

# ***Al-Wali Academy***

***Parent-Student***

***Handbook***

***2023-2024***

*10 Olsen Ave, Edison NJ 08820*

[\*administration@alwaliacademy.org\*](mailto:administration@alwaliacademy.org)

## **School Timings**

Al-Wali Academy

7:40 am to 3:00 pm

1st Grade and up

7:45 am to 3:00 pm

Pre-K & Kindergarten

8:45 am to 3:00 pm

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In the name of Allah, the Most Gracious and the Most Merciful

عَلِّمْنَا زِدْنِي رَبِّ

*“My Lord, increase me in knowledge.”*

This parent-student handbook has been designed to provide parents with important information about policies and procedures of Al-Wali Academy. These policies and procedures have been prepared to provide a standard framework for all and to ensure that the school runs smoothly within this framework. This book will help parents, teachers and the administration a uniform and standard understanding. Please read it carefully and discuss its contents with your children to help them understand the school policies and to help them adhere to these policies in the best possible way.

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## **Introduction**

Al-Wali Academy offers a comprehensive academic curriculum, and a well-structured and Islamic Studies, Quran, and Arabic language program. Alhamdulillah, the school was founded in 2022 and has since shown tremendous growth and promise. The school currently serves Pre-School to Grade 5 and with the will of Allah we plan to take it to the high school level in future.

## **Mission**

**Al-Wali Academy strives to develop an enriched learning community that promotes academic excellence, leadership and Islamic values in a diverse society.**

## **Vision**

Guide students to become confident model citizens who demonstrate Academic excellence and Islamic values to succeed in this life and the Hereafter

## **Philosophy**

Al-Wali Academy is committed to provide the best Islamic education, environment and activities for the children, youth and other members of our community by offering interesting teaching programs.

- Provide Islamic teachings to Muslim children and help them understand basics of Quran and Seera.
- Provide children an opportunity to meet and know each other and thereby strengthen their bond as a Muslim umma
- Make children aware of Islam and their future role in Muslim society
- The teaching shall be non-sectarian and non-controversial

## **Non-Discrimination Policy**

Al-Wali Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Al-Wali Academy strives to provide an Islamic environment where our students could find the school a safe, pleasant and welcoming place where they are able to achieve success in their Islamic and conventional subjects irrespective of their race, language, color, and ethnic background. We believe that it is not possible to achieve any of the above goals if any of our students face prejudice or hostility. We want everyone - students, parents and staff to understand that the use of racial language and the demonstration of racial behavior - explicit or implied - is not only against the laws of the land and the school's policy, it is also against the teachings of the Quran and the teachings of our beloved Prophet Mohammad - may peace be upon him.

Al-Wali Academy has *zerotolerance policy* on the issue of racial discrimination and racial vilification – explicit or implied. There could be serious disciplinary consequences to prevent the use of racial language as well as demonstration of any form of behavior that is tantamount to racism.

Under the school's policy guidelines, all complaints about the use of racial language, discrimination, and vilification will be treated seriously and acted upon promptly, with strict respect for the confidentiality of all involved.

Although the school has no room for the use of racism, the focus of our efforts is reconciliation rather than confrontation, with the goal of educating young people about the unacceptable nature of racist behavior. We do it in conformity to what Allah (SWT) says in the Quran: "The believers are nothing else than brothers (in Islamic religion). So, make reconciliation between your brothers, and fear Allah, that you may receive mercy." (Al-Quran 49:10).

### **Corporal Punishment Policy**

No staff members of Al-Wali Academy shall inflict or cause to inflict corporal punishment upon any student attending Al-Wali Academy. A staff member may use discretionary action as necessary:

1. To quite a disturbance, threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
3. For self-defense; and for the protection of persons or property.

### **Curriculum Implementation**

Al-Wali Academy teachers are responsible for effectively teaching the planned academic curriculum and fulfill all curriculum requirements pertaining to the State of New Jersey as per school guidelines. To support learning of the required curriculum, teachers are responsible to:

1. Involve and engage students in the learning process.
2. Determine students' learning strengths and needs.
3. Communicate learning strengths and needs to students, parents, and colleagues.
4. Keep Principal/ Administrator well informed about the ongoing academic as well as behavior progress of the child.
5. Use a variety of other instructional tools and activities to further enrich their overall teaching.
6. Encourage parents to support students' learning.
7. Participate in the district/campus training designed to support these functions.
8. Use assessment as a diagnostic tool.

Students are recognized and valued as the beneficiaries of the teaching and learning process. However, for optimal learning to occur, students should recognize the importance of their active participation in the learning process.

Parents are expected to play an active role and help their children understand their basic responsibilities.

Therefore, each child must:

1. Understand his/her learning strengths and needs
2. Meet or exceed the learning requirements based on the district curriculum standards.
3. Recognize the impact their behavior has on their learning and the learning of others.

The success of students is facilitated in a setting where a strong link between communities and schools exists. Parents are encouraged to assume an active role in the education of their children. The responsibilities of parents include the following:

1. Identifying students' needs and providing information about their children to the school.
2. Reinforcing the learning process by monitoring students' progress.

3. Interacting frequently with the school, and your child's teacher.
4. Creating a home environment that supports teaching and learning.

### **Student Dress Code and Uniform Policy**

The purpose of Al-Wali Academy's uniform policy is to promote learning, reduce the distraction, disruptions, and discipline problems in the classroom. While it emphasizes an atmosphere of respect, courtesy, and responsibility for all, it also promotes self-discipline, and encourages high personal standards. The uniform establishes a feeling of community and equality within the school.

Students are expected to adhere to the uniform code everyday throughout the entire school year. All students in grades KG through 5<sup>th</sup> grade are required to wear the school uniform from the first day of school until the last day of school during the school day and at other designated school sponsored activities, unless otherwise noted. Al-Wali Academy administration will notify parents accordingly. It is the parent's responsibility to see to it that the students follow the uniform code. Gym uniforms must be worn on scheduled gym class days. Students coming to school without proper school uniform will be given appropriate consequences. Absences resulting from uniform problems will be considered unexcused.

