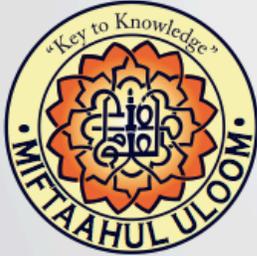


STUDENT-PARENT HANDBOOK 2018-2019



MIFTAAHUL ULOOM
FAITH - ACADEMICS - COMMUNITY

MISSION & VISION

Our Mission:

Our mission is to help families educate children to be God-conscious, principled, knowledgeable, well-balanced, cooperative, committed, and caring Muslims fully equipped to face the challenges of the 21st century.

Our Vision:

Miftaahul Uloom Academy will become an internationally recognized leader in progressive Islamic education

All parents and visitors coming on campus must first check in at the front office for permission and an on-campus pass

Thank you.

Video and Photography Release

During the course of the school year students are photographed and videotaped during school activities by students or employees of Miftaahul Uloom Academy. To protect the privacy of students, pictures on Miftaahul Uloom Academy web pages will never be identified with student's names. If and when photographs, which require identification, are to be used in promotional works, written permission will be secured from the parent/guardian prior to publication.

If you do not want your son or daughter videotaped or photographed during the course of the school year, you need to contact the Main Office and request a denial of waiver form to be sent to you and return it, indicating your desire not to have your son or daughter videotaped or photographed.

TABLE OF CONTENTS

School Mission	5
Introduction	5
Student Rights	5
Student Responsibilities	5
Section A – Operations and Policies	6
Arrival and Departure	6
MORNING HALAQAH (Assemblies & Special Event) Procedures.....	6
Attendance	6
Excused Absences	7
<i>Unexpected Absences: Personal Illness, Illness in the Family, Death of a Relative</i>	7
<i>Anticipated/Planned Absence: Religious Holidays, Professional Appointments, Competitions</i>	7
<i>Make-up Work for Excused Absences</i>	7
<i>Unexcused Absences</i>	7
<i>Make-up Work for Unexcused Absences</i>	8
<i>Tardiness</i>	8
Book Bags.....	8
Communication (Parent – Teacher – Student)	8
Computer Use	9
<i>Ethical use of Computer Technology</i>	9
<i>User Rights</i>	9
<i>User Responsibilities</i>	9
<i>Computer Misuse Consequences may include</i>	10
Fire Drills, Lockdowns, and Evacuation Drills.....	10
Hallways and BATHROOMS.....	10
Illness, Injury and Medication Policies.....	10
Littering.....	11
Lost and Found	11

Lunch & Snack Periods.....	11
Parking	11
Parent Association	11
Telephones	11
<i>Cell Phone policy</i>	12
Transportation	12
Visitors	12
Section B - Academics.....	12
Academic Placement of Students	12
Honors/Award List	13
<i>Student of the Month</i>	13
<i>Honor Roll</i>	13
<i>Academic/Athletic Competition Awards</i>	14
Promotion Policy.....	14
Homework Policy	14
<i>Missing Homework</i>	14
<i>Homework Quantity</i>	14
<i>Teacher Responsibilities</i>	14
<i>Student Responsibilities</i>	15
<i>Parent Responsibilities</i>	15
Grading	15
Physical Education Courses Policy	15
Planners & Supplies	16
Section C – Extra Curricular	16
Field Trips.....	16
Extra-Curricular Activities	17
Student Council.....	17
Section D – Discipline	18

General Provisions	18
Bullying and cyber bullying policy.....	19
<i>Bullying Defined</i>	19
<i>Delegation of Responsibility</i>	20
<i>Complaint Procedure</i>	20
Abuse Harassment	20
School Tardiness	20
Truancy Policy	21
Uniform Policy and Dress Code	21
<i>Uniform and Dress Code Violations</i>	22
Electronic Devices/Card Games	22
Search and Seizure.....	22
Student Conduct and Discipline.....	22
General Area Rules	23
<i>Salah Rules</i>	23
<i>Classroom Rules</i>	23
<i>Removal by a Teacher</i>	23
<i>Locker Rules</i>	23
<i>Bathroom Rules</i>	24
<i>Lunchroom Rules</i>	24
<i>Gym Rules</i>	24
<i>Playground Rules</i>	25
<i>School Property Rules</i>	25
<i>Bus Rules during Field Trips</i>	25
<i>Dismissal Rules</i>	25
Teacher Discipline Action.....	26
<i>Removal by a Teacher</i>	26
Administrative Discipline Action.....	26

<i>Student Behaviors That Require Administrative Action</i>	26
Violations of Local, or Federal Law	27
Detention Policy.....	28
Suspension Policy.....	28
Suspension or Expulsion for Verbal or Physical Assault:.....	29
Section E – Discipline Procedures	29
Early Childhood to Lower Elementary	29
Upper Elementary to High School (4 th – 12 th Grade)	29
Level One Acts of Misconduct.....	30
Level Two Acts of Misconduct	31
Level Three Acts of Misconduct.....	31
Level Four Acts of Misconduct.....	32
Miscellaneous Policies	32

SCHOOL MISSION

Our Mission:

Our mission is to help families educate children to be God-conscious, principled, knowledgeable, well-balanced, cooperative, committed, and caring Muslims fully equipped to face the challenges of the 21st century.

Our Vision:

Miftaahul Uloom Academy will become an internationally recognized leader in progressive Islamic education

INTRODUCTION

To achieve our mission, each member of the Miftaahul Uloom Academy community must respect the rights of others. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides guidelines necessary to create a positive environment in which each student, parent, and teacher can contribute and grow.

STUDENT RIGHTS

- To learn safe in the school environment.
- To take full advantage of the learning opportunities.
- To learn in an environment free from disruptions.
- To respectfully express his/her opinions, ideas, thoughts, and concerns.
- To have a healthy environment.
- To use school resources and facilities for self-betterment with appropriate supervision.
- To expect courtesy, fairness and respect from all members of the community.
- To be informed of all expectations and responsibilities.
- To take part in a variety of school activities.

STUDENT RESPONSIBILITIES

- To treat all members of the school community with respect, fairness, and courtesy.
- To be caring and honest.
- To do his or her best to master all that he or she can.
- To respect school rules, regulations, and policies.
- To be sure that personal expression does not interfere with the rights of others.
- To respect and protect school property, the property of others, and your own personal property.
- To meet the expectations of the school community.
- To refrain from vulgar language and gestures.
- To follow the prescribed guidelines for participation in school activities.
- To adhere to due process procedures.
- To arrive to school on time each day.

SECTION A – OPERATIONS AND POLICIES

ARRIVAL AND DEPARTURE

The school day begins at 7:45 am. Before-school supervision begins at 7:35 am. **For safety reasons, students may not be on campus before that time.** Students are not allowed to enter the classrooms before 7:45 am. Latecomers after 7:50 am must have an adult sign in at the front office for a tardy pass (please see the Tardiness section in the Handbook).

Parents or guardians who habitually ignore safety and traffic rules will have consequences to the discretion of Administration depending on the severity and frequency including but not limited to conference, detention, in-school suspension and expulsion. Please! The safety of our children is critical. Strict obedience to traffic rules and traffic monitor instructions is required.

Pick up time for Montessori 3-6 students is at 2:45pm and for the rest of the school the pick-up time is 3:00pm.

Parents may wait in the designated parking areas or at the designated area in the building. **For safety reasons parents are not allowed to wait in front of the classrooms.** If you wish to speak to the teacher about specific assignments or questions, it's best to contact via email or make an appointment so that the teacher can provide undivided attention.

At 3:30 pm, students will be brought to the front office for late pick-up sign out. After school begins at 3:15 p.m. and is available until 6:00 p.m.

For After school pickup parents have to come inside the building and sign out their children.

MORNING HALAQAH (ASSEMBLIES & SPECIAL EVENT) PROCEDURES

Morning Halaqa and Assemblies are scheduled for educational and informational purposes throughout the school year. During Morning Halaqa students are to be seated with their Halaqa group and should be reading Qur'an or Qaidai Noorania.

