

In the name of Allah, the most Gracious, the most Merciful



GUIDEBOOK
FOR HIGH SCHOOL AND MIDDLE SCHOOL
STUDENTS AND PARENTS

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*This Parent/Student Handbook Supercedes All Previous Handbooks and Policies
Updated: August 1, 2009*



Allah is the light of heavens and earth

ومن لم يجعل الله له نوراً فما له من نور
 “Who Allah does not give light has no light”

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***Asalaamu Alaikum wa Rahmatullah wa
Barakatuh Dear Parents and Students,***

Al-Noor Academy welcomes you and wishes you a very productive academic year. This booklet contains information about the school and answers the frequently asked questions for middle and high school students. This booklet, updated on August 1, 2009 for the 2009-2010 Academic Year, replaces any previous policies or handbooks.

Please carefully read to the Academic and the Discipline Policies.

Please pay special attention to the requirements of the dual enrollment program.

*The school's website will be updated regularly. If you have any question that is not addressed in this booklet please email:
ana@anahs.org and principal@anahs.org*

Jazakum Allah Khair,
Al-Noor Academy

FOUNDATION:

Al-Noor Academy was established as an educational non-profit institution in September 2000. We are licensed with the Massachusetts Department of Education and official candidate for accreditation through the New England Association of Schools and Colleges (NEASC). Al-Noor Academy teaches a rigorous and demanding curriculum in all subjects taught in Massachusetts Public Schools in addition to Islam, Quran, and Arabic studies. Students have the opportunity to understand core and religious courses in the context of their Muslim American identity.

The Academy is committed to providing young men and women with a quality education in an Islamic environment. The school is dedicated to maintaining academic and social standards well above other private and public schools in the area. The primary objective of the Academy is to provide the community with intelligent and wise youth who have a solid Muslim character and identity. Our education program goes beyond instruction in academics; it is a complete program designed to teach Islamic values, the Islamic way of life, and to encourage positive character building.

NON-DISCRIMINATORY POLICY:

The Academy admits students of any race, color, and national/ethnic origin. All students have availability to the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Al Noor Academy does not discriminate on the basis of race, color, national and ethnic origin in our educational policies, admissions, scholarship/loan programs, athletic programs, and other school-administered programs.

The Academy employs competent staff to carry out the mission of the school and does not discriminate on the basis of race, color, religion, or national/ethnic origin in administration of our policies for employment, appointment, re-appointment, and promotion.

MISSION:

Our mission is to provide an education that is rooted in Islamic faith and ideals that draw upon the noblest Islamic traditions of *'Ilm*¹, *'Ibadah*², *'Ihsan*³ and *'adl*⁴, and that seeks to inculcate these values in our students.

The curriculum, system of discipline, and leisure activities at the Academy combine the knowledge and practice of Islam with the best training in the sciences, humanities and business, so that our students can grow up to be conscientious Muslims who follow *sira'at-al-mustaqeem*⁵; while also aspiring to the highest goals in the vocations they choose.

VISION:

The objectives of the academic programs are to form skilled and discerning minds that are equipped with logical scientific reasoning, trained in basic skills, full of creativity, and prepared for life-long learning. The Academy makes students proud of achievements by the Muslim scholars in the fields of humanities and sciences and encourages them to excel in their education to advance the mission of their ancestors by contributing to modern day academia.

The Academy provides a fertile environment for maximum social, emotional, physical and academic development of each child according to the values of Islam and challenges students to reach their maximum human potential. The Academy guides the children to lead decent contemporary lives, enrich their families, serve their community, tolerate differences, think critically, promote collaboration and respect others. School activities help the children develop individual talent, self-esteem and leadership characteristics and offer an outlet for demonstrating creativity. The entire school community provides high learning standards preparing students to live in a complex, technological and multi-cultural society as proud practicing Muslims.

OBJECTIVES:

Our educational efforts are aimed at shaping the minds and hearts of our students according to the teachings of the Holy Qur'an and the blessed Prophet Muhammad. Towards this end, students are introduced by stages to the Holy Qur'an, *Hadith*⁶, *Seerah*⁷, *Fiqh*⁸, the lives of the *Sahabah*⁹, and the lives of the greatest religious, scholarly and historical figures from Islamic history. In addition, all students learn to perform their *salat*¹⁰ in *jama'ah*¹¹.

The teaching of Arabic is an integral part of the curriculum at the Academy. It opens pathways to a deeper understanding of the Holy Qur'an, creates a deeper sense of community amongst Muslims in the United States, and strengthens the spiritual bonds within the Muslim *Ummah*¹².

Our commitment to an Islamic education complements and strengthens our resolve to provide the best education to our students in mathematics, sciences, languages, humanities and business. We are committed to creating a curriculum that maintains an appropriate balance amongst its different components, uses the best resources, texts and tools available, and draws upon the most effective teaching methods. We seek to create in our students, a love of learning, a spirit of inquiry, and a habit of reflection, so that their education can help them to explore the myriad *ayaats*¹³ of Allah in the universe and within themselves.

The teachers and school staff are custodians of our students. Therefore, we consider it imperative that they combine the highest proficiency in their fields of knowledge with the character and outlook that the Academy seeks to create in our children.

Islam teaches us to distinguish between *haq*¹⁴ and *batil*¹⁵, between *halal*¹⁶ and *haram*¹⁷, but at the same time, urges tolerance towards those who practice other faiths. We teach our students to learn to interact effectively with people who follow other faiths, to tolerate differences of opinion within their own community, and to keep their minds receptive to knowledge from all sources.

6. The recreational activities at the Academy also reflect Islamic values and traditions. Students are taught recitation of the Qur'an and Islamic visual arts, including calligraphy.

Glossary of Arabic words:

1. *'ilm*: knowledge that embraces worldly and spiritual phenomena
2. *'ibadah*: ordering all aspects of ones life as different forms of worship of Allah
3. *'ihsan*: worship Allah as if you see Him, for if you do not see Him, He does
4. *'adl*: justice and proportion in all relations, as willed by Allah
5. *siraat-al-mustaqeem*: the straight path
6. *Hadith*: Saying and traditions of the blessed Prophet
7. *Seerah*: Biography of the blessed Prophet
8. *Fiqh*: the study of laws derived from the Qur'an and Hadith
9. *Sahaba*: the companions of the blessed Prophet Muhammad
10. *Salat*: the prescribed prayers of Islam
11. *Jama'ah*: collectively
12. *Ummah*: the community of Muslims
13. *Ayaat*: signs in the universe and ourselves by which we recognize the glory of Allah
14. *Haq*: the truth.
15. *batil*: falsehoods
16. *Halal*: things and actions that are permissible under Islamic law
17. *Haram*: things and actions that are prohibited under Islamic law

ORGANIZATIONAL STRUCTURE

THE BOARD OF TRUSTEES AND THE SCHOOL COMMITTEE:

