

AL-ARQAM SCHOOL



Student & Parent Handbook (Version 1.3)

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1. Introduction

It is our pleasure to welcome you to Al-Arqam Islamic School. We are dedicated to providing the best possible education in an Islamic environment. Many of our accomplishments over the years have been due to parent involvement and support. We encourage you to share in our commitment by supporting school activities and volunteering your time on a regular basis.

The content of this handbook will inform you about the school. Please review it with your child and keep it as a reference throughout the year. Also, the school calendar is a source of information regarding all minimum days, breaks and teacher-in-service days. A bimonthly school newsletter will be sent electronically to parents to keep them updated and informed about school events, or they may check it in the school website at www.alarqamschool.org.

2. Mission Statement

To educate and inspire students to:

- a) Love the Deen of Allah.
- b) Develop Islamic Character.
- c) Gain knowledge and act upon it.

To provide supplemental Islamic educational programs for students in:

- a) Quran Memorization
- b) Arabic Language
- c) Islamic Studies

To focus on proficiency in Quranic recitation.

To provide for structured and progressive instruction based on mastery of each level.

3. Academic Programs

Al-Arqam School's program consists of the following disciplines:

- **Arabic:** Reading, writing, vocabulary and basic grammar
- **Quran:** Memorization, reading and some Tafseer
- **Islamic Studies:** Seerah & Islamic history, Aqidah, Ibadat and Islamic manners.
- **Qaidah:** Arabic Phonics (Alphabets sounds), basic Arabic language reading principals and introduction to Tajweed.

4. Student Dress & Hygiene

4.1 Overview

The Al-Arqam School dress code is established to teach the Islamic modes of modesty, grooming and hygiene. Students are required to be dressed and groomed in a manner that is Islamic, clean and neat, and does not promote a health or safety hazard to themselves or others.

4.2 General Dress Code

- Shirts will have no pictures or writing on them. No silk-screening is permitted. Designs woven into the fabric is considered acceptable.
- Shoes must have closed toes and closed heels.
- Boots, raised heels or flip-flops/thongs are not allowed.
- All students must wear clean socks.
- No type of face, eye make-up, tattoos, or colored nail polish is allowed.

4.3 Boys Dress Code

- Shirts must have sleeves.
- Baggy pants, sweat pants and tight jeans are not allowed.
- Pants with elastic waist and legs may be worn if the pants are casual dress pants.
- Pants must be clean and in good condition with no holes anywhere.
- No headbands, hats or caps are to be worn, on the playground or indoors.

4.4 Girls Dress Code

- All shirts must be tucked in. Sweaters may be worn undocked if the bottom of the sweater reaches at least the middle of the hips.
- Shirts, blouses, and dresses must have full sleeves.
- Only stirrup pants or leggings may be worn under jumpers. Sweat pants or sweat suits may not be worn.
- Undergarments must not be visible. Culottes, split skirts, skirts, and shorts are not allowed. Tight Jeans are not allowed.
- All jewelry must remain on the student. Jewelry must be worn in the manner for which it was designed.
- Tights are considered socks for girls.
- Hair must be neatly groomed (ages 6 to 10 years old) or completely covered (older than 11 years old).

4.5 Personal Grooming

- Dress is to be clean and mended.
- Hair is to be clean and combed.

- Fingernails are to be trimmed short and clean.

4.6 Dress Code during Extracurricular Activities

Whenever the students attend an activity, they are expected to dress according to the specifications in the Girl Dress Code and the Boys Dress Code.

4.7 Dress Code Violations

If a student fails to observe the school dress code, he/she will be sent home.

5. School Hours , Arrival and Dismissal

5.1 School Hours

- Fridays: 4:30 pm to 6:45 pm.
- Sundays: 12:30 pm to 5:15 pm.

5.2 Arrival Guidelines

- Students should arrive by 12:15 pm Sundays and 4:15 pm Fridays.
- Students and parents are not allowed on school grounds before the indicated arrival times.
- If a student arrives 15 minutes late he/she will miss the 1st period and needs to wait in the school office.
- If a student is late three times in a month, the parents will be called for a parent meeting.
- Parents should drop off students as instructed by the school administration.

