

Al-Hadi School
Of Accelerative Learning



**STUDENT – PARENT
HANDBOOK
2016 – 2017**

ACKNOWLEDGEMENT OF RECEIPT
STUDENT-PARENT HANDBOOK 2016-2017

Parent Name: _____

Children attending Al-Hadi School:

<i>Name</i>	<i>Grade</i>
_____	_____
_____	_____
_____	_____
_____	_____

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in Al-Hadi school policies may supersede, modify, or eliminate the information summarized in this booklet. As Al-Hadi provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the school of any changes in personal contact information, such as phone number, address, etc. I also agree to send these changes via email to alhadi@alhadi.com. I also accept responsibility for contacting the school if I have questions or concerns or need further explanation.

I understand that my responsibilities as a parent include the following:

1. I accept and acknowledge all the policies established by administration of Al-Hadi School and its Governing Body, the Islamic Education Boards and submit to comply with them.
2. I commit myself to follow religious obligations and codes within school boundaries and act accordingly.

Parent Signature: _____

Date: _____

Note: You will receive a copy of this form. Please sign and date it and return it to the administration

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Al-Hadi School of Accelerative Learning

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Web site: www.alhadi.com
E-mail: alhadi@alhadi.com

In the Name of the Almighty, Most Compassionate, Most Merciful

WELCOME!

Dear Parents and Students:

Assalam Alaikum,

Welcome to the 2016-2017 school year!

The information in this handbook is designed to provide valuable details regarding school procedures and the rights and responsibilities of students in the Al-Hadi School of Accelerative Learning. I hope it serves as a resource for you during the school year.

Although each class has its own unique culture and climate, our goal of promoting student excellence in a safe, positive environment is shared. Al-Hadi School has developed and implemented a school-wide discipline plan, which emphasizes students being safe, respectful, responsible and exhibiting proper Islamic values. This unified approach to addressing the needs of students is an example of what makes our school so successful.

Our school also depends on positive collaboration between home and school, so I invite you to visit your school, take part in school activities and stay involved in your child's progress. Please don't hesitate to contact your child's teacher if you have any questions or concerns. It is my sincere wish that we all work together in fostering positive learning experiences for students.

I wish you and your family an outstanding school year!

Sincerely,

Humaira Bokhari Ed. D.
Principal

BACKGROUND

Al-Hadi School (hereinafter referred to as AHS) was founded by the Islamic Education Center (hereinafter referred to as IEC), a non-profit organization serving the Muslim community in the Houston area, in 1996. The Islamic Education Center's services are of a religious, educational, social and charitable nature.

AHS is a private Islamic, non-discriminatory, independent school, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Houston Area. The school program takes into consideration the spiritual, physical, social, psychological, and academic development of students. AHS School is founded on Quranic teachings, and the Prophet Mohammad (saw) and his household as role models. The curriculum includes Quranic Studies, Islamic morals and ethics, Arabic reading and writing, English reading and writing, Mathematics, Science, Social Studies, Health, Art, Technology and Media, and Physical Education.

VISION

To foster students' optimal potential and leadership skills by inculcating a spirit of lifelong learning based on Islamic principles.

MISSION

To provide academic excellence for all students in a safe and healthy environment following Islamic values.

PHILOSOPHY

We, at AHS, believe that:

1. A safe and healthy environment promotes student learning.
2. Faith, knowledge and good deeds are the key to our children's success.
3. The *Jafari Isna Ashari* school of thought is the basis for our beliefs and practices.
4. Cultural diversity increase students' understanding of different people and cultures.
5. Islamic environment helps students prepare for future challenges by developing their spiritual compass.
6. Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.
7. Students learn to make appropriate decisions given a balanced supportive and challenging environment.
8. Staff, parents, and the community are role models and share the responsibility for advancing the AHS mission.
9. Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
10. Students' learning is the chief priority and includes understanding of knowledge as well as developing critical thinking and problem solving skills.
11. The commitment to continuous improvement enables students to become confident lifelong learners.
12. The inclusion of Islamic Principles in the curriculum with an emphasis on ideology and morality is necessary to instill proper values and behavior in students, and prepare them to be a *Momin* (practicing and believing Muslim)
13. A structured environment allows for a uniform effort in discipline and instilling Islamic values into the lives of students and establishing a harmonious learning environment.

C O R E V A L U E S

P.R.I.C.E

POSITIVE ATTITUDE

RESPECT

INTEGRITY

CREATIVITY

EXCELLENCE



ISLAMIC EDUCATION BOARD (IEB) MEMBERS

(as of August 2016)

Name	Title	Email Address
Br. Dawood Mirza	Director of Education	director.education@iec-houston.org
Br. Asghar Mirza	Secretary	secretary.ieb@alhadi.com
Br. Javad Mortazavi	HR	hr.ieb@alhadi.com
Sr. Fatima Sheriff	Academics	academics.ieb@alhadi.com
Br. Ali Mirza	Finance	finance.ieb@alhadi.com
Dr. Reza Keshari	Public Relations	pr.ieb@alhadi.com

IEB group email: ieb@alhadi.com

SCHOOL ADMINISTRATIVE STAFF

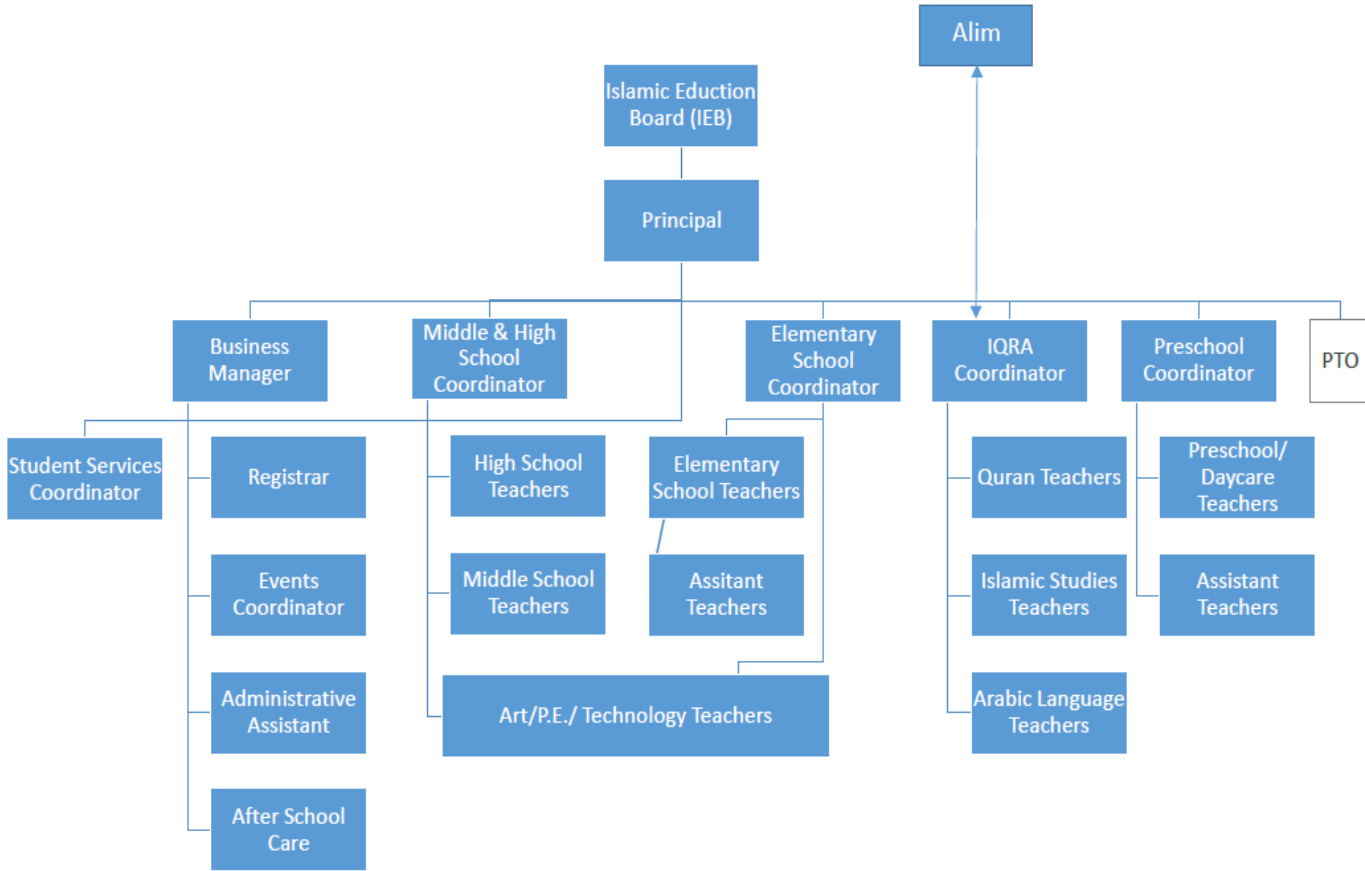
Name	Title	Email Address	Phone Number
Dr. Humaira Bokhari	Principal	principal@alhadi.com	713-787-5000 x 2501
Nafis Fatima	Business Operations Manager	business.manager@alhadi.com	713-787-5000 x 2502
Mariam Mirza	Registrar	registrar@alhadi.com	713-787-5000 x 2575
Tohra Shariff	Students Services & Events Coordinator	studentservices@alhadi.com	713-787-5000 x 2503
Qiyamah El Bari	Administrative Assistant / First Aid	qelbari@alhadi.com	713-787-5000 x 2500
Lisa Kader	Middle and High School Coordinator	lkader@alhadi.com	
Dr. Sawsan Tawil	Elementary Coordinator	stawil@alhadi.com	
Dr. Narges Khademi	IQRA Coordinator	nkhademi@alhadi.com	
Fatemeh Vostaie	Pre-School Coordinator	fvostaie@alhadi.com	713-787-5000 x 2506

Admin group email: schooladmin@alhadi.com

ORGANIZATIONAL CHART

2016-2017

AHS Organizational Chart



TEACHING STAFF

Preschool

Sr. Shabnam Sanaei
Sr. Baharak Tabandeh
Sr. Naz Hasan
Sr. Sadeyah Alkaabi
Sr. Khadija Al-Sakkaf
Sr. Azadeh Naji
Sr. Narjes Kardan
Sr. Yumna AlMusawi

Elementary (Homeroom)

Sr. Hina Abbas (KG-A)
Sr. Erum Ali (KG-B)
Sr. Mohsina (Gr.1)
Sr. Sarwat Bangash (Gr. 2)
Sr. Sawsan Tawil (Gr. 3)
Sr. Zahra Shahnarad (Gr. 4)
Sr. Shams Shirvani (Gr. 5)

Middle & High - Core Subject

Sr. Maryam Razvi-Rajek
(HS Math)
Sr. Lisa Kader (HS ELA)
Sr. Nuzhat Ali (HS Science)
Sr. Sabiha Baakza (HS Social
studies)
Sr. Azra Ali (MS Science)
Sr. Saima Rizvi (MS ELA &
Social)
Sr. Fatima Kazimi (MS Math)

Electives

Dr. Nages Khademi (IQRA)
Sr. Fawzia Alsadoun (IQRA)
Mol. Jawad Wahedi (IQRA)
Shahla Irani (Ibtisam) (IQRA)
Sr. Rana Halal (PE)
Br. Nizar Al-Baghdadi (PE)
Sr. Siddiqua Shahnawaz (Art)

Sr. Asma Alfarran
(Computers)
Br. Amir Golabbakhsh (World
Lang.)

After School Care & Elementary assistants

Sr. Parveen Baqri (Gr. 1 Asst.)
Sr. Hamideh Mahshidnia (Gr. 2
Asst)
Sr. Nathima Al Maliki
Sr. Shahla Abood.

In the context of academic excellence, Al-Hadi has a shared definition of academic excellence and achievement and engagement in learning, scholarship, creativity, and service for students, faculty, staff, and administration. **Al-Hadi's** value for academic excellence as defined by achievement and engagement in learning, scholarship, discovery, creativity, and service is clearly reflected in its performance, in its curricula, and in its recognition, reward, and practices and the ultimate purpose being student success.

Within the context of our unique identity Al-Hadi has shared understanding of the measurable characteristics that identify excellence in any academic program or support service. Al-Hadi sets priorities and allocates resources to academically excellent programs, e.g. APEX, Study Island, Pre-AP, AP courses, Dual credit, participation in competitions, Sim City, Architectural design, PSIAT, NHS, educational field trips, and services that clearly foster sustainable vitality and/or cultural discovery and learning.

Excellence is a characteristic of an institution that empowers faculty, staff, and administrators to carry out school goals and purposes stated in its Mission, Shared Vision, and Strategic Plan. Other characteristics are set forth in the following documents: Al-Hadi's statement to govern Professional Conduct, the Shared Code of Conduct, as a critical component of Academic Excellence. These collectively assert the School's commitment to excellence in teaching and learning; scholarship, creativity, and service; the growth and development of its members; recruitment and retention of a diverse faculty and staff; shared governance; fiscal responsibility and stewardship of resources; and academic decisions guided by their impact on these school goals and purposes.

Student Excellence. At Al-Hadi, students, upon graduation, are prepared to perform well in their work and as citizens. An academically excellent student is one who

- Has mastered basic skills needed to begin university level work;
- Assumes responsibility for developing and monitoring his/her academic course of study;
- Engenders respect, motivation and interest in learning;
- Assumes responsibility for one's own learning;
- Demonstrates higher-order cognitive skills;
- Is prepared for lifelong learning, ethical practices, successful careers, and civic engagement.
- Exhibits civic responsibility and service to humanity.

