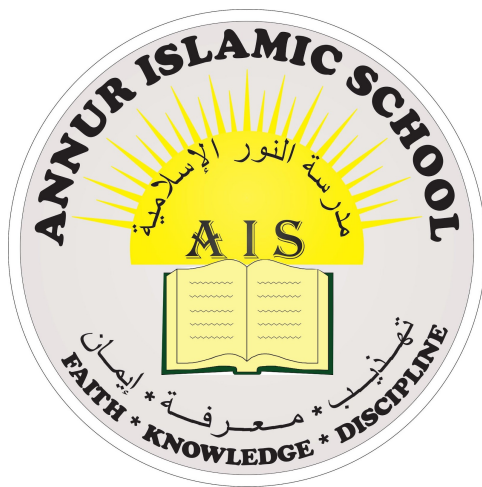


**Accredited School**



# **Annur Islamic School**

## **Parent & Student Handbook**

**2019-2020**

2195 Central Avenue  
Schenectady, NY 12304  
Phone: (518) 395-9866  
Fax: (518) 395-9867

[www.annurislamicschool.org](http://www.annurislamicschool.org)

### **Notice of Nondiscriminatory Policy**

AnNur Islamic School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to its students. It does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered activities and events.

*\* This Handbook may be revised at any time. School rules, regulations, and policies can be modified and updated any time the school administration deems necessary.*

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**Bismillahi ar-Rahmaan ar-Raheem  
In the Name of God, Most-Gracious, Most-Merciful**

## **Annur Islamic School Parent & Student Handbook**

### **Introduction, Motto & Mission**

#### **Introduction**

It is our hope that the Parent & Student Handbook will be a helpful tool and useful guide to the school policies and system of education at Annur Islamic School. Allah has blessed us with these bright children and our wonderful school. We look forward to embarking on this educational journey together: teachers, staff, administration, school board, parents, students and community members.

After reading this handbook, **all parents are required to sign the Handbook Agreement Contract on the last page and return it to school by the announced deadline.**

#### **Slogan**

**“Annur Islamic School, Home of Today’s Young Leaders.**

**The World in our Hands and Religion in our Hearts.”**

#### **Motto**

**Striving for Excellence** (*ihsaan*)

#### **Mission**

- To promote excellence in manners (*adab*) based on the teachings of Islam. Our goal is to establish pride in our students’ Muslim identities and teach them to live according to the Quran and Sunnah of Prophet Muhammad, *PBUH*.
- This includes taking on **responsibility** (to Allah through worship (*ibaadah*), and to fellow mankind through civic duty and community service), and **respecting** others (according to almighty Allah’s commands, SWT, and his prophet’s teachings, *PBUH*).
- To promote excellence in academic achievement, based on state standards, standardized testing and school/student character.

## **Basic Religious Belief**

- The school teaches “***the Oneness of God, that He doesn’t beget, nor He was begotten, and He is not like anything, and nothing like Him, there is none equal or comparable to Him.***” Teachers are expected to promote and not deviate from this conviction while teaching. Reinforcing performing the five pillars of Islam, and emphasizing that we are all Brothers and Sisters in Islam.

**School hours are 7:30 am to 3:30 PM Monday through Friday**

**School Office Phone: 518-395-9866**

## **GENERAL POLICIES**

### **Notice of Nondiscriminatory Policy**

The language of communication in the school is the English language only. Annur Islamic School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to its students. It does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered activities and events.

### **Screening Process**

All new students entering grades Pre-K – 12<sup>th</sup> must go through the following steps:

- Parent interview & review of the parent/student handbook
- Evaluation of prior transcripts (1<sup>st</sup> – 8<sup>th</sup>)
- Testing/Student interview (1<sup>st</sup> – 8<sup>th</sup>) **(for ELA and Mathematics)**
- Leveling tests are done for Arabic and Quran knowledge and skills for all students every year.

In an effort to avoid disservice to children, Annur cannot accept students with a history of academic difficulties and/or social, emotional, or behavioral challenges. All students are accepted on a conditional basis and will be on probation for 8 school session weeks. If your child has academic difficulties or social, emotional or behavioral challenges beyond our resources, they will be dismissed from the school. Students may also be dismissed from school based on parent/guardian conduct that is contrary to the policies outlined in our parent/student handbook. The probation period may be extended at the discretion of teachers and/or school administration. Parents will be notified of this extension in writing.

In addition to these admission requirements, parents must complete the application and enrollment process as outlined below:

### **Admissions**

**(Submission of an application does not necessarily guarantee a student's admission)**

Application packets must be filled out completely and submitted to the school office along with:

1. New student Application Form completely filled out
2. Yearly non-refundable application/registration,
3. Transcript Release form signed,

4. Copy of Birth Certificate (proof of age)
5. Current Immunization Record (children can not be enrolled if they do not meet the immunization requirements)
6. Signed Financial Agreement Contract
7. Recommendation Letter from Principal, Teacher, or Imam (if requested)

To determine eligibility for admission to Annur Islamic School, applications will be evaluated on the basis of its date, sibling status, new student testing results, previous school performance and/or recommendations, availability of Financial Scholarship, and oral and/or written examinations. Textbooks may be received late for students who are accepted for admission after May 16th of each school year.

After the appropriate screening and testing is done, the school will inform parents of the status of the application. Annur Islamic School has the right to **deny admission** to a student for any reason that the school considers not aligned with its goals and mission statement.

Students who are accepted for admission will be placed on a waiting list if the class is full. Students who are on the waiting list for **more than 6 months** may be required to be re-evaluated and submit updated academic records to maintain their admission, acceptance and waiting list status.

Children who are entering grades 1<sup>st</sup>-9<sup>th</sup> must have successfully completed the previous grade with a 3.00 GPA or 'B' average for entry into Annur Islamic School. Additional admission requirements exist for Pre-K, Kindergarten and 1<sup>st</sup> grade.

### **Additional Admission Requirements for Pre-K, Kindergarten and 1<sup>st</sup> Grade:**

#### **Pre-K enrollment September – December 31<sup>st</sup>**

- All Pre-K students **must be toilet trained** before they can enroll (Children needing pull-ups or diapers cannot be accepted). They must be able to use the bathroom with minimal assistance. The student must be able to express the need to use the bathroom. If they speak another language, please notify the teacher.
- Students must be 4 years of age by **December 31<sup>st</sup> of the academic year**.
- No exception is given to enroll any new student born after **December 31<sup>st</sup>**.

#### **Pre-K enrollment January – March 15<sup>th</sup>**

- All Pre-K students **must be toilet trained** before they can be enrolled (Children needing pull-ups or diapers cannot be accepted). They must be able to use the bathroom with minimal assistance. The student must be

able to express the need to use the bathroom. If they speak another language, please notify the teacher.

- Students must be 4 years of age to enroll in Pre-K.
- Only students who will turn 5 years old will qualify to attend KG.

### **Kindergarten**

- Students must be 5 years of age by **December 31<sup>st</sup> of the academic year**. Students are **not eligible for bus transportation if they are born after December 1<sup>st</sup>**, depending on what school district the students live in. Please contact your local school district transportation office. Annur School does not arrange for this service.
- Parents of students who turn 5 after December 1<sup>st</sup> may be required to purchase textbooks, depending on the school district in which they live. Most school districts are no longer providing textbooks for under age KG students.

### **1<sup>st</sup> Grade**

- Students who are under-age for 1<sup>st</sup> grade (will not turn 6 years old by December 31<sup>st</sup> of the academic year) and have NOT completed a KG program in a school will not be accepted into Annur Islamic School for the 1st grade (they may apply for admission into our KG program).
- Students who are under-age for 1<sup>st</sup> grade and HAVE completed a KG program must:
  1. Submit **all transcripts** detailing their progress and development
  2. Submit **a recommendation letter** from their KG teacher describing their academic, physical, and social development and progress
  3. Submit a signed agreement from the parents stating:
    - ❑ The student will be on **probation for 8 weeks**
    - ❑ The student's progress will be monitored during this time
    - ❑ A parent conference will be scheduled if the student's academic performance is not at grade level
    - ❑ The students who are not at grade level by the end of the 8 week probationary period will enter a lower grade (KG) at Annur Islamic School (if space is available)
    - ❑ Students with social, emotional, and/or behavioral problems will not be allowed to stay at school
  4. The agreement must be signed by the parent and submitted to the school before admission can be granted

## Withdrawal

Parents must notify the office when their child will no longer attend Annur Islamic School. When students move or transfer to another school, it is our legal responsibility to document this and transfer the students records. In addition, we may have students on a waiting list and would like to give another family the opportunity to attend Annur School.