5.3 Dismissal Guidelines

- Student dismissal is from the classrooms. Please wait for the teacher to dismiss class. Please do not disturb the class.
- No parents are allowed in the hallway before dismissal (Sunday 5:15 pm and Friday 6:45 pm) unless otherwise authorized.
- Students who remain on the school grounds after dismissal must go to the school office. Parents will be charged \$25 after 15 minutes from dismissal. Recurrences will trigger a principle-parent conference meeting.
- Students can not dismiss themselves unless their parents sign the release form at the office. Students should exit the school ground after their dismissal

6. Absence & Truancy

6.1 Absences

Excused Absences

- Health:** Absences due to illness or medical reasons.
- Warranted:** Absences which are requested in writing prior to the absence and approved by the principal or his/her designated representative.

Questionable/Excessive Absenteeism

- When a student's total number of absences are in excess of 10% of his/her days of enrollment of the current school year, the school may require reasonable proof for the stated absence.
- Medical reasons will require proof from the student's health provider.

Unexcused Absences

- Absences that do not qualify in the above categories are considered unexcused.
- These include the missing of class or school without an excused or warranted reason, whether the absence is student or parent initiated.
- An absence for which advanced approval is necessary and approval was not obtained before the absence is also classified as unexcused.

Leaving School during the School Day

- Students are not permitted to leave school grounds without receiving permission from the office.
- Students will be permitted to leave if parents call the office or send a note.
- Parents are required to come to the office and sign out their child.

Reporting Absences

- Teachers report students as absent by 12:30 pm Sunday and 4:30 pm Friday to the school administration.
- If your child is absent, please call the school before 12:15 pm Sunday and 4:15 pm Friday
- All Make up work must be completed and returned.

6.2 Truancy

General Truancy

A student is truant when:

- The student was absent from school without a valid excuse for three days or was tardy period during once school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy.

- After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth etc. trancies.

Habitual Truancy

A student may be deemed a habitual truant when:

- The student was reported absent without valid excuse for three days
- The student was tardy for more than 30 minutes
- The student has had a letter sent to the parent or guardian, and has had three more unexcused absences or was tardy over 30 minutes.
- A school employee has made conscientious effort to hold at least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260 and 48261.

7. Food Service

7.1 General Guidelines

- Al-Arqam School Food service is managed and run by PTA. Parents may purchase lunch pass before the trimester starts. Students who do not purchase lunch pass should bring their lunch to school. Please note that students may not use the microwave to prepare or heat food items. Candy and soda are not allowed at anytime in the school ground.
- Sunday hot lunches are catered by local cafeteria.

7.2 Cafeteria Rules

- Walk into the cafeteria quietly
- Talk quietly
- Stay in your seat until dismissed
- Clean your area
- No throwing or playing with food

8. Health & Illness

8.1 Emergency Information Forms

Parents are required to fill out the student emergency information forms for each child enrolled in the school. **Please note that no student is allowed to attend school without a completed emergency information form on file before the first day of school.**

Please inform the office with any changes of your contact information.

8.2 Illness

For the protection of the child and other students, parents should not send their child to school if he/she shows any of the following symptoms:

- High Fever, Nausea or Vomiting
- Evidence of a communicable disease
- Severe headache and/or stomach ache
- Spasm or convulsions
- Any severe accident including cuts or bleeding
- Persistent cough
- Rashes

Should a student develop any of the above symptoms, parents will be asked to pick up their child as soon as possible. In some cases, a student may not be allowed to return to school without a written medical report clearing him/her for attendance.

8.3 Medication

Parents are responsible for all medication taken by students. Al-Arqam School is not responsible for any medication taken by a student. If a student needs to carry medication the school office needs to be notified by the parents.

8.4 Contagious Illnesses

Parents should report all contagious illnesses to the school office.

9. Prohibited Materials

Students are not allowed to bring certain items to school unless a teacher has requested them and is accompanied by a permission note signed by the parents:

- Electronic Devices
- Sport equipment, Board games & Toys
- Musical instruments
- Snacks for in-class consumption
- Magazines and other media publications
- Any items considered unsafe.

Prohibited or unsafe materials will be confiscated and taken to the school office for parents to retrieve in person.

10. Homework

Homework is activity a student engages in away from the school that has correlation to schoolwork and learning. We encourage parents to become involved with their child's education by discussing with him/her their homework assignments.

