

# Al-Falah Academy



## Student/Parent Handbook

Updated Summer 2018

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## **SECTION A. OVERVIEW**

### **A.1. Objectives of the Student/Parent Handbook**

This Student/Parent Handbook is designed to inform parents and students of the policies guiding the staff and administration in creating an environment for the students to grow Islamically, educationally, socially, and emotionally; the focus is to encourage students to be successful in this life and in the hereafter. The staff strive to create an environment that is firm, consistent, and positive. The intention is to be fair to all students while rewarding and supporting appropriate behavior, while deterring undesired behavior.

Consistent with Al-Falah Academy's goal of developing a culture of integrity and honesty, it is expected that all staff, administration, students, parents, and other community members will follow and adopt the Islamic code of character and behavior as exemplified by the Prophet Muhammad (peace be upon him), his Companions and family (may Allah *swt* be pleased with them), and all other rightly guided people (may Allah *swt* have mercy on them).

### **A.2. Management**

Al-Falah Academy (AFA) is solely organized, owned and administered by the Board of Trustees of Al-Falah Academy. Al-Falah Academy is founded on mainstream Islamic practices, also known as *Ahl us-Sunnah wa'l Jamaah*. Al-Falah Academy is not affiliated with any local, national or international organization. The school is registered in the State of Georgia as a non-profit corporation and has a non-profit status with the IRS. The school has been in operation since the 2010-2011 academic year.

The role of the Board of Directors is to:

1. Ensure the financial stability of the school.
2. Set the school's mission with input from the administration, faculty, staff and parents.
3. Set the school's policies based on recommendations of the Principal.
4. Support the Principal and Administration in their day-to-day operation of the school.

The Board of Directors meets regularly and welcomes input from the Parents, Faculty and Staff. Input may be forwarded directly to the Board via email: [board@alfalahacademy.com](mailto:board@alfalahacademy.com). The Board follows the approved AFA By-Laws, which are published on the school website.

Additionally, Al-Falah Academy has an administrative staff that handles the day to day working of the school, the students, parents, staff, and community partnerships.

### **A.3. Location**

Al-Falah Academy is located at 4805 Lawrenceville Highway, Suite 220, Lilburn, GA 30047. The phone numbers are (678) 502-7211 and (678) 380-0201.

### **A.4. Mission**

Al-Falah Academy's mission is to effectively instill Islamic values and morals, while ensuring academic excellence through an integrated curriculum based upon:

- Common Core State Standards in core academic subjects
- Recognized standards for Specials and Electives courses

- ACTFL (American Council on the Teaching of Foreign Languages) national world language standards for the Arabic language
- Noorani Qai'da tajweed foundation, and strong program of memorization of essential segments and surahs of the Qur'an
- High quality Islamic Studies curriculum integrated in other core subjects, and applied to the school culture in a Tarbiyah framework
- Outdoor Physical Education, Health, and Art classes
- Best practices in instruction and assessment

#### **A.5. Non-discrimination policy**

Al-Falah Academy admits students and staff of any race or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Al-Falah Academy does not discriminate on the basis of race, gender, or national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

#### **A.6. Philosophy**

Al-Falah Academy is a learning institution, based on the principles of the Qur'an and Sunnah, that nurtures, cultivates and fosters creative and critical thinking skills, academic excellence and strong moral values, to develop in each student a positive identity as a Muslim, who is prepared intellectually, socially, emotionally and physically for the betterment of family, community and humanity.

Al-Falah Academy is not only a place to teach, learn and build academic skills, but also a place to teach, learn, and exemplify the best behavior and conduct ever witnessed by humanity through the teaching and practice of Prophet Muhammad (peace be upon him). Through establishing a strong sense of accountability, Al-Falah Academy believes individuals will exercise self-discipline and self-control in all matters, which will in turn ensure a better life for themselves and those around them. Al-Falah Academy recognizes that not all individuals will subscribe to the accountability of their actions as described above. The Al-Falah Academy discipline policy and code of conduct is intended to be universal and designed to train and nurture children for Godliness and excellence. In other words, we can and will expect that all individuals conduct themselves in a manner that shows respect for both adults and children.

Al-Falah Academy believes that both the parents and the Al-Falah Academy teachers/administration play a key role in building the character and conduct of our students. Parents must keep in mind that teachers are responsible for their welfare and safety, and are therefore given the authority to maintain proper student behavior as outlined herein. Therefore, it is imperative that both the parents and Al-Falah Academy teachers/administration cooperate with each other to build the students' character. Additionally, it is also important that the parents and Al-Falah Academy teachers/administration themselves exemplify the best conduct and character so that the students do not receive an inconsistent message.

#### **A.7. Parent's participation**

Al-Falah Academy implements a policy that is intended to build a vibrant, active community of involved parents. Studies have indicated that children whose parents and/or other significant

adults share in their formal education tend to do better in school. Some benefits include:

- Higher grades and test scores
- Long term academic achievement
- Positive attitudes and behavior
- More successful programs
- More effective schools

With these valuable ends in mind, Al-Falah Academy will require parents to fulfill a minimum number of hours per

year in service activities needed by the school. These activities will be organized or coordinated by the Al-Falah PTO, by the school administration, or by classroom teachers.

The activities will take into consideration the variety of available times that parents can offer: school hours, before or after school hours, or weekends. The volunteer activities will also take into consideration the fact that some parents may not be able to be present at the school location at all, due to work schedule, or care for young children at home, etc. So activities that could be done from home on the computer or phone will also be part of the organized effort to encourage volunteerism. As part of the requirements of enrollment, all families who wish to send their child(ren) to Al-Falah will agree to the following terms:

- single-parent families will offer 10 hours of service to the school per school year
- dual-parent families will offer 20 hours of service to the school per school year

The hours will be logged using HelpCounter, a digital record-keeping system.

The hours are counted on a PER FAMILY basis, NOT PER CHILD. In other words, whether a family has one child or multiple children in the school, the service hour requirement is the same: 10 or 20, depending on family structure.

If the hours (10 or 20 per year, depending on family structure) are not met, the family will agree to pay \$10 per unfulfilled hour. This amount may be used to go towards hiring a substitute teacher to fulfill the service hours needed by the school. However, this is not the ideal situation, because the ultimate goal of mandatory service hours is to build community.

The \$10 per unfulfilled hour fee will be due on June 1 of the school year, for the prior academic year. In this way, the many volunteering opportunities of May are offered to parents in need of more service hours. Parents are responsible for logging their Mandatory Service hours accurately on HelpCounter by that date. On June 1, the HelpCounter log will be reviewed and invoices will be sent to families who have not met the requirement. Alternatively, to reduce office labor, credit cards on file will be charged upon notification to the family for the amount due by June 1.

#### **A.8. School Visitation**

Parents and visitors are welcome to tour and observe the students and school facility, after obtaining permission from administration and are duly escorted by a member of the school administration or assigned individual.

## **SECTION B. HOURS OF OPERATION**

Al-Falah Academy operates 12 months of the year, with a break in the summer for Administrative staff. Hours of operation during the school year are 7:30am to 4:00pm; summer hours will be announced every May for the months of June through August. Al-Falah Academy closely follows Gwinnett County's School closures, with a few exceptions for observance of Islamic holidays and teacher work days. The annual school calendar will be published each year, noting school closures. You can find the latest calendar on our website (<http://www.alfalahacademy.com>)

The purpose of holidays selected by Al-Falah Academy is to enable families to celebrate the Islamic holidays, as well as to correspond as closely as is practical to conventional American holidays so that families who have members who study or work in other settings benefit from time spent together. Please refer to Al-Falah Academy's Annual Calendar for specific dates.

Students are in class from 8:00am until 3:30pm, Monday to Thursday, and 8:00am to 12:00pm on Fridays. If the School Administration changes the above hours, the parents will be informed in writing and the same will be attached to the copy of this document in the school office.

Pertaining to school closure due to inclement weather, Al-Falah Academy will contact parents through JupiterGrades on delay/school closure due to inclement weather.

### **B.1. Unscheduled School Closings**

Al-Falah administration will use the below methods of communication to announce unscheduled school closings due to inclement weather or other emergency situations.

- Text message to parents' cell phone number listed on JupiterGrades
- Email to accounts registered on JupiterGrades
- Al-Falah Academy website (<http://www.alfalahacademy.com>)
- Channel 2 News (Website & TV) and 11 Alive

## **SECTION C. ENROLLMENT**

Enrollment in Al-Falah Academy follows a registration process as well as admission policies. Registration is online. All required online registration forms must be completed in full, required fees must be paid, and all required documents must be submitted to the Admissions office, on paper or digitally, according to the stated time frames and deadlines.

- Returning families must have paid all balances from the previous year to be considered for the coming year.
- Priority is given to returning students and their new siblings only during the Priority month, typically February.
- New student registration begins in the second month of the registration process, typically March 1<sup>st</sup>. All registration from that date follows a "first come, first served" policy.
- Al-Falah offers financial aid to families who can prove they qualify. If the "financial aid request" choice is selected, then the registration package will not be complete until all required financial aid documents—the form, the two years of federal income tax forms, and any supporting documents—are submitted together with the other required registration documents. If financial aid is requested after the submission of registration forms, the date of ALL forms is changed to reflect the later submission date, thus possibly affecting the

- chronological order of seat reservations.
- There is no discount or delay of payment on Registration or Resource fees, even if financial aid is awarded.

IMPORTANT NOTE: The registration fee is non-refundable. A partial refund (50%) will be given only in the cases in which Al-Falah is unable to admit the student due to capacity limits, or a student fails to meet the academic or behavioral criteria. Questions related to the registration policies or process may be directed to the school administration staff by emailing [admissions@alfalahacademy.com](mailto:admissions@alfalahacademy.com). The parents/guardians may request clarification of any concern in the Admission or Financial Aid process, but the decision of the school administration will be final.

