

Al-Hadi School
Of Accelerative Learning



**STUDENT – PARENT
HANDBOOK
2026 – 2027**

(Revised June 2025)

ACKNOWLEDGEMENT OF RECEIPT

STUDENT-PARENT HANDBOOK 2026-2027

(This page will be submitted electronically as one of the required admission forms. There is no need to print this page.)

Parent Name: _____

Children attending Al-Hadi School:

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 registrar@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: _____

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Al-Hadi School *of* Accelerative Learning

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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 2026-2027 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. All necessary stakeholders will be notified of changes that are made to the handbook through multiple channels, including the weekly FPD, *From the Principal's Desk*. 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

Sayed 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 keys to our children's success.
3. The *Jafari Ithna 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 helps students 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 and consistent effort in discipline, integrating Islamic values into students' lives to create a harmonious learning atmosphere.

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 June 2026)

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
Chairman	chairman.ieb@alhadi.com
IEB group email	ieb@alhadi.com

SCHOOL ADMINISTRATIVE STAFF

Name	Title	Email Address
Sayed Alireza Abedi	Principal	principal@alhadi.com
Moulana Syed Shaan Abbas Rizvi	Director of Religious Education and Campus Culture	sarizvi@alhadi.com
Moulana Syed Hussain Zaidi	Director of Tarbiyah	sahmad@alhadi.com
Dr. Lisa Kader	Vice Principal of Academics	lkader@alhadi.com
Zahra Radhi	Director of Operations & HR	business.manager@alhadi.com
Qiyamah El Bari	Administrative Assistant / First Aid	qelbari@alhadi.com
Naveed Fatima	Academic Support/ Title Grants Coordinator	nfatima@alhadi.com
Mariam Mirza	Registrar	registrar@alhadi.com
Horriya Ali	Administrative Support	
Amna Sajjad	Administrative Support	asajjad@alhadi.com
Shabnam Sanaei	Pre-School Director -Voss Campus	shabnam.sanaei@alhadi.com
Zahra Shahnarad	Vice Principal of Academics Voss Campus	zahra.shahnarad@alhadi.com
Dr. Sawsan Tawil	Dean of Elementary Academics – Richmond Campus	stawil@alhadi.com
Fatemeh Vostaie	Pre-School Director - Richmond Campus	fvostaie@alhadi.com
Shaheen Khan	Behavior Guidance Coordinator	skhan@alhadi.com

Admin group email: schooladmin@alhadi.com

Behavior Guidance Team: behaviorguidance@alhadi.com

Academic Excellence

Al-Hadi values academic excellence as defined by achievement and engagement in learning, scholarship, discovery, creativity, and service while upholding Islamic teachings. This excellence is 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 a 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, Honors, AP courses, Dual credit, participation in competitions, Future City (formerly SIM City), Architectural design, PSIA, NHS, educational field trips, and services that foster sustainable vitality and/or cultural discovery and learning. Al-Hadi introduced college counseling support for its high school students in the Spring of 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 outlined in the following documents: Al-Hadi's statement to govern Professional Conduct, and 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 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 2026-2027

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

AHS shall commence on **August 14, 2026**, and conclude on **May 21, 2027**, 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

7:00am – 6:00pm

Monday through Friday (excluding holidays and vacation days)

Richmond Grades K - 12

Dua'a and Assembly at 7:45am

Students arriving **after 8:00am** will be considered **tardy**

Classes begin promptly at 8:00am and end at 3:20pm (**Monday – Friday**)

On Thursdays, dismissal will begin at 2pm

Voss Grades K-6

Dua'a and Assembly at 8 am

Students arriving after 8:30am will be considered **tardy**.

Classes begin promptly at 8:30am and end at 2:50pm (Monday-Friday)

After School Care

After-school care is available at the Richmond campus until 6:00pm and until 4 pm at the Voss campus.

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

AFTER-SCHOOL CARE GUIDELINES AND CHARGES

For safety reasons, students are not allowed to wait for pick-up in the hallways or any other areas. They must go directly to after-school care and remain there until their parents or guardians arrive. **If a student consistently refuses to go to after-school care, a meeting will be scheduled with their parents and a member of the administration. Additionally, the student may not be allowed to participate in any further after-school activities.**

At the end of dismissal, teachers will ensure that all children in their care are taken to after-school care. The after-school care staff will record which students have been transferred to their care, along with the time of departure. Parents will be charged accordingly based on the guidelines provided below.

The following guidelines will be followed regarding children remaining on campus after school:

- Students in grades K - 5 will be escorted by their dismissal time monitors to after-school care locations.
- Students participating in an after-school activity will remain with the dismissal teachers and report to the designated rooms at the assigned times.

Guidelines for students participating in AHS-organized activities:

- After-school care charges will not apply to participating students, or their siblings, until the scheduled end of the activity. These activities include Student Council activities, club meetings, tutoring, PSIA, Karate, etc.
- 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).

*This policy applies to K-12 after-school care.

FINANCIAL POLICIES

Parents/guardians are expected to make tuition payments on a timely basis, consistent with the payment option selected (see tuition schedule). Monthly tuition payments 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 the ACH (automatic bank deduction) payment method.

AHS reserves the right to suspend student attendance due to outstanding account balances. In such cases, **a written notice will be mailed to the home address on file**. Student records will not be released until outstanding balances are paid. Extraordinary circumstances will be considered, and special arrangements for the release of records can be made with the Principal's approval.

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 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 monthly.

Early Withdrawal: Students withdrawing early in the year will be required to provide a 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 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 3:50 pm, after which parents are given a 10-minute grace period to pick up their children. 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 the school closes and completes all operations at 6:00pm. Any student picked up after 6:00pm will be charged \$50 per 15-minute increment.

After-school care charges will be added to your monthly tuition charges.

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

A hold will be placed on accounts with unpaid charges. Students may not receive a diploma and may not be allowed on field trips or after-school activities. Such consequences will be in place for outstanding payments not received by the due dates communicated.