**Student dress code and uniform policy are posted on the school's website:**

### **Guidelines for Visitors and Volunteers**

Al-Wali Academy administration expects all parents, visitors and volunteers to respect and observe these guidelines:

1. Al-Wali Academy Administration gives due attention to the safety of its students, staff, and other employees. Therefore, due to safety concerns, parents, visitors, and volunteers are not permitted anywhere inside the school building unless they are authorized by the school principal.
2. All parents, visitors, and volunteers should first report to the front office administrator to sign in, obtain a visitor/volunteer pass, and wait for further instructions regarding visitation.
3. Parents wishing to see teachers and/or their children during school hours are classified as visitors and must follow Al-Wali Academy's guidelines for visitors. The school encourages parents and other visitors not to make the school a "meeting place".
4. Parents are not permitted to enter and/or visit classes without prior permission and approval of the school principal. Visitors who are observing a classroom during a planned visit must not disrupt, or in any way interfere with the learning process. The parent visitor is not authorized to give any directions or instructions to students.
5. The administrative staff as well as other teachers have the principal's permission to question and stop any stranger in Al-Wali Academy who is not wearing a "Visitor"/"volunteer". They will escort such strangers to the school administration office immediately.
6. Parents, visitors, and volunteers are not permitted to bring other parents or students as guests to school. This also includes young children who are not part of any instructional program at Al-Wali Academy.
7. Parents and visitors violating the school's visitor's guidelines will be asked to leave the building.

### **Drop-off and Pick-Up Procedures**

Grade 1-5: **8:00 am.**

(Students will not be permitted to enter the building before 8:00 am)

Grade Pre-K 1, Pre-K 2 and KG: 8:45 am

(Students will not be permitted to enter the building before 8:45 am, unless pre-arranged)

- All students will enter the school building from the front door, unless advised differently by school administration.
- Parents must remain in the car with their children and wait for the designated time before releasing students into the building. Never leave your children unattended anywhere in the parking lot. Al Wali Academy administration is not responsible for any incidents or accidents happening outside the school building in case they are left unattended in the parking lot.
- Do not just drop your children off and leave. Please make sure your child has safely entered the school building.
- **Parents are not permitted inside the school building unless authorized, during drop off, pick up, and dismissal timings. Parents are not allowed to go to the front office for any requests after 2:45pm.**
- Dismissal starts at 3:00 pm and ends at 3:10 pm
- Late charge of \$1 per minute will apply after **3:10 pm**
- The school premises will be locked down at **3:30 PM**. If any students are yet to be picked up, the authorities will be informed, unless otherwise the parents have informed the school ahead of time, and prior arrangements were made with the school administration regarding the child's late pick-up.

### **Parking Rules and Procedures (During Pick-Up Time)**

For safety of the students and others parents are requested to adhere to following guidelines:

1. Always enter the school parking lot from the "**Entrance**" and exit from the "**Exit**" side.
2. Park your cars/vehicles only at the designated legal parking spaces only.
3. Never leave your children unattended inside your vehicles, or anywhere in the parking lot, while you are inside the school building.
4. Do not leave your cars/vehicles in the middle of the parking lot.
5. Do not double-park.
6. Be careful and drive very slowly while inside the parking lot. There may be other parents, and children around.
7. While exiting the building, always escort your children to your car, and do not leave them unattended or unsupervised anywhere inside the school building or outside in the parking lot.
8. After you have picked up your children from the dismissal area, please be kind to leave the parking lot as soon as possible. This will help others find an empty parking space after you leave.
9. It is the sole responsibility of parents to ensure safety of the children after they are picked up from the dismissal area.
10. Once a child has been picked up, he/she can not be re-admitted to the school. Child is parent's responsibility once he/she has been picked by the parent.
11. Al-Wali Academy is not responsible, nor liable for any/all incidents/accidents happening inside/outside the school building.

### **Early Pick Up Procedures**

- Parents are required to officially sign the student out in the office before the student can be dismissed from class.
- Parents will not be allowed to pick the students up directly from their classes.



- Please call the front office in case you are planning to pick your child up earlier. It is necessary that parents give an advanced notice to the front office. Notice may be given by a telephone call, email or parents may come in person early into the office at the start of the school day. All students must be officially signed out from the front office by a parent and/or legal guardian.

### **Student's Late Arrival Policy**

Parents play critical role in ensuring students get to the school on time and we are counting on your support and cooperation as we aim for a seamless and efficient drop-off and pick-up throughout this academic year. To ensure effective learning, it is extremely necessary that students are punctual, and coming to school on time.

- **All students Grade 1 and up, arriving at school after 8:10 am will be counted tardy and parents must come into the building to sign them in. Please do not drop off your child alone if he/she is tardy.**
- **After three (3) tardies in a marking period a warning note will be sent to their respective parents.**
- **After four (4) tardies, the student's (the fifth tardy) in a marking period, students will not be allowed to go to first period. Any subsequent tardies in one marking period student will be sent home and a parent meeting is required.**
- Parents are requested to ensure they drop their children off to school on time. The school administration policies as well the state law requires all students to be in full attendance every single day.
- Students arriving after 8:30 am can be sent home for that day unless the school administration has received prior communication from the parents in this regard.

### **Parent Responsibilities and Obligations**

Children learn the most when parents become partners in teaching. We expect parents to:

1. Encourage and motivate their children to respect school policies and procedures, and as well as the property of others.
2. Discuss school policies, procedures, and the acceptable student code of conduct with their children for better understanding.
3. Read and review Al-Wali academy Parent-Student Handbook for better understanding and discuss and explain its contents to their children.
4. Send children to school every day on time.
5. Send children to school in proper school uniforms, clean and well groomed.
6. Encourage your child to have a positive attitude towards learning.
7. Motivate and encourage children to respect their teachers, respect school personnel and other students, and help them increase and strengthen the love of learning.
8. Provide a proper home environment and adequate time for their children to study and complete any/all given homework and other given assignments daily.
9. Keep the school/homeroom teachers well informed about changes they notice in their behavior at home.
10. Offer full cooperation and support to school administration as well as teachers in their efforts to improve students' learning and behavior performance.
11. Participate in school extracurricular activities on a regular basis and stay in touch with his/her child's teacher.
12. Participate and attend all parent conferences requested by the school and/or teacher to discuss the child's academic as well behavior progress.