### **C.1. Enrollment season**

Enrollment for the following year begins in the second semester of the prior school year (typically February for re-enrollment of current students, and March for new students). Registration will continue until classrooms are full.

If a grade level is considered closed due to lack of available seats, students will be placed on the Waitlist and parents will be informed of their student's status. If parents do not want to remain on the Waitlist, they may receive a refund of 50% of their Registration Fee. Future applications will take the new registration date into consideration; families cannot receive their original registration date after having withdrawn the application once.

Mid-year enrollments may be open depending on seats available. No student will be admitted after January 31 for the current school year.

### **C.2. Enrollment Waiting List Policy**

When a classroom opening becomes available, either by a student leaving or by Board approval of additional enrollment, students on the enrollment Waitlist will be notified in chronological order of their registration date.

### **C.3. Financial Aid**

Al-Falah Academy has limited Financial Aid and the amount of financial aid will be determined based on availability of funds. The parents seeking financial aid should complete the financial aid form and submit it to the school administration with required forms, such as two years of federal income tax forms, and any records required.

The Financial Aid committee will review all the requests and decide based on the financial Aid fund and the need of each student. The decision of the committee shall be final and the parent/guardian will be informed of the decision in writing. To protect the privacy of all, decisions are confidential.

If applying for financial aid, the final step in the application process is to accept the financial aid awarded, or accept no award if the financial aid is denied. Parents who reject the award amount are withdrawn from the registration process and 50% of their registration fee is refunded. All confirmation of financial aid awards must be in writing (email or pen) to the Director of Student Services or her designee, as indicated in the financial award announcement letter.

## **C.4. Admission Requirements**

### **C.4. a. Age Requirements**

Legal documentation of age, such as a copy of the birth certificate, must be submitted along with the application.

Per **Bright from the Start** Pre-K regulations, students entering Pre-K must be the appropriate age. Al-Falah Academy has set an October 1st as a birthday cutoff for Pre-K3, Pre-K4, Kindergarten, and 1st grades. Students entering Pre-K3 must be 3 years old by October 1st of that school year. For Pre-K3, the student is not permitted in class until the 3<sup>rd</sup> birthday, so if the student is still 2 years old, s/he will not be permitted in the class. This is aligned with Bright From The Start policy prohibiting students under 3 in any PreK classroom. Students in Pre-K4 must be 4 years old by our age cut-off date of October 31st. Students in Kindergarten must be 5 years old by our age cut-off date of October 1st. In all other grade levels, students are admitted to the grade level that follows the level completed in an accredited school.

**Please note:** *Georgia public schools require that students entering Pre-K, Kindergarten, or 1st grades meet the appropriate age requirements by September 1, as opposed to October 1. Therefore, your child may be subject to repeating the grade just completed, if the child's birthday is after September 1 and s/he is transferring to a public school.*

### **C.4.b. Academic and Behavior Review**

Placement testing is required for students entering grades 1 and above. AFA uses the MAP screening assessment for this purpose. If students are not in town and unable to come to take the placement test, a nationally standardized test may be submitted as a substitute. Students are assessed in Reading, Math, and, if applicable, screened for EL needs. Past student records are reviewed to ensure an appropriate fit. AFA requires any Special Education, ESOL status, special needs, 504 Plans, or IEPs (Individualized Education Programs) to be reported, and data submitted, in order to assure that student's needs will be able to be met in our school.

Discipline records from previous schools are also reviewed. To ensure that older students will adjust to our school, all new students applying to 7<sup>th</sup> to 12<sup>th</sup> grades will be required to have a private interview with the school Counselor.

## **C.5. Tuition**

Please refer to our website (<http://www.alfalahacademy.com>) for the most up-to-date information on tuition and related fees.

## **C.6. Payment Options**

Tuition may be paid in 1 installment, 2 installments, or over a 10-month (starting August) or 12-month (starting June) period. Late payments will incur a late fee if received later than the 1st of the month.

Payment may be made using either a credit card or electronic check. Payment information must be provided to school and will be drawn automatically on the first of the month when it is due.

**If tuition is paid by credit card, your card will be charged processing fees up to 3%.**

Credit card fees will be waived when the tuition is paid in one installment by credit card.

A discount will be given if the tuition is paid in one installment by check. This discount does not apply to financial aid or otherwise discounted tuition.

Fees are based on a 10-month contract, hence fees are due even if a student misses classes for longer periods. No extra fee will be charged for school absences. Tuition will not be reduced for school absences (excused or unexcused), nor for partial days.

The parent/guardian is responsible for the payment of the fees for the full school year. A withdrawal penalty of up to 3 months of tuition will be charged per student withdrawn during the academic year.

Failure to pay the penalty fee will result in withholding of student records. Additionally, non-payment of the penalty may create an unfavorable situation. Al-Falah Academy reserves the right to initiate any legal action including reporting to credit reporting agencies

### **C.7. Books and supplies**

A list of required books will be made available to parents once admission is accepted. It is the parent's responsibility to purchase the books prior to the start of the school year. There are two types of book purchases: bulk purchases and individual purchases. **Bulk purchases** are defined as books that the school purchases in bulk and sell to families at a discount or at a group rate, while **individual purchases** are the responsibility of the parent or guardian. Individual purchases may be obtained by purchasing online, or from families who are selling used texts.

Additionally, a list of required supplies will be provided to parents/guardians via the school website. Students are required to have the necessary supplies prior to the start of the school year. Moreover, teachers may request additional items during the year that will continue to enhance students' learning.

Finally, Al-Falah Academy requires the purchase of a uniform. Please see Section D for the details of that policy.

### **C.8. Field Studies**

Every grade level goes off campus to an academically-related venue at least once each semester (twice per year). Also, Expert Visitors are invited to speak and teach students on an academically-related theme when available. These learning experiences are vital to students, as they open up the world of real life and work to them. These experiences are required, and parents should **expect to pay approximately \$50-75 per student per year** for the fees relating to Field Studies and Expert Visitors. In some cases, the fee may be higher if an overnight visit or a lengthier drive is required.

### **C.9. Chromebooks**

All AFA high school students are required to have a chromebook. The parents are responsible for purchasing a Chromebook for their HS student, which meets required specifications. Also required is a case and headphones/earbuds. The use of a mouse is optional based on student preference. AFA administration will load the chromebooks with required security filters and textbooks. The student and his/her family is responsible for any repairs or needed replacement. The AFA support technician provides assistance in diagnosing and fixing the most common problems, if they occur.

Once obtained, the student chromebook must be brought into the school at stated times to "authorize" the chromebook. This means the device is registered on the school domain in the

student's name, the security software is downloaded, and the textbooks may be downloaded. We will apply an official sticker to an authorized chromebook, which must not be removed during the school year, to indicate that this device is permitted to be used in the building. No unauthorized devices may be used by students in the school building.

## **D. ATTENDANCE**

### **D.1. Attendance**

Al-Falah Academy's school day begins promptly at 8:00am and ends at 3:30pm from Mondays through Thursdays. On Fridays, the school day for students is from 8:00am to 1:00pm. Al-Falah Academy's annual school calendar will guide the attendance expectations. You may view the Al-Falah Academy academic calendar at <http://www.alfalahacademy.com>

### **D.2. Absences**

The Georgia Compulsory School Attendance Law (Ga. Code 20-2-690.1) states that children between the ages of 6-16 must attend school. At Al-Falah Academy we closely monitor attendance for all students; students in Kindergarten and up receive monthly notices when absences reach or exceed 3 per month. The first notice, serves as a reminder of the policy. The second notice request a meeting with the School Counselor to identify the cause of the absences and devise a plan for improvement. Lastly, the third notice requests a meeting with Principal to discuss changes in carpool, enrollment, etc. An absence from school is considered Excused for these legal reasons:

- Personal illness of the student.
- Serious illness or death of an immediate family member.
- Court order.
- Religious holiday
- Doctor, dentist, orthodontist, mental health counseling, etc... appointments.
- Military service of a parent leaving the state.
- Hazardous weather conditions (in the case of specific circumstances).

In order for your child's absence to be considered Excused, a parent or doctor's note must be received by the teacher within 3 days of the child's return. The note can be written or emailed; however if no note is received, then the absence is considered Unexcused. Verbal notification is not accepted.

Extended absences are highly discouraged. Vacations are considered an "unexcused absence". Such events affect student grades and achievement negatively. Case-by-case considerations are left to the discretion of the Principal.

### **D.3. Cyber Day**

In the case of school-wide closures due to inclement weather, Al-Falah Academy implements a Cyber Day protocol. This means that the day is not "lost" or requiring to be "made up" because teachers prepare assignments that may be done at home during Inclement Weather, when conditions are too dangerous for students to come to school, yet when the county and state electricity grid is still working, thus permitting devices to communicate the day's assignments and

plan of study.

In practice, Cyber Day is announced the night before or the morning of an inclement weather event. Teachers are requested to post Cyber Day assignments by 9:00am, when parents are asked to check JupiterGrades for the day's assignments. Teachers assign classwork using digital products, like digital texts, online subscriptions, or websites, as well as texts/workbooks, and additionally paper/pencil assignments. A variety of assignment formats helps limit excessive screen time and makes it easy for families that must share one computer or device.

Time Frame Guidelines: Each subject's assignment is designed to require:

- 15-30 minutes to complete, on average, in lower grades, or
- 20-45 minutes to complete, on average, in upper grades

So by the end of the Cyber Day, students would have been working about

- 1-3 hours in grades K-2, or
- 3-4 hours in grades 3<sup>rd</sup>-5<sup>th</sup>, or
- 4-6 hours in middle and high school grades.