SCHOOL YEAR 2016 - 2017

The school calendar shall comply with a minimum requirement set forth by the State of Texas.

AHS shall commence on **August 17th, 2016** and conclude on **May 26 2017**, after the completion of **179-180 days** of instruction (depending on the number of tentative holidays deemed necessary based upon special events and Islamic occasions).

DAILY OPERATIONAL HOURS

7:00 am – 6:00 pm
Monday through Friday (excluding holidays and vacation days)

Grades K - 12

Dua'a and Announcements at 7:50 AM

Students arriving **after 7:55 am** will be considered **tardy**
Classes begin promptly at 8:00 AM and end at 3:00 pm (**Monday – Friday**)

After School Care

After-school care is available until 6:00 PM

Student schedules will be distributed to students by individual teachers / office.

AFTER-SCHOOL CARE GUIDELINES AND CHARGES

In order to ensure safety at all times, students cannot wait in the hallways or any other location. They must go to the after-school care location and remain there until their parents / guardians arrive. **If a student consistently refuses to report to after school care, then a parent meeting will be scheduled with the Principal, and the student may not be permitted to participate in any further after-school activities.**

At the end of dismissal time, teachers will ensure that all children remaining in their care are transferred to the after-school care program. The staff responsible for after-school care will make a note of which students will be transferred to their care. Their time of departure will be noted and parents will be charged accordingly (as per the guidelines below).

The following guidelines will be followed with regards to children remaining on campus after school:

- Students in grades K – Gr.5 will be escorted by their dismissal time monitors to after-school care locations.
- Student in grade K – Gr.5 who are participating in after school activities must be picked up from after-school care by their instructors. Students may not be released to go to their activities on their own.

Guidelines for students participating in AHS organized activities:

These include Student Council, club meetings, tutoring, etc.

- After-school care charges will not apply to participating students, their siblings or students who are members of their carpool until the scheduled end of the activity.
- Parents have a grace period of 15 minutes after the scheduled end of after-school activities, to pick up their children and carpool members. If students are picked up after the end of the grace period, after-school charges will apply to their children and carpool members (as per the guidelines in the Tuition Schedule).

FINANCIAL POLICIES

The parent/guardians are expected to make tuition payments on a timely basis, consistent with the payment option selected (see tuition schedule). Monthly payments for tuition are due on the 1st of each month. Tuition payments are not prorated or refundable.

Any payments received after a 3-school day grace period (including the tuition due date) will be subject to a late payment charge of \$25 per student. Parents/guardians who are consistently late in making payments (at least two months in a row) will be required to sign up for ACH (automatic bank deduction) payment method.

AHS reserves the right to suspend student attendance, due to outstanding account balances. **Under these circumstances, written notice will be mailed to the home address on file.** Student records will not be released until outstanding balances are satisfied. Extraordinary circumstances will be considered and/or special arrangements can be made for release of the records with the approval of the Principal.

Families with outstanding balances will receive a courtesy phone call or e-mail a day after the tuition deadline (at the end of the three school day grace period including the tuition due date).

- ❖ Another phone call or e-mail will be made after 3 days
- ❖ A third and final attempt in the way of mail and email will be made after 3 more days
- ❖ If payment is not received within one week of the third attempt, the student will not be allowed to attend class.

Method of payment accepted:

- ❖ **ACH (Automatic Bank Deduction)**
- ❖ Cash
- ❖ Check or money order made out to Al-Hadi School
- ❖ Debit or Credit card with 3% processing fees
- ❖ Online payment through PayPal with 3% processing fees

Returned checks and declined ACH are subject to a fee of \$25 per transaction. Accounts with repeat returned checks may require a recurring credit card on file, to be charged on a monthly basis.

Early Withdrawal: Students withdrawing early in the year will be required to provide two-week advanced written notice of withdrawal to the Registrar. Student must provide notice of withdrawal and cease to be in attendance prior to the tuition due date, in order to avoid being charged for tuition for the following month. All remaining registration fee balances are due before the student's last day of school. ***Al-Hadi reserves the right to withhold school records for students with outstanding balances.***

After-School Care Charges: Daily after-school care charges will be billed to parents on a monthly basis. Prompt payment is expected for these charges. After-School care begins at 3:30pm, after which parents are given a 15-minute grace period. After-school care charges begin at 3:45pm. Please see tuition schedule for applicable fees.

After school care ends at 6:00pm. It is required that school closes and completes all operation at 6pm. Any student picked up after 6pm will be charged \$50 per 15-minute increment.

Additional Charges: Additional charges for such items as lost books, field trips, school pictures, standardized tests, supplies, additional courses (dual credit courses, independent study courses, etc. - please see the High School section of this handbook for more details) etc. may be assessed. Two copies (one official and one unofficial) of the transcript will be provided free of charge. All subsequent copies will be provided at a cost of \$ 5 per copy.

Payments for all activities of AHS should be made to the Business Operations Manager or placed in the fee drop box located on the right hand side of the front office. Please identify the purpose of the payment on the memo line of the check or attach a note with the payment. Please be sure to indicate names of children.

Questions or concerns regarding student billing accounts should be related to the Registrar and related financial matters should be addressed to the Business Operations Manager.

ADMINISTRATIVE POLICIES

HEALTH AND SAFETY

It is the parent's responsibility to update the office with all health and medical information regarding their child. Any allergies or activity limitations that the child may have must be made known upon enrolment. As required by Texas State law, the school must immediately be notified if your child has a communicable disease.

In order to prevent spread of illness, and to protect your child, the staff and the other children, it is requested that sick children not be brought to school. Students who display symptoms of any illness will not be allowed to go to class. As per state licensing guidelines, children are required to go outside every day, weather permitting. If a child is not well enough to go outside, he or she should be kept at home.

If a student develops a fever, diarrhea, vomiting, rashes, pink eye, or other illnesses while at school, parents shall be notified and asked to pick-up their child. The student will be removed from class while waiting for parents or authorized individual to pick him/her up.

Children will not be administered medication for reducing fever.

Children may return to school if they are symptom free without medication for 24 hours prior to attendance, or if a doctor's permission note to return to school is provided.

If a child comes to the office with a minor complaint (as evaluated by the office), he or she may be allowed to rest for up to 30 minutes outside the class. After such period, either the student must return to class, or a parent must be contacted for pick up. The school cannot provide sick childcare for extended periods.

Al-Hadi has a "no-nit" policy concerning head lice. Should an episode of lice occur, the following guidelines apply:

Students shall be excluded from class if nits or lice are found. Every effort will be made to schedule the check on a Friday to allow parents to apply the treatment over a weekend. However, due to time

constraints, it may not be always possible. Re-admission criteria in such cases include appropriate lice and nit treatment, removal of all lice and nits, and physical assessment by school staff, prior to re-entering class. Our intent is to minimize loss of instructional time. Parents are thus expected to take rigorous measure and perform frequent and continuous checks.

M E D I C A T I O N U S E

Students in Elementary, Middle, and High school are not allowed to have any medication in their possession, for safety reasons. This includes pain relievers such as aspirin, cough drops, etc.

If it is essential that medication be administered during school hours on an ongoing basis, this accommodation can be provided subject to a written instructions and prescription from a doctor. However, for the protection of all concerned, it is necessary for the school office to have specific information and signatures prior to administering medication. **All medication, including nasal sprays, inhalers, topical ointments, medicated eye drops, antibiotics etc., should be brought to the office.**

The office will administer and document the dispensation of all medications, as needed. Students who need to receive medication will be called to the office at the appropriate time.

Guidelines for medication administered at school:

- Medications must be in the original container.
- All prescribed medication must have the student's name.
- Only the dosage indicated on the original container will be administered.
- Expired medication will not be administered.

M E D I C A T I O N U S E (C O N T .)

Parents / guardians must provide detailed instructions in the form of a note, or completed medication authorization log entry (available at the office) to accompany medicines. This documentation should include the name of the student, dosage, and timing. The Medical Assistant will administer the medication as directed.

Students / Parents are required to bring all medication to the front office. All medication should be labeled with the student's name. during school hours. Under no circumstances shall medication be shared with fellow students. Pick up of the medication, at the end of the day, is the responsibility of the parent/student.

L U N C H

AHS students are offered fresh and nutritious lunch every day. For a nominal **cost**, students may purchase nutritious lunch at school. Lunch can be purchased with coupons only, which are sold at the office.

Coupons expire on the last day of the school. Any coupons returned to the office after the last day for students will not be refunded.

Parents may drop-off lunch for their child at the front desk. In the event an elementary student has forgotten his/her lunch, the parent will be contacted and a lunch coupon will be provided if the parent cannot drop-off lunch. Money for the coupon provided is to be reimbursed by the parent on the following day. If payment has not been received from a family, for two outstanding coupons, additional coupons will not be provided. A courtesy call will be placed to parents under these circumstances.

Students are welcome to bring lunch from home. Parents are requested to ensure that all food provided to the children is *halaal*. The presence of non-*halaal* food undermines the Islamic environment that the school strives to maintain. There are microwaves in the cafeteria where lunch can be warmed up. Students who bring lunch from home may store their lunchboxes in their homeroom (elementary school). Middle and high school students' lunchboxes must remain in their lockers until lunchtime. Students who bring lunch from home should also bring their own lunch supplies, such as spoons, napkins, straws, condiments, etc.

STUDENT TRANSPORTATION

AHS employees are not permitted to carpool with students or transport students on fieldtrips in their private vehicles, due to liability issues. AHS employees who choose to **carpool** with students in spite of the policy outlined above will be solely responsible for all liabilities generated as a result of accidents, injuries, or law suits. In this case, the school shall deny any claim that may be charged against the school because of the employee's failure to observe the school's student transportation policy. Under these circumstances, it is the employee's responsibility to obtain and submit a waiver of liability form for any student that they transport to the office.

SCHOOL VISITORS & VOLUNTEERS

For safety and security of students and employees, we require that all visitors sign-in at the office and pick up visitor badges, and sign out as they exit the building. Any visitors not wearing a visitor badge will be directed to the office, and not allowed to walk in the building. The front office will be happy to help you find the location you wish to visit.

In an effort to maintain an Islamic environment on campus, all visitors are requested to observe Islamic attire (including head covering, or hijab). The front office can provide a headscarf, if needed, upon request, as a courtesy to visitors.

Non-authorized family members and other visitors will not be permitted to interact with students and may be asked to leave the premises if they are non-supportive of school policies. Similarly, IEC visitors are not permitted to interact with students unless they are parents / guardians or individuals authorized to pick up students.

Walk-in Visitors

Parents will be given a tour of the school with prior scheduling, provided a member of the administration is available at the time. Tours by appointment are encouraged and appreciated.

Current Parent Visitors

Parent visitors are welcome to observe classes (K- Gr. 5) for limited periods of time (up to 20 min.) with prior approval of the Principal. They are required to coordinate their visit with the office / teacher, prior to arrival. Upon arrival, they are required to sign-in at the office and pick up a visitor badge.

Prospective students & parents visiting for a day

Prospective students and their parents that wish to attend or observe classes must schedule a visit by calling the office at least a week in advance. Teachers will be informed so that they can accommodate visitors.

Visitors may not be able to meet with teachers unless an appointment has been made in advance. The major part of teachers' time during school hours is allocated to teaching. Unscheduled conferences with teachers may not be held while the teacher is on duty. To speak with a teacher, please leave a message at the office and the teacher will contact you. To meet with teacher and Principal, please make an appointment.

Alumni and Former Student Guidelines

- As a general rule, Alumni and former students are not allowed to visit AHS on days when their schools are closed for public holidays, etc.
- If there is a need for such a visit, the alumni or former student must provide a written request stating the purpose of the visit to the Principal, two weeks in advance. If this request is approved by the Principal, then the front office will provide a visitor's badge based on confirmation of approval by the Principal.
- Alumni and former students are not allowed to participate or sit in any classroom activity (as this causes a disruption in the learning process)
- They may not roam the corridors or socialize with students.

Volunteers

Parent volunteers may be needed at times to help out with classroom activities and teachers may request parents to help on these occasions. The presence of the volunteer is meant to enhance the educational experience of students and volunteers are expected to be free of all responsibilities except providing their complete attention to the students and the activity at hand, under the guidance of the teacher.

Volunteer parents may assist at the AHS by working in the classroom, office, reading to children, tutoring a student, monitoring students during lunch, etc. as requested by a teacher. Parents, who volunteer as "homeroom" parent must not have their own child in that class. Every volunteer must sign in at the front desk upon arrival and receive a badge prior to participating in any activity,

STUDENT PARKING ON CAMPUS

All high school students desiring to park on campus must register their vehicle with the school (by completing the requisite forms) and follow all parking regulations. AHS is not responsible for damages incurred while cars are parked on campus. Damage to vehicles should be reported to the campus security officer as promptly as possible.

Students' cars must be parked on the 2nd level of the parking lot, in the parking spots at the top of the first upward ramp and in the adjacent area. Students are **not** permitted to park at the level of the basketball court or any of the upper levels (levels 3 & 4).

Students who speed or drive recklessly in the campus parking lot or near the school will have their driving or parking privileges revoked.