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 when making payments.

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.

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 with 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 determined by the office staff, they may be permitted to rest outside of class for up to 30 minutes. After this time, the student must either return to class or a parent must be contacted for pickup. The school is unable to provide childcare for illness 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 a student requires medication during school hours on an ongoing basis, this accommodation can be arranged with a doctor's prescription and written instructions. To ensure the safety and well-being of everyone involved, the school office must receive specific information and consent from a parent or guardian before administering any medication. **All medications, including nasal sprays, inhalers, topical ointments, medicated eye drops, antibiotics, and others, should be brought to the school office.**

The office will document the administration of medications as needed. Students who require medication will be called to the office at the scheduled 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 medications 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 lunches every day. For a nominal **cost**, students may purchase a nutritious lunch at school. Lunch is purchased using the automated account through E-tuition. Funds are uploaded to the account by parents via www.EZSchoolPay.com

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

Students are allowed to bring lunch from home. Parents are requested to ensure that all food provided for their children is halal, as the presence of non-halal food undermines the Islamic environment that the school strives to maintain. There are microwaves available in the cafeteria for warming up lunches. Students in elementary school may store their lunchboxes in their homerooms, while middle and high school students must keep their lunchboxes in their lockers until lunchtime.

Additionally, students who bring lunch from home should also pack their own supplies, such as spoons, napkins, straws, and condiments. Please note that outside food and drinks are not allowed.

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.

SCHOOL VISITORS & VOLUNTEERS

For the safety and security of students and employees, we require that all visitors sign in at the office, receive and wear 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 be allowed to walk in the building. The front office will be happy to help you find the location you wish to visit as appropriate.

To maintain an Islamic environment on campus, all visitors are requested to observe Islamic attire (including head covering, or hijab).

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. Tours may be scheduled on the website under the admissions tab.

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 dean, Vice Principal or 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's badge. Siblings may not visit with the parent.

Prospective students & parents visiting for a day

Parents of prospective students who wish to attend or observe classes must schedule a visit by calling the office at least one week in advance. Teachers will be notified so that they can accommodate visitors.

Visitors should schedule appointments in advance to meet with teachers. During school hours, a significant portion of teachers' time is dedicated to instruction, and unscheduled meetings cannot take place while teachers are on duty. If you would like to speak with a teacher, please leave a message at the office or contact them via email. To schedule a meeting with both the teacher and the Principal, please send an appointment request via email.

Alumni and Former Student Guidelines

- As a 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 alumnus 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, 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. Visits by alumni and former students are limited to lunch and salaah block unless otherwise specified and approved.

Volunteers

Parent volunteers may be needed at times to help 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.

Parents must complete 10 volunteer hours per household, as per the parent volunteer contract.

Volunteer parents may assist at the AHS by working in the classroom, or office, reading to children, tutoring a student, monitoring students during lunch, etc. as requested by a teacher. Every volunteer must sign in at the front desk upon arrival and receive a badge prior to participating in any activity.

Attending A'lim-led workshops and other school seminars may count as volunteer hours. Incomplete hours, per the Volunteer Agreement, will be calculated at a rate of \$10 per hour payable at the end of the school year.

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 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 to 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 childcare center. According to the statute, prohibited gang-related (or organized) criminal activity within a gang-free zone is a violation of 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 homeroom teacher at the start of the first block and subsequently by the subject teachers in each block for middle and high school students. The 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. 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 at 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 the 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 8:00am at the Richmond campus and 8:30am at the Voss campus.

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 and to check Blackbaud for assignment updates.

Absence is considered 'excused' ONLY for medical reasons or in case of a family emergency, as approved by the school administration. All other absences will be considered unexcused and have a bearing on earning credits, attending field trips, and re-enrollment at Al-Hadi School. Long leave of absence (more than 7 days) will be considered unexcused, unless it is for medical reasons, Hajj, or Arbaeen Ziyarah.

Parents are strongly advised to avoid vacations and trips during the school year. If a student misses a cumulative exam, except in approved cases of emergency, the final grade may be incomplete (IN) until completion of the cumulative exam, or it may be determined based 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 agreement may be required from the student 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 to, 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 lunchtime. 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 ARRIVAL & 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 that 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 students out from 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.*

Students in grades 11 and 12 may, with parent authorization, leave campus on their own or with others. Parents provide this authorization at the beginning of the year, and the students are required to log out at the front desk prior to their departure. Students with this authorization may leave and return prior to school and attend their afternoon classes. Students with authorization who complete all their instructional blocks before lunch are permitted to leave for the day.

Students in grades 10 and below are not allowed to leave campus before the end of the school day except with a parent or an authorized caregiver.

Please note, the above policy only allows 11th and 12th graders with a valid drivers' license to drive their own vehicles and leave campus. Per Texas law and Al-Hadi policy, students leaving campus may drive **only ONE** non-sibling passenger under the age of 21 with them off-campus.

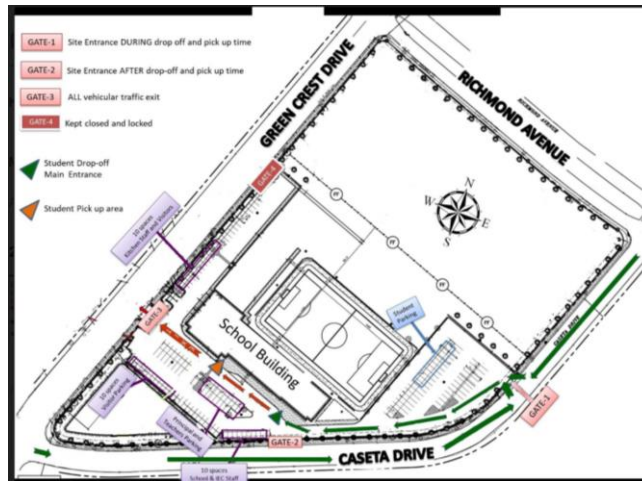
All students who arrive after the first block must sign in at the front desk and take a sign-in slip before going to class.

