

Al-Hadi School
Of Accelerative Learning



**STUDENT – PARENT
HANDBOOK
2022 – 2023**

(Revised May 2022)

**ACKNOWLEDGEMENT OF RECEIPT
STUDENT-PARENT HANDBOOK 2022-2023**

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, home address, or email address. 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 the 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 must print, sign and return this form to the registrar before the first day of school. A scanned email will be acceptable (registrar@alhadi.com).

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Al-Hadi School of Accelerative Learning

14855 Richmond Avenue
Houston, Texas 77082
832-617-8363 (phone)
713-513-5315 (fax)
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:

Salam alaikom va Rahmatollah,

Welcome to the 2022-2023 school year!

I request that you take the time to thoroughly review and understand the contents of this handbook. Often, the answers you may seek and the clarification you need for a matter related to your child's education can be found here. It is our belief that this is a living, dynamic document and as we work to streamline our processes, we will make the appropriate changes to this handbook to reflect accordingly. 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.

Parents informed about school policies and procedures are a tremendous asset to any school as their suggestions about improvements are often rooted in an understanding of our operations. We do invite your feedback as we continue to improve our practices. Additionally, we encourage you to be involved in your child's education and by extension our school's activities.

I pray to Allah(swt) for a partnership focused on growth between us all as we strive to fulfill our responsibility to raise pious, educated leaders of tomorrow.

Ma'asalaam

Seyed Alireza Abedi
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, 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 increases students' understanding of different people and cultures.
5. An 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

POSITIVE ATTITUDE

RESPECT

INTEGRITY

CREATIVITY

EXCELLENCE

P.R.I.C.E



ISLAMIC EDUCATION BOARD (IEB) MEMBERS

(as of August 2016)

Title	Email Address
Director of Education	director.education@iec-houston.org
Secretary	secretary.ieb@alhadi.com
HR	hr.ieb@alhadi.com
Academics	academics.ieb@alhadi.com
Finance	finance.ieb@alhadi.com
Public Relations	pr.ieb@alhadi.com

IEB group email: ieb@alhadi.com

SCHOOL ADMINISTRATIVE STAFF

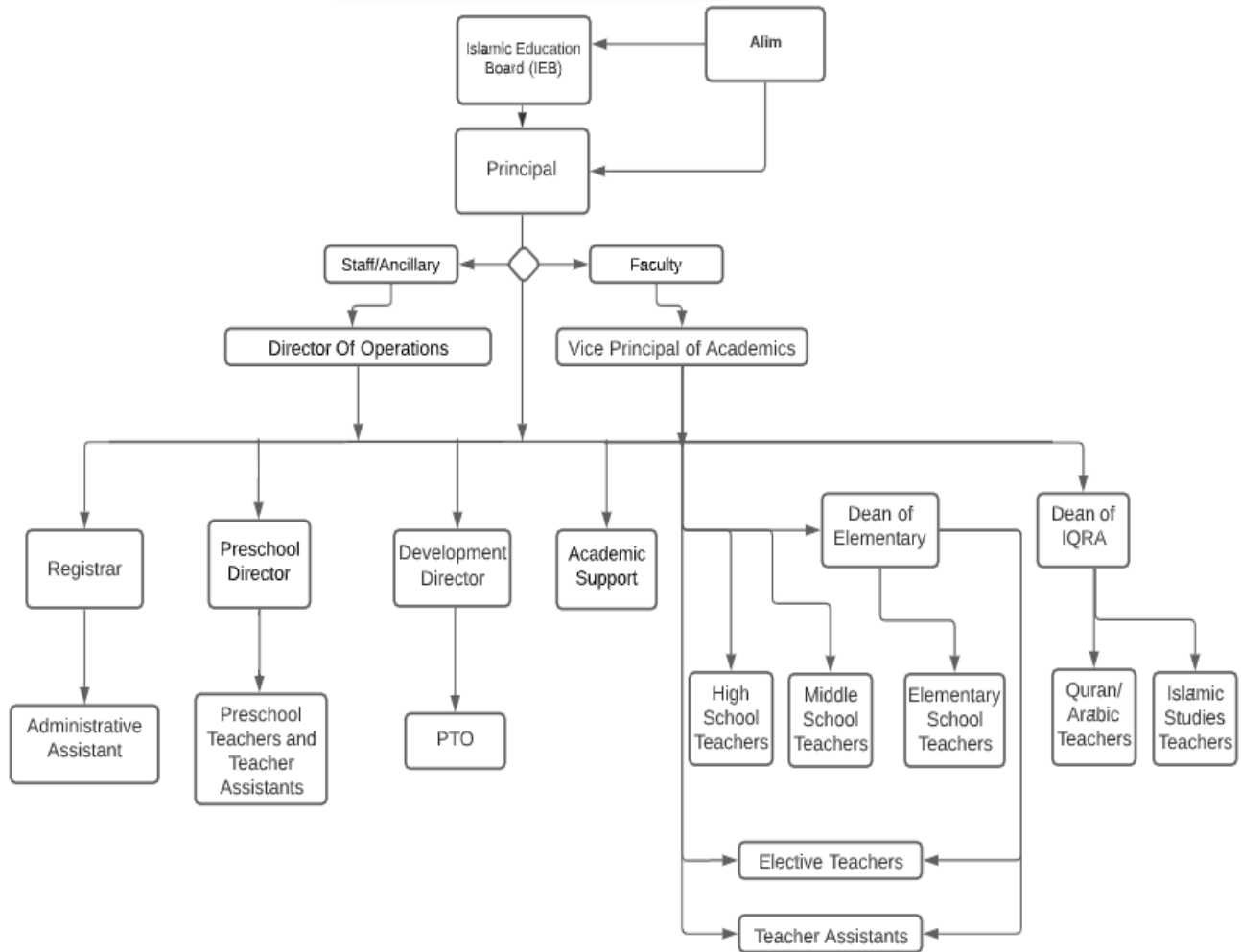
Name	Title	Email Address
Seyed Alireza Abedi	Principal	principal@alhadi.com
Zahra Radhi	Director of Operations	Business.manager@alhadi.com
Mariam Mirza	Registrar	registrar@alhadi.com
Selma Zaidi	Director of Development	selma.zaidi@alhadi.com
Qiyamah El Bari	Administrative Assistant / First Aid	qelbari@alhadi.com
Lisa Kader	Academic Vice Principal	lkader@alhadi.com
Dr. Sawsan Tawil	Elementary Coordinator	stawil@alhadi.com
Dr. Narjes Khademi	IQRA Coordinator	nkhademi@alhadi.com
Amir Golabbaksh	Academic Support	agolabbakhsh@alhadi.com
Mazhar Naqvi	APEX Coordinator	mnaqvi@alhadi.com
Fatemeh Vostaie	Pre-School Coordinator	fvostaie@alhadi.com

