



AL-HAMRA

A C A D E M Y

Al-Hamra Academy
435 South Street
Shrewsbury, MA 01545
Tel: 508-845-7000 Fax: 508-845-7002
www.alhamraacademy.org

PARENT/STUDENT
HANDBOOK

2018-2019

Hijrah 1439-1440

Table of Contents

| | |
|--|----|
| Al-Hamra Academy | 1 |
| Our Mission | 4 |
| INTRODUCTION | 5 |
| Welcome to Al-Hamra Academy | 5 |
| Philosophy | 5 |
| SCHOOL POLICIES | 6 |
| Admission Requirements | 6 |
| <i>New Students</i> | 6 |
| <i>New Student Registration</i> | 7 |
| <i>Returning Student Commitment and Registration</i> | 7 |
| Registration | 7 |
| <i>Withdrawal after Registration</i> | 7 |
| <i>Immunization and Physical Examination</i> | 7 |
| Student Records | 8 |
| Withdrawal | 8 |
| Tuition and Fees | 8 |
| Financial Aid | 9 |
| Lunch & Snack | 9 |
| Personal Party Invitations | 9 |
| Dress Code | 9 |
| <i>Uniform Table I</i> | 10 |
| <i>Uniform Table II</i> | 11 |
| <i>Examples of School Uniform Violations</i> | 13 |
| <i>Non-Uniform Guidelines (Your Choice of Dress Day)</i> | 13 |
| <i>Dress Day Violations</i> | 13 |
| <i>Clothing for Salaah</i> | 13 |
| <i>Jumuah Day Dress Guidelines (for Middle School)</i> | 13 |
| Field Trips | 13 |
| Transportation | 14 |
| Drop off / Pick up / Parking | 14 |
| Safety Regulations | 15 |
| <i>Emergency Contact</i> | 15 |
| <i>Emergency Situations or Accidents</i> | 15 |
| Medical Regulations | 16 |
| <i>Communicable Ailments</i> | 16 |
| <i>Dispensation of Medication</i> | 16 |
| <i>Dismissal on Medical Grounds</i> | 16 |
| <i>Exclusion from Activities</i> | 16 |
| Attendance | 17 |
| <i>Absences</i> | 17 |
| <i>Tardiness</i> | 17 |
| <i>Daily Schedule</i> | 17 |
| Inclement Weather Closing | 17 |
| ACADEMIC POLICIES | 18 |
| Report Cards | 18 |
| <i>Report Cards Issued (Montessori through 8th Grade)</i> | 18 |
| Middle School Honor Roll Criteria | 18 |
| Conferences | 18 |
| Homework Policy | 19 |
| <i>Teacher's Responsibility</i> | 19 |
| <i>Student's Responsibility</i> | 19 |
| <i>Parent's Responsibility</i> | 19 |

| | |
|--|----|
| <i>Administration’s Responsibility</i> | 19 |
| Grading | 20 |
| <i>Mid Term and Final Exams</i> | 20 |
| <i>Standardized Test</i> | 20 |
| <i>Graduation Requirements</i> | 20 |
| <i>Promotion and Retention Policy</i> | 20 |
| <i>Academic Acceleration Policy</i> | 21 |
| Academic Instructional Program | 21 |
| <i>Montessori Instructional Program (Pre-S and Pre-K)</i> | 21 |
| <i>Elementary Instructional Program (Kindergarten to Second Grade)</i> | 21 |
| <i>Intermediate Instructional Program (Grades Three to Five)</i> | 21 |
| <i>Middle School Instructional Program (Grades Six to Eighth)</i> | 22 |
| <i>Arabic and Islamic Studies Program</i> | 22 |
| <i>Physical Education Program</i> | 22 |
| Field Trips | 22 |
| Back to School Night | 23 |
| Professional Development Days / Early Release Days | 23 |
| BEHAVIOR & DISCIPLINE | 23 |
| General Philosophy | 23 |
| Anti-Bullying Pledge | 24 |
| Honor Code | 24 |
| <i>At All Times</i> | 24 |
| <i>In School</i> | 24 |
| <i>Before and After School</i> | 25 |
| Outdoor Recess Rules | 26 |
| Indoor Recess Rules | 27 |
| Positive Behavioral Intervention: A Differentiated Approach | 27 |
| Guide to Mutual Respect | 28 |
| Discipline Policy – Kindergarten to Grade 5 | 29 |
| Discipline Policy – Grades 6 to 8 | 29 |
| Explanation of Disciplinary Actions | 31 |
| Plagiarism / Cheating Policy | 32 |
| Student Permanent Record | 33 |
| HOME SCHOOL RELATIONSHIP | 34 |
| Communication between Parents and Teachers | 34 |
| Communication between Parents and Administration | 34 |
| <i>Non-Custodial Parents</i> | 35 |
| <i>When Parents Have a Concern</i> | 35 |
| <i>Parents’ Code of Conduct</i> | 35 |
| Visitors/Parent Volunteer Program | 35 |
| PTO (Parent Teacher Organization) | 36 |
| STATE REPORTING REQUIREMENT | 36 |
| Student Welfare-Child Abuse Policy | 36 |
| ROLES & RESPONSIBILITIES | 37 |
| Role of Board of Directors | 37 |
| Administration’s Role | 37 |
| Teacher’s Role | 37 |
| Parent’s Role | 37 |
| HANDBOOK REVISIONS | 38 |
| Appendix | 39 |
| Accepted Use Policy for Internet at Al-Hamra Academy | 39 |
| Release Forms | 42 |
| Anti-Bullying Pledge | 43 |