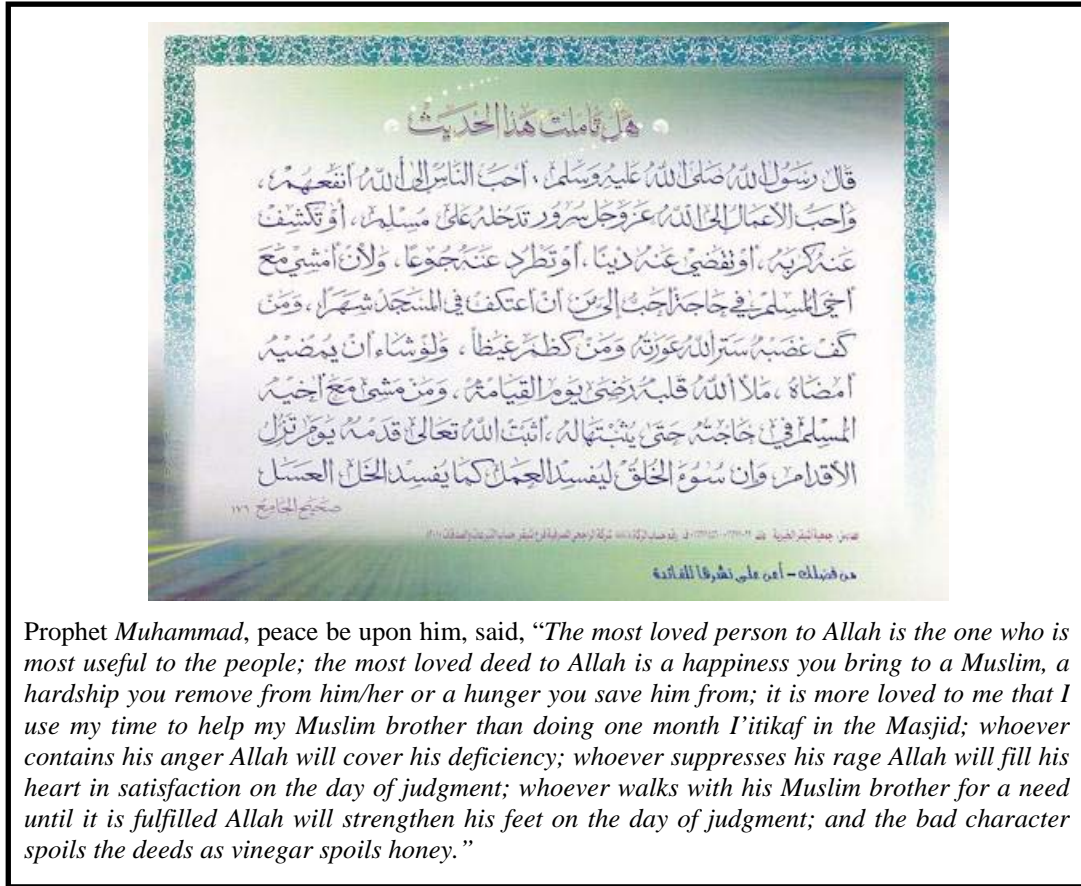
The affairs of the corporation are supervised and managed by its BOARD OF TRUSTEES. The Board of Trustees provides the long-term goals, vision, and objectives of the school. As the school grows and its activities expand the Board of Trustees may appoint a school committee that includes members from the Board of Trustees, individuals from the community with special skills and members representatives of parents and staff.

THE SCHOOL SUB-COMMITTEES:

The school committee forms specialized sub-committees, from the community or the school staff, to address the different activities of the school as needed. The following subcommittees may be formed:

- Curriculum Sub-Committee (CSC): This subcommittee develops and improves curricula and monitors academic progress of students. The members of this subcommittee have a special interest/experience in developing and improving curricula.
- Religion and Arabic Curriculum Sub-Committee (RACSC): This subcommittee studies the religion and Arabic curriculum and assesses the teachers of these subjects.
- Publication Sub-Committee (PSC): This subcommittee writes manuals (for parents and students, for teachers and for volunteers), brochures about the school for public relation and fundraising purposes, and newsletters (monthly, quarterly or semiannually) about the school for the community. Members of this subcommittee have writing skills in English and/or Arabic.
- Staff Sub-Committee (SSC): This subcommittee is charged of recruitment, interview, visitation, evaluation, promotion, demotion, appointment, re-appointment and continuous education of teachers. Members of this subcommittee should have skills/knowledge in education and experience in recruitment and evaluation of employees. The Principal and the Superintendent are members in this sub-committee.
- Fundraising Sub-Committee (FRSC): This subcommittee makes plans to raise funds to finance the deficit of the school year and the future expansion of the school. Members of this subcommittee are recruited from parents, teachers and ICNE members.

- Transportation Sub-Committee (TSC): This subcommittee studies the transportation options (carpools and public transportation) for each student and advises the parents for the best transportation solution for a particular student.
- Maintenance Sub-Committee (MSC): This subcommittee will develop short and intermediate term plans for the ANA and propose minor/major modification of the building to fit the immediate needs of the ANA (example: fencing, bathrooms, library, entrance, etc.). Members of this subcommittee should have knowledge about building, such as being an architect or having experience about building alteration).
- Finance Sub-Committee (FSC): This subcommittee will maintain the ANA accounts, write checks, propose a budget, and follow up on collection of pledges and tuition. This sub-committee is chaired by the Treasurer and Co-Chaired by the Comptroller.
- Public Relation Sub-Committee (PRSC): This subcommittee is charged of communicating with the Muslim community at large and with the parents of enrolled students. Representation from Cambridge, Quincy, Rhode Island and Sharon regions is encouraged.
- Admission Sub-Committee (ADSC): This subcommittee decides on student eligibility for admission.
- Scholarship Sub-Committee (SSC): This subcommittee studies application for scholarship.
- Executive Committee (EC): This subcommittee is comprised of the Principal and Department Heads to assist the Principal with administrative decisions.



Prophet Muhammad, peace be upon him, said, “The most loved person to Allah is the one who is most useful to the people; the most loved deed to Allah is a happiness you bring to a Muslim, a hardship you remove from him/her or a hunger you save him from; it is more loved to me that I use my time to help my Muslim brother than doing one month I’tikaf in the Masjid; whoever contains his anger Allah will cover his deficiency; whoever suppresses his rage Allah will fill his heart in satisfaction on the day of judgment; whoever walks with his Muslim brother for a need until it is fulfilled Allah will strengthen his feet on the day of judgment; and the bad character spoils the deeds as vinegar spoils honey.”

PARENT TEACHER STUDENT ORGANIZATION (PTSO):

The Parent Teacher Student Organization (PTSO) is formed by the parents/guardians, develops its own procedures and selects its officers and representative(s). The PTSO organizes meetings as appropriate to enhance the communication between school administration and parents/guardians. All the initiatives of the PTSO are to be approved by the school Principal and the School Committee.

ARBITRATION

Arbitration is the sole means to reach resolution for all conflicts that may arise between parents, staff, and all other individuals or groups served by the school including members of the school committee and the Board of Trustees. Arbitration will be based on the Quran and the Sunnah of the Prophet, pbuh, as explained and interpreted by the four recognized schools of Fiqh. The arbitrators shall be Muslim scholars with knowledge in Islamic Fiqh who constitute the Shari'a Council of the Academy and/or their delegates. The arbitrators are appointed from the local Imams (or other knowledgeable individuals) by the Board of Trustees. The decision of the Arbitrator(s) is/are final.

The Prophet, peace be upon him, said: ...you come to me for arbitration, some of you may represent his case better than the other and I may make a judgment in his favor. Whoever I gave him something that does not belong to him it is a piece from the hellfire.

ACADEMIC POLICIES

Each student will receive a written outline of course requirements and academic policies (typically in the form of a syllabus) from each teacher at the beginning of the year.