Assemblies can be entertaining and provide a pleasant break from the school routine. In order to ensure that all students are able to enjoy learning from these assemblies, students are to follow the following rules:

- Walk to the assembly before 7:45 in an orderly manner as directed by duty teachers.
- Be respectful of guests and speakers.
- Upon dismissal, leave the assembly in an orderly manner as directed by Miftaahul Uloom Academy teachers or staff.

During the course of the school year, many special events will be held both in your child's classroom and in the assembly area. Information regarding such events can be obtained from your child's teacher, classroom and/or school newsletter, announcement board, and our school website. You do not need to obtain a visitor's badge when attending these special events.

ATTENDANCE

Students are highly encouraged to come to school each day. However, students with a fever or other contagious illness should be home for at least 24 hours. Parents or guardians must notify the school any morning their child is not in attendance. **Please call the front office to report an absence or tardy no later than 8:30.** Excessive absenteeism causes academic problems for students. All absences are part of a student's permanent record.

Students with excessive absenteeism, excused or unexcused, may be required by Miftaahul Uloom Academy to repeat their grade. **Absences may be considered excessive when the number of absent days exceeds ten percent (10%) of the number of required attendance days (18 days).** After 3-5 absences and/or tardies, you may receive a notice in the mail/email/SMS as a warning. Students who do not attend school on a particular day will not be allowed to participate in activities held outside the normal school hours (sports, club activities, field trips...).

EXCUSED ABSENCES

Parents or guardians must notify the school any morning their child is not in attendance by 8:30. The excuse will be submitted to the office and filed as part of the student's school record. Proof of an excused absence may be required such as doctor's notes. Miftaahul Uloom Academy accept only the following reasons for excused absences.

UNEXPECTED ABSENCES: PERSONAL ILLNESS, ILLNESS IN THE FAMILY, DEATH OF A RELATIVE

- Parents/guardians must call the school office to report absence due to illness or death in the family.
- If necessary, the school may require a doctor's confirmation.

ANTICIPATED/PLANNED ABSENCE: RELIGIOUS HOLIDAYS, PROFESSIONAL APPOINTMENTS, COMPETITIONS

- Students will be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, **parents must come to the office to sign the student out of school.** No student will be dismissed from campus before the end of the school day unless a parent, guardian, or other authorized adult sign the student out in the office. Students should return to school after their appointment. The student must sign in when he or she returns to school.
- Students and parents can request a list of missed assignments for absences greater than 2 class days from each teacher. For requests to be fulfilled, a 24-hour notice from parents is required for homework. For absences of one or two days, students are responsible to meet with each teacher upon their return to school to determine the makeup assignments.

MAKE-UP WORK FOR EXCUSED ABSENCES

Students are responsible for all class work and homework missed during an absence. If a student has an excused absence, they will be given the same number of days that they were absent to make up missed work. It is the **student's/parent's responsibility to talk with each teacher** to determine what work is required and when the work needs to be completed.

Prior to an anticipated or planned absence, students must make arrangements with all teacher(s) for assignments. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If a student fails to take the test at the arranged time, the teacher is not obligated to set another time for the make-up.

UNEXCUSED ABSENCES

A student will be marked for an unexcused absence if:

- Parents fail to notify the office of an absence prior to 8:30 the day of the absence.
- Students leave school without parent/guardian sign out at the office.

- Students are absent from class without permission - including walking out of class.
- Students are dismissed from a class or suspended from school for disciplinary reasons.
- Students are absent from school without parental permission.
- Students get a pass to go to a specific place but do not report there.
- Students are absent for reasons not acceptable to the administration.
- *Students are habitually tardy to class and the teacher sends them to the office.*

All unexcused absences will be filed in a student's permanent record.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

Students with unexcused absences may find their grades are affected. **Teachers are not obligated to allow make-up for quizzes, tests, class work, or homework missed due to an unexcused absence.**

TARDINESS

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. **Students coming in after 8:00 am are considered tardy.** Students coming in after 9:00 a.m. are considered absent unless you have a doctor's note and that is when it is considered as tardy. Five (5) accumulated incidents of tardiness to elementary school shall be counted as one absence from school. Five (5) accumulated incidents of tardiness to any class at the Middle/High School shall be counted as one absence. **Absence in excess of 17 will result in a loss of credit in that class.**

BOOK BAGS

Students may bring a book bag or backpack to school each day. Your child's book bag or backpack may be used to transport school supplies, school work, and/or books. Please see your child's classroom teacher for specific guidelines for keeping belongings in the classroom. Backpacks scattered on the floor of a classroom are an emergency evacuation hazard.

Students should not bring personal items besides school supplies. This includes card games, toys, cell phones, CD players, soda. These items will be confiscated.

COMMUNICATION (PARENT – TEACHER – STUDENT)

Grade reports and progress reports are mailed out four times a year. In addition, Miftaahul Uloom Academy has a Teacherease (Student Information System) located on its website. Parents are encouraged to check their child's attendance and academic progress regularly. User names and passwords will be given to the parents and students at the beginning of the school year.

Students will also be given written material to share with parents: newsletters, subject area notices, commendations, bulletins about programs, detentions, field trip notices, etc. As part of their emerging independence, students tend to forget to give parents these communications. Parents should be sure to ask for bulletins, notices, and letters on a regular basis, and check student book bags. We plan to post as much information as possible on the webpage, but if you do not have internet access you need to get the information from your child or stop by the office to pick up notices.

If you wish to speak to your child's teacher for any reason, **please schedule an appointment.** Appointments may be made by phone, face to face or email. Teachers will provide you with a preferred contact method at the beginning of the year. Walk-in discussions disrupt classroom learning, and even after school, often interrupt scheduled clubs and tutoring. Your child's teacher is happy to speak with you about any concerns you may have, but a scheduled

appointment ensures both that you have uninterrupted time with the teacher, and that scheduled activities are not interrupted. School-day phone calls should be limited to emergencies.

Appointments are available with an administrator through the secretary in the front office. **If parents feel there is a problem with a teacher, classroom situation, or academics, it is very important that the parents:**

- Talk with the teacher. Teachers can explain classroom situations from an adult perspective and from a professional perspective, and usually that will resolve misunderstandings.
- If the problem persists after a reasonable time, talk with the teacher again.
- If the problem is still not resolved, make an appointment with the teacher and the Administrative.
- Make an appointment with the Administrative.

COMPUTER USE

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and/or misuse of computers also include loading private software, checking personal e-mail, or accessing inappropriate websites or web pages using school's equipment is prohibited. Complete computer lab guidelines will be distributed by computer teachers. It is not the responsibility of Miftaahul Uloom Academy if a student chooses to access inappropriate web sites. In this case disciplinary actions will be taken.

ETHICAL USE OF COMPUTER TECHNOLOGY

Users - A user is defined as any staff person or student at Miftaahul Uloom Academy. Students and staff who use computing systems in after school classes or off-campus are also considered users.

Computing Systems - Any computer or computer peripheral owned by Miftaahul Uloom Academy or used on the premises of Miftaahul Uloom Academy.

Network - Any networked systems on the premises of Miftaahul Uloom Academy or networks accessed via Miftaahul Uloom Academy computers.

USER RIGHTS

Each user has the right to make use of technology for education, research and productivity consistent with the purposes of Miftaahul Uloom Academy.

USER RESPONSIBILITIES

- **Privacy** – Users shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.
- **Passwords** – (A) Users shall not seek passwords or use passwords belonging to another person unless authorized by that person; and (B) Users shall take precautions to secure access of their personal password from others. All passwords will be known to the IT Manager.
- **Security** – (A) Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing system or the network, and (B) Users shall not load software on computers without permission of a computer teacher.
- **Integrity** – (A) Users shall not use a computing system or network to threaten and/or harass others or develop software programs that harass others; (B) Users shall not use a computing system or network to gain access to

inappropriate data files or communicate inappropriate data files; (C) Users shall practice "safe" computing in keeping computers free of virus or other files dangerous to the integrity of the computer or network system; and (D) Users shall not use a computing system or network in a destructive or malicious manner.