GANG-FREE ZONE DESIGNATION

Based on Licensing requirements and local statutes, the area in and around schools is designated as gang-free zones. This designation acts as a deterrent for gang activity and helps maintain a safe and secure environment where children gather. For this reason, it is important to share this information with parents and guardians.

A gang-free zone is defined as the area within 1000 feet of a child care center. According to the statute, prohibited gang-related (or organized) criminal activity with a gang-free zone is a violation of the Texas law and is subject to increased penalties.

PUNCTUALITY, ATTENDANCE, DISMISSAL AND PICK-UP

The day will begin with recitation from the Quran and Dua at 7:50 am. Attendance check will be taken by the home room teachers in each class before the first period starts. Absence of any student from a class during the day will be reported to the administration.

TARDY GUIDELINES

Students should arrive at school at least 10 minutes prior to school starting time. The school will contact parents of absent children to check for truancy. As a courtesy, please call the office in the morning if your child will not be attending school.

Punctuality is especially critical for Middle and High school students. Tardiness to class is disruptive to learning and wastes precious instructional time. Middle and High school students will also be considered tardy if they are not present in each class at the time the class starts. **Students are considered tardy to school if they arrive to class after 7:55 am. Student tardies will be documented so that appropriate disciplinary steps can be taken to address the situation (see Student Code of Conduct).**

Parents of Middle and High school students who are consistently and excessively tardy will be contacted for further action.

STUDENT ABSENCES

After being absent, students must bring a written note from home, which is signed by the parent or guardian stating the date and reason for the absence. This should be submitted to the homeroom teacher (for elementary students, or to the office for Middle and High School students), within two days of return to school.

Students will be given three (3) school days to complete make-up work for excused school days that were missed. It is the responsibility of students and parents to obtain all missed homework/class work from teachers.

HALL PASSES

Students are encouraged to use the bathroom and get water before school starts, and during lunch time. Students will be allowed to leave the class only for emergencies. **Any student leaving the class must take a hall pass from the teacher.**

Students found in the hall ways will be required to show their hall passes. Middle and High School students with a block schedule are not allowed to leave their classroom within the block.

STUDENT DISMISSAL POLICY

To leave campus early, for medical reasons, a student is required to have a note from his/her parent/guardian. The note must be brought to the office at the beginning of school day. The office will authorize student dismissal during school hours. Please note, Early dismissal is not available, unless there is extreme emergency.

At the time of early pick-up, (only in case of emergency, illness or doctor's appointment) parents are requested to go to the office - *not the classrooms*. Teachers will not release students from the class unless they receive an early dismissal form from the office. The office will arrange for student dismissal either in person or in writing using an early dismissal form. The student will meet the parent in the office; parents are requested not to go to the classroom to pick up their child. Parents must sign out students in the office before leaving the campus. Students who return the same day must report immediately to the office, sign in, and receive a permit to class. *Students who leave campus without permission will be considered truant.*

Taking vacations when school is in session is highly discouraged. If a student misses a cumulative exam, except in cases of emergency, will not be allowed to sit for the exam, and will receive an incomplete or failing grade. The final Grade will be determined on the work completed during the quarter, with the percentage allocated for cumulative exam. This policy will be applied to middle and high school students only.

STUDENT PICK-UP

The school is located on a busy street, which makes it necessary to observe the following rules:

- Please help your child/children memorize and remember their dismissal ID. It saves time when ONE number is called instead of several names.
- The dismissal number should be clearly displayed on the dashboard or taped to the window.
- Drive further down on Voss and make a U turn to enter the school premises. Do not cut across Voss, as this act disrupts the flow of traffic entering the school.
- If you wish to enter the building, park your car in the garage and enter the school from the front door. Parents are not allowed on second floor during dismissal time.
- Please do not park in the visitor parking area as it disrupts on coming and out-going traffic.
- Put the cell phone away. Use of cell phones is prohibited in school areas when children are present. State law.
- Follow the car queue to the pick-up point.
- Stay in line and wait for your turn.
- To ensure safety of our children, please do not drive on the zebra lines meant for the students to walk. (next to the fence).
- Parents may not leave the car, while in queue, to pick up their child.
- Parents who wish their children to walk home, should give the names to the front office. Those students will be called to the school front lobby. Parents may collect their children from there. If the names are given earlier, students will automatically be sent to the lobby each day.

GENERAL POLICIES

TELEPHONE CALLS

In case of emergencies, the front office will contact parents. Students may use the phone in the office outside of class time, with the permission of the office, if needed.

Students who need to their cell phone after leaving school must turn off their phones and label and deposit them at the front office (where they will be stored in a secure location). Phones may be picked up from the office just before leaving the campus.

Students are NOT permitted to use cellular phones on school premises between 7:50 am and 3:45 pm. Additionally, if a student is found using or in possession of a cell phone this will be considered a violation of the student code of conduct and the phone will be confiscated immediately. The parent may collect the phone from the office the first time. If the violation occurs again, the phone will be confiscated and returned after a week, after a penalty of \$15.00 is paid. After third violation, the cell phone will be confiscated and returned on the last day of school.

Only messages of an **urgent nature** from parents will be relayed to students.

Students may come to the office after dismissal time in order to use the phone, after seeking permission from after-school care staff.

SCHOOL CLOSING

During inclement weather, Al-Hadi school follows HISD for school closure or delay. However, AHS reserves the right to take an independent decision. Parents may use their own judgement ensuring their safety and their child(ren) safety. In case of doubt about school closure, you may contact the school at (713) 787-5000 ext. 2500 or check the AHS website at www.alhadi.com before leaving home. We will also send you a message through REMIND. All parents are requested to sign up for remind.

During school hours, if weather conditions require students to leave for their safety, parents will be contacted by the administration with instructions for immediate pick-up.

TEXTBOOKS AND LEARNING MATERIALS

Textbooks support the curriculum, and are provided to students as study materials. Students are provided textbooks for use during the year, which are to be returned to the school at the end of the year. Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. Also, fines that are not paid by the end of the school year will result in the school holding the student's records. Writing or highlighting in a school textbook or library book will be considered vandalism.

Books and other learning material left in inappropriate places such hallways, classrooms, top of the lockers, stairways, cafeteria, etc., will be held in the office (contact the office) for 10 days, school will not be responsible for the items after 10 days. Teachers will perform spot checks to ensure that students are using their textbooks on a regular basis. **The school will replace a lost book only after the appropriate payment for the lost material has been made.** Personal items found will be placed in the lost and found area.

BOOKS LOANED TO STUDENTS OVER THE SUMMER

Students may borrow books to use over the summer.

- The deposit in these cases will be \$50 per book.
- Books must be returned before the 1st day of school, in order to receive full credit of the deposit toward the tuition account.
- In the event that borrowed books are returned on or after the first day of school, only \$25 will be credited towards the tuition account.
- Books must be returned in good condition.

S U P P L I E S

A list of school supplies needed by each student is provided at the beginning of the year. These supplies help students prepare for learning in the classroom. Please label all supplies in your child's package. Supplies may be used on an individual basis or as a group. Additional supplies may be required for special projects, etc.

A N I M A L S / P E T S

No pets are to be brought to school without permission. A parent may bring a pet to school (e.g. for show and tell or other approved purposes) and take it back home after a short visit, if satisfactory arrangements are made with the teacher and office at least two weeks in advance of planned visit, using the required form from the office. All pets should be properly vaccinated.

B I R T H D A Y O B S E R V A N C E S

In an effort to promote moderation and avoid displays of extravagance, birthday parties for students are not celebrated at the school.

Parents may provide nutritious snacks for students in their child's class during their regularly scheduled snack or lunch times. This must be coordinated with their child's teacher in advance. Gift bags may not be distributed among students. Only, healthy snacks encouraged.

Cakes and cupcakes and other bakery items from grocery stores will no longer be allowed to be sold for bake sales, or served to celebrate students' birthdays at school.

Only homemade cakes and cupcakes baked at home, or purchased from a halal bakery will be allowed. We appreciate your cooperation.

L O S T A N D F O U N D A R T I C L E S

A lost and found depository is maintained near the front office. Students who find books or personal property should turn these items in to the office. Students who have lost personal items should check this location.

Items that go unclaimed for a period of one month may be donated to a charitable cause. Deadlines for lost and found donation will be communicated to parents through memos, prior to disposal.

Students are encouraged to label any clothing (in an inconspicuous location), lunch boxes, etc., that may be misplaced so that these items can be identified if lost.

Misplaced textbooks and other learning materials will not be placed in the lost and found area. These may be picked up from the office.

P E R S O N A L I T E M S / T O Y S

In order to reduce the distraction and chances of loss, students are discouraged from bringing toys (Action figures, cars, electronic games, trading card, etc.) to school. The school is not responsible for lost items of value.

BAKE SALES

The purpose of class / group bake sales is to raise funds for classroom resources, projects, student leadership activities, field trips etc. Student groups, Teachers and Staff members (hereafter referred to as organizers) may organize bake sale dates during the school year. Organizers are responsible for contacting parents to request contribution of cash / sale items, to help sell items, supervise the bake sale and to help with set-up and clean-up.

Bake sale guidelines:

- **Only halaal and non-meat (vegetarian) items may be sold** at bake sales
- **Soft drinks are not permitted.** Juices, Lemonade, etc. are permitted.
- Any items that cannot be authenticated as Halaal by the administration will be removed from the bake sale.
- **Any items that contains Red40 or other chemicals that is hazardous to the child health will be removed by the administrator from the bake sale.**
- All supplies must be arranged by organizers and will not be provided by the Kitchen.
- An effort should be made to provide healthy snacks choices.

SCHOOL PICTURES

Student pictures will be taken in the spring of each school year. There are a variety of packages, reflecting a broad price range, designed to accommodate all those who wish to participate. Complete details will be furnished prior to schedule date.

On occasion, AHS develops promotional material using photographs and/or videotapes of students. In addition, the media (newspapers or television) may request to take photographs or videotapes of our students and programs. If you do not wish for us to use your child's image in any of these activities, please contact the office within 15 days of start of the school year.

STUDENT DRESS AND GROOMING

The AHS highly emphasizes the value of the Islamic Dress Code and cleanliness that are fundamental to self-respect and dignity. The AHS has the right to put restrictions and refuse attendance to students whose dress and grooming is deemed by the school authorities to be distracting to the learning process.

Students should come to school in the uniform adopted by the school (excludes preschool students) Uniform must conform to all requirements of Islamic attire. Students are expected to wear their school uniform at all times while on school premises and on field trips. If and when a uniform is not required, parents will be notified in writing.

Students are expected to be respectful and careful to maintain their uniforms in good conditions. Ripped pockets, missing buttons, or writing on clothes is unacceptable. Students are taught and expected to dress neatly, and keep their clothes tidy. Boys' shirts should be buttoned all the way, except for the top button. K- Grade 4 may wear P.E uniform on the days they have P.E. Grade 5 and up should change into P.E uniform prior to the class.

Students who do not comply with the dress code will be asked to call their parents to bring the complete uniform to school. Students who are out of class because of an infraction of the dress code are responsible for all missed schoolwork in compliance with the make-up policy.

The school authorities have the right to restrict a student from entering the school grounds or classroom if they feel that the student's uniform is inappropriate and distracting for the learning process.

Students, are expected to follow Islamic requirements and rules in their dressing and grooming. The students are expected not to use any makeup or cosmetics of any kind. This includes face make-up and finger nail polish. Jeans and other denim like materials may not be worn. Girls with pierced ears may wear small, stud earrings to school. Long, dangling earrings or any other type of jewelry (such as bracelets, rings, necklaces, boys' earrings, etc.) are considered distracting and inappropriate. Therefore, such jewelry is not allowed for boys or girls, and may not be worn at all while on school premises.

Grooming and Hair

All students are expected to practice Islamic guidelines and requirements regarding personal hygiene. Hair and nails should always be clean and well groomed. Boys will not be allowed to remain in class with hairstyles such as tails, Mohawks, stripes or colored hair or highlights in striking, unnatural colors. Boys are expected to have standard haircuts with NO half shaves or shaven designs.

WITHDRAWALS

Notice should be given to the office at least two weeks prior to the student's withdrawal in order the records may be prepared. There is a three-day turnaround on any documentation to be provided by the office. All requests for records should be made using the appropriate forms available at the office.

CLEARING ACCOUNTS

All school accounts – tuition, library, lunchroom, classroom assessment, etc., must be clear before any student records or report cards are released.

SCHOOL RECORDS

When a student is transferring to another school, the parent must sign a release form from that school before the office may release records. Any teacher recommendation form or letters regarding transferring students must be mailed or faxed from AHS to the other school. No recommendations will be given directly to the parent or hand delivered to another school. Please allow at least one (1) week for any recommendation or record requests.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the school office of address or telephone number changes immediately. This information is very critical for the school in order to meet your family's needs in a timely manner.

ACADEMICS

REPORT CARDS AND PROGRESS REPORTS

Report cards are generated at the end of each Quarter (approximately 9 weeks). Progress reports will be provided mid-way through each quarter in order to keep parents updated on student performance. Parents will be informed when progress reports and report cards are ready for pick-up.

EXAMS

Cumulative, mid-year (1st, 2nd and 3rd quarter) and Final Exams are administered for grades 2 through 12th for core subjects and IQRA. If a student is unable to take any of these exams on their scheduled dates, for a valid reason (i.e. sickness), the school may reschedule such exams, but only once the original exam has been administered. Special exams will not be prepared for students.