A. Homework.

Definition and Goal: Homework should reinforce and enriches teacher and student efforts in the class. Students are required to follow all academic honesty guidelines as detailed in this handbook and depending on the assignment, use necessary resources. Parents play an important role by being actively involved in their child's education. However, at the middle and high school level, homework is the student's responsibility. Homework should be neat, organized, and accurate. Please refer to the teacher's syllabus for the specific class policy or for any variation from this policy as approved by the principal on homework.

Amount and Frequency: Students are expected to have daily homework. They are expected to spend 3-5 hours daily on homework (an average of 1/2 to 1 hour per subject).

Grading Homework: Students receive grades as a percent of 100% (100% indicates that the student has met all components of the assignment. One component of the end of term grade for homework shall equal the average of all homework for the term. Special projects may be marked as homework. The teacher has the flexibility to give special projects more weight for the calculation of the end of term homework marking.

Late Homework Policy: Students must bring homework on time to get full credit. Students should return homework by the next class they attend school for the subject in which the assignment is due (or on an alternate date as determined by the teacher). Homework received late shall be considered and corrected; however, they receive only 50% of the mark. If a student misses this make up opportunity, then he/she will not have the ability to make up the assignment. If a student does not return homework by the second scheduled class (or on an alternate day as determined by the teacher and approved by the principal in writing), then he/she shall receive a 0 for this homework. Exceptions are made for excused absences (see excused absence policy for more information).

B. Class work

Definition, Goal, Frequency and Marks: Class work is any exercise done in the classroom to re-enforce the objectives in the curriculum. Class work may occur daily. Teachers may grade students for class work and class participation on a daily/weekly basis. Teachers may also choose to assign any unfinished classwork as homework.

C. Quizzes

Definition, Goal, Frequency and Marks: Quizzes are short and quick assessments that are designed to measure a student's knowledge of a particular subject, enhance and re-enforce knowledge, and motivate students. They are used to enrich the knowledge of students. Quizzes may be oral or written. Teachers may choose to administer unannounced quizzes "pop quizzes" to monitor student achievement.

D. Examinations

There are 2 major examinations during an academic year:

- a. The mid year examination at the end of the second term in January. Teachers of middle school students have the option of canceling the mid year examination. However, the mid year examination is mandatory for high school students.
- b. The final examination at the end of the school year in June. Final examinations are mandatory for all grade levels.

In addition, other written examinations such as chapter tests or unit tests can be administered by teachers during academic terms.

E. Marking System:

An objective grading system is used. All grades are a percentage where 100% is a full mark. Records are kept with the teacher. At the end of each term the teacher provides the grading for each of the followings: Conduct, class participation, written class work, homework, weekly quizzes, projects, papers, and the tests.

As detailed in the teacher's syllabus, the weight for each component may vary from class to class. Below are the possible ranges. Any deviation from this system is possible, but will require approval by the principal.

Conduct/Participation	5-10%
Homework	10-30%
Quizzes	10-30%
Tests/Examinations	20-35%
Projects	10-20%
Midterm/Final Examinations	15-25%

* See the definition of the letter marking system in the next page.

Extra Credit/Marks:

Teachers may develop their own policy to motivate students by giving extra marks for extra work, projects, or optional questions. Extra marks should not be used to help students who missed homework, who did not return it on time, or who did not do a particular homework correctly. The availability of these extra marks is at the discretion of the teacher and may not exceed an additional 2% of their complete grade. Extra credit provided to one student should be offered to all students in that particular class.

F. Grading and Report Cards Schedule:

Marks for each term close by the end of the term and report cards are sent within 15 days from the end of the term. The following are suggested category grade weights used by teachers (the teacher will clearly state the grading policy on the syllabus for the course at the beginning of the year).

Grading and Grade Point Average (GPA) Chart:

The GPA for each subject is calculated by multiplying the student’s grade by the number of credits granted by that course (number of credits for each class are tabulated on page 17). Please note that different classes may carry different credit weight. The results for each class are added together and divided by the total number of credits; the average percent is then converted to a GPA according to the GPA chart.

%	Letter Grade	College Prep. GPA	Honors* GPA
100	A+	4.5	5.0
99	A+	4.4	4.9
98	A+	4.3	4.8
97	A+	4.2	4.7
96	A	4.1	4.6
95	A	4.0	4.5
94	A	3.9	4.4
93	A	3.8	4.3
92	A-	3.7	4.2
91	A-	3.6	4.1
90	A-	3.5	4.0
89	B+	3.4	3.9
88	B+	3.3	3.8
87	B+	3.2	3.7
86	B	3.1	3.6
85	B	3.0	3.5
84	B	2.9	3.4
83	B	2.8	3.3

%	Letter Grade	College Prep. GPA	Honors* GPA
79	C+	2.4	2.9
78	C+	2.3	2.8
77	C+	2.2	2.7
76	C	2.1	2.6
75	C	2.0	2.5
74	C	1.9	2.4
73	C	1.8	2.3
72	C-	1.7	2.2
71	C-	1.6	2.1
70	C-	1.5	2.0
69	D+	1.4	1.9
68	D+	1.3	1.8
67	D+	1.2	1.7
66	D	1.1	1.6
65	D	1.0	1.5
64	D	0.9	1.4
63	D	0.8	1.3
62	D-	0.7	1.2
61	D-	0.6	1.1
60	D-	0.5	1.0
< 60	F	0	0

* Dual enrollment classes taken at Quincy College, Bridgewater State College, Bristol Community College, Harvard Extension School, and other area schools upon approval by the Principal.

CURRICULUM

Subject	Classes per week
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Middle School

6th Grades:

Language Arts/English	6
Mathematics (Prentice Hall) or Singapore Math 6A/6B	5-6
Earth Science	5
World Geography	5
Religion	5
Arabic	5
Quran	2
Health, Physical Education, Art, Computers, or Elective	1-2

7th Grades:

Language Arts/English	6
Mathematics (Pre-Algebra - Prentice Hall) or Singapore Math 7A/B	5-6
Life Science or Physical Science	5
US History I or World History I	5
Religion	5
Arabic	5
Quran	2
Health, Physical Education, Art, Computers, or Elective	1-2

8th Grades:

Language Arts/English	6
Algebra I	5-6
Life Science or Physical Science	5
US History I or World History I	5
Religion	5
Arabic	5
Quran	2
Health, Physical Education, Art, Computers, or Elective	1-2

High School

9th Grades:

English I	6
Algebra II or Geometry	5-6
Biology or Chemistry	5
World History II or US History I/II	5
Religion	5
Arabic	5
Quran	2
Health, Physical Education, Computers, Quran, Art, Writing, SAT prep	1-2

10th Grade:

English II	6
Algebra II or Geometry	5-6
Chemistry or Biology	5
World History II or US History I/II	5
Religion	5
Arabic	5
Quran	2
Health, Physical Education, Computers, Quran, Art, Writing, SAT prep	1-2

11th Grade:

Dual Enrollment (Including a Mathematics, Social Studies/History, Science with a Lab, and Language Arts/English Course per Each Semester)	
Religion	5
Arabic	5
Quran	2
Business or Leadership, Physical Education, Psychology or Health, Computers, Art, Writing, SAT prep	1-2

12th Grade:

Dual Enrollment (Including a Mathematics, Social Studies/History, Science with a Lab, and Language Arts/English Course per Each Semester)	
Religion	5
Arabic	5
Quran	2
Business or Leadership, Physical Education, Psychology or Health, Computers, Art, Writing, SAT prep	1-2

High School Graduation Requirements

A minimum of 136 credits out of 152 are required to graduate. In addition, a minimum of 40 hours of community service is required for a student to graduate. These hours can be accumulated anytime during the four years of high school, but they must be completed by the end of April of the student's senior year.