13. Communicate and /or request meetings or conferences to discuss any concerns they may have about their child's learning, safety and wellbeing, or behavior.
14. Assume full responsibility for their child's behavior in regard to any loss or damage to school property, as well as to accept financial responsibility for repair or replacement of the property.

**Parent-School Communication and Conferences**

The teacher, the supervisor, the principal, and/or the parent may initiate parent conferences. Positive issue oriented communication is strongly encouraged and highly recommended. Parent conferences are opportunities to share information and consider strategies that might be helpful to the student’s progress. Parents are recommended to maintain regular contact with their child's teacher. Parent-teacher meetings are very useful tools to address various student needs, and concerns in which the parent can play a major role.

1. Parents can communicate with their respective teachers by appointment any time. Parents can send email communication to their child's teacher through Gradelink website whenever necessary.
2. Teachers will do their best possible efforts to ensure they get in touch with parents whose children may need special attention in timely manner, follow up on their child’s progress, and get the parents involved.
3. It is recommended that parents should cooperate with the teacher and provide suggestions and recommendations to help the overall student progress.
4. Parents will be kept informed about the behavior, as well as academic performance on a regular basis.
5. Teachers are encouraged to offer suggestions to the parent concerning what the student may do to improve and what the parent may do to assist.
6. During a parent conference the parents are expected not to discuss another student’s performance or share any confidential information with anyone other than his/her own child.

**Procedures for Parent-Teacher Meetings**

To further streamline the communication system, and to address the parental concerns and complaints regarding the academic and/or behavior progress of the child in a timely manner, the following procedures will be implemented:

**Parent’s Point of Contact:**

1. First point of contact	The child’s respective teacher
2. Second point of contact	The child’s respective teacher
3. Third point of contact	School Administrator
4. Fourth point of contact	The Principal

**Step # 1**

**First Parent-Teacher Meeting**

- The parent contacts the teacher directly by email and/or calls the administration office, schedules an appointment and meets with his/her child’s respective teacher.
- The teacher and the parent discuss the issue and the matter is resolved. The teacher maintains a record of the meeting and other necessary details.

**Step # 2**

### **Second Parent-Teacher Meeting**

- Step # 1 is repeated. The teacher and the parent meet and discuss the issue again and the matter is resolved. The teacher maintains a record of the meeting record and other details.

### **Step # 3**

#### **Referral to Immediate Supervisor (respective Assistant Principal)**

- The parent contacts the school administrator and requests a meeting. A meeting is arranged.
- The administrator along with the child's teacher meets with the parent and the matter is resolved.

### **Step #4**

#### **Referral to the Principal**

- The parent contacts the principal directly once all the above 3 steps have been exhausted and requests for a meeting. A meeting with the principal is arranged.
- The principal along with the administrator and the teacher meet with the parent, and the matter is resolved.

### **Wudu and Salah**

As an Islamic school, Al-Wali Academy aims at strongly adhering to the commands of Allah (SWT) and the teachings of our beloved prophet Mohammad (SAW). As part of training young children to pray on time, the performance of Dhuhr Prayer with Jama'at at the school is part of the daily school schedule.

- All students from Grade 1 through 5 are required to participate and attend Dhuhr prayer.
- Pre-School, Pre-K, and Kindergarten students are excused from Salah, and will remain in their respective classrooms during Dhuhr, and Friday prayers.
- Students are expected to take the Salah seriously, and perform the obligatory prayer with love and devotion to Allah (SWT).
- Parents are encouraged to remind their children to take Salah seriously, and to observe all basic manners of Salah taught by our beloved Rasulullah saw.
- Parents are encouraged to remind and explain to their children the significance and importance of Salah, and its impact in their daily life.
- Students are expected to perform proper Wudu prior to performing Salah.
- Teachers on duty are responsible to supervise students and offer assistance whenever necessary; Teachers are also encouraged to remind and educate students not to waste water while inside the Wudu area, and to maintain cleanliness by throwing the used paper towels in the garbage.

### **Lunch**

Parents are encouraged to send packed lunches with their child that do not need to be warmed. Students will not be allowed to have access to a microwave at any time. Students are encouraged to have a lunch bag that sufficiently keeps lunches cool as required, as refrigerator space is not available.

Students are required and expected to make sure they:

1. Follow directions of their teachers the first time given.
2. Sit in their assigned seat in the lunch area.
3. Keep the dining tables as well as the entire lunch area clean.
4. Use the bathroom and get ready for Salah by making Wudu.
5. Do not leave the lunch area for any reason without permission of the duty teacher.

6. Clean up their own spot, pick up their trash, and leave the area clean. Behave properly while at the lunch area, and avoid horseplay, fooling with equipment, throwing objects.
7. Students are not allowed inside classrooms during lunch time (except as directed by teachers and school administration)

### **Textbooks and Other School Materials**

All students at Al-Wali Academy are issued books and/or materials at the beginning of the school year for which they are responsible for during that year. Textbooks issued to students should be cared for with pride, since they are the student’s temporary personal property and responsibility. Students must print their names in the proper place on book covers. It is the responsibility of the students to ensure they keep the school books in good shape.

1. All textbooks and other materials are the school's property, which must be returned at the end of the school year.
2. Failure to return school property in the same condition as when it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. No course grade or transcript/final report card will be issued to any student who fails to turn in his/her school books.
3. Final report cards, transcripts, etc. will not be released until all books/materials are returned and/or fines are paid for lost or damaged books.
4. During the final exams, the respective homeroom teacher will collect books and/or receipts. Students who fail to turn in books and/or receipts will be sent to the designated Administrator or the Principal, and the parents will be notified accordingly.
5. Lost books must be paid for immediately. If the book is found, money will be refunded to the student upon the return of the receipt

The following prices will be adhered to when levying book fines.

Torn pages	\$1.00 per page
Torn cover/broken binding	\$10.00 per book

Abused book, which renders it unusable or lost book

2 to 5 years old	75% of original cost
Over 5 years old	50% of original cost

### **Transportation**

It is the sole responsibility of the parents to make sure they arrange necessary transportation for their children. **Al-Wali Academy does not provide any official transportation services for students.**

However, the school may provide parents necessary information to help find suitable transportation arrangements for their children. Information regarding transportation may be available on our website. In case parents find other parents willing to carpool their children, it will be the sole responsibility of the parents to ensure the safety of their children. Parents should directly arrange a meeting with such a person to finalize necessary arrangements. Al-Wali Academy will not be responsible or liable for anything happening due this agreement between two parents.