- **Non-Instructional Use** - Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business, produce advertisement or political lobbying.
- **Recreational Games** - Users shall not use a computing system or network for recreational games unless expressly approved.
- **Copyright** - (A) Users shall not copy software without written permission of publisher; (B) Users shall not copy documents or files without permission of author; (c) Users shall cite references for all data accessed via computing systems or networks; (D) Illegal installation of copyrighted software for use on computers is prohibited; and (E) Users shall adhere to all Copyright Regulations of Miftaahul Uloom Academy.
- **Accountability** - Users have the responsibility to monitor all his/her materials received via technology **Misuse** systems to assure that they comply with responsible usage.

COMPUTER MISUSE CONSEQUENCES MAY INCLUDE

- Parents/guardians contacted;
- Administrative discipline action;
- You may have to pay for computer technicians to undo tampering; and/or
- Student may be banned for a prescribed time, or for the remainder of the year from computer lab.

FIRE DRILLS, LOCKDOWNS, AND EVACUATION DRILLS

Fire drills, lockdowns, and evacuation drills are conducted for everyone's protection. During these drills, it is imperative that students remain silent, follow instructions given by the teacher, and carry out all directions in an orderly fashion.

HALLWAYS AND BATHROOMS

- Walk in the halls and lavatories.
- Food should be eaten in cafeteria only.
- Keep moving in hallways; do not obstruct the movement of others.
- Talk in normal voice levels in the hallway and bathrooms.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems on campus to the office.
- Do not roughhouse, push, wrestle, or horseplay.
- Any written graffiti on school property will be dealt with immediately.

During class time, students are not to be in the halls or lavatories without a pass from their teacher or the main office.

ILLNESS, INJURY AND MEDICATION POLICIES

Student, becomes ill or injured during the school day, must get permission from responsible teacher and go to front office immediately. In the case of serious illness or injury, an **incident report** will be filed, and the parent will be notified.

If a student must take medicine at school, the following procedures are required:

- The medication to be administered by the administration:
- The medication must be brought to school by the student's parent/guardian, or

- Sent directly from the pharmacy or doctor's office.
- The school must receive a letter signed by the student's physician or parent/guardian. On the medication container must be clearly printed the following information:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken
- Students are not allowed to carry any medication with them to school without prior consent. Students may carry and administer their medication if these two conditions are met:
 - It is warranted by a potentially life-threatening condition and advised by their physician, and
 - The letter on file in the office signed by the student's parent, physician, and an administrator.

In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Parents must pick up extra medication; Miftaahul Uloom Academy will not store extra medication past the point of need and medication cannot be sent home with a student.

LITTERING

There are many trash receptacles around campus. Students are expected to throw all of their trash in a receptacle. Students littering on campus will have after-school or Saturday clean-up

LOST AND FOUND

There is a designated area for lost and found items in the building. Books, clothing, or personal items found on the school grounds will be taken to this area. At the end of each semester, unclaimed items will be donated to charity. It is in a student's best interest to label all belongings.

LUNCH & SNACK PERIODS

Elementary students have 10 minutes for morning snacks and 40 minutes for lunch every day. Additionally, we have 30 minutes Salah time. We ask that families send healthy foods for snack and lunch

PARKING

All visitors to campus should honor the handicap parking areas. Please do not park in areas that interfere with student pick-up and drop-off areas.

PARENT ASSOCIATION

Miftaahul Uloom Academy Parent Association is an organization committed to effective education at Miftaahul Uloom Academy. Many parents and guardians are actively involved in fundraising, social, promotional, and educational projects for the school. Members are cordially invited to all meetings, and all parents are encouraged to contact the Parent Association directly for information, or with questions and concerns. Parent Association meetings will be announced at the beginning of the school year.

TELEPHONES

Students are not permitted to use the office phones except in cases of emergency. Emergencies do not include forgotten homework, keys, or lunches.

Students should know their schedule before being dropped off at school in the morning. They may not call home during the day to find out if they are supposed to go to after-school activities, or who is picking them up, or for similar reasons.

CELL PHONE POLICY

Cell phones are strictly prohibited on Miftaahul Uloom Academy campus. Homeroom teachers will collect student cell phones voluntarily in place them in the Vice Principal's office. If a staff finds a cell phone on campus:

- **1st Offense:** student's cell phone will be confiscated and returned to the student at the end of the day with a warning;
- **2nd Offense:** student's cell phone will be confiscated and must be picked up by a parent after school hours;
- **3rd Offense:** student's cell phone will be confiscated and will be returned to the student on the Last Day of School.

TRANSPORTATION

Families must make their own arrangements for transportation to and from school.

VISITORS

Visitors who are on campus for educational reasons are welcome at Miftaahul Uloom Academy. Parents and Visitors must register with the office when they arrive and obtain a visitor pass during their stay.

Students can bring guests to school with prior arrangements with the Administration.

Parent Visitation Policy and Procedure during school hours:

- Parent must schedule visits with the administration and with child's teacher prior to arrival.
- **Parents may not interrupt the teacher during instruction.**
- Parents visiting classrooms during school hours must sign in with the receptionist.
- Parents must wear their visitor badges at all times.
- Parents may only meet with teachers during designated conference periods. Please schedule appointments directly with the teachers.
- Parents may not address or discipline another student for his/her actions.
- Parents must follow all rules designated by teachers while in the classroom.
- Parents may not show favoritism to their child at any time during school hours (students must continue to follow school rules and procedures).
- Parents must sign out after completing their visit.

SECTION B - ACADEMICS

ACADEMIC PLACEMENT OF STUDENTS

Siblings of already enrolled students and employee children have first priority on a waiting list. However, there are deadlines for sibling and children of employees for priority. Students will be placed in their appropriate academic class based on the placement test (Academic Placement of Students), but particular attention is paid to previous school records, assessment placement test evaluation, and age/maturity of the student.

It is the philosophy of Miftaahul Uloom Academy that all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially and physically. It is expected that the vast majority of students, given positive motivation and appropriate instruction, will progress satisfactorily throughout their entire

school program. In rare instances, however, individuals may require a lengthier or shortened time frame to develop their educational potential.

All Miftaahul Uloom Academy student enrollments are considered conditional, pending assessments of the student's records from his/her previous school. Students who have been expelled from their previous school, or are presently on suspension, may not enroll at Miftaahul Uloom Academy.

Incoming students are required to take a placement test in Reading, Mathematics, Quran, and Arabic upon entering Miftaahul Uloom Academy. Pre-K, Kindergarten & 1st Grade student placement is based on both academic and social readiness skills. Analysis of the results on these tests will determine course/class placement at Miftaahul Uloom Academy. All other students are placed according to age, grade, and ability level and encouraged to achieve beyond in all areas of the curriculum.

Miftaahul Uloom Academy reserve the right to withdraw any student for falsifying any information on the enrollment application.

The following factors must be assessed in relation to the academic group in which a student might be placed:

- Work and study habits;
- Academic achievement in all subject areas, especially basic skill mastery, as determined by tests and teacher observation;
- Physical development;
- Social maturity;
- Emotional maturity;
- Interests and degree of initiative shown in curricular and extracurricular activities;
- Attendance record;
- Chronological age;
- Classroom situation in which the student might be placed; and
- Future educational objectives.

Miftaahul Uloom Academy place each student (whether incoming or returning) based on academic achievement and factors previously listed. If parents do not agree with the decision, they may indicate their disagreement in writing to the school administrators, for review.

HONORS/AWARD LIST

A number of awards and recognitions are offered to students. In addition to school-recognized awards, teachers may offer special classroom awards or recognitions for students who are performing well, making a special effort, or excelling in some way.

STUDENT OF THE MONTH

Each month, one student from Elementary School, one from Middle School and one from High School level is chosen as the Student of the Month based on the teacher nominations. Students of the Month and nominees will receive a certificate of merit and will be recognized during morning assembly, school intercom announcements or school web site.

HONOR ROLL

Awards' Assemblies will be held each Marking Period to recognize outstanding academic and/or Islamic achievement. Teachers will enter conduct grades for each student for both progress reports and report cards. **Students who receive a**

conduct grade of unsatisfactory in one class or needs improvement in two classes will not receive honor roll for the marking period.

In order for a teacher to assign a conduct grade of needs improvement or unsatisfactory for the report card, the student must receive a needs improvement or an unsatisfactory conduct grade on the progress report and documentation must be provided that the parent was contacted regarding the student's conduct.