In order to graduate, a student must successfully attend and complete the following subjects:

Core subjects	Minimum Credits required over 4 years	Total Credits Available over 4 years
English	24	24
Social Sciences	20	20
Foreign Language	15	20
Science	15	20
Mathematics	15	20
Religion	20	20
Total over 4 years	109	124

Other credits available over 4 years	
Physical Education	8
Computer Literacy	4
Health	4
Art	8
Quran Memorization	8
Total of other credits	32

Failing a Grade (Year)

Having an F in any 2 core subjects[‡] results in failing the year.

Having an F in 1 core and 2 non-core subjects result in failing the grade.

Having an end-of-the-year GPA below 2.0 may result in dismissal from Al-Noor Academy.

[‡] Core subjects are: Religion, Arabic, Math, Science, English, & Social Studies.

Academic/Behavioral Probation

Any of the following may result in placing the student on academic probation (the student may be dismissed from the school if he/she does not improve within one marking period)

- Having below a 2.50 GPA in any class or overall GPA.
- Having significant behavior issues as determined by the Executive Committee
- Chronic failure to bring homework and school reports on time
- Significant concern for the students' performance as determined by the executive committee

Students on academic probation will be assigned a teacher as an academic counselor, be required to attend tutoring, and have limited school privileges (including suspension from athletic participation and non-educational field trips).

A student on academic probation will be issued a progress report every two weeks. The progress report is due the next business day after they are delivered by hand to the student. Failure to return the progress report on the next day, signed by both the parent and student may result in behavioral consequences or expulsion from the school.

Upon the end of the term of academic probation, the Executive Committee will determine if the student has made progress to: be released from academic/behavioral probation, continue on academic/behavioral probation, or receive an expulsion from the school.

Dual Enrollment Classes

Dual Enrollment classes are based on assessment by the college, teacher, and guidance counselor recommendations:

1. Math: College Math, Pre-Algebra, College Algebra, Pre-Calculus, Calculus, Statistics.
2. Science: Biology, Chemistry, Anatomy & Physiology, Environmental Science, Microbiology, Physics. All courses must include a lab.
3. English: English Composition I & II, Creative Writing, World Literature, American Literature, English Literature, Speech/Oratory Skills.
4. Social Studies: American Government, U.S. History I & II, Economics I & II, Western Civilization I & II, International Relations.

Credits assignment

Subject	Number of Credits
Arabic	5
Quran	2
Religion	5
Math	5
Sciences	5
Social Studies	5
English	6
Art	2
Computer	1
Health/Psychology	1
Gym	2

The Dual Enrollment Program

1. The Dual Enrollment Program was established by the Education Reform Act of 1993. Students participating in the Dual Enrollment Program simultaneously earn high school and college credit. By the end of the 12th grade students participating in the Dual Enrollment Program have a chance to earn academic credit that can save them up to 2 years of college. Successful students will be able to graduate with a high school diploma from Al-Noor Academy. Additionally, they may be able to graduate with an Associates Degree if offered by the college and if they complete additional classes above and beyond Al-Noor Academy requirements.
2. The Dual Enrollment Program does not guarantee admission to higher education institutions. The SAT score, extracurricular activities, and other skills and credits are major factors in college admission. However, having Dual Enrollment credit with a good performance plays favorably in the application package for admission at other higher education institutions.
3. Different higher education institutions may treat the credits earned in the Dual Enrollment Program differently; the credits may not be all automatically recognized by all the colleges and universities; this will depend on the course level taken and the student's performance.
4. At the discretion of the school, college-level course work may be treated at the honors level, i.e., a grade of B+ earned at the college level may be reflected by giving a higher weight to the grade point average.
5. Al-Noor Academy attendance policies are in effect during dual-enrollment courses (typically on Monday, Wednesday, and Friday.) Any lateness or absence should be brought to the attention of the principal and college and/or academic guidance counselor.
6. The principal must approve all dual-enrollment courses prior to obtaining credit for Al-Noor Academy.
7. Determining which college courses will aid in the growth or progress of the student, and that meet local criteria for high school graduation, is decided by the school based on the student's performance during the 10th grade and based on his/her score in the standardized tests administered.

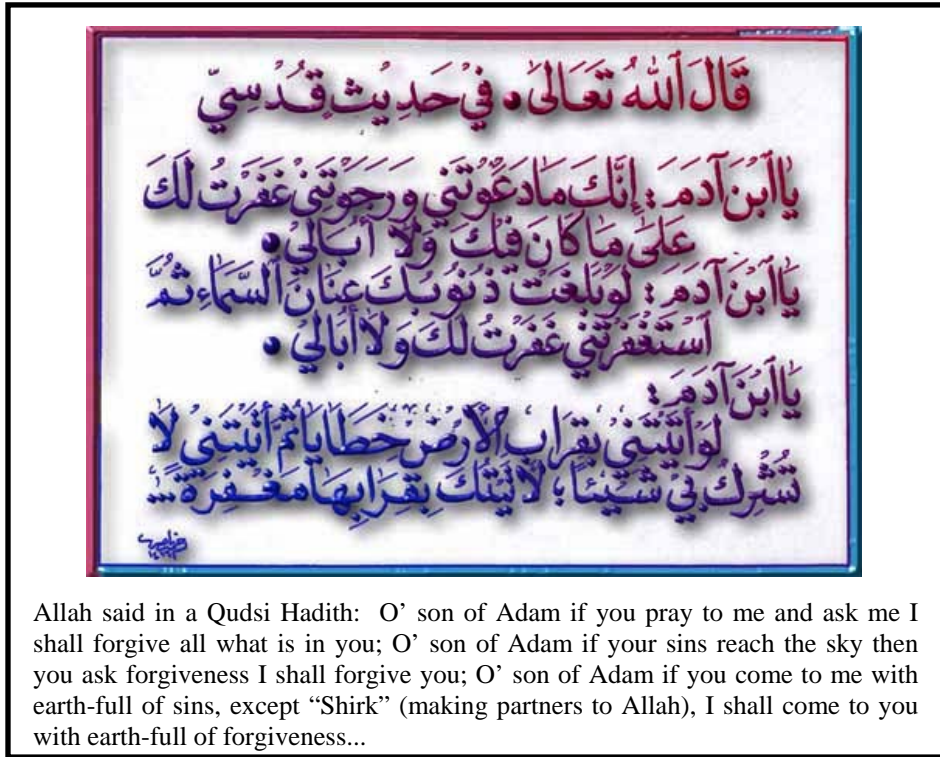
An assessment test will be administered by the college to help the school individualize the course selection. To be eligible for the Dual Enrollment program, a student must attend 10th grade at Al-Noor Academy during which he/she must have a GPA of 3.3 (88%) or higher and must show excellent conduct. A student who has a GPA of 3.0 in 10th grade may be allowed admission to the dual enrollment program on probation at the discretion of ANA administration. In addition, the student must show outstanding performance on achievement tests administered by both Al-Noor Academy and the college.