STUDENT DROP OFF AND 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 while the vehicle is in the carpool lane.
- For the Richmond Campus, cars must enter through Gate 1 on Caseta Dr. as highlighted in the map below. Please comply fully with our guards on duty.

- We welcome and encourage parents, specifically Pre-school and Elementary parents, to park and walk their children 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 students by parking in the front and walking them to the front door or you may drop them off in the carpool line.
- If dropping off in the carpool line, please remain in your car.
- Parents of students in grades K-12 are not permitted to enter the building to ask the front desk staff to call student names. Please follow the procedures as outlined above.



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.

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

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

Cell Phone Policy

Students in grades K- 9 are NOT permitted to bring cell phones to school. Any special cases must be presented to the administration for approval. Students in grades 10-12 may bring cell phones to school, but the usage is restricted, and phones should be stored out of sight. They are NOT permitted to use cellular phones on school premises between 7:50 am and 3:45 pm unless approved by an admin member for a specific purpose. Additionally, if a student is found using or in possession of a cell phone during these hours, this will be considered a violation of the student code of conduct, and the phone will be confiscated immediately.

Fine Procedures

Students in grades 10-12

- For the first offense, the phone can be collected from the office at the end of the day.
- For a second offense and subsequent violations, the phone will be confiscated and returned at the end of the day after a penalty of \$30.00 is paid.
-

Students in grades 9 and below

The fine procedure will remain the same if the phone is confiscated. However, students in grades 6-9 will need a parent to collect the phone from an administrator at the end of the day.

Students in grades 5 and below

Parents must collect the device after five business days. Retrieval dates will be communicated by an administrator.

The policy applies to smartwatches, AirPods, Tablets, iPads, Kindles, and other related technologies. Please note that exceptions for the use of tablets, ipads, and kindles may be made by the teacher with Admin approval.

Students enrolled in grades 6-9 who have administrative approval for having a cell phone on campus 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.

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 <https://www.alhadi.com/> before leaving home. Parents are advised to use their discretion under these circumstances. We believe that 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 with textbooks that are to be returned to school at the end of the year. Children are held responsible for the condition of all textbooks, and library books are 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 is 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 materials left in hallways, classrooms, on top of the lockers, stairways, cafeteria, etc., will be placed in the lost & found/will be held in the office (contact the office) for 10 days; the school will not be responsible for the items after 10 days. Teachers will perform spot checks to ensure that students are using their textbooks regularly. **The school will replace a lost book only after the appropriate payment for the lost material has been made.** Personal items found will be placed in the lost and found area.

BOOKS LOANED TO STUDENTS OVER THE SUMMER

Students may borrow books to use over the summer.

- The refundable deposit in these cases will be \$100 per book.
- Books must be returned before the 1st day of school to receive full credit for the deposit toward the tuition account.
- If borrowed books are returned after the first day of school, only \$100 will be credited to 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

To encourage moderation and prevent extravagant displays, birthday parties for students will not be celebrated at school. As a result, cakes, cupcakes, and other baked goods from grocery stores will no longer be permitted 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.

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

Items that go unclaimed for a period of two weeks may be donated to a charitable cause. Deadlines for lost and found donations will be communicated to parents through memos, before disposal.

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

PERSONAL ITEMS / TOYS

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 the scheduled 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 want 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.

WITHDRAWALS

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

Parents must notify the Registrar of a student's withdrawal at least **two weeks in advance** by emailing registrar@alhadi.com. The withdrawal process begins with the completion of a withdrawal form, which will be shared upon request.

Timely notice allows the school to properly process the student's records and ensure a smooth transition.

CLEARING ACCOUNTS

All school accounts including tuition, library, lunch, and classroom assessment, must be clear before any student records or report cards are released.

All school-related accounts must be fully cleared prior to the release of any official student records. This includes, but is not limited to, **tuition balances, lunch accounts, library materials, and any borrowed textbooks or school property.**

Any outstanding items must be returned, and all financial obligations must be satisfied before report cards, transcripts, or other official documents can be issued.

Additional information regarding account balances and outstanding obligations can be found in the **Delinquency** section of this handbook.

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 emailed by AHS to the other school. No recommendations will be given directly to the parent or delivered to another school. Please allow at least one (1) week for any recommendation or record requests.

To request student records to be sent to another school, parents must submit the request forms through the school website. **Official transcript requests are available for students in Grade 8 and above**, as these students have high school-level coursework. For students in lower grades, parents may request that final or term report cards be sent instead.

If the receiving school requires teacher recommendations or additional documentation, parents should email these forms to registrar@alhadi.com. The Registrar will coordinate with teachers or administrative staff to complete and submit all required materials.

Please allow **5-7 business days** for processing record requests and recommendation letters. All official records are sent directly from AlHadi School to the receiving institution and will not be released to parents.

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 to meet your family's needs in a timely manner.

Parents can update their address and contact information directly through their Blackbaud account at **alhadi.myschoolapp.com**. Please note that to ensure these updates are reflected in the student's official records, parents must also notify the school by emailing admissions@alhadi.com. Maintaining accurate and up-to-date information is essential for the school to effectively meet your family's needs in a timely manner.

STUDENT DRESS AND GROOMING

Head Lice (Pediculosis) Policy

In keeping with Texas Department of State Health Services (DSHS) guidelines, our school aims to manage head lice cases while minimizing loss of instructional time. All cases of head lice are handled with respect for student privacy.

If live head lice is found, the student's parents/guardians will be notified immediately, and the student will not be allowed to remain in class. The student will need to go home for prompt treatment to prevent potential spread and to support an effective learning environment for all students.

A student may return to class after treatment has started. Re-admission criteria include appropriate lice treatment, removal of all live lice, and assessment by school staff before re-entering class. Our goal is to handle all cases of head lice with sensitivity, keeping in mind student privacy.