ACADEMIC/ATHLETIC COMPETITION AWARDS

Students who are successful in any academic or athletic competition will be recognized during an assembly or school intercom announcement or web- site.

PROMOTION POLICY

Promotion from one grade to another will be granted if the student has achieved a passing grade of 65% or higher, averaged for the both semesters of the academic year, at the grade-level standard in English, Social Studies, Science and Math. Those who do not meet the criteria will not be recommended for promotion. Exceptions and/or special circumstances may be granted by Miftaahul Uloom Academy Board approval.

HOMEWORK POLICY

The primary purpose of school is to create opportunities for students to learn. Students are expected to do their share and put forth a reasonable effort in all classes.

Homework is an integral part of the learning process. It reinforces classroom instruction and fosters independent study skills. Carefully planned homework assignments should promote positive communication between parents, students and the school. It is also recognized that time is needed for students to pursue social, physical, and recreational activities outside the school.

MISSING HOMEWORK

Late homework assignments may not be accepted. Every teacher has their own policy regarding late assignment. Please check teacher's policy about late assignments. Teachers will inform students when a project or paper that follows this policy is being assigned and will remind them of the grading policy.

HOMEWORK QUANTITY

Students need to spend a given amount of time almost on a daily basis working on homework related activities. Reading can be a daily portion of their "homework" time, either shared with another person or independently. Other homework may include items that have been "assigned" by the teacher, or "free choice" activities, such as studying spelling words, practicing handwriting, or memorizing Qur'anic verses. Studying time is considered independent of homework and is highly encouraged for student success.

The following guidelines are used in determining the quantity of homework a student is assigned four or five days a week. **Grade Homework Time: PK-1st 15-30 minutes, 2nd-6th 30-45 minutes, and 7th and up 60 minutes and up**

TEACHER RESPONSIBILITIES

- To provide students with a homework policy and the process for carrying out this policy. Deadlines and consequences should be clearly defined.

- To give purpose and value to assignments by having students understand the relationship between assignments and what is taught in the classroom.
- To consider the student’s total daily load and out-of-school responsibilities when deciding upon the due date and volume of assignments.
- To evaluate, record, and return homework assignments promptly.
- To ensure students have access to proper resources and materials to successfully complete assignments.

STUDENT RESPONSIBILITIES

- To be responsible for making up work missed when absent.
- To understand the purpose and requirement of the assignment.
- To understand the directions, how work will be evaluated, and the due date of all assignments.
- To understand that the content, structure, and appearance of all written assignments are important elements in the grading process.
- To budget time appropriately.
- To assume responsibility for obtaining the proper resources and materials.
- To meet the deadlines and understand the consequences for late or missing work.
- To seek help, from the teacher first, when frustrated or confused in a class.

PARENT RESPONSIBILITIES

- To schedule time every night for the student to work.
- To encourage quality work and completion of homework assignments.
- To support the value of various types of homework.
- To contact the classroom teacher if problems develop that are not resolved by the student.
- To always act respectfully to teachers, administrators, and other parents and students.
- To show support for teachers and administrators, setting an example for their child.

GRADING

Teachers need to adopt very clear criteria for student evaluation. The criteria are to be clearly defined and outlined in lesson plans, class expectations and quarterly syllabus. The following grading guidelines are to be followed for Report Card grading: **Participation (5%), Homework (15%), Classwork (15%), Quizzes (15%), Projects (20%), and Tests (30%)**.

Teachers are expected to have at least three summative assessments each Marking Period which includes a combination of tests and projects. Teachers are advised to ensure that students are not given more than two tests per day. Spelling Tests and Qur’an Recitation are excluded from this limitation. Please make sure that the projects are assigned at the start of the quarter in order to ensure quality and provide enough time to complete them.

Middle and High School students from 7- 12 grades will be given mid-term and final exams. These exams will be cumulative from the September in the case of Mid-terms. As far as the Final Exams, 80% of the materials should come from the second semester of school and 20% should come from the first semester of school. These grades count for 10% of the final Report card grade and are not used to calculate any of the 4 Marking Period grades.

PHYSICAL EDUCATION COURSES POLICY

For hygiene reasons, all students must dress out with Physical Education Uniform.

In any PE class activity participants assume their own risk in participation. The coordinators of after-school and/or other school activities, instructors, coaches or Miftaahul Uloom Academy are not liable for personal injuries of any kind that may be suffered during participation.

A note from a parent citing injury or illness may excuse a student for up to one week's absence from class. Any absence of more than one week must be excused by a written note from a physician. When excused from PE for physical reasons, you must still dress out and attend class. It is a student's responsibility to make up all missed work. Not dressing out or participating in physical education will affect a student's grade.

PLANNERS & SUPPLIES

Students need to have an organization system to keep papers and assignments in an orderly format. Student planners are available in the office throughout the school year. These planners are custom made for our students to suite Miftaahul Uloom Academy needs including specific school information such as our school calendar.

Students should always be prepared with the correct supplies for class.

The student's homeroom teacher will provide a list of school supplies to be brought to school each day. These should include but are not limited to the following: Water Bottle, Pocket Folders or Organizer, Notebooks, Colored pencils or crayons, and Pencils.

SECTION C – EXTRA CURRICULAR

There is no better way for students to enrich their education than by taking part in clubs and after-school activities with a teacher. Most after school schedules will be announced at the beginning of the school year. All students who stay after school to attend academic clubs or interest activities must follow the following rules:

- Students must be with a teacher or other responsible staff member at all times.
- Parents must arrange for student transportation to arrive promptly at the end of the activity.
- Students must abide by the Miftaahul Uloom Academy code of student conduct while participating in the activity.
- It is the student's responsibility to check in with the supervising teacher or staff person – teachers and staff are not responsible to find students who do not report to the activity.

Participants assume their own risks in participation. The coordinators of after-school/Saturday school activities, instructors, or Miftaahul Uloom Academy are not liable for personal injuries of any kind that may be suffered during participation.

Note: Students will not be allowed in any room without adult supervision.

FIELD TRIPS

Field trips offer exciting ways to learn. Miftaahul Uloom Academy students will have the opportunity to go on field trips throughout the school year. ***Although field trips are an integral part of the class curriculum, students will not be allowed to go on an off-campus event if they have not shown responsible behavior during the school session.***

For all field trips, students will be expected to follow these rules:

- Student must bring the Field Trip Permission Form to school, signed by their parents or guardian by the specified date. No phone calls can be accepted as permission.
- Student must abide by Miftaahul Uloom Academy codes of student conduct while on the field trip.

- Students with more than one discipline referral to the office in the present quarter will not be allowed to go on field trips. Teachers who have continuous problems with a student in a classroom can request from Administration that a student not be allowed to go on a field trip.
- Parent drivers must provide the appropriate paperwork **prior to the field trip** as requested by the teacher. Copies of driver's license, insurance cards and form completion can not to be submitted or requested the day of the field trip.

EXTRA-CURRICULAR ACTIVITIES

An excellent way for students to enrich their education is by taking part in clubs and after-school activities with a teacher. Each teacher offers a club once a week after school, as well as one day of tutoring. Additional clubs and tutoring days may be available. Clubs and tutoring are not designed to substitute for after care. Both clubs and tutoring are subject to change and do not run the full length of the school year.

Most after-school clubs will be announced at the beginning of the school year. Students and parents must complete and submit their club requests. Students should not be signed up for more than two clubs. Most clubs have limited enrollment and will be filled on a first-come, first-served basis relative to first, second and third choice. Students with excessive discipline points or missing work may not be allowed to participate.

Students may attend tutoring as necessary to catch up on work or receive extra assistance. Tutoring should be initiated by the teacher and parent. Students who come to tutoring must come prepared with pencils, books, papers, and any class work necessary.

All students who stay after school to attend academic clubs or special-interest activities must follow the following rules:

- Students must be with a teacher or other responsible staff member at all times.
- Parents must arrange for student transportation to arrive promptly at the end of the activity. **Clubs end at 4:00; any student being picked up past 4:15 more than twice in one semester will be excused from club.**
- Students must abide by the Miftaahul Uloom Academy Code of Student Conduct while participating in the activity.

