# PARENT/STUDENT

# MANUAL

## 1443-1444 | 2022-2023

SALAHUDDIN FUTURE ACADEMY

SAFA

THE FUTURE STARTS HERE

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# Mission Statement

The mission of Salahuddin Future Academy is to transmit knowledge, provide a safe upbringing away from negative influences, and to develop a strong character through the values of Islam.

# Our Vision

Salahuddin Future Academy seeks to develop in each and every student a positive identity as an American Muslim who is prepared intellectually, socially, emotionally, spiritually, and physically to succeed in tomorrow's world. Through the technological platform, Salahuddin Future Academy's students are expected to integrate academic skills, Qur'anic principles, and ethical behavior in order to make positive contributions to the global community. Salahuddin Future Academy aims to develop in each student a balanced character enriched with knowledge, inspired to excellence, and committed to the betterment of family, community, and humanity.

# Our Goals

**I. TAZKIYYAH**

To elevate the spirit by implementing the Qur'an and Sunnah, as well as, total obedience to Allah subhanna wa ta'ala and His Messenger sallallaahu alayhe wa sallam, in all of our actions and deeds.

**II. TARBIYYAH**

To purify the self and improve the character to do whatever pleases Allah azza wa jall.

**III. ILM (Knowledge)**

To enrich the minds of our children with useful, beneficial knowledge to help them to go through life with great success, Insha'Allah.

Our goal is to combine self-discipline, Islamic morals, and academic excellence in our children, insha'Allahu ta'ala. Our intent is to implement and promote Islamic awareness in an organized and structured environment. While providing learning opportunities and enriching activities that will contribute to a well-rounded Islamic / Academic experience for our Muslim youth, our children will also be provided with a safe upbringing away from negative influences.

***To accomplish these goals, we are committed to:***

- To provide a warm and caring environment that will be conducive to the spiritual and academic growth and development of the child.
- To instill an appreciation for all the people of the world, to share and promote justice, and to proclaim the true message of Al-Islam.
- To foster a willingness to share time, talent, skills in response to the needs of the family, school, Islam and local community.

# OUR PARENT'S PLEDGE

**"I know that the children always learn best when families & schools work together."**

**AS A PARENT I PLEDGE TO:**

- Emulate the model of Islamic adab.
- Read at least 2 pages of Al-Qur'an daily in Arabic.
- Ensure that my child completes the entire Qur'an by the end of the school year.
- Spend quality time talking and listening to my child every day.
- Praise and recognize my child for their good school work, as well as, their good Islamic adab (behavior) at home, public and school.
- Help my child develop self-confidence and self-discipline.
- Talk with my child's teacher and communicate with the school about my child's progress and performance.
- Talk with my child about his/her school work.
- Regularly sit with my child at a designated place and time for school work and discussion. During this allotted time, there will be no disturbances of any kind, such as the television, radio, and telephone calls.
- **Encourage reading: I will always read at least 10 minutes daily, Arabic and English to my child and I will listen as my child reads to me.**
- Make sure my child gets healthy meals, enough sleep, and adequate exercise daily.
- Make sure that my child performs all of the five daily salat, and recite the adhkar (dua) that he/she learns in school.
- **Love my child enough to say "no TV" when necessary.**
- Help my child discover the joy that learning and thinking can bring at any age.
- Always try to instill in my child TAQWA (righteous) by having him/her practice all acts of obedience and striving to please Allah (swt) in whatever he/she does.

# SALAHUDDIN FUTURE ACADEMY

SCHEDULE TO BE SENT VIA E-MAIL TO STUDENTS AND POSTED ON LEARNING MANAGEMENT SYSTEM (EDSBY)

# Program Overview

Salahuddin Future Academy views the use of digital resources as central to the delivery of its educational programs and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of Salahuddin Future Academy to maintain an environment that promotes ethical and responsible conduct in all digital resources activities. With this privilege, an extraordinary opportunity to explore resources come responsibilities for the parents and students. During student registrations and subsequent yearly update, you are given the opportunity to view the Acceptable Use Agreement during these processes, you acknowledge that you understand and accept the information in this document.

Providing opportunities to enhance learning and improve communication within our community as well as the global community beyond our campus. The advantages of having access to these resources are greater than any potential downside. With the privilege of access comes a need for student, teachers, staff, and the public to exercise personal responsibility in the use of these resources.

# Technology Integration

- Technology touches almost every part of our lives.
- The use of technology for every student can serve as an equalizer, providing all students with access to information and tools that empower them as learners.
- Technology infrastructure must be designed and implemented in a manner to allow the stimulus implementations of an environment where personalized learning thrives in our school program.
- The use of technology for every student is one of the largest examples shifts in teaching and learning to be experienced by today's educators.
- The use of technology for every student can change the way teachers teach, offering educators effective ways to reach different types of learners and accesses student understanding through multiple means.
- Effective implementation of a plan to place technology in the hands of every student requires careful planning with a large emphasis on professional development for teachers as they begin their journey down the road to personalized learning in a one-on-one environment.
- The use of technology for every student can better equip the workers of tomorrow to investigate solve real world challenges, similar to those they will experience in the workplace.
- The use of technology for every student can increase student engagement and thus student performance, satisfaction, and interest in the school.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Salahuddin Future Academy policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. See district fair use and copyright guidelines for more information (Policy 6142.10). Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- hanging any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee
- streaming media, such as radio, games, video, etc., for non-educational purposes
- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location other may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.
Students will use technology resources cautiously to prevent damage.

Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

# Online Learning Objectives

1. To establish and implement a plan to embody the spirit of practical learning during the application of synchronous and asynchronous learning.
2. To minimize the disruption of learning as a result of a long-term closure of schools with no access to traditional learning spaces.
3. Guideline for online access
4. Evaluate your student's conditions for online learning.
5. Cease the moment and embrace new opportunities and possibilities for your students.
6. Designer of experience, facilitator of learning
7. Think differently about assessments
8. Stick with the familiar
9. Provide space for personalized learning
10. Design a model for asynchronous learning experiences
11. Design a model for synchronous learning experiences

# Online Program Student Services

**Academic Policy**

Salahuddin Future Academy's policy is to help all of our students be successful along their educational journey. We require students to work diligently and make course programs in order to meet the requirements to complete their graduation requirements.

**Class and School Work Policy**

Online course: Successful completion of any course which is provided solely online requires a student to meet the requirements of the course as outlined in the course syllabus, including all projects and written assignments and assessments.

Students must actively engage in their live classes Monday through Friday, excluding holidays, and complete a minimum of 1-4 assignments per day to be on track of course completion. The student and teacher will communicate daily Monday through Friday and work together to setup a personalized assignment completion plan that meets the needs of each student. If a student fails, falls behind in assignment completion, the student will be required to complete more than the 1-4 assignments per day.

Educational activity logs are to be filled out and completed daily. Logs should be completed online and it is the student's responsibility to fill them out completely. The logs must include at minimum 1 to 2 activities the student worked on from class. The teacher and student will review the educational acidity logs daily Monday through Friday.

## E-mail Policy

All SAFA students are provided with an individual school e-mail account. Upon registration, students are required to use SAFA's e-mail address to communicate with their teachers. School administrators reserve the right to monitor a student and teacher e-mails, as well as conversations that occur within Google Hangouts. Students are responsible for messages sent from their accounts. Students should not share passwords. Use of the school e-mail system will align with the school's code of conduct, and misuse of the school e-mail system may result in the disciplinary actions outlined in this Parent and Student Handbook, including but not limited to, suspension from the school email system or disenrollment from the school.

## Academic Integrity Policy

SAFA promotes three basic principles: Respect, responsibility, and integrity. Each student is expected to demonstrate these principles in his/her academic work. Academic misconduct is a denial of these three principles in that it is evidence of lack of respect for self and others, lack of individual responsibility, and lack of personnel integrity. SAFA will not tolerate misconduct of any type, including but not limited to:

- Cheating: Copying work of homework or lending the same to another student to be copied, knowingly or intentionally helping another student ton perform any of academic misconduct.
- Communicating in any way with other students during a test, midterm, or final.
- Stealing or forgery: Having any unauthorized test-related material on or near one's desk during a test or gaining unauthorized access to exams or answers to an exam, altering computer or grade dash-book records, or forging signature for the purpose of academic advantage.
- Plagiarism: Taking ideas or writing knowingly from another person or source (including the work of other students) and presenting those ideas or writings as one's own original work.
- Unauthorized use of electronics or any technology to assist in taking tests or quizzes in the classroom.

## Webcams Policy

**Purpose:** Each student laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills. Examples of use: Webcams are to be used for educational purposes only, under the direction of the school and teachers. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech or playing it back for rehearsal and improvements.
- Movies at school: Watching movies on your laptop is now allowed during school hours without permission from the teacher. Permission will be given only for media use to complete a school assignment. Streaming movies on your laptop is allowed at home with permission from parents/guardian. Note: Devices are filtered at home with limited access to streaming services.

- Gaming at school: School online gaming is not allowed during school hours, unless you have been given permission by a teacher. All games must be in support of education. Online gaming is allowed at home if all of the following conditions are met:
    - Have permission from parent/guardian.
    - The contact of the game is school appropriate.
    - The game is in support of education
    - All schoolwork is complete.
    - No download of any kind is needed.

    *You are not allowed to loan personal software onto SAFA's owned device.*

- Desktop backgrounds and screen savers: Any images set as a desktop or home screen background must be aligned with the use of technology resources in instruction guidelines acceptable by SAFA Use Policy.
    - Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of laptop privileges.

**Copyright and Plagiarism**

Students are expected to follow all copyright laws. Duplication and/or distribution of material for educational purposes is permitted when each duplication and/or distribution would fall within the fair use doctrine of the United States Copyright Laws.