8. The school determines student admission in the Dual Enrollment Program. Al-Noor Academy may withdraw a particular student from the Dual Enrollment Program if the student's academic performance and conduct are judged inappropriate by the school. Parents and students shall understand that admission in college under the Dual Enrollment Program is determined by Al-Noor Academy.
9. Under the Dual Enrollment Program the student follows the rules and regulations of both Al-Noor Academy and the College.
10. College tuition under the Dual Enrollment Program may vary from college to college and year to year. Tuition for the college will be paid directly by parents to the college.
11. The students enrolled in the Dual Enrollment Program are required to attend the high school to complete subjects required by Al-Noor Academy: Arabic, religion, arts, physical education and other core subjects. They may be required to attend daily or only on some days, depending on the school and college course schedules.
12. Students in Bridgewater State College must maintain a 3.0 grade point average (GPA). If a student receives below a 3.0 GPA, he or she will not be able to continue at Bridgewater State College.
13. Students in Quincy College must maintain a 3.0 GPA. Any student who receives a 2.5-2.9 GPA will be put on academic probation. If a student fails to receive a GPA of 3.0 or higher the following semester, he or she will be withdrawn from the program. Any student who receives below a 2.5 GPA may be withdrawn from the Dual Enrollment Program.
14. Dual Enrollment students must maintain a 3.0 GPA in ANA classes each semester. If a student fails to receive a 3.0 GPA, the student may be withdrawn from the Dual Enrollment program

15. Any student receiving an F in any class from a college or ANA may be withdrawn from the program, regardless of the GPA.
16. The daily schedule for students enrolled in the Dual Enrollment Program depends on the subjects taken in the fall and spring terms at the college; this is finalized before the fall.
17. Students may take summer or winter session courses upon written approval by the principal.

SAT PROGRAM

- Grade 9, 10 & 11 students will take the PSAT test in October. This test will familiarize the students with the format of the SAT.
- The students (grades 9, 10, 11 and 12) will take SAT preparation class, which is part of the Al Noor Academy curriculum.
- The students (grades 10, 11 and 12) will be motivated to take SAT-II subject tests.
- The students (grades 11 and 12, as appropriate) also take the SAT-I and SAT-II test.
- Information about the SAT is available with the college counselor at Al Noor Academy, but the student is responsible to register for the exam him/herself at collegeboard.com



Allah said in a Qudsi Hadith: O' son of Adam if you pray to me and ask me I shall forgive all what is in you; O' son of Adam if your sins reach the sky then you ask forgiveness I shall forgive you; O' son of Adam if you come to me with earth-full of sins, except "Shirk" (making partners to Allah), I shall come to you with earth-full of forgiveness...

COLLEGE APPLICATION PROCESS

- Students are encouraged to consult with the college counselor about their plans
- We encourage high school students to visit colleges that they are interested in and visit the college web sites so that they become familiar with the requirements for admission
- Students are also encouraged to start taking SAT-I and SAT-II tests from grade 10 so that they can be fully prepared and reduce test taking anxiety
- We will schedule college fair visits during the year
- During junior year, students will have formal meetings with the college counselor. They will discuss building a resume, selecting colleges, the application process, and financial aid
- At the beginning of the senior year the student should already have picked 6-10 colleges, know application deadlines, know who students will be asking for recommendations, have a first draft of college essays (review with parents, teachers, counselor), and start applying
- Give people who you want recommendations from at least 2 weeks before deadline to send your materials. Give them a folder with forms, stamped envelopes and your resume so that there is no delay in sending the letter.
- Give Al Noor Academy at least two weeks notice to send out transcripts (we will send these directly to the college). Provide stamped envelopes and addresses where the transcripts should be sent.
- In January do the FAFSA (Financial Aid online application). Parents are encouraged to do their taxes early because students will need this information to complete the FAFSA application

For further information you can look at our “ANA College Counseling Guidebook”

CODE OF CONDUCT

Content

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قال رسول الله صلى الله عليه وسلم:

إنما بعثت لأتمم مكارم الأخلاق

وقال أيضاً:

من لم تنهه صلاته عن الفحشاء والمنكر لا صلاة له .

Prophet Mohammad , pbuh, said: *I was sent to complete the best of morals*

He, pbuh, also said: *Whoever his prayer does not prevent him from bad deeds and sins is as if he did not pray.*

1. GENERAL PHILOSOPHY OF THE CODE OF CONDUCT:

Discipline is an important part of the Islamic way of life. Muslims must demonstrate their best behavior at all times. The purpose of discipline is to motivate students to acquire skills and habits that assist them to become well-adjusted and successful individuals. Our expectation is that Al-Noor Academy receives support from parents and the community with the instilling of self-discipline in students as the ultimate tool for one's character.

High school students are expected to behave as adults. They shall observe and respect all the rules and regulations of the school. If they make mistakes they are expected to correct their behavior as soon as they realize their mistake. They are also expected to bear the consequences for breaking the rules. Every human will make a mistake sometimes. However, Muslims are expected to recognize their mistake, correct them as soon as they discover the mistake, bear the consequences, and work to not repeat their mistake.

The goal of the system of discipline is to provide a clear understanding of the consequences for some infractions made by students. However, Muslims have the fear of Allah at all times and all places.

Please notice that not all "halal" behavior is allowed in the school. For example eating is halal, but it is prohibited in the classroom according to the school rules. The students may not use the argument that a particular behavior is "halal" and thus they may do it. Any violation of the rules and regulations will be followed by a consequence. The student shall fully respect the rules and the regulations without any argument.

2. GENERAL RULES AND REGULATIONS:

1. Be punctual
2. Bring all necessary materials to school and class
3. Do not bring toys, radios, CDs, tapes, electronic gaming devices, or non-related books in the classrooms.
4. Cell phones are not allowed. All communication with students during the school hours is channeled through the office. If you bring a cell phone to use on the road it must be placed in the locker or in your bag and must be turned off at all times at school.
5. Observe the rules and regulations while entering and leaving the school, in the parking lot and the hallway.
6. Respect the uniform policy outside and inside the school.
7. Treat others with kindness, courtesy and respect.
8. Respect the authority of the school and of the Masjid.

9. Be attentive at all times.
10. Use proper language and good manners.
11. Stay away from the lockers and the desks of other students and respect each other's private space.
12. Put materials away neatly, pick up scraps, and put up chairs and files out quietly at the end of the school day.
13. Complete homework assignment neatly and return them on due dates.
14. Behave appropriately in the lavatories.
15. Do not enter any office without permission. Do not take, move or remove files, books or any other materials from any office without permission.
16. Take good care of the school property. Do not mark or scratch books, furniture or lockers.
17. Work quietly without disturbing others.
18. Speak in appropriate voice according to the situation.
19. Students are required to wear the uniform both inside the school and in its parking lot and surrounding area.
20. No paintball guns, knives, or similar weapons/objects are allowed in the school.
21. Students are not allowed to leave the campus for any reason unless they obtain permission from the administration.
22. Any visitors to the school or on field trips must first obtain permission from the administration at least 24 hours prior to the visit.
23. School textbooks, materials, and other student items should be returned in the same condition as issued by his/her teacher. Students who return textbook or other materials in poor condition will be charged the full value of the item. All textbooks issued, must be issued and registered with the teacher and covered with paper, cloth, or plastic protection.