Admin group email: schooladmin@alhadi.com

ORGANIZATIONAL CHART

2022-2023

AHS Organizational Chart



TEACHING STAFF

Pre-School-Richmond

Sr. Baharak Tabandeh
 Sr. Fatemeh Vostaie
 Sr. Khadija Al-Sakkaf
 Sr. Fatima Zaveri
 Sr. Rukhsar Raza

Coordinator/Director
 TA & IQRA

Sr. Tahera Rafi
Sr. Sabiha Hussain

Pre-School-Voss

Sr. Shabnam Sanaei

Elementary

Sr. Sabarae Mirza
Sr. Nazish Dawoodally
Sr. Isra Radhi
Sr. Sarwat Bangash
Sr. Sarah Boukheir
Dr. Sawsan Tawil
Sr. Zahra Shahnarad
Sr. Shams Shirvani
Sr. Fizza Kazmi

Middle & High - Core Subjects

Br. Amir Golabbakhsh (HS Math, Physics)
Sr. Faiza Zuberi (HS Social Studies)
Br. Saif Ghori (Debate, AP Computer Science)
Sr. Selma Zaidi (MS Social Studies)
Sr. Lisa Kader (HS ELA)
Sr. Sarah Ghori (HS ELA)
Sr. Sarah Kazmi (MS Science)
Sr. Laiba Mumtaz (HS Physics, Engineering)
Sr. Isna Choudhary (MS Science, Leadership)
Sr. Nuzhat Ali (HS Science)
Sr. Maaria Hasan (Spanish)
Sr. Saima Rizvi (MS ELA)
Sr. Malak Kleit (ESL)

IQRA

Dr. Narjes Khademi
Sr. Fawzia Alsadoun
Sr. Shahla Irani (Ibtissam)
Sr. Syeda Parveen Baqri
Sr. Shaher Bano Gowher
Sr. Halima Sheikh TA
Sr. Yumna Almusawi

Electives

Br. Saif Ghori PE
Br. Mazhar Naqvi PE
Sr. Anjum Mukhi PE
Sr. Sarah Ghori PE
Sr. Asma Alfarran Computer
Sr. Dania Askari Art
Sr. Hamideh Mahshidnia TA

Sr. Naveed Fatima	Math/Reading Intervention
Sr. Siddeeqa Kanani	TA
Sr. Zahra Shabbir	TA
Sr. Zehra Hussain	

Online Teachers

Sr. Fatin Alkhafaji
 Sr. Huma Hanif
 Sr. Rola Mostafa
 Sr. Hanad Nasser

Al-Hadi values academic excellence as defined by achievement and engagement in learning, scholarship, discovery, creativity and service while upholding an Islamic teachings. This excellence is clearly reflected in the school’s policies, performance, and curricula with the ultimate purpose of promoting 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, Future City (formerly Sim City), Architectural design, PSIA, NHS, educational field trips, and services that clearly foster sustainable vitality and/or cultural discovery and learning. Al-Hadi has introduced college counseling support for its High School Students as of Spring 2018.

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 2022-2023

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

AHS shall commence on **August 17, 2022** and conclude on **May 26th, 2022**, after the completion of at least 75,600 minutes 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 Assembly at 7:45 AM

Students arriving **after 8:00 am** will be considered **tardy**
Classes begin promptly at 8:00 AM and end at 3:20 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, 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.
- Students participating in an after-school activity will need to report homeroom to then be escorted to the activity location immediately after dismissal.

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, or their siblings 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. If students are picked up after the end of the grace period, after-school charges will apply to their children. (as per the guidelines in the Tuition Schedule).

FINANCIAL POLICIES

The parents/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 email 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 email 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 a 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 advance written notice of withdrawal to the Registrar. Students 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 3:45pm, after which parents are given a 15-minute grace period. After-school care charges begin at 4:00 pm. Please see the tuition schedule for applicable fees.

After school care ends at 6:00 pm. It is required that school closes and completes all operations 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, Varsity, Karate 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 either online (If specified) or to 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 the 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 front office staff.

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 the 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 individuals 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 a 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.

USE OF MEDICATION

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, or other over-the-counter products.

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.

Parents / guardians must provide detailed instructions from the physician, 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 during school hours. All medication should be labeled with the student's name. Under no circumstances shall medication be shared with fellow students. Picking up the medication, at the end of the day, is the responsibility of the parent/student.

LUNCH

AHS students are offered fresh and nutritious lunch every day. For a nominal **cost**, students may purchase nutritious lunch at school. Lunch is purchased using the automated account through E-trition. Funds are uploaded to the account by parents via www.EZSchoolPay.com

In the event that a student has forgotten his/her lunch, parents may drop-off lunch for their child at the front desk.

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' lunch boxes 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, and condiments.

STUDENT TRANSPORTATION

AHS employees are not permitted to carpool with students or transport students on field trips 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 lawsuits. 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.

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 the 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.
- 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 during school hours.

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" parents 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 only in the designated student parking areas.

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 within 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'a at 7:45 am during morning assembly. Attendance will be taken by the home room teacher at the start of the first block and subsequently by the subject teachers in each block for middle and high school students. 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, email the homeroom teacher, and copy the registrar (registrar@alhadi.com) 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 8 am. **Student tardiness will be documented so that appropriate disciplinary steps can be taken to address the situation (see Student Code of Conduct). Students who accumulate seven(7) tardies during transition between classes per quarter may forfeit a field lesson or field trip.**

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

Instruction begins promptly at 8:00 a.m.

STUDENT ABSENCES

After being absent, students must bring a physician's note or a written note from home, which must be signed by the parent or guardian stating the date and reason for the absence. The school reserves the right to investigate the authenticity of a note. This note should be submitted to the homeroom teacher for elementary students or to the registrar 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 each excused school day that was missed. It is the responsibility of students and parents to obtain all missed homework/class work from teachers.

Absence is considered 'excused' ONLY for medical reasons or in case of a family emergency, as approved by school admin. All other absences will be considered unexcused and have a bearing on earning credits, attending field trips and re-enrollment at Al-Hadi School.