### **Transportation Reimbursement**

In order to obtain transportation reimbursements from the concerned Township, each parent is required to fill out a FORM **B6T** – application for private school transportation. The applications are available at the front office.

## **School Closing and Delayed Opening Procedure**

In the event the school is to be closed because of inclement weather conditions, the parents will be advised by email/ text messages through Gradelink. Please check your email/text message before calling the school.

## **Lost and Found**

Lost articles are returned to the Main Office. If the articles are not called for, they are eventually stored in a designated area. At the end of the school year, all articles will be discarded.

Students should be urged to accept responsibility for their own belongings. They should be warned against keeping money or other valuables in school.

The school administration and/or staff cannot and will not be responsible for any loss of students' personal belongings, or any other items lost or taken in the building.

Students are requested not to leave pocket books, money or other valuables in their rooms. Collections for trips or other purposes should be counted, properly labeled and sent to the Main Office.

## **Ramadan**

Ramadan is a blessed occasion for Muslims. We as Muslims strengthen our relationship with Allah (SWT) by increased worship. Students of Al-Wali Academy from third grade and up are encouraged to fast during school hours.

The school day is shortened during Ramadan, and the normal routine of Physical Education is eased to accommodate students who are fasting.

## **Admissions**

Please note the following:

- **October 1st is the cutoff date for admission in Pre-School, Pre-K, Kindergarten, and 1<sup>st</sup> grade.**
- The account balance for the current academic year must be clear with no outstanding dues. Parents/Guardians with open balance will not be allowed to register their children. If the account is current at the time of registration but is found to be delinquent subsequently, the admission will be put on hold until such time that all dues are cleared.

## **Tuition Information**

For detailed tuition information, please visit Al-Wali Academy website: [www.alwaliacademy.org](http://www.alwaliacademy.org)

## **Policies and Procedures Regarding Tuition Fees Collection**

This section describes the policies and procedures regarding tuition and other fees collection in the form of a timeline with action items. The dates mentioned below are subject to change based on school holidays, staff vacations, etc. In case a date is pushed forward, all subsequent dates will be pushed forward by equal number of days.

5 to 10 days before the start of the month:

- ✓ SmartTuition will email monthly tuition invoices.
- ✓ The invoices will show current charges, outstanding balance, due date, and consequences of not

paying on time.

- ✓ The invoices are per student and they do not include charges attributed to family account such as enrollment fees, parent volunteer hours, etc. However, open balance on family account is considered outstanding balance for the purpose of this policy.

30<sup>th</sup> day of the prior month:

- ✓ SmartTuition will remind parents/guardian with outstanding balance as a courtesy.

10<sup>th</sup> day of the month:

- ✓ SmartTuition will apply late fees of \$40 per outstanding tuition fee invoice per account.
- ✓ Late fees will not be applied to charges attributed to family account such as enrollment fees, parent volunteer hours, etc.

13<sup>th</sup> day of the month:

- ✓ Accounts Office will email parents that Gradelink access will be disabled on the 15th for any outstanding balance.

15<sup>th</sup> day of the month:

- ✓ Gradelink access is disabled for outstanding balance.
- ✓ Accounts Office will email Board Officers, Principals and Administrator the list of above students.

20<sup>th</sup> day of the month:

- ✓ The school will suspend students with outstanding balances without exceptions.
- ✓ The Principals will inform the homeroom teachers before the morning of the 20<sup>th</sup> to not let affected students in class. Students will be allowed in class if and only if:

1. Parents/Guardian clears the total outstanding balance OR
2. Parents/Guardian have a face-to-face meeting with the financial office and
  - Explain the reason for not paying their dues.
  - Pay 50% of the dues.
  - Sign a payment plan with the Accounts Office.

OR

- Applies for financial aid and wait for approval.

In case of any outstanding tuition exceeding the last day of school, all accounts will be frozen. This includes a hold on report cards and transcripts, standardized testing results, and access to Gradelink. Any frozen account will be considered delinquent and in case of student transferring to another school, records will not be released unless all delinquent accounts are paid in full.

### **Attendance**

Regular and prompt attendance is necessary for a student to ensure and maintain satisfactory progress. **It is the responsibility of each and every parent/legal guardian, or the person having custody or control of a child to ensure that the child attends the school regularly.**

Excessive absences and tardiness from school are detrimental to the educational process and jeopardizes the ability of a student to satisfactorily complete the prescribed course of study. Parents should plan vacations and trips, which do not conflict with the school's instructional calendar.

Please note the following:

**Regular attendance** means being present for all classes and activities assigned for his/her grade level.

**Absence from school** means non-attendance in regular classes at assigned locations for the entire school day. Absence from school can be either excused or unexcused.

**Tardiness to class or school** means not being in his/her assigned seat or at an assigned station according to the school's bell schedule.

**Cutting** means unexcused or unexplained absence from school, class or assigned location(s). It generally takes the form of selectively missing one or more assigned class or assigned location(s) while being present for the school day or selectively cutting class or assigned location(s) as a result of deliberately missing homeroom.

**Truancy** means any unexcused or unexplained absence from school or class or assigned location(s). It generally takes the form of an unexcused/unexplained absence for the whole school day and is recorded as a "cut" in all missed classes.

**Excused absence** means absence due to:

1. Student illness or accident verified by a doctor's note.
2. Death in the immediate family.
3. Exposure to a contagious disease.
4. Attendance required in court (evidence submitted).
5. School sponsored education activities approved by the Principal.

### **Absence and Late Arrival**

Parents are required to contact Al-Wali Academy each time the child is late or absent from the school. In case the child is absent for three (3) or more consecutive days, a note from the child's physician must be presented to the homeroom teacher on the day that the student returns to school. The note has to be current and should be signed by the child's physician. The note will not be accepted at a later date. In case parents fail to bring a note from the physician, the child will not be permitted in the class.