Policy on Uniform and Hijab Compliance

O children of Adam! We have provided for you clothing to cover your nakedness and as an adornment. However, the best clothing is *Taqwa* (God-consciousness).

Surah A'raaf, V. 26

Overview

Al-Hadi seeks to nurture students who are organized, disciplined, and concerned with their own character development and reputation. Taking care of one's appearance and conforming to decent dress and appearance standards is an important part of a student's character development.

Accordingly, all students above pre-school are expected to come to school following the uniform requirements mentioned below. 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.

New Students

Students enrolling at Al Hadi after the beginning of the school year are expected to be in full uniform within three weeks of enrollment if a uniform is not available. If the school orders or distributes the required uniforms late, this time will be extended.

Acceptable attire for students whose uniform has not arrived includes abaya, long and loose dress, long shirts, and non-bright/muted colors. However, students must abide by all makeup/jewelry rules and other requirements from the first day on campus.

Uniform Requirements for Boys and Girls

Both boys and girls are expected to wear the approved Al-Hadi uniform.

For boys, this includes an Al-Hadi-logoed, collared, navy-blue knit polo (short or long-sleeve), and loose-fitting khaki uniform slacks. Footwear includes sneakers or loafers; sandals, flip-flops, foam shoes, or backless shoes are not permitted.

Girls in 6th to 12th grade are expected to wear the Al-Hadi-logoed, navy blue, knee-length pinafore dresses. Parents should be mindful of their children's growth between and during school years and purchase larger school uniforms when necessary. Pinafores should not be fitted or shortened. Crew socks or longer are required as ankle socks may not provide coverage during daily activities.

Outerwear

Students who feel cold in certain classrooms or during an outdoor activity are permitted to wear a jacket or a sweatshirt, in the following solid colors: black, navy, white, khaki, or gray.

The outerwear should not have any logos or writing on it unless it is no larger than 2 inches squared. Exceptions may be given for certain Islamic attire. Girls are permitted to wear plain, black, loose, closed chadors or abayas to school in place of the school-provided uniform. Tops and uniform pants are required under the abayas. Abayas should not have lace, belts/cords, embellishments, or be see through. Pajamas underneath the abaya are not permitted.

Hijab Requirements for Girls

Female students enrolled in Grades 3-12 must wear an approved head covering in one of the following colors: khaki, navy, or black.

Elementary school students must wear a one-piece or two-piece *maqna*. Middle and High school students have the option to wear an opaque (non-see-through) wrap-around hijab, a two-piece hijab, or a *maqna*.

With all types of *hijabs* and head coverings, the hair, ears, and neck must not be visible, per Islamic requirements. Furthermore, the hijab should also be draped loosely over the chest area. It is also encouraged to use a hijab pin rather than a hijab magnet set (which is more likely to open during the school day).

P.E. Uniforms

KG - Grade 5 students may wear their P.E uniform for the full day on the days they have P.E.

Students in Grades 6 and up should change in or out of their P.E uniform. Jeans and other denim-like materials may not be worn during P.E. classes. Abayas for girls are also not permitted during P.E classes due to safety concerns.

Guidelines for changing into PE uniforms are communicated by the PE coaches, since these guidelines may change depending on the availability of changing rooms.

Earrings and Rings

Dangling earrings or any other type of jewelry (such as armband sets, nose rings, nose studs, piercings, necklaces, brooches, etc.) are considered distracting and inappropriate. Therefore, such jewelry may not be visible for both boys and girls on school premises.

As an exception, girls in 2nd grade and below with pierced ears may wear small, stud earrings to school.

As a further exception, for religious reasons, all students are permitted to wear up to two small plain *Aqeeq* or other religious rings. Upon request from any teacher, the rings or any jewelry must be taken off during activities that may result in potential harm (for example, during PE class where contact is likely to occur).

Cosmetics, Hair, Grooming, and Overall Uniform Appearance

Students are not permitted to use any visible makeup or cosmetics for beautification in front of the opposite gender, including false eyelashes or eyelash extensions. This includes face makeup, fingernail polish, and/or acrylic nails. Pimple patches must be clear and round.

Hair should always be clean and well-groomed. Boys will not be allowed to remain in class with extreme hairstyles or highlights in striking, unnatural colors. Boys are expected to have their hair well-groomed if growing it out.

Students should strive to appear presentable and to maintain their uniforms in good condition.

What if a student is not adhering to the above-stated dress code?

Students who do not comply with the dress code, or who repeatedly violate the above guidelines, may be asked to call their parents to bring the complete uniform to school. This would include items that are

deemed highly distracting or unacceptable in an Islamic environment. All uniform infractions that are not correctible are recorded as an infraction.

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 to the learning process.

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 for missed work.

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 to keep parents updated on student performance. Parents will be informed when progress reports and report cards are ready.

EXAMS

Cumulative (second and fourth quarter), mid-year (1st and 3rd quarter), are administered for grades 3 through 12th for core subjects and IQRA courses. 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.

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 are 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 "IN" will have a set period, determined by the administration 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, and 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 to be promoted to the next grade.

REPORT CARD CODES / GRADES

Breakdown of Subject Points

Grade	Tests	Quizzes	HW/ Essays	Classwork/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	Assignments, Projects, Labs

For **Quarters 2 and 4**, cumulative exams with 25% of the weight of the quarter will be administered as final semester exams. The cumulative exam grade will factor directly into the grade for quarters 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	Assignments, 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
40 - 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
40 – 64	F

Grades 6-12

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

Grading Scale	Letter Grade	Regular Courses	Honors/Dual-Credit	AP/AP Courses*
97-100	A+	4.0	4.5	5.0
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
65-66	D	1.0	1.5	2.0
40-64	F	0.0	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 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, 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 high school credit while in middle school. If both semesters are not passed, the course will need to be repeated at the high school level.

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

IPC: Honors 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 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 in 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, commit 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 is 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 Courseware.