Please follow the following procedure for student withdrawal:

1. Notify the office (not the teacher) at least **one month** in advance before the student's last day
2. Fill out a student withdrawal form indicating the school the student will be transferring to
3. Records requests/student release forms received from other schools will be considered as a formal withdrawal of the student from Annur Islamic School

## Dismissal

Once a child has been accepted as a student (applies to all new and returning students) at Annur and their probation period is over, the child may be asked to leave or expelled due to the following:

### Causes for Dismissal:

- **Student Misconduct:** Please see the School Discipline Policy section.
- **Parental Misconduct:** Please see the School Discipline Policy section.
- **Excessive Academic Need:** Annur has a limited amount of special education services at this time. If a student's teacher and/or school administration determines that your child has academic needs that are beyond the school resources, they will be required to transfer to another school for the upcoming year. In this case, parents will be notified by the end of the school year.
- **Parent Refusal for Evaluation/Remediation:** If it is recommended that a student is tested for special academic needs and the parent refuses consent, the student will be dismissed. Also, if the school offers support services and the parent refuses these services, the student will be dismissed. If parents arrange to provide private tutoring, documentation must be provided as proof. If this is not provided, the student will be dismissed. These actions will be taken to ensure that the student gets the evaluations and assistance necessary for them to succeed.



- **Excessive Social/Emotional Need:** Annur Islamic School offers regular counseling. This service will be provided if the teacher/administration determines that your child needs counseling to achieve success in school.
- **Excessive lateness/absence:** Please see the Student Attendance section.
  1. **Student Insubordination:** Many provocative challenging behavior including ignoring or defying reasonable instructions given by the teachers and/or staff.
  2. **Non-Payment:** Please see the Procedures for Late Tuition Collection section.
  3. **Parent Refusal to sign Handbook Agreement Contract and abide by the handbook policies.**

## **Returning Students**

In order to maintain up to date records, on a yearly basis, parents of students are required to complete and submit with the yearly registration fee, the Yearly Admission Update & Intent to Return and the Financial Agreement Contract. Please notify the office of any address or number changes during the school year.

## **Tuition (No Cash Please)**

### **Tuition/Fee Schedule 2019-2020**

Pre-K	Yearly Tuition	\$5000
KG – 4 <sup>th</sup>	Yearly Tuition	\$4750
5 <sup>th</sup> – 8 <sup>th</sup>	Yearly Tuition	\$4500
9 <sup>th</sup> – 12 <sup>th</sup>	Yearly Tuition	\$3750

Tuition may be paid in ten or twelve monthly payments. Ten monthly payments start on September 1st and end on June 1st. Twelve monthly payment start on September 1st and end on August 1st.

\*Monthly payment are not monthly tuition fees. Tuition fees are assessed at annual basis.

**Registration and Service fees are updated and listed on our website. <https://annurislamicschool.org/Home/Admissions>**

## Payment Policy

Submit tuition and other fees payable to Annur Islamic School with a personal check, bank check, or money order. Please do not send cash.

Other fees may be added at any time, when necessary.

## Payment Plans

The following rules are established for tuition payment/collection and must be complied with:

Student tuition is due by the 1<sup>st</sup> of each month, unless otherwise planned and approved by the Principal. With any returned check, a parent must pay in cash or money order.

There are four Payment Plans:

- **Yearly Payment Plan:** 1 payment: 10 months tuition paid in full in August; receive 5% discount \*
- **Half-Yearly Payment Plan:** 2 payments: 5 months of tuition paid in August and in January; receive 2.5% discount \*
- **Quarterly Payment Plan:** 4 payments; pay every 2 ½ months: Make payments in August, November, February, and April; receive 1% discount \*
- **Monthly Payment Plan:** 10 payments; pay by the 1<sup>st</sup> of each month. Parents should make a willed effort to pay the tuition by or before the due date. There is a grace period of 10 days. After the 10<sup>th</sup> of the month there will be a late charge of \$25.00 added to your total monthly fee. If tuition is paid in this grace period, no late charge will incur. At the beginning of the month a general tuition payment reminder letter will be sent home. All fees need to start by August until the month of May of the school year.

\* Students on Financial aid do not qualify for discounted payment plans

## Note

- Early withdrawal from school without legitimate reason or any period of non-attendance will not exempt your obligation in paying the full year's tuition (**see the Financial Agreement Contract in application packet**).
- Parents will be required to pay a fee for students who miss more than 7 consecutive days of school, for example, going on vacation, (**see attendance requirements in the Parent & Student Handbook**).
- Families who receive Financial Scholarship do not qualify for the above tuition percentage discounts.

## **Procedures for Late Tuition Collection**

1. If the tuition is not received by the last day of the grace period, a \$25 fine will be added to the total amount and a letter (mentioning this fine) will be sent home.
2. If tuition payments are delayed or not paid in full for more than two months, the student(s) may be sent home, and parents will be asked to meet with the financial officer for tuition payment advising. If parents fail to comply then they may be referred to a collection agency.
3. The student(s) will be allowed back in school when full tuition payments of past and current dues are paid, or with a written request from the financial officer that includes a payment plan that the FS (Financial Scholarship) committee has approved.
4. The failure to do as mentioned in #3 may result in the cancellation of the student's admission from school.
5. If a student is on extended leave due to sickness or special circumstance the tuition must still be paid at the due date for the full academic school year.
6. Report cards will not be distributed to the student(s) who owe tuition or other school fees, until the full payment is made.
7. Students will not be enrolled in the next academic school year until previous dues and other school fees are paid or a payment plan is set up **(refer to item #3)**.
8. Bounced check fee of \$35.00 and a late fee of \$25.00 will be added to the tuition; all fees need to be paid in cash. Checks will not be accepted after the first encounter of a bounced check.

## **Financial Scholarship**

### **Notice of Nondiscriminatory Policy**

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The following rules are established for Financial Scholarship and must be complied with:

- Submitting an Application for Financial Scholarship does not guarantee a Financial Scholarship award. Families must submit a new Financial Scholarship Application each school year.
- Returning Students: Submittal of application for Financial Scholarship will start from April 1<sup>st</sup> and end May 31<sup>st</sup> for the upcoming school year. All information requested in the application must be received with all supporting documents no later than May 31<sup>st</sup> to be considered for any Financial Scholarship award.
- New Students: Submittal of application for Financial Scholarship will start from April 1<sup>st</sup> and end July 1<sup>st</sup> for the upcoming school year. All information requested in the application must be received with all supporting documents no later than July 1<sup>st</sup> to be considered for any Financial Scholarship award.
- This application form and information on eligibility criteria can be obtained from the school office.
- The Financial Scholarship committee will notify the applicant's family by July 31<sup>st</sup> regarding Financial Scholarship awards.
- The applicant's guardian will sign the Financial Scholarship application. If Financial Scholarship is awarded, the applicant's guardian will sign a financial agreement contract, agreeing to follow regulations for the Financial Scholarship award, as well as tuition payment plans.
- After receiving Financial Scholarship the applicant's family must pay the remaining tuition regularly and by the due date.
- Applicant and family members must keep the Financial Scholarship award information completely confidential.
- Releasing confidential information details of your account should not be shared with others.

## Restrictions

- If the applicant's family fails to pay tuition **consecutively for two months** they will automatically lose the financial scholarship.
- If a student receiving financial scholarship **does not perform** at grade level, he/she will risk losing the Financial Scholarship award.
- If a student receiving financial scholarship displays **repetitive behavioral problems** and fails to rectify it after repeated warnings, he/she will risk losing the financial scholarship award.
- If the parents didn't fulfill their required school volunteer hours, they may lose their eligibility for financial scholarship for the next year.

## Required Materials

To maximize learning potential, it is important that students keep their materials organized. Students are required to have the materials their teacher has asked of them with them for each class. Students must always have their homework, textbooks, workbooks, notebooks/binders, writing utensils and other appropriate supplies.

Teachers may also require certain additional materials for particular classroom needs throughout the year (e.g. tri-fold story board for science fair projects).

Parents must make sure that their children have the appropriate supplies before the school year begins, and that they continue to have these supplies throughout the year. Helping children maintain organization of their supplies is very important. Parents and students must abide by following the school method for organizing and storing supplies.

## **Student Health & Information**

In order to protect the well-being of your child and other children, as well as maintaining a healthy learning environment, we require that children who are sick must remain at home. The school nurse's office is cramped for children to rest comfortably in.

The following guidelines are established for sick children:

- Parents may not bring any food or snack that contains peanuts/nuts products to the school.
- Children who are sick must be kept home.
- A child with a fever over 100° F or higher must stay home.
- Any child previously suffering from a fever must be fever-free for 24 hours before returning to school.
- Children with vomiting or diarrhea must not attend school.
- Parents will be required to pick up their child if they are sick.
- When parents cannot be reached, the emergency contact will be called. (Please remember to notify those that are listed for your child's emergency contact).
- Lengthy illnesses may require a doctor's permission to return to school. Please check with the office.
- School administration/staff are not responsible for treating accidents that occur elsewhere.
- If your child has occasional bladder control accidents, you need to inform the school office, and may want to send an extra pair of clothing in their book bag.

### **Communicable Disease**

If your child has a communicable disease such as lice, chicken pox, staph infection, strep throat, Coxsackie's virus, measles, mumps, tuberculosis, flu, etc., a parent must notify the school immediately.

Children with communicable diseases must stay home from school, until written approval from a physician is submitted. Annur School administration screens students for head lice a couple of times a year or as the need arises.

Usually students are screened at the beginning and in the middle of the school year. Notes will be sent home to inform parents. We work closely with the

New York State Department of Health and follow all guidelines established by the Department.

## **Emergencies**

If your child becomes ill or injured while at school, you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with persons to be contacted in lieu of parents. If there is a change in this emergency information, please notify the school immediately so that the records will be updated.

