(No sweatshirts/jackets allowed in class)</i>	<b>Long Sleeve Light Blue Polo Shirt</b> Solid Navy Blue Cardigan Solid Navy Blue Fleece Jacket <i>(No sweatshirts/jackets allowed in class)</i>	Al-Hamra Academy Logo Long Sleeve Navy Blue Gender Gym Shirt
<b>Pants / Jumper</b>	<b>Navy Blue Pants</b>	<b>Al-Hamra Academy Logo Navy Blue Jumpers</b>  <b>Navy Blue Pants</b>	Navy Blue Sweatpants
<b>Socks / Shoes</b>	<b>Socks:</b> Any Color <b>Sneakers:</b> Any Color <b>Dress Shoes:</b> Any Color	<b>Socks:</b> Any Color <b>Sneakers:</b> Any Color <b>Dress Shoes:</b> Any Color	<b>Socks:</b> Any Color <b>Sneakers:</b> Any Color
<b>Hijabs</b>		<b>Grade 6 thru 8 Color: Plain Navy Blue</b>	<b>Grade 6 thru 8 Color: Plain Navy Blue</b>

Parents are expected to make sure that their child is in compliance with the school dress code policy. Please make sure that the uniform is always clean. If you need help in determining the appropriateness of any clothing or accessory, please contact the office.

**Please note:** Parents are requested to write the student's name on every uniform garment. The Academy is not responsible for any lost or stolen uniform items. It is the student's responsibility to care for their uniform. Found items will be returned to the student when a name is present. Uniforms with illegible names or no name will be disposed of at the Academy's discretion.

#### Examples of School Uniform Violations

- Unclean appearance
- Tight fitting uniform
- Girls not wearing a hijab or headscarf (Grades 5 to 8)
- Wearing extreme hairstyles
- Sweatshirts in class
- Outdoor jackets in class
- No socks
- Open toe shoes
- Jewelry
- Nail polish
- Tattoos (neither fake or real)
- Inappropriate pictures or symbols on backpacks, lunch box, or other accessories

An email will be sent if there is a lack of compliance. After the second violation, parents will be asked to bring appropriate clothing for the student.

### **Non-Uniform Guidelines (Dress Up Day)**

Throughout the school year, various days will be designated for students' choice of dress. However, the students should still adhere to our Islamic Dress Code.

Students should always come to school dressed appropriately for salah; clothing should be loose fitting and sufficient to cover the awrah. Clothing should also be free of pictures of living creatures, human beings and animals and representation of cartoon characters.

### **To Follow Are Violations**

- Shorts
- Capris (pants length that stop above ankle)
- Tank tops
- Sheer clothing
- Tight clothing
- Sundresses
- Without hijab (5th to 8th Grade girls)
- Extreme hairstyles
- T-shirts with inappropriate slogans
- Shirts must cover the awrah
- No socks
- Nail polish
- Open toe shoes

An email will be sent if there is a lack of compliance. After the second violation, parents will be asked to bring appropriate clothing for the student.

### **Clothing for Jummah**

Insha'Allah we are preparing our middle school students to learn the importance of dress for Jummah and what he/she would wear to the masjid. We welcome and encourage students to wear their best attire for Islamic Friday prayers. Wearing clean and presentable outfits is a wonderful way to honor this sacred time and make it even more meaningful. Thank you for making an effort to dress up and contribute to the positive atmosphere during our Friday prayers.

### **Field Trips**

Please follow the teacher's instructions for dress code on field trips.

## **Transportation**

The Academy does not provide transportation. Parents should make their own arrangements for transportation. For carpooling, however, the Academy may be able to provide names of students living in your area whose families are also interested in establishing car-pooling arrangements.

Shrewsbury residents are eligible for public school transportation. Only students in Grades K to 8 are eligible to ride the school bus. The school bus registration is done online through the town of Shrewsbury.

Students that have not registered with the town will not be able to ride the bus. The Academy does not take any responsibility for providing bus service. Please remember the bus contract is between the parents and the town. The school is not a part of your agreement. Please reach out to the concerned parties with queries. In Ramadan, the bus will still pick up at 3:00 pm. Dismissal however will start at 2:00 p.m. You may either pick your child up at 2:00 pm or opt for paid after school care at school until the bus arrives at 3:00 pm.

## **Drop off / Pick up / Parking**

**Drop off location is on the ramp in front of the main entrance door between 7:45 and 8:00 a.m.** A child should never be dropped off at the entrance of the school parking lot which is not only dangerous because of the aggressive morning traffic, but also because your child is not within sight of staff personnel. Please do not drop off students before 7:45 a.m. Students arriving earlier than 7:45 a.m. in the morning should wait in their cars. They should not be left unattended outside. The Academy will not take any responsibility for children arriving before 7:45 a.m.

## **Arrival Procedure for Main Building**

- Watch your speed; **no more than 10 miles per hour**
- Parents should not be on a cell phone or any other device when driving
- Drivers should wait for students to unload the school bus
- Please stay visible of all pedestrians
- Ramp is used for quick drop offs only
- Do not walk up the ramp or let your child out of the vehicle at the bottom of the ramp.
- Do not reverse off the ramp.
- If you need more time during the drop off, do not use the ramp. Please park your vehicle on the left-hand side of the parking lot and walk your child to the sidewalk when you are ready.
- Parking only permitted on the left-hand side of the parking lot. Parking on the right-hand side requires the driver to reverse into incoming traffic and we should avoid doing this at all times.

### **Zainab Building Arrival Procedure**

Classrooms will open at 7:45 am. Please do not drop off your child earlier than this. Teachers are preparing for the students to arrive and are not available before 7:45 am. Classes start at 8:00 am sharp.

**Zainab building driveway** is a **one-way entry**. You would enter the Al-Hamra main parking lot and follow the orange cones and Zainab signs pointing left to the driveway entrance to the Zainab building (across from the playground). Sergeant Chuck will be there to direct traffic. There will be a teacher at the bottom of the ramp to receive your child.

**\*\*Please note:** If you have an older sibling attending school in the main building, please drop off the older sibling first upon entering the main parking lot and then turn right onto the Zainab building one-way driveway before exiting the parking lot.

### **Dismissal Procedure for Main Building**

- Dismissal begins at 3:00 pm.
- Please stay in the line of the cars and have your car visor student sign visible so that the staff on dismissal duty will be able to see from afar.
- Once on the ramp, please pull your vehicle as far down on the ramp as you possibly can. This allows us to load more cars at a time.
- Do not attempt to motion your child to the vehicle, the staff member on duty will determine when it is safe.
- Administration should be notified no later than 2:30 pm for changes to dismissal. No calls or emails will be answered between 2:30 to 3:20 pm.
- If your child is to be picked up by someone other than a parent or their regular pick-up person, please notify the administration before 2:30 pm via phone or email and inform the pickup person that they will be asked to show identification.
- After 3:20 pm your child will be taken to the Kindergarten Room (the basement entrance near the playground) to stay in the extended day program.
- Parents will be billed \$5.00 for every 15 minutes/child. The billing cycle will start on the first week of a new month.

### **Dismissal Procedure for Zainab Building**

- PS/PK Students Dismissal is 12:00 to 12:20 for half days and 3:00 to 3:20 pm for full days.
- KG Dismissal is 3:00 to 3:20 pm.
- Please stay in the line of the cars and have your car visor student sign visible so that the staff on dismissal duty will be able to see from afar.

- Do not attempt to motion your child to the vehicle, the staff member on duty will determine when it is safe.
- Administration should be notified with dismissal changes no later than 30 minutes before dismissal starts either by phone or email. We are unable to answer the phone or emails during dismissal time.
- If your child is to be picked up by someone other than a parent or their regular pick-up person, please notify the administration via phone or email and inform the pick-up person that they will need their identification.
- After 3:20 pm your child will stay in the Tiny Sprouts classroom to join the extended day program in the Kindergarten Room of the Main Building (basement entrance near the playground).
- Parents will be billed \$5.00 for every 15 minutes/child. The billing cycle will start on the first week of a new month.

#### **Drop Off and Pick Up Procedure for Siblings Attending Both Main & Zainab Building**

Please go to the main building first to drop off the older sibling. Before exiting the main parking lot, please enter the Zainab building entrance on your right (across from the playground). Sergeant Chuck will be there to direct traffic. There will be a teacher at the bottom of the ramp to receive your child. Please exit Zainab driveway continuing in the one-way direction to enter South Street.

## **Safety Regulations**

### ***Emergency Contact***

Parents must provide the following information to the school office:

1. Name, address, and telephone number of a relative, friend, or neighbor to be used in case of emergency. The emergency contact should be a person who can pick up your child from school and make decisions on your behalf in the event of an emergency when you cannot be reached.
2. Contact numbers at work and cell phone numbers for both parents.
3. A list of all illnesses, allergies, or other special considerations for your child.