**Technology Discipline**

Progressive discipline steps example: The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply:

1. Warning
2. In-class consequence
3. School-based consequence
4. Parent contract
5. Admission referral

**Examples of Unacceptable Use**

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software, including Shareware and Freeware.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and /or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or positions of hacking software is strictly prohibited.
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of oneself or another person
8. Invading the privacy of other individuals

9. Using another user's account or password, or allowing another use to access our account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in a public or private message e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous
13. Falsifying permissions, authorizations, or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by SAFA internet filtering system
17. Downloading music, games, images, videos, or other media without the permission of the school
18. Sending or forwarding social or non-school-related e-mail
19. Attempts to defeat or bypass SAFA's internet filter
20. Deleting browser history
21. Using electronic resources for individual profit or gain; for product advertisement; for political action or activities; or for excessive personal use
22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
23. Unauthorized downloading or installing software
24. Modification to distract browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to cancel internet activities

## Communication Policy

Regular communication is an integral part of a student's success here at Salahuddin Future Academy online school. Students are required to communicate with their teacher daily, Monday through Friday, preferably by e-mail.

## Academic Intervention Policy

If a student is not making the required daily academic progress, the student's teacher will intervene. The interventions may include, but is not limited to:

- Teacher Activity
  - A phone call to student and parents
  - Create and implement student individualized intervention plan
  - Academic coaching

- Student Activity
  - Specific completion of specific daily and/or weekly goals determined by the teacher and accomplished by the student
  - Mandatory meeting with the teacher, student, and parents to discuss the student progress
  - Increased time spent on course work
  - Remediation with a teacher to ensure success on assignments

# Salahuddin Future Academy Netiquette Guideline

As we start our online program and an increase reliance on digital communication platforms, we request our students' parents to rise to the standards of netiquette guided by respect, integrity, service, and excellence.

**Online Netiquette**

Guidelines that help you communicate in a positive and productive manner with other students and teachers in an online environment.

**Integrity:**

- Always be honest and do your own task.
- Give proper credit when refurnishing or quoting another source.
- Always listen and be open to other opinions and ideas and do not be rigid.

**Respect:**

- Always be punctual for online classes, meetings, and with assignment deadlines.
- Always be respectful of your classmates and teachers in all of your communications.
- Always utilize our online tools platform responsibly.

**Service:**

- Always choose to be in a location where distractions are minimized and preferably not your bedroom.
- Always do your best to limit all possible distractions such as phones, pets, etc.
- Actively look for ways to help other students in need if possible.

**Excellence:**

- Always remember when communicating live, you must be clearly visible on camera unless you are told otherwise.
- Always remember when communicating live, you must dress appropriately with your school uniform.
- Proofread before posting and sending, avoid caps lock, and distracting emotions.

**⇒ As a dedicated Muslim learner, always remember that Allah is watching you. ⇐**

# Student Roles and Responsibilities

- Establish daily routines for engaging in the learning experiences
- Identify a comfortable, quiet public space where you can work effectively and successfully, e.g., kitchen, living room.
- Be appropriately dressed during scheduled school hours, e.g., not pajamas.
- To check for announcements and feedback from your teachers, regularly monitor
- online platforms: Classroom, Sites, Gmail, Calendar, etc.
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates by setting realistic schedules
- Communicate proactively with your teachers if you cannot meet deadlines, require additional support, or experience a technology-related issue
- Collaborate and support your CSS classmates in their learning
- Use good judgment and maintain proper online etiquette (Responsible Use Policy)
- Proactively seek out and communicate with other adults at CSS as different needs arise
- If you become too ill to participate, it is important that you or parent communicates directly with teacher via email

# Parent/Guardian Roles and Responsibilities

I understand that:

- I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the teacher.

- If I become aware of a special circumstance that will prohibit my student from turning in the assigned work by the due date, I will contact the teacher prior to the due date to make alternative arrangements.

Some other critical responsibilities the parent/guardian must pay attention to:

- Establishing clear routines and expectations
- Defining the physical space for your child's study (quiet, public space such as kitchen or living room)
- Monitoring the e-Learning plan shared with your child
- Monitoring official communication from the school regarding closure dates
- Taking an active role in helping your children process their learning
- Encouraging periodic breaks from screen time (e.g., physical activity and/or exercise)
- Remaining mindful of your child's stress or worry
- Making sure students are putting devices away so they get adequate sleep
- Communicate with the school any technical issues with online learning
- Notify the school if there are any concerns about a student's social and emotional well-being
- If your child is too ill to participate, please notify teacher(s) before scheduled classes begin

## Work Permits

SAFA will grant work permits to students who have a job and are in good academic standing. The following criteria must be met in order to be considered for a work permit:

1. GPA of 2.5 or above
2. Full attendance
3. Acceptable progress in classes
4. On track for graduation

If a student meets the above criteria, he/she may request an application for a work permit from our Student Services Coordinator to have the work permit completed. It is highly recommended that the student calls our administrator coordinator to make a virtual appointment. There may be a 48-hour turnaround time to have a work permit processed.

## Transcript Request

Official SAFA transcripts may be requested by students or parents/legal guardian. Requests can be made to our Registrar via e-mail. There can be up to 48 hours turnaround for official transcripts to be provided to students or parents/legal guardian. The transcripts can be mailed to the requested address. There is no cost for the first official transcript. Every other additional transcript will cost $5.00 (USD) each.

# School Staff Roles and Responsibilities

| Many stakeholders will contribute to the effective implementation of this e-Learning Continuity Plan (eLCP). The roles and responsibilities of school personnel, students, and parents are delineated below. | |
|---|---|
| **Leadership Team** | • Create and distribute SAFA's E-Learning Continuity Plan (eLCP)<br>• Establish clear channels of communications between faculty, staff, families, and students<br>• Support faculty and students/families shifting to an e-Learning environment<br>• Help teachers implement eCLP and ensure high-quality learning experience for all students |
| **Division Offices and Points of Contact** | • Support all teachers and teams in the implementation of SAFA's eLCP<br>• Cover phones during operational hours (unless deemed unsafe)<br>• Establish Protocol that redirects phone traffic |
| **Technology Teachers** | • Collaborate with other members of your grade, team, or department<br>• to design e-Learning experiences for your students<br>• In CS, distinguish between teaching roles (Reading vs Math)<br>• Attend all required Grade Level, Department, and Division meetings (virtually or in-person<br>• Communicate frequently with your students and their parents<br>• Provide timely feedback to support your students' learning<br>• Reinforce guidelines for participation<br>• Communicate schedule and Follow Digital Learning Plans |
| **Math & Science Teachers** | • Collaborate with other members of your team or department<br>• design e-Learning experiences for your students<br>• Communicate frequently with your students and, as needed, with their parents<br>• Provide timely feedback to support your students' learning<br>• Attend all required Grade Level, Department, and Division meetings (virtually or in-person)<br>• Provide students with a learning target that is clear and understood by anyone reviewing the e-Learning Plan |
| **Learning Support Teacher** | • Communicate regularly with the subject or classroom teachers who<br>• teach the students on your caseload<br>• Communicate with subject or classroom teachers and help develop lessons and activities for the students on your caseload when appropriate<br>• Communicate with students on your caseload and/or their parents to ensure they are having success with e-Learning |
| **Co-Curricular** | • Physical Education – Develop a bank of exercises, physical activities, and |

| | |
|---|---|
| | competitions for students and share these with classroom teachers and families<br><br>• **Art** – Staying mindful of the resources and tools families may not have in their home, develop a bank of projects and activities for students and share these with classroom teachers and families |
| **Department Chairs** | • Support all teachers and teams in the implementation of SAFA's eLCP<br>• Cover phones during operational hours (unless deemed unsafe)<br>• Establish Protocol that redirects phone traffic |
| **College and Career Counselors** | • Continue to update Student Academic Records by collecting students' awards and activities that are added or changed online<br>• Check each student's college list for changes and provide appropriate information<br>• Encourage students to set up a timeline to finish up requirements for graduation on time<br>• If needed, help students locate testing centers near them for SAT<br>• Counsel students regarding course drop and next school year's course selection by phone or email<br>• Set up a phone or virtual meetings with students and parents as needed<br>• Keep on posting news on our College Counseling Website about events, tests, and college application result<br>• Provide guidance and support for students to aid in monitoring<br>• and supporting student wellbeing<br>• Administer wellness surveys to gather data on student well being<br>• Use virtual platforms (Google Meet) to conduct check-ins with students<br>• Continue to monitor the social, emotional as well as academic wellbeing of the students |
| **Technical Support Team** | • Lead the design of our schoolwide e-Learning plan<br>• Provide models and examples of outstanding e-Learning units and lessons<br>• Recommend new methods/techniques for assessment and feedback to students through e-Learning platforms<br>• Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in an e-Learning environment<br>• Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed<br>• Be available in person or remotely to provide on-demand tech support help<br>• Audit usage to identify students or parents who may be unavailable or out of reach<br>• Respond to all tech questions or concerns submitted through helpdesk@safausa.org. |

# Communication Tools

| Platform | Audience | Description & Access |
|---|---|---|
| CSS will continue to use the same platforms it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will facilitate e-Learning. | | |
| **E-mail** | **Faculty, staff, parents, and students** | E-mail will be used for all major communications and announcements, including those from the head of the school and division directors. Faculty will also use e-mail to communicate, although they will use other platforms to interact with their students as well. |
| **Google GSuite** | **All School Constituents** | Google GSuites (including Gmail, Docs, Classroom, Sites, Hangouts Meet, Calendar, etc.) will continue to be the platform used by most teachers. For video conferencing in small or large groups, we will use Google Hangouts Meet. |
| **SAFA Website** | **Communications** | SAFA will maintain general information on its closure status for the public at www.safausa.org. |
| **School Social Media** | **Communications** | Communications will continue to be produced but at a reduced rate. Intent of communication during this period of e-Learning will be to inform the school community of important matters, highlight virtual learning, community engagement, and the status of school events. |
| **E-Learning Website** | **Parents** | The communications department has created an additional page on the SAFA website that provides up to date information, resources, and support e-Learning needs. |
| **Helpdesk** | **Parents & Students** | A designated e-mail was created for families in need of technical support. |

# ATTENDANCE

Attendance is a critical data point for e-learning and our ability to track student involvement. Communication among all constituents is imperative as teachers will be taking attendance throughout the course of the day for "Proof of Performance." During live scheduled sessions, attendance will be taken among all the students present. If a student is unable to attend a live scheduled session, it is essential that the student is aware of any work that needs to be completed by the end of the dat. Completion of work assigned, will be the second way teachers will account for attendance. In order to accommodate personal and professional schedules, we have created numerous ways for students to access work throughout the day. Attendance will continue to be recorded and any patterns of student absence will be communicated directly to parents.

| | | **Looks like…** |
|---|---|---|
| **P** | **Present** | • Student arrives to live sessions as scheduled<br>• Student is actively participating in virtual check-ins or class discussions<br>• Students completing classwork, exit tickets or assessments during the allotted class time (synchronous) or by designated time at the end of the day (asynchronous) will demonstrate "Proof of Performance." |
| **AU** | **Unexcused Absence** | • Students do not check-in to live sessions as scheduled and do not complete any of the assigned lessons.<br>• A student or parent has not informed the school and their teacher that they will not be present for a scheduled class. This includes any work that has not been completed as assigned |
| **T** | **Tardy** | • Students complete the allotted work and turn it in well beyond the time the lesson ended.<br>• Students who hand things in slightly late should not be marked tardy. |
| **AE** | **Excused Absence** | • A student or parent proactively informs the school and their teacher that they will not be present for a scheduled class. Expected that work is turned in as assigned unless otherwise guided by the teacher(s). |
| **Additional Items** | | • Students who are having technical difficulties performing their responsibilities in the allotted time should contact their teacher at the moment the issue arises rather than after the fact |

## ABSENCES / LATENESS POLICIES

Absence is the non-attendance of a student enrolled in SALAHUDDIN FUTURE ACADEMY.