GUIDELINES FOR DROP/ADD HIGH SCHOOL COURSES

Year-Long Courses - A course can be dropped in the first 15 instructional days with nothing about the course appearing on the transcript. A course can be dropped from day 16 onwards with a "W" on the transcript.

Semester Length Courses- A course can be dropped in the first 8 instructional days with nothing on the transcript. A course can be dropped from day 9 onwards with a W on the transcript.

EXEMPTION FOR HIGH SCHOOL PHYSICAL EDUCATION CREDIT

High school students who are active members of on-campus sports teams can earn their Physical Education credit through that sports program instead of taking a PE course. To be an active member of a team, a student must attend at least 90% of the practices and games for an entire season.

The procedure to apply for this credit is as follows:

- 1) Receive a written request signed by the parents requesting the substitution of sports team participation for PE class.
- 2) Request a letter from the coach certifying active membership.
- 3) Share this letter with the academic counselor and the school registrar.

Once confirmation is received, one credit of physical education is entered into the student's transcript with a grade of P (pass). Notification of this change will be sent from the school counselor.

EARLY GRADUATION

Al-Hadi School prefers that students complete the full twelve-year sequence in order to graduate from high school. However, 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 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.) While early graduation is an option, it is not the best choice for some students

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 the 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 for courses to be considered for 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 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 is 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 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 using relevant forms available at the office or online.

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 SAT and ACT.

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 the 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 educational program.

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

Subject	Foundation Graduation Plan	Distinguished Achievement Program
English Language Arts	Four credits: - English I - English II - English III - English IV	Four Credits: - English I - English II - English III/AP Language - English IV/AP Literature
Mathematics	Three credits: - Algebra I - Geometry - Advanced Math Course	Four credits: - Algebra I - Algebra II - Geometry - An additional math credit (Precalculus)
Science	Three credits: - Biology - IPC/Advanced Science - Advanced Science	Four credits: - Biology - Chemistry - Physics - An additional science credit
Social Studies	Three credits: - World History or World Geography - World History - U.S. Government (one half)/Economics (One half) - US History	Four credits must consist of: - World History (one) - World Geography (one) - U.S. History Studies since Reconstruction (one) - U.S. Government (one-half) - Economics (one-half)

Physical Education	One credit	One credit
World Languages	Two credits in the same language	Two credits in the same language:
Fine Arts	● One credit	One credit
Electives	5 elective credits One must be an Islamic Studies elective	Five and one-half credits One must be an Islamic Studies elective
Total Program and Elective Credits	22	26

Islamic Studies Courses (Required to Graduate)

- Grade 9
- Grade 10
- Grade 11
- Grade 12

Elective Courses Offered:

- Quranic Studies
- Intro to Computer Science (TEALS)
- AP Computer Science A
- AP Computer Science P
- AP Statistics
- AP Calculus
- AP Physics
- Debate (Beginner, Intermediate Advanced)

Science Courses:

- AP Environmental Science (11,12) *
- Integrated Physics and Chemistry*
- Nutrition
- Anatomy and Physiology
- Environmental Science*
- AP Biology
- AP Chemistry

English Courses:

- Creative Writing*
- Media Literacy*
- Broadcast Journalism
- Contemporary Media

Social Science Courses:

- AP Macroeconomics (11,12) *
- AP Microeconomics (11,12) *
- Multicultural Studies*
- AP Psychology (11,12) *
- Psychology*
- Sociology*

World Language

- AP Spanish Language and Composition*
- French 1-2*
- Spanish 3

Career and Technical Education Courses:

- Business Applications*
- Intro to Health Science*
- 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 partially refundable fee. The fee will be partially 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 coursework through the end of 10th grade 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.

HOMEWORK 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 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 by monitoring the completion of assignments, encouraging students' efforts, and providing an environment conducive to 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 Common Core Standards. 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.

The 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 3-5 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 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 distractions (television, telephone calls, electronics, etc.)
- H. For preplanned absences (ziarat, 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 work 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 regular homework time.
- F. Help your child get organized. One way is by regularly checking their planner or the homework tab on the SIS.
- 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 a 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. Post assignments to the SIS and have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.
- J. Avoid routine assignments over holidays 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 the 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 a mediator, should the need arise.

Late Work Policy

Homework is defined as tasks assigned to students by 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 incomplete, 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 graded for completion 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/classwork from teachers.

PLAGIARISM

How to Avoid Plagiarism

Plagiarism is defined by Northwestern University as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Work completed through the use of AI is also considered plagiarized. 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.

AI (artificial intelligence) is also a form of academic dishonesty and consequences for its use are the same. Students should avoid using AI to write or edit their written work.

STUDENT RECOGNITION

AWARDS SYSTEM

Student achievement and good conduct are encouraged throughout the year by teachers. Additionally, the school recognizes its students' achievements. Award ceremonies are held quarterly. Students are awarded in several categories, which may include the following:

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 absences during the entire school year). Absences due to accumulated tardies will affect eligibility for this award.

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

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

Top Climber Award (The student who has made the most improvement in each subject)

STUDENT LIGHTHOUSE TEAM

Student Lighthouse Teams provide direction in the implementation and sustainability of Leader in Me®. Muttaqi in Me.

The Student Lighthouse Team is essential to ensuring student input is utilized for schoolwide and community projects and events.

Benefits of Active Student Lighthouse Teams:

- Shared leadership strengthens the leadership model.
- Students feel ownership of their school.
- Students build relationships.
- Students develop and demonstrate leadership skills

As a Student Lighthouse Team Member,

Students Will:

- Work together to strengthen shared leadership systems
- Design systems that help the school succeed now and, in the future,
- Learn how to use and apply Leader in Me implementation tools
- Lead through service, responsibility, and teamwork

As a member of the **Student Lighthouse Team**, students reflect the trust a confidence others have in their ability to lead. Together, this team shares the responsibility of strengthening Al Hadi School's leadership culture and supporting the ongoing implementation of **Leader in Me (Muttaqi in Me)**.