10.1 Homework Activities

Homework may include activities such as:

- Practice assignments to reinforce a recently taught skill
- Continuation of work begun in class
- Reading orally to parents
- Collection and preparation of exhibits
- Writing stories and reports
- Studying for tests
- Creative art activities
- Conducting an interview
- Recreational reading
- Rehearsing a speech that is to be given in class
- Reading to gather information for a written report
- Watching and evaluating assigned television programs
- Writing an article for the school newsletter

10.2 Non Completion of Homework

Students who do not complete their homework on time may face the following consequences:

- Parent-Teacher conference.
- Parent, teacher and school principal conference
- Suspensions for two weeks.
- Expulsion for a repeated pattern of no homework.

11. Child Abuse & Neglect

In 1999, throughout the U.S., over 826,000 children were reported to have been maltreated nationwide. Nearly twice as many youngsters, although suspected victims, will never be reported and will therefore lose the essential care and protection they need. Every day, over 1600 or more reports of child neglect, emotional maltreatment, physical or sexual abuses are received.

Educators from the local schools are often in the position to recognize maltreatment. Professionals who deal with children are mandated by state law to report suspected cases of child abuse. The school will report suspected physical, sexual and emotional abuse to the authorities.

School personnel will notify the Principal of any suspected indications of child abuse or neglect. The reporting party will contact Child Protective Services. Child Protective Services will determine the child's needs at the time and will communicate those to the parents. This might lead to removal of the child from school into protective custody. Should this happen, the authorities will make every attempt to contact you by the end of your child's school day.

We have a common responsibility to prevent these tragedies and to provide our young people with the opportunity for happy and healthy lives.

12. Communication

The following methods are utilized to keep parents informed of how their children are progressing in school (Please refer to the School Calendar for specific dates):

- Homework folders are sent home weekly.
- Emails and school website
- Midyear progress reports/report cards are sent to parents.
- Parents receive **bimonthly** newsletters from the Principal.
- Parent-teacher conferences are held before **the finals of the first term.**
- **Parent-Board meetings are held twice a year .** Are we planning to do that?
- Parents are encouraged to have open communication with teachers. To set an appointment with the teacher, please contact the school office.

13. General Information

13.1 Lost and Found

Lost articles and personal items may be claimed at the MCA lost and found. Student books and notebooks may be claimed at the school office if found. It would be helpful to have your child's name marked inside articles of clothing, book bags, lunch boxes, etc.

13.2 Back-to-School Night

This is a special event for parents to meet their child's teacher and obtain a better idea of how the school year will progress in the classroom.

13.3 Use of the School Phone

Students may use the telephone at the school, only in case of emergency or when the teacher or office personnel deem student-to-parent contact necessary.

13.4 Volunteers

Al-Arqam School depends on and encourages the involvement of its parents. We ask that each family perform a minimum of 3 hours of volunteer work for the school each month. Details on what kind of volunteer work is needed will be provided to you after school commences.

Remember to sign in and get your volunteer's pass when you come to volunteer.

If you do not fulfill or complete your volunteering hours, an amount of money will be deducted from your deposit check.

14 Disciplinary Policies & Procedures

14.1 Philosophy and Purpose

The philosophy of Arqam Islamic School is to foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices within Al-Arqam School. These policies and procedures will be enforced fairly, uniformly, and consistently.

The purpose of this section is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior.

This Discipline Policy and Procedure is distributed to all parents, teachers, and administrators at the beginning of the school year. It is also be provided to new professional employees and parents of newly enrolled students. Changes during the year are published and distributed during the next trimester, but no later than the beginning of the next school year.

Each parent or guardian is required to annually sign a statement that they have read, understand and consent to the Student Handbook. They acknowledge the responsibilities outlined in the handbook, in addition to orientation session. This is attached as the last page of this document for detachment and signature.

14.2 Disciplinary Figures

The school's disciplinary figures are the school principal and their designees. Duties include the authority to:

1. Evaluate and implement the discipline policy.
2. Remove a student from campus for emergency reasons.
3. Suspend a student for no more than three consecutive school days per incident.
4. Recommend a student for expulsion to the School Board.
5. Assign students to community service-extended classrooms.

14.3 Responsibilities

Al-Arqam School fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and school staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the school's educational mission. The School's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules are subject to disciplinary measures. These measures, as outlined in sec. 7.2, are designed to establish Islamic conduct and exemplary citizenship both in and out of school.