### ***Emergency Situations or Accidents***

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The staff will call 911 if they judge that the situation warrants it even if they cannot contact the parent.

In case of injury, a student will be transported to home, doctor, clinic, or hospital as required, using parents' car, or ambulance. An accident report will be completed by the staff present and/or principal using School Pro. A copy will be emailed to the parents/caretakers.

In case of an unpredictable situation like a storm approaching or a sudden cancellation of an after-school activity, parents will be asked to make their own arrangements to pick up their children.

**In case of a life-threatening situation, the school has a right to call 911 before contacting parents.**



## **Medical Regulations**

### ***Communicable Ailments***

Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness have been developed with the help of the state and federal health departments and local pediatricians. To protect the entire group of students, **we ask that parents assist us by keeping sick children at home** if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100°F (37.8°C) orally or 99°F (37.2°C) under the arm.
- Signs of a newly developing cold or severe coughing.
- Diarrhea, vomiting or an upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability or headache.
- A rash (unless the child brings a note from a doctor stating that it is not contagious).
- Conjunctivitis (inflammation, drainage, itching and redness of eye). Children with conjunctivitis should be seen by a doctor and must stay home for at least the first 24 to 48 hours. A doctor's note stating the child's condition is not or is no longer contagious will be required at the time the child returns to the Academy.
- **If the child is diagnosed with a contagious disease, the school should be notified right away.**

Children who become ill with any of the above or any of the following symptoms will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing your child.

- A child with chickenpox must stay home 7-10 days from the day the child breaks out or until all lesions are dry.
- A child with Impetigo (a sore usually around the mouth and nose area) can attend school only with the permission of a doctor.
- A student with head lice must stay home until all nits (eggs) are removed. Parents should notify the school if their child is infected and take steps to treat it immediately.

### ***Dispensation of Medication***

Parents or adults appointed (in written form) by the parent or legal guardian have full discretion of dispensing any medication during school hours. Al-Hamra staff are not authorized to dispense medication to students.

**Please do not send any medication with your child. Children are not allowed to have any medication with them.**

### ***Dismissal on Medical Grounds***

Parents/emergency contact person will be informed in case a child is sick at school and will be asked to take the child home. In case of an emergency, the school will call 911 before informing the parents.

### ***Exclusion from Activities***

A written request or a phone call from parents is required if a child is to stay inside the school during recess/physical exercise time. Students are sent outside for recess everyday unless a particular request is made. Students will stay indoors when the temperatures reach 20 degrees Fahrenheit or below.

### **Attendance:**

#### ***Absences***

Children are required by law to attend school during school hours. Absences caused by personal illness, quarantine, approved religious holidays, or emergencies will be excused. **When a child is absent, the parent or guardian must notify the school by 9:00 a.m.** In case of extended leave, for example due to an illness, parents or guardians must inform the school in writing. In case of an extended period of absence a written notice should be submitted to the office; the tuition for the period of absence must continue to be paid in accordance with the installment agreement. The student will be responsible to make up any work missed during his/her absence. Whenever possible, the student's teacher should be contacted in advance to get the work before the student leaves. The parents should give the teacher a one-week prior notice so that arrangements can be made for catching up. Vacation time does not count as an excused absence. After 15 unexcused absences a child must register again for re-enrollment.

#### ***Tardiness***

Good attendance is important, and parents are requested to bring their children to school on time. If a student arrives at school after 8:00 a.m. he/she is marked tardy. Late arrival will be noted on each student's attendance record. **Note: If a student arrives after 8:00 a.m. the parent should park the car and accompany the child to the office and sign the tardy log.**

#### ***Daily Schedule***

Drop off Time	7:45 to 8:00 a.m.
School starts	8:00 a.m.
School ends	3:00 p.m.
Dismissal Begins	3:00 p.m.

**Students must be picked up for the day by 3:20 p.m. as that is when the teachers leave for the day.**

### ***Inclement Weather Closing***

In case of inclement weather, school may either be closed or delayed. To verify that there is a closing or delay, please do one of the following:

1. Check email and text of the Al-Hamra parent for whom we have valid contact information.
2. Watch WBZ Chanel 4 or visit [wbz.com](http://wbz.com) for school closings or delays.
3. Check the Al-Hamra Academy website at [www.alhamraacademy.org](http://www.alhamraacademy.org).
4. Call the school after 6:00 a.m. and wait to listen for the announced recording.

## **ACADEMIC POLICIES**

### **Report Cards**

The school year is divided into four working periods with report cards going live online at the end of each quarter. The schedule is as follows:

#### ***Report Cards Issued***

November

January

April

June (Last Day of School)

**Progress reports will be sent home three weeks before the end of the term for students in Grades 3 to 8 who have a grade average of C- or below. It is expected that parents check School Pro regularly to stay updated.**

### **Middle School Honor Roll Criteria**

The purpose of the honor roll program is to recognize and honor middle school students who have attained outstanding academic success and to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects.

Students in Middle School are recognized for their academic achievement at three levels. The following criteria will be used to identify students at each level:

High Honors: All A's (90% and higher)

Honor Roll: All A's and B+'s (87% and higher) Honorable Mention:

Combination of A's and B's (80% and higher)

To qualify for the Honor Roll students should have at least a C in Quranic Studies.

### **Conferences**

Parent-teacher conferences will be held after the end of the first term. Teachers will contact parents or guardians to schedule a time to meet on this day. Additionally, either the parent, guardian, or the teacher may initiate a conference on other days if needed. Except for the scheduled date, conferences are normally scheduled before or after school or during the teacher's planning time. The principal has a right to participate or intervene should the need arise. Prior to the meeting, it is important to note key issues that you would like to address. These might include your child's performance and progress, personal development, discussion about curriculum area or skill development, or test results.

## **Homework Policy**

Al-Hamra students are expected to spend an adequate amount of time on school-related work at home, including completing homework assignments and studying. Allowed homework is a total of ten minutes multiplied by grade level at an average student capacity for all classes assigned. Example: a first grader should have no more than 10 minutes and a fifth grader should have no more than 50 minutes of homework.

The purpose of the homework policy is to develop independent study habits, to reinforce classroom instructions, and to encourage parents' involvement in the child's academic development.

### ***Teacher's Responsibility:***

1. To provide assignments relevant to previously taught skills.
2. To provide assignments as extensions/enrichment of curriculum.
3. To give ample explanation of assigned tasks.
4. To allow time for students' questions regarding assignments.
5. To coordinate with grade level teachers to prevent overlapping of long-range tasks.
6. To provide a timeline for long-term projects.
7. To check the assignment book daily.
8. Grades will be updated on the School Pro by the Report Card due date.

### ***Student's Responsibility:***

1. To bring assignments home and return them on time.
2. To neatly complete homework.
3. To complete missed assignments and submit them within a reasonable amount of time.
4. To write homework in his/her planner.
5. To obtain his/her parent's signature in the planner daily.
6. To make sure that notices are given to his/her parent or guardian.

### ***Parents' and Guardians' Responsibility:***

1. To provide a quiet study space.
2. To encourage a set study time.
3. For grades 3 and up, parents or guardians should sign the child's planner daily after the homework has been completed.
4. To supervise student assignments and assist when necessary.
5. To coordinate planning for long-range assignments when necessary.
6. To read all notices sent home.

### ***Administration's Responsibility:***

1. To ensure that homework is consistent with the educational goals of Al-Hamra Academy.
2. To monitor and support the teachers in implementation of the homework guidelines.
3. To encourage teachers to use homework as a tool to reinforce learning.
4. To facilitate the communication process between the school and home, and to help maintain the parent/school partnership on homework.

## **Grading**

Teachers will evaluate students on their daily assignments, quizzes, tests, engagement in class activities, and homework. Each child will be evaluated on his or her individual progress. Missing or late homework will affect a child's grade. Please familiarize yourself with the teacher's policies regarding late or missing homework.

The following is the grading system adopted by all teachers in Grades 3 to 8. All scores are based on a 0 to 100 scale.

The following is the correspondence between letter grades and numerical ones.

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100	96	92	89	86	82	79	76	72	69	66	62	59 and below
99	95	91	88	85	81	78	75	71	68	65	61	
98	94	90	87	84	80	77	74	70	67	64	60	
97	93			83			73			63		

Students in PS to Grade 2 will receive an evaluation grade for each quarter.