#### **D.4. Tardiness**

A student is tardy if s/he arrives after 8:00am. Chronic tardiness, for any reason, is considered a violation on the part of parents who bring the child to school late. A tardy student loses his/her own learning time and interrupts the learning of his/her classmates; a latecomer distracts the students' attention once class has begun. At Al-Falah Academy we closely monitor attendance for all students; students from Kindergarten to High School receive monthly notices when absences reaches or exceeds 5 per month. The first notice, serves as a reminder of the policy. The second notice request a meeting with the School Counselor to identify the cause of the absences and devise a plan for improvement. Lastly, the third notice requests a meeting with Principal to discuss changes in carpool, enrollment, etc.

If a student is tardy, parents are required to escort the child into the Lobby and sign in their tardy child, who will receive a Tardy Slip to be able to enter the classroom.

Attendance is closely monitored and parents/guardians will receive notice if there is an attendance concern.

#### **D.5. Early Dismissal**

Parents wishing to pick up their child before the 3:30 normal dismissal time for special reasons, such as doctor appointments, must arrive by 3:00pm. After that time, our Front Desk employees are preparing for Dismissal and must not leave the Lobby to collect the child.

If a parent or authorized individual does NOT display or possess the carpool tag, the child will not be released. Please park in the front, come in, and show your Driver's License to our Front Desk administrator. They will check the ID and the Authorization Form to ensure the child is released to an authorized adult.

If the person is not authorized to pick up the child, and the parent did not call earlier to authorize the person for a one-time pick-up, then the parent will be called directly by our Front Desk

administrator to ensure they give permission.

## SECTION E. GRADING GUIDELINES AND ACADEMIC STANDARDS

Al-Falah Academy strives for accuracy, consistency, and fairness in its Grading Guidelines for teachers. High academic standards are set, and support is provided for struggling students.

### E.1. Evaluation codes

**Pre-K3, Pre-K4:** Teachers use GELDS curriculum and checklist to identify student progress.

#### Kindergarten and First Grade

The evaluation codes defined below are guidelines for grading in all subject areas, conduct, and work habits. This is in line with the developmental stage of this age group.

**S – Satisfactory**—*Developing as expected or Advanced development.*

**N – Needs improvement**—*More development needed.*

**U – Unsatisfactory**—indicates concern about student’s progress. *RTI (Response to Intervention) strategies may be implemented and documented.*

#### Grades 2-8—Core Subjects

Numerical grades are required in reading, language arts, mathematics, social studies, science, Islamic Studies, Arabic language, and Qur’an for grades 2-8. All grades earned by a student should be recorded as the actual number grade or percentage the student answered correctly.

A: 90–100 = Student demonstrates *consistent and independent* comprehension and application of subject matter.

B: 80–89 = Student demonstrates *frequent* comprehension and application of subject matter.

C: 70–79 = Student demonstrates *adequate* comprehension and application of subject matter.

F: 69 or below = Student demonstrates *little or no* comprehension and application of subject matter.

Grades for each quarter are averaged together at the end of the Semester. Thus, the average of Quarter 1 + the Quarter 2 Report Card grades = the student’s Semester 1 Report Card grade. The average of Quarter 3 + the Quarter 4 Report Card grades = the Semester 2 Report Card grade. The two semesters are not averaged together.

If, at the end of the grading period, the total average is below 60, that number is removed and a 60 is to be recorded by the JG administrator on the JupiterGrades Report Card. This aligns with best practice in grading; a 60 equals an F yet constitutes an “equal difference scale” which allows students a fair chance at recuperating a failing grade.

#### Physical Education, Art, Study Skills, Conduct & Work Habits:

**S – Satisfactory**—indicates progress/understanding at or above what is normally expected for the student’s grade level.

**N – Needs improvement**—indicates concern about the student’s progress/understanding. The teacher should describe the area of concern.

**U – Unsatisfactory**—indicates failure to perform at the expected grade level. *RTI strategies may be implemented and documented.*

N/A – Not Applicable at this time.

### High School - Core Subjects

Numerical grades are required in reading, language arts, mathematics, social studies, science, Islamic Studies, Arabic language, and Qur'an, PE/Health, Art and Electives for High School. All grades earned by a student should be recorded as the actual number grade or percentage the student earned.

A: 90-100 Student demonstrates *consistent and independent* comprehension and application of the subject matter.

B: 80-89 Student demonstrates *frequent* comprehension and application of the subject matter.

C: 70-79 Student demonstrates *adequate* comprehension and application of the subject matter.

F: 69 or below Student demonstrates *little or no* comprehension and application of the subject matter.

Grades for each quarter are averaged together at the end of the Semester. Thus, the average of Quarter 1 + the Quarter 2 Report Card grades = the student's Semester 1 Report Card grade. The average of Quarter 3 + the Quarter 4 Report Card grades = the Semester 2 Report Card grade.

If, at the end of the grading period, the average is below 60, a 60 will not be recorded in the JupiterGrade Report Card. High school students' report card will reflect the grade earned. Al-Falah Academy uses a 4.0 GPA scale for regular courses, and a 5.0 GPA scale for Accelerated and Advanced Placement (AP) classes.

### E.2. Promotion Requirements:

In order for **elementary students** to be promoted to the next grade, in their Semester 2 grade, students must pass (with a C or an N) three out of five core academic subjects (Reading, Math, English Language Arts, Science, Social Studies), two of which must be Reading and Math.

In order for **middle school students** to be promoted to the next grade, in their Semester 2 grade, students must pass (with a C) four out of five core academic subjects (Reading, Math, English Language Arts, Science, Social Studies), two of which must be Reading and Math.

In order for **high school students** to gain the Carnegie credit units required for high school graduation, students must pass (with a C) each semester-length course; otherwise, credit recovery plans must be laid so that students make up lost credits by the summer, in order to stay on track for on-time graduation. Credit recovery may occur in live classes, if the schedule permits, or via GA Virtual School or another online alternative.

### E.3. Grade Weights

It is important that the grading weight categories are clearly defined and consistently applied across each grade level.

JupiterGrades Category	Pre-K/K/1 <sup>st</sup> grades	2 <sup>nd</sup> /3 <sup>rd</sup> grades	4 <sup>th</sup> /5 <sup>th</sup> grades	Middle School	High School
Homework	0%	5%	10%	10%	10%

<b>Classwork</b>	Percentages not applicable. Use skills checklists.	35%	25%	20%	20%
<b>Quizzes</b>		30%	30%	30%	30%
<b>Tests</b>		30%	35%	40%	40%

#### **E.4. Al-Falah Academy Homework Guidelines**

**Goal:** Homework reinforces learning, informs and involves parents, and develops student responsibility.

**Frequency:** daily, M-F

PreK3 & PreK4: none typically

KG: up to 15 minutes

Grades 1-2: up to 30 minutes on average

Grade 3: 30-40 minutes daily, on average

Grade 4: 40-50 minutes daily, as a total average of all classes' homework together

Grade 5: 50-70 minutes daily, as a total average of all classes' homework together

Middle School: 1½-2 hours daily, as a total average of all classes' homework together

High School: 1½-2 hours daily, as a total average of all classes' homework together. Homework may take longer if a student is enrolled in an Accelerated or AP course.

Students are expected to review Qur'an memorization and Arabic vocabulary and structures 5-10 minutes per day at every grade level.

#### **E.5. Grade-Level Placement Policy**

**School Philosophy:** Al-Falah Academy promotes the best interest of each individual child. Our teachers differentiate in the classroom by pre-testing, grouping, targeting learning at different levels, and assessing for understanding. Students at top levels in the class are challenged through many differentiated approaches and resources, and thus develop confidence in themselves as well as leadership skills for others in an age-appropriate setting.

- Students are placed into classes based on their age, with the grade-level birthday cut-off date set at October 31.
- Students who have successfully completed a KG-11 grade level at a nationally accredited school will be placed at the next grade level.
- The Placement Test given to potential new students is meant to give more detailed information on the strengths and challenges the child may have at their grade level. The Placement Test may also indicate special needs that are beyond the scope of the school to take on. The Placement Test is not used for acceleration or retention.
- Acceleration (advancement of more than one grade level) will not be considered below the 2<sup>nd</sup> grade.
- Students in PreK will not be accelerated out of PreK into the Kindergarten or 1st grades until they reach age 5 by Oct 31 for KG and age 6 by Oct 31 for 1st grade.
- Students in KG or 1<sup>st</sup> grade will not be accelerated beyond their age-appropriate grade level. This is because age-appropriate assessments at that level incorporate scaffolds that are not found at higher grade levels.
- Students in 2<sup>nd</sup> grade or above will not advance more than one grade level ("acceleration") unless a thorough procedure is followed, which considers the academic, cognitive, social, emotional, and physical readiness of the child.

In order to thoroughly consider a request for acceleration, the following criteria must be met:

- a. The request for acceleration is made in a timely manner, by April 15 of the preceding school year

- b. The child has scored at least in the 97th percentile for both Reading and Math by the January MAP test season, maintains consistently high levels in both subjects in the May MAP test season, and consistently produces classwork that shows an objectively higher level of achievement.
- c. The child's acceleration has the recommendation of the teacher, the principal, and the parent
- d. The child is placed temporarily (perhaps 2-8 hours over a period of a week) in the next grade level near the end of the year of the request so that another teacher has an opportunity to observe the child and provide neutral feedback on social and emotional factors. This feedback will inform the recommendation of the child's current teacher, the principal, and the parent.