Parents are required to contact SALAHUDDIN FUTURE ACADEMY immediately when a student will be absent for three (3) or more consecutive days. " Students absent three (3) or more consecutive days must present a medical note to the homeroom teacher or the student will not be admitted to class. Students absent five (5) or more consecutive days must present a medical note to the homeroom teacher or the student will not be admitted to class.

Medical excuses that are not provided upon the students return to SALAHUDDIN FUTURE ACADEMY may not be accepted at a later date. For absences of one-two days, the absence is excused if the parent called the school by 8:00 am to inform the office that one's child is sick and to provide a note upon the child's return with the date of illness, stating that the child's full name and grade, stating the child's name, printing and signing the; parent's name, and the parent's home and work phone numbers.

Students may not accumulate more than eighteen (18) unexcused absences during the school year. Accrual of more than eighteen (18) unexcused absences in a one-subject, (nine (9) for a semester course, during the school year, will result in the loss of credit for the subject. Student enrolled in SALAHUDDIN FUTURE ACADEMY shall be in attendance during the days and time school is in session.

Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statues requiring children to attend school. Every parent, guardian or other person having custody or control of a child shall cause such a child regularly to attend school.

The interruption of the instructional process caused by frequent and/or repeated absence of lateness is a major concern of all involved. It is with this concern in mind that the following attendance regulations are recommended.

EXCUSED ABSENCE

An absence shall be considered an “excused absence” for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons:

i. A parent note is acceptable for an absence of no more than two consecutive days, twice per marking period. In all other circumstances, a note signed by a licensed medical physician must be provided disclosing the specific illness or injury preventing school attendance, and the specific days of absence required. The required doctor's note must be submitted to the school office within three business days upon the return of the student to school. Parents must make sure to obtain the medical note before leaving the doctor's office. Doctor's notes received three business days after the student's return will be considered as unexcused absences.
ii. Requirements of a student’s Individual Health Care Plan;
iii. A death or critical illness in the student’s immediate family, or of others with permission of principal;
iv. Quarantine;
v. The student’s suspension from school;
vi Requirements of the student’s Individualized Education Program (IEP); Alternate short or long term accommodations for students with disabilities;
vii. The student’s required attendance in court;
ix. Interviews with an admissions officer of an educational institution;
x. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

UNEXCUSED ABSENCE

An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused absences above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel; (except under emergency circumstances reviewed and approved on a case by case basis.
    a. Parents are allowed one excused week of Family Leave in the case of emergency, and/or other family issues.
    b. The procedure for requesting Family leave is the following:
        i. Make the request in writing to the Lead teacher at least two weeks before the planned leave;
        ii. Indicate the reason for the Family Leave;
        iii. Provide the exact dates that the child(ren) (no more than five school days) that the child will be away;
        iv. Provide the names and grades of each child going ways;
        v. Provide the parent's name, signature, and date.
        vi. The Lead Teacher will review the request and will review each child's academic and attendance that is listed on the Family Leave Request.
        vii. The Lead Teacher will then either approve the Parent Leave request as approved and excused or deny the request.
        viii. If the Lead teacher denies the request for excused Family Leave for a student, and the student still leaves, the days absent will be marked as unexcused, and the student will not be able to make up the missed work.
2. Performance of household or babysitting duties;
3. Other daytime activities unrelated to the school program;
4. Leaving school without permission when school is still in session;
5. Leaving class because of illness and not reporting to the school nurse as directed; or
6. Being present in school but absent from class without approval. Such absence from class is a "class cut."

EXCESSIVE ABSENCES

Excessive absences are the total of unexcused absences for any reason from school. Three (3) unexcused lateness equal to one (1) unexcused absence. Fifty-four (54) unexcused lateness = eighteen (18) unexcused absences, and will result in failure for a full-year course. Twenty-seven (27) unexcused lateness are equal to nine (9) unexcused absences and will result in failure for a semester course.

*NOTES: Notes submitted for explaining absences must include:

- Full name of student
- Dates of absences
- Reason for absence
- Parent's signature
- Home phone number
- Work phone number

1. Upon the students return to school from an absence(s), the student will take the note to the homeroom teacher to be filed for future reference.

2. A daily attendance sheet will be provided. The teachers will assume the student has an unexcused absence unless otherwise notified.

3. Students who are absent from school will not be able to participate in school functions or activities for that day.

4. If a student is absent from school, it is the student'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.

5. Parental notes or phone calls that document or verify a persistent nature, extended medical treatment, and/or extenuating circumstances will be considered under the appeals process, but still will be counted as unexcused absences.

6. Six (6) unexcused lateness will be counted as one (1) **absence**.
   A record of each "unexcused late" will be kept by the homeroom teacher. Excessive "lateness" will result in disciplinary consequence assigned by the designated Administrator. Failure to comply with disciplinary consequences may result in suspension from SALAHUDDIN FUTURE ACADEMY.

## ATTENDANCE REGULATIONS

The presence of a student in school or the participation of a student in a school sanctioned activity.

Students must be present at least four (4) hours or more in order to get credit for a full day of attendance. Students must be in attendance at least two (2) hours in order to receive credit for half a day. Regular attendance shall be during all the days and hours that SALAHUDDIN FUTURE ACADEMY is in session.
Regularity of attendance is important if a student is to show a record or success in schoolwork. Students submitting a note from a parent to the Main Office must do so prior to homeroom to make arrangements for an early dismissal for a medical or similar appointment. The note must have a telephone number where the parent or guardian may be contacted to verify the request.

No student will be granted a dismissal without a parental contact. Parents not having a telephone are obligated to contact the Main Office.

No student is to go home during the school day without first obtaining permission from the Principal or from the administrative staff, in case of illness.

Should a student leave without permission, any note asking that an excuse is granted will be unacceptable after the fact.

All calls referring to a student's absence are to be directed to the Main Office and supported by a note from the parent/guardian upon return to SALAHUDDIN FUTURE ACADEMY.

## DROP OFF PROCEDURES (FOR IN-PERSON STUDENTS ONLY)

**(A) 155 E HAMPDEN CIR LOCATION**: All children must be dropped off through the toddler entrance of the school. The parking lot is reserved for school personnel, please do not park in these spaces when bringing your children to school.

## PICK UP PROCEDURES (FOR IN-PERSON STUDENTS ONLY)

**(A) 155 E HAMPDEN CIR LOCATION**: All parents must pick up their children from the Toddler door. Parents are asked to pick up their children and immediately leave the building; they should not impede others from picking up their children, nor inconvenience our neighbor from coming to and fro. They have complained and they may call the police, thus, SALAHUDDIN FUTURE ACADEMY will not be liable for tickets issued for illegally parked vehicles.

**EARLY PICK UP PROCEDURES (FOR IN-PERSON STUDENTS ONLY)**

Occasionally parents need to pick students up before the school day is over. This may be difficult if the student has not had adequate time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows staff, parents, and the student to accomplish this task expediently and efficiently.

**Important:** Please note that parents are required to 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. The faculty will provide instructional guidance and materials for make-up work to be sent with the student if given at least one day's notice. If this is not possible, the faculty will make preparations for make-up work when the student returns.

The office will arrange to have the student in the office and ready to go if given at least 30 minutes' notice. Notice may be given by a telephone call, the parents may come in person early, or a note can be turned into the office at the start of the school day. If adequate notice as described in parts one and/or two of this policy is not made, teachers and office staff will be expected to do the best they can in supporting the student and parents in a smooth departure without sacrificing effective school operations in the process.

STUDENT LEAVE OF ABSENSE

In the event that students must take a leave of absence for more than one week, the Administration must be notified. In most cases, two weeks' notice will be considered adequate for the teacher to prepare. On the instruction of the Administration, the teacher will provide equivalent educational guidance and instructional materials to the student or family.

On shorter notice, the teachers are encouraged to do the best they can without disrupting the quality of the immediate instructional needs of the class.

**Note: Parents will be charged regular tuition for these extended absences.**

**ATHLETIC AND CO-CURRICULAR ACTIVITIES (FOR IN-PERSON STUDENTS ONLY)**

The SALAHUDDIN FUTURE ACADEMY recognizes the value of a program of interscholastic athletics for boys and girls as an integral part of the total school experience. The primary purpose of the athletic program at SALAHUDDIN FUTURE ACADEMY is to promote the physical, mental, social, emotional, and moral well-being of participates. Participation in athletics is a privilege that may be earned by students who can fulfill and adhere to basic requirements of scholarship and physical capability.

SALAHUDDIN FUTURE ACADEMY shall determine the standard of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury and be fully recovered from any illness prior participating in interscholastic athletics that will conform to rules of the State Board of Education.

Student participation shall also be subjected to the following rules of SALAHUDDIN FUTURE ACADEMY .