GRADING SYSTEM

Report cards and progress reports will provide grades based on the grading scales below. Attendance, consistent daily preparation, promptness in completing assignments, and the quality of work performed may affect overall grade points.

Final grades are a cumulative representation of what the student has earned throughout the marking period, and not limited to only one test. Evaluations cover comprehensive strategies and methods to accurately and fairly assess student progress during each marking period.

Students with excessive excused absences during a quarterly grading period will receive an “incomplete” for the grading period. Students receiving an “I” have until the end of the next grading period to convert the incomplete grade to an earned grade. If he/she fails to do so, it may affect the overall average of the child and promotion to the next grade.

Receiving failing scores in the core subjects, ELA, mathematics, science may lead to retention in the same grade. Unless, the student attends summer school and passes the core subjects or sits for make-ups and passes the failed subject/s.

REPORT CARD CODES / GRADES

Breakdown of Subject Grades

Class	Tests	Quizzes	HW/ Essays	Class work/Participation Assignment		Projects/Labs	total	Cumulative
				Completion required	Assessment /comment			
K-2								comments
3-8	30	15	10	30		15	70%	30%
9-12	20	10	10	20	20	20	70%	30%

Grading Scale K-2

Min Value	Max Value	Label
90	100	M=Mastered/ Excellent
75	89.99	P= Proficient/Good
65	74.99	S- Satisfactory
0	64.99	NI- Needs Improvement
		N= Not assessed at this time

Grading Scale 3-8

Min Value	Max Value	Grade
97	100	A+
93	96.99	A
90	92.99	A -
87	89.99	B+
83	86.99	B
80	82.99	B -
77	79.99	C+
73	76.99	C
70	72.99	C -
67	69.99	D+
63	66.99	D
60	62.99	D -
0	59.99	F

Grades 9-12

Grading Scale	Letter Grade	Regular Courses	AP/AP Courses*
97-100	A	4.00	5.00
93-96	A-	3.67	4.67
90-92	B+	3.33	4.33
87-89	B	3.00	4.00
83-86	B-	2.67	3.67
80-82	C+	2.33	3.33
78-79	C	2.00	3.00
76-77	C-	1.67	2.67
74-75	D+	1.33	2.33
72-73	D	1.00	2.00
70-71	D-	0.67	1.67
Below 70	F	0.00	0.00

*The GPA for student who take pre-AP (.5) or AP (1.00) courses are weighted.

Conduct Grades (1st – 12th)

Demonstrates good behavior	Usually
Demonstrates good behavior	Frequently
Demonstrates good behavior	Sometimes
Demonstrates good behavior	Seldom

ACCELERATED COURSES

Currently, Mathematics, World Language and Biology courses taken in Middle school qualify for high school credit.

Both semesters must be passed when taking a high school credit while in junior high. If both semesters are not passed, the course will need to be repeated at the high school level.

Mathematics: Algebra 1 may be taken in Grade 8. This credit will be reflected on the high school transcript as a math credit. Students who enter the high school must earn three additional math credits while in high school to graduate from AHS and meet State requirements.

Biology: Pre AP Biology is offered to Grade 8 students. An early start in science subjects will allow Al-Hadi students to attain maximum science credits before graduation.

World language: Students have the option to enroll for Arabic or Spanish level one in Grade 8.

Middle school students must adhere to the high school passing standards for courses taken for high school credit. Students must score an average of 75 or better the second semester and have a passing yearly average to receive credit. Students who do not meet the passing standard must repeat the entire course. These courses will be included in the calculation of GPA.

Students wishing to take an AP course must be at a 'B' standing in that subject.

Students who wish to repeat in high school a course taken while in middle school may do so without penalty if their course grade was below 90. This opportunity will allow students who need to strengthen their background in a content-area to do so without adverse effects on their GPA. Such a decision, with Principal's approval, must be determined by the fall of the ninth-grade year and the course "repeated" before the eleventh-grade year. However, the recommended sequence of courses should be followed.

EARLY GRADUATION

Students interested in completing required high school courses in less than 4 years have the option to apply for early graduation by completing the required paperwork and submitting it within the first four weeks of the semester in which they are aiming to graduate. Requests for early graduation must be approved by the Principal in order for a student to qualify for early graduation. There are extra charges associated with early graduation (please see fee structure below).

ADDITIONAL GUIDELINES FOR FEE STRUCTURE AND TUITION FOR HIGH SCHOOL STUDENTS

Students who are required to take summer Dual Credit Courses in order to complete their high school graduation requirements at AHS, will be required to enroll and pay the registration fee prior to enrolling for the Dual Credit and for the credits to be included on their AHS transcript.

INDEPENDENT STUDY

High school students interested in taking independent study courses are required to submit necessary forms by the end of the first four (4) weeks of each semester. These courses will be authorized by the Principal. There will be no additional charge for Independent Study courses taken at grade level.

Independent study courses taken above grade level will be considered as additional courses taken towards early graduation in High School. Students who wish to take more than the required or scheduled courses for their grade level during the fall or spring semester of high school may be charged an additional fee.

HIGH SCHOOL COURSES TAKEN OUTSIDE OF AL-HADI

Students who take high school courses outside of AHS must submit copies of transcripts issued by other schools / colleges to the AHS office, in order for courses to be considered as credits earned. Transcripts from other schools and colleges must be provided to AHS within two weeks of joining AHS end of in order to be considered as credits earned.

Credit for Courses Taken Outside of AHS That Are Included On AHS Transcript

Students enrolled at AHS may take high school credit classes outside of AHS provided all of the following requirements are met:

1. Class are preapproved by the Principal
2. A similar class is not being offered at AHS
3. An official transcript from an Accredited School is provided

If all the conditions above are not met satisfactorily, then AHS reserves the right to exclude the credit from the AHS transcript.

High School students who are planning to return to AHS after the summer are required to pay the registration fee and deposit towards their admission fees (as per the re-enrollment policy) for the upcoming year in order to qualify for approval by the Principal or to take Dual Credit courses during the summer.

TRANSCRIPTS AND DOCUMENTATION

Requests for transcripts and other documents of any nature must be submitted to the office using appropriate forms (available at the office). **There is a three (3) day turn-around on all documents.**

Two copies (one official and one unofficial) of the transcript and one (1) High School Diploma will be provided free of charge at the end of each high school year. A fee of \$5 per copy will be charged for all subsequent official copies of the transcript. A fee of \$5 per copy will be charged for replacement of a lost High School Diploma or additional copy of the High School Diploma. All documentation must be requested in writing using relevant forms available at the office.

ACADEMIC TESTING

COLLEGE ENTRANCE AND PREPARATION

In addition to other testing, **High School** students are also required to participate in College Testing as per the guidelines below:

Gr. 9 – 11 – PSAT

Gr. 11 & 12 – SAT /ACT

Parents are responsible for payment of fees associated with the above tests.

STANDARDIZED TESTING

The school aims to constantly evaluate its educational program in order to ensure that students are being prepared to enter college and universities and to design programs that best meet the needs of our student body. Standardized tests are administered in Spring to K- Grade 9 students and the result data is used by the teachers to refocus and review areas that need further growth. A test schedule is provided to the teachers and students ahead of time, for better preparation.

AP, PSAT, and STAAR Exams

Teachers help prepare students for some of these exams, which student take during the year.

PLACEMENT TESTING & RECOMMENDATION LETTERS

Students enrolling at Al-Hadi are tested at the time of admission to help with proper placement. There is a charge of \$100 for this placement testing. Payment is due on or before the testing date. Placement testing includes assessment in English (comprehension, grammar and writing) and Math for the last grade completed.

Student applying for grades 3 – 12 are also required to provide recommendation letters (as per the admissions checklist) from their previous school to be filled out by their former Counselor, Math & English teachers, as part of the enrollment process.

VALEDICTORIAN AND SALUTATORIAN RANK FOR HIGH SCHOOL SENIORS

The following requirements affect high school students planning to graduate from AHS.

Students must be enrolled as full-time students at AHS for a minimum of TWO complete years. They should take a full load of classes toward graduation requirements.

Valedictorian and Salutatorian must be ranked #1 and #2 respectively in the class using the following criteria:

1. Academic GPA (percentages) for each candidate will include all high school courses - AP, Dual Credit, summer and transfer.
2. Conduct (Islamic morals and character will also be taken into consideration.)
3. Teachers input will be taken into account.
4. Community service and participation in school activities will also be considered.

Conduct (Islamic morals and character)

All students are expected to conduct themselves and their daily routines in an Islamic manner. The conduct includes things such as Dress code, Prayer hall participation; respect for others, following school and teacher rules, and general behavior.

The valedictorian and salutatorian must conduct themselves according to Islamic moral standards and Islamic Character and maintain a good behavior record.

Final determination of the Valedictorian and Salutatorian positions will be announced no later than the last week of April.

HIGH SCHOOL ATTENDANCE AND CREDIT

Course credit for high school graduation may be earned only if the student received a grade of 70 on a scale of 100, based upon the course and grade level standards of the curriculum. A student who is able to successfully complete only one semester of a two-semester course will be awarded credit proportionately (must pass both semesters to receive a full credit).

AHS Policy, derived from Texas Education Code §25.092, Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students with excessive absences may restore credit as provided by local policy, allowing the AHS Administration to establish ways to make up work or regain credit in consideration of the circumstances. Students with excused absences in excess of 90 percent for a nine-week grading period shall receive an “incomplete” for the grading period. Students receiving an “I” have until the end of the next grading period to convert the incomplete grade to an earned grade. If AHS offers an educational program outside of regular school hours as a means for students to make up work or regain credit, as inferred by Texas Education Code §11.158, AHS will charge a fee for such an education program.

AHS HIGH SCHOOL GRADUATION REQUIREMENTS (In accordance with Texas State Graduation Requirements)

Subject	Minimum Graduation Plan	Recommended High School Program	Distinguished Achievement Program
English Language Arts	Four credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV or approved alternate course 	Four credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV 	Four Credits: <ul style="list-style-type: none"> • English I • English II • English III • English IV
Mathematics	Three credits: <ul style="list-style-type: none"> • Algebra I • Geometry • SBOE approved math course 	Four credits: <ul style="list-style-type: none"> • Algebra I • Algebra II • Geometry • An additional math credit 	Four credits: <ul style="list-style-type: none"> • Algebra I • Algebra II • Geometry • An additional math credit
Science	Two credits: <ul style="list-style-type: none"> • Biology • Chemistry and Physics (one of the two serves as an academic elective) 	Four credits: <ul style="list-style-type: none"> • Biology • Chemistry • Physics • An additional science credit 	Four credits: <ul style="list-style-type: none"> • Biology • Chemistry • Physics • An additional science credit
Social Studies	Three credits: <ul style="list-style-type: none"> • World History (one) or World Geography (one) • U.S. History Studies Since Reconstruction (one) • U.S. Government (one-half) • Economics (one-half) 	Four credits must consist of: <ul style="list-style-type: none"> • World History (one) • World Geography (one) • U.S. History Studies since Reconstruction (one) • U.S. Government (one-half) • Economics (one-half) 	Four credits must consist of: <ul style="list-style-type: none"> • World History (one) • World Geography (one) • U.S. History Studies since Reconstruction (one) • U.S. Government (one-half) • Economics (one-half)

Physical Education	One credit	One credit	One credit
World Languages	None	Two credits in the same language:	Three credits in the same language:
Fine Arts	One credit	One credit	One credit
Speech	One-half credit	One-half credit:	One-half credit:
Islamic Studies	One credit	One credit	One credit
Electives	Seven and one-half credits (one must be an academic elective):	Five and one-half credits:	Four and one-half credits:
Total Program and Elective Credits	22	26	26

Elective Courses Offered:

1. **Islamic Studies Courses (Required to Graduate)**
 - a. Ethics I
 - b. Ethics II
 - c. Islamic Jurisprudence
 - d. Islamic Ideology
2. **Quranic Studies**
3. **Islamic Studies**
4. **Computer Science**
5. **Math Courses:**
 - a. Financial Literacy*
 - b. Liberal Arts Mathematics*
 - c. Mathematics of Personal Finance*
 - d. Probability and Statistics*
 - e. AP Statistics
6. **Science Courses:**
 - a. AP Psychology (11,12) *
 - b. AP Environmental Science (11,12) *
 - c. Texas Integrated Physics and Chemistry*
 - d. Psychology*
 - e. Environmental Science*
7. **English Courses:**
 - a. Creative Writing*
 - b. Media Literacy*
8. **Social Science Courses:**
 - a. AP Macroeconomics (11,12)*
 - b. AP Microeconomics (11,12)*
 - c. US and Global Economics*
 - d. US and Global Economics Honors*
 - e. Multicultural Studies*
 - f. Sociology*
9. **World Language**
 - a. AP Spanish*
 - b. French 1*
 - c. Latin 1*
 - d. Spanish I
10. **Career and Technical Education Courses:**
 - a. Business Applications*
 - b. Intro to Health Science*
 - c. Informational Technology Applications*
 - d. Introduction to Business and Marketing*

*This course is offered through APEX. Additionally, students in grades 11th and 12th have the option of taking dual credit courses at HCC.

Please note: All high school students will be required to take one block of Islamic Studies each year, in order to receive a High School Diploma from Al-Hadi, beginning with the current Grade 9 students.