14.3.1 Responsibilities of Students

Students responsibilities at school or school-related activities include:

1. Attend all classes, regularly and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be appropriately dressed and groomed.
4. Show respect toward others.
5. Behave in an Islamically responsible manner.
6. Refrain from violations of the code of student conduct. (Refer to sec. 6)
7. Obey all school rules, including safety rules.
8. Show proper restraint if confronted by other students and report such incidents and violations to any staff member.

14.3.2 Responsibilities of Parents

Throughout this document, "parents" includes single parent, legal guardian, or person who has lawful control of the student.

Parents have the responsibility to:

1. Provide for the physical needs of the student.
2. Teach the student to listen to teachers and other school personnel and obey school rules.
3. Be sure the student attends school regularly and on time; and promptly report and explain absences and tardiness to the school office.
4. Encourage and lead the students to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.

6. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed about school policies and the academic requirements of school programs.
8. Pay required fees and fines, unless these are waived.
9. Participate in school-related organizations.
10. Assure the student is appropriately dressed and groomed at school and school-related activities.
11. Discuss report cards and school assignments with the student.
12. Alert the school authorities to any learning problem or condition that may relate to the student's education.
13. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
14. Cooperate with school staff.
15. Be sure the student attends school tutorials when required or as the need arises.
16. Sign and submit the attached Acknowledgment Statement.
17. Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by: (a) The negligent conduct of the student if the conduct is reasonably attributed to the failure of the parent to exercise their duty to control and reasonably discipline their child, or (b) The willful or malicious conduct of their child.

14.3.3 Responsibilities of the Principal

The School Principal has the responsibility to:

1. Respond to disciplinary problems referred to them by teachers.
2. Act as the school disciplinary figure or appoint a designee.
3. Develop and maintain a standard discipline citation form for teachers' use.
4. Ensure the fair and equitable implementation of this discipline policy by school staff.
5. Promote effective training and discipline of all students.
6. Encourage parent communication with the school, including participation in required parent-teacher conferences.
7. Provide appropriate assistance to students in learning self-discipline.
8. Provide instructional leadership for discipline and for evaluation of the discipline policy.
9. Serve as an appropriate role model for the student, faculty, staff and parents.
10. Send a written notice to a parent within twenty-four hours after receiving a citation form a teacher for a serious offense committed by a student as outlined in section 8.3.
11. Follow-up with the parents on all student disciplinary actions until issues are resolved.
12. Prepare a summary report on discipline issues, outlining all violations and corrective actions taken during the reporting period.

14.3.4 Responsibilities of Teachers

Teachers have the responsibility to:

1. Provide a safe and nurturing classroom environment using effective classroom management techniques.
2. Communicate and explain to their students the school discipline policy and procedures.
3. Ensure the fair and equitable implementation of the discipline policy among their students.
4. Maintain a discipline record for each of their students and submit such records to the school discipline person on a regular basis.
5. Punctual and maintain regular attendance.
6. Prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
7. Comply with Al-Arqam School policies, rules, regulations, and directives as outlined in Teacher/Staff Handbook and the Parent/Student handbook.
8. Maintain an orderly classroom atmosphere conducive to learning.
9. Meet the standards of teaching performance established by the Al-Arqam School.
10. Establish rapport and an effective working relationship with parents, students, and other staff members.
11. Teach students to develop and practice self-discipline.
12. Encourage good work habits that will lead to success in meeting personal goals.
13. For serious offenses, file a standard discipline citation form with the school discipline person, regarding a student's violation of the student code of conduct.
14. Serve as appropriate role models for students, in accordance with the standards of the teaching profession.
15. Interact with parents to mutually resolve any disciplinary problems the students may have.
16. All discipline techniques will be in compliance with Islamic and state regulations.

14.4 Parent-Teacher Conferences

One or more conferences shall be held during each school year between a teacher and the parents of a student if any of the following circumstances arise:

1. The student is not maintaining passing grades or achieving the expected level of performance.
2. The student demonstrates discipline problems, or presents some other problem to the teacher.
3. Other cases in which the teacher considers it necessary.

14.5 Credit During Disciplinary Process

Students shall receive full credit for assignments completed in an alternative program, including in-school suspension and community service-extended classroom.