1. No student at SALAHUDDIN FUTURE ACADEMY will be eligible to participate in any athletic and/or co-curricular activity unless the student maintains a "B" average.
2. Eligibility for athletic and/or co-curricular activities in marking periods other than the first will require the student to meet SALAHUDDIN FUTURE ACADEMY 's eligibility requirement based upon the grades from the preceding marking period.

## CONFICT RESOLUTION

Please adhere to the following steps whenever there are any concerns regarding any aspect of the school, including complaints, grievances, or questions:

1. Parents / students must first speak to their respective teachers or the staff.

2. The parents should submit their concerns through e-mail to the lead teacher and if they did not receive a response then they must submit their concern through e-mail to the principal. As soon as the principal receives the written complaint, he must act towards a resolution. If a ruling cannot be reached, the principal will refer the matter to the (SEC) School Executive Committee.

3. If the matter warrants further consultation, the Parent has the right to consult the matter to the school's board members for possible resolution.

## DISCIPLINE BASIC RULES

Our discipline basic rules are for the safety of our precious children and for the enrichment of their learning process. The policy set forth states in brief what is expected from all students with respect to their behavior and general Islamic adab.

The basic premises of our discipline system are four (4):

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

## STUDENT CELLPHONE/CAR KEYS POLICY (FOR IN-PERSON STUDENTS ONLY):

Students arriving at school with a cell phone/car keys and/or electronic devices must submit them to the front office upon arrival and before heading to class. If a student fails to do so, the cell phone/car keys/electronic device will be confiscated and returned to the parents only. A second offense will result in confiscation until the parent comes in for a meeting with the Lead teacher and/ or Principal. Third Offense will result in confiscation and return at the end of the academic year.

Any objects or devices deemed the Lead teacher and/or Principal to disrupt the learning process will either be subject to the cell phone/car key/electronic device policy or may be banned entirely from school.

## DISCIPLINE SYSTEM

ELEMENTARY SCHOOL DISCIPLINE POLICY

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently are set and enforced. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. Insha'Allah, this 5-Step Referral System will allow your child to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior.

SECONDARY DISCIPLINE POLICY

The Prophet sallallaahu alayhe wa sallam said:

> **"Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about" (*Narrated by Muslim).***

The goal of SALAHUDDIN FUTURE ACADEMY is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Qur'an and Sunnah of our Prophet Mohammed sallallaahu alayhe wa sallam.

DISCIPLINE CODE OF CONDUCT:

The SALAHUDDIN FUTURE ACADEMY Discipline Code apply in the following situations:

1. During regular school hours.
2. On the school bus or other transportation sanctioned by the school.
3. During school-sponsored events.
4. When going to and from school.
5. During events and activities associated with the school.
6. With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises.

Additionally, the Principal is authorized to begin disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school, threatens to produce further violations at school, and poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel, and/or whose continued presence in the school is disruptive to the educational process.

DUE PROCESS RIGHTS

Any student whose conduct may warrant suspension or expulsion will be provided due process.

STUDENTS**:**

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.
3. Receive appropriate consequences for action.

PARENTS**:**

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the school day.

# THE RIGHTS & RESPONSIBILITIES OF SALAHUDDIN FUTURE ACADEMY STUDENTS

| STUDENTS HAVE THE RIGHT TO: | STUDENTS HAVE THE RESPONSIBILITY TO: |
|---|---|
| A quality education | Put forth their best effort to meet classroom expectations |
| Education without undo interruption, disruption, fear, or inhibition | Conduct themselves in such a manner as to promote a positive educational environment |
| | Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree |
| Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student | Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process |
| A copy of the Code of Conduct | Read and abide by the Code of Conduct |
| Receive respect from school personnel and other students | Show respect for other students and school personnel |
| Due process procedures according to school policies | Read and understand their due process rights |
| Participate in school functions and extracurricular activities | Meet academic qualifications, other criteria and qualifications and/or standards of behavior |
| Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct | Assist school personnel by reporting misconduct |

**LEVEL I INFRACTIONS (IN-PERSON & VIRTUAL)**
**CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL**

Level 1 behavior will be handled by the classroom teacher whenever possible. A teacher will not refer a student engaging in Level 1 behavior to the school Administrators until the classroom teacher has taken at least three documented progressive Level 1 disciplinary actions and has held a conference with the student and parents. Thereafter, the classroom teacher may refer the student to the administration through a written referral. However, referrals to Assistant Principal may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

| INFRACTION | DEFINITION | DISCIPLINARY ACTION |
|---|---|---|
| 1. Disruptive Behavior | Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity | Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, counselor referral, administrative referral,. |
| 2. Littering | Throwing or dropping paper, trash, or other material on the floor or ground | " " |
| 3. Refusal to do classroom work | Refusing to complete work, labs, projects or other assignments given by the teacher. | " " |
| 4. Verbal Altercation | Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response | " " |
| 5. Violating classroom rules | Not following the classroom rules | " " |
| 6. Electronic and other communication devices | No student shall use, display or possesses any electronic devices, such as, cell phones, MP3 players, games, CD / DVD players, pagers, etc. without approval on school property | Detention and conference with the Principal. Parents will be asked to pick up device. Constant offenses- Suspension. Device will be confiscated until the end of the school year. |
| 7. Tardiness | Not being seated in the classroom when class is scheduled to begin on the second bell. | Tardiness' are recorded in teacher's record book, verbal reprimand, teacher-detention given every third tardy. |

**LEVEL II INFRACTIONS- ILLEGAL AND/OR SERIOUS CONDUCT (IN-PERSON & VIRTUAL)**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

**Note: Any student charged with a subsequent Level 2 violation can be referred to the Administration for expulsion.**

| INFRACTION | DEFINITION | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE |
|---|---|---|---|---|
| 8. Academic misconduct | Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher | detention or 1 day suspension | 1-2 days suspension | 2-3 days suspension |
| 9. Inappropriate language | Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures | detention or 1day suspension | 1-2 days suspension | 2-3 days suspension |
| 10. Lying | Giving or providing intentionally untrue or misleading information or communication | detention or 1day suspension | 1-2 days suspension | 2-3 days suspension |
| 11. Altering official documents | Forging, falsifying, or unauthorized alteration of a document | 1 day suspension | 2 days suspension | 3 days suspension |
| 12. Damage or destruction of property | Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property | Under $50 Restitution, 1day suspension | Restitution, 1-2 days suspension | Restitution 2-3 days suspension |
| 13. Misuse of equipment | students using school online services for illegal, inappropriate, or obscene purposes | detention, or 1day suspension | 1-2 days suspension | 1-10 days suspension |
| 14. Insubordinations | Refusing to comply, either verbally or non-verbally with a reasonable request or directive | detention,1day suspension | 1-2 days suspension | 2-3 days suspension |
| 15. Loitering | Being present in or about a school under | detention, | 1-2 days | 2-3 days |

| | | | | |
|---|---|---|---|---|
| | one or more of the following circumstances:<br>1. after a reasonable request to leave<br>2. without a legitimate reason for being there<br>3. without proper authorization or permission from anyone authorized to grant permission<br>4. after refusing to identify oneself. | 1 day suspension | in school suspension | suspension |
| 16. Trespassing | Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises | 1day detention, suspension | 1-2 days suspension, | 2-3 days suspension |
| 17. Truancy | Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or school | 1 day suspension,<br><br>No make-up work will be accepted for classes missed as a result of truancy | 1-2 days suspension,<br><br>No make-up work will be accepted for classes missed as a result of truancy | 2-3 days suspension |
| 18. Fighting | Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating. | 1 day suspension | 1-2 days suspension | 2-3 days suspension |
| 19. Bullying | Engaging in verbal, physical, emotional and/or threatening acts of bullying | Detention, conference with the principal, written warning, parents notified | 1-2 days suspension | 2-3 days suspension |

**LEVEL III INFRACTIONS - CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING (IN-PERSON & VIRTUAL)**

SALAHUDDIN FUTURE ACADEMY have a zero-tolerance policy for all Level 3 infractions. A student charged with a Level 3 violation will be subject to an open suspension of up to 14 days and a recommendation for expulsion to the board and/or legal action. Students expelled from SALAHUDDIN FUTURE ACADEMY may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct which does not happen to be specifically listed is still subject to disciplinary and/or legal action.

| INFRACTION | DEFINITION | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE |
|---|---|---|---|---|
| 20. Electronic access | Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services | 1 day suspension, Detention and conference with the Principal. Parents will be asked to pick up device | 1-2 days Suspension.<br><br>Device will be confiscated until the end of the school year | 2-3 days Suspension.<br><br>Device will be confiscated until the end of the school year |
| 21. Intimidation or Menacing incitement | Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct | 1 day suspension | 1-2 days suspension | 2-3 days suspension, recommended for expulsion |
| 22. Theft | Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property | | | 3-14 days suspension, recommended for expulsion |
| 23. Possession or concealment of weapon or dangerous instrument | Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. | | | 3-14 days suspension, recommended for expulsion |
| 24. Obscenities, Verbal abuse, vulgarity | Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others | | | 3-14 days suspension, recommended for expulsion |
| 25. Gender fraternization, promiscuous behavior | Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations either inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school.<br>Evidence of Islamically immoral behavior or communication, written or otherwise. | | | 3-14 days suspension, recommended for expulsion |

**CORPORAL PUNISHMENT**

**No staff members of SALAHUDDIN FUTURE ACADEMY shall inflict or be the cause of corporal punishment (i.e. Standing on one foot, putting a book on the head, striking, etc.) upon any student attending SALAHUDDIN FUTURE ACADEMY.**

Any staff member that uses corporal punishment will be suspended immediately pending possible termination after completion of investigation.

A staff member may use and apply such amounts of force as is reasonable and necessary.

1. To quiet 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 the purpose of self-defense; and
4. For the protection of persons or property

DETENTION (IN-PERSON & VIRTUAL)

Detentions are given for Level 1 Infractions and some minor Level 2 Infractions. A referral for a detention is written by the teacher who then passes the written referral to the Principal or Assistant lead teacher. The Principal then makes the final decision to implement the detention, depending on the circumstances and infraction. Students will be expected to serve After School Detention, from 3:15 to 4:00 pm for every five detentions received by the Assistant Principal. For example: 5 detentions, 10 detentions, 15 detentions, etc. unless they receive 3 or more detentions in the same school week. In the latter case, they will be suspended for one day.