## **Immunizations\***

Public Health Law 2164 requires all students to be fully immunized before entering school. Evidence of required immunizations must be submitted at the time of registration. Acceptable proof includes a written certificate or record signed by a physician or a transcript from a previous school.

AIS nurse reviews all students' immunizations and health physicals to insure that all students are up to date. Per New York state law, students will be excluded if they do not meet the immunization requirements. This is applicable for all students (newly entering as well as returning students). Please contact Annur School administration for specific requirements.

\*Religious exemptions are no longer accepted by the NYS Department of Health.

## **Physical Examination**

Beginning 7/1/18 all New York State school students must have a health exam when they enter school as a new entrant and in Pre-K or Kindergarten and grades 1, 3, 5, 7, 9, and 11. These examinations must be completed on the approved NYSED Student Health Examination Form for School for the health exam. In recognition of a desirable health practice, the annual health examination by your family physician or pediatrician continues to be encouraged.

As you plan to have your child examined by your family physician, please have the physician record the findings of the examination on a form that can be obtained in the school office. The completed form signed by the provider (physician) should be returned to the school office. You may use physical forms provided by Annur School, your local school district, or your child's physician.

## **Health Screenings**

Our school nurse conducts vision, hearing and scoliosis screenings for all students in KG-9<sup>th</sup> grade each year. In addition, the nurse will also screen students in 5<sup>th</sup> – 9<sup>th</sup> grade for scoliosis if they have not had the screening on their physical form. Scoliosis screenings usually take place after January of each school year.

## **Food Allergies**

Please be advised that some of our students have serious food/nut allergies. Individual classes will be made aware of at the start of the year and parents will be asked to refrain from sending certain foods for snacks and lunches. Parents may be asked to administer the medication themselves in specific incidents.

## **Medication**

According to NY State Law, no medication, prescription or over-the-counter, can be administered in the school without a doctor's written permission. Please submit a doctor's written permission for all prescription medication. Prescription medication must have the student's name, date, name of medication and dosing information in the original prescription container.

Prescription medicine must be delivered and picked up by the parents or other responsible adult. Do not send medication with students' in their backpacks or with them on the bus. No medications will be administered if brought in by the student and will not be returned to the student. At the end of the school year, a parent/guardian will need to pick up their child's medication or it will be discarded.

Prescription and over-the-counter medication will not be administered by the school. Parents can administer the medication to their child in school.

## **Child Protective Services**

According to NY State Law, teachers and other school officials are mandated reporters in the case of suspected abuse. Abuse may include physical, emotional, sexual abuse, or negligence. If a school employee suspects any form of abuse, they will report it to Child Protective Services, who will investigate the claim. If your child has had a visible or serious physical injury, we recommend that you send a note to the office explaining what happened to the child.



## Dress Code & Appearance

### Expectations

- Uniforms help instill modesty, discipline, positive self-esteem, school pride, good hygiene and respect for authority. In addition, uniforms promote a professional, positive image of our students and our school.
- **Students are expected to be in a clean uniform everyday, including field trips and school-related events, such as performance, unless otherwise noted.** Parents, please take the time to check your child's uniform at home before the student comes to school.
- Upkeep of the uniform is the responsibility of the student and parents. We suggest that students have 3 or more uniform outfits. Keep in mind that many children have a growth spurt in the middle of the school year and it may be necessary to purchase a larger size uniform.
- Clean and ironed uniform, not torn or damaged is expected.
- In addition to clean neat uniforms, please help instill good general hygiene such as clipping nails, brushing teeth and washing face, combing hair, etc.
- Students are not allowed to attend school without meeting the dress code, and cannot participate in a PE class without their proper gym uniform.

### Uniform Policy

**Pre-K girls and boys:** There is no uniform requirement for Pre-K. Please make sure that no un-Islamic writings or pictures are on their children's clothes. No shorts for boys. Girls must wear shorts or pants under dresses and skirts.

#### **KG – 5<sup>th</sup> Grades Girls Uniform:**

1. Long sleeve maroon shirt
2. White plain hijab (covering hair at all times)\*
3. Pink checkered jumper with the AIS logo
4. Black pants
5. Grey or black shoes/sneakers and grey or black socks
6. AIS navy gym set with sneakers (on gym days)

\*Optional for KG-2nd

- **6<sup>th</sup> – 12<sup>th</sup> Grades Girls Uniform:**

1. White plain hijab (covering hair at all times)
2. Maroon long-sleeve shirt with AIS logo
3. Long navy blue skirt (**tight skirts are not acceptable**)
4. Grey or black shoes/sneakers
5. Grey or black socks
6. AIS navy gym set with sneakers (on gym days)

- **KG – 5<sup>th</sup> Grades Boys Uniform:**

1. Maroon long-sleeve shirt with AIS logo
2. Navy blue pants
3. grey or black shoes/sneakers
4. grey or black socks
5. AIS navy gym set with sneakers (on gym days)

- **6<sup>th</sup> – 12<sup>th</sup> Grades Boys Uniform:**

1. Maroon long-sleeve shirt with AIS logo
2. Khaki pants
3. grey or black shoes/sneakers
4. grey or black socks
5. AIS navy gym set with sneakers

## **Procedure and Consequences for Uniform Non-Compliance**

Daily uniform checks will be conducted by staff members supervising morning arrival, homeroom teachers each morning and by teachers and administration at any time of the day.

1. **First incident:** Any student not complying with the uniform policy will be given **a first warning** and a note will be sent via Hawkschool.

2. **Second incident:** Any student not complying with the uniform policy for a second time will be given a **second time warning**, a note will be sent via Hawkschool.
3. **Third incident:** Any student not complying with the uniform policy for a **third time he/she will not be allowed in class**. As a parent or guardian, you will be called and must either bring the proper uniform to school for your child or pick up your child immediately. A note will also be sent via Hawkschool.
4. **Further incidents:** Any student not complying with the uniform policy **after the third incident will not be allowed in class. Parents or guardians will be called to pick up their child immediately and to schedule a meeting with school administration**. A note will also be sent via Hawkschool. Your child will not be allowed back in school without meeting with school administration and without his/her appropriate uniform.

*\*\*\*On no uniform days we expect students to abide by modesty in wearing Islamic school clothing.*

### **Where to buy school uniforms?**

- Uniform can be ordered by:
  1. Visiting [landsend.com/school](https://landsend.com/school) (create an account under school code number 900156258)
  2. Or call 1-800-469-2222 (reference to school code number (900156258)).
- School and Gym Uniform is available at the local store B.Lodge & Company located at 75 N Pearl St, Albany, NY 12207

### **Hygiene**

School dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat. Students will be checked periodically for proper hygiene. **Cleanliness is half of our iman (faith).**

#### **Good hygiene consists of:**

- Special attention to clean uniforms and neat physical appearance on *Jumaa'* day. This is our special day of worship and also a day when our students are out in the community.
- Regular haircut for boys

- Regular bathing
- Proper cleansing of the face: nose, mouth, and eyes.
- Proper bathroom etiquette:
  - cleaning with water after using the bathroom
  - washing hands before leaving the bathroom
  - boys should sit down when using the bathroom
- Use of deodorant for students in grades 5-11 (bring an extra deodorant in backpacks for gym) Please note: spray deodorant and body sprays are not allowed.
- Regularly brushing teeth and/or using the *miswak*
- Clean and trimmed fingernails (nail polish and fake nails are not allowed)
- Changing socks daily and use of shoe powder if needed, (this is important particularly during *salah*)
- Regular laundering and pressing of uniform clothes (shirts and socks should be bleached regularly)
- Regular laundering of gym clothes
- Wearing shoes in the bathroom and removing them upon entering the praying area
- Maintaining *wudu* throughout the day

Parents will be called in for recurrent problems with hygiene.

1. **First incident:** Any student not maintaining good hygiene will be given a first **warning** and a note will be sent via Hawkschool.
2. **Second incident:** Any student not maintaining good hygiene for a second time will be given a second **warning**, a note will be sent via Hawkschool.
3. **Third incident: Any student not maintaining good hygiene for a third time will not be allowed in class.** As a parent or guardian, you will be called and must correct the hygiene issue in question or pick up your child immediately. A note will also be sent via Hawkschool.
4. **Further incidents:** Any student not maintaining good hygiene after the third incident will not be allowed in class. **Parents or guardians will be called to pick up their child immediately and to schedule a meeting with school administration.** A note will also be sent via

Hawkschool. Your child will not be allowed back in school without meeting with school administration.

## **STUDENT ATTENDANCE & SCHEDULE**

### **Attendance Requirements:**

Students are required to attend each day that school is in session. **Attendance records are legal documents.**

**If a student is absent for one or more days, he/she is required to bring a note from a parent/guardian, explaining the absence.** A note from a physician explaining the reason for the absence may also be required in the case of a prolonged illness. **Absent and late notes must be submitted to the office. A written note is required even if a parent calls the school or talks to a staff member.** A student may potentially not be promoted to the next grade level if he/she were absent more than 18 days from school.