Parents are strongly advised to avoid vacations and trips during the school year. Taking vacations when school is in session is highly discouraged. If a student misses a cumulative exam, except in approved cases of emergency, the final grade will be determined on the work completed during the two quarters preceding the cumulative exam. In cases of approved absences that are known beforehand, students will

be encouraged to take the exam prior to the absence. A non-disclosure note may be provided to the family to ensure the student will not be sharing any content from the exam. Al-Hadi School reserves the right to void a student's cumulative exam score if the student is suspected of having shared the contents of the exam with other classmates prior, during or after the approved absence.

This cumulative exam policy will be applied to all students taking the Fall or Spring cumulative exams in grades 3-12.

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 hallways will be required to show their hall passes.

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 the school day. An email will be accepted as well. The office will authorize student dismissal during school hours. Please note, in order to protect instructional time, Early dismissal is not encouraged, unless there is an extreme emergency.

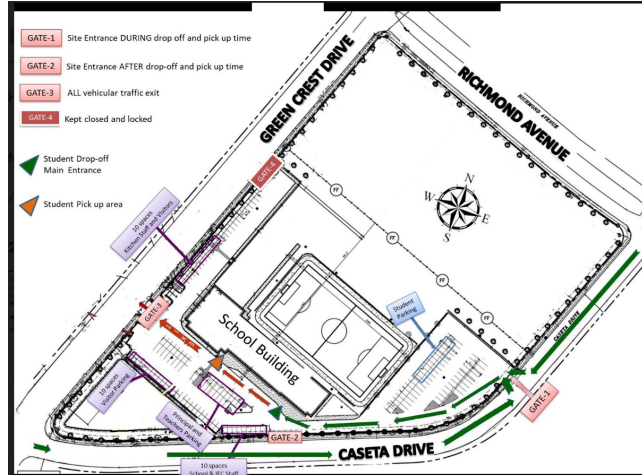
At the time of early pick-up, (only in case of emergency, illness or doctor's appointment) parents are required to go to the office - *not the classrooms*. Teachers will not release students from the class unless they receive an early dismissal pass from the office. The office will arrange for student dismissal either in person or in writing using an early dismissal pass. 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.*

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.
- We ask that you enter the school through the furthest east gate on Caseta as demonstrated during Orientation and highlighted in the map below. Please comply fully with our parking volunteers
- We welcome and encourage parents, specifically Pre-school and Elementary parents to park and walk their child directly to class on the first day of school.
- This is the perfect opportunity for you to drop off the school supplies with your child's teacher.
- Beginning on the 2nd day of school, we will start normal arrival procedures.
- Doors will open at 7:00 A.M. You may drop off your student by parking in the front and walking them to the front door or you may drop them off in the express line.

- If dropping off in the express line, please remain in your car and a staff member will help your child out and walk them inside the school.



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 use 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 in Grades K- 10 are NOT permitted to bring cell phones to school. Students in Grades 11-12 may bring cell phones to school but the usage is restricted. They are NOT permitted to use cellular phones on school premises between 7:45 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 student may collect the phone from the office, at the end of the day, for the first violation. If the violation occurs again, the phone will be confiscated and returned at the end of the day, after a penalty of \$15.00 is paid.

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 will confer with local school districts to make its determination about closing.

Please check the weather forecast on a regular basis when there is a HAZARDOUS WEATHER WARNING.

In case of doubt about the school closing, you may contact the school at (832)-617-8363, or check the AHS website at www.alhadi.com Facebook page at www.facebook.com/Alhadischool before leaving home. Parents are advised to use their discretion under these circumstances. We believe that the children's safety comes first.

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

Teachers, parents and students should check for any tears, ripped pages or any significant markings/defacement immediately when books are handed out and received. The Administration should be informed promptly.

Books and other learning material left in inappropriate places such as hallways, classrooms, on top of the lockers, stairways, cafeteria, etc., will be placed in the lost & found. 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.**

BOOKS LOANED TO STUDENTS OVER THE SUMMER

Students may borrow books to use over the summer.

- The refundable deposit in these cases will be \$100 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 after the first day of school, only \$100 will be credited towards the tuition account.
- Books must be returned in good condition to receive credit for the deposit.

SUPPLIES

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.

ANIMALS / PETS

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 a week in advance of the planned visit, using the required form from the office. All pets should be properly vaccinated.

BIRTHDAY OBSERVANCES

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

Cakes and cupcakes and other bakery items from grocery stores will no longer be allowed to be served to celebrate students' birthdays at school.

LOST AND FOUND ARTICLES

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

Items that go unclaimed for a period of two weeks 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.

PERSONAL ITEMS / TOYS

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

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 complete the Authorization form, included in the admission application process, to indicate your preference.

STUDENT DRESS AND GROOMING

AHS highly emphasizes the value of the Islamic Dress Code and cleanliness as fundamental to self-respect and dignity. 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). Uniforms 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 enrolling at Al Hadi after the beginning of the school year are expected to be in full uniform **within two weeks** of their enrollment.

Students are expected to be respectful and careful to maintain their uniforms in good condition. Ripped pockets, missing buttons, or writing on clothes is unacceptable. Pants should be properly hemmed and not

rolled up. 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 5 may wear P.E uniform on the days they have P.E. Grade 6 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 required to follow Islamic 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 (2nd grade and below) with pierced ears may wear small, stud earrings to school. Long, dangling earrings or any other type of jewelry (such as bracelets, necklaces, chains, brooches, arm bands, anklets, 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. For religious reasons, two small plain Aqeeq or other religiously recommended stone rings per student will be allowed. The rings must be taken off during activities that may result in a potential harm as a result of wearing a ring (for example during PE class where contact is likely to occur)."

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 their hair cut short or well groomed if growing it out.

At Al-Hadi 2.0 we are looking to change policies that work towards maintaining learning as our top priority. In lieu of this we have revised our head lice policy in accordance with Texas Health and Human Services.

If your child has been diagnosed with live head lice, in alignment with health recommendations, your child may not be excluded from school if and only if it is determined that this will not impact other students or the learning process; we recommend that your child is thoroughly checked and treated for lice. Please apply treatment and examine your child's hair before the next school day. There are home remedies available as well as treatments at your local pharmacy.

We want to assure you that we place your child's learning as the top priority and that all matters of this nature is treated with the highest level of privacy. We do reserve the right to send any child home if we notice that the presence of live head lice is a distraction to your child or another child's learning process.

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 measures and perform frequent and continuous checks. Please conduct a check on a regular basis, but particularly after long breaks.

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 including tuition, library, lunch, classroom assessment, 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 registrar (registrar@alhadi.com) 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.