DISCIPLINARY PROBATION

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the Administration for committing a Level Three infraction. If a student commits an offense that warrants a suspension, while on probation, he/she will be placed on an open suspension and his/her name will be submitted to the SEC, School Executive Team, or to the Team of the Board for possible expulsion. At the end of the third quarter, the administration will submit the list of all students on Disciplinary Probation. The Executive Management Team of the Board will then make the final decision to readmit the students or not for the following school year.

Students are expected to serve all disciplinary assignments given to them or further action will be taken. Detention Hours are from 3:15pm to 4:00pm on assigned days for committing a Level 1 infraction. Those engaging in un-Islamic, immoral behavior will be assigned detention from the hours of 3:15pm to 7:00pm.

EXCESSIVE CLASSROOM DISRUPTION POLICY

The reason our students are at SALAHUDDIN FUTURE ACADEMY is to receive quality education, and we cannot allow any behavior that takes away from this goal. Consequently, the school will adopt the following policy for any class that has excessive interruption of instructional time.

A student who is disrupting the class will have his name written on the board without any discussion. The next time the student disrupts the class he will have a check written next to his/her name. At the third disruption, the student will be sent to the Secondary Assistant Principal's office with another student from the class. If the Assistant Principal is not available, the student must see the Principal. If the situation is not resolved or persists, the designated administrator will call home and explain to a parent that he/she will not be allowed to return to class for the rest of the day and will be suspended for the next day.

The imposition of the above policy is left to the discretion of the Administration and parents will be informed in writing of the imposition of the policy.

EXPULSION PROCEDURES

A student may be referred to the Principal for expulsion as a result of receiving a suspension while they are on disciplinary probation, or as a result of committing a Level 3 Infraction.

When a student is referred to the Principal for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.

- The Principal will hold a meeting to review the case within 14 school days from the day of suspension.
- The student and his/her guardian may appeal within 10 days **in writing** to present their case to the Principal.
- The Principal will make a decision that will be conveyed to the parents in writing as soon as possible after consulting with the SEC.
- The decision of the Principal is final.

Students on open suspensions may not return to school without a decision from the Principal. They also may not participate in **any school activity** or function including field trips or after school events.

SUSPENSION

A student may be suspended for committing an offense or other severe disruption of the education process. For the duration of the suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises.
The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension. Students will not be permitted to make up quizzes and tests. However, no make-up work is permitted for subsequent suspensions.

***All suspensions and expulsion will be recorded on student transcripts.***

## DRESS CODE

All students **must be** in uniform. Any student who does not adhere to any portion of the uniform policy will be sent home. **NO EXCEPTIONS MADE**. Students in grades Pre-School through 12th grades are required to wear uniforms on a daily basis as follows:

### KINDERGARTEN-2ND GRADE GIRLS

- Sky blue long sleeve peter pan polo
- Navy blue solid ankle length leggings
- Navy blue jumper
- White/blue scarf (mandatory for 1st and 2nd grades only)
- Black shoes

### 3RD GRADE-6TH GRADE GIRLS

- Navy blue abaya
- Navy blue plain front blend chino pants
- Scarf-two piece style (navy blue bandana & white long scarf)
- Black shoes (no heels)

**7TH GRADE-8TH GRADE GIRLS**

- Black Abaya
- Black plain front blend chino pants
- Scarf-two piece style (black bandana & sky blue long scarf)
- Black Shoes (no heels)

**9TH GRADE GIRLS-12TH GRADE GIRLS**

- Black Abaya
- Black plain front blend chino pants
- Scarf-two piece style (black bandana & royal blue long scarf)
- Black Shoes (no heels)

**KINDERGARTEN-2ND GRADE BOYS**

- Sky blue long sleeve interlock polo
- Khaki stain resistant plain front chino pants
- Black shoes

**3RD GRADE-6TH GRADE BOYS**

- Sky blue long sleeve no iron pinpoint shirt
- Gray dress pants
- Black Shoes

**7TH GRADE-12TH GRADE BOYS**

- Sky blue long sleeve no iron pinpoint shirt
- Gray dress pants
- Black Shoes

It is the responsibility both the parent and the student to make sure that the student comes to school daily in compliance with the dress code/ uniform policy. If a student arrives to school not in compliance with the dress code / uniform policy, the student will not be allowed to class. The parent will be called to pick up the child and to return the child to school once he or she is in compliance with the dress code/ uniform policy.

If a student has a legitimate excuse for not being in compliance with the uniform policy, the parent must provide the student with a. Note containing the following " The date, student's full name and grade, reason for not being in uniform, and parent's full name, signature, date, and contact number.

If the excuse is approved by administration, the student will be given a special, dated uniform excuse pass, indicating the student's full name, grade level, and excused uniform item, signed and dated by an administrator. The student is to show this pass to each teacher at the start of the period, and to return the uniform pass to the office at the end of the school day.

## GENERAL UNIFORM RESTRICTIONS

### BROTHERS (IN-PERSON & VIRTUAL)

1) All uniforms must be cleaned and ironed.
2) All pants must be **hemmed above the ankles. No cuffed or rolled up pants permitted.**
3) On Fridays only, all boys have the option of either wearing the school uniform or an all-white thoub (without a hood) with an all-white kufi and black dress shoes.
4) **If a student comes to school with cuffed or rolled up pants, the parents will either have to bring the approved uniform pants or the child will be sent home to change.**
5) All footwear must be laced and tied completely.
6) Fading, Coloring, Mohawk, dreadlocks, long hair, and uneven haircuts are not permitted in school; teachers should send students with this haircut to the main office.
7) No jewelry, with the exception of one ring, can be worn.
8) **Only plain navy blue or black cardigan sweaters without print, pictures, or words are allowed to be worn over uniforms during the colder months."**
9) Hoodies are not to be worn in the school during school hours. All hoodies, coats, jackets, hats, gloves, mittens, scarves, and other non-uniform attire must be placed in the lockers, as instructed by teachers.

### SISTERS (IN-PERSON & VIRTUAL)

1) **Sisters are to wear a completely closed over garment at all times.**
2) No shoes are to be worn that make noise when a sister walks in them (e.g. high heels or clogs).
1) Shoes are also to be completely tied and laced.
2) Any sister that wears a niqaab to school must wear it all day. Sisters are not allowed to remove their niqaabs when walking in the halls.
3) Open display of jewelry will not be permitted.

**GYM UNIFORM (IN-PERSON SUDENTS ONLY)**

All students (boys and girls) must wear:

- Plain navy blue sweatpants (no designs or brand logos)
- Clean sneakers on gym days **only**
- On warm days, they may substitute a plain T-shirt (no design) for a sweat top.

GROOMING

All students

- Should shower daily. Be mindful of hygienic concerns.
- Like the use of deodorants.
- Nails must be clean as it is the Sunnah.
- All brothers must have neat haircuts.
- Girls must not wear nail polish or nose earrings. `
- Ears/earrings should not be shown on the outside of the khimar.
- Feet are to be covered with socks or non-transparent stockings.
- Hair longer then the khimar should keep the hair tied up, so that it does not show.
- Girls shall not wear any type of make-up to school
- No wristbands or necklaces should be worn.

## EMERGENCY CLOSING (IN-PERSON STUDENTS ONLY)

In the event school is to be closed because of weather conditions, teachers and students must check school website or Television channel 12 to get an up to the minute school closing status. They may also call the main campus at (877) 371-7232 after 6:30 a.m. and a recorded message will announce the closing.

## EVALUATION

SALAHUDDIN FUTURE ACADEMY will offer a "*How are we doing*" evaluation form to be completed on a quarterly basis by the parents. The forms will be available at the main office and should be returned there.

## EXTRA CURRICULAR ACTIVITIES AND EVENTS

SALAHUDDIN FUTURE ACADEMY places a great deal of emphasis on extra-curriculum activities, because they facilitate balance and broaden the minds of our students. Please refer to the calendar for scheduled events.

### RAMADAN AND IFTAR ACTIVITIES

Ramadan is a sacred occasion for Muslims. Muslims strengthen their relationship with Allah (swt) by increased worship. Students of SALAHUDDIN FUTURE ACADEMY fast during school hours from the third to twelfth grades. Lunch is provided for Pre-K to second grade daily, unless advised otherwise by parents. The school day is shortened during Ramadan, and the normal routine of Physical Education is eased to accommodate students who are fasting. Through skits, stories, and short talks, the students are reminded that fasting is for Allah alone.

Family Iftars arranged by the Elementary and Secondary departments, are occasions for family, fun, and competitions.

### ASSEMBLIES (IN-PERSON STUDENTS ONLY)

Student-body assemblies are held frequently to promote an Islamic theme by both teachers and students. Assemblies at times are divided into: Elementary; Secondary Girls; and Secondary Boys. Student Council also holds bi-weekly assemblies for all Secondary students.

## FIRE DRILLS (IN-PERSON STUDENTS ONLY)

Fire drills will be held intermittently throughout the year. Without exception, all employees are to exit the building during fire drills in accordance with posted fire drill routes.

1. The purpose of the fire drill is to develop and maintain a prompt, orderly evacuation procedure. Safety should not be sacrificed for speed.
2. Fire Drills will be held intermittently throughout the year. The signal is a continuous alarm sound.
3. Without exception, all students and teachers must leave the building. Teachers having duty or preparation period will assist wherever possible or necessary.
4. Each class shall pass from the room in an orderly manner. It is understood that at all times, order and understanding of procedures are more important than speed. Unless otherwise instructed, no attempt will be made to take books or possessions.
5. Windows and doors must be closed, but the door unlocked and the lights turned off when the room is vacant.
6. Teachers must take their Roll/Attendance Book with them.

7. The locations of emergency exits are posted in each room. All teachers should review the fire drill route, procedure and designated meeting place.
8. Each teacher must take class attendance daily and enter it in the roll book. Any student who is not in the assigned section will be marked as cut from class. A disciplinary referral to the Principal will need to be initiated by the teacher.
9. The Principal and designated Administrators will make a final check to clear stragglers out of the building.
10. Students will return when notified by administrative personnel of SALAHUDDIN FUTURE ACADEMY.
11. Under no circumstances should any student be allowed to leave their assigned area for any reason. It is the responsibility of each teacher to control and manage their classes during all fire drills.
12. At no time should students be allowed to leave their classroom group.
13. Teachers must leave the building with their classes and remain with their classes throughout the duration of the fire drill. Teachers must also return to their class with their students. A second attendance should be initiated once all students have returned to the classroom.