### **Procedure for documenting students' absences and tardies:**

1. **First incident:** If a student returns to school without an absent note, **a reminder note will be sent via Hawkschool.** Student's tardiness or absence will be marked as unexcused.
2. **Second incident:** If a student does not bring in an absent note for a second time, **parents will be asked to bring in a note** and informed that the student may not return to school without a note.
3. **Third incident:** If a student does not bring in an absent note after the parent is contacted, **the student will not be allowed in class and the parents will be called to pick them up or bring in the absent note.**

### **Extended Vacation Policy:**

We do our best to make our school calendar in alignment with the local district(s)' calendar to allow for practical vacation planning for our parents. The calendar is available before the start of the school year in an attempt to help our parents plan for their family vacations in accordance to our days off.

For students who miss **more than 7 consecutive school days not to exceed 18 days** (for example, go on vacation when school is in session) the policy is as follows:

- **Teachers are not obligated to prepare any material ahead of time**
- **The student's grade may be impacted**
- **The school may recommend retention of the student in their current grade level**

Parents must take permission from the school for their students to be absent for an extended period of time and submit their payments. **The school can not be held responsible if a student has missed an extended amount of school days and fell academically behind. Parents are ultimately responsible for their child's education and attendance and must sign a disclaimer to that effect. Extended periods of absence may not exceed 18 days.**

Schools are required to maintain attendance records for each student. **If a student has missed 10% of the school days in a year (18 days out of the school year). The following consequences may be a result of excessive lateness/absence:**

- The student's grade may be impacted
- The student may fail the class(es)
- The student may be retained (i.e. held at the same grade level for the upcoming year)
- The student may be dismissed

**Please note:**

If the student arrives:

- 1- 8:00 to 8:10 they are tardy
- 2- 8:11 to 8:45 absent for 1st period
- 3- 8:46 to 9:30 absent for 1st and 2nd periods
- 4- after 9:30 absent for the day

If the student is leaves:

- 1- before 1:45 pm they are absent for the day
- 2- 1:50 to 2:30 they are absent for the last two periods
- 3- after 2:30 pm absent for last period

Every four tardies is equivalent to one day absence.

Every 3 one period absences is equivalent to one day absence

Every 2 two period absences is equivalent to one day absence

three periods absence in one day is marked as one day absence

## Daily Schedule

7:30 - 7:45 AM: 2<sup>nd</sup> - 12<sup>th</sup> grade student arrival- students line up for assembly - (Pre-k, KG and 1st report to classroom)

### 7:45 AM: Assembly Starts

7:55 AM: Students 1<sup>st</sup> - 11<sup>th</sup> proceed to class with their teacher

### 8:00 AM: Classes Begin

1:15 - 1:25 PM: Wudu period

1:25 - 1:40 PM: Dhuhur salaah

1:45 PM: Classes resume

3:25 PM: Prepare for dismissal

### 3:30 PM: Dismissal - Bus/Parent-Pickup

## Tardiness

The most crucial minutes of any class are the first 15 minutes; therefore, we expect all students to be in class and ready to learn by 8:00 AM.

- KG-11th grade students must arrive at school between 7:30 - 7:45 AM.
- Students in grades 1<sup>st</sup> - 11<sup>th</sup> grade must line up in the hall upon arrival.
- Pre-K and KG may report to classes upon arrival.
- Students are not allowed in the classroom without a teacher.
- Students arriving before 7:30 AM cannot be properly supervised and will not be allowed into the school until 7:30 AM. The exception to this is if your child's bus arrives early.
- **Students arriving between 8:00 and 8:10 AM will be considered late/tardy.** A tardy student must be checked in by a parent at the office.

- Students will be required to complete any work missed as a result of tardiness. Excessive tardiness will require a conference with teachers and administration.
- A student arriving late with a valid written excuse will be considered an **excused tardy**. A student arriving late without a valid written excuse will be considered as an unexcused tardy. A written note, submitted to the office, is required upon check in.
- **The school doors close at 8:00 AM. Dropping students off at the front and driving away is not allowed. Parents must come in and sign their child(ren) in. Students must get a late pass before going to class.**
- A student arriving after 8:10 AM will be marked absent for their first period. Missing 3 periods in a day will result in marking the student as absent for the day
- Any student who arrives at school after 8:10 am for three consecutive days will remain in the office till 8:45 on the fourth day and miss the whole of the first period.

**The following consequences may be a result of excessive lateness/absence:**

- The student's grade may be impacted
- The student may fail the class(es)
- The student may be retained (i.e. held at the same grade level for the upcoming year)
- The student may be dismissed

Parents must park their car and come into the school to sign in their children. A valid excuse consists of a doctor's note with the timings of the appointment or a note from a parent/guardian explaining the emergency that caused the late arrival. AIS Administration will then determine whether the cause of being late was a true emergency or if it will be counted towards an excused or unexcused tardy. When a bus brings students late, students on the bus will not be counted tardy.

**Parents may not pick up their children before the dismissal time unless it is an emergency or a scheduled doctor or dentist appointment. Early pick up may cause the student to be marked as absent for the missed class or the day (In the case of three missed classes).**

**A note for Pre-k Parents:**

Although there is some flexibility in the arrival time, maintaining attendance records is required for Pre-k. If you are late or pick up early, you must sign in at the office and if absent; submit absent note to the office.



## School Closings and Snow Delays

During the winter months, school may be closed or there may be a one or two hour delay.

School closings and delays will be posted on all the local TV stations (6, 8, 9, 10, & 13) and on the Internet at [www.schoolclosings.com](http://www.schoolclosings.com) **by 6 AM**. We recommend checking more than one TV station. Some stations may have a delay in the posting system. First, watch the posting for Annur Islamic School to see what our school has decided to do. Then, if your child rides a bus, check that bus district. Your child's bus district may have a different announcement.

If our school is delayed and your child's district is closed, you will not have transportation. During a one hour delay, school will open at 8:30 am and classes will start at 9:00 AM. During a two hour delay, school will open at 9:30 AM and classes will start at 10:00 AM.

If inclement weather begins during the school day, we may have to close early. In the case of early dismissal, some bus districts may dismiss early and some may not. Parents are encouraged to pick up students early if the weather is not safe to travel. Please watch the local news or call the school if the weather worsens throughout the school day.

## Bus Transportation

Bus transportation is scheduled and coordinated through each student's local school district. Most school districts in our area provide transportation to Annur, with the exception of Albany, Cohoes, Rensselaer, and Watervliet. Currently, 10 school districts provide bus service to Annur: Bethlehem, Guilderland, Menands, Niskayuna, North Colonie, Schenectady, Shenendahowa, South Colonie, and Troy. If you are unsure about your area, please call your local school district transportation office to ask.

New students are eligible to apply for transportation at any time during the school year. Returning students are required to submit new transportation request forms by **April 1<sup>st</sup>** of each school year for the upcoming school year. Some of the school districts provide Annur with the transportation request forms and we pass them out in February and March to students and families. Some other school districts mail the transportation request forms directly to the families who currently receive services or any new students that request a form. **All transportation request forms are to be returned to each student's local school district, NOT to Annur Islamic School.**

## **A special note for KG bus students:**

At Annur School, we allow students to enter Kindergarten if they turn 5 by December 31<sup>st</sup>. Public schools require students to be 5 by December 1<sup>st</sup>. Kindergarten **students who turn 5 after December 1<sup>st</sup> may NOT be eligible for bus transportation.** Please check with your child's school district to determine what their policy is.

Each individual school district has their school calendar. Contact your local bus transportation office for a bus/school calendar. We do our best to coordinate with the various districts, but on occasion there will be no bus for your child's school district while there is school for Annur students. It is the parents' responsibility to review your child's bus calendar and school district calendar in which you reside. It is also the parents' responsibility to establish good communication with your child's bus driver and transportation office. Any questions regarding pick-up/drop-off times go through the district transportation office.

## **Bus Discipline Policy**

Annur Administration and school bus drivers work very closely to ensure that students practice safe bus behavior and good manners. Student bus discipline will be handled by Annur Administration and the bus driver.

When students misbehave on the bus, it causes unnecessary safety risks. The bus driver cannot concentrate on the road while stopping to discipline students. It is also very disappointing if our Muslim children are not respecting adults and authorities.

Since we are not able to be there on the bus with children, we will implement a school policy, similar to other school districts, which will address unacceptable bus behavior. The number one priority is the safety of students on the bus. Students may have assigned seats on the bus as a preventive safety measure.

## **Unacceptable Bus Behavior**

- Getting up and out of seat/assigned seat
- Taking off the seatbelt
- Disrespecting the bus driver
- Hurtful words or actions toward other students on the bus
- Loud disruptive behavior
- Any physical and verbal abuse to others

**\*Any action that compromises the safety of anyone on the bus will not be tolerated.**

Bus drivers will inform the school office of any student behavior incidents through the following: \* Written Report \* Verbal Report

The following procedures will be followed:

### **First Incident:**

A warning note will be issued.

### **Second Incident:**

Parents are notified. This is notification of the problem and a reminder that this is a final warning. Also, the student will miss a privilege such as recess or gym.

### **Third incident:**

Student will be suspended from the bus for 3 days. Parents will be responsible for transporting their child on these days. If the child is absent, it will count as an unexcused absence. If the student is suspended more than two times during the school year, they will receive a permanent suspension from the bus for the remainder of the school year.