EXAMS

Cumulative, mid-year (1st, 2nd and 3rd quarter) and Final Exams are administered for grades 3 through 12th for core subjects and IQRA. If a student is unable to take any of these exams on their scheduled dates, for an excused absence (See Pg. 19), the school may reschedule an alternate exam, but only once the original exam has been administered.

GRADING SYSTEM

Report cards and progress reports will provide grades based on the grading scales below. Attendance, consistent daily preparation, promptness in completing and submitting 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” will have a set period, determined by admin, not exceeding the next grading period to convert the incomplete grade to an earned grade. If he/she fails to do so, it will affect the overall average of the child and/or promotion to the next grade.

Receiving failing scores in the core subjects, ELA, mathematics, science may lead to retention in the same grade. The student must attend summer school and pass the core subjects or sit for make-ups and pass the failed subject/s.

REPORT CARD CODES / GRADES

Breakdown of Subject Points

Grade	Tests	Quizzes	HW/ Essays	Class work/Participation Assignment	Projects/Labs	Total Quarterly	Cumulative
K-2	20		Completion required	Assessment /comment			comments
3-5	35	20	15	10/10 spelling	10	75%	25%

For **Quarters 1 and 3**, midterms, carrying the weight of a regular test, will be administered at the end of the quarter.

Grade	Summative Assessments (25%)	Formative Assessments (40%)	Guided Work (35%)
6-12	Tests (including midterm), Quizzes	Homework, In-class work	Assignment, Projects, Labs

For **Quarters 2 and 4**, cumulative exams with 25% of the weight of the quarter will be administered as final semesterly exams. The cumulative exam grade will factor directly into the grade for quarter 2 and 4.

Grade	Summative Assessments (18.75%)	Formative Assessments (30%)	Guided Work (26.25%)	Total Quarter Weight	Cumulative weight
6-12	Tests, Quizzes	Homework, In-class work	Assignment, Projects, Labs	75%	25%

The final Fall semester grade will be obtained by averaging Quarter 1 and Quarter 2 scores. The final Spring semester grade will be obtained by averaging Quarter 3 and Quarter 4 scores.

Grading Scale K-2

Value	Comment
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 Grades 3-5

Value	Letter 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 -
65 - 69.99	D
0 - 64	F

Grades 6-12

Al-Hadi applies the College Board approved grading scale. 70% is the minimum grade required to receive a credit or pass for middle and high school course work.

Grading Scale	Letter Grade	Regular Courses	Pre-AP/ Honors	AP/AP Courses*
97-100	A+	4.0		5.0
93-96	A	4.0		5.0
90-92	A-	3.7		4.7
87-89	B+	3.3		4.3
83-86	B	3.0		4.0
80-82	B-	2.7		3.7
77-79	C+	2.3		3.3
73-76	C	2.0		3.0
70-72	C-	1.7		2.7
67-69	D+	1.3		2.3
65-66	D	1.0		2.0
0-64	F	0.0		0.0

GPA/Class Rank:

Al-Hadi School does not rank students. GPA includes all academic courses completed at Al-Hadi. The cumulative GPA is calculated at the end of each semester. 0.5 quality point is given for each Pre-AP/Honors course and 1.0 quality point is given for each AP course. Letter grades and grade points are assigned according to the scale above.

Conduct Grades (1st – 5th)

- Demonstrates good behavior Always
- Demonstrates good behavior Usually
- Demonstrates good behavior Frequently
- Demonstrates good behavior Sometimes
- Demonstrates good behavior Seldom

ACCELERATED COURSES

Currently, **Algebra I, World Language, and Integrated Physics and Chemistry (IPC), and TEALS (Intro to Computers),** are courses taken in Middle school that 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 I 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.

IPC: Pre AP IPC & regular IPC are 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 in 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 70 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 sign a contract, committing to the rigor of the course requirements and be in good standing in that subject.

Students who need to repeat a course in high school, may do so without penalty if their course grade was below 70. This opportunity will allow students who need to strengthen their background in a content-area to do so without adverse effects on their GPA. The course may have to be taken through self-study or APEX.

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 and the Vice Principal of Academics in order for a student to qualify for early graduation. There are extra charges associated with early graduation (Please check for the fee structure with the registrar.)

**ADDITIONAL GUIDELINES FOR
FEE STRUCTURE AND TUITION FOR HIGH SCHOOL STUDENTS**

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 Vice Principal of Academics. 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 and the Academic Vice 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, 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 and the Academic Vice Principal, 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 \$15 per copy will be charged for all subsequent official copies of the transcript. A fee of \$25 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. (is this consistent?)

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. 10 – 11 – PSAT

Gr. 11 & 12 – SAT /ACT

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

AP, PSAT & STANDARDIZED EXAMS

The **school aims** to constantly evaluate its educational program in order to ensure that students are being prepared to enter college and universities and **designs** programs that best meet the needs of our student body. Standardized tests are administered in Spring to K- Grade 12 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.

Standardized Exams

Teachers help prepare students for some of these exams which students 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.

Students applying for grades 1 – 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 and 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, character, community service and leadership will also be taken into consideration.)
3. Teachers' input will be taken into account.

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	Foundation 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 ● Advanced English 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 ● Advanced 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 ● IPC/Advanced Science ● Advanced Science 	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 or World Geography ● World History ● U.S. Government (one half)/Economics (One half) ● US History 	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 • 0.5 • 0.5	One credit	One credit
World Languages	• Language Level 1 • Language Level 2	Two credits in the same language:	Three credits in the same language:
Fine Arts	• Art 1- 0.5 • Art 2- 0.5	One credit	One credit
Speech	One-half credit	One-half credit:	One-half credit:
Electives	5 elective credits One must be Islamic Studies elective	Five and one-half credits: One must be Islamic Studies elective	Four and one-half credits One must be Islamic Studies elective
Total Program and Elective Credits	22	26	26

Islamic Studies Courses (Required to Graduate)

- a. Ethics I
- b. Ethics II
- c. Islamic Jurisprudence
- d. Islamic Ideology

Elective Courses Offered:

- a. Quranic Studies
- b. Computer Science
- c. Digital Communication
- d. Math Courses:
- e. Financial Literacy*
- f. Liberal Arts Mathematics*
- g. Mathematics of Personal Finance*
- h. Probability and Statistics*
- i. AP Statistics

Science Courses:

- j. AP Psychology (11,12) *
- k. AP Environmental Science (11,12) *
- l. Texas Integrated Physics and Chemistry*
- m. Psychology*
- n. Environmental Science*
- o. Engineering Design & Problem Solving

English Courses:

- p. Creative Writing*
- q. Media Literacy*

Social Science Courses:

- r. AP Macroeconomics (11,12) *
- s. AP Microeconomics (11,12) *
- t. US and Global Economics*
- u. US and Global Economics Honors*
- v. Multicultural Studies*
- w. Sociology*

World Language

- x. AP Spanish*
- y. French 1*
- z. Spanish I

Career and Technical Education Courses:

- aa. Business Applications*
- bb. Intro to Health Science*
- cc. Informational Technology Applications*
- dd. Introduction to Business and Marketing*

***This course is offered through APEX. Please note that although Al-Hadi will continue to offer the course through APEX, parents will need to pay a refundable fee. The fee will be refunded ONLY if the student**

completes the course within the stipulated time. Additionally, students in 9th and 12th grades have the option of taking dual credit courses at HCC.