### **Standardized Test: Measures of Academic Progress (MAP).**

The MAP is a credible and highly researched test developed by the Northwest Evaluation Association (NWEA). It is a norm referenced computer based adaptive formative and summative assessment in Reading, Language Usage, and Mathematics. The MAP will be administered to students in Grade 2 to Grade 8 twice a year. Teachers and administrators use the results to evaluate the effectiveness of instruction and to provide tailored support for students. Results are sent home to parents after each test cycle. You may visit the following website for further information <https://www.nwea.org/assessments/map/>

## **Graduation Requirements**

Eighth grade students should pass Math, English and Religion with a minimum of a C- average. They cannot fail more than one subject to graduate. If a student fails two or more subjects in eighth grade, the student will not graduate and will not be able to participate in graduation exercises. Each eighth grader who does not graduate may be tested during the following fall to see if he/she can be promoted.

## **Promotion and Retention Policy**

Kindergarten through 8<sup>th</sup> grade teachers will recommend the promotion of all students with passing scores. Students who fail in two or more subjects may be retained in their grade. There is ongoing communication during the school year to assess student performance and parents will be informed if retention is being considered. In the event that a student is retained, the student's teachers will review the student's achievement on an ongoing basis.

## **Academic Acceleration Policy**

The school administration may accelerate students in Grades 2 through 6 in a given year based on the recommendation of the teacher. However, the student must meet all the following conditions to be accelerated:

1. Get straight As for the entire year.
2. Make at least a 95% composite score on the standardized test.
3. Be academically and socially ready to handle the responsibility of the higher grade.
4. Receive the recommendation of the classroom teacher.
5. Pass a placement exam for the grade to which the student is being considered for acceleration.

Students in grades Pre-school, Pre-K, Kindergarten, and Grade 1 may not be accelerated and must meet the age requirements for the grade level. Students in these grades must be of a certain age when they enroll.

1. A Pre-school student must be 3 years of age by August 31
2. A Pre-K student must be 4 years of age by August 31
3. A KG student must be 5 years of age by August 31
4. A First grade student must be 6 years of age by August 31

**Exceptions will only be made if the school feels it is in the best interest of the child to be accelerated after looking at the academic and social progress of the child.**

## **Academic Instructional Program**

### ***Pre-School and Pre-Kindergarten***

Al-Hamra Academy is proud to have a fully equipped Pre-School and Pre-K, providing an excellent foundation and transition into kindergarten for younger children, age-appropriate curriculum to develop socialization, self-help skills, gross & fine motor skills, creativity, language including English & Arabic, and early Islamic manners.

Al-Hamra Academy strives to nurture young minds to learn by engaging in hands-on activities at their own pace. Students develop self-discipline and motivation to progress from one activity to another under the guidance of certified instructors. Al-Hamra offers a Montessori inspired Early Childhood Program that brings the best of Montessori and Pre-School together. Our students are

provided independent learning opportunities, while also carving a space for socialization, play, and project-based learning. Our young learners also benefit from our outdoor classroom where they can explore the natural environment, test their physical skills, and express themselves.

### ***Elementary Instructional Program (Kindergarten to Grade 2)***

The elementary program is the vital link between early education and higher-level abstract and original thinking. Al-Hamra Academy emphasizes a rigorous core curriculum of basics built around a quality core of carefully scrutinized, highly evaluated textbooks from well-known academic publishers. There is a focus on foundational literacy skills. The curriculum is implemented with innovation and enthusiasm by a first-rate teaching staff. We expect our students to work to their maximum potential both at school and at home.

### ***Intermediate Instructional Program (Grades 3 to 5)***

The intermediate grades receive instruction where the primary skill building left off. Continuing to ground students in the basic skills, teachers will group children according to academic achievement and need. Each subject evolves from a solid foundation in reading and comprehension and introduces a variety of media into the student's learning experience. Students engage in STEM based learning. The reading program has an emphasis on speaking, writing, comprehension and vocabulary acquisition. Reading for enjoyment and interest are encouraged in these grades. Progress is evaluated based on daily performance and test scores.

### ***Middle School Instructional Program (Grades 6 to 8)***

The distinguishing feature of middle school is its departmentalized approach to teaching and learning. Teachers specialize in various fields of learning, and students' study, in-depth, the basic fields for which six years of elementary education have prepared them. The curriculum prompts students to focus and mature in their thinking processes and allows them to develop into self-directed learners. Independent study assignments, reports, and activities permit students to utilize the resources available to them in seeking out knowledge. They discover the conventions of independent learning in a variety of fields. Students are further given plenty of opportunities to interact with their environment and to make the transition to individualized work. Students are also engaged through a variety of STEM based learning opportunities. We expect the students to start taking responsibility for their own learning. Choice of Spanish and Urdu as world languages are offered to students in grades 5-8.

### ***Arabic and Islamic Studies Program***

An Islamic education for each child is a goal of Al-Hamra Academy. It is achieved through both formal course work and role modeling. Three courses from Preschool through Grade 8 specifically address the former:

1. Quranic Studies
2. Islamic Studies (Religion)
3. Arabic Language



### ***Physical Education Program***

Martial Arts is offered in school to KG to Grade 8 students with Alexander Jeong of the U.S. Taekwondo Center. Master Alex is also our gym instructor to all students from Preschool to Grade 8.

### **Field Trips**

In keeping with the philosophy that the education of our children is not limited to the classroom, the Academy allows students the privilege of participating in field trips. Students who will be participating in a field trip must return the completed permission slip to the teacher responsible for the field trip by the deadline date. In some situations, the school may request or require the presence of the parent or guardian on the field trip for their child to be allowed to participate in the trip. Students must pay all required fees by the deadline date. The school may deny a student the privilege of a field trip due to discipline concerns. School personnel will supervise students on field trips. Volunteers may assist school personnel with the supervision of students on field trips. Parents or guardians must sign field trip release forms for their children to be allowed to participate in field trips. Field trips are designed to augment and enrich the school curriculum.

## **Back to School Night**

A virtual “Back to School Night” will be held two to three weeks after the start of school. This is an opportunity to meet your child's teachers and to know the expectations and goals of your child's program.

## **Professional Development Days / Early Release Days**

The first Friday of each month will be either an early dismissal or full day off. Students will be dismissed at 12:00 noon on early dismissal days for the staff to use this time for Staff meetings. There will also be two to four Professional Development Days during the school year.

## **BEHAVIOR & DISCIPLINE**

### **General Philosophy**

Discipline is a cornerstone of the Islamic way of life. A Muslim is expected to be well disciplined at all times. The purpose of enforcing discipline is to help students become successful individuals in their daily life, in their family life and as members of the society at large. Every aspect of our Islamic being revolves around the basic concepts of honor, righteousness, and trust. Every student at Al-Hamra Academy is held to the high standard that Islam asks of every Muslim. Nurturing and upholding this spirit of honesty and trust is the responsibility of members of the Al-Hamra Academy community including our students, faculty, and staff. Honorable and righteous actions must overcome desires of selfishness and unethical conduct. Each student is expected to conduct him/herself in a mature and responsible manner. All students are always expected to respect others and refrain from hurting any student or staff by their words or actions. Bullying will not be tolerated at Al-Hamra in any shape or form.

A high standard of Islamic conduct is always expected. Everyone is expected to always do their best. Any behavior or action that interferes with another student's growth or the student's own growth is not allowed. Teachers accept the responsibility to teach their students social as well as academic skills. At the same time, students are expected to accept responsibility to discipline themselves, and parents or guardians are expected to assist the school by properly training and disciplining their children at home.

## **Anti-Bullying Pledge**

We, the students, staff, and parents of Al-Hamra Academy, agree to join to promote respect and prevent bullying at our school.

- We make a COMMITMENT to take a stand against bullying.
- We will treat others with RESPECT and KINDNESS
- We will have the COMPASSION to not be a bully and the COURAGE to not be a bystander.
- It is our RESPONSIBILITY to help others being bullied and to report bullying.

## **Honor Code**

### ***At All Times...***

1. Students are expected to conduct themselves with discretion and modesty with each other and with those of the opposite gender according to the Qur'an and Sunnah.
2. Students will respect all Academy property and will not break, damage, or deface school property including the building and grounds, materials, furnishings, and equipment including but not limited to computers, monitors, iPads, projectors.
3. Students will respect the personal property and school material of teachers and other students.
4. Students will respect the rights of fellow students without fighting, teasing, or name-calling.
5. Students will use language that is free from vulgarity and profanity.
6. Students will be honest in their words and deeds.
7. Students will not interfere with the academic instruction of another student at any time.
8. Students will speak respectfully without raising their voices at all school activities e.g., gym, lunch, salah, etc. as mentioned in Surat Luqman Surah No. 31, Ayah 19.