### **REMEMBER!**

***Bus service is a privilege. Many of the parents have no such service. Please talk with your children about the importance of good behavior on the bus. Keep regular contact with your child's bus driver.***

## Parent Pick-up

Students not riding the bus are referred to as “parent pick-up.” Students in parent pick-up are dismissed at the side glass entrance, overlooking the parking lot. **Only the front entrance must be used during the day.** However it is reserved for bus dismissal from 3:30 PM -3:45 PM. Please do not use the front entrance at dismissal. Use the parking lot to avoid being blocked in by the buses.

### The following procedure will be followed for parent pick-up:

- **If your child normally rides the bus, call the school office to request a student go to parent pick-up by 2:30 PM.**
- Students must be picked-up between 3:30 - 3:45 PM
- **For the safety of the students from 1st-4th, parents must pick-up their children in person at the side door.** Students will not be allowed to walk to the car by themselves. Students in middle and high school, 5<sup>th</sup>- 11<sup>th</sup>, will be allowed to walk themselves and their younger siblings to the car.
- **Parents and older siblings:** Ensure that all students walk, do not run, in the parking lot. Please use the sidewalk whenever possible.
- Parents who use the playground after school, please make sure that your children do not run in the parking lot.
- **Parents Drivers:** Please **use extra caution when entering and leaving the parking lot. It is a very busy time and extra awareness and patience is needed.**
- **After 3:45 PM all remaining students will wait for parent pick-up in the office. Parents will need to sign-out their children in the office.**
- **Parents with more than 3 late pick-ups per grading quarter will be charged a fine according to the following scale.** Most teachers have responsibilities after and outside of school.
  - **Fines for late Parent Pick-Up:**
    - 10 minutes late \$2.00
    - 10 + minutes late \$5.00 and conference with administration
    - Late fees must be paid at the time of being late when picking up your child.

# **STUDENT EVALUATION**

## **Student Assessment**

Students will be taught and assessed using a variety of methods. Throughout the year, students will be given class work, labs, activities, projects, reports, etc. Their quarterly grades will be based on participation, class work, homework, tests, projects, papers, presentations, and effort.

- Students in 3<sup>rd</sup> grade will take the NYS exam in ELA and Math.
- Students in 4<sup>th</sup> grade will take state exams in ELA, Math, and Science.
- Students in 5<sup>th</sup> grade will take the NYS exam in ELA and Math.
- Students in 6<sup>th</sup> grade will take the NYS exam in ELA and Math.
- Students in 7<sup>th</sup> grade will take the NYS exam in ELA and Math.
- Students in 8<sup>th</sup> grade will take the NYS exams in ELA, Math, and Science.
- Students in High School will take various Regents exams and SAT tests. All students will be asked to pay for repeated tests.

## **Homework**

- It is expected of students to submit their completed homework, projects, and other assignments promptly on the day it is due and at the start of the class period.
- If an assignment is turned in after the deadline, it may or may not be accepted and with or without a penalty according to the classroom homework policy.
- Repeated failure in turning in assignments on time may lead to failing grades, parent-teacher conferences, and/or other consequences as deemed appropriate by the teacher and administration. Classroom homework guidelines and policies will be decided by each subject teacher.

## **Recommendations for Parents:**

**Parents play an essential role in facilitating their children's learning by helping with their homework and academic success.** The following are suggestions for helping with homework and helping your child succeed:

- Set aside a quiet place for your child to do homework.
- Schedule a regular time for homework to be done every day.
- Spend time reading with your child and provide a place for your child's books.
- Check back packs on a daily basis.
- Review your child's homework and sign their planner.
- Listen to your child and ask about lessons they have learned from school.
- Monitor and/or cut down on time spent on television, video games, computer, and phone time.
- Visit the library and select books based on your child's interest such as hobbies, sports, crafts, etc. as well as their reading level.
- Give praise to God and compliment your child's desire to learn.
- Volunteering at Annur is greatly appreciated. There are always opportunities--just ask the office.
- Attend the parent-teacher conference to pick up your child's quarterly progress report and discuss your child's progress with his/her teachers. Participating in your child's academic success is an important reflection of the value you put on your child and his/her education. Children whose parents/guardians participate in their schoolwork and academic success perform better in school.

## **Progress Reports**

Progress reports will be given out at the end of each of the 4 quarters. They will contain grade averages for each class performance and social skills assessment. **It is mandatory for parents to attend a parent-teacher conference at Annur School for the 1<sup>st</sup> and 2<sup>nd</sup> quarters (see the school calendar). All parents must attend a parent-teacher conference to receive their child's progress report.** Parents or teachers can ask for conferences on as-needed basis throughout the year.

## **Retention (Repeating the same grade level in the following year)**

A student may be retained for either of the following reasons:

- Missing 10% or more of the school days in one academic year. The school year is in session for 180 days. Therefore, 18 or more days of **unexcused** absences may warrant retention.
- Having an overall failing grade average in major subjects of ELA and Math. If the **grade average of the four quarters** is less than 65%.
- Receiving recommendations of retention from the ELA and Math teachers due to the student lacking the basic skills needed for the next grade level.

Parents of students who are at risk of retention will be notified, before the beginning of the fourth quarter.

LEFT BLANK ON PURPOSE

**Retention Recommendations**

**Teacher:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

- ( ) Student is not recommended for promotion.
- ( ) Student is promoted due to parent refusal of retention.

**Explanation for student’s promotion / retention decision:**

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**Further Action recommended**

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_____	_____	_____	_____
Principal’s Signature	Date	Parent’s Signature	Date



## **Graduation Ceremony Policy:**

All students are expected to:

1. Be in school UNIFORM (with the exceptions of grades KG, 5<sup>th</sup>, and 8<sup>th</sup> who will wear graduation cap and gown)
2. Be at the graduation site at least half an hour early.
3. Students pay to keep the cap and gown - (girls pay to keep the Hijab too)

**Any student who comes late, or after the ceremony starts, or doesn't wear school uniform, or cap and gown, will NOT be allowed to participate in the graduation ceremony!**

## **Curriculum & Related Policy**

### **Course of Study**

**(Principal must approve of parents visiting classrooms by parents. Parents may not stay more than 15 minutes in any class period).**

Students at Annur will study a curriculum that focuses on Islamic character that will make them productive citizens and strong believers. Each grade level will have a unique course of study that is adapted to New York State curriculum and academic standards, cognitive ability, level of Islamic understanding, and developmental abilities. All subjects will be taught from an Islamic perspective, helping children build connections between their deen, their studies, and their everyday lives. Students in all grades will study English Language Arts, Mathematics, Science, Social Studies, Islamic principles (ranging from basic Islamic concepts to Islamic history), Quran memorization (includes reading and meaning in higher levels), Arabic Language, Physical Education, and arts. Focus throughout all subjects will be made on cooperation and working together, helping others, having a positive attitude and maintaining good behavior and manners consistent with the Quran and Sunnah.

Occasionally, questionable content may come up in literature/textbooks used in class. These books may touch on subjects such as birthdays, music, pigs, dancing, relationships, etc. We feel that it is important not to shelter children from these subjects, but use them as a teaching opportunity instead. We can ask the question “How do we feel about this as Muslims?” Teachers/administration will determine what grade level appropriate is. If you have any questions about the content being taught, please contact the teacher.

## **Policy for Movies in Classes**

Occasionally, movies may be used for educational/teaching purposes or for celebrations, or as free time fillers. Educational movies may be used across all the curriculum subjects. It is required that all students watch educational movies that are being used to supplement the curriculum. If you do not want your child to watch a specific movie, please write a formal letter to the teacher requesting this.

## **Music Policy**

At Annur Islamic School, we use music (nasheed) to teach, in the remembrance of Allah (SWT) and for Eid celebrations. We especially use music to reinforce academic concepts. It is required in the lower elementary grades, Pre-k through 3<sup>rd</sup>. Students benefit spiritually, emotionally, mentally and physically from participating in these songs in class. String instruments are not to be used.

On occasion, some of our students participate in vocal concerts and concerts using percussion instruments. Our students also sing nasheeds at our End of the Year Ceremony and Graduation. If you do not want your child participating in concerts or to use percussion instruments, please send a formal letter to the teacher requesting this.

## **Field Trip Policy**

At Annur, we feel that first hand experience is a vital part of the learning process. This is the reason we take field trips. Field trips are often used to enhance curriculum. **All students in all grades will attend educational field trips.**

“Fun” field trips, which may occur throughout the year, are not required. We do recommend that students attend these as well, as it teaches them to interact with others and gives students an opportunity to represent Islam outside the school.

If children have been having behavioral problems prior to the trip, the student may not be able to attend or their parents may be asked to accompany them.

Volunteers or chaperons on field trips should not bring their home kids, who do not attend our school, as this will hinder their prime duty of focusing on the school kids. Parents who drive on field trips must present a copy of their license and their insurance card to the school office.

## **Birthday Policy**

We do not celebrate birthdays at Annur School. For this reason, students may not bring and pass out cakes, cupcakes, or other sweets on their birthday except during snack or lunchtime. If food is brought to pass out, make sure that there is no mention of the student’s birthday. Students are not allowed to hand out birthday party invitations to students at school.

