

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**Al-Noor Academy**

**الإسلامية النور أكاديمية**



**STUDENTS AND PARENTS**

**GUIDEBOOK**

**FOR HIGH AND MIDDLE SCHOOLS**

**2017- 2018**

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*This Parent/Student Handbook abrogates all previous versions*

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Dear Parents and Students:

On behalf of your Al-Noor Academy faculty and staff, may we extend a warmest of welcomes, and wishes for an exciting and productive academic year.

This booklet, recently revised and updated, comprises the *ANA Handbook*. In it you will find answers to “frequently asked questions” about the Academy, as well as a complete list of our policies and rules for the current academic year. We strongly urge both parents and students — including returning ones — to read it thoroughly, as there have been some changes.

We would like to call special attention to our Academic and Discipline Policies; as well as those regarding our Dual Enrollment program. These are the framework on which Al-Noor’s enviable reputation rides.

In addition to this booklet, changes in rules and policies, as well as such daily matters as school work assignments, will be covered on our Web site, [anahs.org](http://anahs.org).

Naturally, we stand ready to answer questions not covered in the *Handbook*. Please email [ana@anahs.org](mailto:ana@anahs.org), or [headmaster@anahs.org](mailto:headmaster@anahs.org).

Jazakum Allah Khairan,

Your Faculty and Staff

## **Overview**

### **Non-Discriminatory Policy**

The Academy admits students of any race, color, and national/ethnic origin. All students have equal rights and privileges to participate in programs and activities 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 its educational policies, admissions, scholarship/loan, and other school-administered programs.

The Academy employs competent and well-qualified 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.

### **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 accredited by the New England Association of Schools and Colleges (NEASC). Al-Noor Academy teaches a rigorous 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 American Muslim identity.

The Academy is committed to providing young men and women with a quality education in an Islamic environment, and maintains 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 encourage character building.

### **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<sup>1</sup>, 'Ibadah<sup>2</sup>, 'Ihsan<sup>3</sup> and 'Adl<sup>4</sup> and that inculcates these values in our students.

## **Vision**

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<sup>5</sup>; while also aspiring to the highest goals in the vocations they choose.

Thus, the objectives of the academic programs are to form skilled and discerning individuals equipped with logical scientific reasoning, trained in basic skills, full of creativity, and prepared for life-long learning. The Academy makes students proud of 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 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 difference, 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**

1. 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. Toward this end, students are gradually introduced to the Holy Qur'an, Hadith<sup>6</sup>, Seerah<sup>7</sup>, Fiqh<sup>8</sup>, the lives of the Sahabah<sup>9</sup>, and the lives of the greatest religious, scholarly and historical figures from Islamic history. In addition, all students learn to perform their salat<sup>10</sup> in jama'ah<sup>11</sup>.
2. 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 among Muslims in the United States, and strengthens the spiritual bonds within the Muslim Ummah<sup>12</sup>.
3. 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 among 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<sup>13</sup> of Allah in the universe and within themselves.

4. 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.
5. Islam urges to keep a good rapport with 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 offered recreational activities such as Qiyam and sports over the weekend.

### **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: Sayings 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

## **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 representative of parents and staff.

### **The School Sub-Committees**

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

1. ***Executive Committee (EC)***: This subcommittee is comprised of the Headmaster and department heads to assist the Headmaster with administrative decisions.
2. ***Technology Integration Sub-Committee (CSC)***: This subcommittee aims to enhance curricula via technology integration. The members of this subcommittee must have IT strong background.
3. ***R&D Committee***: This subcommittee explores new ways and means to improve the school.
4. ***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.
5. ***Parent Teacher Organization (PTO)***: The Parent Teacher Organization (PTO), which is formed by parents/guardians, develops its own procedures and selects its officers and representative(s). The PTO organizes meetings as appropriate to enhance the communication between school administration and parents/guardians. All the initiatives of the PTO are to be approved by the school Headmaster.

## **Tuition/Registration Policies and Process**

### **Admission Policy**

Students are considered for admission based on two criteria:

#### **1. 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.

#### **2. 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 three months.

### **Individual Education Plans and 504's**

Students with Individual Education Plans (IEP) or 504 Plans may be admitted to Al-Noor Academy at the discretion of the 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 first two weeks of the academic year is highly discouraged. After the third week, students will not be eligible to enroll. Students transferring from other school districts must take the standardized admission test. Additional tests may be administered to ensure students best placements in Arabic and Quran.

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 executive committee with the recommendations from the student's current teachers.