AL-HAMRA

A C A D E M Y

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.

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 Council of Islamic Schools in North America (CISNA). It is proudly also a STEM Certified school by WPI.

Philosophy

The aim of Al-Hamra Academy is to give our students an Islamic identity and a high quality education. This includes state-of-the-art training in physical and social sciences, and at the same time inculcation of the values which make individuals good human beings and useful members of society. Students will be prepared to take a role in the scientifically and technologically advanced world. At the same time, the social and spiritual needs of students will be addressed by developing the highest standards of values, morals, etiquette, and drive for excellence through Islamic education, which demands a complete discipline in one's personal and social life.

SCHOOL POLICIES

Admission Requirements

New Students

Admission to Al-Hamra Academy is open to all students in Pre-school to 8th grade. The Academy does not discriminate in enrollment on the basis of 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 to adequately address.

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

1. A Pre-school student must be 3 years of age by December 31st.
2. A Pre-kindergarten student must be 4 years of age by December 31st.
3. A Kindergarten student must be 5 years of age by December 31st.
4. A 1st grade student must be 6 years of age by December 31st.

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)

In order 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. Personal interview with students entering grades 4 and up.
11. Psychological evaluation of the student, if requested.

The admission committee will not start reviewing the file until all of 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

In order 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. 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 1st. Failure to do so may result in loss of enrollment privileges for the family for the following school year.

In order 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.
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 PraxiSchool. The installment agreement form and payment should be received by the school by August 30th, 2018.

Withdrawal after Registration

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees including the first-tuition installment. Students who withdraw after school begins will lose registration fees, and will also be responsible for tuition until the end of the month in which the withdrawal occurred.

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 2018-2019 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 night.

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 **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

Students moving to another school will be processed through the Principal's office. The parents will sign a record release form and fill out an exit survey. Records will be transferred upon a written request. However, with the exception of the student's transcript, Al-Hamra Academy reserves the right to withhold school records until all tuition is paid in full.

Tuition and Fees

The following is the tuition schedule:

| Grade | Amount |
|------------------|---|
| Preschool-PreK | \$5,500 (5 half days) |
| Preschool-PreK | \$7,000 (5 full days) |
| Preschool-PreK | \$5,000 (3 full days) |
| Preschool-PreK | \$4,000 (3 half days) |
| KG to Grade 8 | \$6,500 (5 full days) |
| Sibling Discount | - \$500 2 nd child |
| | - \$1,000 3 rd child |
| | No Fee 4 th and subsequent children |

An academic fee for each student must be paid prior to registration. The fee schedule is as follows:

| | |
|-----------------------------|------------------------|
| Montessori – Fifth grade: | \$300 per student |
| Sixth Grade – Eighth Grade: | \$350 per student |
| Eighth Grade Student: | \$50.00 graduation fee |

A Physical Education fee of \$100 for each student must be paid prior to registration.