## **Food Policy**

No food or snack may be brought to school which contains peanuts/nuts products. All must have either of the following mark: U – UD – UL – K – KOSHER – KD. No food is allowed in school if it contains ham, lard, sausage, bacon, pork, or gelatin. Please advise us if you have any other restrictions for your kids’ diet.

## **Jewelry Policy**

No student is allowed to wear any jewelry in the school on regular school days. No pierced nose, lip, tongue, check, eyebrow, etc... are allowed in school as well.

# CODE OF CONDUCT

## System of Discipline

Students must respect and honor the code of conduct and the rules of the school and classroom at all times while they are in school or at any school-sponsored activities, on school or off school property. Teachers and administrators have the right to assign detention and recommend suspension (in-school and out-of-school), and expulsion for any student who does not follow the code of conduct. Every student is financially accountable for any loss, destruction, breakage, and/or ruining the school property. Safety hazard infractions have a zero tolerance.

- **Loss of Privileges** includes loss of recess, field trips, computer use or similar activities.
- **Detention** may consist of time away from activities and other students during their lunch/recess. In addition, the student may also be assigned simple cleaning duties.
- **In-School Suspension** consists of removing the student from the classroom or activity and placing him/her in a separate area where he/she will be required to sit quietly. In addition, the student **may also be assigned simple “classroom duties.”** The student may or may not be given class work and/or homework to complete during his/her time in ISS at the discretion of the teacher/administration. However, the student is required to make up any missed work in a timely manner.
- **Out-of-School Suspension** consists of removing the student from the classroom and sending him/her home or not allowing him/her to be in school for an assigned amount of time. The student will be required to make up any missed work in a timely manner in order to keep up with the material covered in class. However, each day under suspension will be considered an **unexcused absence**; therefore, the student will not receive grades for the missed work. Each suspension can be a maximum of 5 days. Students may be suspended up to 3 times in a school year before expulsion is required.
- **Expulsion** consists of removing the student from the school for the remainder of the school year, after which he/she cannot be accepted in the following year.
- **Important Note:** If there is a threat to the student themselves, other students, or a staff member or if the child attempts to run away from the school property, staff members have the right to physically restrain a child.

This is for the protection of all the parties involved. Otherwise, neither the administration nor the teachers are allowed to administer corporal punishment for any violation. Teachers/Administration will not hit, pull, push, withhold food or compromise the health & well-being of the child as a punishment.

## **Behavior Expectations from Students**

In accordance with its mission statement, Annur Islamic School would like to uphold the highest standards of behavior in terms of *adab and akhlaq*. As parents and as teachers, we must work as a team to help our children learn and succeed in all aspects of life.

**The purpose of our discipline policy is to ensure a safe, positive learning environment, while taking into consideration the behavioral development of each child. The aim of disciplinary measures is to help students learn from their mistakes, especially if the behavior of the child disrupts the learning environment, endangers other children, or jeopardizes the integrity of the school.**

## **Unacceptable Behavior and Its Consequences**

Misbehavior will be grouped into two categories, including minor and major offenses. The procedure and consequences for each of these may differ according to frequency and intensity, as outlined below. (Flexibility may be shown in accordance to the developmental level of the child and their understanding of the seriousness of the offense.)

### **Procedure & consequence of any violation to the code of conduct**

- 1- The teacher or staff member who witnessed the incident will immediately fill out an incident/injury report form.
- 2- The student(s) involved will be requested to fill out a reflection form explaining the incident and stating if the action is right or wrong and if wrong explain how to fix it.
- 3- The two forms will be submitted to the counselor in charge of elementary grades (1st-4th) or middle & high school grades (5th-11th).

4- The counselor will conduct a thorough investigation with the parties involved and will decide on the proper consequence based on the nature/level of the violation.

**In Case of Minor Offenses:** Parents will be notified. The Islamic Studies teacher will be notified and the student will lose points from the Akhlaq portion of their grade based on the level of violation (5 points for each violation).

**In Case of Major Offenses:** the case will be raised to the principal, parents will be called in and the student will be subject to suspension for a number of days depending on the level of involvement in the case of violation. The Islamic Studies teacher will be notified and the student could lose up to 30 points of the Akhlaq grade in the report card.

**Expulsion from School:** Three suspensions in one school year will result in expulsion of the student from the school.

**Minor offenses:** include but are not limited to:

- **Leaving the classroom/assigned area:** Students may not leave the classroom, playground, or other school area without permission of the teacher.
- **Breaking area rules:** This includes any disruptive behavior that is inappropriate for the given area. This may include: disrupting class, loitering in the restroom, chewing gum or eating without permission, minor conflicts between students, misbehaving during salah, and Improper manners on the bus.
- **Unsafe behavior:** Students may not run through the halls, throw objects, slide down the stair railing, or use excessive rough play.
- **Academic dishonesty:** This includes cheating on class work, tests, or homework, plagiarism, using another person's password without permission, or copying the work of another student.

- **Trespassing:** No student is allowed to use the elevator, back stairs, computers or any area off limits to students without permission. Using items off a teachers/staff desk without permission is also considered trespassing.
- **Stealing:** Taking something without permission from school, students, or staff members.
- **Vandalism:** Breaking, causing harm or defacing school property or the property of others will not be allowed. Graffiti is also considered vandalism. This includes: writing/carving on desks, walls or other school property.
- **Bringing inappropriate materials:** Unless given permission, students may not bring toys or their home electronic equipment to school. Unacceptable items include but are not limited to: hats, jewelry, make-up, heels, chewing gum, video game systems/games, card games, iPods, music CDs/tapes, dolls, toys, music players, laser pens, laser pointers, headphones and **cell phones**. These items will be confiscated by teachers or administration if brought to school.

**Major Offenses:** include but are not limited to:

- **Religious disrespect:** Students may not disrespect the Quran, religious texts or any aspect of Islam.
- **Obscenity:** Students may not look at any obscene or profane websites or pictures, in any media form. This includes any websites that promote hateful/violent behavior toward others. Students are also not allowed to use profanity.
- **Verbal abuse:** Students are expected to beautify their speech with remembrance of Allah (SWT) and refrain from all foul/hurtful language. Serious or persistent verbal or written statements (including emails/notes), vulgarity, and abusive language (that demeans others based on religion, gender, ethnicity, disability, or learning ability) will not be accepted.
- **Dishonesty:** Students are expected to be honest at all times, with school staff and other students.

- **Disobedience/Disrespect:** Students may not refuse to obey or behave disrespectfully toward students, teachers, and school personnel.
- **Verbal assault:** No student shall direct toward any person within the school any language, sign, or act with constitutes a threat of force or violence. Spreading rumors and bullying will not be tolerated.
- **Inappropriate male/female interaction:** Students are expected to follow the Islamic teachings in appropriate male/female interactions.
- **Fighting:** No student shall cause or attempt to cause any physical injury to any person. Students may not pinch, kick, punch, scratch, fight, wrestle, trip, push, bite, or spit at another child.
  - **Self defense:** A student who is attacked may use **reasonable** force in self-defense but **only in the extent to get free from the attack and notify school personnel**. Any student who exceeds reasonable force will be disciplined, even if someone else had provoked them.
- **False fire alarms:** A child may not pull the fire alarm unless it is a real emergency. False alarms may cause injury, are disrespectful to local law authorities and are against the law.
- **Bullying:** Bullying is unwanted, aggressive (direct or indirect) behavior (physical and/or verbal) among school aged children that involves a real or perceived power imbalance.
- **Other major offenses:** bringing improper material to school, writing improper notes, or getting involved in improper conversations about adult related subjects.

**Immediate Expulsion:** If a student commits any of the following, they will receive immediate expulsion from the school.

- **Possession of a weapon or dangerous instruments:** No student shall possess, handle, or transmit any weapon or any object that could inflict harm on others. These include but are not limited to: firearms, knives, slingshots, firecrackers, or sharp pointed instruments (other than school supplies).
- **Assault on a school employee:** In Islam, respect for elders and people of authority is very important. Any student who threatens or tries



to injure any school employee will be immediately dismissed from the school.

**Special note on hats:** Hats may not be worn in the school.

**Special note on cell phones:** Cell phones will be allowed based on the following conditions:

- The students need to use the phone to contact their parents after school
- All cell phones must be surrendered at the office upon arrival to the school and will be picked up at dismissal time.

**\*Any confiscated items, no matter what its value is or who they belong to, will be kept in the office. The items will be returned to the student on the last day of school.**

### **Important note about the right to search**

School personnel are charged with the responsibility of maintaining the safety, cleanliness, and well-being of students in their care. Staff may regularly inspect student lockers, desks and book bags to maintain cleanliness and safety.

Whenever possible, a search will be conducted with the student present and/or with another staff member as witness.

### **Grievance and Conflict Resolution Procedure**

Throughout the school year, problems and misunderstandings may occur between students, parents, teachers and administration. It is vital to maintain good communication between all four parties. The following procedure should be followed in order for all parties involved to feel respected and heard, and for the conflict to be resolved in a quick and precise manner.