It is the student's responsibility to check in with the supervising teacher or staff person. Teachers and staff are not responsible for finding students who do not report to the activity. Participants assume their own risks in participation. The coordinators of after-school activities, instructors, and Miftaahul Uloom Academy are not liable for personal injuries of any kind that may be suffered during participation.

STUDENT COUNCIL

The Student Council is an organization through which students may express their opinions, plan school-wide activities, and make recommendations regarding school policy. The Council promotes leadership, initiative, and self-control among its members.

A Student Council president, vice-president, secretary and treasurer are elected from the entire student body to carry on the Council work. One Representative and an alternate are elected in each grade level homeroom. It is the duty of the class representatives to take to the Council the suggestions and recommendations from their classmates and to take to the classmates the actions of the Council.

SECTION D – DISCIPLINE

The basic principle of our discipline policy is to ensure the safety of the children and to provide an opportunity for the enrichment of their learning process. The policies below state what is expected of all students with respect to behavior, but do not limit the disciplinary actions that can be taken by the school administration.

The school administration in consultation with the MUA Board of Trustees reserves the right to change, modify, and implement this discipline policy.

The five basic tenets of our Discipline policy are:

1. Self-control as a responsible Muslim
 - a. Courteous language
 - b. Resolve conflict in a mature manner
 - c. Be appropriately dressed and groomed in accordance with uniform policy
2. Demonstrate a positive attitude
 - a. Take a leadership role
 - b. Be positive
 - c. Be cooperative
3. Respect the rights and feelings of others
 - a. Behave in a manner that does not disrupt others
 - b. Treat others with courtesy and respect (put yourself in the place of the other person. Whether that person is another student, teacher, parent, community member, administrator, lunchroom or custodial staff, or any guest on campus.)
4. Take responsibility for school property
 - a. Respect the building, grounds, and property
 - b. Keep the campus free from trash and graffiti
5. Support the learning process
 - a. Attend class on time
 - b. Be prepared for class (bring assignments, books, supplies, and positive attitude.)
 - c. Follow instructions
 - d. Participate in class activities
 - e. Allow teachers to teach and students to learn

GENERAL PROVISIONS

- Miftaahul Uloom Academy reserves the right to modify and/or amend the school Discipline Policy as necessary. Students/ Parents are expected to comply with the most updated version of the Discipline Policy.
- The Academy reserves the right to mandate drug and/or alcohol testing within a certain time period by authorized clinics approved by the Academy.
- The list of violations in each of the four levels is a sample and therefore is not all-inclusive, but is only representative and illustrative.

- There will be instances where a lesser or a greater penalty may be assessed than that listed in a level for a violation (depending upon the facts and circumstances of the action).
- A parent/guardian will always be notified in writing via Teacherease before Community Service (CS), and/or Out of School Suspension (OSS) is administered.
- For high school students OSS may be reported on his/her transcript.
- Misconduct at level 4 will be referred to the MUA Discipline Advisory Committee which may consist of the principal, the Vice-Principal, and/or Board Members.
- All students in levels 2, 3, and repeated and flagrant of level 1 infractions will be excluded from field trips and/or extracurricular trips, activities or clubs. Certain cases may be reviewed by the Vice-Principal.
- Electronic surveillance may be used to monitor student behavior and school-owned property for the purposes of safety, including the maintenance of order and discipline in common areas of the school. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the student code of conduct.

BULLYING AND CYBER BULLYING POLICY

MUA strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of MUA to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

MUA shall annually inform students that bullying or cyber bullying of students will not be tolerated.

BULLYING DEFINED

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of MUA, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. The term “bullying” and “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

DELEGATION OF RESPONSIBILITY

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying. Any staff member who receives a bullying or cyber bullying complaint shall refer the matter to an administrative official in order to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, the Vice-Principal will complete the appropriate written documentation.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.

COMPLAINT PROCEDURE

A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student. The staff member will either refer the matter to an administrative official in order to determine if the alleged bullying or cyber bullying conduct occurred.

After the information has been gathered, the Vice-Principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. **A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.**

ABUSE HARASSMENT

Parents and students suspecting a child of being abused or harassed should notify the administration immediately.

SCHOOL TARDINESS

Students are expected to report to their classrooms on time each morning. Students who arrive late to school for any reason must report to the office and will receive an unexcused tardy unless one of the below listed documents is submitted. Students arriving late disrupt the learning process of the other students. Excessive tardiness will necessitate a parent conference to formulate a strategy for improvement. After a parent conference, students will be reported as “unexcused tardy” when late for school. **Students need to attend school no later than 7:50 am.**

At Miftaahul Uloom Academy, instructional time is viewed as a precious resource. The tardy policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Miftaahul Uloom Academy’ standard of excellence, which prepares students for success. The tardy policy will be implemented fairly and consistently throughout the school year.

Consequently, we view chronic tardiness as a serious problem. Note that after each incident parents/guardians will receive this notice, but if the problem continues additional consequences will be imposed. Tardiness is excusable only if a student has a written note from the office or a teacher.

Tardiness is excusable by a school official under the following circumstances:

- Illness of the student
- A doctor/dentist appointment. A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above.
- Official appointment

Problems with tardiness to school may require adjustments in the family’s morning schedule. The Consequences for repeated tardiness are as follows:

No. of Tardiness	Consequences
1	Warning
2 – 5	Teacher’s discretion
6	Letter sent to parent.
7	Letter sent to parent. Lunch detention.
8	Letter sent to parent. After school detention.

The Administrator has the right to substitute an alternative disciplinary intervention for repeated offenders.

TRUANCY POLICY

Truant means an unexcused absence for at least one class period during the school day (unexcused absence). “Truancy” also includes absence without permission from any class, study hall, or school-related activity for which a student is scheduled during the school day. For example, students are considered truant when they stay home from school, with or without a parent's permission, in order to avoid the responsibility of attending classes of instruction.

A student is "**habitually truant**" if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

UNIFORM POLICY AND DRESS CODE

The Miftaahul Uloom Academy Uniform Policy and Dress Code will be strictly enforced. It is expected that students will respectfully honor the Uniform Policy. Miftaahul Uloom Academy require that all students wear uniforms.

In addition to Miftaahul Uloom Academy Uniform Policy, general Miftaahul Uloom Academy Dress Codes apply at all time. **Parents are responsible for ensuring their child dresses according to uniform policy and dress codes as they leave home each day.**

Your child's belongings (jackets, bags, etc...) should be labeled with full name and class. The school will not be responsible for any lost, unlabeled items.

Dress Code Rules Students are expected to be neatly dressed in proper school uniform each and every school day including field trip days.

- Full school uniform should be worn on regular school days.
- PE uniform must be worn on PE days only along with sports (Black or Navy) shoes (4th, 5th and 6th graders are allowed), 7th through 12th graders to change into their PE uniform during PE class.
- Shoes or sneakers (Black or Navy Blue) are to be worn on all days. **No sandals are allowed.**
- No hats or ice caps are allowed.
- Boys are expected to keep their hair cut short.

- Nail polish, make-up, and hair coloring are not allowed.
- Nails must be kept short and clean.
- Jewelry and accessories are not permitted. Stud earrings (one pair only) for girls and inexpensive watches are allowed.
- Roller shoes are not allowed in school.
- Students are not allowed to write on their school uniform.

UNIFORM AND DRESS CODE VIOLATIONS

Failure to follow the dress code rules at any time during the school day will result in the application of the following consequence:

- **First offense:** a verbal warning will be given to the student
- **Second offense:** parents will receive a phone call to be notified that their child is not in proper uniform.
- **Third offense:** the student will not be allowed to enter classes until he/she complies with the dress code. Parents will be called to send the missing items or take the child back home.

ELECTRONIC DEVICES/CARD GAMES

Use or possession of electronic devices such as radios, cameras, camcorders, audio recorders, cellular phones (including Blackberry, PDA, I-Phone, Google phone, etc, and all their features), pagers, laptops, electronic games or other similar devices are not permitted at school during regular school hours, regardless of their intended use. They will be confiscated and returned only to a parent/ guardian. Miftaahul Uloom Academy is not responsible for loss of student's personal property.

Pictures cannot be taken and videos cannot be recorded on campus without the Administration's approval.