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 August 30
- b. Two installments: August 30th and January 15th.
- c. September check should be paid at registration on August 30th
- d. 9 signed, post-dated, monthly checks from October 1, 2018 to June 1, 2019
- e. Automatic withdrawal agreement signed for 9 months (October to June) September tuition must be paid by cash or check by August 30th.

This rule will be enforced. However, if there are unanticipated or unusual circumstances, the school should be notified in writing.

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 June 1st. Financial Aid forms submitted after June 1st may be entertained 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 students to pack lunches and snacks for their children that do not contain nuts. Nutella is one such example. In the event that 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 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 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 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 5th Grade)

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

TABLE II (Middle School)

| | Male Students (6th to 8th) | Female Students (6th to 8th) | Gym (All Grades & Gender) |
|---------------------------|---|---|--|
| Tops | Al-Hamra Academy Logo <i>Light Blue</i> Polo Shirt (short or long) Solid Navy Blue Cardigan Solid Navy Blue Fleece Jacket <i>(no sweatshirts/jackets allowed in class)</i> | Long Sleeve <i>Light Blue</i> 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 Gender Gym Shirt |
| Pants / Jumper | Navy Blue Dress Pants | Al-Hamra Academy Logo Navy Blue Jumpers Navy Blue Dress Pants <i>(Sweatpants and leggings are unacceptable under jumper)</i> | Navy Blue Sweatpants |
| Socks / Shoes | Socks: Any Color Sneakers: Any Color Dress Shoes: Any Color | Socks: Any Color Sneakers: Any Color Dress Shoes: Any Color | Socks: Any Color Sneakers: Any Color |
| Hijabs | | 6th to 8th Grade Color: Plain Navy Blue | 6th to 8th Grade Color: Plain Navy Blue |

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 clean at all times. 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 uniforms. Found items will be returned to the student when a name is present. Uniforms with illegible names or no name will be placed in the lost and found box and disposed of at the end of each month at the Academy’s discretion.

Examples of School Uniform Violations

- Unclean uniform
- Tight fitting uniform
- No hijab (Grades 5 to 8)
- Mohawks/Frohawks (hair of different lengths)
- Colored, dye treated hair
- Sweatshirts in class
- Jackets in class
- No socks
- Non-uniform shoes (wheelies, light-up sneakers)
- Sandals
- Slippers/ Flip flops
- High heel shoes
- Open toe shoes
- Jewelry
- Unclean, untrimmed nails
- Nail polish / painted nails (regardless of age)
- Tattoos (neither fake or real)
- Inappropriate pictures or symbols on backpacks, lunch box, or other accessories

Non-Uniform Guidelines (Your Choice of Dress Day)

Throughout the year, various days will be designated as Students' Choice of Dress Day. However, the students should still adhere to our Islamic Dress Code.

Students should always come to school dressed appropriately for salaah; clothing should be loose fitting and sufficient enough 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)
- Mohawks/frohawks
- Colored or dye treated hair
- Painted nails
- T-shirts with inappropriate slogans
- Tight pants (e.g. leggings or skinny pants)
- Tight shirt
- No socks
- Sandals
- Flip-flops
- High heel shoes

A uniform violation slip is sent home if there lack of compliance.

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. Please be dressed appropriately on Friday.

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 car-pooling, 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 Shrewsbury School Department's website: <http://schools.shrewsbury-ma.gov>. 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 Ramadhan, the bus will still pick up at 3:00. Dismissal is at 2:00 p.m. You may either pick your child up at 2:00 or opt for paid after-care at school until 3:00.

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.

Only use the ramp if your child is old enough to walk inside the building alone. We request parents of students in Preschool, PreK and KG to park your car in the parking lot walk your child inside the building. **The ramp is restricted to quick drop offs only. Please refrain from parking on the ramp. Please refrain from reversing on the ramp.** Please notify the office if you see a violation. **The front door will be locked at 8:00.** When arriving late, parents must park their cars in the parking area; not on the ramp. **After 8:00 parents are not allowed to enter the classrooms, unless accompanied by a staff member.**

Dismissal is at 3:00 PM and students should be picked up no later than 3:20 PM. Parents should pick up their children by waiting in their cars in the pick-up line only. **In case of an emergency, the parents should approach the teacher on dismissal duty** and pick up their children from the dismissal door. However, if children are going to be picked up before dismissal, the Academy office should be notified by 2:30 p.m. **No calls will be answered during dismissal from 2:40 to 3:20 p.m.**

For the safety of the students, please abide by the laws of the State of Massachusetts regarding stopping for the School Buses. When the bus has red flashing lights and its Stop Sign is visible, cars must STOP and not pass the school bus.