**IMPORTANT WARNING:** The GA public school system will NOT advance students ahead of their age group in Grades Pre-K, Kindergarten, or 1<sup>st</sup> Grade. They follow a birthday cutoff of September 1. This means that even if your child completed PK, or KG, or 1<sup>st</sup> grade, and their age was younger than the standard age for that grade level by September 1, they will be required to REPEAT THE GRADE LEVEL if you choose to transfer your child from Al-Falah Academy to the public school system.

### **E.6. Academic Concerns**

Al-Falah Academy provides parents with a Mid-Quarter Academic Concern protocol, in which each quarter, at the mid-point of the quarter, teachers update all grades and the administration notifies parents of students who have earned an F in any core subject at that point in time. Parents are sent a JupiterGrades email of the Mid-Quarter Academic Concern, and are urged to follow up by setting up an appointment to meet the teacher of each course that warrants concern, so that a home-school partnership is established and strategies may be established both in school and at home to ensure the concern is addressed.

### **E.7. Intervention Program**

Children come to school at different stages of development and do not all learn at the same rate or with the same methods of teaching. Because of their differences, many children learn best when they are in small groups and have access to materials and activities which are adjusted to their pace and style of learning. Al-Falah Academy offers a program where students receive additional assistance in Reading/Math. In this program an Intervention Teacher works in collaboration with the regular classroom Lead Teacher to provide small group instruction based on the needs of each student. With this additional daily practice in skill strategies, we are making the effort to increase your child's skills closer to the average level or more for your child's grade level.

Students are evaluated regularly by their teachers. Additionally, AFA administers the MAP (Measuring Academic Progress) assessments three times per year to monitor progress in Reading, ELA, and Math from grades K-10. When students fall into the bottom one-third of their national grade-level average in Reading or Math, in addition to weak progress in class and with teacher recommendations, the students qualify for our Intervention Program, in which the Arabic class is replaced with a Reading Skills or Math Skills class daily.

Students who fall in the bottom third of MAP testing are flagged for Intervention, if that data point is consistent with test grades in that subject, and the teacher's viewpoint. Al-Falah set the policy that Intervention class is not an option, since in our experience, students who are not remediated have historically only gotten lower in these global skills of reading and math, thus making it harder to catch up the following year. As a school we cannot condone policies that permit students to fall behind when we have the tools to avoid this.

This opportunity gives students an additional period in the subject area they need to boost; most students benefit tremendously from the program and rise to grade level average within one school year. Intervention is required for students who are assessed as needing this boost. The fee is \$100 per semester for one subject. This low fee helps defray the cost of remediation resources. This fee is waived if the student qualifies for the Gwinnett or Dekalb Title 1 Program. Title 1 county coordinators determine such qualifications, based on address and other factors.

### **E.8: Al-Falah Academy Honor Code**

Middle and High School students learn the AFA Honor Code, inspired by the character of our Prophet Muhammad, *saws*. The full text is posted in each middle and high school classroom, with relevant references to Qur'an and Hadith, and is available in the Appendices of this Handbook.

Al-Falah Academy has developed an Honor Code that is short, clear, and all-encompassing:

*I will not cheat, lie, steal, harm others, or tolerate those who do.*

On all major assignments and tests, Middle and High School students will sign this **Honor Pledge** printed on or written on the test:

*On my honor, I have neither given nor received unauthorized assistance on this work.*

This statement reminds students that the work must be their own; that they must not copy from others or cheat in any way—by concealing information or by taking information from other people, from answer keys, or from technological devices without permission of the teacher or school. This also reminds students of the unethical practice of plagiarism, taking the ideas, words, or information of others without citing the sources, or copying the words of others.

## **SECTION F. UNIFORM POLICY**

The goal and mission of the Uniform policy is to have all Al-Falah Academy students dressed uniformly and modestly. All clothing must be Islamically appropriate and loose fitting. **The primary uniform is required** during field studies or at school functions.

### **F.1. Elementary Boys' Uniform**

#### F.1.1. Primary

- Light Blue polo top, long or short sleeves
- Navy Blue plain-front dress pants
- Socks, solid colors of white or black
- Shoes, colored ALL or MOSTLY black or navy (dress shoes or sneakers allowed)

#### F.1.2. Secondary (optional)

- Navy Blue polo top, long or short sleeves
- Khaki plain-front dress pants
- WINTER: Navy Blue plain sweater (pullover, button, or zipper); no hoodies
- FRIDAYS: Spirit wear (approved Al-Falah T-shirts or sweatshirts)

## **F.2. Middle School Boys' Uniform**

### **F.2.1 Primary**

- Royal Blue polo top, long or short sleeves
- Khaki plain-front dress pants
- Socks, solid colors of white or black
- Shoes, colored ALL or MOSTLY black or navy (dress shoes or sneakers allowed)

### **F.2.2 Secondary (optional)**

- Burgundy polo top, long or short sleeves
- Navy Blue plain-front dress pants
- WINTER: Navy blue plain sweater (pullover, button, or zipper); no hoodies
- FRIDAYS: Spirit wear (approved Al-Falah T-shirts or sweatshirts)

## **F.3. High School Boys' Uniform**

### **F.3.1 Primary**

- White polo top, short or long sleeves, with Al- Falah logo on left pocket side
- Navy Blue pleat-front dress pants
- Navy Blue blazer with Al-Falah logo on left pocket side
- Socks, solid colors of navy or black
- Shoes, colored ALL or MOSTLY black or navy (dress shoes or sneakers allowed)

### **F.3.2 Secondary (optional)**

- WINTER: Navy Blue plain sweater (pullover, button, or zipper)
- FRIDAYS: Spirit wear (approved Al-Falah T-shirts or sweatshirts)

## **F.4. Boys' PE Uniform**

- Navy Blue sweatpants or nylon pants, full-length
- Grey T-shirt, long- or short-sleeved

## **F.5. Elementary Girls' Uniform**

### **F.5.1 Primary**

- Light Blue polo top, long or short sleeves (long sleeves required 4th grade and up)
- Navy Blue jumper and Navy Blue dress pants
- White plain no-pin hijab (required 4th grade and up, optional in lower grades)
- Socks, solid colors of white or black
- Shoes, colored ALL or MOSTLY black or navy (dress shoes or sneakers allowed)

### **F.5.2 Secondary (optional)**

- Navy Blue polo top, long or short sleeves (long sleeves required 4th grade and up)
- Khaki jumper and Khaki dress pants
- Navy Blue plain no-pin hijab (hijab required 4th grade and up, optional in lower grades)
- WINTER: Navy Blue plain sweater (pullover, button, or zipper); no hoodies
- FRIDAYS: Spirit wear (approved Al-Falah T-shirts or sweatshirts)

## **F.6. Middle School Girls Uniform**

### **F.6.1 Primary**

- Royal Blue polo top, long sleeves
- Khaki jumper and Khaki dress pants
- White plain no-pin hijab
- Socks, solid colors of white or black
- Shoes, colored ALL or MOSTLY black or navy (dress shoes or sneakers allowed)

### **F.6.2 Secondary (optional)**

- Burgundy polo top, long sleeves
- Navy Blue jumper and Navy Blue dress pants
- Navy Blue plain no-pin hijab
- WINTER: Navy Blue plain sweater (pullover, button, or zipper); no hoodies
- FRIDAYS: Spirit wear (approved Al-Falah T-shirts or sweatshirts)

## **F.7. High School Girls Uniform**

### **F.7.1 Primary**

- Navy Blue tunic, knee-length, with Al-Falah logo on left pocket side (specific vendor noted on website)
- Navy Blue dress pants
- White Hijab (pin or no-pin)
- Socks, solid colors of navy or black
- Shoes, colored ALL OR MOSTLY black or navy (dress shoes or sneakers allowed)

### **F.7.2 Secondary (optional)**

- Winter: Navy Blue turtleneck to wear under tunic for extra warmth, or Navy Blue plain sweater (pullover, button, or zipper); no hoodies
- WEDNESDAYS: Free Hijab in any color or pattern with the Navy Blue Jilbab suit
- FRIDAYS: Spirit wear ( approved Al-Falah T-shirts or sweatshirts)

## **F.8. Girls' PE Uniform**

- Navy Blue Sweatpants or nylon pants
- Grey long-sleeved T-Shirt

## **F.9. Uniform Policy Violation Notes**

A student not wearing a school uniform will be given a warning via JupiterGrades. If the violation is chronic (ongoing), a student not wearing a school uniform may be sent out of class and parents will be notified to pick up the student or bring in the correct uniform.

## **SECTION G. BEHAVIORAL EXPECTATIONS**

Al-Falah Academy is not only a place to learn and to practice various academic skills, but also a place for students to understand and observe appropriate Islamic behavior and conduct. Teachers introduce students to the routines and procedures of the classroom in a gradual way, training them by interactively modeling the routine until students master the procedure. Teachers also invite students to discuss and participate in the establishment of classroom rules. Teachers try to distinguish between lack of understanding on how to behave appropriately, versus willful disregard or disobedience of behavior norms. Teachers address students in a manner that models

respect and care.

Behavior and conduct is based, to a large degree, on students' ability to exercise self-discipline and self-control. This includes learning to respect the rights and property of others, while doing what is necessary to follow rules and regulations. The disciplinary rules have been established to promote an Islamic character and to maintain an atmosphere that encourages learning for all students. These rules have been made to ensure fairness and equity among the students. Behavioral guidelines are derived from an Islamic perspective, to ensure our students continue on the straight path.