Leader in Me is a comprehensive PK–12 framework founded on the belief that everyone has the potential to lead. The **Muttaqi in Me** program at Al Hadi promotes humility, service-learning, and the understanding that we are accountable to ourselves before teaching others. Students are encouraged to lead by example through self-application and positive character.

Students will have opportunities to grow and work toward success in:

- Leadership
- Culture
- Academics

Leadership

Leadership begins with students learning and modeling positive behaviors.

Students will:

- Lead direct lessons
- Participate in an integrated leadership approach
- Engage in service-learning opportunities
- Strengthen family and community engagement

Culture

Students will help create and maintain a positive leadership culture by:

- Taking on leadership roles
- Encouraging student voice

- Supporting a positive social and emotional environment
- Participating in leadership events
- Collaborating through Action Teams

Academics

Students will focus on academic growth by:

- Setting individual goals
- Working toward team goals
- Supporting school-wide goals
- Building leadership portfolios
- Participating in student-led conferences
- Empower learners

Students will apply for the Student Lighthouse Team through the [Application form](#)

Teacher will recommend students through the [recommendation process](#)

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 10 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 may consist of two components:

1. Essay and short answer questions
2. Teacher recommendations

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.

Recommendations:

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 becoming a member is to attend the induction ceremony during the fall semester.

How: To aid the NHS/NJHS Committee in making their decision, as well as, 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 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 maybe considered 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 the 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.

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 a 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 _____

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 consider 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
3. _____ 3.7 or higher GPA (unweighted/no rounding)
4. _____ Good Conduct Grades
5. _____ STEPS FOR COMPLETING THE APPLICATION PROCESS: Electronic

1. Type your complete information onto the form. (Adjust the font size as needed).
2. Both required short essays in MLA format to be submitted electronically. One page per essay
3. Make sure your header includes your first name, last name, and grade level.
4. *Your electronic application (without signatures) must be submitted to the advisor's designated email address by the deadline to be considered.
5. *Submit the signature page.

Service during your High School years only. TYPED.

List your three most significant Service Activities 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 name, dates, & hours per week 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), organization, logic, coherence, diction, and 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. Clarification may be sought from candidates for induction regarding possible negative reports.

STUDENT ACTIVITIES AND POLICIES

EXTRACURRICULAR ACTIVITIES

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 in 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 7 through 10 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 through gr. 12) 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 are eligible to participate 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 provide 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. Beginning in 2024, the National Engineers Future City Contest opened to high school teams creating digital Future City models.

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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 VARSITY AND JUNIOR VARSITY BASKETBALL

Al-Hadi students may have the opportunity to participate in the available 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 Debate club. Students elect various leaders for the team and participate in external competitions at the local and state level.

KARATE CLUB

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

JUNIOR/SENIOR SEMINAR

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.

FIELD LESSONS

Field lessons 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.
- ◆ Students not participating in the field trip may need to remain at home for the day if the field trip is all day.
- ◆ There are no make-up days for such field trips.

To participate in optional extracurricular activities, students must maintain satisfactory academic and disciplinary standing (general conduct and Islamic behavior)

If a teacher needs volunteer chaperones to fulfill teacher-student ratios or to provide transportation, the above-stated educational goals should not be compromised. 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 always follow the guidance of teachers/school employees 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 on the supervision of students and not on any other personal matters; in other words, they must conduct themselves like teachers as opposed to parents or guests.
5. A MS/HS student may not be allowed to go on a field trip if he/she has 7 tardies during class transition times during each quarter.

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, that holiday will be marked as a tentative holiday, which will be confirmed only if the actual day falls during the weekday.

Please refer to our School Calendar online for a list of holidays in 2025-2026

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 through 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 the 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 salaah 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 SIS messaging feature or through email. 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 at the office when you arrive. The office does not share teachers' personal phone numbers. Parents are encouraged to communicate via the SIS.

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

Memos: Parent updates from the Principal (FPD- From the Principal's Desk) are emailed weekly. They contain important information, dates, and announcements for students and parents. If you do not receive your copy, please contact the office to obtain a copy.

School website:

The school website is a source of important 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 are posted on the school's Facebook at <https://www.facebook.com/Alhadischool> for additional communications.

Al-Hadi also has a presence on Instagram at <https://www.instagram.com/alhadi2.o/>

PARENT-TEACHER ORGANIZATION (PTO) COMMITTEE

The objective of this organization is to:

- a. Enhance active cooperation between teachers and parents
- b. Support the smooth operation of the school by participating 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 include at least one teacher who will represent the staff, and one admin team member to represent the 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 first week of September of every year for the next academic year's PTO. The Election Committee may opt to 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's PTO members within a week of the declaration of the election results.

All elected members are required to adhere to the objectives and 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. The date, time, and place of the 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 summarize 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 the Al-Hadi School dress code and follow uniform guidelines, and 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 that 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, and 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 use.
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. All students are expected to clean up after themselves before being dismissed from the cafeteria.
7. There are separate times for eating and recess.

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. Unexcused tardiness beyond 15 minutes for on-campus students constitutes skipping class. Schoolwork or homework, including warm-ups, may be missed for students who skip. Students with excused tardiness or absence for two days will be given an opportunity to make up missed work upon their return to school according to the late work policy. Excused absences from school for more than two days require special permission from the Vice Principal except in the case of illness. In

either case, students are expected to make up their schoolwork within three days of returning to school. Record of assignments may be requested and obtained from the 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 classwork, 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 on 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. The 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 of the reason for visiting before 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 in 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 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 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 or does not reflect Islamic guidelines (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 searches 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

Students are expected to respect school property and the belongings of others. Willful destruction, neglect, or theft will not be tolerated. Appropriate consequences, along with restitution or 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 suggesting 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. Physical fighting will not be tolerated and will result in immediate disciplinary action in accordance with the disciplinary policy.