H O M E W O R K P O L I C Y

AHS strives to implement a balanced and productive homework policy that correlates with student achievement and development. Homework must be completed according to the instructions given by the teacher. Any homework that is missed due to an excused absence must be made up according to the student absence policy.

Homework is a means of enrichment and reinforcement of the learning that is taking place in the classroom. AHS bases its homework policy that outlines balanced correlations between the amount of homework and student achievement. Properly implemented homework should reinforce student lessons, and help family members become aware of what their children are learning. Furthermore, parents and teachers can observe and evaluate student progress, while diagnosing weaknesses, strengths, and specific needs. Occasionally, depending upon the individual needs of the child and/or the activities within the classroom, an assignment may be given. Homework is not intended to “keep children busy” at home.

Substantial research demonstrates that reading success generally translates into success at school. Studies have found that enthusiasm for reading has significant impact on improving achievement in the elementary grades. AHS structures its Elementary Homework Policy to give as much emphasis to reading as possible. Students K-12 are expected to read daily.

Elementary Teachers will provide students with assignment diary templates to record homework assignments. Teachers will initial templates on a regular basis to ensure that students are recording their homework. Middle and high school teachers require students to copy homework assignments in assignment diaries on a daily basis.

Students will receive homework at the discretion of the teacher. Elementary students will receive homework Monday through Thursday only; no homework, except reading, will be given during holidays. Middle and high school students will receive homework Monday through Friday. Students are advised to review all concepts learnt over the weekend.

Homework will not exceed the developmentally appropriate timings detailed herein. Students vary significantly in the amount of time they spend on assignments; therefore, these maximum amounts of time represent the teachers’ estimate regarding times required by the average student for completion of the assignment. These guidelines do not include time for independent reading, and parents are encouraged to read aloud to their elementary students every night.

Grade Allotment	Approx. Maximum Daily	Grade Allotment	Approx. Maximum Daily
Kindergarten	Up to 30 minutes	6 th - 8 th Grade	Up to two 2 hours +
1 st -3 rd Grade	Up to 45 minutes	9 th - 12 th Grade	Up to three hours +
4 th - 5 th Grade	Up to 60 minutes		

PLAGIARISM

How to Avoid Plagiarism

Plagiarism is defined as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Plagiarism can occur in many forms besides writing: art, music, computer code, mathematics, and scientific work can also be plagiarized. This document pays special attention to plagiarism in writing, but it is important to understand that unauthorized collaboration in a math or science assignment is also plagiarism.

Self-plagiarism is also considered plagiarism in some cases. Under these circumstances, it may be inappropriate to copy from one's own previous work or projects.

In all academic work, and especially when writing papers, we are building upon the insights and words of others. A conscientious writer always distinguishes clearly between what has been learned from others and what he or she is personally contributing to the reader's understanding. To avoid plagiarism, it is important to understand how to attribute words and ideas you use to their proper source.

Consequences of Plagiarism

Students may not receive credit for work that contains plagiarism. Please see the student code of conduct for additional consequences.

STUDENT RECOGNITION

AWARDS SYSTEM

Student achievement and good conduct is encouraged throughout the year by teachers. Additionally, the school conducts ONE award ceremony at the end each year. The following award categories will be awarded:

Most Improved Student Award (for each subject; nominated by teacher)

Outstanding Citizenship Award (Excellence in behavior and demonstration of Islamic Values)

Excellence Awards (The top student in the class, top student per grade in each subject)

Perfect Attendance Award (Zero absence during the entire school year). Absences due to accumulated tardies will affect eligibility for this award.

Honor Roll Award: A & B, Bronze (determined by office, based on overall average/GPA; see below)

Science Fair Awards (Based on results announced by the Science Fair Judging Team)

Special Award (Determined by teachers and subject to approval of the Principal)

HONOR ROLL AWARD CRITERIA

High School - GPA

Award	Lower Limit	Upper Limit
Gold	3.8400	4.0000
Silver	3.6700	3.8399
Bronze	3.5000	3.6699

Middle and Elementary - Percentage

Award	Lower Limit	Upper Limit
Gold	96.00	100.00
Silver	90.00	95.99
Bronze	87.00	89.99

Graduating classes are recognized at the end of the year. The award assembly is usually held in the Auditorium.

STUDENT OF THE MONTH

Each month, AHS recognizes students for hard work and dedication to the school and the community. Students may be selected for this prestigious honor only once in a school year. Teachers are encouraged to nominate ONE student per month, whom they teach along with the reason for their nomination. The administration will evaluate and recognize some of these nominees based on the following criteria:

- Islamic behavior & positive attitude towards teachers, staff & peers.
- Academic performance (classroom participation, improvement, test, homework, class work).
- Good attendance/punctuality
- Willingness to provide assistance to staff & faculty as needed.

Nomination forms will be distributed during monthly meetings and are due the following Friday.

NATIONAL HONOR SOCIETY (NHS) & NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding high school and middle level students. More than just an honor roll, NHS and NJHS serve to honor those students who have demonstrated excellence in the areas of **Scholarship, Leadership, Service, and Character** (and **Citizenship** for NJHS). These characteristics have been associated with membership in the organization since their beginnings in 1921 and 1929. Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Today, it is estimated that more than one million students participate in activities of the NHS and NJHS. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

NHS members who exhibit outstanding scholarship, leadership, service, and character may be eligible in their senior year to be nominated to compete in the National Honor Society Scholarship Awards program. There are other scholarships and awards from the National Office as well.

AHS has been a chapter of NHS & NJHS for more than 2 years. In the school year 2010-2011 we inducted 24 members to our chapter at our first annual Induction Ceremony.

After a student is inducted, a contract will be signed with each new member and there will be regular mandatory meetings. There are certain community hours that each member has to provide by the due dates mentioned in the contract. Advisors will provide the needed information.

NHS/NJHS Selection Process

The selection process is basically the same for NHS and NJHS. All membership selections are handled through the **NHS/NJHS Committee** consisting of the AHS Principal and one teacher advisor for each of the Honor Societies. Advisors will notify all students who are academically eligible and invite them to a meeting to discuss the remaining criteria. The students who are interested will receive a handout containing the **Selection Criteria** and an **Application for Membership**. All students who wish to be considered for membership must fill out an application.

A student's application for membership at NHS will consist of three components:

1. The student activity information form
2. Essay and short answer questions
3. Two teacher recommendation letters

A student's application for membership at NJHS will consist of two components:

1. Essay and short answer questions
2. One teacher recommendation letter.

Student Activity Information:

Any and all school and community activities should be mentioned here, along with a brief explanation of how they help fulfill the criteria. A personal statement from the candidate is expected here.

Recommendation Letters:

All students who wish to be considered for membership must obtain recommendation letters (two for NHS and one for NJHS); one of which must be from a non-family member outside the school. In rare cases a recommendation from someone inside the school is acceptable, provided that prior permission is obtained from the concerned advisor. Typically, recommendations come from people such as manager or boss at work; Alim or some other religious supervisor; long-time family friend or neighbor; summer camp teacher or supervisor; or someone similar.

Faculty Input:

All teachers and staff members at AHS will be given the opportunity to provide additional information. They will be asked to comment on whichever of the criteria they have observed. Both positive and negative comments may be conveyed. This process allows for a variety of ways to get to know each student. Additionally, the NHS/NJHS Committee members spend considerable time discussing students and their qualifications.

Who makes the decision and how?

Who: The NHS/NJHS Committee will meet to discuss each candidate. Following discussion, a vote is taken for each candidate. Any student who receives a majority of votes is thereby elected to the Honor Society. Students are informed of their election or non-election in a timely manner. The final step to become a member is to attend the induction ceremony during the fall semester.

How: In order to aid the NHS/NJHS Committee in making their decision, as well as to aid the students in fulfilling the requirements for the criteria other than scholarship, the following description of what the committee looks for has been drawn up to assist you:

A member of Al-Hadi Chapter of NHS/NJHS has and will continue to:

- 1. Perform a variety of activities.** Many different activities indicate a wide field of interest, a desirable trait. Furthermore, strong involvement in an activity indicating a commitment is more desirable than casual interest. It is understood that a student cannot be deeply involved in a great number of activities at the same time. For instance, a student who is in soccer and basketball teams has certainly shown a strong involvement in sports, but has not yet demonstrated variety. Such a student would be well advised to become involved in other organizations or clubs and take part in them as much as time will allow.
- Demonstrate leadership in several different ways.** One obvious way is by serving in an elected position. Even being a candidate is a display of leadership. Some appointed positions also indicate leadership. For example, assistant manager at work, team captain, etc. Being an active member of some activities can show leadership. (Please note the emphasis on the word "active.") Examples might include Student Government or Team Captain. A student might also demonstrate leadership in the classroom, in small groups, or in the community. A student going above and beyond the requirements often indicates leadership. Example: A student who helps out at the carnival has shown service, but a student who gets two or three friends to go along and help has shown leadership.
- 2. Demonstrate significant service in several different ways.** For service, the time involved will be a significant factor. For example, working for an AHS / PTO fundraiser requires less time than a monthly commitment to a soup kitchen. A service project, although service in nature, is a requirement as opposed to doing an additional cancer walk, which is of your own choosing.

- 3. Demonstrate instances as a positive role model within the community.** Students who are positive role models follow the guidelines and procedures in the AHS Parent – Student Handbook. Some examples of this include, following the core values and following the policies on appropriate student behavior.

The NHS/NJHS committee puts a lot of time and effort into considering students for membership. **All candidates receive serious consideration regardless of their qualifications.** Students who are elected will be informed of that decision and will receive information concerning induction and membership. The selection process only occurs once a year.

Please note that all material to be used by the NHS/NJHS committee in the selection process must be given to the advisor in a timely fashion. Any material submitted after the due date need not be considered by the committee, but may be, if exceptional circumstances warrant. However, the committee will not consider material submitted after the vote on a student.

National NHS/NJHS Handbooks protect the confidentiality of the selection process. Every effort will be made to explain the procedures to any students or parents who are unhappy with the decision of the committee. However, chapters are not obligated to share with parents or students information concerning specific students not selected for membership.

National Elementary Honor Society (NEHS)

As the newest student recognition program, NEHS joins the National Junior Honor Society (NJHS); and National Honor Society (NHS), the nation's two oldest and largest student recognition programs, in creating a continuum of excellence being established throughout the elementary, middle, and high school education community. These three organizations exist as programs of the parent organization NASSP, which administers them from the national headquarters in order to recognize elementary students in both public and non-public elementary schools for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills in the students of elementary schools.

AHS is now a chapter of NEHS. New Information will be provided in a timely manner.

STUDENT ACTIVITIES AND POLICIES

EXTRACURRICULAR ACTIVITIES

In order to participate in optional extracurricular activities and fieldtrips, students must maintain satisfactory academic and discipline standing (general conduct and Islamic behavior).

SCIENCE FAIR

It is the school's aim to provide our children with opportunities to explore and direct their natural curiosity through a process of scientific investigation. Learning the scientific method is a process that helps develop analytical and problem solving skills. Teachers will provide students with a precise guide to project making, encouragement, and support. Individual and group projects are highly encouraged. Parents are encouraged to work with their children to ensure proper guidance, involvement and a good outcome. The science fair grade will be counted as part of the quarterly grade.

The Science Fair will be scheduled annually, and meet the deadline for participation in the Houston Science and Engineering Fair (students with experiments involving live subjects, including surveys are required to complete paperwork by the given deadline). Students in grades 7th thru 10th will be considered for participation in the Houston Science and Engineering Fair. Parents will be responsible for registering and arranging for their children to attend the Houston Science Engineering Fair.

HOLY QURAN COMPETITION

The purpose of the Quran Competition is to encourage students (Pre-K 3 thru gr. 12th) to memorize and recite the short surahs from the Holy Quran. Additional categories of competition will also be available including Dua Recitation and Quranic Art. Students are provided a list of surahs by their teachers who will work with them to help them to prepare. Students will be expected to prepare independently also. At the competition finals, students are evaluated by a panel of judges and winners are declared for each grade or level.

PSIA COMPETITION

Elementary & Middle School students will be participating in the Private School Interscholastic Association competitions. Teachers and parents share the responsibility of preparing students who qualify, and choose to participate in PSIA events. Teachers will be provided resources needed to support student learning. This is a great opportunity for parents to offer their time and volunteer to help tutor a class.

SIM CITY COMPETITION

The Nation Engineers' Future City Contest (SIM CITY) is a science competition for 6th and 8th grade students. Each team designs a city using SIM CITY software and then builds a model of a section of the city as well as composing an essay on a topic in the field of engineering. SIM City projects are completed at AHS, as part of the team, outside work is discouraged. Parents should expect to leave their child/ren extensively at school after school is over, to complete this project. Regional winners advance to the National Level Competition in Washington, DC.

MOCK TRIAL

Houston Bar Association Mock Trial educates middle school students about the judicial system. Students take on the role of the judge, prosecutors, defense attorney, defendants and jurors and prepare students for a Mock trial at the local district Court under the supervision of the Houston Bar Association volunteers, and AHS teachers and sponsors.

MULTICULTURAL ACTIVITIES

The Multicultural Activities take place throughout the school year. These activities are aimed at providing our students with opportunities to display and highlight their knowledge, interests and talents of other world cultures. Teachers will provide students with guidance, support and encouragement. Parents are encouraged to get involved in the classrooms or at home with their children's projects.