### ***In School...***

1. Students will act in a way that does not disrupt the work of the teacher or the learning of other students.
2. Students will walk, not run, in the hallways, and will remain quiet while using them.
3. Students will leave the tables and floor clean in the area where they ate.
4. On the playground, students will stay within the designated playground area.
5. Students will use playground equipment properly and safely and will share the use of the equipment fairly with other students.
6. Grabbing, wrestling, tackling, and holding are not allowed.
7. Students will use no sticks, stones, or other material that may cause injury.

8. Students should line up quietly and quickly when the whistle is blown 3 times. When the whistle is blown the third time, it means recess is over.
9. Students should walk quietly in a single line to and from the playground.
10. If the playground rules are not followed the student will be spoken to and may be given a logical consequence.
11. During a fire drill or an evacuation of the building, students will form a single line and file out of the building following the designated classroom exit route.

***Before and After School...***

1. Students arriving prior to 7:45 a.m. should wait in the cars with their parent/guardian. The school will not take any responsibility for children arriving before 7:45 a.m.
2. A tardy student must report to the school office before going to the classroom.
3. After leaving the building, students will not re-enter the building without permission.
4. Parents or guardians are responsible for students walking to or from school, whether it is from their home, or an after-school program or activity.

**Parents or guardians will be notified via daily planner, email, or phone calls if there are disciplinary issues with their child.**

## **Al-Hamra Academy Outdoor Recess Rules**

### **Cold Weather Clothing**

- Students should come to school dressed warmly in the winter. All students go outside during recess unless it is raining and/or wet, snowing and/or icy, or extremely cold (below/feels like 20F). We trust that parents or guardians have made an appropriate choice of clothing for their children for the day, and they **will be sent outside for recess**.
- Students should wear warm winter coats, hats, and mittens/gloves.
- If for some reason a parent or guardian needs their child to stay indoors, please send your child to school with a letter of explanation, send an email, or call to inform.

### **Boundaries**

- Students are to stay within eyesight of teachers; they may not play in the woods or drainage areas at all. Students cannot retrieve a ball that has been left in the playground area without permission from an adult in charge.
- Students are allowed in the building at the adult's discretion; they should use the bathroom one at a time.
- All areas with pebbles or plants are off limits.
- All games are to be played in appropriate areas.

## **Language / Physical altercations during Recess**

### **General Game Rules:**

- Only appropriate playground equipment can be used at recess.
- Balls should not be thrown to hurt others.
- Inappropriate language is never allowed.
- No inappropriate gestures e.g., pushing, kicking, pulling, etc.
- In the event of bad language or physical altercations the staff may have the students take a break, sit out, or send them to the office if needed.

### **Play Structure/Swings**

- No running in the mulch area
- No dodging in and out of swings or play structures; all students not swinging must stay out of the swing area.
- One person at a time, straight back and forth motions only, no jumping off the swings.

Any activity that is deemed unsafe by an adult on duty will be addressed immediately. Teachers/supervisors have the final say with all issues that pertain to safety.

Students who do not follow these rules are eligible to lose their recess privileges; teachers/supervisors should report unsafe or inappropriate activity on the incident report form. Teachers/supervisors on duty have the responsibility to give a child consequence for unsafe or inappropriate activity at recess. Our goal is to develop appropriate social behaviors in all our students whether indoor or outdoor.

#### **Al-Hamra Academy Indoor Recess Rules**

- Choose a seated activity from options available
- Walking, not running
- Use indoor voices, no yelling
- No throwing of any kind

## **Positive Behavioral Intervention: A Differentiated Approach**

We utilize a differentiated approach to discipline, using positive behavioral intervention strategies to help students take ownership of their mistakes, learn from them, and participate in decision making for appropriate consequences. ***This approach is used in conjunction with the Guide to Mutual Respect (\*)***. The reasons to take a differentiated approach with positive behavioral intervention strategies regarding discipline are the same as the reasons to differentiate instruction:

- a. One size does not fit all.
- b. The response to the behavior happens in a timely manner as optimal time spent learning is the school-wide goal.
- c. Each student's mistake is treated as a learning opportunity.
- d. Students are empowered around the mistakes they make because they are involved in the process of:
  - "Owning the mistake,
  - "Fixing" the mistake (making amends)
  - Learning from the mistake.
- e. Students can then be reflective and thoughtful about the mistakes they make.

Research has shown us that positive behavioral interventions are typically more beneficial than punitive approaches to student behavior. There are always reasons why students make the choices they make and helping them understand those reasons helps them understand how to avoid making the same mistakes again. The use of punitive approaches to discipline has proven largely ineffective in both the long and short-term and are often counterproductive. Effective positive behavior interventions ensure the safety and dignity of students and staff, preserve the integrity of the learning environment, and address the causes of a student's misbehavior to improve both current positive behavioral skills and long-term positive outcomes.

In addition, there is a tremendous focus on developing secure, positive relationships with teachers. Teachers at Al-Hamra Academy have made efforts to go out of their way to show a personal interest in all students and to truly "connect" with them, complimenting positive behaviors, showing interest in students' lives outside of school, listening to student problems, and collaborating with them to help them.

When students feel they have these relationships, they are more comfortable taking academic risks that enhance learning as well as asking difficult questions when they need guidance. Listening to student concerns, responding in a genuinely caring manner to poor choices with explanations rather than harsh punishments, and modeling positive emotions, behaviors and attitudes strengthen teacher-student relationships which helps students in the long run. Through this behavioral process, there are more opportunities for relationships with caring adults, which will help prevent discipline problems in the future.

## **Guide to Mutual Respect**

### **Introduction**

The Al-Hamra Academy community desires to maintain a positive learning environment for each student. To achieve that goal, each group within the larger community is expected to adhere to four basic behavioral guidelines:

1. Respect yourself,
2. Respect others as you would respect yourself,
3. Respect the physical environment of the school,
4. Respect the learning environment of the school.

**Teachers** exemplify these expectations by

1. Modeling the behavior expected of students,
2. Providing enriching educational experiences,
3. Knowing and enforcing the behavior code in a manner geared to prevent disciplinary issues,
4. Interacting professionally with fellow staff, parents, and guardians.

**Parents and guardians** exemplify these expectations by

1. Participating with the school and its staff in developing and supporting suitable behavioral guidelines,
2. Participating appropriately with the school to resolve problematic disciplinary issues,
3. Interacting professionally with all staff members and other stakeholders.

**Students** exemplify these expectations by

1. Interacting respectfully with all school personnel,
2. Supporting their classmates,
3. Cooperating with teacher directives,
4. Contributing to the learning environment through their positive actions.

The successful implementation of this guideline requires that each of us presume that all parties involved have worth and dignity and that they are contributing members of this educational community. We must interact with each other, always remembering these precepts. To assure that we reach these positive goals, it is necessary that we delineate those behaviors, which are unacceptable in our learning environment and make clear the consequences of such actions.



## **Disciplinary Actions (poor choices) fall into 3 Levels:**

**Level 1 - Minor:** Poor choices that are monitored by the teacher/supervisor and related to classroom management and/or recess supervision. These are mistakes that can be corrected right away by the teacher/supervisor.

**Level 2 - Serious:** Poor choices that are monitored by the teacher/supervisor and possibly an administrator. These are mistakes that can be corrected by the teacher/supervisor and/or an administrator.

**Level 3 - Major:** Poor choices of such serious nature that immediate and severe action by the administration is warranted.