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 the breaking of the skin occur. Incidents of this type will be reported to the office immediately. First aid will be provided to the injured 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, Smartwatches, AirPods, Ipads, Cameras, Electronic Games, Electronic Devices, etc.

Students enrolled in grades 6-9 who wish to use their cell phones after leaving school, with prior administrative approval, 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 10 - 12 may use cell phones ONLY after 3:45 pm. All devices must be concealed until 3:45 pm. If they are visible, they could be confiscated.

Students shall not use any kind of electronic games, cellular phones, or other electronic media while at school or on school premises without the approval of the teaching or administrative 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. 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 3:45pm.

Please note that when any electronic media is 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, AirPods or duplicates, smart watches or other electronic devices 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 as per uniform guidelines during prayer time. Required hijab guideline (Girls): Head and neck covered except the face from the hairline to the chin and half of the cheek to cheek. Hands from the wrist to the fingertips 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 as per the discipline policy.

Gambling, Selling 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 the school campus. Transactions (sale or trade) for personal profit are strictly prohibited.

DISCIPLINARY INFRACTIONS

Disciplinary infractions are categorized into four levels: Tiers 1, 2, 3, and 4, based on the seriousness of the violation. Specific procedures are followed when a student commits these infractions, and the consequences vary according to the severity of each infraction.

Tier 1 Infractions – Are generally correctable on the spot and are handled by the teacher. A student conference and redirection by the teacher are usually needed to correct a Tier 1 infraction.

Tier 2 infractions – Parents will be notified via the SIS. Student redirection and teacher conferences are used to correct Tier 2 infractions.

Tier 3 infractions – A parent conference may be required and consequences may include in-school reflection, out-of-school reflection, lunch reflection, after-school reflection, written warning, and in severe

cases, a suspension. Loss of privileges may include but are not limited to participation in sports/clubs, leadership roles, and school events.

Tier 4 infractions – Students committing these infractions may be removed from the school population immediately. **Parents will be required to meet with the Principal and/or Ulema** and the student may be expelled from AHS in severe cases. In some instances, law enforcement may be notified.

Consequences are assigned depending on the severity of the infraction. Repeating the same type of infraction escalates it to a higher level of infraction and consequence.

The Principal and Ulema in the Behavior Guidance Team will address all Tier 4 infractions in collaboration with the relevant faculty member, student, and their parent(s) or guardian(s). The Principal holds the final decision-making authority regarding all disciplinary matters.

Behavioral Guidance Team

The Behavioral Guidance Team will work closely with Al-Hadi teachers to implement a holistic, reformative, and dignity-based approach to all character and disciplinary issues. For the 2026-2027 school year, the BGT consists of Sr. Shaheen Khan, Sr. Naveed Fatima, Sr. Madiha Zaidi, Moulana Shaan Abbas, Moulana Hussain Zaidi, and Br. Alireza Abedi. The team also works closely with school counselors/therapists. The team will be led by Maulana Shaan Abbas. The **student reflection room** is located in **Room 231**.

Tiered Behavior Chart – 2026-2027

Tier 1	Tier 2	Tier 3	Tier 4
Staff Managed Behaviors Disruptive Behavior: makes learning and teaching difficult but does not lead to serious injury or harm.		Behavioral Guidance Team Managed Behaviors Unsafe/Harmful Behavior: leads to physical or socio emotional injury or harm	Principal/Ulema/Law Enforcement Managed Behaviors Dangerous Behavior: student poses an immediate and grave risk to others

● Failing to follow rules/directions ● Interrupting instruction/disruptive behavior ● Inappropriate voice level ● Inappropriate language/comments ● Put downs and teasing ● Hands/feet/objects on others ● Out of assigned area/seat ● Unsafe play/behavior ● Inappropriate use of equipment ● Running in hallways ● Littering/throwing food ● Unprepared for class ● Using personal electronics at school w/o permission	● Plagiarism and cheating ● Defiance ● Spitting/Biting ● Physical or verbal intimidation/threats ● Inappropriate inter-gender interaction ● Profanity ● Skipping class ● Chronic/excessive tardiness ● Intentionally falsifying information or records ● Leaving classroom/study block without permission	Damaged/Stolen Property ● Vandalism ● Theft Miscellaneous ● Physical or verbal bullying ● Cyberbullying ● Minor physical assault ● Leaving campus without permission ● Viewing/sharing inappropriate pictures ● Inappropriate touching ● Racial/ethnic slurs and jokes	Immediate Threats ● Use/possession of alcohol/drugs/other dangerous substances ● Possession of Weapons ● Fighting/major physical assault/physical aggression ● Tampering with fire alarms or security devices /prank 911 calls
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Behavioral Consequences and Loss of Privileges Chart

Tier 1	Tier 2	Tier 3	Tier 4
Staff Managed Behaviors: In case of extreme class disruptions, the student can be sent to the Reflection Room.		Behavioral Guidance Team Managed Behaviors	Principal/Ulema/Law Enforcement Managed Behaviors
Direct Tier 1 or Tier 2 violation		Direct Tier 3 violation	Direct Tier 4 violation

Before the 4 th infraction, teachers have discretion to use reflections, student/teacher conference, meeting with parents, etc. At all stages, teachers should continue to work to improve student behavior.	<u>Automatic</u> written warning for any Tier 3 violations	1 st infraction:
4 th Infraction	1 st infraction	- <u>Automatic</u> suspension (Minimum one day) and loss of one privilege
- Lunch reflection w/student conference	- Lunch reflection w/ student conference	2+ infractions:
5 th Infraction	2 nd infraction	- Probationary status
- Lunch reflection w/ student conference and loss of one privilege	- Whole day out of school reflection.	- Expulsion from school
6 th Infraction	- Loss of one privilege	<u>Loss of privileges may include, but are not limited to:</u>
- Parent meeting with BGT	- Parent conference with BGT	1. Clubs/sports
7 + infractions will be addressed by BGT/Principal.	3+ infractions (or individual severe infractions) will be addressed by BGT/Principal	2. Leadership roles
<u>Loss of privileges may include, but are not limited to:</u>	<u>Loss of privileges may include, but are not limited to:</u>	3. School events/field trips
1. Clubs/sports	1. Clubs/sports	
2. Leadership roles	2. Leadership roles	
3. School events/ field trips	3. School events/ field trips	

***Note:** all levels of disciplinary consequences may affect a student's eligibility for various school honor-based programs, including NJHS, NHS, etc. Please see the coordinators for those respective programs for detailed information regarding eligibility.