Students will not be accepted into the school enrollment if they are two weeks late when the school starts. Exception might be made for students with very strong academic performance as decided by the discretion of the school administration. After the third week, no one will be accepted.

## **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 only if the school denies admission to the student.
3. A non-refundable application fee per student is paid with application.
4. The books and all learning materials must be 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).

## **Tuition Payment Plans**

Tuition plans may vary from year to year. Various payment plans may be available. Tuition payment is handled by Smart Tuition, a third party tuition collector. The school tuition policy continues to be valid and the same dates are applicable regardless of the admission time.

## **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 student's demonstrated family need and funds availability.

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

1. Most recent paycheck stubs
2. Last year's 1040 tax return form or current unemployment collection proof
3. Any other supporting documents regarding the family income and need

Other tuition plans can be acquired from the Islamic Center of New England (ICNE) and/or from **Muslim Community Support Services (MCSS)**. **In recent years, some families were able to**

**collect as much as half of the total tuition from ICNE. The Al-Noor administration will be more than happy to assist you in applying for these plans.**

Additionally, Al-Noor offers a \$500 tuition discount per family of students who commute 35 miles in one direction or more and there is no train station in their locality.

### **Delinquent Accounts Policy**

Al-Noor Academy must receive scheduled payments promptly in order to meet its projected expenses. If the payment is 30 days past due, the account is considered delinquent. **Students with delinquent accounts will not be allowed to attend classes. Student transcripts, 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.**

### **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 percent of annual total fees, if student(s) withdraw during the month of September.
3. Parents will be liable for 50 percent of annual total fees, if student(s) withdraw during October-December.
4. Parents will be liable for 100 percent of annual total fees, if student(s) withdraw after December 31.

### **Requesting Transcripts**

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

There will be no charges to send out transcripts while students are attending Al-Noor Academy. Students who are not attending Al-Noor Academy will be charged a \$5 fee for each official transcript requested.

### **Registration Process**

The registration package may be picked up from the school or printed from the school website (<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 entry tests 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.

## **Health Guidelines**

No student will be allowed to take prescription or non-prescription medication without a written request and permission of the student's physician and the parents' confirmation. All medications, dosage instructions, and permission slips must be turned in to the school by a parent or guardian, not a student him/herself. Any medication brought to school otherwise will be confiscated and returned to the parents or guardians.

Moreover, it is the parents' responsibility to keep the school informed of any allergies or medical problems the child may have. Any accident or injury taking place in school is reported immediately to the Office. First Aid guidelines allow the school to only attend to minor cuts and abrasions with soap and water, and/or apply a dry sterile dressing (Band Aid) thereafter. A note about the incident is sent home with the student. In case of any questions, parents may contact the school. The school will call the parents in case of a serious illness or injury.

A student with a communicable disease should not be sent to the school. It is important to safeguard our students against communicable diseases; therefore, any student suspected of carrying one will be sent home. A note will also be sent to homes of all students about any such occurrence in the school.

## **Emergency School Closings and Delays**

When the decision is made to close or delay the school due to inclement weather, it will be announced on local radio and TV stations such as WBZ4.

School closings or delays will also be made known through the outgoing message via The One Call Now, or by visiting the school's website at [www.anahs.org](http://www.anahs.org). Parents will also be notified via email no later than 6:00 a.m. for same day closing or delayed opening. Our Facebook page is always available for the latest updates and news as well.

In the event of inclement weather during the school day, the school may choose to cease operation and dismiss students early. Parents should contact the office for corroboration if an emergency closing is suspected.

# Academics

## 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 enrich 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 Headmaster on homework.

**Amount and Frequency:** Students are expected to have daily homework. They are expected to spend up to 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 return homework by the due date to get full credit. Late homework will be given only one more chance to receive half the credit; otherwise it will receive zero credit. Teachers might choose not to give second chances if that would suit their subject settings.

### 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 class work as homework.

### c. *Quizzes*

**Definition, Goal, Frequency and Marks:** Quizzes are short and quick assessments that are designed to measure students' 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 or pop quizzes to assess student's comprehension.

**d. Exams**

Written and/or oral examinations such as chapter tests or unit tests will be administered by teachers each trimester during the academic terms.

Additionally, there are 3 major cumulative examinations at the end of each trimester. Teachers can choose to give projects instead of cumulative exams.

**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 teachers' syllabi, 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 Headmaster.