Please note: All high school students will be required to take Quran and Islamic Studies each year. A minimum of two credits in this coursework is needed in order to receive a High School Diploma from Al-Hadi, beginning with the 2016-17 Grade 9 students.

HOMWORK POLICY

Al-Hadi School believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. **The homework is the responsibility of the student, and they should be able to work on it independently.** The intent is to give homework necessary to reinforce learning and to master the curriculum. Therefore, our goal is to limit homework to 30-45 minutes per class. Projects or assignments that require a larger time commitment will be assigned several days or weeks in advance in order to give students ample time to complete the assignment.

Homework serves to develop regular study skills and the ability to complete assignments independently. Al-Hadi School further believes completing homework is the responsibility of the student, and as students mature they are more- able to work independently. Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students' efforts, and providing an environment conducive for learning.

Homework establishes college and career readiness skills by building responsibility, self-discipline and lifelong learning habits. It is the intention of the Al-Hadi School staff to assign relevant, challenging and meaningful homework assignments that reinforce learning objectives based on the Texas Essential Knowledge and Skills, or TEKS. Homework should provide students with the opportunity to apply the information they have learned, study for upcoming quizzes or tests, complete unfinished class assignments, and develop independence.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. AP and advanced courses will require additional time based on mandated state and national curriculum standards. If your child is spending an inordinate amount of time doing homework, you should contact your child's teacher.

Homework Expectations by Subject:

Math Homework is assigned daily, but may vary slightly depending on individual course expectations:

English Homework is assigned, on average, 2-3 times per week for level classes and 4-5 times per week for honors and AP classes.

Science Homework is assigned daily, but may vary slightly depending on individual course expectations.

Social Studies Homework is assigned, on average, 2-3 times per week.

World Language Homework is assigned, on average, 2-3 times per week.

Fine Arts: In general, fine arts classes do not assign homework; however, there may be a research project assigned for grades 9 and 10.

In general, **Computer classes** do not assign homework; however, research assignments or projects may occasionally require work to be completed outside of the classroom.

For other **electives**, please see the course syllabus for homework information.

Responsibility of the Student

It is the responsibility of the student to:

- A. Expect to spend up to 25 minutes per subject for 6th grade, increasing to 35 minutes per night as students move toward their 8th grade year. The amount of homework will vary some depending on elective courses.
- B. Keep an up-to-date agenda for homework and other assignments and their due dates
- C. Clarify with the teacher any instructions not understood.
- D. Turn in homework on the due date.
- E. Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- F. Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
- G. Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, electronics, etc.)
- H. For preplanned absences (family vacations, school activities, sports, etc.) students should email the teacher prior to the absence for assignments so work is completed upon their return.

Responsibility of the Parent

It is the responsibility of the parent to:

- A. Make homework a daily activity.
- B. Assume your child will have studying to do every night.
- C. Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your child/ren to study in the way each of them learns best.
- D. Make sure your child has the necessary supplies.
- E. Work with your child’s outside activity schedule and preferences when setting up a regular homework time.
- F. Help your child get organized. One way is by regularly checking their planner or the homework tab on QuickSchools.
- G. Ensure that your child knows each teacher’s homework policy.
- H. Show interest in your child’s schoolwork and discuss what your child is learning.
- I. Watch for signs of failure or frustration.
- J. Discuss with your child and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student’s learning progress.
- K. Coordinate homework efforts with the teacher in special cases.

Responsibility of the Teacher

It is the responsibility of the teacher to:

- A. State clearly the purpose of the assignment.
- B. Explain how the assignment is related to the topic under study.
- C. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.
- D. Explain how the assignment might best be carried out.
- E. Explain what the student needs to do to demonstrate the assignment has been completed.
- F. Provide specific written explanations of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.
- G. Review the assignment before giving it to students and anticipate difficulties.
- H. Define “late” for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.
- I. Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally. **Post to QS**
- J. Avoid routine assignments over holiday and vacation time.
- K. Give special consideration to limiting weekend assignments (review, voluntary projects, or make-up work).
- L. Provide feedback in a timely manner.
- M. Use results of homework to plan future instructional activities.
- N. Include homework as part of the student’s overall grade.

Responsibility of the Administrator

It is the responsibility of the administrator to:

- A. Communicate the school’s homework policy to parents.
- B. Monitor the implementation of the policy.
- C. Coordinate the scheduling of homework among different subjects, if needed.
- D. Serve as mediator, should the need arise.

Late Work Policy

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

A. Middle School & High School:

- Homework turned in complete, according to expectations, and on time will be eligible for full credit.
- Homework turned in not according to communicated expectations will not be accepted.
- Homework turned in late without a valid excuse within 3 days of the original due date will be 50% off for completion assignments. For essays, projects, and graded assignments, students will receive a deduction of 10% for the assignment turned in one day late, 20% for the assignment two days late, and 30% for the assignments that are three days late, excluding weekends. No assignments will be accepted after the third school day.

- B. Courses that vary from this have a different policy must have prior administrative approval and notification of the alternative policy must be given to the students and parents must be informed of an alternate policy in writing during the first few days of class.

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

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 will 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 recognizes its students' achievements. An annual award ceremony is held at the end of each year. **The following award categories will be awarded:** Students are awarded in the following categories.

Most Improved Student Award (nominated by teacher)

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

Excellence Awards (The top student in the class 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: Gold & Silver, (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

Middle and Elementary - Percentage

Award	Lower Limit	Upper Limit
Gold	96.00	100.00
Silver	90.00	95.99

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

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 leadership, service, and character may be eligible in their senior year to be nominated to compete in the National Honor Society Scholarship Awards program. They could be offered other scholarships and awards from the National Office as well.