***Parents, guardians, and students have the right to speak to a teacher who has initiated the disciplinary action and to the administration if a further explanation is necessary.***

## **Discipline Policy Section**

### **Kindergarten**

<b>Level</b>	<b>“Poor Choice” Examples</b> <i>(not limited to the following list)</i>	<b>Possible Consequences</b> <i>(not limited to the following list)</i>	<b>“Making Amends” Possibilities</b> <i>(not limited to the following list)</i>
<b>1 Minor</b>	Not following teacher directions (given 3 chances) Being verbally mean to peers Not sharing Using inappropriate language (“bad words”)	Spend 5 minutes at beginning of recess standing near teacher to talk about poor choice Spend 5 minutes on bench at recess if not listening to teacher directions while outside Taking away Class Dojo Points No sticker and/or prize at the end of the day	Verbal apology Chance to earn back some Dojo points by doing something kind for whomever he/she has “wronged” (teacher’s discretion as to number of points)
<b>2 Serious</b>	Repetition of Level 1 “poor choices” (4 or more) Becoming minorly aggressive with teacher and/or peers (hit, push, kick, pull - NOT biting)	Phone call to parents to inform them of what happened Informal student meeting with administrator Teacher meeting with administrator to develop plan to help break pattern of behavior going forward	Community service for the classroom and/or Zainab building (supervised) Meet with school counselor
<b>3 Major</b>	Repetition of Level 2 “poor choices” (2 or more) Becoming excessively, physically aggressive with peer and/or teacher (this includes biting)	Student removal from class by administrator Parent meeting with administrator to determine new plan going forward	Mandatory meeting with school counselor

**Additional individual classroom “norms” (expectations) may be generated by the teacher and students in the classroom.**

***These are guidelines; one size does not fit all.***

### **Grades 1 - 3: Lower Elementary School**

<b>Level</b>	<b>“Poor Choice” Examples</b> <i>(not limited to the following list)</i>	<b>Possible Consequences</b> <i>(not limited to the following list)</i>	<b>“Making Amends” Possibilities</b> <i>(not limited to the following list)</i>
<b>1 Minor</b>	<p>Disruption of the learning environment Unprepared for class (no book, pencil, etc.) Incomplete and/or did not do assignment Inappropriate language/profanity (swear word/curse/expletive) not acceptable to teacher/supervisor on a school campus Electronic device violations/violating AUP (please see “Acceptable Use Policy for technology”) Failure to turn in a cell phone to teacher in the morning (if student brought one to school) Using phone during school day Showing disrespect to peers (e.g., making fun of someone, something they own, socioeconomic status, etc.)</p>	<p>Verbal warning Informal conference with teacher/supervisor (if at recess, walk around recess area to calm down before talking) Reflective writing piece using guided questions - discussion of reflection with teacher/supervisor to follow Reflective writing to be sent home with note from teacher/supervisor and signed by parent - returned to school the next day by student Documentation of poor choice</p>	<p>Sincere, verbal apology that includes what student is apologizing for Teacher and student devise plan (together) to prevent poor choice in the future</p>
<b>2 Serious</b>	<p>Accumulation of documented level 1 poor choices demonstrating a lack of remorse to the preventive efforts of the teacher, the teaching team, supervisor, home, and/or administration - it would then be moved to level 2 (4 or more) Disrespect toward peer and/or staff member either by word or gesture Stealing (from staff, other students and/or the school) pulling, pushing, grabbing other students in a mean way/out of anger or frustration (this can lead to bullying behavior) Teasing with the intent to hurt feelings</p>	<p>Documentation of poor choice Reflective writing piece with guided questions (discussion with administrator to follow) Lunch detention Meet with administrator Phone call to parents to inform After school detention (24-hour notice given to parents to arrange appropriate transportation if needed) In school suspension</p>	<p>Note of apology to whomever was affected by poor choice Volunteering somewhere on campus Teaching peers (in class) about an important behavioral topic Community service to the school Meet with school counselor</p>
<b>3 Major</b>	<p>Accumulation of documented level 2 poor choices demonstrating a lack of remorse to the preventive efforts of the teacher, the teaching team, supervisor, home, and/or administration - it would then be moved to level 2 (2 or more) Any aggressive behavior such as, but not limited to: Purposely inflicting bodily injury to another person Physical fighting Harassing - including but not limited to verbal or physical taunting, threatening,</p>	<p>Meeting with administration Required parent conference After school detentions - number to be determined by severity of poor choice In school suspension (number of days to be determined by severity of poor choice) Out of school suspension (number of days to be determined by severity of poor choice) Expulsion (absolute</p>	<p>Mandatory meeting with school counselor Other (to be determined by severity of poor choice)</p>

	ethnic or sexual harassment Bullying** Physical aggression toward an adult, or by word or gesture Other - with full explanation from teacher, supervisor and/or administrator Any illegal action such as, but not limited to: Threatening individual or public safety (i.e., pulling the fire alarm) Possessing materials/articles used as incendiary devices Setting fires Possessing explosives (as defined by state and/or criminal statutes) Smoking/vaping Possessing and/or drinking alcoholic beverages Destroying or seriously vandalizing school property and/or another's possessions Stealing that may require police involvement Possessing and/or using a controlled substance or any other substance used to alter either mental or physical perception or sensation Possessing and/or using anything that can be weaponized, and/or a weapon defined as such Civil Rights Violation and/or Crimes of Hate Other - with full explanation from teacher, supervisor and/or administrator	worst-case scenario)	
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**\*\*Bullying:** “Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived *power imbalance*. The behavior is *repeated*, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically and/or verbally and excluding someone from a group on purpose.” (Taken directly from stopbullying.gov)

**Additional individual classroom “norms” (expectations) may be generated by the teacher and students in the classroom.**  
*These are guidelines; one size does not fit all.*

## Grades 4 and 5: Upper Elementary School

<b>Level</b>	<b>“Poor Choice” Examples</b> <i>(not limited to the following list)</i>	<b>Possible Consequences</b> <i>(not limited to the following list)</i>	<b>“Making Amends” Possibilities</b> <i>(not limited to the following list)</i>
<b>1</b> <b>Minor</b>	<p>Disruption of the learning environment</p> <p>Unprepared for class (no book, pencil, etc.)</p> <p>Incomplete and/or did not do assignment</p> <p>Inappropriate language/profanity (swear word/curse/expletive) not acceptable to teacher/supervisor on a school campus</p> <p>Electronic device violations/violating AUP (please see “Acceptable Use Policy for technology)</p> <p>Failure to turn in a cell phone to teacher in the morning (if student brought one to school)</p> <p>Using phone during school day</p> <p>Showing disrespect to peers (e.g., making fun of someone, something they own, socioeconomic status, etc.)</p> <p>Impolite to teacher/supervisor and/or administrator</p>	<p>Verbal warning</p> <p>Informal conference with teacher/supervisor (if at recess, walk around recess area to calm down before talking)</p> <p>Reflective writing piece using guided questions - discussion of reflection with teacher/supervisor to follow</p> <p>Reflective writing to be sent home with note from teacher/supervisor and signed by parent - returned to school the next day by student</p> <p>Documentation of poor choice</p>	<p>Sincere, verbal apology that includes what student is apologizing for</p> <p>Teacher and student devise plan (together) to prevent poor choice in the future</p>
<b>2</b> <b>Serious</b>	<p>Accumulation of documented level 1 poor choices demonstrating a lack of remorse to the preventive efforts of the teacher, the teaching team, supervisor, home, and/or administration - it would then be moved to level 2 (4 or more)</p> <p>Disrespect toward peer and/or staff member either by word or gesture</p> <p>Stealing (from staff, other students and/or the school)</p> <p>pulling, pushing, grabbing other students in a mean way/out of anger or frustration (this can lead to bullying behavior)</p> <p>Teasing with the intent to hurt feelings</p>	<p>Documentation of poor choice</p> <p>Reflective writing piece with guided questions (discussion with administrator to follow)</p> <p>Lunch detention</p> <p>Meet with administrator</p> <p>Phone call to parents to inform</p> <p>After school detention (24-hour notice given to parents to arrange appropriate transportation if needed)</p> <p>In school suspension</p>	<p>Note of apology to whomever was affected by poor choice</p> <p>Volunteering somewhere on campus</p> <p>Teaching peers (in class) about an important behavioral topic</p> <p>Community service to the school</p> <p>Meet with school counselor</p>
<b>3</b> <b>Major</b>	<p>Accumulation of documented level 2 poor choices demonstrating a lack of remorse to the preventive efforts of the teacher, the teaching team, supervisor, home, and/or administration - it would then be moved to level 2 (2 or more)</p> <p>Any aggressive behavior such as, but not limited to:</p> <p>Purposely inflicting bodily injury to another person</p>	<p>Meeting with administration</p> <p>Required parent conference</p> <p>After school detentions - number to be determined by severity of poor choice</p> <p>In school suspension (number of days to be determined by severity of poor choice)</p> <p>Out of school suspension (number of days to be</p>	<p>Mandatory meeting with school counselor</p> <p>Other (to be determined by severity of poor choice)</p>

	Physical fighting Harassing - including but not limited to verbal or physical taunting, threatening, ethnic or sexual harassment Bullying Physical aggression toward an adult, or by word or gesture Other - with full explanation from teacher, supervisor and/or administrator Any illegal action such as, but not limited to: Threatening individual or public safety (i.e., pulling the fire alarm) Possessing materials/articles used as incendiary devices Setting fires Possessing explosives (as defined by state and/or criminal statutes) Smoking/vaping Possessing and/or drinking alcoholic beverages Destroying or seriously vandalizing school property, including school technology, and/or another's possessions Stealing that may require police involvement Possessing and/or using a controlled substance or any other substance used to alter either mental or physical perception or sensation Possessing and/or using anything that can be weaponized, and/or a weapon defined as such Civil Rights Violation and/or Crimes of Hate Other - with full explanation from teacher, supervisor and/or administrator	determined by severity of poor choice) Expulsion (absolute worst-case scenario)	
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**Additional individual classroom “norms” (expectations) may be generated by the teacher and students in the classroom. *These are guidelines; one size does not fit all.***