- |  |        |
|--|--------|
| <input type="checkbox"/> Conduct/Participation   | 5-10%  |
| <input type="checkbox"/> Homework                | 10-30% |
| <input type="checkbox"/> Quizzes                 | 10-30% |
| <input type="checkbox"/> Tests/Examinations      | 20-35% |
| <input type="checkbox"/> Projects                | 10-20% |
| <input type="checkbox"/> Cumulative Examinations | 15-25% |

**f. Extra Credit/Marks**

Teachers may develop their own policy to motivate students by giving extra marks for extra work, projects, or optional questions. The availability of these extra marks is at the discretion of the teacher and may not exceed an additional 3% of their complete grade. Additionally, teachers might choose to drop the lowest grade of homework and quizzes as a second way to help their students' grades.

**g. 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. 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.

### ***h. Grading and Report Cards Schedule***

Marks for each subject are updated on the weekly basis through Jupitergrades. Report cards are sent within one week from the end of each trimester. The following are the category grade weights used by ANA:

%	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
82	B-	2.7	3.2
81	B-	2.6	3.1
80	B-	2.5	3.0
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

## Curriculum

### Subject Classes per week

#### Middle School

English Literature & Language Arts	6
Mathematics	6
Science	6
Social Studies	5
Religion	5
Arabic Literature and Language arts	5
Quran	5
Electives (PE, Islamic History, French, and Art)	5

#### High School

##### Grades 9 & 10:

English Literature & Language Arts	6
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Mathematics	6
Science	6
Social Studies	5
Religion	5
Arabic Literature and Language arts	4
Quran	5
Electives (PE, Islamic History, Journalism, College Prep., and Art)	6

**Grade 11 & 12:**

English Literature & Language Arts	6
Mathematics	6
Science	6
Social Studies	5
Religion	5
Arabic Literature and Language arts	4
Quran	4
Electives (PE, Islamic History, Journalism, College Prep., and Art)	6

**High School Graduation Requirements**

A total of 140 core courses credits, 20 elective courses credits, one Islamic thesis presentation and 160 community services are required to graduate. The community services hours can be accumulated anytime during the four years of high school; however, it is highly recommended that they should be spread equally over the 4 years of high school. These hours must be completed by the end of April of the student’s senior year. Moreover, students must provide promptly the school with all needed college transcripts and pay all their due balances by the end of April of their senior year. In order to graduate, a student must successfully attend and complete the following subjects:

	<b>Required Credits</b>	<b>Credits Distribution</b>
<b>Core Subjects</b>	<b>140</b>	
English	24	2 years at ANA and 2 at college
Mathematics	24	2 years at ANA and 2 at college
Science	24	2 years at ANA and 2 (at least 1 w/lab) at college
Social Studies	16	2 years at ANA and 1 at college
Arabic Language	16	4 years at ANA
Quran Memorization	18	4 years at ANA
Religion	18	4 years at ANA
<b>Elective Subjects</b>	<b>22</b>	
Art	2	2 years at ANA

College Prep.	3	2 years at ANA
Computer Science	2	2 years at ANA
Journalism	1	2 years at ANA
Islamic History	4	4 years at ANA
Physical Education/Health	10	4 years at ANA
<b>Total Required Credits</b>	<b>162</b>	

## **Failing a Grade (Year)**

The following will inexcusably result in redoing the year or dismissal from Al-Noor Academy:

Having an annual GPA of 1.75 or below

Having an annual failing average in any 2 core subjects (1 ANA core subject for dual enrollment students)

Having an annual failing average in 1 core and 2 non-core subjects ((1 ANA non-core subject for dual enrollment students)

Any incomplete work must be completed otherwise the grade will be converted to an F

‡

Core subjects are: Quran Memorization, 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 trimester):

1. Having below a 2.50 GPA in any class or overall GPA.
2. Having significant behavior issues as determined by the Executive Committee
3. Chronic failure to bring homework and school reports on time
1. 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 provided by the student' parents, and have limited school privileges (including suspension from athletic and extracurricular participation and non-educational field trips). The counselor will meet with the student's parent(s) every two weeks to assess the progress.

Upon the end of the academic probation trimester, 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.

## **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 Associate's 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, community services, 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 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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.