Note: Miftaahul Uloom Academy is not responsible for confiscated items that are not retrieved after one week or the last day of School.

SEARCH AND SEIZURE

School authorities may search student desks with or without consent, and may seize any illegal, unauthorized or contraband material discovered in the search. Students may also be requested to display the contents of their personal belongings, such as backpacks, when a teacher or administrator has reason to believe they may contain harmful or dangerous materials. A student's failure to comply with such requests may be considered grounds for disciplinary action.

STUDENT CONDUCT AND DISCIPLINE

Miftaahul Uloom Academy have as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. Teachers will manage behaviors in the classroom, redirecting students, working with students, establishing contracts with students, and conferencing with students and their parents to ensure that all students will have a positive learning atmosphere in the classroom.

Miftaahul Uloom Academy have a highly disciplined, tightly structured, calm and orderly atmosphere. Respect, courtesy, friendliness, and cheerfulness are dominant. To ensure this, teachers establish and teach both school and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced.

MUA may discipline a student:

- On campus grounds during the regular school day.
- While the student is attending any school related activity regardless of when or where it takes place.
- When a school employee is a victim of retaliation regardless of when or where it takes place.
- When mischief is committed on or off school property or at a school-related event that is deemed conduct detrimental to the safety, image, and/or well-being of MUA, its staff, students, and/or community.

GENERAL AREA RULES

SALAH RULES

1. Report to the gym and wait quietly for the Athan
2. Walk quietly into the gym and pray Sunnah
3. Sit properly in the gym
4. Keep quiet and respect the gym and Salah
5. Be prompt for Salah
6. Leave the gym quietly once called by duty teachers

CLASSROOM RULES

1. Listen carefully to the teacher and/or other students without interruption
2. Follow directions and participate in class activities/discussions
3. Keep hands and feet to yourself and keep feet off school furniture
4. Respect school and personal property
5. Stay in place and do not slouch
6. Turn in assigned work on time
7. Raise your hand for teacher's attention
8. Do not leave the classroom without teacher's permission/hall pass
9. Respect your teachers
10. Respect others. Be kind with your words and actions
11. Participate in the classroom
12. Be prepared and attentive for class

REMOVAL BY A TEACHER

1. Follow direction first time given
2. Show respect
3. **Walk quietly** in the hallway and keep your body to yourself; no running, pushing, or shoving
4. Keep to the right of the hallway and walk behind the person in the front of you
5. Go directly to your next class
6. Speak in normal tone of voice; no yelling or screaming
7. Keep hallway always clean; no littering
8. Should you leave the class, keep the pass visible

LOCKER RULES

1. Lockers are to be used to store school supplies and personal items necessary for use at school.

2. Students will be expected to keep their lockers in a clean and orderly manner
3. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations.
4. The Academy reserves the right to inspect lockers and lockers contents at any time, without notice, and without parental/guardianship or student consent to insure they are being maintained in accordance with the conditions of Locker Rules.
5. The Academy shall not be obligated but may request the assistance of law enforcement officials in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.

Student will be allowed to use their locker as follows:

1. After the morning assembly
2. After the end of the 3rd period
3. Before Lunch
4. After the Salah
5. After PE classes

BATHROOM RULES

1. Boys are to sit, not stand when using the bathroom
2. Clean yourself with water, as per the Sunnah
3. Clean toilet seat after use
4. Wash your hands with soap when you are finished
5. Finish your business in the bathroom quickly without socializing and playing

LUNCHROOM RULES

1. Walk slowly and in orderly fashion into and out of the cafeteria
2. Line-up in an orderly and quiet fashion in the serving line
3. Eat only in the cafeteria or assigned area
4. Keep food off the floor
5. Stay at one table until you are finished eating
6. Talk quietly and only with those students at your table
7. Clean up your area after finishing your meal
8. Return to class only when dismissed by your teacher or the teacher on duty

GYM RULES

1. Do not enter/stay in the gym without supervision
2. The gym cannot be used when the doors are closed
3. Proper athletic clothing to be worn at all times while using the gym
4. Verbal altercations, cursing, and fighting are strictly prohibited
5. Stay out of the gym before and after school, unless you have permission from administration
6. Any damage occurring in the gym beyond normal wear must be reimbursed by the perpetrator

PLAYGROUND RULES

1. Be prompt in leaving the playground to get to salah, lunch or class
2. Always stay within the school property
3. Speak to others politely and without raising your voices
4. Stay off trees and fences
5. Stay out of classrooms before and after school, unless you have permission from administrator
6. Stay out of the playground before and after school, unless you have permission from administrator
7. Listen to and obey teachers and/or other adults on duty
8. Keep school grounds clean and clear of all personal belongings and/or garbage
9. Remain in dismissal area until pick-up or guided inside by teacher on duty
10. Refrain from bringing gum to school and/or chewing gum on campus before during and after school hours
11. Treat all students and adults with respect

SCHOOL PROPERTY RULES

1. Keep all school furniture and property free of damage
2. Keep all school furniture and property free of graffiti
3. Show responsibility and respect for school equipment: TVs, DVD players, computers, etc
4. Follow allowed access rules for computers
5. Do not bring sharp or harmful objects to the school campus

BUS RULES DURING FIELD TRIPS

1. Arrive on time to the bus for the field trip
2. Refrain from eating or drinking on the bus
3. Respect and listen to the bus driver; he/she is in charge
4. Remain seated on the bus for the entire trip
5. Sit in assigned seat
6. Keep the seats free from damage and/or graffiti
7. Keep head, hands, and arms inside the bus at all times
8. Place trash in wastebasket or waste bag and not on the floor
9. Keep the bus clean

DISMISSAL RULES

1. Follow direction given by teachers on duty at all time
2. Stay clear from the pick-up/drop off zone in front of building.
3. Remain seated at all times
4. Students are to be dismissed only when announced by authorized staff members
5. Students are not permitted to go to the playground area
6. To attend club or tutoring, student must have with proper authorization
7. Students in after school enrichment programs may be dismissed when announced
8. Students who provide signed permission slip to leave without supervision may be dismissed
9. Obey and observe safety rules and follow the crossing guard's instructions
10. Proceed directly to car upon arrival
11. Keep personal items with you at all times
12. **No cell phone usage until 30 minutes after dismissal time**

13. Report to aftercare 30 minutes after dismissal time
14. Students must remain in full uniform dress code (including hijab for girls)

TEACHER DISCIPLINE ACTION

The initial attempt at solving behavioral problems in most instances of Level 1 Acts of Misconducts, will be made by the teacher **unless the infraction demanded immediate referral to the office**. The teachers will follow the Progressive Discipline Plan, including the five-step correction and consequence process:

1. Verbal Warning
2. Student-Teacher Conference
3. Phone Call to Parents and Signature on the Infraction Slip
4. Parent-Teacher Conference
5. Parents-Teachers-Student Vice Principal/Guidance Counselor Conference (if necessary)
6. Office Referral

REMOVAL BY A TEACHER

A teacher may remove from class a student:

1. Whose behavior, the teacher determines, is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with students in the class or with the ability of the student's classmates to learn, or
2. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

ADMINISTRATIVE DISCIPLINE ACTION

Student behaviors that require administrative action referral to the Discipline Committee may result in a warning, parent conference, lunch detention, in-school suspension, out of school suspension, probation and/or expulsion.

STUDENT BEHAVIORS THAT REQUIRE ADMINISTRATIVE ACTION

The administration may, if warranted, report any below violations to the appropriate law enforcement agency.

- Violation of Student Behavior Contract - Failure to abide by the stated conditions when on contract.
- Continued, repeated, or blatant violation of minor offenses
- Gross Misbehavior - The act of deliberate or willful conduct designed to disrupt normal functions of the class or activity under school sponsorships.
- Tobacco products - Possession, use, or transfer of tobacco in any form.
- Possessing or distributing inappropriate magazines.
- "Ditching" class.
- Blatant disrespectful actions toward teachers, staff, or volunteers - This includes the willful disregard of corrective efforts by teachers, parent volunteers, administrators, secretaries, aides, lunchroom workers, and maintenance employees.
- The failure to respond to or carry out a reasonable request by any employee of the school or adult assigned to work in the school. These include teachers, substitute teachers, custodians, secretaries, lunchroom supervisors, parent volunteers, aides, and etc.