Teachers are responsible for the overall welfare and safety of all students; therefore teachers are given the authorization to maintain proper student behavior as outlined herein. This authority is modeled by teachers with an approach that communicates respect and care. Students should show respect for all adults in authority by being courteous and cooperative, and by obeying their teacher's request, respectfully and completely. Students should show consideration, kindness, responsibility, and appreciation toward others. Courteous behavior and respect for the rights and property of others is expected of all students, throughout the school, on buses during field trips, and at all school activities. In doing this, students are respecting Allah's (SWT) provision for them.

#### **G.1. Conduct on the Playground/Gym**

Students are expected to play harmoniously and to avoid rough play and physical aggression. Students should show kindness and consideration to others; older children are expected to recognize and accommodate the more modest abilities of younger students. Students are expected to follow game rules and otherwise exhibit good sportsmanship. Students are to respect the boundaries of the playground/gym area and should readily obey the adults in charge. Decisions by supervising adults regarding appropriate play are to be respected.

#### **G.2. Conduct on Field Trips**

Behavior on field trips has the same expectations as in the classroom. Students should respect the authority of those in charge, whether teachers, parents, guides or helpers; students are to listen and obey promptly and considerately. Students are to respect the property of others including such property as cars, buses, personal possessions and field trip premises. General safety rules include wearing safety belts and crossing streets with adults and walking in an orderly fashion. On field trips students are to wear the Al-Falah Academy primary uniform associated with their grade, unless otherwise indicated.

#### **G.3. Conduct in Hallways**

Students are to walk slowly and quietly in the hallways. Students normally will line up at a door as a class and be dismissed only after the line is straight and all students are silent. Students, who run, walk too fast, or who make noise will be required to go back to the door and begin again. Repeated offenses constitute disrespect and willful disobedience and will result in further discipline. When walking in the hallway, students are to walk towards the right side to leave room for others.

#### **G.4. Definition of Offense**

The distinction between minor and major infractions is necessary to make in order to assign consequences in a consistent manner. However, it is impractical and impossible to list every type of offense. The faculty and administration reserve the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and conduct standard of the school.

A sampling of minor offenses is listed below. Minor offenses are escalated to major offenses when

committed frequently, or in defiance of teacher instructions in the moment.

- a. Chewing gum or eating at inappropriate times
- b. Disrupting the teacher or class by talking without permission.
- c. Passing notes during class time
- d. Throwing objects in class, lunch room, or halls
- e. Tardiness between classes
- f. Disruptive behavior during prayer time
- g. Disobeying specific rules (classroom guidelines)
- h. Behaving in a disruptive manner in the hall

A sampling of major offenses is as follows:

- a. Lying/Stealing/Cheating
- b. Profanity or verbal slurs, including rude words regarding gender, ethnic, racial, or physical characteristics
- c. Disrespect or disobedience shown toward authority
- d. Inappropriate gender relations, including physical display of affection, inappropriate touching, etc.
- e. Inappropriate use of digital devices (unauthorized photographing or videotaping, use of social media in school, visiting unapproved websites, contacting unauthorized persons, etc)
- f. Abuse or willful destruction of school property, including misuse of the fire alarm system
- g. Leaving school grounds without permission
- h. Possession or distribution of alcohol, cigarettes, or any other controlled, prohibited, or prescription substance
- i. Threatening violence to a student or staff member in any form (written, verbal, digital, or social media)
- j. Possession of a weapon or dangerous substance of any type
- k. Physical fighting, pushing, tripping, or hurting in any manner; violence of any type

### **G.5. Consequences**

Students in violation of school rules and policies will receive consequences. The goal of logical consequences is to take corrective action that will repair the damage done and improve student behavior. While students must learn to bear consequences of their actions, they are encouraged to do supplication, du'a, and ask Allah (SWT) for forgiveness. Moreover, students will receive an in-school consequence to ensure they have reflected and learned from their mistakes. For chronic or serious offenses, parents will be notified.

Additionally, students who are victims of inappropriate behavior are warned not to retaliate, or else they will also be considered in violation of our rules. Our approach is to get students to think about how they could make a situation or misunderstanding better, or how they could solve an interpersonal problem. We remind students of relevant hadith or ayaat that guide our behavior. We consider how Rasul Allah saws would react or behave in a similar situation. We remind students that even if no witness sees an offense, Allah SWT is All-Seeing, All-Hearing, and that we must learn to accept accountability for mistakes. We teach students to seek forgiveness, which Allah SWT gives in abundance to those who admit, regret, solve or fix the problem, and ask for mercy.

**Classroom-level consequences:** Such consequences may include: reminders and redirections, alternative seating, reparations for damage done, apologies, student break in another classroom to reflect and regain composure, separation from other students during recess or lunch, or other appropriate classroom-level consequences. Teachers will make every effort to correct the

misbehavior swiftly so that learning may continue.

**After-School Detention:** Middle School and High School students who engage in chronic minor offenses will be required to stay after school for a one hour detention. If a student receives three behavioral notices/referrals (via Jupiter Grades) from any of the students' teachers, the parent will be notified as soon as possible and the student will then be required to stay after school for detention on the upcoming Thursday. Detention will begin at 3:30pm and end at 4:30pm.

**In-School Suspension (ISS):** Students who commits an escalated behavior violation will be removed from the classroom. This may last for a short or long period of time, depending on the ability of the student to regain composure and indicate his/her cooperation. If this level of cooperation is not gained within a reasonable amount of time, then the penalty of In-School Suspension will be incurred. The student will be assigned to do his/her classwork in an administrative area of the school for the remainder of the school day. This penalty is limited to the ability of the administrative staff to supervise the student at all times to ensure safety.

**Out-of-School Suspension (OSS):** Students who display chronic escalated behaviors will be removed from class and their parents will be called to pick them up immediately: violent behavior, threatening violent behavior, abusive language, refusal to comply with teacher or administrator directions, etc., are examples of such escalated violations. This is a serious stage, and if the situation is not remedied, may lead to expulsion.

**Expulsion:** Serious and chronic disruptions or misbehavior will result in expulsion from the school. Al-Falah Academy reserves the right to expel a student for chronic and willful disobedience, if that student is unresponsive to efforts made by the staff of the school to rectify the problem.

If a teacher notices that a pattern of inappropriate behavior is occurring, s/he will follow the Intervention Guidelines provided by the school. These guidelines require documentation, observation, the enactment of strategies to try to solve the causes of inappropriate behavior, administrator notification, and parent meetings.

Parents, guardians, teachers, administrators and other staff are expected to work together to improve student behavior and academic performance. All efforts should be clearly communicated to the relevant staff members and parents, but should be **held in confidence** to persons not involved in the supervision of the student.

When a student needs to be counseled regarding his or her behavior, s/he will be encouraged and guided to:

- a. REFLECT: Understand how his/her behavior affects himself/herself and others.
- b. REGRET his/her inappropriate behavior
- c. RESTORE or repair any situation caused by bad behavior when possible and apologize to those who have been affected. Follow up the bad deed with a good deed.
- d. REPENT: Seek Allah's forgiveness, and promise not to repeat.

## **G.6. Reporting of abuse**

By law staff members at Al-Falah Academy are required to inform the Department of Family and Children Services (DFACS), if school staff suspects child abuse, neglect, exploitation or deprivation of any student at home or outside of the school. Abuse of any kind is prohibited at Al-Falah Academy. Staff members undergo training on their role as Mandated Reporters, and will follow the guidelines of that process. That means that if a staff member suspects abuse of a child at home or outside the school, s/he must report it to the Principal. In consultation with the Principal, the staff member will report the suspicion to DFACS. Per Mandated Reporter guidelines, even if the Principal disagrees with the suspicion, the staff member has a right to report the suspicion on his/her own. The school will neither confirm nor deny any report to DFACS; it is outside AFA's ability to know who filed any particular report on a suspicion of abuse.

## **H. OPPORTUNITIES FOR PARENT-SCHOOL/TEACHER COMMUNICATION**

Al-Falah Academy has established many opportunities for consistent communication, and we can ensure success by applying them with fidelity.

### **H.1. Family Orientation Day**

Before the first day of school, administrators organize a Meet Your Teacher Day, in which parents and students may visit the new classroom, meet the teachers, learn about the scope and sequence of the curricular objectives, examine the resources to be used, and hear school-wide announcements regarding routines such as arrival/dismissal, lunch, daily schedule, and key points of the grading and homework policies. Middle and high school families receive the syllabi for each class, detailing expectations.

### **H.2. Regular Newsletters**

At the elementary level, teachers at the same grade levels will send one newsletter for the entire grade level at least every two weeks, to briefly mention what was completed the week before, and what to look forward to. Qur'an, Arabic, PE, and Art teachers will likewise send out a brief update of what themes/tasks the students are working on to be added to the homeroom teachers' newsletters. This is intended to ensure a unified approach and similar experience on key standards, and to build teamwork. Departmentalized teachers in upper grades will rely on the syllabus and communications as needed to ensure parents are informed of major themes and exams.

### **H.3. Data Day**

With MAP results analyzed at our three Teacher Work Day workshops (September, January, and May), each homeroom teacher will be prepared to communicate to each student with a brief summary of strengths and gaps, and how the relative weaknesses will be addressed by the student, using tools such as Study Island with the MAP score integration, or other online or paper resources. This is communicated to parents as well.

Students whose MAP scores place them in Intervention Reading or Math will receive parent notification. They will be scheduled out of Arabic class and into a Reading Skills or Math Skills class. Title 1 students are identified and a separate Title 1 teacher is hired to serve those intervention students and a separate Title 1 orientation is held for parents.