## Grades 6 - 8: Middle School

Level	<b>“Poor Choice” Examples</b> <i>(not limited to the following list)</i>	<b>Possible Consequences</b> <i>(not limited to the following list)</i>	<b>“Making Amends” Possibilities</b> <i>(not limited to the following list)</i>
<b>1</b>  <b>Minor</b>	<ul style="list-style-type: none"> <li>• Disruption of the learning environment</li> <li>• Unprepared for class (no book, pencil, etc.)</li> <li>• Incomplete and/or did not do assignment</li> <li>• Inappropriate language/profanity (swear word/curse/expetive) not acceptable to teacher/supervisor on a school campus</li> <li>• Electronic device violations/violating AUP (please see “Acceptable Use Policy for technology)</li> <li>• Failure to turn in a cell phone to teacher in the morning (if student brought one to school)</li> <li>• Using phone during school day</li> <li>• Showing disrespect to peers (i.e., making fun of someone, something they own, socioeconomic status, etc.)</li> <li>• Impolite to teacher/supervisor and/or administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Informal conference with teacher/supervisor (if at recess, walk around recess area to calm down before talking)</li> <li>• Reflective writing piece using guided questions - discussion of reflection with teacher/supervisor to follow</li> <li>• Reflective writing to be sent home with note from teacher/supervisor and signed by parent - returned to school the next day by student</li> <li>• Documentation of poor choice</li> </ul>	<ul style="list-style-type: none"> <li>• Sincere, verbal apology that includes what student is apologizing for</li> <li>• Teacher and student devise plan (together) to prevent poor choice in the future</li> </ul>
<b>2</b>  <b>Serious</b>	<ul style="list-style-type: none"> <li>• Accumulation of documented level 1 poor choices demonstrating a lack of remorse to the preventive efforts of the teacher, the teaching team, supervisor, home, and/or administration - it would then be moved to level 2 (4 or more)</li> <li>• Disrespect toward peer and/or staff member either by word or gesture</li> <li>• Stealing (from staff, other students and/or the school)</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of poor choice</li> <li>• Reflective writing piece with guided questions (discussion with administrator to follow)</li> <li>• Lunch detention</li> <li>• Meet with administrator</li> <li>• Phone call to parents to inform</li> <li>• After school detention (24-hour notice given to parents to arrange appropriate transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Note of apology to whomever was affected by poor choice</li> <li>• Volunteering somewhere on campus</li> <li>• Teaching peers (in class) about an important behavioral topic</li> <li>• Community service to the school</li> <li>• Meet with school counselor</li> </ul>

	<ul style="list-style-type: none"> <li>pulling, pushing, grabbing other students in a mean way/out of anger or frustration (this can lead to bullying behavior)</li> <li>Teasing with the intent to hurt feelings</li> </ul>	<p>if needed)</p> <ul style="list-style-type: none"> <li>In school suspension</li> </ul>	
<p><b>3</b></p> <p><b>Major</b></p>	<ul style="list-style-type: none"> <li>Accumulation of documented level 2 poor choices demonstrating a lack of remorse to the preventive efforts of the teacher, the teaching team, supervisor, home, and/or administration - it would then be moved to level 2 (2 or more)</li> <li>Any aggressive behavior such as, but not limited to: <ul style="list-style-type: none"> <li>m. Purposely inflicting bodily injury to another person</li> <li>n. Physical fighting</li> <li>o. Harassing - including but not limited to verbal or physical taunting, threatening, ethnic or sexual harassment</li> <li>p. Bullying</li> <li>q. Physical aggression toward an adult, or by word or gesture</li> <li>r. Other - with full explanation from teacher, supervisor and/or administrator</li> </ul> </li> <li>Any illegal action such as, but not limited to: <ul style="list-style-type: none"> <li>a. Threatening individual or public safety (i.e., pulling the fire alarm)</li> <li>b. Possessing materials/articles used as</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Meeting with administration</li> <li>Required parent conference</li> <li>After school detentions - number to be determined by severity of poor choice</li> <li>In school suspension (number of days to be determined by severity of poor choice)</li> <li>Out of school suspension (number of days to be determined by severity of poor choice)</li> <li>Expulsion (absolute worst-case scenario)</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory meeting with school counselor</li> <li>Other (to be determined by severity of poor choice)</li> </ul>

	<p>incendiary devices</p> <p>c. Setting fires</p> <p>d. Possessing explosives (as defined by state and/or criminal statutes)</p> <p>e. Smoking/vaping</p> <p>f. Possessing and/or drinking alcoholic beverages</p> <p>g. Destroying or seriously vandalizing school property, including technology, and/or another's possessions</p> <p>h. Stealing that may require police involvement</p> <p>i. Possessing and/or using a controlled substance or any other substance used to alter either mental or physical perception or sensation</p> <p>j. Possessing and/or using anything that can be weaponized, and/or a weapon defined as such</p> <p>k. Civil Rights Violation and/or Crimes of Hate</p> <p>l. Other - with full explanation from teacher, supervisor and/or administrator</p>		
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**Additional individual classroom “norms” (expectations) may be generated by the teacher and students in the classroom.**

***These are guidelines; one size does not fit all.***



### **Explanation of Disciplinary Actions**

<b>Informal Conference</b>	A teacher/supervisor/administrator will talk to the student regarding the infraction and future behavior.
<b>Documenting Incident</b>	The incident will be documented by the teacher/administrator involved. This will not be entered into the student's permanent record.
<b>Lunch Detention</b>	The student will not be able to eat lunch in the cafeteria and instead he/she will eat in a classroom or office. Conferencing and/or reflective writing may take place during this time.
<b>After-School Detention</b>	The student will have to stay after school with teacher or administration supervision. Conferencing and/or reflective writing may take place during this time.

<b>Parent/Guardian Conference</b>	Parents or guardians will be asked to set up an appointment to discuss the situation at hand and will be informed of the decision made/action taken by the teacher or the administration.
<b>In School Suspension</b>	The student will be separated from some or all of his/her day's school routines/activities for a certain period but remain in school to complete the day's work. Conferencing and/or reflective writing may take place during this time. Parents or guardians will be notified and a Parent/Guardian Conference will be needed prior to the student reentering class. In school suspension will be added to the student's permanent record.
<b>Meeting with Administration</b>	A member of the Administration will meet with the student and his/her parents regarding the infraction and future behavior.
<b>Out of School Suspension</b>	The parent or guardian is notified immediately. The student is not permitted to attend school or school-related events until approved by administration. The student will complete daily work at home. Conferencing and/or reflective writing may take place during this time. A parent or guardian conference will be necessary prior to student reentering class. Out of school suspension will be added to the student's permanent record.
<b>Expulsion from School</b>	The decision to expel a student from school will be made by the Board of Directors with the input of the principal and the teachers involved. The student is removed from school for an extended or indefinite period. The expulsion will be added to the student's permanent record.

## **Al-Hamra Academy Middle School Plagiarism Policy**

The Plagiarism/Cheating policy is intended to enhance and enrich the academic and ethical education of students at Al-Hamra Academy.

1. Plagiarism/Cheating is copying the work of another person, including copying from printed and electronic sources without giving attribution to the source.
2. To paraphrase the work of another person, students must summarize the main points without copying. If phrases are borrowed directly then they must be included in quotation marks. In all cases the source of information must be cited correctly using MLA format. Students must meet with their teachers regarding their concerns or questions about paraphrasing.
3. Students may not recycle previously submitted work written by themselves or another person.
4. Any artwork, clip art or pictures must also be cited correctly.

### **Student Permanent Record**

In most cases the Student's Permanent Record will not be updated with the infraction. However, depending on the severity of the offense and/or the escalation of offenses, a disciplinary record may be maintained. In all cases of expulsion, the student's permanent record will be updated.

**Corporal punishment of students is prohibited.**

### **Cell Phone Usage**

Parents or guardians will receive a form asking to disclose if their child carries a phone to school. If the child does carry a phone to school, they are asked to turn it in to the homeroom teacher at the start of the day. They can take it back when they are called during dismissal. A student may not use cell phones during dismissal or during the day. If cell phone usage occurs, it will be confiscated, and parents or guardians will be asked to come to the office to pick it up

## HOME SCHOOL RELATIONSHIP

### Communication between Parents or Guardians and Teachers

Both parents or guardians and teachers have a vital role to play in guiding and nurturing students. Most concerns can be resolved by contacting the right person. As partners in this endeavor, communication is the key to a successful relationship. When trying to address a concern about your child and his/her educational program, please follow the proper channel of communication below:

- Contact the teacher first.
- If a parent or guardian is not satisfied with the resolution or is unable to resolve the issue with the teacher, a meeting with the principal may be arranged.
- If parents or guardians are not satisfied with the principal's decision, they may appeal in writing to the Board of Directors. The Board of Directors may request written clarification or a face-to-face meeting with the parties involved prior to deciding. The decision by the Board of Directors is final.