### **Dual Enrollment Classes**

Dual Enrollment classes are based on assessment by the college, teacher, and guidance counselor recommendations. In addition to classes offered at ANA as tabulated previously, the following are the college courses that students need to take:

1. Math: College Math(for CP classes only), Pre-Calculus, Calculus, Statistics
2. Science: Biology, Chemistry, Anatomy & Physiology, Environmental Science, Microbiology, Physics
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

**Prior to enrolling into any of the dual enrollment courses, students must get the students Dean approval. Enrolling in the wrong courses won't be counted towards the graduations credits.**

## **SAT/PSAT Programs**

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

## **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 whom you want recommendations from at least two 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 the FAFSA (Financial Aid online application) is due. Parents are encouraged to do their taxes early, because students will need this information to complete the FAFSA application

## **Student Services**

The school offers a range of services, all of which are free of any charges

Moral and Academic Counseling

Dual and College Counseling

SAT Classes

College Prep. Classes

Arabic and Quran after-School Classes

After School Curricular and Athletic Programs

Extracurricular and Religious Activities

Different Clubs and Groups

All these programs will be communicated and explained to the parents and the students when their timing is up.

Moreover, parents and students are encouraged to look at the school calendar to see the various activities planned for them this year. Their participation is important

# **Behavior and Discipline**

## **General Philosophy of the Code of Conduct**

Discipline is the core of the Islamic way of life. Muslims must demonstrate their best behavior at all times. The purpose of discipline policies 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 toward 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 them. They are also expected to bear the consequences for breaking the rules. Every human makes mistakes sometimes. However, Muslims are expected to recognize their mistakes, correct them as soon as they discover them, bear the consequences, and work to not repeat them.

The goal of the system of discipline is to provide a clear understanding of the consequences for some infractions made by students.

It is worth mentioning that these policies can't cover all matters and issues at the school. The administration reserves the sole right to impose new policies should it be needed, and have the final decision about any arising situation.

Any violation of the rules and regulations will be followed by consequences. The student shall fully respect the rules, regulations and their consequences without any argument. Ill attitude or opposing and refusal to abide by these policies and rules by either students or their parents or guardians will result into an immediate dismissal from the school. If a parent shows ill behavior abuse or disrespect towards the school rules, officials or employees, then the student will be dismissed from the school immediately.

It is important to note that while Al-Noor is open to suggestions, parents who insist on changes in different areas from the uniform code to homework, to testing to discipline, the Academy simply cannot abide by these changes and is not open to entertain them. Parents who make the same suggestions regarding school policy, after being politely denied, will be asked to transfer their child or children to another school, and Al-Noor will withdraw them from the school rolls.

## **School 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, otherwise it will be confiscated for 24 hours and an adult must show up to the office to pick them up
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 file out quietly at the end of the school day
13. Complete homework assignments 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 an 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. School textbooks, materials, and other student items should be returned in the same condition as issued by his/her teacher. Students who return textbooks 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
23. Observe all Masjid and lavatories manners learned in Islamic studies class
24. Always make all transitions between classes and otherwise quiet and prompt
25. Drinks and food are prohibited from the prayer hall, lavatories, and classes — except during breaks
26. Observe all classroom rules designated in the different syllabi
27. Any visitors to the school or on field trips must first obtain permission from the administration at least 24 hours prior to the visit

### **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. All clothing should be clean and ironed.

#### **Uniform for High School and Middle School Boys**

1. Navy-blue or khaki pants (pleated or straight cut) with white long or short sleeve oxford shirt (with a straight cut)
2. White or black socks
3. Black dress shoes or solid black sneakers
4. For cooler days, solid white, blue or black jackets or sweaters
5. ANA gym uniform must be acquired from our vendor no later than the third PE class.

#### **Uniform for High School and Middle School Girls**

1. Abayah, color and pattern may be of student choice, providing they meet criteria of a respectful and professional learning environment. The administration reserves the right to adjudicate student dress.
2. Solid and opaque black, navy blue, or white head scarf
3. White or black socks
4. For cooler days, solid white, blue or black jackets or sweaters
5. ANA gym uniform must be acquired from our vendor no later than the third PE class.

\*\*\*\*\*

*\*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 one 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' hair should be cut short and properly combed
7. No Jewelry. (chains, rings, bracelets...etc.)

### **Consequences of Dress Code and Uniform Infraction**

#### **First violation**

A student not wearing uniform for the first time will receive a written warning. 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.)

#### **Second Violation**

After the first dress code violation, please refer to the discipline flow chart.

### **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. Infractions are held by teachers, administrators, executive committee, or the school committee depending on their seriousness.

The following illustrates the flow chart of different violations and their levels:

### **Preventive Plan**

This plan is designed to prevent any ill behavior in the classroom, and assure a healthy learning environment for all students. Any student who shows negative character or disruptive behavior will be given two chances, and by the third offense, he/she will be sent out of the class and won't be attending that particular class. Would the student show the same behavior in another class, he/she will be sent home, and will be re-admitted only after a conference with the parents.