AFTER-SCHOOL STUDENT CLUBS

YEARBOOK CLUB

The purpose of the Yearbook Club is to produce a quality yearbook that best represents AHS.

AFTER-SCHOOL TUTORING PROGRAM

The purpose of the After-School Tutoring Program is to empower students in grade 4 and up to succeed academically and to provide leadership opportunities for our high achieving students.

STUDENT NEWSLETTER

The purpose of the Student Newsletter Team is to increase student reading and writing comprehension through the active participation in creating a monthly newsletter for AHS.

AL-HADI SCHOOL STUDENT COUNCIL

To promote opportunities for student cooperation in the management of student affairs:

- Act as an intermediate representative between the student body and the administration
- Promote the general welfare of the students through advising the administration in matters concerning student concerns
- Provide leadership
- Be self-supporting
- Conduct yearly class officer and student council elections.
- To serve as a liaison for class activities
- Take responsibility for morning announcements

Students who demonstrate good conduct and Islamic behavior and have a GPA of 3.00 or above are eligible to participate in Student Council Elections.

AHS BOOK CLUB

AHS Book Club promotes reading for High School students. The club presents reading in a more entertaining light rather than an assignment student generally undertake. The book club is flexible in terms of organization, scheduling and types of activities. Students are allowed to take an active role in organizing and planning the book club activities within an Islamic environment so they get more out of the group. AHS has set rules to describe the expectations from the members, the number of meetings, how the members should treat one another and other rules for behavior in addition to the type of books allowed to be discussed. One of the activities of the Book Club in the school year 2010-2011 was initiation of the first annual AHS Book Drive.

FIELD TRIPS

Field trips can greatly enhance the educational experience of students. The school encourages teachers to take students on field trips that provide them with challenging, exciting and educational experiences. Students should be given opportunities to learn how to conduct themselves in public, as an audience, and as part of a group.

Written permission will be obtained from parents prior to each planned field trip.

- ◆ Teachers will notify parents at least a week prior to each trip.
- ◆ Transportation will be coordinated for each field trip.
- ◆ If you choose not to have your child participate in the field trip, you may need to keep her/him home for the day if the field trip is all day.
- ◆ There are no make-up days for such field trips.

In order to participate in optional extracurricular activities, students must maintain satisfactory academic and discipline standing (general conduct and Islamic Behavior)

In the event that a teacher needs volunteer chaperones to fulfill teacher-student ratios or to provide transportation, the above stated educational goals should not be compromised. In order to ensure this, volunteers must keep the following guidelines in mind:

1. Volunteer chaperones will only accompany the school on a field trip if they are needed in order to provide supervision for students on field trips and are requested to do so by teachers or the administration.
2. Since field trips are school events and not social events, family members will not be able to join in, unless they are needed and recruited as volunteer chaperones.
3. Volunteer Chaperones must follow the guidance of teachers' / school employees at all times, and not make decisions independently, except in case of an emergency when the teacher is not available
4. Volunteer chaperones must focus their undivided attention to the supervision of students and not to any other personal matters, in other words, they must conduct themselves like teachers as opposed to parents or guests.

RELIGIOUS HOLIDAYS AND ACTIVITIES

As an Islamic school, the AHS calendar differs from public, and other private schools. Beginning in the 2016-2017 academic year, approved Islamic holidays will be holidays only if they fall on weekdays. Islamic holidays that fall on the weekend will not be celebrated as a holiday on the following or preceding weekday. If there is a chance that a holiday that is projected to fall on the weekend may move (based on the sighting of the moon) to the previous or following work day, then that holiday will be marked as a tentative holiday, which will be confirmed only if the actual day falls during the week day.

Pleaser refer our School Calendar online, for a list of holidays in 2016-2017

The following observances are commemorated or celebrated as noted on the school calendar:

1. **Eid Al Fitr:** Celebration of the end of the month of Ramadhan.
2. **Eid Al Adha:** Celebration of the Prophet Abraham's willingness to sacrifice his son Ismail on the command of Allah (swt) on mount Arafat.
3. **Eid Ghadeer:** Celebration of the announcement of the successor ship (Wilayah) of Imam Ali (as). No Holiday.
4. **Tasooa' and Ashura (9th and 10th of Muharram):** Commemoration and time of mourning for the martyrdom of Imam Hussein (as) and his family members in the city of Karbala, Iraq.
5. **Arbaeen:** The fortieth (40th) day after the martyrdom of Imam Hussain (as)
6. **Birth day of the Holy Prophet (saw)**
7. **Demise of the Holy Prophet (saw)**
8. **Birth day of Imam Ali (as)**
9. **Martyrdom of Imam Ali (as)**
10. **Birth day of Lady Fatima (sa)**
11. **Demise of Lady Fatima (sa)**
12. **15th Shabaan:** Birth of Imam Mehdi (as)
13. **The Nights of Qadr in the month of Ramadhan**

OTHER ACTIVITIES:

Daily Salaat: "Salat is the me'raj (Ascension) of a believer". At AHS, prayer is especially significant and therefore it is expected that this time and atmosphere should be respected as such.

Grades 3 thru 12 perform the noon and afternoon Salaat in the prayer hall in CONGREGATION. Grades 1 & 2 will perform salaah as per their assigned schedules.

- **The month of Ramadhan** is the ninth month of the Islamic lunar calendar year, and a celebration of the revelation of the Qur'an to the Prophet Muhammad (saw). Ramadhan is a month of fasting days from dawn until dusk. During Ramadhan the school day is shortened.
- **Other commemorative events:** A yearly charity fund is initiated during the month of Ramadhan to instill in our children the value of giving and caring for the needy. Students and teachers work together to raise funds and help children who are suffering from hunger, bad health, and other effects of poverty. These funds are given to the Islamic Education Center (IEC).



LAPTOP, COMPUTER & INTERNET USAGE CONTRACT

To ensure that all students have the opportunity to use Internet and computer resources for constructive educational goals on a regular basis, AHS has developed a set of rules and procedures for computer and Internet usage.

Laptop / Computer / Internet Usage Agreement

Rules and Procedures

- 1) As soon as students enter the lab or classroom, each will inspect the chairs, equipment, and lab table for obvious damage, including graffiti.
- 2) If a student discovers damage or graffiti, he/she will report it immediately to the teacher before class begins.
- 3) If a student fails to report the damage before class begins, that student will be held responsible for any damages, so it is essential to report damage immediately upon arrival to class. Failure to notice damage will not exempt a student from responsibility.
- 4) Students, along with their parents, will be held financially responsible for any repairs required to equipment that the student deliberately damages. Students will also receive other disciplinary actions as deemed appropriate.
- 5) Students are not to misuse computers. Examples of misuse include, but are not limited to, the following activities:
 - a) Harming other people or their work.
 - b) Trespassing in another's folder, work or file.
 - c) Violating copyright laws
 - d) Sharing passwords with another person
 - e) Wasting limited resources such as disk space or printing capacity by downloading and/or printing files that are not specifically being used for school-related projects.
 - f) Deliberately damaging the computer or the network in any way.
 - g) Interfering with the operation of the network by installing illegal software, shareware, or freeware.
 - h) Attempting to change any part of the software or operating system including backgrounds, screen savers, desktop icons, sounds, or other preset resources
 - i) Downloading, loading, viewing, sending and displaying any material deemed inappropriate, from the Internet. As a rule, any material that you would not want your teachers and parents to see is considered inappropriate.
 - j) Failing to notify an adult immediately if materials that violate the rules of appropriate use are encountered by accident.
 - k) Working on a computer logged on as another student
 - l) Deliberately wasting computer resources, such as playing games, checking email, chatting, or using a computer for activities not related to school.
- 6) Gum, food, and drinks are strictly prohibited in the computer lab.
- 7) Students are not responsible for routine computer problems.

I have read and understand the policies and procedures above and agree to abide by them.

Signature of Student

Date

Signature of Parent

Date



Al-Hadi School LOCKER USAGE CONTRACT

Middle and high school students will be allocated a locker to store books and other school related items. The following rules will apply to locker use:

LOCKER USAGE AGREEMENT 2016-2017

Student Name

Grade

I understand and agree to the following:

1. **Lockers are the property of Al-Hadi School and are intended for storage of books, clothing and other SCHOOL related items.**
2. AHS assumes **NO responsibility** for lost or stolen items from lockers.
3. I **will be responsible** for the condition of my locker at all times. Authorized AHS staff without prior notification will conduct locker searches.
4. I **will be responsible** for the condition of the locker, inside and out. If damage occurs to the locker, I will report it **immediately** to the Office.
5. Misuse or damage to lockers may result in a fine or loss of locker privileges.
6. Locker assignments will be kept for the entire school year. I **will not** change lockers without the consent of the Office.
7. I **will not invite other friends to share my locker**. If I allow any unauthorized student to use my locker, my locker will be padlocked and my locker privilege will be revoked for the rest of the school year.
8. I will keep my locker locked at all times with a key or combination lock. I will provide the office with my key or combination.
9. Locker combinations are confidential. I **will not share my combination with any other student**.
10. Locker thefts need to be reported to the Office **immediately**.
11. I will keep the locker clean and while cleaning I will not block or obstruct the space or area nearby for anyone who is passing by. If I do so I understand I will be facing consequences.

Parent Signature

Date

Student Signature

Date



Al-Hadi School

NON-RELEASE FORM FOR PHOTOGRAPH AND/OR VIDEOTAPE PRODUCTION/USE

On occasion, Al-Hadi School develops promotional material using photographs and/or videotapes of students taken at the school and during its various events.

I, _____, (parent/guardian) grant permission to Al-Hadi School for the use of photograph(s) or electronic media images of my child(ren) for the school's promotional activities.

Parent/Guardian Signature

Date

If you DO NOT wish for your child's photograph(s) to be used for any promotional material or presentations, please complete the section below and return this form to the school administration.

I, _____, (parent/guardian) DO NOT grant permission to Al-Hadi School for the use of photograph(s) or electronic media images of my child(ren) listed below for the school's promotional activities.

Child Name: _____ Grade: _____

Child Name: _____ Grade: _____

Child Name: _____ Grade: _____

Reason: _____

Parent/Guardian Signature

Date

PARENT-TEACHER COMMUNICATION

It is important to maintain lines of communication between parents and teachers. If you have problems, questions, or concerns please contact the teacher by calling school phone, note, or official e-mail.

Teacher Conference:

Parents wishing to confer with a teacher may call the school to request an appointment. Parents may also leave a message on the teacher's voice mail, so that he/she can return your call. You may also email teachers at school. Teachers' email addresses and voice mail numbers will be provided by the office and are also available on the website. Appointments during the teacher's planning time or after school hours are best. Check in with the office when you arrive. The office does not give out teacher's personal phone numbers.

Parents are encouraged to communicate vis QuickSchools.

There are two scheduled Parent –Teacher Conferences each year (as per the student calendar). Parents are encouraged to sign-up for individual conferences with their students' teachers in advance. Sign-up sheets with available timings are posted in the School lobby two week in advance of the date of each conference.

Memos:

Parent updates are sent home weekly. They contain important information, dates and announcements for everyone. If you do not receive your copy, please contact the office to obtain another one. If you provide your email, memos will also be emailed to you. Memos are also available on the school website, on the News page.

School web site:

The school web site is a source of much information. Please make www.alhadi.com a familiar stop for information on projects and upcoming events. Testing information will also be posted to Teachers' Blog pages on the AHS website. Events photos, announcements and much more is posted on the school Facebook at <https://www.facebook.com/Alhadischool> for additional communications.

PARENT-TEACHER ORGANIZATION (PTO) COMMITTEE

The objective of this organization is to:

- a. Enhance active cooperation between teachers and parents
- b. Support a smooth operation of the school by participation in diverse educational functions such as sports events, field trips, special school projects, school fund-raising activities, and various other activities related to the education of the children.

All parents and teachers at AHS are regular members of the PTO.

The PTO will be organized and run by a PTO Council, consisting of seven (7) members elected from the regular members and to include at least two teachers who will represent the staff. The officers of the PTO council will be:

President (1)	Vice President (1)
Secretary (1)	Treasurer (1)
Officers (3)	Teachers' representatives (2)

The Secretary of the Islamic Education Board (IEB) selects a committee to coordinate and supervise the elections, of which he is the chairperson.

Elections will be held by the last week of April of every year for the next academic year's PTO. The Election Committee can select an alternative election date if needed.

The nominations for PTO Council shall be collected by the Election Committee one week prior to the election date. Candidates shall be nominated for each position. Nominations may be accepted from the floor before the election. Any regular PTO member can nominate any other regular member with his or her consent.

Each member can vote for seven (7) members. The nominees obtaining the most votes will be declared elected members of the PTO Council. The two teachers' representatives shall be nominated and elected by the staff of AHS.

The President or his/her designee will represent the PTO while attending meetings with the Principal of the AHS.

Elected members must assume their positions at a transition meeting between the newly elected and the prior year PTO members within a week of the declaration of the election results.

All elected members are required to adhere to the objectives and to the bylaws of the AHS PTO. Any violation is to be resolved by the PTO Council. In the event that the issue is not resolved at the Council level the President of the PTO shall bring the issue(s) to the attention of the Principal and/or IEB.

In case of a vacancy on the PTO Council, the nominee with the next highest votes for that position will be appointed the Election Committee.

AL-HADI SCHOOL PTO MEETINGS

All meetings are open to the regular members and guests of the PTO Council.