AHS has been a chapter of NHS & NJHS for more than 9 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 all the necessary 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 complete 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:

All school and community activities should be mentioned here, along with a brief explanation of how they 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 chapter advisor. Typically, recommendations come from people such as managers or bosses 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 the criteria they have observed. Both positive and negative comments may be conveyed. This process allows for a variety of ways to thoroughly evaluate each student. Additionally, the NHS/NJHS Committee members spend considerable time discussing students and examining 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 guide the students in fulfilling the requirements for the criteria other than scholarship, the following description is presented below:

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, the **Committee is** not obligated to share with parents or students information concerning **selection of members.**

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.

Al-Hadi School of Accelerative Learning

National Honor Society Character Evaluation Form

Dear Faculty,

Student _____ is a candidate for inclusion to the National Honor Society (NHS). Please complete this survey to give NHS a reflection of the CHARACTER and BEHAVIOR of said student.

Would you describe this student as

5	4	3	2	1
Exceptional	Above Average	Average	Below Average	Unacceptable

Comments would greatly help us, especially for scores of 3 or less. Feel free to use the back of the form as needed. Once completed, please put this form in a signed sealed envelope and hand it back to the student candidate. Candidates are responsible for picking up the envelope from you BEFORE the deadline given. (You also have the option of giving it to me directly which will eliminate having to place it in an envelope).

Thank you very much for your help!

Adviser

Arrives to class on time	5	4	3	2	1
Is attentive in class					
Brings necessary materials					
Completes work on time					
RESPECTS PEERS	5	4	3	2	1
Listens to peers					
Responds appropriately to peers					
Respects others opinion					
Refrains from abusive language					
RESPECTS AUTHORITY	5	4	3	2	1

Follows directs without hassle					
Listens to teachers and staff					
Accepts responsibility for actions					
Demonstrates Appropriate Character Traits	5	4	3	2	1
Shows kindness, trustworthiness, honesty					
Shows patience, dedication, determination					
Shows level of concern for others					
Follows school policies					
Demonstrates Concern for Learning	5	4	3	2	1
Remains on task					
Allows others to remain on task					
Submits on all work in time					

How strongly do you recommend this student for admission to the AHS chapter of NHS?

Enthusiastically Recommend _____ Recommend with Reservation _____

Recommend _____ Do NOT Recommend _____

National Honor Society AHS Membership Application 2020-2021 ????

Membership Selection: The four guiding principles of the National Honor Society are scholarship, service, leadership, and character. The Faculty Council of the Al-Hadi NHS will be considering all four of these principles when deciding which students will receive the honor of selection into membership. Selection into the NHS requires a majority vote by the Faculty Council. Selected candidates will become members at an induction ceremony in the spring semester. Requirements BEFORE Consideration

1. _____ Insert a typed Header with your last name, first name, and graduating class for Selection: 2. _____ Member of the junior or senior class for the school year of induction
2. _____ 3.7 or higher GPA (unweighted/no rounding) 3. _____ Good Conduct Grades • No U's • No office P's • No more than 1 class P freshman year • No class P's after freshman year • No more than 3 S's after Freshman Year • No record of cheating • NO participation in bullying or cyber/internet bullying or submission on websites displaying negative demeanor towards any person (s) or organization 5.

_____ STEPS FOR COMPLETING THE APPLICATION PROCESS: Electronic and hard copy 1. TYPE YOUR COMPLETE INFORMATION ON TO THE FORM (Adjust font size as needed) 2. Both required short essays in MLA format to be submitted electronically and hard copy. One page per essay 3. MAKE SURE YOUR HEADER HAS YOUR LAST NAME, FIRST NAME AND CLASS OF 4. *YOUR ELECTRONIC APPLICATION (WITHOUT THE SIGNATURES) MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS FOR CONSIDERATION: debakeynhs@gmail.com BEFORE May 31, 2013 BY MIDNIGHT CENTRAL TIME. 5. *AND PRINT your TYPED HARD COPY (INCLUDE SIGNATURES) application AND attach two non-teacher recommendation letters. Take to room 214 NHS in box by 3:15pm June 3, 2013 P

Service during your High School years only. TYPED.

List your three most significant Service Activity or Organization community service activities. These may be individual or group projects, done in or out of school. Report all service hours to the adviser with signatures. Be honest, but do not be modest. Briefly, describe what you did to make the activity successful. Dates & # of Hours Sponsor's Name and Phone # Your Accomplishments & Contributions

Leadership during your High School years only TYPED (EXCEPT SIGNATURES) List your three most significant leadership community service activities. You could have been a leader with or without holding a formal office. These examples may come from inside or outside of school. Be honest, but do not be modest. Briefly, describe what you did Activity or Organization to help make the activity or the organization successful. Dates

Leadership during your High School years only TYPED (EXCEPT SIGNATURES) List your three most significant leadership community service activities. You could have been a leader with or without holding a formal office. These examples may come from inside or outside of school. Be honest, but do not be modest.

Briefly, describe what you did Activity or Organization to help make the activity or the organization successful. Dates Involved & # of Hours Sponsor's Name, Phone #, & Your Accomplishments & Contributions Signature & Any Office(s) Held

Clubs, Organizations, Hobbies, etc. during your High School years only TYPED List your three most significant Activity or Organization activities, clubs, organizations, or hobbies. These may come from inside or outside of school. Dates Involved & # of Hours Sponsor's Name Phone # Your Accomplishments & Contributions

Work and or Volunteer during your High School years only TYPED List and briefly describe any jobs you have held recently. Employer Dates Involved & Hours per week Supervisor's Name & Phone # Your Job Responsibilities & Contributions

• Separate Pages send as an email attachment with your electronic copy AND • MLA PRINT THEM OUT AND ATTACH THEM TO YOUR HARD COPY. • Title • Font Size 12 • Times New Roman • Double Spaced • Correct paragraph indentions (if more than one paragraph) • One inch margins • Five to eight sentences • First Person point-of-view

2 Short Essays • Separate Pages send as an email attachment with your electronic copy AND • MLA PRINT THEM OUT AND ATTACH THEM TO YOUR HARD COPY. • Title • Font Size 12 • Times New Roman • Double Spaced • Correct paragraph indentions (if more than one paragraph) • One inch margins • Five to eight sentences • First Person point-of-view Format Type your required responses to both of the following prompts using MLA format (12-point font, double-spaced, one-inch margins). Each short essay should be only 5-8 sentences. Attach your essays to this information packet. Use first person point-of-view. Evaluation Criteria Essays will be judged on the following: ♣ Meaningful content ♣ Scholarship: -Grammar, punctuation, spelling, capitalization -Organized, logical, coherent -Varied and complex sentence structures -Diction -Format

Service Prompt Write a concise, 1-paragraph essay of 5-8 sentences explaining one significant lesson that you have learned through community service to others. This may be a lesson gained through regular community service or informal service to others, such as caring for a handicapped sibling or tutoring your friends in physics.