- Absences due to minor problems where a student did not require seeking medical attention are considered as incidental absences. Incidental absences are not excused.
- **Students may not accumulate more than 18 unexcused absences, during the school year. If a child has 18 or more unexcused absences during the school year, he/she may lose credit for the subject, and the final transcript/report card will not be released until the student completes mandatory summer courses. Al-Wali Academy does not offer any Summer program and will not be liable to pay for any off campus course expenses. If a student fails to pass any necessary assessment, he/she will have to repeat the grade again.**
- The teacher/s will assume that the student has an unexcused absence unless otherwise the school is being officially notified by the parents.
- If a student is absent from school, it is the student and/or parent's responsibility to contact the teacher to make up assignments. The work must be handed in within the length of time (number of days) of the absence, e.g. one day absent – one day after the return to school to make up the work.
- Upon the student's return to school from an absence(s), the student will take the note to the homeroom teacher to be filed for future reference.
- Parental notes or phone calls that document or verify a persistent nature, extended medical treatment, and/or extenuating circumstances will be considered, but still will be counted as unexcused absences.
- Lateness due to emergencies such as power failure, auto accident, or snow are considered valid emergencies.
- **Teachers are not required to prepare work ahead of time for any absence. It is the responsibility of the student to make up the work upon returning.**

### **Absences for Family Vacations**

In addition to summer vacation, the school calendar provides for several possible vacation periods during the year such as Thanksgiving, winter break, and spring break, during which students may take vacation trips and meet with visiting relatives. Students should not be expected to miss classes to accommodate family events. Requests for vacation or visitation time will not be approved, **Absences will not be excused, and students will be marked absent and penalized accordingly.** It is very important that students be present for all class meetings in each subject area. This ensures continuity of the learning experience and prevents long gaps, which are most difficult, and at times impossible to make up.

### **Discipline Policy**

Al-Wali Academy is an Islamic Institution responsible for the upbringing of Muslim youth and the teaching of Islamic education along with state standards. It is imperative to Al-Wali Academy administration and staff to focus on Islamic manners and discipline on and about the school premises. The sole objective of Al-Wali Academy's discipline policy is to maintain an ideal Islamic environment which is safe and conducive to learning; to ensure safety of our children; and for the enrichment of their learning process.

There are four essential elements of school's discipline policy:

1. Every student should act as a responsible Muslim.
2. Every student has the right to learn.
3. Every teacher has the right to teach.
4. No student should prevent a teacher from teaching or a student from learning.



The school's discipline policy will be enforced at all times including but not limited to:

1. On school premises
2. During regular school hours.
3. During school-sponsored events and activities.
4. On school bus or other transportation arranged by the school.
5. With respect to any misconduct towards any school employee or damage to his/her property, whether on or off school premises.

### **Elementary Discipline Procedure (Grades 1-5)**

**Step One** (Warning 1) The teacher may do any of the following:

- Oral reprimand in a respectful, dignified manner
- Teacher-student conference(s)
- Time in the Thinking Corner
- Teacher-parent conference(s) and/or informal contacts
- Counselor-teacher consultations
- Phone call to parent

### **Step Two** (Warning 2)

Continued concerns and/or repeated behavior from Step 1 will result in a student behavior report to be completed by the student and signed by the parent. The parent will be informed that any additional misbehavior will result in a referral to the Principal or his/her designee. The teacher may use, but not be limited to:

- Teacher-student conferences
- Teacher-parent conference
- Counselor-student conferences
- Counselor-parent conferences

### **Step Three** (Warning 3)

Additional misbehavior by the student will result in an automatic **referral to the Principal** or his/her designee. The referral will include the Pupil Discipline Referral Form which will be recorded and put in the student's' file. The Principal will review the Pupil Discipline Referral Form when considering the action to be taken with the student.

The Principal may use, but not be limited to:

- Verbal reprimand (includes verbal contact with parent)
- Detention: Supervised detention can be held during lunch time or after school.
- Assign in-school suspension. The student will be required to complete all assignments of the day in school supervised by a staff member.
- Assign out-of-school suspension.

- Hold a conference with the student/parents/teachers to come up with appropriate strategies such as goal cards, external testing, or external intervention.
- Probation

### **Items not allowed at School**

The following items are considered prohibited, and therefore must not be brought to school at any time. The items will be confiscated, and proper consequences will be given to students for violating rules of the school.

1. Any/all digital electronic devices and/or games.
2. All types of trading cards like Pokémon cards, toys, dolls etc.
3. Cameras and game consoles.
4. **Cell phones are not allowed in the building during school hours. Cell phones must be handed over to the school administrator upon arrival every day in the morning and will be handed back to the student at the end of the day. If a student is found to have a cell phone, it will be immediately confiscated and parents will be notified to pick it up. A second violation of the cell phone policy will result in confiscation of the device until the end of the year.**
5. MP3 players, Nintendo DS, Walkman radios and CD players, PSPs, I-Pods, etc.
6. All kinds of hats, headbands, (head wear, excluding head scarf for girls, shall be removed when entering the school building and appropriately stored in the lockers).
7. All sunglasses (unless there is a prescription with a doctor's note).
8. All kinds of pets. Proper prior permission has to be obtained from the class teacher if there is a need to bring certain pets to the school for Show and Tell purposes.
9. Any inappropriate item that is not permissible at school.

Students are required to turn these items to the front office upon arrival. A designated staff member will confiscate them in case a student fails to turn them over.

### **Detention Policy**

To continue maintaining a proper academic environment at Al-Wali Academy and to ensure the students' consistent academic progress, the school has adopted a detention policy in an effort to effectively handle any situation that may arise. The detention policy will serve the purpose of providing constructive learning experiences for students who have violated certain standards set forth by the school administration. This policy applies to students in grades 3<sup>rd</sup> to 5<sup>th</sup>.

The detention policy has two criteria:

- Violation of school's discipline and school behavioral standards
- Constantly not meeting set academic standards and completion of academic assignments.

### **Types of Detention**

Depending upon the situation, students may be given one -and/or both types of the following two types of detentions:

- a. In-school lunch detention
- b. After-school detention

Students are responsible for attending their scheduled detentions on time at the scheduled site. It is the student's responsibility to see an administrator to inquire about a detention change if there is an emergency or a legitimate reason that warrants a detention change.