A student suspended from school will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time frame designated by the teacher. A grade adjustment may be imposed on work made up for a period of suspension according to the Al-Arqam School Board policy.

14.6 Student Code of Conduct

14.6.1 Jurisdiction

Al-Arqam School has jurisdiction over its students during the regular school day. Al-Arqam School's jurisdiction includes any activity during the school day on school grounds, and any school-related activity, regardless of time or location.

14.6.2 Dress Code

The school's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Detail requirements for dress code are outlined in the first part of this Handbook.

14.6.3 Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage any property, including furniture and other equipment, belonging to or utilized by Al-Arqam School. Parents of students and non-students guilty of damaging school property shall be liable for damages in accordance with state law.

14.6.4 Prohibited Activities

All offenses and acts of misconduct listed under Category I through Category IV, as well as other acts of misconduct listed throughout this handbook, are prohibited activities and any student who engages in any of these activities will be subject to appropriate discipline.

14.6.5 Hallway Conduct

The hallways of Arqam Islamic School will be a safe and quiet environment where people interact with courtesy and respect. The following guidelines apply:

1. Students will move safely through the hallways.
2. Normal speaking voices will be used in the hallways. (If someone is too far away to hear, move close enough to speak in a normal voice.)
3. Students must have an appropriate pass to be in the hallways.
4. Everyone will be treated with dignity and respect.

5. If a staff member asks to speak with you, stop and talk with that person.
6. If a staff member requests that you correct a behavior, do what the staff member asks you to do.
7. Students should not be in the hallways prior to 12:30 pm Sunday or 4:30 pm Friday or after 5:30 pm Sunday and 7:00 pm Friday.
8. Students must have teacher approval and a hallways pass to be in the building prior to or after the designated times (above).
9. Students will not touch classroom displays or school fixtures.
10. Parents will use hallways strictly for moving pedestrian traffic. Waiting for children at the end of the day will be done at all outside doors to classrooms and hallways. Please wait outside.

14.6.6 Restrooms

The restrooms at Arqam Islamic School will be quiet, safe, and used as intended.

1. Use restrooms on your way out to or during recess.
2. If restrooms must be used during class, students must have a pass.
3. Use restrooms quietly, appropriately and leave them clean.
4. Put toilet paper in the toilet. Put all other paper in the garbage can.
5. Flush the toilet.
6. Leave stalls unlocked after use.
7. Wash your hands.
8. Leave the restroom as soon as you finish.
9. Do not turn off lights or play with lights.
10. Report any vandalism or inappropriate behavior to your teacher or the closest staff member.

14.6.7 Consequences for infractions

When a student misbehaves, calmly and consistently implement the mildest consequence that might be appropriate. These include:

1. Verbal reminders.
2. Positive practice- for example, have the student go back and walk.
3. Have the student practice responsible hallway behavior.
4. Use office referral only for insubordination or for dangerous or illegal situations.
5. Inform the student's classroom teacher.
6. Parent/guardian notification.
7. Principal referral for insubordination, dangerous behavior, or destructive acts.

14.6.8 Harassment

Students will interact in courteous, respectful ways without bothering others.

Responsible Behavior:

1. Students will use appropriate language, (no "put downs"), either written or verbal, toward other people on Al-Arqam School premises.
2. Students will not use inappropriate materials, gestures and sounds at Al-Arqam School.
3. Students will demonstrate appropriate interaction (physically and verbally) with other students and/or authority figures.
4. Students will not engage in offensive behavior and conversations.
5. Students who experience harassment or bullying will tell the offender to stop the inappropriate behavior and report the incident to a staff member.

Consequences for students:

1. Give a verbal reprimand consistently for infractions.
2. Give opportunity for positive practice. Have the student restate their comment and apologize for inappropriate behavior.
3. Inform the student's teacher (if applicable) and calmly and consistently implement the mildest consequence that is appropriate.
4. Write a Yellow Slip for the harassment infraction.
5. Restitution planned and implemented for the harassment.

14.6.9 Assemblies

Al-Arqam School students will demonstrate respectful behavior during assemblies by listening, participating, and following directions. The following list of expectations is designed to help staff increase consistency while supervising common areas, and to provide teachers with a basis for teaching and re-teaching responsible behavior:

1. When the leader goes to the microphone and says, "May I have your attention please," stop talking and look at the person at the microphone.
2. Listen carefully.
3. Students will follow their teacher's directions regarding where to line up.
4. Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.
5. Communicate with the performers with your eyes and ears.
6. Never boo, whistle, yell, chant, foot stomp, or put someone down.
7. At the end of the program, the leader will conclude the assembly by thanking the performers.