Leadership Prompt Write a concise, 1-paragraph essay of 5-8 sentences explaining one example of how you have demonstrated true leadership with a community service project. This is not about holding an office. This is not about doing all of the work. This is about truly leading others to accomplish something meaningful. You may have been a leader with a formal title and office, or you may have been a leader without holding office. Stick to what you did, how you did it, and why you did it that way. Do not include quotes and philosophies of others within your sentences. "Optional" Faculty Council will review the applications. If you feel Faculty Council needs information regarding possible negative information about you, you may type a succinct explanation of the mitigating circumstances behind the incident in question and attach it to your application.

STUDENT ACTIVITIES AND POLICIES

EXTRACURRICULAR ACTIVITIES

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

SCIENCE DAY

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 **Grades 3 and up** 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 project grade will be counted as part of the quarterly grade.

Science Day 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. PSIA Coaches and parents share the responsibility of preparing students who qualify, and choose to participate in PSIA events. PSIA coaches will be provided the resources needed to support student learning. This is a great opportunity for parents to offer their time and volunteer to help coach a class.

FUTURE CITY COMPETITION

The Nation Engineers' Future City Contest (SIM CITY) is a science competition for 6th through 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 to complete this project. Regional winners advance to the National Level Competition in Washington, DC.

MULTICULTURAL ACTIVITIES

The Multicultural Activities take place throughout the 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 1 and up to succeed academically and to provide leadership opportunities for our high achieving students.

Al-Hadi Basketball Varsity and Junior Varsity

Al-Hadi students have the opportunity to participate in the Basketball teams. Tryouts generally take place at the beginning of the year. Students participate in various competitions during the season.

SPEECH & DEBATE CLUB

Students may participate in the Speech and Debates club.

KARATE CLUB

Students at the **Elementary level** have the opportunity to participate and compete at the regional level through the Al-Hadi Karate Club.

ALUMNE

Counseling and coaching support for high school students in grades 11 and 12.

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 as an assignment format. 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 disciplinary 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 the 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.
5. A MS/HS student will not be allowed to go on a field trip if he/she has 7 tardies during class transition time.

RELIGIOUS HOLIDAYS AND ACTIVITIES

As an Islamic school, the AHS calendar differs from public, and other private schools. 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.

Please refer to our School Calendar online for a list of holidays in 2020-2021

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 Ramadan.
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 succession/appointment (Wilayah) of Imam Ali (as).
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. **Birthday of the Holy Prophet (saw)**
7. **Birthday of Imam Ali (as)**
8. **Martyrdom of Imam Ali (as)**
9. **Birthday of Lady Fatima (sa)**
10. **15th Shabaan:** Birth of Imam Mehdi (as)
11. **The Nights of Qadr in the month of Ramadan**

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 at school in CONGREGATION. In addition, the IQRA department will lead a "Salaat Workshop" where students will learn and practice rules and manners of Salaat. Students who show that they understand and apply the rules of Salaat, will then be promoted to join the congregational salaat. Grades 1 & 2 will perform salaat as per their assigned schedules.

- **The month of Ramadan** 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). Ramadan is a month of fasting days from dawn until dusk. During Ramadan the school day is shortened.
- **Other commemorative events:** A yearly charity fund is initiated during the month of Ramadan 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).

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 using the QuickSchools messaging feature or through e-mail. Messages sent by text will not receive a response.

Teacher Conference:

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 share teachers' personal phone numbers. Parents are encouraged to communicate via QuickSchools.

There are two scheduled Parent –Teacher Conferences each year (as per the student calendar). Parents are contacted by the teacher to schedule these conferences.

School website:

The school website 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 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 one teacher who will represent the staff, and one admin team member to represent administration. The officers of the PTO council will be:

President (1)	Vice President (1)
Secretary (1)	Teachers' representatives (1)
Officers (4)	Administrative Representative (1)

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 by the school principal.

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 by 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 these policies 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:** Attend all classes prepared (with appropriate materials and assignments)
- **Polite:** Treat others with kindness and respect, raise your hand and wait to be called on before speaking, be honest and use appropriate language, respect the rights and privileges of others
- **Procedural:** Follow directions the first time they are given, meet Al-Hadi School dress code and follow uniform guidelines, meet all campus agreements, expectations, and rules
- **Positive:** Respect self, school, fellow students, AHS, and everyone's property, Behave in a responsible manner, help create and maintain a safe working / learning environment, adhere to the Code of Conduct

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 the "Attendance and Tardy" policy for further details.

Academic Responsibilities

Students are expected to complete all class work, homework, and **projects** assigned by the teacher by the **due date**. **There are school wide policies in place that can be referred to in the handbook.**

Safety and Security *in the school premises*

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 **given by the homeroom or subject teacher** when they **move** to and from the classroom, office, restroom, etc. during class time. **Teacher will keep track of the student by keeping a record of the student who left the classroom. Students going to the office must be informed by the office personnel the reason of visit prior to their arrival.**

Students shall stay on school premises **supervised by the teacher or staff** after being dropped off and until they are picked up by their parent(s) **or authorized person (s)**. **Once a child has been picked up, they need to stay with their parent/authorized pick-up person.** Students and parents should not loiter the hallways during or after dismissal time.

Furthermore, If a child is part of an after-school class, they should report to their homeroom teacher prior to attending their class.

Whenever there are special events held at the school, students and parents should remain in the designated areas related to the event.

Playground Safety

Every child is expected to follow safety rules for the play area (s). All equipment is 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. If any incident occurs, the student must report it to the on-duty teacher/staff to get the needed assistance.

Personal Property

Students are encouraged to bring supplies from home in order to complete their schoolwork. They are expected to respect school property and items belonging to others. An act of damaging others belongings 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, school supplies, 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 or entertainment magazines and or journals).

Lockers & Cleanliness

Students shall keep the classroom, locker, or any other school areas 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 combination lock on his/her locker. Students who do not lock their lockers will be responsible for any incident or loss that occurs.

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 or **theft** will not be tolerated. An appropriate consequence, **alongwith restitution/compensation** will be determined on a case-by-case basis by school personnel.