## Detention Duration

- Lunch Detention Duration

The minimum period for in-school lunch detention will be the entire lunch period. Those students assigned to lunch detention will report at the beginning of their lunch period to the designated location by their teacher to receive their detention form. If a student is assigned to lunch detention before the lunch period, the student will attend the day he/she was assigned detention. If the student is assigned detention after the lunch period the student will attend the following day and a half hour of after school detention (Students must complete detention within 36 hours).

- After-School Detention Duration

The after-school detention will be from 3:00 to 5:00 pm.

Students assigned to after school detention/homework academy will be given 24 hours' notice, so that the student can make arrangements for transportation. Students will have the opportunity to serve detention on the same day the detention is issued. The school will not be responsible for transporting students to their home from detention. No one will be excused from their assigned detention. **Students will not be excused from detention to participate in or attend an athletic or extracurricular event.**

Students are responsible for attending their scheduled detentions on time at the scheduled site. It is the student's responsibility to see an administrator to inquire about a detention change if there is an emergency or a legitimate reason that warrants a detention change.

## Probation Policy

To maintain proper academic environment in the school as well as to ensure that all students are in full compliance of the school's rules and regulations, all teachers are expected to implement the following guidelines:

- All those students who have been found in persistent violation of school's discipline may now be put on probation. The decision to put a student on probation will be based on teachers' reports –verbal and written- and will apply to those students who consistently violate the school's regulations and/or cause disruption to the learning environment.
- The minimum probationary period will be at least one week and maybe extended up to 4 weeks, depending upon a student's behavior during that period.
- Once a student is placed on probation, a Behavior Record Form will be issued to his/her teachers. The teachers will assess that particular student's behavior at the end of every period and will hand in the form to the next teacher. The teacher who teaches the last period will hand in the form to the front office.

Students on probation will be assessed –on a scale of 1 to 10- in the following areas: (a) Behavior (b) use of language (c) class work, and (d) homework.

- In case of absence/s, equal numbers of day/s will be added in the probationary period to make up the absence.
- If a student fails to receive at least 90 percent points from his/her teachers at the end of probationary period, he/she will be suspended for a maximum period of three days and his/her probationary period will be extended for another 2 weeks. Failure to receive at least 95 percent points at the end of extended probationary period may result in a weeklong suspension a possible or expulsion from the school.
- The decision to expel a student from the school will be jointly made by the principal and the school's executive committee in coordination with the school board.

- The administration-approved academic and behavior probation forms are available at the front office.

## **Expulsion Policy**

Al Wali Academy strives its best to avoid a situation where a child may need to be expelled from the school. However, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that school will do everything possible to work with the family of the child(ren) in order to prevent this. Following are some reasons we may have to expel or suspend a child from this center:

### IMMEDIATE CAUSES FOR EXPULSION

The child is at risk of causing serious injury to other children or himself/ herself.  
Parent threatens physical or intimidating actions toward staff members.  
Parent exhibits verbal *abuse* to staff.  
Parent shows disrespect to the staff or refuses to follow school's written or verbal policies advised to the parents from time to time.

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay or habitual lateness in payments of school dues.  
Failure to complete required forms including the child's immunization records.  
Failure to sign this expulsion policy.  
Habitual tardiness when picking up the child.  
Verbal abuse or disrespect to staff.

### CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.  
Uncontrollable tantrums/ angry outbursts.  
Ongoing physical or verbal abuse to staff or other children.  
Excessive biting.

### SCHEDULE OF EXPULSION

If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.  
The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate schooling (approximately one to two weeks' notice) depending on risk to other children's welfare or safety.

Failure of the child/parent to satisfy the terms of the plan may result in permanent

expulsion from the center.

## **Homework**

The purpose of the Homework is to:

1. Help children to realize the relationship between their learning experience in the school and their interests outside of the school.
2. Develop readiness for classroom experience.
3. Develop and improve study and research skills.
4. Provide a chance for review and enrichment.
5. Provide for individual differences based on the child's interests, needs and skills.
6. Reinforce previously introduced acquired skills.

## **Role of Parents**

Parents are expected to:

- Set a regular and permanent time for homework for their children.
- Arrange a quiet and well-lit area to be used as a place for study/homework
- Remove all possible distractions from the assigned place for study/homework
- Provide necessary supplies and resources your child needs
- Explain benefits of good study habits
- Give regular reminders/advice to help your child complete due assignments neat and in a timely manner
- Be well aware of the school's homework policy, and the teacher's weekly homework schedule
- Always discuss with the child about his/her homework, and be a good role model
- Check your child's completed assignments after he/she is done.
- Show keen interest, and praise your child for good work and efforts
- Be available and ready to meet with your child's teacher whenever necessary
- Motivate your child to help him/her become well organized

## **Grading Policy and Student Records**

Al-Wali Academy uses Gradelink, a web-based program that automates grading as well as the progress of students. It provides a permanent repository of academic records and allows parents to monitor their children's performance on a daily basis and makes early intervention possible. Gradelink enables the parents to access everyday progress of their child in their respective classes and ensures alignment and communication between parents and teachers.

Grading will be done according to the prescribed grading system and scale officially approved by the school administration. The grading is to be electronically done using Gradelink for all subjects and classes.

- Al-Wali Academy maintains student records and data on Gradelink. Every teacher is assigned a separate page on the system. Teachers are responsible to ensure they keep their pages current and updated to enable parents to log on and see progress updates of their children on a regular basis. - Parents will be provided a user ID and a password to enable them to access their parent page on Gradelink.
- Parents will be able to see their child's everyday progress, grades, scores, comments, and behavior logs on line. Gradelink also gives parents an option to communicate with teachers.
- If parents notice that their child's progress is not being updated, please inform the respective assistant principal (direct supervisor for your child's teacher) accordingly.