#### **H.4. Weekly updates of grades**

For every subject in JupiterGrades, teachers must grade work to give formative feedback in a timely manner, for a positive effect. Teachers update grades in JupiterGrades at least once weekly. At the Mid-Quarter Grade Review and the End of Quarter, all grades are entered and averaged, to allow parents to see the real-time academic status of their child.

#### **H.5. Quarter 1 and Quarter 3 Parent/Teacher Conference Days**

We require 100% parent participation in meeting the teachers face-to-face at these times, right before the 1st and 3rd Report Cards are distributed. Additionally, students who earn failing grades at the time of the Mid-Quarter Grade Review get a parent notification, requesting parents to set up an appointment with the relevant teacher(s).

#### **H.6. Celebrations of Learning**

Pre-K through 8<sup>th</sup> grade Parents and others come in December and May to hear their child present their thematic unit learning with an in-depth presentation, product, or performance. Student attendance is required for a grade on their presentation skills and product quality.

#### **H.7. Whole-School Meetings**

The Board and Principal schedule 3 Whole-School Meetings, typically on Sunday mornings, so parents can attend and receive important school-wide updates. School academic achievements as well as facility and financial updates, plus a report from our PTO, are typical topics.

#### **H.8. Coffee Conversations**

Hosted by the Principal, these informal get-togethers provide parents a chance to learn in depth about a specific aspect of education at the school, or to discuss general concerns and ideas in an open forum.

#### **H.9. Quarterly Report Cards**

Quarterly report cards are available in October, January, March, and May of the current school year. For specific end of quarter dates or report card release dates, please view the Al-Falah Academy annual calendar. The grades should never be a surprise to parents who have followed JupiterGrades, and who have been notified by teachers via email or phone and invited to meet for a parent conference if there is a pattern of struggle or missing work in some area.

#### **H.9. Annual survey**

We collect school satisfaction surveys every January from parents, teachers, and students from KG through High School, to identify areas of concern and to note areas of strength.

#### **H.10. Unlimited opportunities**

There are unlimited opportunities for students, parents and teachers to contact each other regarding any concerns they may have. AFA strives to maintain a positive, problem-solving approach, offering strategies and solutions whenever possible.

### **SECTION I. ARRIVAL AND DISMISSAL**

Parents/guardians are required to drop-off and pick-up students only during the time specified by the school administration. Parents of preschool students are required to sign on the designated form during drop-off and pick-up of students.

Please note the school does not provide transportation for drop-off and pickup. The school is not responsible for car-pool arrangements that parents/guardians make with each other.

### **I.1. Arrival/Drop-off**

Drop-off and pick-up, for all students, will begin in the designated areas of the building. Parents may drop off their student(s) starting at 7:30am.

The doors of the school will be locked at 8:00am, as classes begin promptly at 8:00am. Parents of students arriving after 8:00 am are considered Tardy. Parents **MUST** drive to the front entrance, park in a lawful space, and walk their student(s) into the building. No curb-side drop-off of students will be permitted.

Students are provided a Tardy Slip; the slip is then presented to the teacher to ensure accurate attendance recording. Tardies are neither excused nor unexcused; they simply must be recorded as tardy to confirm entry into the building at an unconventional time.

### **I.2. Dismissal**

School dismissal begins at 3:30pm in the designated areas of the building. Students are released to adults with the correct, current Carpool Number(s). Carpool Number(s) must be displayed visibly in the car. A student will **NOT** be released to anyone not holding the current Carpool tag; instead, the driver should park in front, enter the Lobby, and ID will be checked for permission to pick up any student. Personal recognition will not be a factor; this is to ensure safety and security for all students, even in confidential cases of custody.

The Main Back Door will be used to dismiss students who do **NOT** have siblings in pre-K. The Pre-K Door will be used to dismiss students who are in pre-K and their siblings. For safety purposes, the dismissal will end at 4:00pm. Students picked up after 4:00pm will be sent to the front office. Late parents **MUST** drive to the front of the building, park in a legal space, and walk into the front-office to pick-up their student(s). No curbside pickup of students. **Parents will be charged a late pickup fee of \$10 for every 15 minutes or fraction thereof beyond 4:00pm.**

## **SECTION J. FIELD STUDIES AND EXPERT VISITORS**

Al-Falah Academy promotes integrated thematic and experiential learning. Part of that expectation involves off-campus experiences or invitation of experts from organizations involved in the theme of the unit. These experiences are closely linked with the thematic content of the grade level, organized into Thematic Units. Research shows that a focus on content is more engaging for students, and results in deeper learning. Every grade level goes off campus to an academically-related venue at least once each semester (twice per year). Also, Expert Visitors are invited to speak and teach students on an academically-related theme when available. These learning experiences are vital to students, as they open up the world of real life and work to them. In addition to learning on the theme, they broaden students' horizons about career possibilities, a mandated aspect of national College and Career Readiness initiatives. These experiences are required, and parents should **expect to pay approximately \$50-75 per student per year** for the fees relating to Field Studies and Expert Visitors. In some cases, the fee may be higher if an overnight visit or a lengthier drive is required.

Parent Permission Forms are distributed to confirm parent permission for the trip and to provide all the details of the trip, including purpose, day/time and cost. For an exceptional concern, students who do not gain parental permission will obtain a worksheet and reading packet from the teacher, and complete the paperwork in a classroom supervised by a teacher.

Transportation for most trips involves travel by school bus. In cases in which staff or parents drive students, each driver must provide to our Front Desk Receptionist a photocopy of their valid driver's license and a photocopy of their current driver's insurance coverage.

## **SECTION K. HEALTH AND EMERGENCY PROCEDURES**

Al-Falah Academy is committed to providing a safe environment for students, staff, and visitors. The school implements emergency plans and works to ensure the staff and students are well prepared.

### **K.1. School Emergencies**

The School has implemented emergency procedures for fires, tornadoes, gas leaks, bomb threats, intruders etc. A summary of the various emergency procedures are in the front office for review.

### **K.2. Student Health and Emergencies**

Parents/guardians are required to complete Emergency/Health Information forms, which provides information about medical issues such as allergies, requirements to administer prescription, parent emergency contact information, and permission for the school to transport the student to the nearest hospital and/or medical facility.

Al-Falah Academy shall designate a staff member to administer both prescription and nonprescription medications, if and only if, the parent provides the medication in the original packaging, labeled clearly with the child's name and directions for use. No common medications, such as headache remedies, cough drops, or antibiotic cream, will be administered to any child unless it is provided in accordance with these guidelines.

In case a student develops a non-emergency health issue, the school staff will attempt to contact the parent/guardian to inform them of the situation and discuss next steps. In case the student is ill and has the potential of spreading the illness to others, the staff will place the student in the front office until the parent makes arrangements to pick up the student.

In case a student develops an emergency health issue, the school staff shall first call 911 and then contact the student's parents. If unable to reach parent even after the arrival of Emergency medical personnel, the student will be taken to the nearest emergency facility.

If there is an outbreak of a communicable disease (i.e. lice, chicken pox, etc.), the parents will be contacted in writing either through Jupiter Grades or in a paper letter about the contact and steps needed to prevent the spread of the problem.

### **K.3. Healthy Lunch and Snacks**

Al-Falah Academy allows students to eat in the classroom at teacher-designated times (i.e. snack

time, lunch time). The foods students bring should be nutritious, easily accessible, and not distracting to the learning environment.

Parents/guardians are encouraged to donate healthy homemade food for approved celebrations, such as classroom Eid parties or celebrations of achievement. No sugary drinks or foods composed of empty calories are approved. Any meats or ingredients must be halal. Please follow the guidelines of the Food Pyramid below to guide your decisions of any approved food donations.

We work hard to ensure that students' minds and bodies are ready for learning each day. In addition to the hard work our teachers and staff do every day to prepare students for success in the classroom, we can also work to encourage healthy eating and physical activity, leading them to lifelong success. By helping them start healthy habits early in life, we can help reduce our children's' health risks and increase their chances for longer, more productive lives.

Parents/guardians should:

- Ensure all food sent to school for lunch, snack, or school/classroom celebrations promote healthy food choices.
- Ask your child's teacher what non-food or healthy rewards/incentives they are utilizing in the classroom.
- Become involved in planning school holiday parties that include games, crafts and healthy foods and beverages.
- Participate in brainstorming ideas for healthy, non-food focused fundraisers for the school.

To encourage your participation in this plan, attached to this letter you will find suggested food and beverages. Also note that students are discouraged from bringing in junk food items such as chips, candy, drinks, etc. to school for their lunch or snack.

As educators, caregivers and loved ones we all want the best for our students. Thank you for joining us in giving students healthy opportunities to celebrate important events and achievements.

Our goal is not to cut out all treats, but to make sure they are eaten in moderation and do not become the focus of daily meals and snacks. The list below provides healthy suggestions for your child's lunchbox.