8. Students will remain seated until the teacher gives them the signal to leave the assembly area. Students are to exit quietly and in a straight line.

Consequences for Infractions

When a student misbehaves, staff members will calmly and consistently implement the mildest consequence that is appropriate, for example:

1. Nonverbal warning.
2. Move close to the student and give a quiet verbal warning.
3. Move the student close to a staff member.
4. Quietly remove the student from the assembly.

14.7 Offenses

Students violating Al-Arqam School's rules and regulations shall suffer disciplinary consequences that commensurate with their misbehavior violation. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. The consequences are not necessarily in the order of their severity. One or more disciplinary options may be used for a single offense if deemed appropriate. The teacher or Principal and/or Director of Student Affairs responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

14.7.1 Minor Offenses

Minor offenses are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the school. Any violation of the Code of Conduct that is listed below as a Category I offense is considered a minor offense.

14.7.2 Persistent Offenses

Al-Arqam School defines "persistent" to be two or more violations of the Code of Conduct in general or recorded repeated occurrences of the same category violation.

14.7.3 Serious Offenses

Any offense that is Category II or above, or is listed as prohibited conduct in the Code of Conduct, is considered a serious offense.

14.7.4 Classification of Offenses

The following offenses and consequential disciplinary options are listed in order of severity, with Category I being the least severe and Category IV being the most severe. Any offense committed by a student, which is not listed below shall be classified at the discretion of the School Discipline Person.

CATEGORY I OFFENSES

This consists of minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the orderly educational process. Discipline for Category I offenses is most often managed by the classroom teacher. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

Offenses

- a) Tardiness between class periods
- b) Running or making excessive noise in the hall, classroom, or building
- c) Neglecting to bring required material or assigned work to class
- d) Failing to follow classroom rules
- e) Failing to participate in classroom activities
- f) Eating or drinking in an undesignated area or at an undesignated time
- g) Chewing gum on school premises

Disciplinary Options

- a) Verbal reprimand
- b) Time out in the classroom
- c) Special assignments or duties
- d) Behavioral contracts
- e) Withdrawal of privilege(s)
- f) Change seat assignment
- g) After school detention with the classroom teacher

CATEGORY II OFFENSES

This consists of more severe and disruptive misbehavior, which interfere with the learning environment. Parents will be notified of the offense and may be requested to come for a conference with the Principal and/or Student Affairs Director to discuss the offenses and the disciplinary action.

Offenses

- a) Persistent offenses from Category I) or acts of misconduct for which the student has been warned
- b) Possessing and/or using nuisance items
- c) Put-downs and other forms of disrespect to fellow students
- d) Misbehaving during prayers
- e) Misuse of food in the cafeteria (food fights)
- f) Misuse of school property
- g) Posting or distributing unauthorized publications on school property

Disciplinary Options

- a) One hour after school detention
- b) Confiscation of a prohibited nuisance item. (Exclusion from extracurricular activities (PE, field trips)
- c) Referral for counseling (In addition to one or more of the other disciplinary options)
- d) Restitution (Compensation), if applicable. Temporary removal from class. (In addition to one or more of the other disciplinary options)
- e) Suspension

CATEGORY III OFFENSES

This consist of acts which are serious and which disrupt the orderly educational process. Parents will be notified and requested to come for a conference with the Principal and/or Student Affairs Director and in each instance of Category III misbehavior offenses.

Offenses

- a) Persistent offenses from Category II (more severe and disruptive misbehavior)
- b) Exhibiting disrespect of school employee's and volunteers
- c) Insubordination, noncompliance with the directives of a member of the school staff
- d) Physical contact with another individual with implied intent to physically abuse
- e) Fighting, physical abuse, or threat of physical abuse
- f) Throwing objects that can cause bodily injury or damage to property.
- g) Directing profanity, vulgar language or obscene gestures toward other students
- h) Failure to serve detention
- i) Absence from school without permission, including leaving school without permission
- j) Vandalism, including defacement of school property
- k) Possession of lighter(s) or matches on school property
- l) Possession or use of fireworks on school property
- m) False fire alarm
- n) Cheating or copying the work of another student
- o) Forgery of school records and/or forms
- p) Stealing

Disciplinary Options:

- a) Restitution (Compensation), if applicable
- b) Grade penalty for copying or cheating (In addition to one or more of the disciplinary options)
- c) Suspension
- d) Referral for Expulsion
- e) Referral for counseling (In addition to one or more of the other disciplinary options.)