## Report Cards

- Report Cards will be generated electronically through Gradelink.
- Report Cards will be issued four times a year, after each marking period.
- Parents and guardians are urged to examine the Report Card carefully. Any questions regarding the student's grades, scores, or comments can always be discussed with the homeroom/subject teacher and/or assistant principal or the principal.
- Parents can schedule appointments with the lead/homeroom or subject teacher by calling the Main Office, or sending an email to their child's teachers.
- Individual progress reports can be sent to parents upon request. The purpose of a progress report is to inform parents and students how the student is performing to the standards of the course. It is hoped that by notifying all concerned persons throughout the school year, parents and guardians will cooperate with the school in assisting the student to apply himself/herself in the particular subject.
- The student data is always available online. Parents are encouraged to view/monitor student progress on a regular basis, and contact teachers whenever necessary.
- Prior necessary communication will be sent by respective teacher/s to inform parents at least one week before a test is being scheduled.
- **It is not permitted for a child to be absent from the school on the day of a pre-scheduled test and/or quiz unless otherwise there is a valid reason for his/her absence. A written note from the child's physician is required to be submitted.**
- Parents will be notified by respective teachers and/or school administration in case a student fails in a subject area/s. Copies of tests can be provided to parents upon requests.
- Parents are responsible for reviewing and signing the test paper and sending it back to the child's teacher.
- Parents are encouraged to log on to their parental pages of Gradelink to know the progress of their children. Parents will be able to access the necessary data, student's grades, and scores.

## Student Acceptable Internet Usage Policy/Ethical Use of Technology

Al-Wali Academy is providing students with access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Al-Wali Academy electronic network.

- 1 The School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- 2 The School electronic network has not been established as a public access service or a public forum. The School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- 3 Parent or guardian permission is required for all students under the age of 18. Access is a privilege, not a right.
- 4 It is presumed that students will honor this agreement they and their parent or guardian have signed. The school is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

- 5 The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- 6 Students are expected to follow the same rules, good manners and common-sense guidelines that are used with other daily school activities as well as the law in the use of the school electronic network.

### **Unacceptable Behavior**

While utilizing any portion of the Al-Wali Academy electronic network, unacceptable behaviors include, but are not limited to, the following:

1. Students will not post information that, if acted upon, could cause damage or danger of disruption.
2. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
4. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Students will not use criminal speech or speech in the course of committing a crime such as instructions on breaking into computer networks, gang activities, threats to an individual, etc.
6. Students will not use speech that is inappropriate in an educational setting or violates school rules.
7. Students will not abuse network resources such as sending chain letters or "spamming."
8. Students will not display, access or send offensive messages or pictures.
9. Students will not use the school electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
10. Students will not use the school electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
11. Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
12. Students will not use any wired or wireless network (including third party Internet service providers) with equipment brought from home. Example: the use of a home computer on the network or accessing the Internet from any device not owned by the school.
13. Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
14. Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, inappropriate, threatening, harassing, damaging to another's reputation, or illegal.

### **Internet**

Elementary school Level - Access to information for students on the internet will generally be limited to prescreened sites that are closely supervised by the teacher.

Middle and High school Level - Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

Real-time, Interactive Communication Areas such as chat rooms are normally blocked. Students may not use chat or instant messaging software, unless explicitly approved by the school administration.

### **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

- Students will not disclose their full name or any other personal contact information for any purpose.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

### **System Security**

- Students are responsible for their individual accounts, if any, and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their passwords to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the school electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by the school policy, including the use of proxy services, software, or Web sites.
- Users will not use any remote access technology to monitor the network or other user's activity.

### **Software and Files**

Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.

A student's account may be limited or terminated if a student intentionally misuses software on any school owned equipment.

Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring of the school electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on the school servers are private.

### **Technology Hardware**

Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

### **Vandalism**

Any malicious attempt to harm or destroy data, the network, and other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Cyber bullying is a serious offense and will not be tolerated. Cyber bullying, in all its forms, is a level IV violation. Please make sure you read the discipline policy on page 24 of this document.

### **Plagiarism and Copyright Infringement**

Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.



School policies on copyright will govern the use of material accessed and used through the school system. Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

#### **Student Rights**

Students' right to free speech applies to communication on the Internet. The school electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

#### **Due Process**

1. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
2. In the event there is an allegation that a student has violated the school's acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
4. If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

#### **Limitation of Liability**

Al-Wali Academy makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. Al-Wali Academy will not be responsible for any damage suffered, including but not limited to loss of data or interruptions of service.

Al-Wali Academy is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising from the unauthorized use of the network.

#### **Violations of the Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

1. Use of school network only under direct supervision
2. Suspension of network privileges
3. Revocation of network privileges
4. Suspension of computer privileges
5. Suspension from school
6. Expulsion from school and/or
7. Legal action and prosecution by the authorities

The school administrators shall determine the particular consequences for violations of this policy. The designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

### **Computer Lab Policy**

1. Students are to use computers for school work only. ***The use of e-mail, instant messages, and on line non-educational games is not permitted.***
2. No student may tamper with the setup of school computers, intentionally introduce a software virus, or take equipment that has not been assigned to him/her. This includes: not downloading of files or programs from the Internet or changing the appearance of a computer screen.
3. Students may not bring unauthorized software without the computer coordinator's approval.
4. No one may abuse hardware or software or use technology for any malicious purpose.
5. There shall be no violation of copyright laws.
6. Students may not use another person's login or password to enter copy, alter, or tamper with computer files and setup.
7. Food, drinks, chewing gum, or candy around the school's computer equipment is prohibited.
8. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the appropriate administrator.

Parents and students are required to sign the relevant acknowledgment form. The form is available at the front office.

### **Health, Safety, and Emergencies**

In accordance with Al-Wali Academy's health policy and to reduce the spread of illnesses to others, sick children should not return to school until they are symptom-free and fever-free for 24 hours without using a fever reducing drug. A note from the doctor is required for a skin rash (including a diaper rash), illness of a contagious disease, or absence due to illness of 5 days or more. The note from the doctor must clearly explain the reasons for child's absence from the school.

Al-Wali Academy reserves the right to send home any student who shows signs of illness at school.