**Step 1:** Parent email to schedule a conference with the teacher. (Teachers cannot hold conferences with you in the classroom when students are present, in the

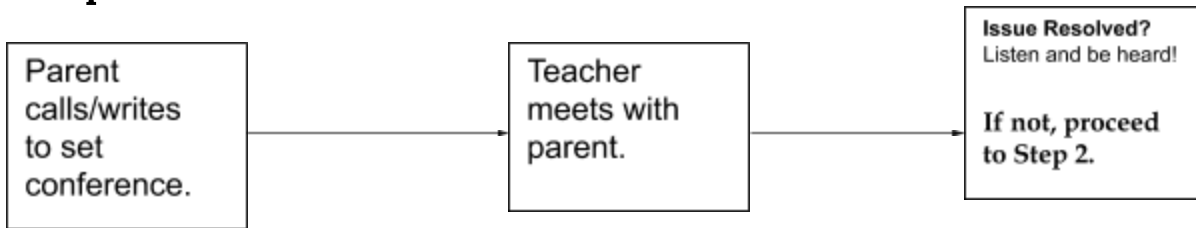
hallway or at functions outside of school.) If you are not satisfied with the results of this meeting, proceed to step 2.

**Step 2:** Email the principal to schedule a conference between yourself, the teacher, and the principal. The principal will schedule the time and date of the conference. Please allow 3-5 days for the conference unless it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of the meeting, go to step 3.

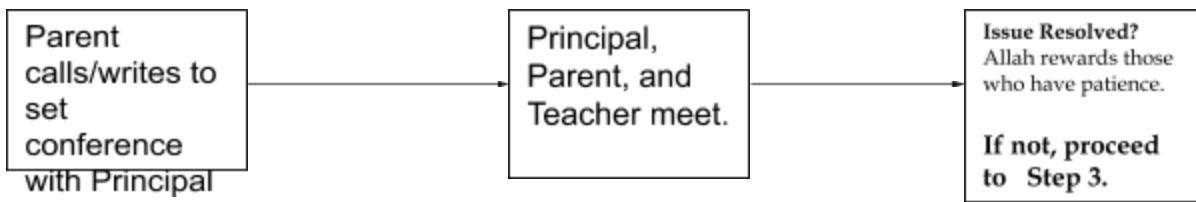
**Step 3: You may not take this step unless you have met with the principal and discussed the issue with him/her.** If you are not satisfied you may send a letter or an email to the school board at **annur\_board@annurislamicsschool.org**. Please include your concerns and results from the previous two meetings. A school board member will respond by email or phone, in 7-10 days or sooner, if it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of this correspondence, proceed to step 4.

**Step 4:** Request a face-to-face meeting with the school board. You may do this by sending an email to **annur\_board@annurislamicsschool.org**. You obtaining up-to-date emails of school board members from the school office at any time.

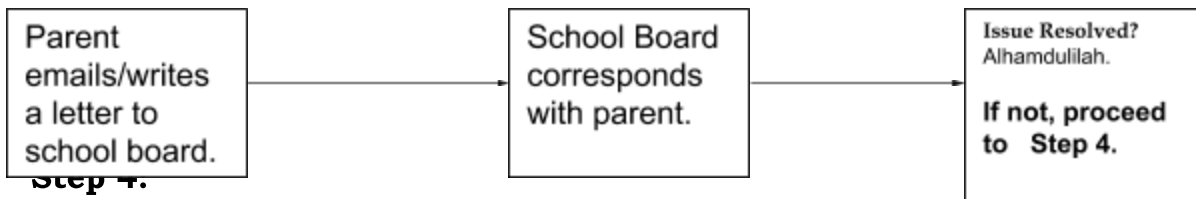
**Step 1:**



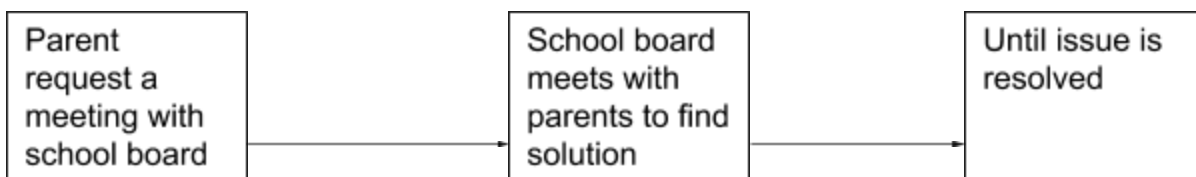
**Step 2:**



**Step 3:**



**Step 4:**



## Student Responsibilities

At Annur Islamic School, students will be expected to model the best akhlaq and adab. At Annur, instead of only abiding by rules and regulations, students will take ownership in upholding responsibilities to maintain the highest standards of manners (akhlaq) and politeness (*adab*).

### Student in School Responsibilities

Throughout the school day, the following responsibilities will be observed:

- Begin every act with **bismillah**.
- **Treat others as you would want to be treated. If you do not have anything nice to say, do not say anything at all.** No name-calling, bullying, arguments, fighting or treating others unfairly.
- **Spread the salam.** The first one to give the greeting of “*As salaamu alaikum*” is rewarded highly. According to the sunnah of Rasullulah (SAW), it is an obligation to return the salam.
- **Do actions in a perfect manner. The path to learning is the path to Paradise.** Homework, projects, and classwork, and other assignments must be completed on time and to the best of your ability. Homework, projects, classwork and other assignments as well as behavior and effort are part of your grade.
- **Respect parents, elders, teachers, and school staff members.** Students should show an understanding that those who impart knowledge on them deserve respect.

### Student responsibilities during lunch:

For most grades, lunch and recess are combined.

During lunch, the following responsibilities will be observed:

- Recite *dua'a* before eating and drinking
- Soda is not allowed.
- No food sharing. This is due to students who have food allergies and to be respectful to families that eat only *zabiha* meat.
- Refrain from certain foods if requested to do so by Annur administration or teacher.
- Students are not allowed to use the microwave and teachers are not allowed to heat up student lunches, except Pre-k and KG students.
- Sit while eating and drinking
- Chew and swallow before speaking
- Recite *dua'a* when you are finished eating
- After eating, clean up your area and make sure there is no garbage on the floor or table near or around you
- Push in your chair
- Keep your lunch boxes in the proper area
- Students must finish eating their lunch completely before being dismissed for recess
- Absolutely NO eating or drinking during recess
- Students who chronically forget their lunch or parents who consistently do not send lunch with their children will be called by Annur Islamic School administration and will be required to bring the student's lunch to school.

## **Student responsibilities during salat in school**

During *dhur* salat, the following responsibilities will be observed:

- Dress in neat and clean uniform, especially socks
- Have correct wudu
- Make intention for salat
- Maintain good behavior

- Recite du'a together after salat for the sake of reward
- Dismiss in an orderly, quiet fashion following teacher instructions

(Refer to the Uniform Policy and the Student Code of Conduct for consequences of not following the above responsibilities)

## **Student Responsibilities during Salatul Jumua'**

During Salatul Jumua', the following responsibilities will be observed:

- Perform wudu before going to Salatul Jumua'.
- While walking to Salatul Jumu'ah, make dua'a for/say salaam on Rasulullah sallallahu 'alayhi wa sallam.
- Dress in neat and clean uniform.
- Sit quietly with your assigned group. Children are not allowed to go to their parents without teacher permission. We also ask that parents do not ask their student to take care of younger siblings during the prayer. Jumua' is part of the student's learning experience. This also distracts your child's classmates.
- Listen to the Imam attentively: No notebooks allowed.
- **After salaah, students sit quietly on the rug until their teacher calls them to line up.**
- Quietly walk back to school in a straight line with the teacher. Running, screaming, and playing during this time are not allowed.
- Students are not allowed to buy food at Jumua' food sale.
- Students cannot leave home with their parents after the salat from the mosque. They need to return with their teachers to school.

## **Computer Use**

The following guidelines will be followed for computer use:

- Students may not eat or drink when using the computer.
- No student will be allowed to have access to the computer password.

- Students **must ask permission** to use the computers.
- A staff member must log students in for computer use.
- Students are not allowed to change the computer settings.
- A student may have their computer privileges revoked for computer misuse.
- Students are not allowed to check/send email.
- Students are not allowed to save and retrieve class projects from email (**NO EXCEPTIONS!**)
- Whenever possible class projects must be printed at home.

## **MIDDLE & HIGH SCHOOL**

For students in middle and high school, all of the above stated regulations apply along with additional expectations and rules explained below. As students of these grade levels, there will be greater expectations placed upon them in terms of akhlaaq (manners) and adab (politeness).

### **Transition to Adulthood**

- This progression to middle school will be one of growth, development, and change for your child as well as you, the parent. Parents must be prepared to help their children transition from childhood to young adulthood
- Your children, our students, will be going through many physical, emotional and spiritual changes. Please discuss any concerns that may come up during the school year with the teachers and administration. We need to develop a strong partnership and open communication.
- Annur staff, parents and students will rely on the Quran and sunnah to help guide our children into conscious, educated and responsible young adults, Insha'Allah.

### **Hygiene**

As students become teenagers, their hygiene becomes more significant. Parents should make sure that their children:

- Take regular showers
- Wear deodorant

- Wash their clothes regularly, especially after physical activity
- Wear clean socks
- Make proper wudu
- Maintain wudu throughout the day
- Wear clothing that fits them modestly

(Please refer to the Hygiene and Uniform Policy for more details)

### **Academic Expectations**

Annur follows the New York State Curriculum for its academic subjects. Therefore, it must be noted that at the middle school level, the curricula are more advanced and require greater effort, focus, and discipline for classwork and homework. Keep in mind: our students take 3 extra academic subjects (Quran, Arabic language, and Islamic studies) compared to their fellow students in other schools. This adds to the weight of student's academic responsibilities.