3. PRAYER ROOM RULES AND REGULATIONS:

1. At the time of prayer make your Wudu promptly and enter the Masjid.
2. Make 2 Ruka'a Sunnah and sit in the front line.
3. While waiting for "Iqama" you may read Quran or make "Dua'a".
4. When "Iqama" is called stand for prayer and prays with the group.
5. After the prayer listen to the "Khaltura" led by the Imam, by the guidance counselor or by one of the teachers.
6. Remember no talking or playing is allowed in the Masjid.
7. Drinks and food are prohibited from the prayer hall

4. JUMMU’AH PRAYER RULES AND REGULATIONS:

1. Jummu’ah prayer is part of the curriculum. All students who are capable of praying must sit along the appropriate front lines for girls and boys. Those who cannot pray must stay in the back of the prayer room **quietly**, make *dhikr* and listen to the Khutbah.
2. Make your “Wudu” and walk in the prayer room promptly.
3. Make Sunnah prayer, then sit and read Quran until the Khutbah starts.
4. Be attentive to the Khutbah. After the Khutbah make some notes about its subject. There shall be a dialogue regarding the Khutbah during the following week.

5. CLASSROOM RULES AND REGULATIONS: (INFRACTIONS MAY BE DEDUCTED FROM CONDUCT SCORE)

1. Enter classroom on time for class.
2. Do not leave the classroom before the end of class. If necessary request permission before leaving or entering in the middle of the class.
3. Sit properly in your seat in a healthy way. Do not raise feet toward others. Do not bend back. Do not sleep! You should be seated in you chair at the start of the class.
4. Do not chew gum, eat, or drink in class.
5. Work quietly. Do not disturb others in class.
6. Do not talk to other students.
7. Raise your hand when you want to talk to the teacher.
8. If you need to move within the classroom you should request permission.
9. Be prepared to start the lesson. This means you should have your book and all necessary materials to start, such as pencils, pens, notebook, calculator, etc.
10. If homework is due, have it out and ready to hand into the teacher at the start of class.

* See teacher syllabus for additional rules and regulations.

6. LABORATORY RULES AND REGULATIONS:

1. Observe highest levels of organization when entering and leaving the laboratory. Do not touch any equipment or chemical without teacher permission; this is a safety issue. (see full details of lab rules in science teacher’s handout and contract)
2. In addition, observe all the rules of the classroom.

7. LAVATORIES RULES AND REGULATIONS:

1. Use the lavatories designated for the students.
2. The lavatories are not a place for discussion. Exit promptly after you are done.
3. Keep the place clean after you used it.
4. Exercise self-control. Avoid going to the bathroom while in the middle of a class.
5. If you have the need to use the bathroom request the bathroom pass or universal pass from the teacher. You should place the pass in the designated space in the office, complete your need at the bathroom, return to office and pick up the bathroom pass and place it in the designated place in the classroom.

8. DRESS CODE AND UNIFORMS

The students are required to wear the school uniform, which is part of the Academy code of conduct. Uniforms are required the second week of school and students will not be allowed to attend classes without proper uniform. The

uniform can be ordered directly from the Academy. All clothing should be clean and ironed.

Uniform for High School and Middle School Boys:

- Navy-blue or khaki pants (pleated or straight cut) with white long or short sleeve oxford shirt (with a straight cut).
- White or black socks.
- Black dress shoes or **SOLID** black sneakers.
- Navy blue Nylon running or workout suit for physical education.
- For cooler days, solid white, blue or black jackets or sweaters

Uniform for High School and Middle School Girls:

- Dark blue or black ankle-length skirt with loose, white, opaque shirt.
- Solid and opaque black, navy blue, or white hijab (applies to under scarves)
- White or black socks.
- Black whole shoe (no open toe style) maximum platform height 1 inch or **SOLID** black sneakers.
- Navy Blue Nylon running or workout Suit for physical education.
- For cooler days, solid white, blue or black jackets or sweaters

**No hooded items (sweaters/sweat shirts)*

**All students should cut nails short and no nail polish is allowed.*

**Male students should have their hair cleanly cut and should comb hair properly. No caps, bands, or similar items should be worn.*

Dress Code Exceptions

On the first two days of school and on the dress down days (as allowed by the school) the students are allowed in casual dress as long as they follow the following guidelines for dress code:

1. Shirts and pants should be loose and not tight fitting. Shirts should be long enough (hip length). No cargo pants, jeans, or caps. No clothing (including tee shirts) with logos, any writing or drawing. Clothing should be loose fitting.
2. Shoes should have less than a 1 inch heel and no sneakers except for gym
3. No makeup or nail polish. No contact lenses without prescription.
4. No contact lenses without prescription or colored contacts.
5. Nails should be cut short.
6. Boys' hairs should be cut short and properly combed.
7. No Jewelry. (chains, rings, bracelets...etc.)

9. CONSEQUENCES OF DRESS CODE AND UNIFORM INFRACTION:

1. First violation: a student not wearing uniform for the first time will receive a written warning (demerit slip). At the discretion of the school staff, the student may not be allowed in the school if his/her dress and appearance is judged inappropriate for the school (violates the general dress code of the school such as being tight, with logo, pictures or writing of any kind, student wearing extensive make up, etc.).
2. After the first dress code violation, please refer to the discipline flow chart.

10. DISCIPLINE FLOW CHART

The student's behavior in the classroom, hallway, prayer room, laboratory, in the parking lot, at the train station, or in the community in general impacts the learning environment and character development. Inappropriate classroom or community conduct influences the learning environment of all the students. Any of the listed consequences may be used by the school staff (teacher or administrator) according to the level of the misconduct. Infractions in the classroom are handled by the teacher. Major infractions and infractions outside the classroom are handled by an administrator (Lead Teacher, Administrative Assistant, Guidance Counselor, Principal, Executive Committee, or a School Committee Member). The following examples illustrate *some* violations and their levels.

Level 1: (consequences: demerit slip administered by the teacher, administrator, etc).

1. Class/hallway disruption
2. Out of class without permission
3. Teasing or disrespecting others
4. Chewing gum, eating candy, or food at non-authorized times
5. Loud or distracting conduct
6. Throwing or littering
7. Incomplete/Missing Homework
8. Dress Code Violation

Level 2: (repetition of a level 1 offense or any of the offenses listed below will result in parental contact by telephone, incident report, or conference).

1. Disturbing students' property
2. Disrespecting teachers
3. Backbiting or spreading rumors
4. Instigating negative behavior or bullying others
5. Inappropriate physical contact such as play fighting
6. Throwing an object
7. Repeated refusal to follow direction
8. Incomplete/Missing Homework

Level 3: (Repetition of a level 2 offense or any of the listed offenses will result in a climate meeting with the student and the parent, as well as additional steps such as behavior contract, detention or suspension).

1. Obscene or otherwise inappropriate language or using slurs, racial comments, profanity/obscenity in language or gesture whether written, verbal, or electronic (including, but not limited to printed materials, videos, DVDs, emails, texting, facebook, gaming devices, myspace, youtube, and other similar website/electronic devices – whether done inside or outside of the school building.)
2. Fighting
3. Academic Dishonesty (Including, but not limited to: plagiarism, cheating, copying, and using unauthorized materials)
4. Hurting another person or threatening to do so
5. Bringing a dangerous object to the school
6. Intentional damage of school or others properties
7. Truancy from class or school building without written permission from a school administrator
8. Unlawful entry to a classroom/office area (including entering a classroom without a teacher or staff member present)

Level 4: (Repetition of a level 3 offense or any of the listed offenses will result in suspension and a review by the school committee and/or principal for further consequences which may include long-term suspension or expulsion).