Any PTO member can bring a guest to the meetings. Guests cannot participate in the proceedings of the meetings unless they are invited to do so by the presiding member of the PTO Council.

There shall be at least one meeting called each school month. Date, time and place of meeting must be well publicized by the PTO Council.

STUDENT CODE OF CONDUCT

Parents and students are required to read this Student Code of Conduct section and become familiar with it.
Teachers will also review this book with the students during the first week of school.

STUDENT EXPECTATIONS

The following are summarized expectations of the school. They are called the 5 Ps.

- | | |
|--------------------|--|
| Prompt: | Be in your seat and ready to start class on time. |
| Prepared: | Bring textbook, paper, pencils/pens and folder to class each period. |
| Polite: | Raise your hand and wait to be called on before speaking. |
| Procedural: | Follow directions the first time they are given. |
| Positive: | Respect self, school, fellow students, and everyone's property. |

Disruptive Behavior, Clothing, etc.

Students shall refrain from displaying behavior which disrupts the daily normal functioning of the school. Students shall not wear nor possess clothing, jewelry, symbols, or anything that may deem offensive and inappropriate, and/or may be disruptive to the functioning of the school.

Cafeteria Etiquette

1. Students shall eat, drink, in the designated area only
2. Students must be seated and use a quiet voice while conversing.
3. Students must be neat in their eating habits and are responsible for cleaning the space that they used.
4. Students are responsible for picking up trash from the table and floor and cleaning up any crumbs or spilled food.
5. Students are responsible for cleaning up the general eating area according to clean-up assignments made by teachers.
6. No middle and high school students will be dismissed from the cafeteria until the room is clean.

Tardiness and Absenteeism

Students are expected to be at school and in class on time. Students with repeated or unexcused tardiness may be subject to disciplinary action. Students are also expected to make-up any missed school or homework. Students with excused tardiness or absence for two days will be given an opportunity to make-up missed work upon their return to school. Excused absences from school for more than two days require special permission from the Principal, except in the case of illness. In either case, students are expected to make-up their school work within three days of returning to school. Record of assignments may be requested and obtained from school by calling or visiting the office during office hours. Please read "Attendance and Tardy" policy in earlier section for further details.

Academic Responsibilities

Students are expected to complete all class work, homework, and all projects assigned by the teacher.

Safety and Security

Every child is expected to support the rules of conduct, which contribute to the safety of others and the efficient movement of children throughout the building. Being outside of the classroom without a pass, loitering, running, ball throwing and other activities that may be potentially dangerous are prohibited. Students must have a pass when they travel to and from the classrooms, office, restroom, etc. during class time.

Students shall stay on school premises after being dropped off by their parent(s), until they are picked up by their parents.

Playground Safety

Every child is expected to follow safety rules for the playground. All pieces of equipment are designed for enjoyment and physical development, but if misused, can cause bodily harm to oneself and others. It is vital that activities such as throwing pebbles, or other objects, and playing games in undesignated areas be restricted to prevent injury.

Personal Property

All students are expected to respect the property of their schoolmates. Students are encouraged to bring supplies from home in order to complete their schoolwork. They are expected respect school property and items belonging to others.

An act of doing so may be categorized as theft or defacing of property/vandalism and in that case severe penalties will be incurred. Property and or possessions include, but are not limited to, clothing, books, bags, etc.

Students shall not bring nor possess any books, magazines, or any kind of literature that does not pertain to academic learning (such as obscene, and entertainment magazines and periodicals).

Lockers & Cleanliness

Student shall keep the classroom, locker, or any other school grounds clean.

Students in grades 6-12 will be assigned a locker. Students are not allowed to share lockers. The Administration will maintain a record of each student's number and combination of the lock. Lockers are to be kept neat and tidy. No photos or graffiti are allowed. Lockers are subject to unannounced search at any time.

Every student must have a lock on his/her locker. Students who do not lock their lockers will be penalized.

Vandalism/Graffiti/Burglary/Theft

Every child is taught and expected to respect the property and objects belonging to the school and others. Willful destruction or a general lack of care will not be tolerated. Appropriate restitution will be determined on a case-by-case basis by school personnel.

Fighting

Students shall use positive means to resolve conflict, and shall refrain from fighting, or verbal abuse. Students shall refrain from intentionally causing injury or attempt to cause injury to anyone. Fighting is not tolerated and will be followed by immediate disciplinary action.

Weapons

Students shall refrain from possessing, handling, or transporting any object that can be considered a weapon. Weapons, or any objects that are potentially dangerous, SHALL NOT be brought to school. Certain school activities may require the use of sharp objects for carving, model making, and related activities. If these are required, they will be provided by the school and used only under the strict supervision of a teacher. Any student who brings these items to school will have the item taken away, and disciplinary action may result.

Matches/Fires

The danger of fire is a constant concern to the school. Students shall refrain from possessing or using matches, lighters, fireworks, explosives, commit arson, and be involved in a bomb threat or false alarm. Students who bring matches, lighters and other objects used for starting fires will have them taken away. A student who is lighting matches or a lighter will be removed from the room immediately and sent to the office. Lighting matches, smoking, or starting a fire on school premises will warrant an automatic suspension. Pulling fire alarms may result in an automatic suspension and the Houston Fire Marshall may be contacted.

Biting

Students, who choose to resolve their problems by biting, will be sent home immediately should breaking of the skin occur. Incidents of this type will be reported to the office immediately. First aid will be provided to the bitten child and a telephone call will be placed to the parent of the injured child.

Medications

Students are expected to respect the value of medications in treating illness. Children are not allowed to bring medications to school unless physician and the school personnel are alerted to the child's needs. At no time is a child to keep medication on his/her person or to share medication with others.

***Cell Phones, MP3 players, IPODS,
Cameras, Electronic Games, etc.***

Students shall use the school phone in case of emergencies, with permission from an administrative staff. Students who need the use of their cell phone after leaving school must turn off their phones and label and deposit them at the front office (where they will be stored in a secure location). Phones may be picked up from the office just before leaving the campus.

Students shall not use any kind of electronic games, beepers, cellular phones, or other electronic media while at school or on school premises without approval of the teaching or administration staff. The school does not permit students to use or keep on their person or in their possession, electronic devices unless requested by a teacher or as part of a school required activity (see Confiscation and Related Fees section for details). The items above will be confiscated by teachers and administrators if found in the possession of students or in use between 7:50 am and 3:30 pm.

Please note that when any electronic media are confiscated, all accessories and parts (batteries, SIM cards, memory chips, head phones, etc.) that are automatically confiscated as well will be returned at the time of pick-up by the parent / guardian. Parts and accessories will not be returned to students at any time.

Any student suspected of carrying a cell phone, camera, MP3 player or other electronic device may be asked to empty his/her pockets and/or bag to reveal the item.

Prayer Time (Salaat)

All students (gr.3 – 12) at AHS have the benefit of attending and performing daily prayers. All students are expected to wear appropriate Islamic clothing during prayer time.

Drugs, Alcohol, Tobacco

Substance possession and/or use of tobacco products, alcohol, narcotics, and other drugs, is not permitted in school or in any school sponsored activities outside of the school. These items shall be confiscated by the administration on the spot and appropriate action will be taken.

Gambling and Trading

Students shall refrain from any form of gambling in the school building, on the school ground, at any school function, on and off -school campus. Transactions (sale or trade) for personal profit are strictly prohibited.

I N F R A C T I O N S

Disciplinary infractions fall into four main categories; minor, serious, major and zero tolerance. There are specific steps outlined below that will be followed when students commit disciplinary infractions. Minor infractions will be handled in the classroom between the teacher and the student. Serious, major, and zero tolerance infractions will be handled in the office of the Principal. Teachers and students at AHS are entitled to a quality education. Students who infringe on this mission by disrupting the classroom will be removed immediately and sent to the front office.

Minor infraction – See the table on the following page(s) for a detailed list of minor infractions. Generally, they are **correctable on the spot** and usually not much of a classroom disruption. Teachers may keep a record of these violations and they will be used in determining a student’s conduct grade and NHS / NJHS qualification. If a student repeatedly commits these infractions, it can very quickly disrupt the classroom. Therefore, if the student does not correct his/her behavior, it becomes a serious infraction. He/she will be sent to the office to see the Principal.

Serious infraction – See the table on the following page(s) for a detailed list of serious infractions. Students committing these infractions **are required to meet with the Principal**. Parents will be notified in writing and are required to sign/acknowledge and return the receipt. Repeated serious infractions will be treated as a major infraction.

Major infraction – See the table on the following page(s) for a detailed list of major infractions. Students committing these infractions will be **removed from the school population immediately**. Parents will be required to come to the school for a conference. Students committing major infractions will be considered for expulsion from AHS.

Zero Tolerance infraction – See the table on the following page(s) for a detailed list of zero tolerance infractions. Students committing these infractions will be removed from the school population immediately. **Parents will be required to meet with the Principal** and the student may be expelled from AHS. In some instances, law enforcement may be notified.

E L E M E N T A R Y S C H O O L D I S C I P L I N E

It is the goal of the elementary division to work closely with our families toward the positive growth of each student. Classes utilize their own behavior management system of incentives and rewards. Behavior issues needing administrative assistance will be dealt with immediately with a phone call to the parent and conference as needed. Elementary School may use lunch or after school Detention as a disciplinary tool. In serious cases, a student may receive an in-school suspension for a half or full day. The student will remain in the office and will continue with academic work. Extreme behavior infractions follow the guidelines above.

G E N E R A L G U I D E L I N E S

Students may be referred to the School Counselor at the discretion of the Principal. Written permission will be requested from parents, as needed.

Local authorities may be contacted in case of an emergency, if deemed necessary in order to ensure the safety of students and employees.

INFRACTION TABLES

Minor Infractions	Disciplinary Action
1. Vehicle/Parking violation	<p>Step 1. Verbal Warning - on the spot correction Documented by teacher.</p> <p>Step 2. Document violation / Lunch detention...</p> <p>Step 3. If student continues to commit minor infractions (same infraction or different types) and step 1 and 2 have failed to correct the student's behavior, it becomes a serious infraction.</p> <p><i>This classroom documentation will help in determining a student's class conduct grade and eligibility for various awards and privileges throughout the year.</i></p> <p>* Will result in lunch detention on the day of incidence.</p>
2. Chewing gum	
3. Classroom rules violation	
4. Classroom disruption	
5. Dress Code violation - correctable on the spot	
6. Messy desk/locker; failure to use lock on locker	
7. Running/shouting/horseplay	
8. Bringing/using non-school related items	
9. Littering/throwing food	
10. Use of foul language (e.g. shut-up, stupid)	
11. Hall pass violation	
12. Tardy* to assembly, class or salaat	
13. Misbehavior during salaat* (includes sleeping / laying down in the prayer hall)	
14. Repeated grooming violations	

Serious Infractions	Disciplinary Action
1. Any repeated violations of minor infractions	<p>Step 1. Immediate conference with the Principal. Teacher will send the student to front office. The student will not return to class until he/she has met with the Principal. Incident will be documented and placed in the student's file. This step may impact the student's conduct grade and/or eligibility for NHS/NJHS. Parents will be notified, and may need to include a returned signature.</p> <p>Step 2. Same as step 1 with the addition of a parent conference. Student may receive ISS, OSS, detention, community service; loss of athletic, club, class, recess, parking or trip privileges, and loss of leadership positions.</p> <p>Step 3. If the student continues to commit serious infractions (same infraction or different types) and step 1 and 2 have failed to correct behavior, it becomes a major infraction.</p>
2. Accessing parking lot during school hours	
3. Kicking, pushing or hitting	
4. Obscene language /gestures	
5. Tampering with school equipment	
6. Absence from class w/o permission (skipping class)	
7. Loitering on campus after 3:45 p.m.	
8. Disruptive in class	
9. Disrespectful to other students/adults	
10. Leaving campus w/o permission - Truancy	
11. Failure to sign out of school during school hours	
12. Dress code violation - repeated	
13. Lying	
14. Failure to report to Detention	
15. Medication Policy violation	
16. Repeated tardiness to assembly, class or Salaat**	
17. Name Calling (severely derogatory remarks)	

** Excessive tardies will also affect grades as per "Attendance and Tardies"

INFRACTION TABLES (CONT.)

Major Infractions	Disciplinary Action
1. Any repeated violations of serious infractions	<p>Step 1. Immediate conference with Principal. The teacher will send the student to the front office. The student will not return to class until he/she has met with the Principal. Incident will be documented and placed in the student's file. This step may impact the student's conduct grade and/or eligibility for NHS/NJHS. Parents will be contacted immediately to help resolve the situation.</p> <p>Step 2 Student may receive ISS, OSS, detention, community service; loss of athletic, club, class, recess, parking or field trip privileges, and loss of leadership positions.</p> <p>Step 3. Student actions may result in any of the described disciplinary actions up to and including recommendation for probation or suspension from school.</p>
2. Aggressive, intimidating behavior towards others	
3. Deliberate/serious disrespect towards others	
4. Possessing or using tobacco products	
5. Profanity	
6. Academic dishonesty (Plagiarism and Cheating)	
7. Lude comments, gestures or innuendo	
8. Biting or Spitting on another student	
9. Vandalism – minor	
10. Academic dishonesty (Plagiarism and Cheating)	
11. Driving over speed limit in parking lot	
12. Theft of someone's identity	
13. Stealing	
14. Cyber bullying	
15. Un-Islamic behavior in relation to the opposite gender (teasing, passing notes, etc.)	
Electronic communication misconduct can span several major infractions. These may include but are not limited to texting, video posting, social network communication, cyber bullying, etc.	