CATEGORY IV OFFENSES

The following offenses are considered serious offenses. A student shall be referred for expulsion from school if the student, on school property or while attending a school sponsored or school related activity on or off school property, commits any of the following offenses:

Offenses

- a) Persistent offenses from Category III (severe and disruptive misbehavior)
- b) Starting a fire
- c) Possession of weapons (firearms including shotgun/rifle, handgun, etc., knife with a blade longer than 2 ½ inches, or any other type of weapon as described in “The California Safe Schools Assessment Book.”)
- d) Possession or use of a stink bomb, smoke bomb, or other noxious chemical
- e) Possession of exploding fireworks
- f) Perjury or lying as a witness during a school investigation
- g) Possession or distribution of obscene or pornographic material
- h) Directing profanity, vulgar language, or obscene gestures toward school employees or other adults
- i) Dating and other inappropriate relationships and behavior between boys and girls
- j) Possession of illegal drugs other than prescription medication

Disciplinary Options

- a) Referral for Expulsion

14.8 Discipline Management

14.8.1 General Guidelines for Assessing Discipline Penalties

When imposing discipline, Al-Arqam School personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equally. Discipline shall be based on a careful assessment of the circumstance of each case. Factors to consider shall include:
 - a) Seriousness of the offense
 - b) Student's age
 - c) Frequency of misconduct
 - d) Student's attitude
 - e) Potential effect of the misconduct on the school environment
3. Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

14.8.2 Discipline Management Techniques

Discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense. Al-Arqam School shall impose the disciplinary consequence required by the Discipline Policy and Procedure. Discipline management techniques may include:

1. Counseling by teachers, or administrative personnel.
2. Counseling by outside agencies or authority, including school community programs at the parents' expense.
3. Parent teacher conferences.
4. Cooling off or time out.
5. Behavioral contracts.
6. Assigned school duties other than class tasks.
7. Verbal correction.
8. Withdrawal of privileges, including participation in extracurricular activities and honorary positions.
9. Sending the student to the office or other assigned areas.
10. Detention.
11. School defined and imposed probation.
12. Rewards and incentives.
13. Demerits.

14. Confiscation of items that disrupt the educational process.
15. Grade adjustment, as provided by local policy.
16. Community service work.
17. Suspension.
18. Expulsion (With The School Board's Approval).

14.8.3 Record Keeping and Tracking

Each teacher shall be responsible for recording and tracking student offenses committed during their classes. Teachers shall maintain a record for each student and submit such records to the school discipline person on a regular basis. The record shall contain, at a minimum, the following information:

- a) Date of offense
- b) Description of offense
- c) Name of teacher who observed offense
- d) Category of offense
- e) Disciplinary action taken/recommended

The Principal shall compile all student records and review them for conformance with this policy. A summary report shall be provided to the Al-Arqam School Board at the end of each trimester.

The following demerit points will be assigned to each category of offense.

| <u>Offense Category</u> | <u>Demerit Points</u> |
|-------------------------|-----------------------|
| I | 1 |
| II | 3 |
| III | 9 |
| IV | 27 |

Demerit points shall be summed on a regular basis. In addition to the disciplinary option applied for each offense, the Discipline Officer shall take the following administrative actions when the sum of demerit points reaches the following limits:

| <u>Sum of Demerit Points</u> | <u>Administrative Action</u> |
|------------------------------|--|
| 3 | Parent notified / Parent conference optional |
| 6 | Parent notified / Parent conference optional |
| 9 | Parent Conference |
| 18 | Parent Conference |
| 27 | Suspension, referral for expulsion |

14.8.4 Retraction of Demerit Points

A new program has been implemented to benefit those students whose high demerit points have jeopardized their overall academic career. The following is a chart that indicates ways of retracting points:

| | |
|------------------------------------|---------------------|
| Showing good and positive behavior | -3 points/month |
| Volunteer work | -5 points/event |
| Cleaning Facility | -10 points/cleaning |

Students can only retract a maximum of 13 points per month.