Emergency Evacuation Plan (IN-PERSON STUDENTS ONLY)

- Preschool – 1st Grade will exit from Airlock 101 Exit (Door #1)
- 2nd-8th Grades will exit through the multipurpose room (Door #2)

Once outside, all students will proceed to the area outside and stand quietly as far away from the building as possible with their respective teachers.

**Code Blue** is a status used to describe a situation in which there is a danger in the larger community. The outside doors are locked and teachers are to close all window shades to the outside. Typically, instruction continues and student movement around the building is closely monitored. Parents and visitors needing to enter the building during a Code Blue will be asked to show identification and state the purpose of the visit. A Code Blue can be activated by the principal of the school, local authorities, such as the police or fire department. When it has been determined by the authorities that the danger to our school no longer exists, the Code Blue will be canceled and the front doors will be unlocked. Parents will be notified, via a letter, that a Code Blue was activated and more information will be given.

**Code Red** is a status used to describe a situation in which the danger is imminent outside of the school or within the school building. The doors to each classroom are locked, teachers close all window shades both to the inside hallways and to the outside and all instruction ceases. Children are to be silent in their classrooms. Attendance is taken by the teacher to ensure all students are accounted for. Parents and visitors will not be permitted in the building during a Code Red. A Code Red can be activated by the principal of the school, local authorities, such as the police or fire department.

When it has been determined by the authorities that the danger to our school no longer exists, the Code Red will be canceled and the front doors will be unlocked. Parents will be notified, via a letter, that a Code Red was activated and more information will be given.

If either of these situations extends beyond the regular school day or prevent parents from picking up their children during the regularly scheduled dismissal time, students home, the **Parent Child Reunification Plan** will be activated.

This plan is designed to reunite parents/guardians with their child(ren) in a timely and organized fashion. Parents will pick up children using the Gym entrance to the school. Upon entering, parents will be asked for ID and will

wait in the hall while a staff member retrieves the children and brings them to the parents. No parents will be permitted beyond the sign-out table to ensure the safety of all.

## GRADING POLICY

Work graded by the teachers throughout the marking period will be graded with letter grades, A through F, or with numerical equivalents.

1. Report cards grades must be recorded in letter and/or numerical grades for each marking period.

2. In order to receive the minimum passing average in a course, a student must achieve a final grade average of "D" or "65".

3. A student receiving three marking period grades of "F" which results in a final failure must attend remedial summer school for said course.

4. Parents and students have the right to see and discuss their grades, if they so request at a time convenient to the teacher. Students are to be informed by the teachers of the grading system at the beginning of the course.

5. A marking period grade should include:
    a. Homework / notebooks checked, graded or discussed.
    b. Tests
    c. Quizzes
    d. Projects
    e. Papers (i.e. Research)
    f. Laboratory performance
    g. Preparedness
    h. Effort, class participation

6. A marking period should not include penalties for:
    Attendance – excused absences and approved school functions should not count against a grade as long as the work that can be made up is made up within the appropriate amount time.
7. Students who miss a class for an unacceptable reason will receive a failure for all work missed and do not have the option to make up missed work.

8. Tests and homework may only be made up within the respective marking period at the
9. If child is requested by teacher to receive extra help after school through the Homework station, then the parents are responsible for paying the full cost.

For more information regarding the above, feel free to speak with an Administrator.

## GRADES AND THE GRADING SYSTEM

REPORT CARDS – Are issued four times per year, November, February, April, and June. Specific dates will be listed in SALAHUDDIN FUTURE ACADEMY , Insha'Allah.

MIDTERM AND FINAL EXAMINATIONS – Are given for all subjects. There are no make-ups for such exams, except with written permission from the Principal pending presentation of a doctor's note explaining the absence.

## GRADING SYSTEM / GRADING SCALE

| | | |
|---|---|---|
| 95 – 100 | = | A+ and is considered Excellent |
| 90 - 94 | = | A and is considered Superb |
| 85 – 89 | = | B+ and is considered Very Good |
| 80 – 84 | = | B, and is considered Good |
| 75 – 79 | = | C+ and is considered Satisfactory / Fair |
| 70 – 74 | = | C and is considered Average |
| 65 – 69 | = | D and is considered Poor but passing |
| 64 & below | = | F and is Failing |
| NC | = | No Credit, because of poor attendance (15 unexcused absences – attendance failure and is listed on report card). |
| I | = | Incomplete grade, which must be made up within two (2) weeks of next cycle. |
| NG | = | No Grade given, typically due to late entry to School. |
| ME | = | Medical Excuse, where student must make up work later. |
| EL | = | Entered Late to school, usually transfer students who enter without grades at that point of the cycle. |

## ACADEMIC PROMOTION

Elementary / Middle School

Students will not be permitted to be skipped or promoted to the next grade level within the current school year.

## TAHFEEDH PROGRAM

Students enrolled in the Tahfeedh program are to maintain Islamic Adab at all times, on school premises and outside school premises. They should also maintain good memorizing progress throughout the year according to the Qur'anic study plan which is provided by the school. This study plan must be signed by both parent and student.

## REMOVAL FROM TAHFEEDH

Students can be removed from the Tahfeedh program if reported with the following actions:

1. Student not maintaining good Qur'anic studying for 2 marking period cycles
2. Engaging in unislamic immoral behavior
3. Getting suspended for major disciplinary action
4. Reported for committing haram actions on or outside school premises.

## GRIEVANCES

Please adhere to the following steps whenever there are any concerns regarding any aspect of the school including, complaints, grievances, or questions it must be communicated in the following way:

1. Parents / students must first speak to their respective teachers or the staff.

2. The parents should submit their concerns in writing to the principal. As soon as the principal receives the written complaint, he must act towards a resolution. If a ruling cannot be reached by the principal and/or the School Executive Committee (SEC), the matter shall be referred to the board. The parent always has the option to bring their complaint to the school board

3. The board shall investigate and make every effort to resolve the matter professionally.

4. In any matter the decision of the board shall be final and binding on all parties.

### GRIEVANCE POLICY

The administration will hear grievances of parents, students, and/or teachers. The wisdom of the Qur'an and Sunnah must always be the guide. When a written grievance is submitted to the office – whether initiated by parent, student, or staff-member, it will be the duty of the office to set an appointment for the involved parties to be heard within 48 hours of notification. At this time, equal opportunity should be provided interruption for each party to state his case. In this way, fairness is preserved. No one should feel belittled or exalted. This is recommended to us through the teachings of Islam. After this time, the advisory committee can discuss the issue, and a written decision should be issued to involved parties within 24 hours.

If it has been determined that a staff-member, parent, or student, written acknowledgement, has usurped the rights of a student, fellow staff-member, administrator, or parent and apology will be made.

### GRIEVANCE PROCEDURE

Parents may submit, in writing, any grievances concerning the disciplinary action taken by the school administration. The Principal will review the grievance and will respond in writing. Parents may request a meeting to present their grievance to the committee directly. However, the committee may choose the manner of their response.

### SUGGESTIONS / GRIEVANCES

Any issues, which come up between a student/teacher and a staff member, is to first be addressed with the involved staff member before any further steps are taken. Nine out of ten times the problem can be resolved without proceeding further.

Any comments/complaints, which cannot be resolved directly, are to be written down and given to the secretary. The secretary will make a copy to keep on file and will give original either to the Principal or respective administrator, as deemed appropriate. If a comment/complaint is of a confidential nature, the person making said comment/complaint should submit two copies to the Principal or Administrator directly.
All comments/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.**

## HALL PASS POLICY (IN-PERSON STUDENTS ONLY)

The students of SALAHUDDIN FUTURE ACADEMY need individual corridor passes in order to walk in the halls while classes are in session. Hall passes may be granted and completely filled in by the teacher of the class. The pass should include the time, destination, and teacher signature. Failure to do so will result in suspension from school. The following also applies:

- Students are not permitted in the halls without a hall pass during any class period.
- Teachers are not to issue any hall passes to students during 1st period, 9th period, the first minutes of class, and the last minutes of class unless it is an emergency.
- Teachers are also encouraged to remind the students to check their schedules daily, and not to allow students to go to their lockers except before the first period, at the beginning of lunch, and at the end of the school day.
- There are no hall passes permitted during lunch period except for emergencies, approved tutoring, or as directed by an administrator or Front Office Staff.

## HEALTH

All students are required to have a complete medical examination before entering SALAHUDDIN FUTURE ACADEMY. Proof of such examinations is required on or before the first day of school along with all appropriate inoculations.

This requirement is strictly enforced when physical impairment can impede a student's academic growth. Knowledge of these conditions can be helpful to staff and administrators.

Parents are expected to keep children at home when they show signs of illness. In any case of illness over five (5) days, the student must bring a written medical notice.

## HOMEWORK

By definition homework consists of school-related projects or assignments, which are completed outside the regular school day. Both the time and the nature of the homework will vary according to factors such as age, grade, special needs of the individual student, and the units of study being emphasized in the classroom.

Its purpose is to serve several important purposes for the student, including:

- The development of a sense of responsibility.
- The practice of effective study habits.
- The reinforcement and application of school learning.
- The opportunity for students and parents to spend quality time together, developing a love and appreciation of learning together.

Regarding time spent, students should spend a given amount of time almost on a daily basis working on homework related activities. Reading should be a daily portion of their "homework" time, shared either with another person or independently. Other homework may include homework that has been "assigned" by the teacher, or "free choice" activities, such as studying spelling words, practicing handwriting, or memorizing Qur'anic verses.

The following guidelines are used in determining the quantity of homework a student is assigned four or five days a week.

| Grade | Homework Time |
|---|---|
| PK - 1st | 15-30 minutes |
| 2nd - 5th | 30-60 minutes |
| 6th and up | 90 minutes and up |

These times are daily averages and are based on the average student. Extra reading is always strongly encouraged. If a student is assigned very little or no homework on a regular basis, parents should contact the child's teacher to discuss possible reasons and to help resolve them.