CONSEQUENCES & DISCIPLINARY ACTIONS

At Al-Hadi, we understand that all behaviors, whether negative or positive, impact a child's emotional well-being. Children will be acknowledged and encouraged when they demonstrate positive behaviors. Many verses of the Qur'an refer to this issue. These two verses bring our attention to the importance of balancing the positive and negative consequences of 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's discipline policy incorporates both positive recognition and fair consequences. It is designed to be equitable, ensuring that each student feels they are treated the same as others.

The guidelines below are designed to guide teachers and administrators in helping students behave responsibly. Before assigning a consequence, we make sure that the consequence assigned is meant to help the student self-evaluate his/her actions and not to purely punish the student. Verbal and written warnings and counseling are provided to students to allow students to understand behavioral expectations. The School will provide counseling to the students as appropriate, both academic and religious, as a means of positive intervention alongside consequences. A period of observation following counseling may be allowed before consequences are implemented.

Consequences may be assigned at the discretion of the Behavior Guidance Team based on the severity and frequency of the inappropriate behavior.

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

1. Positive Behavior Interventions

Students will engage in reflections and other positive behavior interventions, including but not limited to the following:

Deep Breathing: Practice deep breathing to calm down and focus.
Identify Triggers: Reflect on what caused the behavior.
Use "What Happened?" Worksheet: Write down the situation step-by-step.
Feelings: Identify and name the emotions felt during the incident.
Think of Alternatives: List better choices that could have been made.
Positive Self-Talk: Replace negative thoughts with constructive affirmations.
Problem-Solving Steps: Outline steps to avoid repeating the behavior.
Apology Letter: Write an apology if others were affected.
Goal Setting: Set a goal for better behavior in similar situations.
Mindful Coloring or Journaling: Engage in calming activities to reflect quietly.

2. Counseling

Students may be referred for counseling to either a school counselor or one of the ulema on campus. This can occur at the recommendation of the teacher or at the discretion of the Principal, Vice Principal, and/or Behavioral Guidance Coordinator. Parental consent will be requested as needed.

3. In – School and Out of School Reflection or Suspension

In-School Reflection

Students who receive an in-school suspension/reflection (ISS) are required to complete any missed work, tests, and assignments independently. They must sign in and out at the front office. Before the ISS—either the day before or the morning of the suspension—students must meet with their teachers or access online resources to collect their missed work and homework. ***Additionally, students must wear school-approved uniform attire during their time in ISS.***

Students who receive an in-school suspension/reflection may lose the privilege of participating in leadership roles and attending after-school functions and events until further notice.

Out-of-School Reflection or Suspension

Students who receive an out-of-school suspension or reflection are required to make up any missed work, tests, and assignments on their own. They must meet with their teachers and/or access online resources to obtain their missed work and homework.

Students who receive an out-of-school reflection may lose the privilege of participating in leadership roles and attending after-school functions and sporting events until further notice.

4. DISCIPLINARY PROBATION

Students in middle and high school may be placed on Disciplinary Probation status by the Principal due to an individual incident, repeated infractions, or if a student receives two or more unsatisfactory conduct grades on the report card for the same marking period (see section concerning conduct grades).

Students on disciplinary probation are expected to show significant improvement in their behavior over the course of a quarter. The Behavior Guidance Team will work with parents and teachers to develop a behavioral action plan to help the student achieve this goal. While on probation, the student may be restricted from participating in school activities. If the student does not demonstrate significant improvement in behavior by the end of the quarter, the Principal will determine whether the student needs to transfer to another school.

The student may be placed on probation based on the severity and frequency of the infraction, as well as the student's genuine intention and desire to improve their behavior.

5. EXPULSION

Expulsion is the final disciplinary action taken for a student. This action will occur only after other avenues have been exhausted or the violation is deemed severe enough to warrant an expulsion. ***The final decision for expulsion will be made by the Principal in consultation with the Ulema and the Behavior Guidance Team.***

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

6. CONDITIONAL ENROLLMENT & RE- ENROLLMENT

Al-Hadi School expects new students, parents, and families to uphold and honor Islamic teachings and ideals at home and school. As part of this transition, all new students in Grades 3-12 at Al-Hadi must meet certain behavioral expectations. These expectations will be shared with the new student in the form of a contract the student receives on the first day of school. The school's Behavioral Guidance Team will review each new student's compliance with this contract and communicate with the student and his or her parents as needed.

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 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. If 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 reaching out via email.
3. The Principal or designee will **contact the parent as soon as possible, but no later than 72 hours.**
4. The grievance will be **logged** in the monthly grievance log.
5. The Principal will attempt to resolve the 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 email request.
6. If the grievance is addressed to the satisfaction of the parent, the resolution on the matter will be recorded.
7. If the parent is not satisfied with the Principal's decision on the matter, the parent may escalate his/her grievance to the IEB.
8. The parent shall present the related issue in writing to the principal and the IEB chairperson or member within 10 working days.
9. 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.
10. After reviewing the written complaint, the IEB will decide 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.
11. 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 has 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).

If 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. **If 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 for 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. If 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 and administrative staff and distributed as newsletters or memos. They 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 Student-Parent 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 regularly, 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 the 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 should not misuse computer resources. Examples of misuse include, but are not limited to, the following activities:
 - a) Harming other people or their work.
 - b) Trespassing in another 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 AGREEMENT 2025-2026

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:

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.

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 _____