- The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- No student shall be on or about school property, or in specifically restricted areas of a school building, at unauthorized times without the specific permission of a school authority.
- Students have the responsibility to exercise restraint in their written, spoken, and gestured communication. Obscene, crude, and inappropriate suggestive remarks that are offensive to the general standards of the school or community shall not be permitted. This includes remarks made by language, written word, or gesture, drawn, or worn.
- The act of intentionally directing slurs or demeaning remarks toward others which reflect on their race, sex, religion, ethnic background, socio-economic background, appearance, or abilities. Students may not behave in a way that mocks or insults another student or staff member. A person's race, ethnic heritage, culture, social status, intelligence, handicap, religion, or family is too personally sensitive to be the subject of "joking" or "fooling around." Attempts to dismiss such behaviors by calling them "kidding" or "joking" will not diminish the seriousness of this kind of offense.
- An exacting act of humiliation involving performance of or playing practical jokes upon individuals. No hazing of any form is tolerated at Miftaahul Uloom Academy.
- Continued teasing, or harassment of other students.
- Fighting and the act of striking or threatening others - The act of quarreling involving bodily contact on school property or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.).
- Intimidation, Bullying, Threatening Behavior – Students may not threaten to hurt or hurt any student or staff member. Any threat that involves a weapon or mention of a weapon or mention of physical harm to another person may be referred to police. Calling any of these behaviors “joking” or “fooling around” will not diminish the seriousness of the offense.
- Cheating or Plagiarism.
- Going outside of campus boundaries.

VIOLATIONS OF LOCAL, OR FEDERAL LAW

Student actions that violate local, and/or federal law will result in school discipline as well as being reported to the appropriate law enforcement agency. Examples of such violations include, but are not limited to:

- **Physical Assault** – intentionally causing or attempting to cause physical harm to another through force or violence
- **Verbal Assault** – Any willful threat, verbal or written, to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury.
- **Arson** - The willful and malicious burning of, or attempt to burn any building, or part of any building, structure, or property
- **Burglary** - Stealing of school or personal property.
- **Intimidation** - No student may threaten another student or staff member by either force or verbalization
- **Extortion** - The act of borrowing or attempting to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat. To discourage misunderstandings in this regard, students are not to borrow money or things of value unless a teacher or other adult employee of the school approves the transaction in advance.
- **Possessing or Using Weapons or Explosives** - The act of possessing, using, or threatening to use any weapons or instrument capable of inflicting bodily harm. The act of possessing or using pop-its, smoke bombs, firecrackers, or other types of explosives.
- **Harassment** - No student may swear at, use abusive and/or obscene language, or otherwise harass any other person on the basis of age, color, gender, handicap, height, familial status, national origin, political persuasion, race, religion, sexual orientation, weight, economic status, or the use of adaptive devices or aids. Attempts to

dismiss such behaviors by calling them "kidding" or "joking" will not diminish the seriousness of this kind of offense.

- **Threats** - Making false "bomb threats" or "fire" calls to the school or to the police will result in referral to the police and in disciplinary action at school. Calling any of the above behaviors "joking" or "fooling around" will not diminish the seriousness of the offense.
- **Vandalism** - The act of willful destruction of property belonging to another or the school.
- **Unlawful Presence/Trespassing** - No person shall willfully enter upon the lands or premises of the school without lawful authority after having been forbidden to do so by the principal, or his/her designated agent, except as provided by law. No person being upon said lands or premises may refuse or neglect to depart upon being requested to do so by the principal or designated agent. Where signs at each school building entrance direct persons to any office or any place to obtain permission to enter and remain inside building, no person shall enter into or remain in said building without complying with the order of the principal or his/her designated agent to obey said sign.
- **Other Acts** - Behavior defined as illegal by local or federal governments and actions and conduct, which interfere with the educational process, or jeopardizes the safety of anyone.

DETENTION POLICY

A student may be assigned **lunch/after school detention** for violation of School rules, at the discretion of the faculty or administration. **He/she will be given a notice for detention that must be signed by the parent and returned immediately.** The student must report to detention on the day assigned.

SUSPENSION POLICY

Suspension from school for a period may result if a student is engaged in serious misbehavior or chronic, repeated misconduct. The following information is a brief summary of the Miftaahul Uloom Academy policy on suspensions:

1. Students are always afforded due process of rights in cases of suspension from school. Simply stated, the student will be notified of the suspension charges and given an opportunity to respond to those charges.
2. The Discipline Committee will review all incidents referred to them and make recommendations of actions to be taken to the Administration. The authority to suspend or to expel a student rests with the Administration.
3. A suspension includes all of the following provisions, but not limited to:
 - The student may not be permitted to attend classes.
 - ***The student may not be permitted to attend or participate in extra-curricular activities.***
 - The student may not be permitted to remain on school grounds.
4. Actions that may lead to suspension or expulsion are, but not limited to:
 - Acts against the law.
 - Acts against the school rules.
 - Harmful or potentially harmful acts against individuals or property or disruptive or detrimental to the school program.
 - Gross misdemeanors.
 - Persistent disobedience.
5. In all suspensions, the student and parents/guardians will be informed, in writing, of the reason for and the length of the suspension. Any suspension record will be placed in the student's file and any student suspended during the school year may be denied registration to Miftaahul Uloom Academy for the following year.
6. Appeals may be submitted in writing to the Board of Trustees.

SUSPENSION OR EXPULSION FOR VERBAL OR PHYSICAL ASSAULT:

A student *can be suspended or expelled* if the student commits physical assault at school against another student, commits verbal assault against an Miiftaahul Uloom Academy employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.

SECTION E – DISCIPLINE PROCEDURES

EARLY CHILDHOOD TO LOWER ELEMENTARY

At MUA, we have five intervention strategies in place for student discipline. When a student chooses to behave inappropriately the consequence of the action will be handled through an intervention strategy. The five interventions do not necessarily occur in order. The appropriate intervention will be selected as determined by the severity of the behavior.

Intervention A: The teacher and the student resolve the problem. The child is actively involved in solving the problem. The teacher will use Love & Logic techniques to assist the child in problem solving.

Intervention B: The teacher and the student resolve the problem as mentioned in intervention A. The parents are notified and the incident is documented.

Intervention C: Team teaching members will share individual student problems, seek to find behavior patterns, and discuss ways in which to deal with the problems. The Administration may be asked to assist. Strategies that are determined will be tried with the student.

Intervention D: A formal meeting of the student, parents, teachers, and administrators (or any combination thereof) shall take place. This meeting will take place once the teacher and the teaching team has made an attempt to solve the problem using interventions A, B, or C.

Intervention E: In certain situations, it may be necessary to remove a student from the classroom or activity. When there is potential danger to the student or others, or when the behavior is destructive to the learning environment, the student will be asked to leave the room and go to the designated area. The Vice-Principal will become involved with the student at this time. These circumstances include, but are not limited to: inappropriate language, disrespectful behavior, damage to property, theft, insubordination, inappropriate physical contact and noncompliance. When this intervention level is reached refer to the Student Discipline Code of Conduct and MUA Policy.

UPPER ELEMENTARY TO HIGH SCHOOL (4TH – 12TH GRADE)

Students who choose to act inappropriately will be subject to, but not limited to the following consequences:

- Written reflection (e.g. think paper)
- Talk with teacher
- Loss of privileges (e.g. missed recess)
- Talk with vice principal
- Verbal/written apology
- Problem-solving discussion
- Verbal reprimand
- Talk with counselor
- Last to lunch
- Conference with parents/guardians
- Notification of parents/guardians
- Time-out in classroom
- Detention
- Community Service
- Removal to office
- Suspension from school
- Restitution
- Expulsion from school

The list of violations in each of the four levels is a sample and therefore is not all-inclusive but is only representative and illustrative. There will be instances where a lesser or a greater penalty may be assessed than that listed in a level for an infraction (depending upon the facts and circumstances of the action). Students who continue to repeat certain acts of misconduct will suffer consequences greater than those listed in each level.

Miftaahul Uloom Academy reserves the right to modify and/or amend the school Discipline Policy as necessary. Students/ Parents are expected to comply with the most updated version of the Discipline Policy.