After 3:20 PM, parents are requested to come into the school and sign the late pick-up log before leaving with their child(ren). After two late pick-ups, parents will be billed \$5.00 for the first 15 minute per child and every additional 15 minutes thereafter. The billing cycle will start on the first Friday of the month. If your child is to be picked up by someone other than a parent or their regular pick-up person, the office should be notified before 2:30 PM via phone or in writing.

We request parents not to be on a cell phone or any other devices when driving in the parking lot or when their child is being loaded; and we also request that the parent help the teachers in loading their children in the cars.

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 illness, allergies, or other special considerations for your child.

If your child is ill with fever or having an allergic reaction, the school will contact the parent and receive verbal authorization before administering any medicines, but we still need authorization for our school records. Please make sure to check this box in Praxi.

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 and filed in the school office.

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. In order 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 chicken pox 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 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

A doctor's written permission is required if a medicine is to be dispensed during school hours. The medicine and permission along with directions must be provided to the nurse or school administration by parents of the child. **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. Temperatures below 20F mean students stay indoors.

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 must notify the school by 9:00 a.m.** In case of extended leave, for example due to an illness, parents 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 a homework packet can be prepared. Vacation time does not count as an excused absence. After 15 unexcused absences a child has to 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 to 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. In order to verify that there is a closing or delay, please do one of the following:

1. An email and text will be sent to the Al-Hamra parents for whom we have valid contact information.
2. Watch WBZ Chanel 4 or visit wbz.com for school closings or delays.
3. Check the Al-Hamra Academy website at www.alhamraacademy.org.
4. Call the school after 6:00 a.m. and listen for an announcement.

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 8, 2018

January 24, 2019

April 4, 2019

June 14, 2019 (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 Praxi 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 to schedule a time to meet on this day. Additionally, either the parent 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:

| | |
|-------------------------|-----------------------------------|
| Kindergarten: | 10 to 15 minutes a day |
| First to third grade: | 15 to 30 minutes a day |
| Fourth and fifth grade: | 45 minutes to 1 hour a day |
| Sixth to eighth grade: | 1 to 1 ½ hours a day |

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 task.
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 time line for long-term projects.
7. To check the assignment book daily.
8. Grades will be updated on the PraxiSchool 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.

Parents' Responsibility:

1. To provide a quiet study space.
2. To encourage a set study time.
3. For grades 3 and up, parents 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 and also as compared to other students in the same grade. Homework passed in late without a valid excuse will be graded by the following scale:

One day late will be graded from 90%

Two days late will be graded from 75%

Three days late will be graded from 50%

After three days the student will receive a 0% for the assignment, but is not excused from completing the assignment. (Unless stated otherwise in student's class syllabus).

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.

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

In Kindergarten to 2nd grade, students will be graded on a scale of 1 to 4 with a grade of 4 being the highest grade.

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. 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 in order 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 8th 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. A

committee made up of the principal, the classroom teacher, and a veteran teacher will meet to decide if the student will be retained. The decision of the committee is final.

Academic Acceleration Policy

The school administration may accelerate student 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 in order to be accelerated:

1. Get straight A's 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 1st 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 December 31st.
2. A Pre-K student must be 4 years of age by December 31st.
3. A KG student must be 5 years of age by December 31st.
4. A First grade student must be 6 years of age by December 31st.

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 a Montessori and Pre-School together. Our students are provided independent learning opportunities, while also carving a space for socialization, play, and project-based learning.

Elementary Instructional Program (Kindergarten to Second Grade)

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. 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 Three to Five)

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. 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 on the basis of daily performance and test scores.