Zero Tolerance Infractions	Disciplinary Action
1. Repeated Major Infractions	<p>Step 1. Student will automatically be placed on disciplinary probation and parents will be notified in writing.</p> <p>Step 2. Immediate recommendation for suspension. The parent(s)/guardian(s) will be called in for an administrative conference.</p> <p>Step 3. The student's actions may result in recommendation for expulsion</p> <p>Note:</p> <ul style="list-style-type: none"> Students will need to make monetary reparations for expense incurred due to their actions (e.g. in case of vandalism). Students involved in fighting will need to be picked up from school immediately, and will not be allowed to go back to class.
2. Weapons - possession or use	
3. Fighting – causing serious bodily harm/injury	
4. Drugs – possession, use, or under the influence	
5. Alcohol - possession, use, or under the influence	
6. Vandalism – major	
7. Tampering with Fire Alarms/Security	
8. Crank 911 calls	
9. Driving fast or recklessly on or around AHS school campus	
10. Malicious threats to AHS employees or students	
11. Theft and use of someone's identity for malicious intent	
12. Possessing or viewing pornography	
13. Harassment (Sexual, racial, ethnic, religious, etc.)	
14. Physical show of affection/contact with opposite gender	
15. Lude dress	
16. Threatening or physically assaulting a teacher / staff member	
17. Threatening physical harm to others	

The Principal will handle all serious and major infractions in conjunction with the appropriate faculty member, student, parent(s) and guardian(s). Any serious, major or zero tolerance infractions may impact a student's eligibility to become a member of NHS/NJHS. NOTE: The Principal (in consultation with IEB) has the final decision making authority on all matters of discipline, as well as induction into NHS/NJHS as described above.

CONSEQUENCES & DISCIPLINARY ACTIONS

Every behavior, whether negative or positive, has one or more consequences. Children will be recognized and encouraged on a regular basis when they display positive behaviors. If consequences for negative behaviors are to be effective, we should be consistent in rewarding positive behaviors as well. Many verses of the Qur'an refer to this issue. These two particular verses bring our attention to the importance of balancing the positive and negative consequences to human actions:

*“He who does good equal to an atoms weight shall receive it back.
And he who does bad equal to an atoms weight shall receive it back.”*

Positive recognition (such as academic awards and Student of the Month selections) is not sufficient. In actuality, consequences are also an important part of behavior modification.

The school discipline policy includes both positive recognition and appropriate consequences. The discipline policy is fair and equitable, so that each student will feel that he or she is treated the same as any other.

The guidelines below are designed to guide teacher and administrators in helping students behave in a responsible manner. Before assigning a consequence, we make sure that the consequence assigned is meant to help the student self-evaluate his/her own action and not to punish the student. Verbal and written warnings and counseling is provided to students in order to give students an opportunity to understand student behavior expectation. The School will provide counseling to the students as appropriate {both academic and religious) as means of positive intervention alongside with consequences. A period of observation following counseling may be allowed prior to consequences being implemented.

Consequences may be assigned at the discretion of the Principal and /or Discipline Coordinator, based upon the severity and frequency of the inappropriate behavior. Circumstances warranting Out of school suspension, expulsion from school will be reviewed with the Islamic Education Board PRIOR to implementation.

Please see the following pages for the stages of consequence adapted by the school.

1. CONFISCATION AND FINES

The following consequences will apply in the case of infractions of the student code of conduct involving an **electronic device**:

First offense:

- Device will be confiscated for **one (1) week**.
- Device must be **re-claimed by a parent/guardian from the office**
- **\$10 fine** is payable at the time of pick-up by parent / guardian

Second offense:

- Device will be confiscated for **two (2) weeks**
- Device must be **re-claimed by a parent/guardian** from the office.
- **\$ 25 fine** is payable at the time of pick-up by parent / guardian

Third offense

- Device will be confiscated for remainder of school year
- Device must be **re-claimed by a parent/guardian** from the office
- **\$35 fine** is payable at the time of pick-up by parent / guardian

In addition, disciplinary actions shall also apply as per school policy (see Disciplinary Infraction Tables).

2. DETENTION

Detention(s) will be assigned after school for most repeated minor and serious infractions. **Detentions will have priority over extracurricular activities and job obligations.**

Lunch Detention: 40 minutes, silent and supervised in the cafeteria, served during their lunch period.

3. COUNSELING

Students may be referred for counseling to the School Counselor at the discretion of the Principal and / or Discipline Coordinator. Parental consent will be requested as needed.

4. SUSPENSION

In-School Suspension

Students who receive an in-school suspension (ISS) are required to make up any missed work, tests, etc., on their own. They must meet with their teachers and/or go online to get their missed work/homework. ***Students who are out of uniform, and cannot correct it immediately, will remain in ISS until their parent/guardian can bring them the correct change of clothes or they purchase the correct uniform items from the school store.***

Students who receive ISS may be required to write an essay depending on the infraction.

Students who receive an in-school suspension will lose the privilege of participating or attending after school functions and events until further notice and a parent conference will be arranged.

Out-of-School Suspension

Students who receive an out-of-school suspension (OSS) are required to make up any missed work, tests, etc., on their own. They must meet with their teachers and/or go online to get their missed work/homework.

Students who receive an out-of-school suspension will lose the privilege of participating or attending after school functions and sporting events until further notice and a parent conference will be arranged.

5. DISCIPLINARY PROBATION

Behavior at Risk status: Students middle and high school, due to an individual incident or a number of low level problems may be placed on Behavior at Risk status by the Principal. In addition, if a student receives two or more report card conduct grades of Unsatisfactory (see section concerning conduct grades) for the same marking period, he or she may be placed on Behavior At Risk status or Disciplinary Probation.

Disciplinary Probation: Students on disciplinary probation are expected to demonstrate a significant improvement in their behavior over the course of a quarter. Parents, teachers and the Principal will collaborate to make a behavioral action plan for the student to help them to accomplish this goal. When on probation the student may be denied participation in school-sponsored activities. If at the end of this quarter the student has not shown a significant improvement in behavior Principal will decide if the student needs to seek a transfer to another school.

The student will be placed on probation depending on the severity, the frequency of the infraction, and the genuine intention and desire of the student to improve his/her behavior.

6. EXPULSION

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted or the violation is deemed severe enough to warrant immediate expulsion. The final decision for expulsion will be made solely by the Principal (in consultation with the IEB, see below).

In some cases, community service may be assigned at the discretion of the Principal.

7. CONDITIONAL RE-ENROLLMENT

Any student placed on probation during the previous school year will NOT be eligible for automatic readmission. A parent conference will be required prior to the start of the school Year. The student will be placed on probation for the first sixty (60) days of school, during which behavior will be monitored. The re-enrollment decision will be reviewed at the end of the probationary period and a parent conference will be required.

By accepting enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of the school authorities to enforce these rules. These actions may include investigative measures including but not limited to questioning or even searches of a student's lockers, cars, or book bags.

PARENT GRIEVANCE PROCEDURE

In case of parent concerns in any area of the school (academics or operations), parents are required to follow the process outlined below in order to address their issues:

1. If the grievance is related to a school faculty or staff, the parent should **address the issue with that particular faculty or staff member.**
2. In the event that the parent is not satisfied with the explanation or the solution presented by the staff or faculty member, the parent shall request a meeting with the Principal by completing the “**Customer Service Form**” available at the front office.
3. The Customer Service Form will be **initialed and dated** by front office personnel and forwarded to the Principal as soon as possible but no later than end of the day.
4. The Principal or designee will **contact the parent as soon as possible, but no later than 48 hours.**
5. The grievance will be **logged** in the monthly grievance log.
6. The Principal will attempt to resolve the customer service issue in a timely manner. If needed, a meeting will be scheduled with the parents, based on the Principal’s availability and the urgency of the matter as determined by the Principal. The meeting will be scheduled within 10 working days of the receipt of the Customer Service Form.
7. In the event that the grievance is addressed to the satisfaction of the parent, the resolution on the matter will be recorded on the customer service form and the grievance log.
8. In the event that the parent is not satisfied with the Principal’s decision on the matter, the parent may escalate his/her grievance to the IEB.
9. The parent shall present the related issue in writing to the principal, and the IEB chairperson or member within 10 working days.
10. The IEB will place the grievance on the agenda within 14 working days or at the next meeting if the next meeting is scheduled later than the 14 days’ window.
11. After reviewing the written complaint and the customer service form and log, the IEB will make a decision and communicate in writing the decision to the parties concerned within 7 working days of the meeting. The IEB may ask the parent to appear and present the complaint before the entire IEB, if deemed necessary.
12. The decision made by the IEB is final, and all parties concerned shall abide by the final recommendation/decision of the IEB.

SUSPENSION AND EXPULSION PROCEDURES AND THE APPEAL PROCESS

1. Authority

The Principal and the teachers have the authority to impose the in-school suspension and recommend an out-of-school suspension, probation or expulsion when there is reasonable cause to believe that there has been misconduct. The Islamic Education Board (IEB) must be involved in case of out of school suspension or expulsion prior to administering of such action.

2. Procedure

The student must be informed of the specific charges that serve as the basis for the disciplinary action.

The student has the right to present any information supporting his or her defense to the principal who will decide whether disciplinary action is warranted.

- a) The Principal will immediately (upon determination that out of school suspension and/or expulsion is warranted) contact the IEB secretary to inform the board of the situation.
- b) Depending on the gravity of the situation, the Principal may impose a temporary suspension. The temporary suspension is not to exceed five (5) school days. The Principal will present the circumstances to the IEB within two (2) days of the decision for such disciplinary action.
- c) Before recommending an out of school suspension or expulsion the actual misconduct, the extent of the student's individual involvement, and the student's record; both academic and behavioral, will be considered.
- d) The student's parent(s) or guardian(s) shall be notified as soon as possible if the student is retained after school, is temporarily suspended from school, or recommended for out of school suspension or expulsion.

SUSPENSION AND EXPULSION PROCEDURES AND THE APPEAL PROCESS (cont.)

3. Appeal

The initial appeal is to the Principal. Subsequent appeal is to the Islamic Education Board (IEB).

- a. Request for an appeal shall be made within three (3) days of the date the disciplinary action was taken. This appeal must be made in writing stating the adjustments being requested and the reasons thereof. This appeal shall be directed to the Principal who will review the appeal and inform the student's parents about his decision. A copy of the appeal and the response to the appeal will be sent to the Islamic Education Board (IEB).

In the event that the decision of the Principal is not satisfactory to the student's parent(s), the parent(s) may appeal the decision to the Islamic Education Board (IEB) for review. The IEB will inform the student and his/her parent(s), in writing, of the decision to uphold, modify, or reverse the expulsion. The disciplinary action remains in effect during the appeal process.

- b. The IEB must conduct a review hearing within five (5) working days of receipt of the appeal.
- c. **In the event that the decision is finalized after the last day of school, the decision will be implemented in the following school year. The same policy applies for any consequences that extend beyond the last day of school.**

4. Conditions for Re-admission

- a. A student who is expelled shall not be readmitted to the school except by action of the Islamic Education Board (IEB) with input from the Principal. During the investigation, the school may, but it is not required to, allow the student to make up any lost days of school. The student or, on behalf of the student, the student's parent(s) or guardian(s) may seek readmission by applying to the school admission office, the next school year. The IEB, with input from the Principal, may at their discretion, choose to readmit the student if he or she can satisfactorily demonstrate that he or she has made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of AHS. The IEB and the Principal may qualify readmission upon specified conditions that it determines are appropriate. The decision of the IEB and the Principal on a question of readmission is final.
- b. A student, who is found to have been convicted, in a court of law, of a criminal, inappropriate sexual conduct, arson, or to have been in possession of a dangerous weapon or drugs in and out of school, as defined in the Student Code of Conduct, shall be denied admission.

MISCELLANEOUS

1. This document supersedes and replaces any and all documents or portions thereof, with which it may be in conflict.
2. In the event that a portion of this document is determined to be contrary to law, the particular provision will be considered null and void, but the remainder shall continue in full force and effect.
3. This document is designed to inform students of AHS, and their parent(s) or guardian(s), about the student citizenship code, appeal procedure, and aspects of student behavior. Local school or classroom rules are published by the classroom teacher, administrative staff and distributed as newsletters or memos and are to be read in conjunction with the Code of Student Conduct. To the extent such school rules are inconsistent with this Code of Student Conduct; the Student Code of Conduct shall take precedence.
4. AHS reserves the right to change, modify or amend any section of this document (student parent handbook) at any time. All changes will be communicated to the parents in a timely manner, and will go in effect at least 14 days after the notification of change.

The Student Code of Conduct is a section of the Parent Student handbook and shall be given to each family and to each student upon enrollment at AHS School. Parents shall be informed annually of the existence of this Code of Student Conduct. However, such notice shall not be a precondition to the imposition of discipline in accordance with this policy or state or federal law.

C O N C L U S I O N

Thank you for reading this handbook. Please keep it handy throughout the school year, as it will prove useful on a regular basis. If you have any questions or concerns, feel free to consult the Principal. May you receive the Almighty's blessings and best wishes for a successful school year.

“The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school. Further, the contents of this handbook apply to all students of the school, as the contents now appear in the handbook or may be amended in the future.”