Repeated Level 1 or 2 Acts of Misconduct, or any Level 3 or 4 Acts of Misconduct shall result in termination of Scholarship or Financial Aid for the current academic year, and such students shall not be eligible for funding from Financial Aid or scholarship for the next academic year. Such a matter will be referred to the MUA Discipline Advisory Committee.

LEVEL ONE ACTS OF MISCONDUCT

Conduct that hinders the orderly operations of classroom or school:

- Disruptive Behavior
- Offensive language
- Tardy to class, Salah, lunch (late to class five (5) times in a month will be issued one (1) day of CS.
- Make-up, jewelry, accessories, wrist band, nail polish (possession and/or application of)
- Violating Uniform Code**, including but not limited to unclean/sloppy in appearance, not having short clean fingernails, not having a short haircut for boys (above the color in the back, above the eyebrows and above the ears)
- Violating Classroom and/or Area Rules (locker rules – minor)
- Littering
- Outside of class without a hall pass
- Loitering in the hallways even with hall pass in hand
- Chewing gum on campus
- Eating or drinking (excluding water) inside/outside the classrooms during school time.
- Concealment of truth without causing harm to others
- Lost books: \$5 fee assessed for retrieval of lost books
- Using other student’s belongings without permission
- Failure to return signed forms
- Minor Pushing/Shoving
- Verbal Altercation/Disrespect
- Use of or in Possession of any electronic device
- Use of laptops without permission during school hours

1st Infraction	Verbal Warning
2nd Infraction	Parent Communication
3rd Infraction	Lunch Detention
4th Infraction	After School Detention
5th Infraction	Level 2 Infractions apply

LEVEL TWO ACTS OF MISCONDUCT

Conduct that expresses poor character without causing physical harm:

- Cheating/Plagiarism/Academic Dishonesty (Student will receive a zero on that test/work without possibility of make- up)
- Defiance
- Physical Contact, Pushing, Shoving, Fighting (two people or more, no visible injury)
- Foul Language
- Hazing
- Forgery
- Vandalism: Damaging and/or defacing school property
- Inappropriate intermingling
- Using staff bathroom
- Concealing the truth and causing harm to others
- Skipping assembly, class, lunch, Prayer, or any other required activity
- Displaying, distributing buying and or selling items without authorization
- Violating field trip rules

1st Infraction	Parent Conference
2nd Infraction	After School Detention
3rd Infraction	Community Service*
4th Infraction	In School Suspension (ISS)
5th Infraction	Level 3 Infractions apply

*These community service hours will not be counted towards your required Community Service Hours.

LEVEL THREE ACTS OF MISCONDUCT

Conduct that is potentially threatening to life, and/or causes injury, health, and/or morality and/or damaging to property:

- Possession and/or Distribution of Pornographic Materials
- Immodest Behavior or physical contact
- False Emergency Alarm
- Smoking
- Physical fights with other students or minor assault
- Extortion/intimidation/Bullying
- Leaving campus during school hours or school related activities without proper authorization
- Using staff belongings
- Using language and/or engaging in behavior that is discriminatory
- Unauthorized entry into a class room, building, or vehicle (when present)

1st Infraction	In School Suspension (ISS)
2nd Infraction	Out of School Suspension (OSS)
3rd Infraction	Level 4 Infractions apply

Three separate incidents of Out-of-School suspensions in an academic year shall result in a recommendation for immediate expulsion and/or risk of re-enrollment.

LEVEL FOUR ACTS OF MISCONDUCT

Conduct that is serious and/or illegal:

- Alcohol, drugs or intoxicants possession
- Arson
- Major Assault on Teacher/Staff/Student
- Possessing, displaying, pretending to have a gun, knife, or an assault weapon
- Violating locker rules. (Major violations)
- Grand Theft (includes accessing tests, quizzes, records, documents, etc.)
- Intentionally accessing unauthorized information on school computers/network.
- Using emails, Facebook®, Twitter®, You Tube®, an unauthorized website, or any other online social media to harm the Academy, its students, staff members and/or parents.
- Any conduct deemed detrimental by the administration to the mission and vision of the school, regardless of the location of its occurrence.

1st Infraction	Immediate Expulsion
----------------------------------	----------------------------

Union City Police Department will be notified and this student has no possible future of reenrollment at MUA.

MISCELLANEOUS POLICIES

1. **Birthdays**: Please note that distribution of birthday cards or invitations to birthday parties and planning of or participation in birthday parties on school property are not allowed.
2. **Buying and Selling**: The unauthorized buying and selling of any item on MUA property is strictly forbidden. Anyone engaging in this practice is subject to severe disciplinary action.
3. **Jewelry**: For the safety of the children jewelry is not to be worn during school hours. The Academy will not be responsible for any lost jewelry.
4. **Lost Items**: Each Friday, all lost items turned into the office during that week will be discarded after dismissal.
 - a. **Found Books** – Student textbooks found within school premises or turned into the front office will require a payment of \$5.00 per instance upon retrieval.
 - b. **Found Book Bags** – Student book bags found on campus or turned into the office will require a payment of \$10.00 per instance upon retrieval.

5. Damaged or Permanently Lost Books: It is the expectation of MUA Administration and Board of Directors that any textbook issued to a student will be properly attended to; thus, any lost or damaged textbook will require that the student pay the full monetary value of the replacement book. These books include, but are not limited to, textbooks, workbooks, and library books. **Failure to pay for lost or damaged books may result in a hold of the student's academic records.**
6. Toys: These items should not be brought to school. Toys include but are not limited to cell phones, radios, dolls, game boys, make-up items, and trading cards. Such toys will be confiscated and submitted to the Vice-Principal from whom parents will have to collect them.
7. Money: Bringing large amounts of money to school is not allowed. Any smaller amount of money brought to school is the student's responsibility and is carried at the student's own risk. MUA is not liable for any lost money.
8. Pets: Absolutely no animals or pets may be brought to school at any time.
9. Project Meetings After School: In the interest of safety, all student project meetings held on campus after school may only take place between 3:15 p.m. and 4:00 p.m. when supervised by a MUA staff member. Such arrangements must be made a day in advance and the office must be given written notice from the students with the teacher's written approval. No telephone calls will be made home regarding project arrangements.
10. Aerosol Cans: Under no circumstances are aerosol cans of any kind, including atomized perfume bottles, room deodorizers or deodorants allowed at the Academy. We believe and encourage good health and hygienic practices; however, due to potential danger these items may cause to students and staff members (triggering asthma attacks, spraying in the eyes, triggering allergic reactions of other students) above-mentioned items should not be brought to school. Students found with above items will receive severe disciplinary actions.
11. Policy Changes: In an ongoing effort to improve the Academy, periodic policy and procedural changes occur. Parents are expected to comply with the most recent officially approved version of any policy or procedure.

STUDENT CONDUCT CONTRACT

As all of you have elected to attend Miftaahul Uloom Academy, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of our community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

As a student of Miftaahul Uloom Academy, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or emotionally.
- I will speak and act respectfully to others, not using profanity or uncomplimentary language.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly.
- I will attend school regularly and be on time.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I will take responsibility for assignments missed due to my absence.
- I will remain on campus during school time, including the lunch period.
- I will do my best in my work, allow others to do their best work, and complete all work honestly.
- I will ask for help if I do not understand a concept taught in class or any instruction given.
- I will not bring any dangerous, threatening, or banned items to school.
- I will help keep the school building and grounds clean and tidy.
- I will follow the uniform/dress code.
- I will not participate in any behavior banned by the school

Sign and return this portion of the student contract to your homeroom teacher.

I HAVE READ THE MIFTAAHUL ULOOM ACADEMY STUDENT AND PARENT HANDBOOK AND AGREE TO FOLLOW THE RULES STATED. I UNDERSTAND THE CONSEQUENCES FOR FAILURE TO FOLLOW THE RULES AND I HAVE BEEN GIVEN THE OPPORTUNITY TO DISCUSS ANY QUESTIONS I MAY HAVE REGARDING SCHOOL POLICIES.

Parent Printed Name

Parent Signature

Date

Student Printed Name

Student Signature

Date

Homeroom Teacher

Grade