### **Facts about MIDDLE & HIGH SCHOOL:**

- Students will have a lot more homework than past years. Be prepared to give them more time, more help, and more support.
- The work will be more demanding and difficult.
- Students will have more projects; hence, they will need additional project supplies throughout the year.
- Students will need to go more to the library for references and research.
- Students will need to meet outside the school to work on projects. Parents need to arrange for their rides.
- It is the duty of the student to check with classmates or the teacher about assigned homework in the event of absence or lateness.
- Homework that is not presented neatly may be refused or the student may be asked to redo the assignment.

### **Competitions & Special Projects**

Alhamdulillah, in the past few years, Annur has had great success in different competitions/projects such as Intel Science Fair, National History Day, Spelling Bee, Storytelling, etc. For students at the middle school level, there will be

greater opportunities as well as greater expectations for participation in these types of events. Some of these events take months of preparation. Please note that some of these events may require out-of-town travel for students and teachers. In addition, students will need extra materials to carry out these projects. Additional information will be provided during the school year.

## **Discipline**

Our middle and high school students are leaders in the school. We expect them to serve as role models for younger students. Two issues unique to middle school are:

**Bullying:** Any mistreatment, threatening, rumor spreading, embezzling money, and hurting of other students is unacceptable. Students will have serious consequences if they bully or intimidate others. (Refer to the Code of Conduct for more information.)

**Inappropriate male/female interaction:** Students are expected to follow the Islamic teachings in male/female relationships. Misconduct in this area will be treated as a major offense as out-lined in the Code of Conduct. A first time offense is punishable with 3 days in-school suspension; while a second offense is punishable by complete expulsion from school, with no readmission in the following year.

## **PARENTAL & COMMUNITY INVOLVEMENT**

### **Parental Attendance & Participation**

It is important for student success as well as school success that parents and family members become involved in school events. It helps students in terms of their morale, motivation, dedication to hard work, and their desire to strive for their goals. It also creates a community culture where education is valued at school and at home. Therefore, parental attendance and participation is strongly recommended.

### **Parent Orientation**

All parents and students are required to attend the Parent Orientation each year. At this time, the handbook will be presented and policies explained. Please note that each year there are changes to certain policies and other new policies are introduced. Parents who are not able to attend because of a legitimate excuse must notify the administration.



## **Parent/Teacher Conferences**

Parents are required to attend parent/teacher conferences for **the 1<sup>st</sup> and 2<sup>nd</sup> quarters**. At this time, teachers will discuss student's progress and grades. If a parent does not attend the conference, progress reports will be withheld and must be picked up from the office.

## **Additional conferences may be requested by teacher or parent**

If a teacher or parent feels the need to schedule additional conferences for grades, behavior, or any other issue of concern, it can be done at anytime. Parents who request a conference should email the teacher. Teachers who would like to request a conference will contact parents directly by email, phone call, or note.

## **Family Support Meeting**

Parents are required to attend this meeting when it is requested by the administration, The meeting may include administrators, teachers, an imam, or any other person needed (e.g. specialist, etc.). Issues of special concern will be discussed and any needed intervention will be implemented.

## **Annur School Girls Spiritual Night**

Older female students have the opportunity to spend the night at the masjid during Ramadan, or at any relevant time if Ramadan is over, so that to participate in a special program in the Remembrance and Worship of Allah. Parent chaperones are needed to help make this a rewarding experience.

## **Annur School Science Fair**

All AIS students, especially Middle School (M.S.) students, will participate in the school sponsored science fair, before advancing to the Intel Science Fair. Opportunities to view student projects will be available after the results are posted.

## **Intel Science Fair**

Please support our middle school students participating in this highly respected academic event. Opportunities to view student projects will be available.

## **History Day**

Please support our middle school students participating in this highly respected academic event. Opportunities to view student projects will be available.

## **Storytelling Circle**

Several students a year participate in this wonderful program that involves sharing cultural stories with students of various faiths.

## **Annur School Annual Fundraiser**

Parents and students are encouraged to attend this program as it is the main fundraising event for the school. The participation and support of our families is much needed and greatly appreciated.

## **Annual Graduation Ceremony**

5th, 8th and High School Senior students and their families are highly encouraged to attend this program. Graduating Students will be recognized for academic achievements and character.

## **Parent-Teacher Organization (PTO) & Volunteers**

Any parent of an enrolled student may join the Parent-Teacher Organization (PTO), which is elected, on a yearly basis, to help the school in whatever its administration needs.

Members of the community not related to students may become volunteers at the school after school administration approval, but they may not become PTO officers. **Volunteers need to sign an agreement before getting involved in any activities.** PTO bylaws endorsed by the school administration must be followed.

Activities that the PTO and volunteers can help out with, include but are not limited to:

- Assist in small fundraising projects
- Daily school hot lunch sales provided by licensed vendors.
- Jumaa Food sale
- Attending the school store weekly
- Assist in organizing school activities (school fundraising dinner, graduation ceremony, etc.)
- Helping at dismissal time
- Assist in classroom activities as determined by the teachers.
- Helping staff with projects and field trips as determined by the teachers
- Special events like Eid
- End of the year celebration
- Cleaning, maintenance, and general upkeep of the school
- School Iftar event
- Spiritual Night
- Gardening and planting
- Tutoring ( Principal's approval is required)
- Assisting with school clubs as needed

### **Parent Committees:**

Since schools depend on help from dedicated volunteers, parent committees may be formed if the PTO does not exist in the school, or if it is unable to perform its duties. These committees are task oriented and they work according to the needs prescribed by the principal. These committees are temporary and they do not exist after they finish their assigned task.

\*This Handbook may be revised at any time. School rules, regulations, and policies can be changed and/or updated at any time the school administration deem necessary.

## **Parents' roles in helping children studying at home**

Families are essential. It is important for parents and guardians to stay involved by communicating with teachers, attending parent conferences, and regularly reviewing homework assignments, tests, quizzes, and progress reports and. All of these things and more provide the support students need to maintain their commitment to, and passion for learning during their early years of intellectual, social and physical growth.

When families and schools believe, students achieve. Students need to hear the same critical message from home and school: Education is the key to future success. Lower and middle grade levels are the ideal opportunity to repeatedly revisit and reestablish the importance of high academic expectations for your child and develop effective routines for home study. Here are some suggestions for helping your child maximize his or her academic success:

### **1) Finding the right place and time to study at home**

- Identify a place in your home where your child can do homework and study away from the TV, phone and other distractions.
- Prioritize homework and home study. Ask family members to respect your child's need for uninterrupted study time.
- Help your child set and adhere to a consistent schedule for homework and home study.

### **2) Helping your child stay organized**

- Help your child organize his/her book bag and notebooks. Some children misplace their homework assignments and therefore cannot hand them in for credit or correction.
- Check your child's assignment notebook. Make sure he or she is writing down every assignment. Check with the teacher if your child says, "We don't have any homework." Some teachers provide homework details on Web pages.
- Make sure you know when major tests will be given and help your child to prepare in advance. The "night before a test or an assignment is due" is not a good time to begin studying. It is an ideal time for reviewing

information and concepts that your child already has learned and practiced.

### **3) Helping your child if he/she feels overwhelmed**

- If your child feels overwhelmed by an assignment or by homework in general, help him or her to set smaller goals. For example:
  - Complete assignments that seem easier first
  - Divide study time into smaller chunks (15-30 minutes) followed by a short break or snack
  - Do as much as possible on a hard assignment rather than giving up
  - Write down specific questions to ask the teacher
- Encourage your child to identify “study buddies” who are a positive influence.
- Insist that your child attend tutoring if he or she is experiencing difficulty with course work.

### **4) Keeping a positive attitude**

- Praise is important. Make sure your child knows that his or her accomplishments at each step of the way are noticed and appreciated. Experiencing success is the best way to ensure future success.
- Get to know your child’s teachers.
- Review progress reports and report cards.
- You and your child’s teacher are a team. You know your child’s needs, personality and history best. Your child’s teacher is a trained observer of academic skills and learning styles. When parents/guardians and teachers share relevant information and plan together, children benefit from more focused attention to their needs.
- Ask questions and/or request a teacher conference if you feel your child needs additional support. Don’t wait for a problem or a low grade; maintain good communication with your child’s teacher all the time.

In the name of Allah, Most Gracious, Most Merciful

## AnNur Islamic School

**All parents are required to sign the Handbook Agreement Contract.**

**Please complete and sign the Handbook Agreement Contract below.**

**AnNur Islamic School**  
**Parent/Student Handbook Agreement Contract**  
20\_\_ - 20\_\_

I have received a copy of the 2019-2020 Parent and Student Handbook. I have read and understand the parental commitments stated in the Handbook and I agree to comply with them.

Parent Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This agreement is entered into on date of \_\_\_\_\_, 20\_\_ by and between Annur Islamic School and the above named parent. By signing the Parent/Student Handbook the following student(s) will be accepted to Annur Islamic School for the 2019-2020 school year.

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_