### **Level 1 Offense**

1. Incomplete/Missing homework
2. Class/hallway disruption
3. Play fighting
4. Instigating negative behavior
5. Loud or distracting conduct
6. Dress code violation
7. Disturbing students' property
8. Teasing or disrespecting others
9. Littering
10. Backbiting
11. Chewing gum, eating candy, or food at non-authorized times
12. Skipping a detention

### **Consequences**

1. Verbal warning issued by a teacher or administrator
2. Written warning issued by a teacher or administrator
3. Detention
4. Long-term detention

### **Level 2 Offenses**

1. Breaking a major Islamic conduct code
2. Using slurs, racial comments, profanity/obscenity in language or gesture whether written, verbal, or electronic (including, but not limited to printed materials, videos, DVDs, e-mails, texting, Facebook, gaming devices, MySpace, YouTube etc. (whether done inside or outside of the school building.)
3. Inter-gender inappropriate relationship
4. Disrespecting a teacher
5. Refusal to follow direction
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)
9. Throwing an object
10. Spreading rumors
11. Academic Dishonesty (including, but not limited to: plagiarism, cheating, copying, and using unauthorized materials)

### **Consequences**

1. Immediate meeting with the student and the parents and issuing a behavior contract
2. One day in-school-suspension
3. One day suspension
4. For the academic dishonesty, student will receive a zero on the test or assignment in addition to above consequences

### **Illegal Acts**

#### **Offenses**

1. Fighting
2. Bullying
3. Harming another person, attempting to harm or threatening to do so
4. Bringing a weapon or a dangerous object to the school

5. Possessing, selling, or distributing controlled substances including cigarettes, alcoholic beverages, and drugs (including over the counter medications without notification).
6. Being involved in any gang related activities, criminal act, or stealing

### **Consequences**

Long Term suspension or dismissal and expulsion

### **Anti-Hazing**

#### **Copy of M.G.L. c. 269, §§ 17 through 19**

**Section 17.** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19.** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and

eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **Tardiness and Absence Policies**

### **Tardiness Policy**

1. Parents are encouraged to call the school ahead to claim excused tardiness
2. Any student who arrives after 7:40 a.m. is considered late and should report first to the office
3. Any student who arrives to school after 9:00 a.m. will be recorded absent that day
4. Parents will be informed directly by a phone call as well as by an automated e-mail

5. Five unexcused tardy days (and two for duals) will result in the records reflecting one day of unexcused absence from the school and a mandatory parent-teacher conference.
6. Every 3 unexcused absences will be subject to a half credit reduction from the total course credits
7. 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

### **Late Pick-Up Policy**

1. After 3pm (2:40 pm on Friday), 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 study periods, extracurricular activities, tutoring, and detentions
2. Parents must pick up their child(ren) or make arrangements to have them picked up on time
3. Parents of students who take the train have to make one of two choices:
  - a. either their children have to stay for a study hall under school supervision
  - b. they have to leave ANA premises and waive any supervision responsibility by ANA

### **Absence Policy**

1. An excused absence is any absence that occurs due to a documented illness, family emergency or similar situation as determined by the Executive Committee. Vacations, leaving school before the last day, and other absences will be considered unexcused absences
2. 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 school immediately. A written statement by parents should be received on the following day; if no note is received, it will be counted as an unexcused absence
3. Any student who deliberately skips a school day without a parental notice will not be admitted to the school unless accompanied by a parent for a conference

### **Arbitration**

Arbitration is the sole means to reach resolution for all conflicts that may arise among 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 Islamic knowledge. 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 Student Contract

**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 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 good 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 do my best. I pledge to do homework assignments, reports, and projects, in depth and on time.*

## **Acknowledgement of Review and Agreement to the Guidebook Terms**

*I have read the online version/received my personal copy of "Al-Noor Academy Handbook, Updated July 2017." I have read the handbook and I commit myself to follow the school regulations. I have specifically read and understand the academic policies, the sections on passing/failing a grade, academic probation, the discipline flowchart. Failure to sign this form will result in a dismissal or expulsion.*

*If you don't allow ANA to take pictures of your child to be added to the yearbook, school newspaper and for other reasons, check below box:*

*No, I don't allow ANA to take any pictures of my child.*

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*Name of Student and Grade*

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*Signature of the Student and Date*

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*Signature of the Parent and Date*