If student is capable of doing more challenging homework than the parent should contact the teacher through e-mail and request that their child be given more challenging work. Students in high school will be given extra and more challenging work and therefore their courses will be considered as an honors course. Students through middle and elementary school will be considered as Gifted and Talented students and will receive a different report card.

**Note:** Sometimes students do not use time at school (or home) wisely or do not plan long-range projects well, and therefore get "behind" in their homework. When this happens, it will be necessary for the student to spend more than the suggested time on the homework.

HOMEWORK POLICY

The purpose of homework is to help the student to realize their relationship existing between their learning experience in the school and their interest outside of the school. Additionally, it develops a readiness for classroom experience, which improves study and research skills. Homework provides review and enrichment to accommodate individual differences based on the child's interests, needs and skills. Also homework encourages greater parental involvement in the child's school work, and reinforces previously introduced acquired skills.

THE ROLE OF THE TEACHER IN REGARDS TO HOMEWORK ASSIGNMENTS:

1. To provide carefully planned assignments which are meaningful and are based on the needs, the skills, and the interests of the child.

2. To keep in mind the environmental limitations and handicaps under which some children must do homework, and assist parents and students in removing learning obstacles.

3. To adjust teaching in accordance to the needs revealed through homework assignments.

4. To develop methods to monitor, review, and return the student's corrected and completed homework assignments back within a reasonable period of time.

5. The teacher must note that homework should never be given as a punitive measure.

Homework is an extension of the school day and an integral process of it (school work). In order to facilitate this process and to uniform our standards, teachers must give homework assignments daily. This also includes weekends and holidays. Learning should never take a holiday. Homework should be checked

and graded upon its submission and returned quickly to the student. Teachers are responsible for apprising themselves of the Homework Policy.

TESTS & QUIZZES

Tests and quizzes are given throughout each grading period to assess the students' learning. They should be neither excessive in number, nor should a student receive only one or two tests in a given subject area each quarter. Also, the number of questions given on tests should be such that missing one question would not lead to a drop in letter grade on that test.

It is the responsibility of the teachers to coordinate tests so that students do not have more than two tests on the same day. The only testing that may be done in addition to these 'two tests per day' would be Spelling Tests or Qur'an Recitation tests. Also, quizzes may be given at any time and, as a whole, usually do not constitute more than 10-20% of a student's final grade.

Parents or students who feel that there is a deviation from these criteria should bring the matter to the attention of the respective teacher(s) and lead teacher.

Teachers are to give students at least one-week notice before a test and at least two days' notice before quizzes. Pop quizzes are to be kept to a minimum, are not encouraged, and should not be used as a punitive measure.

GRADING

Teachers adopt very clear criteria for student evaluation. The criteria are to be clearly defined and outlined to the students. The following areas are graded: Homework, discipline, class participation, scheduled quizzes, pop quizzes, and exams.

HOMEWORK DURING ABSENCES

All class work and homework assignments due to absence are to be made up within a time period specified by classroom teacher or Principal. The student is expected to show initiative in seeking out a teacher to determine what assignments are missed and when these shall be due. Work can be sent home to any student involved in an extended absence.

GRADING / EVALUATION OF HOMEWORK

In order to encourage positive student attitudes towards homework, teachers will be expected to instruct their students in the proper techniques and methods for completing homework assignments.

1. The teacher checks homework as quickly as possible and affixes a comment and/or assigns appropriate grade to all written assignments. Thus, homework grades become a part of the report card grade.

2. The students are responsible for and expected to complete and submit each assignment on its due date. The assignments are to conform to the procedures set forth by the teacher in conjunction with the administration.

3. The teacher will notify a parent by phone or written note whenever a student repeatedly fails to do his/her homework.

All homework will be discussed, graded, or checked. Regular assignments in English, Science, Mathematics, Social Studies, Islamic Studies, Arabic Language, Computer Science and Health will count as twenty percent (20%) of each marking period's grade.

## CATERGORIES OF TOP CERTIFICATE AWARDS

**PRINCIPAL'S LIST** – Homeroom Teacher are to select students who have successfully achieved an average of 95% in all major subjects, will be placed on the Principal's List.

**SUPER HONOR ROLL-** Students who have successfully achieved an average of 95% in all major subjects, will be placed on the Super Honor Roll.

**HONOR ROLL** – are to select for awards students, who have successfully achieved an average of 90% in all major subjects, will be placed on the Honor Roll.

## INJURY (IN-PERSON STUDENTS ONLY)

Parents must inform the school if a student is injured during school, it is his/her responsibility to file an accident report with the designated Administrator and/or Main Office when the injury occurs. The first thing to do when injured is to report the accident to the teacher who is supervising the activity or if it occurred during the change of classes, report to the Main Office.

A student may not return to school needing crutches, or a cane, without a statement from his/her physician indicating such a need.

## STUDENT ABSENCE AND LATENESS POLICIES

**The parents of students absent from school are to inform the Main Office.**
Students may not accumulate more than 18 unexcused absences during the school year. Accrual or more than 18 unexcused absences in a subject during the school year will result in the loss of credit for that subject. Students enrolled in SALAHUDDIN FUTURE ACADEMY will be in attendance during the days and time school is in session.
Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates the statues requiring children to attend school.
The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern of all involved. It is with this concern in mind that the following attendance regulations are recommended:

- Absence – The non-attendance of a student enrolled in the school district.
- Excessive Absences – Excessive absences are the total of unexcused absences for any reason from school, fifteen (15) days in a full year course or nine (11) days in a half-year course. Those students who are excessively absent will receive no credit for the course in which they are absent.
- Attendance – The presence of a student in school or the participation of a student in a school sanctioned activity.

Four hours of school attendance, on any one-day, are necessary for a student to be eligible to participate in extra-curricular activities for that specific school day.

Excused Absences

The non-attendance of a student enrolled in the school for the following reasons:

1. Student illness or accident verified by a doctor's note.
2. Death or serious illness in the immediate family.
3. Attendance required in court (evidence submitted).
4. Administratively approved absence.
5. School sponsored education activities, sanctioned or approved by the Principal.
6. College visitations (Seniors Only). Notes from parents to be submitted to the Lead Teacher and Principal in advance of visitation.

Notes

Notes submitted for explaining absences must include:

a. Full name of student.
b. Dates of absence(s).
c. Reason.
d. Signature of parent.
e. Home phone number.
f. Work phone number.

Upon the student's return to school from an absence or absences, the student will take the note to the Main Office prior to homeroom to be filed for future reference. A daily attendance sheet will be provided. The teachers will assume the student has an unexcused absence unless otherwise notified.

Students who are absent from school will not be able to participate in school functions or activities for that day. If a student is absent from school, it is the student'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.
Parental notes or phone calls which document or verify a persistent nature, extended medical treatment, and/or other extenuating circumstances will be considered under the appeals process, but will still be counted as unexcused absences. Once a student has reached 18 days loss credit, one (1) day will be deducted for every 10 days a student attends class without absence.

## TARDINESS TO CLASS

1. If a teacher detains a student, the student should be provided with a pass to the next class.
2. If a student comes to class late without a legitimate excuse in writing, the student should be marked as an unexcused tardy and admitted to class.
3. Students in the hallways without a pass may be picked up by the administrative staff or Security and escorted to their appropriate class after a discipline intervention.
4. Disciplinary action will be taken on students who are chronically tardy to their classes. Submit disciplinary report to Principal.

5. Students are expected to be in the classroom within two (2) minutes of the class starting. Any student legitimately detained because of school business should have a late pass to class from the staff member responsible for detaining the student. All students should be apprised of the penalty for being late for class. Any student arriving to class, without a pass, more than five minutes, will be marked as a cut.
6. Three (3) unexcused lateness are to be counted as a class cut. A student who comes to class so late that he/she misses an entire class period is to be marked cutting unless the lateness is excused.

## LOSS OF CREDITS

Notification Procedures

The school has a responsibility for communicating with parents of students whose attendance patterns may lead to loss of credits. In order to ensure that parents and students are aware of the serious ramifications of excessive absences, the following procedures shall be followed in notifying parents of students whose attendance patterns could result in the loss of credits.

When a student has been absent:

1. Five (5) days: The homeroom teacher will discuss the problem with the student and notify the parent or guardian of the concern for the developing pattern of excessive absences.
2. Seven (7) days: The designated Administrator or the Principal will inform the parent or guardian of possible loss of credit due to "excessive absences" if two (2) additional unexcused absences occur for a semester course.
3. Nine (9) days: The Principal or designated Administrator will inform the parent or guardian that due to "excessive absences", credit is being denied for all semester courses in which the student is enrolled. At the same time, it is stressed that continuing patterns of "excessive absences" will further the possibility of the student failing for the year."
4. Fifteen (15) days: The designated Administrator or the Principal will notify the parent for a conference to discuss the possible failure of all courses in which the student is enrolled due to "excessive absences".
5. Eighteen (18) days: The designated Administrator or the Principal will convene a special meeting to discuss the particular case. The result of said meeting will inform the parent or guardian by mail that due to "excessive absences" credit will be withheld for all courses in which the student is enrolled and must repeat the current grade.
6. Once a student has reached 18 days of loss credit, one (1) day will be deducted for every 10 days a student attends class without absence.

Three (3) unexcused lateness equal to one (1) unexcused absence. Fifty-four (54) unexcused lateness = eighteen (18) unexcused absences, and will result in failure for a full-year course. Twenty-seven (27) unexcused lateness are equal to nine (9) unexcused absences and will result in failure for a semester course.

Appeal Process

1. Upon notification of withdrawal of credit, the decision to withhold credit may be appealed in writing to the Principal by a parent or guardian within five (5) days after receipt of notification. The student will remain in class.
2. The Principal will convene with the Council who will be charged with the responsibility for rendering recommendations related to this matter.
3. The Council will be composed of the following:
    a. Principal.
    b. President of the PTA.

c. Designated Administrator or the Principal.

4. The Principal will summarize the recommendations of the Council in writing.

## LUNCH PROCEDURES (IN-PERSON STUDENTS ONLY)

Students may bring their lunches. STUDENTS WILL NOT BE ALLOWED TO HAVE ACCESS TO THE 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.