1. Bringing a weapon to the school
2. Harming or attempting to harm another person
3. Possessing, selling, or distributing controlled substances including cigarettes, alcoholic beverages, and drugs (including over the counter medications without notification).
4. Being involved in any gang related activities, criminal act, or stealing
5. Major violation of the Islamic code of conduct in public including Islamic dress code and/or inter-gender relationship

11. CONSEQUENCES OF BREAKING THE RULES AND REGULATIONS OF THE SCHOOL

The following consequences may be used in sequence (one after other) or out of sequence depending on the level of violation.

1. Verbal warning
2. Written warning (demerit slip or incident report)
3. Contact the parent by telephone
4. Send a written note home and a written incident report filed in the student record
5. Parent conference and behavioral contract (documented in the records)
6. Detention: The school office will be notified of the detention, including the infraction as well as the date and time duration of detention.
 - Rules of Detention
 - 2:35PM-3:00PM (skipped detention, lateness, unauthorized dismissal, or violation of detention rules will result in at least two detentions)
 - Detention Rules: Students should be seated silently for the entire duration of the detention (no talking, no eating, no sleeping, no completing homework, reading, etc...). Teachers may implement additional rules.
 - Teachers may assign students a reflection note to their parents. This should detail what behavior occurred and what will be done to correct the behavior in the future. Teachers may also choose to have parents sign this form and have the students return it to their teachers.
7. Suspension: This is determined by the principal. The suspension can either be in-school or at-home as determined by the principal. An in-school suspension requires the student to attend school as usual, but he or she will not be allowed to attend any classes (the student will be under constant supervision of a staff member and will be doing classwork). At-home suspensions require the student to stay home for the period determined by principal. Each suspension will be followed by a parent conference documented in the student record. Three suspensions are reported to the school board, the student may be expelled (see expulsion policy).
8. Probation: The student may be placed under probation for a period that may extend up to the end of the academic year. During the probation the student is observed closely. If the student continues to violate the school policies

he/she may be expelled from the school without a further due process. Please see the academic/behavioral probation section for more information.

12. TARDINESS POLICY

1. Any student who comes after 7:40AM should report first to the office. His/her time of arrival will be noted by the Administrative Assistant. A tardy pass (or universal pass) will be issued (or signed) to/for the student. The tardy passes will be kept in the student records.
2. On the second tardy the parents will be informed directly by a phone call.
3. Three unexcused tardy days in any term will result in the records reflecting a one day unexcused absence from the school and a mandatory parent-teacher conference.
4. Any student with more than 3 unexcused absences is subject to suspension or expulsion.
5. The number of tardy and absent days will appear in the student's report and will be part of the student's records. Some universities request attendance records.

13. LATE PICK-UP POLICY

1. After 2:33 p.m. it is not the school's responsibility to supervise the students. Students will not be allowed to remain on the school premises with the exception of extracurricular activities, tutoring, and detentions.
2. Parents MUST pick up their child(ren) or make arrangements to have them picked up on time.
3. Students who take the train will not be supervised by ANA staff while waiting for their train. Any negative behavior outside of the school campus may result in consequences at the school.

14. ABSENCE POLICY

1. The school should be informed both by telephone and in writing for any sickness or other emergency situations, which prevent the student from coming to the school immediately. A written document by parents should be received on the following day; if no note is received, it will be counted as an unexcused absence.
2. A student who comes 15 minutes late to any class is considered absent from that class. Absence for 5 times from any course during an academic term shall result in automatic failure in that course. The grade of this course shall be decreased by 40%; for example, if a person scores 90% in a class, his or

her final grade will be 50% after having it marked down 40%. The latter is done for GPA purposes.

3. Any student who deliberately skips a school day without a parental notice will not be admitted to the school unless a parent comes with the student on the second day for a conference. If a student has 3 unexcused absence days during an academic term, he or she shall fail the term and be subject to suspension or expulsion. The GPA of this term shall be decreased to 0% and the student may be dismissed from the school.
4. An excused absence is any absence that occurs due to a document illness, family emergency or similar situation as determined by the Executive Committee. Vacations, leaving school before the last day, and other absences maybe be considered unexcused absences at the discretion of the principle.

14. SCHOOL POLICY REGARDING OBJECTS BROUGHT TO THE SCHOOL

The student may not bring to the school any object that is not needed for his/her education at the school and that is not requested by a school staff. Please see the behavior flow chart for prohibited items. If any such object is observed with the student the following rules apply:

1. The school staff shall take the object and keep it in the principal's office.
2. At the discretion of the staff the object may be returned to the student at the end of the school day according to a contract with the student (oral or written).
3. The school staff may decide to keep the object and deliver it to the parents in a conference meeting.

15. SCHOOL POLICY REGARDING LOCKERS.

The lockers are the property of the school not of the student. **Only combination locks are allowed and locker combinations will be kept with school administration. The lockers are to keep books and other school related materials.** The student shall not write anything inside the lockers. The lockers are not a place to store items not related to the school. The school reserves the right to check the lockers without prior notification. If a student violates the locker rules any of the consequences listed above may be executed depending on the violation.

16. SCHOOL POLICY REGARDING ACADEMIC HONESTY

Academic Dishonesty is any form of deception in the area of education. This includes, but is not limited to: plagiarism, copying, cheating, lying, forgery, fabrication, deception, use of unauthorized material, and improper collaboration. Failing to cite another's ideas, thoughts, words, or work in one's own is also a form of Academic Dishonesty.

Any Academic dishonesty is completely prohibited. If such behavior is detected the student shall receive a ZERO on the assessment (assignment/test). Additional consequence(s) may be imposed at the discretion of the School Committee and Executive Committee. After two incidences of plagiarism, a student will receive a failing grade in all courses that the student has exhibited academic dishonesty.

قال (ص): من غش ليس منا.
وقال أيضاً (ص): ما يزال الرجل يصدق ويتحرى الصدق حتى يكتب
عند الله صديقاً.

*Prophet, pbuh, said: who ever deceive is not one of us!
He also said: ...a man who develops the habit to tell the truth and seeks
the truth he is written "siddiq=truthful" with Allah!*

17. EXPULSION/DISMISSAL

A student may be dismissed from the school for academic reasons and may be expelled from the school after one major violation of the code of conduct or after multiple repeated violations of the code of conduct and attendance policy. Expulsion is recommended by the school administration; the decision is made by the school board.

Dismissal

Any of the followings will result in dismissal of the student from Al-Noor Academy for academic reasons.

- A student who fails a grade is dismissed at the end of the academic year and may only be allowed to apply to the school to repeat the academic year.
- A student with an end-of-the-year GPA below 2.0 even if the student is promoted to the next grade level (the student is not allowed to register for the next academic year).
- All 10th grade students who fail the dual enrollment requirement are dismissed at the end of the academic year.
- A student who is placed on academic probation may be dismissed during the academic year if he/she does not show improvement after being placed on academic/behavior probation (see academic/behavior probation).

Expulsion

- A student may be expelled after 3 suspensions (see consequence of breaking the rules and regulations).
- A student may be expelled after 3 repeated un-excused absences during one academic term.
- A student who is placed under disciplinary or academic probation may be terminated during the probation period for violating any of the school policies without a further due process.
- A student admission to the school may be revoked during the 3 month provisional admission period without a further due process.
- The student may be expelled for offenses listed under level 4 of the discipline flow chart (or similar ones). In such a case, the student is immediately suspended from the school by a decision of the school administration and the recommendation to expel the student is submitted to the school board.

ADMISSION POLICY

Students are considered for admission based on two criteria:

Academic Criteria:

One main objective of Al-Noor Academy is to prepare students for college admission. A student admitted to the 9th grade must have the potential to complete all the grades successfully at Al-Noor Academy. The school administers an admission test and considers the academic achievement and performance in the student's previous schools. To be considered for admission, students must score at least in the 50th percentile of the admission test.