#### Healthier Options

- 100% fruit juice or boxed milk
- Trail mix
- Apples with caramel dip
- Fruit or vegetables
- Popcorn (minimal salt and butter)
- Dried fruits
- Low-fat yogurt products
- Fruit leather
- String cheese
- Pretzel products

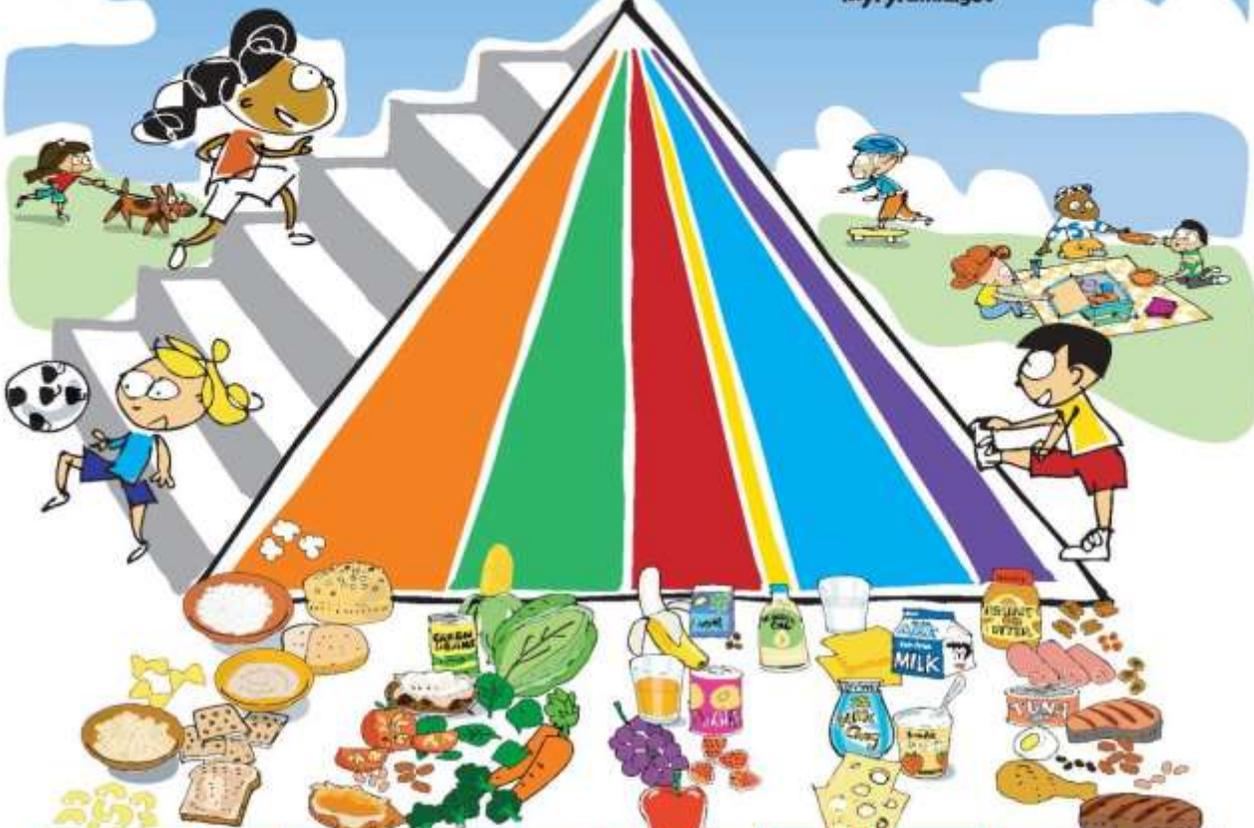
#### **Section K.4. An Allergy-safe environment**

Please provide up-to-date information about any food restrictions which your child may have. Please adhere to classroom restrictions on donated food items, to ensure the safety of the students. Students with food allergies are noted in JupiterGrades and in substitute teacher plans. Their medical needs are included in the Emergency Bag that each homeroom teacher maintains, and which is taken with the teacher whenever an emergency evacuation or drill takes place. Classrooms with students who are very sensitive to the presence of certain allergens will be designated an “allergen-free zone” and that allergen will not be permitted into the classroom, to the extent possible.

# MyPyramid For Kids

Eat Right. Exercise Have Fun.

MyPyramid.gov



Grains <i>Make half your grains whole</i>	Vegetables <i>Vary your veggies</i>	Fruits <i>Focus on fruits</i>	Milk <i>Get your calcium-rich foods</i>	Meat & Beans <i>Go lean with protein</i>
<p>Start smart with breakfast. Look for whole-grain cereals.</p> <p>Just because bread is brown doesn't mean it's whole-grain. Search the ingredients list to make sure the first word is "whole" (like "whole wheat").</p>	<p>Color your plate with all kinds of great-tasting veggies.</p> <p>What's green and orange and tastes good? Veggies! Go dark green with broccoli and spinach, or try orange ones like carrots and sweet potatoes.</p>	<p>Fruits are nature's treats – sweet and delicious.</p> <p>Go easy on juice and make sure it's 100%.</p>	<p>Move to the milk group to get your calcium. Calcium builds strong bones.</p> <p>Look at the carton or container to make sure your milk, yogurt, or cheese is lowfat or fat free.</p>	<p>Eat lean or lowfat meat, chicken, turkey, and fish. Ask for it baked, broiled, or grilled – not fried.</p> <p>It's nutty, but true. Nuts, seeds, peas, and beans are all great sources of protein, too.</p>

For an 1,800-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to [MyPyramid.gov](http://MyPyramid.gov)

**Eat 6 oz. every day:**  
*at least half should be whole*

**Eat 2 1/2 cups every day**

**Eat 1 1/2 cups every day**

**Get 3 cups every day:**  
*for kids ages 2 to 8, 1 1/2 cups*

**Eat 5 oz. every day**

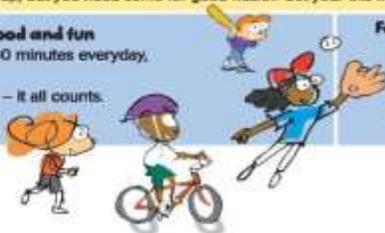
**Oils** Oils are not a food group, but you need some for good health. Get your oils from fish, nuts, and liquid oils such as corn oil, soybean oil, and canola oil.

**Find your balance between food and fun**

- Move more. Aim for at least 60 minutes everyday, or most days.
- Walk, dance, bike, rollerblade – it all counts. How great is that!

**Fats and sugars – know your limits**

- Get your fat facts and sugar smarts from the Nutrition Facts label.
- Limit solid fats as well as foods that contain them.
- Choose food and beverages low in added sugars and other caloric sweeteners.



US Department of Agriculture  
Food and Nutrition Assistance  
November 2008  
PH-833



USDA is an equal opportunity provider and employer.

## **L. SCHOOL CULTURE**

### **L.1. Earth Week**

While Earth Day should be Every Day, we dedicate a special week in April to set the tone for going green and keeping things clean. Allah (SWT) entrusted this beautiful Earth to us. We have an obligation to waste less and re-use more. During this week, each class will present ways to help reduce waste and re-use common items we normally throw away. Some school wide activities include, Spring Cleaning Yard Sale and Playground Beautification. Announcements will go out closer to the event.

### **L.2. In-class parties**

Any in-class parties must be approved in writing by the Principal or a designee. The plan should include purpose/goal, date/time and who/what will be provided at the in-class party, including food. Typically permission is given only in cases in which the members of a class achieved a certain milestone or high distinction, such as the completion of Noorani Qaida, the memorization of Juz 'Amma, or a classmate's or class members' achievement in an academic or sports competition. All classes participate in the designated school-wide Eid celebrations.

If any food is being arranged and if any student in the class has special health needs, the staff will take all necessary precautions to ensure the safety of such students, such as informing the parents of such students of the upcoming event as well as avoiding any food that can be harmful to the students.

### **L.3. Birthday Parties**

No birthday parties, obvious or discreet, will take place at AFA. While there is nothing wrong with recognizing the fact that a child has reached a certain age matched with greater responsibility, cakes, flowers, singing, gifts or any other symbols of celebration should not be permitted.

## **SECTION L. LIABILITY INSURANCE**

Al-Falah Academy carries liability insurance that covers the students, in case of personal injury.

In the event of any changes in coverage or cancellation of the above policy, Al-Falah Academy will inform the parents in writing.

## **SECTION M. NOTICES AND DISCLOSURE OF INFORMATION**

By Law Al-Falah Academy is required to inform you that we have posted notices, displayed in the front office:

- Licenses, certifications, and accreditations of the School
- Communicable disease chart
- Flowchart of authority
- Emergency plans
- Notice for identification of visitors
- Operational policies

## **SECTION N. FULL TEXT OF KEY DOCUMENTS**

### **N.1. AFA HONOR CODE**

#### **Al-Falah Academy Honor Code**

A true believer, one who is truly submitted to God, has many characteristics by which s/he can be identified. The most obvious of these noble characteristics are honesty of character and truthfulness of speech. Prophet Mohammad (saws) was a perfect example of honesty. Even before his Prophethood, he had earned the titles of *Al-Amin* (The Trustworthy) and *As-Sadiq* (The Truthful).

Students at Al-Falah Academy are taught that honor comes from excellent character. The best of mankind, our RasulAllah (saws) is the perfect example of such character, and he stated, in an authentic hadith:

Abdullah ibn Mas'ud reported: The Messenger of Allah, peace and blessings be upon him, said, "**You must be truthful.** Verily, truthfulness leads to righteousness and righteousness leads to Paradise. A man continues to be truthful and encourages honesty until he is recorded with Allah as truthful. And beware of falsehood. Verily, falsehood leads to wickedness and wickedness leads to the Hellfire. A man continues tell lies and encourages falsehood until he is recorded with Allah as a liar."

Source: Ṣaḥīḥ al-Bukhārī 5743, Ṣaḥīḥ Muslim 260

Honesty incorporates thoughts, words, actions, and relationships. God commands that a Muslim be honest: "**O you who believe! Fear God, and be with those who are true (in word and deeds).**" (Quran 9:119)

With this in mind, Al-Falah Academy has developed an Honor Code that is short, clear, and all-encompassing:

***I will not cheat, lie, steal, harm others, or tolerate those who do.***

#### **No Cheating**

On all major assignments and tests, students will sign this **Honor Pledge** printed on or written on the test:

***On my honor, I have neither given nor received unauthorized assistance on this work.***

This statement reminds students that the work must be their own; that they must not copy from others or cheat in any way—by concealing information or by taking information from other people, from answer keys, or from technological devices without permission of the teacher or school. This also reminds students of the unethical practice of plagiarism, taking the ideas, words, or information of others without citing the sources, or copying the words of others.