Physical and Verbal Bully-Free Zone

Students shall use positive means (such as asking an adult to intervene or suggest an alternative to the disagreement) to resolve conflicts, and shall refrain from fighting or verbal abuse. Students shall refrain from intentionally causing injury or attempting to cause injury to anyone. If the conflict ends in a physical fight it will not be tolerated. It 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. Matches, lighters and other objects used for starting fires will be confiscated. 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 Marshal 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 only allowed to bring medications to school if they have written instructions from the parent/physician to the teacher/school personnel. **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, Electronic Devices, etc.

Students in grades **K-10** are not permitted to bring cell phones to school. Students in Grades 11 and 12 may use cell phones ONLY after 3:45 pm. Students who need to use 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 3:45 pm.

Please note that when any electronic media are confiscated, all accessories and parts (batteries, SIM cards, memory chips, headphones, 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. Required Hijab guideline (Girls): Head and neck covered except the face from the hair line to the chin and half of the cheek to cheek. Hands from the wrist to the finger-tips can be left uncovered. Nail polish/paint must not be worn at school. Socks (that cover above the ankle) are required for Salaah as well.

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 grounds, at any school function, on and off -school campus. Transactions (sale or trade) for personal profit are strictly prohibited.

INFRACTIONS

Disciplinary infractions fall into four main categories: minor, serious, major and zero tolerance. There are specific steps that will be followed when students commit disciplinary infractions. Consequences will vary based on the severity of the infraction.

Repetition of the same type of infractions result in the infraction becoming the next level of infraction and consequence. For example, if a student conducts a minor infraction 3 times, the next time will be a serious infraction.

Minor infraction – Generally, they are correctable on the spot and usually not much of a classroom / school disruption. However, if a student repeatedly commits these infractions, it can very quickly disrupt the classroom/school environment. Therefore, if the student does not correct his/her behavior, it becomes a serious infraction. Including but not limited to:

- Vehicle/Parking violation
- Chewing gum
- Not prepared for class
- Classroom disruption
- Dress Code violation
- Running/shouting/horseplay in halls
- Littering/throwing food
- Use of foul language (e.g. shut-up, stupid)
- Hall pass violation
- Failure to report to Detention
- On campus and not reporting to aftercare after 4:00 p.m.

Serious infraction – Students committing these infractions are required to meet with administration. 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. Including but not limited to:

- Any repeated violations of minor infractions (3x or more)
- Obscene language / gestures
- Tampering with school equipment
- Absence from class w/o permission (skipping class) - 15 minute after bell grace period - marked absent from class
- Disrespectful to other students/adults - touching without consent, inappropriate language, etc., derogatory remarks, verbally inappropriate, name calling - bullying
- Leaving campus w/o permission - Truancy; Failure to sign out of school during school hours; Unauthorized roaming / unsupervised during school hours - including walking on track or leaving campus without checkout/authorization
- Medication Policy violation
- Vandalism – minor - writing on desk, walls, etc. (can be erased/cleaned easily)

Major infraction – Students committing these infractions will be required to meet with the Principal. A parent conference may be required and consequences may include ISS, OSS, detention, community service; loss of athletics, club, class, recess, parking or trip privileges, loss of leadership positions, and NHS probation/expulsion. Including but not limited to:

- Any repeated violations of serious infractions
- Aggressive, intimidating behavior towards others
- Possessing or using tobacco products
- Profanity
- Academic dishonesty (Plagiarism and Cheating)
- Biting or spitting on another student
- Theft of someone's identity
- Stealing
- Harassment (Physical or Emotional)
- Inappropriate gender interactions
- 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.
- Vandalism – major - (spray paint on building, carving into desk or chair, destroying school property, etc.)

Zero Tolerance infraction – 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. Including but not limited to:

- Repeated Major Infractions
- Weapons - possession or use
- Fighting – causing serious bodily harm/injury
- Drugs – possession, use, or under the influence
- Alcohol -- possession, use, or under the influence
- Tampering with Fire Alarms/Security
- Prank 911 calls
- Malicious threats to AHS employees or students; threatening physical harm to others
- Theft and use of someone's identity for malicious intent
- Possessing or viewing pornography
- Harassment (Sexual, racial, ethnic, religious, etc.)
- Physical show of affection/contact with opposite gender
- Threatening or physically assaulting a teacher / staff member
- Cyber Bullying

These infractions will be documented using a merits and demerits system. Each infraction will be assigned a point value (determined by the administration team) and will be deducted from each student's discipline points balance in quickschools. Students can earn points back by receiving **positive merits**. Merits will be earned for students who go above and beyond in assisting teachers, helping other students, akhlaq, etc.

Each student will start the year with a clean slate o pt balance.

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/NEHS. NOTE: The Principal (in consultation with IEB) has the final decision-making authority on all matters of discipline, as well as induction into/probation/expulsion NHS/NJHS/NEHS as described above.

CONSEQUENCES & DISCIPLINARY ACTIONS

At Al-Hadi, every behavior, whether negative or positive, has one or more consequences. Children will be recognized and encouraged when they display positive behaviors. 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 atom’s weight shall receive it back.
And he who does bad equal to an atom’s weight shall receive it back.”(Quran 99:7)***

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 teachers 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 expectations. The School will provide counseling to the students as appropriate {both academic and religious) as a 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 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 **the day.**
- Device must be **re-claimed by a parent/guardian from the office**
- **No fine** is payable on the first offense at the time of pick-up by parent / guardian

Second offense:

- Device will be confiscated for **one (1) week**
- Device must be **re-claimed by a parent/guardian from the office.**
- **\$ 15 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

Disciplinary infractions may warrant a detention from one of the following categories:

Lunch Detention(s): silent and supervised, served during their lunch period, students will complete assigned task(s).

After-school and Saturday detention(s) will be assigned as appropriate/determined.

Detentions will have priority over extracurricular activities and job obligations.

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 complete and/or make up any missed work, tests, etc. on their own. They must **sign in and out at the front office. Prior to the ISS (the day before/morning of), 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 in 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, the 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 locker(s), car(s), or book bag(s).

PARENT GRIEVANCE PROCEDURE

In case of parent concern(s) 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 **signed and dated** by front office personnel and forwarded to the Principal as soon as possible but no later than the 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-day 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 such action. Some situations require immediate response. Delay would/may make the decision ineffective.

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.

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 into 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.

CONCLUSION

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.”



LAPTOP, COMPUTER & INTERNET USAGE CONTRACT

To ensure that all students have the opportunity to use the 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.

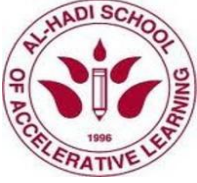
I have read and understand the policies and procedures above and agree to abide by them.

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 2022-2023

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 (i.e. free from open containers/packages of food) 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 may face 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