### **Illness**

1. If a child has a fever (oral temperature of 100 degrees or more) or had a fever one day before, the child should stay home. Often a temperature will be normal in the morning, but as the day progresses, the temperature rises.
2. A child must remain home until the child is fever free for 24 hours.
3. If a child has vomited or vomited one day before, the child should stay at home. Again, 24 hours without vomiting is the time frame to use.
4. If a child has diarrhea or diarrhea one day before, the child should stay home. When a child is free of diarrhea for 24 hours and shows no other signs or symptoms, the child may return to school.
5. If a child has a very runny nose or a persistent cough, the child should stay home until symptoms have lessened for 24 hours.
6. If a child has any sores, "weeping" skin areas or rashes, a health care provider's note stating that the child is not contagious is to be given to the nurse upon returning to school.
7. In the close environment of the classroom, other students and teachers are subject to the organisms of a sick child.

8. Also, a child's resistance is lowered as the child's body is fighting a fever, vomiting, diarrhea, mucus drainage, cough, or broken skin. Therefore, the child may develop additional signs of illness.

## **Medication**

1. The administration of medication is not the responsibility of Al-Wali Academy.
2. The school cannot and will not provide students with any medication whatsoever. No staff member is authorized to administer any medication to any child. It is a violation of the state law for any school personnel to administer any medication.
3. Prescription medication and over the counter medication can only be administered in school by the school nurse. Please note that the school nurse works only part time, and therefore she is not present at the school premises every day. Therefore, it the responsibility of parents to ensure that any/all such medications are administered at home on days the nurse is not present. Al-Wali Academy administration reserves the right to reject any medication if it is not in its original packing or the labels and other necessary information are missing.
4. Medication release forms must be signed by the parent or guardian as well as the health care provider and must accompany the medication. The forms must include dosage to be administered, time to be administered, and length of time the student will be on the medication. These forms are available at the school's front office.
5. Al-Wali Academy administration reserves the right to reject any medication if the medication form or the Doctor's signature is missing.
6. Medication must be brought directly to the office by parent or guardian. The school administration will not accept any medications from anyone other than the parent or legal guardian of the child.
7. Medication is not permitted in backpacks, lunch boxes, or cubbies. All such medications will not be accepted.
8. If emergency administration of Epinephrine by auto injector (Epi-pen) is indicated, arrangements can be made upon the completion and return of the appropriate medical forms. For further assistance, the school nurse can be contacted.
9. Topical ointments included, but not limited to diaper rash cream, sunscreen, and/or insect repellent can also be used when necessary with parent or guardian consent. The school nurse and/or the designated personnel are the only people authorized to administer it. All topical products including sunscreen and insect repellent should be clearly labeled with the child's first and last name and in its original packaging with labels affixed. Al-Wali Academy administration reserves the right to reject any topical ointments if it is not in its original packing or the labels and other necessary information are missing.

These guidelines are in place in accordance with New Jersey Statutes, which allow for the exclusion of students who are ill and by recommendation of the children physicians. Working together we can hope to have an ill child recover from the illness and return to school ready to pursue the educational experience. We rely on parents to assist us in maintaining a healthy environment at school. Please note that the doctor's clearance (note) may be requested depending on the illness. Any questions can be directed to the school. For additional assistance, please contact the school's front office.

## **Fire Drill**

The purpose of the Fire Drill is to develop and maintain a prompt, orderly evacuation procedure. Safety should not be sacrificed for speed.

Fire Drills will be held every month.

- ✓ All students will accompany their respective teachers. The teachers will escort them to the designated area.
- ✓ Without exception, all students and teachers must vacate and leave the building.
- ✓ Each class shall pass from the room in an orderly manner. It is always understood that order and understanding of procedures are more important than speed. Unless otherwise instructed, no attempt will be made by students to take books or possessions.
- ✓ Students will return only when notified by administrative personnel of Al-Wali Academy
- ✓ Under no circumstances any students will be allowed to leave their assigned area for any reason. Teachers will maintain order, and they are responsible to control and manage their classes during all fire drills.
- ✓ Students are not allowed to leave their classrooms separately or in small groups.
- ✓ The designated staff members will help evacuate the building and will make a final check to clear out of the building.

### **Evacuation, Exits, and Entry Points**

The locations of emergency exits are posted in each room. Students are required to follow directions of assigned individuals as and when given.

Students will be informed of the fire drill procedure and designated meeting place.

The building evacuation plans with Exit & Entry points are posted on each classroom door.

### **Conflict Resolution**

- Any issue, which may come up between a parent, a staff member, or a student, must be addressed first with the involved staff member before any further steps are taken.
- For any concerns or complaints, parents can contact the administrator any time. It is recommended to send complaints and concerns in writing preferably through email. The administrator will file one copy and give the original to the principal. If a comment or complaint is of a confidential nature, the person initiating the comment or complaint should submit two copies to the Principal or School Administrator directly.
- All comments and complaints should be accompanied by suggestions whenever possible. It should not be assumed that verbal comments, complaints, or suggestions would be retained and/or recalled by member(s) of administrative staff. Everything should be in writing.
- When a written grievance is submitted to the administration office – whether initiated by a parent, a staff member, or a student, the school administration will set-up an appointment for the parties involved within 48 hours of notification.
- The Al-Wali Academy's administration along with the school's executive committee will hear grievances of the parents, students as well as staff members. At this time, equal and fair chance and opportunity will be provided for each party to state his/her case. .
- If it has been determined that a staff-member has usurped the rights of a student or a parent, the matter will be referred to the school principal, and his decision will be final and binding on the staff member.
- The school administration will make every possible effort to ensure the decisions will be based in accordance with the Qur'an and Sunnah.
- A parent may submit, in writing, any grievances concerning the disciplinary action taken by a staff member. The principal will review the grievance and will respond in writing.

- If a parent is not satisfied with decisions of the school's executive committee and/or the principal, they have the right to request the principal to arrange or schedule a meeting with the school board. The parents may contact the principal directly with a request to schedule a meeting with the school board. All such meetings will be coordinated only through the principal's office.
- The board shall investigate and make every effort to resolve the matter professionally. In any matter, the decision of the board shall be final and binding on all parties.
- It is binding upon a parent to maintain confidentiality of school matters under all circumstances.

### **Changes in the Handbook**

This parent-student handbook is prepared to provide parents and students of Al-Wali Academy with a list of policies and procedures to follow. However, it is subject to administrative changes at any time. Al-Wali Academy administration retains the right to amend, modify, or change any part of this Handbook as and when needed. Parents will be given prompt written notification in case such changes are made.