Parents or guardians may request a meeting with their child's teacher at any time during the school year. Caretakers are requested to make an appointment. Any classroom visits must be arranged in advance.

**Parents or guardians are required to attend the Parent/Teacher Conference scheduled in November, unless they have communicated with the teacher the reasons for not attending the conference.**

### Communication between Parents or Guardians and Administration

Matters concerning general school rules, policies, or tuition may be brought to the attention of the administration directly. Al-Hamra Academy has an open-door policy. Parents or guardians are encouraged to contact the school when questions and concerns arise.

The school, insha'Allah, will make every effort to keep the parents and guardians informed by sending weekly emails and posting notices on the Academy's website. Parents and guardians are encouraged and expected to read the school publications, especially the notices sent via email. Parents and guardians are also encouraged to attend all orientations, Back to School Night, Project Fairs, PTO meetings, and meetings announced by the school.

Parents or guardians may leave messages for any staff members at the office and the office will convey the messages to the staff as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. **Parents or guardians should not call the teachers at home.**

If a parent or guardian calls a teacher during her class time the school secretary will take a message. **The school will not interrupt a class to deliver a message, except in the case of a serious emergency.**

If parents or guardians wish to drop items off for their children, they must give them to the office staff and the items will be delivered to the student as soon as possible without disrupting the educational process.

### ***Non-Custodial Parents***

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding his/her children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school.

### ***When Parents or Guardians Have a Concern***

Most concerns can be resolved by contacting the right person. The classroom teacher is usually the first person to contact to resolve an issue or address a concern. If a parent or guardian is not satisfied with the resolution or is unable to resolve the issue with the classroom teacher, the parent or guardian may then request to meet with the principal. The principal will schedule a time to meet with the parent or guardian to discuss the concern. If the parent or guardian is not satisfied with the principal's decision they may appeal in writing to the Board of Directors. The Board of Directors may request written clarification or a face-to-face meeting with the parties involved prior to deciding. The decision by the Board of Directors is final. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly.

### ***Parents'/Guardian's Code of Conduct***

The Academy sets an example on how to live by the values we promote and teach our children. Parents or guardians are expected to show courtesy and restraint when dealing with the school in accordance with the protocol above. Parents or guardians who act aggressively or rudely to any member of the staff will be warned. If the parent or guardian ignores the warning and continues to act in an aggressive manner, the Board of Directors, after an evaluation of the issue, may ask the parent or guardian to leave the school and the enrollment of the children may be terminated.

### **Visitors**

We welcome parents and guardians to visit the school. Parents or guardians are welcome to visit after making arrangements with the classroom teacher. Visitors should schedule an appointment in advance and check in with the office, sign the visitor log book, and get a visitor badge before proceeding to the classroom.

### **Volunteer Program**

Teachers and administrative staff will reach out with volunteering opportunities.

### **PTO (Parent Teacher Organization)**

Working together for the benefit of our children is what the Al-Hamra Academy PTO is all about. There are tons of great ways to volunteer your time with the Al-Hamra PTO. Most PTO volunteer opportunities are centered outside of the classroom.

The PTO provides the school with educational, social, and fundraising activities. Mothers, fathers, and other caretakers have been indispensable partners of the school since its inception. They have contributed a tremendous amount of time, effort, and money to ensure that their children receive a good and wholesome education. The PTO holds monthly meetings during the school year. The PTO helps the administration in organizing the hot lunch program and other activities for the students. The Academy encourages parents and guardians to participate in the PTO.

## **STATE REPORTING REQUIREMENT**

### **Student Welfare-Child Abuse Policy**

In accordance with Massachusetts law, a staff member who has reasonable cause to believe that a student may be suffering from abuse or neglect, is required to report such belief to the Department of Social Services (DSS). In such a situation, the staff member will notify the principal. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by law but may generally be understood as follows:

1. "Abuse" is any physical or emotional injury or sexual abuse inflicted on a child that causes harm or substantial risk of harm to a child's health or welfare.
2. "Neglect", including malnutrition, is any conduct such as abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education, or mental or remedial care required by law.

## **ROLES & RESPONSIBILITIES**

### **Role of Board of Directors**

The Board of Directors of Al-Hamra Academy is the governing body of the school. The Board of Directors consists of members as stated in the school bylaws. The Board is responsible for setting policy. Parents may contact the Board of Directors in writing through the school office or by mail at:

Al-Hamra Academy  
435 South Street  
Shrewsbury, MA 01545

### **Administration's Role**

The role of Al-Hamra Academy administration is to:

1. Provide high quality education in the teachings of the Quran and the Sunnah of the Prophet(saw).
2. Teach Islamic values and morals that help students grow up to be good moral citizens.
3. Provide high quality education in academic subject areas, including reading, literature, math, physical sciences, and social sciences.
4. Create a safe environment for all students.
5. Emphasize the importance of values, etiquette, and discipline.
6. Keep the lines of communication open between and among parents, teachers, and administrators.
7. Provide the best-qualified available teachers.
8. Choose the best available text and reference books.
9. Provide the best possible learning environment.

### **Teacher's Role**

1. Be in class before the students arrive.
2. Be prepared for class.
3. Present the curriculum in accordance with the high standards of the Al-Hamra Academy and in accordance with the values and mission of the Academy.
4. Correct and return all assignments within a reasonable time.
5. Respect the child's physical and emotional needs.
6. Keep the parents informed on their child's progress.
7. Return the parent's phone calls within a reasonable time.

### **Parents' Role**

The role of Al-Hamra Academy parents is to:

1. Provide their child with the tools necessary for success in school.
2. Provide their child with the healthy breakfast in the morning and give him/her a healthy snack and lunch for school.
3. Send the child to school in proper uniform.
4. Bring their child to school **on time** and pick them up **on time**.
5. Not send a sick child to school.
6. Help the teachers and the administration in implementing school rules.
7. Review their child's homework daily, and, for parents of students in grades 3 to 8, sign their child's planner daily.
8. Communicate with the teacher any concerns they have about their child.
9. Read all the notices sent home.
10. Sign and send back notices and tests on time.

## **HANDBOOK REVISIONS**

Al-Hamra Academy has the right to amend this handbook with or without prior notice. Parents and guardians will be informed of amendments through school notices. Parents or guardians are responsible for reading the handbook prior to each school year.

The Administration and Staff at Al-Hamra Academy welcome you to a prosperous school year.

## **APPENDIX**

Please continue to the Appendix section.

Rev. Aug 2023

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# **APPENDIX**

**The following acknowledgment forms are included on the online registration form submitted and will be automatically renewed during the re-enrollment process.**

**If at any time parents or guardians would like to change their permission status on any of the following acknowledgement forms, we ask that you send the administration an email so that your change can be noted.**



## **Acceptable Use Policy for Internet at Al-Hamra Academy**

To enhance the mission of Al-Hamra Academy that education should prepare students to become successful individuals and a more inclusive role in the society and community, we believe it is a necessary part of the educational process that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as hardware and software, the LAN (local area network), furniture, equipment, and all transmitted information. Transmitted information includes but is not limited to web browsing, File Transfer Protocol (FTP), electronic mail and any information retrieval via the Internet.

Technology usage at Al-Hamra Academy is a *privilege*, not a right, extended to all individuals as means to enhance their learning experiences. Students will have the opportunity to broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with technology will help furnish students with the appropriate skills required by the evolving business and educational community. Al-Hamra Academy is pleased to offer this opportunity to all students.

Therefore, Al-Hamra Academy students agree to adhere and obey the following Technology Guidelines:

- ✓ Students should be aware that use of Al-Hamra Academy Technology Network and Internet is a privilege, not a right. All students using the Internet outside of specific class time should obtain prior permission from the principal, computer/technology teacher, and/or subject related teachers.
- ✓ The Internet is available to students for academic purposes only. Use of Al-Hamra Technology must be related to curriculum-based assignments that have been assigned and/or approved by the Al-Hamra faculty. Special permission for non-academic Internet searches must be obtained from the principal depending on need and reason, if time and space allow, and particularly for those who do not have Internet access at home.
- ✓ Transmission and viewing of any material in violation of any U.S or state regulations is prohibited. This includes but not limited to plagiarizing copyrighted material, threatening or obscene materials, or materials protected by trade secret or classified government information. The use of the computer to view or transmit information generally considered inappropriate in an Islamic learning environment is not allowed.
- ✓ Use of the Al-Hamra Academy Technology Network for any commercial or illegal activities by students is prohibited. If Al-Hamra Academy incurs a cost, including computers and accessories, due to student negligence or use, the student will be held responsible for the cost and lose his/her access rights.
- ✓ Students are to remember the rules of etiquette. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network. Always be polite and always use appropriate language.