## MARKING PERIODS

| | 1st MP | 2nd MP | 3rd MP | 4th MP |
|---|---|---|---|---|
| **Report Card** | 11/20/2021 | 2/12/2022 | 4/16/2022 | MAIL/PICK UP |

**REPORT CARDS WILL BE ISSUED ON THE DAY OF OPEN HOUSE**
Insha'Allah, dates are approximates

REPORTS TO PARENTS

Reports Cards will be issued four (4) times a year: November, January, April, and June. Parents/Guardians are urged to examine the report card carefully. Any questions regarding the student's achievement may be discussed with the subject teacher and/or the Lead Teacher. Appointments may be arranged by calling the appropriate Lead Teacher through the Main Office.

## MEDICATION (IN-PERSON STUDENTS ONLY)

The administration of medication is not the responsibility of SALAHUDDIN FUTURE ACADEMY. The following describes the policy of SALAHUDDIN FUTURE ACADEMY regarding administering medication by school personnel.

1. The school cannot provide students with aspirin or any other medications.

2. The administration of medicine to pupils shall be done only in exceptional circumstances wherein the child's health and safety may be jeopardized without it.

3. A parent may come in and administer the medication for their child. It is violation of state law for any school personnel to administer any medication.

In addition to the above stipulations, the following rules will also be adhered to:

1. No student can be excused from school for reasons of illness unless he/she is seen in the Main Office.

2. Under no circumstances should students come to school when they are ill.

3. For attendance purposes, students who do not attend classes are considered absent. The Main Office cannot provide proper treatment or care for students who come to SALAHUDDIN FUTURE ACADEMY ill.

STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.

## NON-DISCRIMINATION STATEMENT

SALAHUDDIN FUTURE 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.

## PARENT – TEACHER CONFERENCES

The Parent-Teacher conference is designed to inform parents of their child's progress and development in the student's academic and Islamic Studies. It should be used as an opportunity for the parent and teacher to discuss ideas to further fulfill the needs of the individual student.

## MAKE THE COMMITMENT

Parents of students at SALAHUDDIN FUTURE ACADEMY shall sign the following commitment prior to the child(ren)'s being admitted to SALAHUDDIN FUTURE ACADEMY :

**With Allah (swt) as your witness,**

- ☺ Make the commitment to raise your child as a Muslim;
- ☺ Make the commitment to remind your child to pray 5 times daily;
- ☺ Make the commitment to pray with your child at least once per day;
- ☺ Make the commitment to encourage your child to dress Islamically inside and outside of school;
- ☺ Make the commitment not to allow your child to come to the Masjid dressed unIslamically;
- ☺ Make the commitment to actively support the school, its policies, and its activities;
- ☺ Make the commitment to be aware of your child's assignments on a daily basis;
- ☺ Makes the commitment to require the development of your child's Islamic character: no lying, no disrespect to others, any mocking, etc.;
- ☺ Make the commitment to understand and develop in your child respect for others and for him / herself;
- ☺ Make the commitment to emphasize to your child the necessity to come to school clean, in clean clothes, with short and clean fingernails, with brushed, well-kempt hair;
- ☺ Make the commitment to encourage your child not to slouch, not to sit with one leg on the other, not to talk back to teachers or each other, always face the front of the class, not to deface property, and to keep the school clean.

## PROBATION – ACADEMIC / BEHAVIORAL

It is imperative that we have the cooperation of the student in order to achieve academic success. All staff members are encouraged to assist the students in developing the best academic performance. However, students who consistently demonstrate a failing or troubled academic status will be placed on academic probation. Any student failing two or more subjects in any given cycle shall immediately be placed on academic probation. Any student demonstrating a marked decline during a marking period may be placed on academic probation after consultation with the Principal. Parents are asked to assist us by encouraging students to complete daily homework assignments and encouraging them to spend more time studying. Students should be sure to make appointments for tutoring with the appropriate teachers.

Additionally, students are to cooperate in and out of the classroom environment in order to sustain an effective learning milieu. Any student who consistently demonstrates behavior that impedes or interferes with the educational process shall be placed on behavioral probation.

Parents will be notified of students who have been placed on academic / behavioral probation and each student will be responsible for presenting a daily progress report. A student placed on probation will be responsible for presenting a Daily Progress Report to each teacher, each day. Parents are responsible for signing this form daily so that the student may return it the next day. The Homeroom teacher will give this form daily so that the student may return it the next day. The Homeroom teacher will give the student a new form after presenting the signed one from the previous day.

Students who are on probation, but do not have the appropriate form, should be given a brief note signed by the teacher with regard to his/her academic performance.

The teacher will be responsible for monitoring the report for parent signature and will periodically evaluate the student's improvement or continued probation status. New students will automatically enter a state of academic and behavioral probation for the first marking period until fully evaluated.

## SCHOOL RECORDS

Parents and students over eighteen years of age have the right to inspect official or permanent school records. School officials at SALAHUDDIN FUTURE ACADEMY may determine the time and way the materials will be presented.

## SPECIAL PROGRAMS

SALAHUDDIN FUTURE ACADEMY has incorporated the following activities and events to distinguish its Islamic identity and to promote the most advanced quality of education possible.

### ARABIC, QUR'AN AND ISLAMIC STUDIES

The Arabic Language program aims at enabling students to receive accurate knowledge from Qur'an and Sunnah, as they are the true sources of Islamic study and practice.

Islamic Studies, Arabic, and Qur'an are among the most important subjects taught at SALAHUDDIN FUTURE ACADEMY . The students are taught Fiqh, Seerah, Tafseer and Aqidah to instill an understanding of Islam, a desire to practice Islam, an appreciation of the Qur'an as the guide to mankind and a sense of responsibility to spread the message to all of humanity. These three courses constitute the "Rope of Islam" to hold onto and, Insha'Allah, to lead to success in the hereafter.

### PRAYER / SALAAH

As an Islamic school, Salahuddin Future Academy aims at strongly adhering to the commands of Allah subhanAllah wa ta'ala and Prophet Mohammad sallallaahu alayhe wa sallam. It is therefore the school's duty to schedule time for Thuhr Salaat at its prescribed time during the school schedule.

### FIELD TRIPS

Salahuddin Future Academy field trips represent a part of the school's extended classroom approach to learning. It is the school's practice to take the classroom to the source to enhance the learning process. Field trips are systematically organized according to grade levels, therefore eliminating a repetition of the same outings from year to year. Effort has been made to provide field trips for each course of study and varying subject matters. Parents are expected to pay a small fee at group rate prices when applicable, and to sign a field trip permission slip. Parents will be provided advance notice for all field trips, Insha'Allah.

STUDENT ACHIEVEMENT

Achievement Awards are given each quarter to students who excel in academics and/or behavior. These awards are to be given out at the quarterly Awards Assemblies.

## TEACHER CONTACT

Teachers at SALAHUDDIN FUTURE ACADEMY will make contact with parents in order to assist the student, the parent, or the teacher in understanding and resolving education or behavioral issues. Positive as well as issue-oriented communication is strongly encouraged. In no instance should parents be surprised by their child's progress or lack thereof. Each teacher should make an effort to meet or call parent(s) of every student in his/her class at least once every month. The purpose of the meeting is to address special needs and concerns in which the parent can play a major role. We cannot rely solely upon the parent's taking the initiative in contacting teachers. In most cases, parents of students in need of special attention do not follow up on their child's progress, and we need to do all we can to get the parents involved.

## TRANSPORTATION REIMBURSEMENT (IN-PERSON STUDENTS ONLY)

(*FORM B62* – Application for private school transportation)

For those eligible for transportation reimbursement forms will be made available at the receptionist area.

## TUITION PAYMENT

| | |
|---|---|
| **Registration Fee** | $75 (1st Child) |
| **Tuition** | $295 |
| **Chromebook** | $250 (one time) or $25 (monthly) |

The Registration and Tuition Fees must be paid at the time of confirmation of admission.

Registration fee is non-refundable.

The Monthly Tuition Fees must be paid on the first working day of each month. Tuition must be paid in full and no amount may be subtracted from it.

Guarantors are liable to pay the full annual tuition unless the student is withdrawn within two weeks from the first day of school admission.

If fee is not received by the 10th of the month that the tuition is due, then students will be suspended until such time that the accounts are made current. Every reasonable attempt will be made to work with the parents/guardians. However if success is not met, students will be dismissed.

Guarantors are liable to pay the full annual tuition unless the student is withdrawn within two weeks from the first day of school admission.

Payment can be made in cash or check. Payments are to be made between the hours of 8 – 11 a.m. Payment received after the stated hours (i.e. 8 - 11 a.m.) must be deposited in the mailboxes (checks only) located in the reception area. Payment must be placed in a sealed envelope with the child's name and grade written on it.

**Returned Checks:**

A fee of $20.00 shall be charged for every returned check.

**Delinquent Accounts:**

The school shall inform the parents if their account is 30-day or more overdue. Every reasonable attempt shall be made to work with the parents. However, if success is not met, school reserves the right to suspend and/or dismiss students of such parents from the school.

**Withdrawing from School:**

In the case of withdrawals, 30-day notice must be given. Parents are responsible for payment of tuition 30 days after the notice of withdrawal. Transfers, school records, etc. shall not be provided to parents who do not adhere to the above policy or who have tuition arrears. NO EXCEPTIONS MADE.

# SALAHUDDIN FUTURE ACDEMY PARENT ACKNOWLEDGMENT OF HANDBOOK RECEIPT

PARENTS: PLEASE SIGN AND RETURN

I have read Salahuddin Future Academy's Parent Handbook and agree to adhere to the policies therein.

| *Student Signature | Date | Parent's Signature | Date |
|---|---|---|---|

This page must be signed and returned to the school by the notified date. Failure to do this will require a mandatory parent-student-administration conference before the student can return to school.

*Student signature is only required for 7th-12th grade students.

| Additional Student Signature | Date | Additional Student Signature | Date |
|---|---|---|---|
| Additional Student Signature | Date | Additional Student Signature | Date |

**For additional information about**
**SALAHUDDIN FUTURE ACADEMY**
**visit our website at www.SAFAUSA.org.**

JazakAllaahu Khairan