Middle School Instructional Program (Grades Six to Eighth)

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. We expect the students to start taking responsibility for their own learning. Choice of Spanish as foreign language is 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 Pre-school through 8th grade specifically address the former:

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

Physical Education Program

Al-Hamra Academy has a contract with the YMCA in Northborough. Coaches come to school every week for gym classes. During the winter months students are bused to YMCA for gym. YMCA provides us with an age appropriate gym curriculum. They separate the boys and girls from grades four and up and provide female coaches for girls and male coaches for boys. Additionally, we also offer martial arts in school for all students in K-8 with a master Sensei, Kyoshi Alan D'Allessandro from New England Karate Academy

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 on the field trip in order 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. Parent volunteers may assist school personnel with supervisions of students on field trips. Parents 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

“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 as well as the progress made by your child.

Professional Development Days / Early Release Days

The first Friday of each month, starting in October, will be either a half day or full day off. Students will be dismissed at 12:00 noon on the half day, in order that the staff may 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 at all times are 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 shape or form.

A high standard of Islamic conduct is expected at all times. Everyone is expected to do their best at all times. 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 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 together 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 and furnishings.
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. When the whistle is blown, it means the 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 miss their next recess.
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 with their parent/guardian 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 are responsible for students walking to or from school, whether it is from their home, or an after school program or activity.

Parents will be notified via daily planner 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 at recess unless it is raining or wet, snowing or icy outside, or extremely cold (below 20F). We trust that parents have made an appropriate choice of clothing for their children for the day and **will send them out for recess.**
- Students should wear warm winter coats, hats and mittens/gloves.
- If for some reason a parent 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 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 sending 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 have the final say with any and all issues that pertain to safety.

Students who do not follow these rules are eligible to lose their recess privileges; teachers should report unsafe or inappropriate activity on the incident report form. Teachers 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 of 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 have implemented a differentiated approach to discipline, utilizing positive behavioral intervention strategies to help students take ownership of their mistakes and to learn from them. This approach is used in conjunction with the Guide to Mutual Respect. The reasons to take a differentiated approach with 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 a school-wide goal.
- c) Each student mistake is treated as a learning opportunity.
- d) Students are empowered around the mistakes they make and are involved in the process of
 - “Owning” the mistake,
 - “Fixing” the mistake, and
 - Learning from the mistake.
- e) Students are 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 and is 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 in order to improve positive behavioral skills and long-term outcomes.

Positive discipline strategies focus on increasing desirable behaviors instead of simply decreasing undesirable ones through negative consequences and/or punishment. Through the process, there are more opportunities for relationships with caring adults, which will prevent discipline problems in the future.

When students have a secure relationship with their teachers they are more comfortable taking risks that enhance learning or asking questions when they are unsure and need guidance. Listening to student concerns, responding gently to poor choices and with explanations rather than harsh punishments, and showing positive emotions strengthen the teacher-student relationship, and help students in the long run.

Teachers at Al-Hamra Academy have made an effort 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.

Through positive behavioral interventions, discipline is fair, corrective, therapeutic, and individualized based on students and their needs. Students also tend to feel less alienated because they are involved in the process. Part of the process involves determining possible consequences. Aside from the natural consequences that result in a poor decision (i.e. missing a class or classes, meeting with parents, completing a reflection sheet), students are also asked for their input around other consequences that might be necessary. The learning process is long and can be difficult for students, but the overall outcomes are meaningful for students, and they learn from their mistakes.

Guide to Mutual Respect

Introduction

The Al-Hamra Academy community desires to maintain a positive learning environment for each and every 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.

Parents 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.

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.

Discipline Policy – Grades Kindergarten-5

| Level of Offense | Behaviors | Range of Consequences |
|-------------------------|---|--|
| Level 1 | <ul style="list-style-type: none"> * Rude or inappropriate language * Disrespecting peers, teacher and others | <ul style="list-style-type: none"> * Informal conference with a teacher * Reflective writing assignment * Note sent home to be signed by parent |
| Level 2 | <ul style="list-style-type: none"> * Repeated level 1 violations * Disrupting the learning environment * Challenging authority * Violating AUP (Acceptable Use Policy) * Electronic device violation | <ul style="list-style-type: none"> * Note sent home to be signed by parent * Reflective writing assignment * Call and notify parents |
| Level 3 | <ul style="list-style-type: none"> * Repeated level 2 violations * Harassment/ Bullying * Stealing with intent * Destroying or defacing property * Possessing dangerous paraphernalia | <ul style="list-style-type: none"> * Meeting with the administration * Parent Conference |

Middle School (Grades 6-8)

Offenses fall into three categories.