- ✓ **Never** reveal private information about yourself or any other user(s) such as full name, home address, school's information, telephone number(s), credit card number(s), social security number(s) etc.
- ✓ **Access is limited to your files only.** Never tamper with the system nor alter, delete, change, or destroy any files, data or programs that are not yours. Always respect the privacy of others. Users are required to adhere to the rules established for the use of hardware, software, the World Wide Web (Internet), equipment etc.
- ✓ Access to email is under the supervision of the teacher assigning the project or assignment and/or the principal and/or the Computer/Technology teacher with permission. **No student has permission to send or access e-mail using Hotmail, Yahoo, AOL, or any other e-mail program on the web. For their own safety, Chat Rooms in any forms are never allowed.** Any students doing so will forfeit their use of the Internet at Al-Hamra Academy. The use of Al-Hamra Academy computers anywhere is strictly for academic purposes only.
- ✓ Installing any software on the network or computer by any user is prohibited. All data disks in any form must be checked for viruses before usage. Students are encouraged to print assignments at home if assignments are completed there. This eliminates disk problems when the students get to school.
- ✓ Al-Hamra Academy Network is offered to all students and teachers/staff, Parents, alumni and other educators may use the network when not in use by students with prior permission from the principal.
- ✓ Students are required to print their reports at home. However, if they do not have access to a printer, they can print it at school at a cost of five cents a page. If these rules are not followed students will lose their printing privileges.

#### 1. Consequences

Parent(s)/guardian(s) of a student involved in violation of the terms and conditions set forth above will be automatically notified. Depending on the severity of the infraction, any of the following consequences may take place:

- Conference with parent/guardian
- Individual access privileges may be revoked
- Loss of technology use for a determined period.
- School disciplinary action according to the infraction.
- If necessary, appropriate legal action will be taken.

The Internet is an electronic communications network that provides vast and unique resources. Al-Hamra Academy encourages its frequent use in curriculum-based projects. However, Al-Hamra Academy cannot be held responsible or liable for lost, damaged or unavailable information due to technical or other difficulties.

Students must learn to differentiate between material that is educationally sound and that which is not. They are responsible to make a sound judgment for the information they gather. It is our hope that our students will utilize the opportunities afforded them to access current and relevant resources, to seize the

opportunity to communicate in a technologically rich environment and to assist them in becoming responsible, self-directed, successful learners.

**Acceptable Use Policy for Internet at Al-Hamra Academy**  
**(Please fill these fields on School Pro)**

**Parent/Guardian:**

I, \_\_\_\_\_, am the parent/guardian of the above-named student. I have read and understood the Acceptable Use Policy and I hereby give permission for my child to use the Internet and Reference Network provided by Al-Hamra Academy and understand that he/she is required to follow this policy. I further understand that there is a potential for my child to access information on the Internet either at home or at Al-Hamra Academy that is inappropriate for elementary and/or middle school students and that every reasonable effort will be made on the part of faculty and staff of Al-Hamra Academy to restrict access from such information, but that my child is ultimately responsible for restricting himself/herself from inappropriate information. I also understand that Al-Hamra Academy, its faculty, and staff are not liable for the actions of my child while on the Internet or for any costs he/she may incur while on-line.

My child(ren) has access to the Internet and e-mail at home.

\_\_\_\_\_ Yes \_\_\_\_\_ No

Signed,

\_\_\_\_\_  
(Parent/Guardian Signature) Date \_\_\_\_\_

**Student:**

I, \_\_\_\_\_, have read and understand the Acceptable Use Policy and agree to all the provisions. I understand that any violations of the above guidelines will result in immediate suspension of my Internet privileges, and that because of such violations further disciplinary measures may be taken.

Signed,

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

## ACKNOWLEDGMENT & RELEASE FORM

### ~~~~~ Parent/Student Handbook ~~~~~

- ☐ Checking this box certifies that I have read the Parent/Student Handbook and that the student(s) and parent(s) will abide by the following as stated in the Parent/Student Handbook.
- Uniform Policy
  - Anti-Bullying Pledge
  - Acceptable Use Policy for Internet
  - Late Pick up Fee Policy

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Parent Signature

Print Name

Date

### ~~~~~ Transportation Release ~~~~~

I understand that on certain dates throughout the academic school year the need will arise where my child(ren) will be transported using teachers' and other parents' vehicles and buses to various destinations, i.e., various field trips.

I release Al-Hamra Academy, faculty, staff, and chaperones from any liabilities due to any unfortunate circumstances that may occur during the time away from school.

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Parent Signature

Print Name

Date

### ~~~~~ Photo Release ~~~~~

- ☐ **I give permission** to the administration and staff of Al-Hamra Academy to take pictures and/or video tape my child/children at school functions, field trips, class parties, Al-Hamra Academy Facebook, etc. which can be used by the school for different educational and marketing purposes.
- ☐ I'm ok with photographs and videos but **NO FACEBOOK**.
- ☐ **I DO NOT give permission for** my child/children to be photographed or videotaped by the administration and staff of Al-Hamra Academy.

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Parent Signature

Print Name

Date

### ~~~~~ Publication Release ~~~~~

- ☐ **I give permission** to the administration and staff of Al-Hamra Academy to publish works of my child(ren) that were created at school. Such works would include (but not limited too) writings, art projects, etc. Publishing could include (but not limited to) educational and marketing materials, distributed class projects, yearbooks, and bulletin board displays.
- ☐ **I do not want** my child/children's work at school to be published.

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Parent Signature

Print Name

Date

## Anti-Bullying Pledge

We, the students, staff, and parents of Al-Hamra Academy, agree to join to promote respect and prevent bullying at our school.

We believe that everybody should enjoy our school equally and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and/or nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name-calling, picking on, making fun of, laughing at spreading rumors, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we, the students, staff, and parents or guardians of Al-Hamra Academy agree to:

<b>Students</b>	<b>Staff</b>	<b>Parents/Guardians</b>
<ol style="list-style-type: none"><li>1. Value student differences and treat others with respect.</li><li>2. Not become involved in bullying incidents or be a bully.</li><li>3. Report honestly and immediately all incidents of bullying to a staff member.</li><li>4. Be alert in places around the school where there is less adult supervision, such as bathrooms, hallways, and outside areas.</li><li>5. Support students who have been or are subjected to bullying.</li><li>6. Talk to teachers and parents about concerns and issues regarding bullying.</li><li>7. Work with other students and staff, to help the school deal with bullying effectively.</li><li>8. Provide a good role model for younger students and support them if bullying occurs.</li><li>9. Review the Behavior and Discipline Policy in the Student/Parent Handbook.</li></ol>	<ol style="list-style-type: none"><li>1. Make use of the curriculum that focuses on character education.</li><li>2. Teach students about less obvious forms of bullying like gossiping and exclusion.</li><li>3. Discuss proactive anti-bullying measures (such as playing, reading, having lunch, or performing salah with a student who has been excluded in the past).</li><li>4. Encourage students to become peer mediators and help stop bullying behavior.</li><li>5. Communicate with parents when bullying occurs.</li><li>6. Ensure that students will feel safe reporting incidents of bullying and confident they will be dealt with and not ignored.</li><li>7. Report all incidents of bullying immediately to the principal.</li><li>8. When an incident is reported, all students involved will be given the opportunity to give their version of the incident.</li><li>9. Support disciplinary measures for offenders.</li><li>10. Review the Behavior and</li><li>11. Discipline Policy in the Student/Parent Handbook.</li></ol>	<ol style="list-style-type: none"><li>1. Work in partnership with the school, to encourage positive behavior, valuing difference and promoting sensitivity to others.</li><li>2. Discuss regularly with our children their feelings about schoolwork, friendships, and relationships.</li><li>3. Inform school staff of changes in our children's behavior, or circumstances at home that may change a child's behavior at school.</li><li>4. Review the Behavior and Discipline Policy in the Student/Parent Handbook.</li></ol>

Signed,

\_\_\_\_\_  
(Parent/Guardian Signature) Date\_\_\_\_\_

\_\_\_\_\_  
(Student Signature) Date\_\_\_\_\_