Discipline Criteria:

Students must show evidence of an acceptable code of conduct during the immediate past year. Release forms must be signed to obtain all records from the previous school. All students are admitted provisionally for 3 months.

Individual Education Plans and 504's

Students with Individual Education Programs (IEP) or 504 Plans may be admitted to Al-Noor Academy at the discretion of the School Committee and Executive Committee. The school is not responsible for the implementation, coordination, or communication with the public school regarding the IEP or 504 Plan.

Other Admission Requests

Admission after the start of the academic year is discouraged. Students transferring from other school districts after the beginning of the academic year must also take the standardized admission test. Additional tests may be administered to ensure that the student will be able to cope with the advanced nature of instruction despite missing the first part of the school year.

Students who request a double promotion from of two grade levels must show evidence of an exceptional academic achievement and should score above the 85th percentile in the grade level they are applying to on the admission test and a written assessment. The final decision will be made by the school committee and principal, with the recommendations from the student's current teachers.

Requesting Transcripts

Transcript requests must be made in writing to our registrar. Written requests will be processed within one week.

TUITION POLICY

1. Tuition may vary from year to year. Check with the school for current tuition.
2. At time of application parents pay \$450 deposit for each child. The deposit will be refunded if the school denies admission of the student (otherwise it is non-refundable).
3. A non-refundable application fee per student is paid with application.
4. A fee is paid for the use of books & learning materials. The books are returned to school at the end of the year; if lost or destroyed a full replacement cost will be charged.
5. A fee per student is paid for school activities (field trips and athletic programs).
6. Transcript request: There will be no charge to send out transcripts while students are attending Al-Noor Academy. Students not currently attending Al-Noor Academy will be charged \$5 for each official transcript requested.
7. Al-Noor Academy Identification Cards are \$10 each

Tuition Payment Plans

Tuition plans may vary from year to year. Various payment plans may be available. Tuition collection may be out sourced to a third party.

Delinquent Accounts Policy

Al-Noor Academy must receive scheduled payments promptly in order to meet its projected expenses. Late payments or “bounced” checks will be charged a processing fee. If the payment is 30 days past due, the account is considered delinquent. Students with delinquent accounts may not be allowed to attend classes. Student report cards and academic records will not be released until payment is made in full, or other arrangements are made that are acceptable to the school. Students with delinquent accounts will not be eligible for re-admission in the next academic year.

قال تعالى: يا أيها الذين آمنوا أوفوا بالعقود
وقال أيضاً: وبعهد الله أوفوا، ذلكم وصاكم به لعلكم تذكرون.

Allah said: Oh believer, fulfill your contracts. "from Al-Maaeda" Allah also said: fulfill the commitment of Allah, he instructed you so you may remember! "Al-Anaam"

Withdrawal Policy

1. Parents will forfeit the deposit paid with their application, if student(s) withdraw before September 1.
2. Parents will be liable for 25% of annual total fees, if student(s) withdraw during September.
3. Parents will be liable for 50% of annual total fees, if student(s) withdraw during October-December.
4. Parents will be liable for 100% of annual total fees, if student(s) withdraw after December 31.

Tuition of a student admitted after the start of the academic year

Admission in the middle of the school year is discouraged. However, if the student is admitted the following tuition policy applies:

1. Parents are liable for 25% of annual tuition fees, if student(s) admitted during September.
2. Parents are liable for 50% of annual tuition fees, if student(s) admitted during October-November.
3. Parents are liable for 100% of annual tuition fees, if student(s) admitted after November 31.
4. Deposit of \$450.00 is non refundable in any of the above cases.

Tuition Assistance

Al-Noor Academy has no tuition aid funds. However, limited tuition assistance is provided to students who show good Islamic attitude and excellent academic achievement. The amount of tuition assistance provided depends on the demonstrated need of the student's family and availability of funds.

The tuition assistance application form must be completed and submitted before the deadline. The following documents are required with the scholarship application:

Documentation of income:

- Paycheck stubs (most recent)
- 1040 Form (last year's tax return form)
- Any other supporting documents regarding your family income

REGISTRATION PROCESS

The registration package may be picked up from the school or printed from the school web site (<http://anahs.org>). There are two steps to the process of registration. An enrollment application is completed and all supporting documents, including required fees, are sent to the school. New students are interviewed and past records are reviewed. In addition, the student must take the Terra Nova California Achievement Test, administered by Al-Noor Academy. If the application is approved, the parent/guardian then signs a school contract and school fees are paid according to the plan selected.

1. The enrollment application with the supporting documents, registration fee and deposit must be submitted to the school office.
2. New students are interviewed. The student is required to read and agree to the term of the student contract.
3. Admission test(s) are administered to all new students.
4. Students applying for tuition must submit their application before the deadline of April 30.
5. The school reviews the application and if approved, the parents/guardians are called to sign the school contract and the provisional admission agreement if applicable (new students).

PROVISIONAL ADMISSION

All new parents and students must sign the provisional admissions agreement. The parents/guardians of new students are required to agree with this policy.

During the period of provisional admission (3 months) the school may revoke admission at any time. Reasons to revoke admission include, but are not limited to, poor academic performance, incomplete or incorrect records provided, repeated violations of the school rules and regulations, the use of improper language, attitude or behavior, and/or causing physical harm to self or to other children.

THE STUDENT CONTRACT

This is a copy of the student contract which all students are required to read, accept and sign as they begin Al-Noor Academy.

I understand that Al-Noor Academy will do its best for preparing me to be successful in this life and in the hereafter. In addition to the basic subjects of humanities, sciences and math, the Academy will teach me Islam from the Quran and the Sunnah of Prophet Muhammad, (PBUH).

I understand that Islam is not a mere subject, it will rather reflect on all aspects of the school. I understand that Islamic manners, behavior, discipline and attitudes toward others are essential; I pledge to seek them, respect them, practice them and implement them in my daily life.

I understand that in Islam religious, social and civic responsibilities start with the age of puberty; which separates between childhood and adulthood.

I pledge to behave as an adult and follow the rules and regulations of the Academy.

If I make any kind of mistake, which might happen to any person at any age, male or female, I will, insha'Allah, correct the mistake as soon as I become aware of it. I will not insist on the wrongdoing. I will cooperate with the school and accept the consequences.

I pledge to be a role model for young Muslims.

I understand that as a young adult I will bear responsibility for my own education. I pledge to do my share to my best. I pledge to do homework assignments, reports, and projects, in depth and on time.

Receipt of Guidebook

I have received my personal copy of “Al-Noor Academy Guidebook”. I have read it and I commit myself to follow the school regulation. I have specifically read and understood the academic policies, the sections on passing/failing a grade, academic probation, dismissal and expulsion.

Name and Signature of Student

Date

Name and Signature of Parent

Date

Cut along the dotted line, sign the duplicate receipt and give to the school administration.

Receipt of Guidebook

I have received my personal copy of “Al-Noor Academy Guidebook, Updated August 1, 2009”. I have read the Guidebook and I commit myself to follow the school regulation. I have specifically read and understood the academic policies, the sections on passing/failing a grade, academic probation, the Code of Conduct, dismissal and expulsion. Failure to sign this form will result in a dismissal or expulsion.

Name of Student

Grade

Signature of the Student

Date

Signature of the Parent

Date