#### **No Lying or Stealing**

Students are reminded that all their actions are written in their Book of Deeds, and will be reviewed on the Day of Judgment by Allah SWT. The opportunity to admit one's sin and ask for forgiveness is here on Earth; if a student is caught lying or stealing, s/he should consider it a great blessing, because s/he is given the chance to accept his/her mistake and ask forgiveness. Allah is Ar-Rahman, the Most Merciful, and loves to forgive.

Abu Hurairah (May Allah be pleased with him) reported: Messenger of Allah (PBUH) said, "*By the One in Whose Hand my soul is, were you not to commit sins, Allah would replace you with a people who would commit sins and then seek forgiveness from Allah; and Allah would forgive them.*" [Muslim].

#### **No Harming Others, or Tolerating Those Who Harm Others**

Negative comments (cursing, mocking, name-calling, or verbal slurs about gender, ethnicity, race, or physical features) are all considered offenses. The Qur'an teaches us, "**O you who have believed, let not a people ridicule (another) people; perhaps they may be better than them...**" (Qur'an 49:11) Of course physical harm, or the threat of physical harm, is not permitted.

If we see or know that someone is being harmed in any way, we must report it to a school authority—a teacher, administrator, or another adult who is supervising students.

**We ask Allah SWT to bless our students with righteousness. Ameen!**

## **N.2. INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

Al-Falah Academy High School requires each student to purchase a chromebook. The chromebook is collected by our IT department, ideally before the beginning of the school year, to register it with our school network. The school network provides all its registered chromebooks with the digital texts, resources, and security software, along with identifying information of each chromebook owner. The chromebook is then provided an individual sticker with the student name and school logo, indicating it is a chromebook that is authorized to be in the building.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world. Students and staff have access to public libraries, museums, research institutions, government agencies, electronic mail, news, and much more. We believe that the Internet offers vast, diverse, and unique resources to students, teachers, and the community. Our goal in providing this service is to promote educational excellence through resource sharing, innovation, and communication. The Internet can enhance curriculum by providing collaborative learning environments, promoting higher-order thinking skills through real world problem solving, and serving as an effective communication tool.

This policy is a guide to ensuring the appropriate use as well as safety for all community members. While these technologies provide powerful learning opportunities, they must be used responsibly. We remind our students that even though there is some illusion of privacy in using a device away from the eyes of parents or teachers, it is important to keep in mind our core values that guide us, and the knowledge that Allah SWT is always watching us. This Acceptable Use Policy is intended to help guide and protect all of us so that we are accountable to Allah SWT.

### **Acceptable Use**

The use of the Internet must be for educational and research activities and be consistent with the educational objectives of Al-Falah Academy. All illegal activity such as transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening material, or any unacceptable or objectionable information, language, or images.

### **Security**

In order to protect students from misuses of the information service, filtering software (GoGuardian) that blocks objectionable sites is installed on the school network. Security precautions enhance the quality of instruction for the student, improve student achievement, and protect staff and student interests. Even though Al-Falah Academy has taken precautions to eliminate access to controversial materials, it is impossible to guarantee restriction of all inappropriate materials. It is the user's responsibility to utilize the Internet in an efficient, ethical and legal manner, as well as to immediately report all unacceptable behavior or site violations to Al-Falah faculty or staff.

Additionally, student chromebooks are networked with supervision software (NetSupport) that allows teachers to access and control the chromebooks of their students, in order to ensure students are working productively on classwork.

**Al-Falah Academy retains the right to monitor user data and internet access and check the contents of any electronic device brought onto the school's premises or at any official school event.** This statement covers (but is not limited to) the use of electronic devices owned by the school or by students that are brought onto the school's premises, or on field studies, camps, or other official school functions—including computers, laptops, tablets, digital video and music players, recording devices, chromebooks, mobile phones, and gaming devices.

Audits of any devices can be done by any staff member at any time on school premises or at official school events.

### **Privileges**

The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges as well as any school-based disciplinary consequence and/or legal action. The school administrators will deem what is inappropriate use of the Internet, and their decision is final. Also, the administration, faculty, and staff of Al-Falah Academy may request a school administrator to deny, revoke, or suspend the Internet privileges of a student or group of students.

### **Sanctions**

Each violation will be evaluated on a case-by-case basis.

- Confiscation of the device for a defined period
- Withdrawal of the privilege to use electronic devices in the school
- Penalties removing the student from the group temporarily, such as detention and suspension, with severe violations leading up to permanent expulsion from the school
- Law enforcement officials may need to be involved in extreme matters

### **IT policy on malfunctioning chromebooks**

High school students must report a malfunctioning chromebook to the Al-Falah Technology Specialist, so we may diagnose and repair it if this is possible. Simple repairs made by Al-Falah Academy are free, but may require the purchase of replacement parts, in which case we notify the parents for payment before proceeding to attempt to repair. For more complex repairs or in case a repair is impossible, parents must be notified by the student to act immediately to repair via commercial vendor or to replace the device.

During the repair period, students may borrow an Al-Falah-authorized loaner chromebook. This loaner has the security software installed, and is thus permitted for use in the school. Loaners are given ONLY for one week, unless written verification from the repair vendor demonstrates need for extra time. **An unauthorized personal device may not be used as a loaner.**

### **E-mail**

High School users will have access to a school-managed email account during the time they are enrolled at Al-Falah Academy. Students may use this email to communicate with parents, teachers, classmates,

experts, and friends around the globe. An email address with the suffix @alfalahacademy.com will be provided to each student. This address is to be used for all school-related business. A student's private account should not be used for school assignments. Students are responsible for checking their school email regularly and often for messages from teachers or administrators. Users are reminded that electronic mail sent or received is not private. System operators have access to all electronic mail.

### **Be a Good Digital Citizen**

Accept the responsibility of using the internet in productive and socially responsible ways. The internet is not some new world in which anything goes, but rather a new dimension or extension of our existing society. In simple terms, this means that the values society has in place against such things as hate speech, bigotry, copyright violations, or verbal abuse remain intact. Likewise, values such as courtesy, kindness, and treating others with the same respect we wish to receive retain their importance in our online interactions.

### **Practice Netiquette (set of rules for acceptable behavior online)**

- **No Trespassing**
  - Do not touch another person's device unless invited by the owner
  - Do not play with, use, or change another person's user account
  - Do not access another person's files or resources
  - Only access areas of the network you have been given permission to access
  
- **No Hogging**
  - Do not take up bandwidth by downloading movies, music, pictures, or by playing online games not directly connected to your learning
  - Do not store movies, music, pictures, or files on the school network not connected to your learning
  - Refrain from downloading and installing programs to any school computer without receiving permission from the network administrator. This would include such items as music files, software demonstrations, upgrades, patches, plug-ins, etc.
  - Do not use your Internet access in a way that would interfere with others use or access. This includes, but is not limited to failing to log out appropriately, downloading large files at peak times, and printing large amounts of material from the Internet or electronic mail.
  
- **No Stealing or Vandalizing**
  - Do not download any illegal materials (e.g., pirated music or movies, copyrighted materials, or cracked software) or intellectual property that was not purchased by you or that you do not have the rights to use
  - Do not plagiarize, or present anybody else's work as your own
  - No spamming, hacking, hawking, or trolling
  - Do not forward or send any content not directly associated with your learning (e.g., advertisements, games, pictures)
  - Do not deliberately or negligently spread viruses, malware, or spyware
  - Do not run a business or seek to make profit using the school network
  
- **No Fooling Around**

- Do not play games at school, unless agreed to by staff
  - Do not access inappropriate websites (e.g., obscene, violent, etc.)
  - Do not chat online or play music or videos unless given permission by your teacher
  - Do not post or send any message, picture, sound, or video that is obscene, rude, harassing, or insulting to anyone.
  - Do not reveal your last name, personal address or phone number or those of other students.
  - Use appropriate language.
  - Do not take pictures or post pictures of others without asking their permission, and for legitimate academic purposes (e.g., it is OK to photograph the authors of a student project with their permission. It is NOT OK to post a photo of a classmate and comment on his or her looks).
  - Do not invite a non-school member into a chat or interaction with you or anyone else at the school.
  - Do not invite strangers to interact with you, nor respond to strangers if they contact you first. Report any breach of our safety “fence” to prevent any harm from strangers to any student or to the school.
- **No Cyberbullying**
    - Do not post mean messages, rumors, or embarrassing pictures of anyone.
    - Do not set up fake profiles intended to tease anyone.
    - Do not use obscene or abusive language; if you encounter such language, sign off and report it to an adult, so others are not exposed to bad language.
    - When a chat becomes inflamed with insults, accusations, or blaming, do not respond. Instead, sign off and, if necessary, handle the issue with a parent or school authority to resolve it. If someone sends you a mean message or insults you, notify an adult, such as your parent if you are at home, or a teacher, counselor, or administrator if you are at school.
    - Any staff member who observes students participating in such unlawful activity must report it as a discipline case. Students will be subject to appropriate discipline as defined in the school discipline policy.
    - Any negative student interactions that may have started online off the campus, yet have an adverse impact on any students or the school, will be subject to investigation. Any device may be examined for evidence of chats or other encounters that could be interpreted as insulting, obscene, harassing, or threatening, no matter if they originate on school grounds or off campus.
    - Al-Falah Academy reserves the right to discipline any student for actions taken off-campus if they adversely affect the safety or well-being of a student while in school.