Category A - those that are monitored by the individual teacher and relate to classroom management or minor level building-wide offenses

Category B - more serious offenses that are monitored by the individual teacher or referred to the Administration

Category C - infractions that are of such a serious nature that immediate and severe action by the Administration is warranted

The Process

Parents will be notified of continued offenses in Category A by the appropriate teacher and/or administrator. Offenses in Categories B will result in either an email or call to the parents. Offenses in Category C will result in a call to the home. When parents are contacted, they will be made aware of impending disciplinary action and have an opportunity to discuss ways of resolving the behavioral problems. Students and parents also have the right to speak to a teacher who has initiated the disciplinary action and to the administration if a further explanation is necessary.

When a student is suspended, he/she will return to school accompanied by his/her parent/s. A parent conference will be required for the student’s reinstatement. (Depending upon the nature

and circumstances of the offense, the Administration may decide to hold this conference either prior to or during the suspension.)

Category A – Classroom Management

Teachers will monitor all elements of classroom/homeroom management. They will respond to inappropriate behaviors by personal interaction with the student, team discussions and communication with the home. Teachers will document these preventative efforts. However, when such actions are nonproductive, this documentation will enter the discipline code under Category B. Once these actions have reached Category B level, continued inappropriate behaviors will go directly to Category B.

Examples of inappropriate classroom behaviors in Category A include, but are not limited to: tardiness to class, disruption of the learning environment, overdue materials, unprepared for class (e.g., no book, pencil), harsh language, electronic device violations.

Additional individual classroom expectations may be generated by the teacher in conjunction with the class.

Category A will also include minor misconduct throughout the building and grounds. When offenses in this category accumulate to indicate continuing inappropriate behavior by an individual, this documentation will also enter Serious Category B.

Examples of inappropriate school-wide behaviors in Category A include, but are not limited to: minor student abuse, minor property abuse, minor misconduct anywhere in the school or school grounds. These behaviors will be monitored not only during school hours, but also during school-related functions and after-school programs including but not limited to Robotics, Destination Imagination, After-school Quran/Arabic, Math programs, Fundraising dinners, etc.

Category B – Serious

Offenses in this category represent serious infractions and will therefore result in a response from the Teacher or administration. Consequences may include lunch detentions, after school detention, reflecting activities, and community service to the school. Depending on the severity of the circumstances in which the infraction occurred, the administration could assign a suspension for an infraction in this category.

1. Profanity/disrespect to staff by either word or gesture
2. Stealing
3. Student abuse
4. Individual/group harassment of an individual/s
5. Behaviors that seriously disturb the learning environment
6. School vandalism
7. Fighting
8. Forgery of and/or interference with school/home communication
9. Accumulation of documented classroom misbehaviors documenting a lack of response to the preventive efforts of the teacher, the home and the team, or accumulation of minor offenses from Category A.
10. Blatant refusal to follow the directions of a teacher or administrator.
11. Plagiarism or cheating
12. Other - with full explanation

Category C- Major Infractions

Some infractions are of such a serious nature that immediate and severe action by the administration is warranted for the purposes of this document, suspension is defined as the temporary exclusion of a student from the regular school program for a specified number of day(s). At the discretion of the administration, suspension can be served externally (student remains home) or internally (student remains at school under supervision). The number of suspension days assigned by the administration depends on the nature of the case.

Major infractions include but are not limited to:

1. Any aggressive behavior such as, but not limited to
 - A. Purposefully inflicting bodily injury to another person
 - B. Fighting
 - C. Bullying
 - D. Aggression toward an adult by word or gesture
 - E. Other
2. Any illegal action such as, but not limited to
 - A. Threatening individual or public safety such as pulling a fire alarm
 - B. Possessing materials/articles used as incendiary devices
 - C. Setting fires
 - D. Possessing explosives (as defined by state and/or criminal statutes)
 - E. Smoking
 - F. Possessing and/or drinking alcoholic beverages
 - G. Seriously vandalizing school property or another's possessions
 - H. Stealing that may result in police involvement
 - I. Possessing and/or using a controlled substance or any other substance used to alter either mental or physical perception or sensation
 - J. Possessing and/or using a weapon, or anything that could be seen as a weapon
 - K. Harassing - including but not limited to verbal or physical taunting, threatening, ethnic or sexual harassment
 - L. Civil Rights Violation and/or Crimes of Hate
 - M. Other

Explanation of Disciplinary Actions

| | |
|-------------------------------|--|
| Informal Conference | A staff member will talk to the student regarding the infraction and future behavior. |
| Documenting Incident | The incident will be documented by the teacher/administrator involved. This will not be entered into the student's permanent record. |
| Lunch Detention | 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. |
| After-School Detention | Student will have to stay after school with teacher or administration supervision. Conferencing and/or reflective writing may take place during this time. |

| | |
|------------------------------------|--|
| Parent Conference | Parents will be asked to set up an appointment to discuss the situation on hand and will be informed of the decision taken by the teacher or the administration. |
| In School Suspension | Student will be separated from some or all of his/her day's school routines/activities for a certain period of time, but remain in school to complete the day's work. Conferencing and/or reflective writing may take place during this time. Parents will be notified and a Parent conference may be needed prior to student reentering class |
| Meeting with Administration | A member of the Administration will meet with the students and his/her parents regarding the infraction and future behavior. |
| Out of School Suspension | The parent is notified immediately. Student is not permitted to attend school or school-related events until approved by administration. Student will complete daily work at home. Conferencing and/or reflective writing may take place during this time. Parent conference may be needed prior to student reentering class. |
| Expulsion from School | 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 of time. 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.
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 will receive a form asking to disclose if their child carries a phone to school. In the event that 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 at dismissal. A student may not use cell phones during dismissal or during the day. In the event that cell phone usage occurs, it will be confiscated, and parents will be asked to come to the office to pick it up.

HOME SCHOOL RELATIONSHIP

Communication between Parents and Teachers

Both parents 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.
- In the event that a parent is not satisfied with the resolution or is unable to resolve the issue with the teacher, should the parent request to meet with the principal.
- If parents 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 making a decision. The decision by the Board of Directors is final.

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

Parents 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 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 are encouraged to contact the school when questions and concerns arise.

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

Parents 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 should not call the teachers at home.**

If a parent 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 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 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. In the event that a parent is not satisfied with the resolution or is unable to resolve the issue with the classroom teacher, the parent should then request to meet with the principal. The principal will schedule a time to meet with the parent to discuss the concern. If parents 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 making a decision. 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' Code of Conduct

The Academy sets an example on how to live by the values we promote and teach our children. Parents are expected to show courtesy and restraint when dealing with the school in accordance with the protocol above. Parents who act aggressively or rudely to any member of the staff will be warned. If the parent 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 to leave the school and the enrollment of the children may be terminated.

Visitors

We welcome parents to visit the school. Parents 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.

Parent Volunteer Program

Teachers and administrative staff will reach out to parents 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 and fathers 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 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 will be informed of amendments through school notices. Parents are responsible for reading the handbook prior to each school year.

The Administration and Staff at Al-Hamra Academy welcome you to the 2018-2019 school year.

Rev. June 14, 2018

DWLIBDB\223563.1 9626/00

APPENDIX

Acceptable Use Policy for Internet at Al-Hamra Academy

In order to enhance the mission of Al-Hamra Academy that education should prepare students to become successful individuals and more inclusive role in the society and community, we believe it is a necessary part of 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 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 anti-social behaviors are prohibited on the network. Always be polite and use appropriate language at all times.

- ✓ **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 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 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 of time.
- 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 Praxi)

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/ World Wide Web/ e-mail at home.
_____ Yes _____ No

Signed,

_____ Date _____
(Parent/Guardian Signature)

Student:

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

Signed,

_____ Grade: _____ Date: _____

RELEASE FORMS

(Please fill these fields on Praxi)

~~~~~ 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.

~~~~~ 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 do not want** my child/children to be photographed or videotaped by the administration and staff of Al-Hamra Academy.

~~~~~ 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.

Anti-Bullying Pledge

We, the students, staff, and parents of Al-Hamra Academy, agree to join together 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 of Al-Hamra Academy agree to:

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

Parent's Name _____

Parent's Signature _____