Both students and parent will be notified of student's accumulated points once every semester and/or when it is necessary based on the individual case. A schedule for volunteer work and cleaning of facility will be posted in the Principal's office. Students with high demerit points will be notified as work becomes available.

14.9 Discipline Plans

In addition to this discipline policy and procedure, the Al-Arqam School staff may establish more specific detailed discipline plans for the various grades and classes. These detailed plans will conform to all provisions of this discipline policy and procedures. Al-Arqam School staff is responsible for developing, updating and re-evaluating these plans on an annual basis for effectiveness. Any revisions shall not conflict with any provisions of this discipline policy and procedure and shall be approved by the Principal to implementation. A copy of such specific discipline plans will be attached as an appendix to this manual and made a part of this document thereof. No need

14.10 Detention

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students after school hours. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used, advance notice (one or two days) shall be given to the student's parent or legal guardian. The student's parent or guardian shall be required to provide transportation when the student has been assigned to detention.

Detention will be held Tuesday-Thursday from 3:20-4:20. Students who are late will have to make up the time at the end of the detention period. Parents need to call the Director of Student Affairs and reschedule a detention only in the case of an emergency.

We do not have school on Tuesdays and Thursdays. This is for regular school and is not for Alarqam. That is way I did not include it.

14.11 Teacher Removal of Students

A teacher may send a student to the school office in order to maintain effective discipline in the classroom. The Principal may respond by employing appropriate discipline management techniques consistent with local policy and the code of conduct.

A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, or with the ability of the student's classmates to learn; or whose behavior the teacher determines is so unruly, disruptive, or abusive the Principal may either:

1. Place the student in another appropriate classroom;
2. Place the student in school suspension; or
3. Send the student home with parents.

A teacher will also remove a student from his or her class if the student engages in an offense for which expulsion referral is required (Category IV). Upon receipt of those referrals, the Principal will take the appropriate action required by this Discipline Policy and Procedure.

The Principal may not return the student to the classroom of the teacher who removed the student without the teacher's consent. If the teacher refuses to accept the student, the student shall be prohibited from attending the teacher's class until a hearing is conducted.

If a teacher removes a student from class, the student may be prohibited from attending or participating in school sponsored or school related activities.

14.11.1 Hearing

Not later than the **one** class day after the day on which a teacher removes a student from class, the school Principal shall schedule a hearing among the Principal, a parent or guardian of the student, the teacher removing the student, and the student. The student may not be returned to class pending the hearing. Following the hearing and whether or not each requested person is in attendance, after valid attempts to require a person's attendance, the Principal shall order the placement of the student either in in-school suspension, or another teacher's classroom.

14.11.2 Non Disciplinary Emergency Removals

Students may be removed from regular classes or Al-Arqam School premises for non-disciplinary health, welfare, and safety reasons when the Principal determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being highly agitated.
2. Suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to medical personnel. Such removal shall be for as short a time as is reasonable under the circumstances, but is limited to no more than **two (2)** consecutive school days.

14.11.3 Notice to Parent

Al-Arqam School will notify the parent to pick up the student that has been asked to leave the school premises from the school office.

14.12 Suspension

A student may be removed from school and placed on suspension for a period not to exceed **two(2)** consecutive school days. There is no limit to the times per school year that a student may be suspended, so long as each term of suspension does not exceed **two (2)** school days. The length of the suspension will be based on the severity and number of offenses, and shall be determined by the Principal. A student may be suspended for any offense designated as a serious offense in this discipline policy (Category II or above). A student will not be afforded a hearing on the suspension; however, the Principal will inform the student of the reasons for the suspension and grant the student an opportunity to give his/her version of the incident.

14.12.1 Hearing; Notice to Parent

Before suspending a student, the Principal shall conduct an informal hearing at which:

1. The student is advised of the conduct with which he or she is charged.
2. The student is given the opportunity to explain his or her version of the incident.

The student's parent shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

14.12.2 Parent Conference

When the Principal suspends a student for more than one day, he/she shall, within 3 school days, schedule a conference with the student's parent to discuss the disciplinary action and/or the student's misbehavior.

14.13 Expulsion

The Principal shall make referrals for expulsion to the School Board for their consideration. The Board shall meet within **two** days of receiving this referral to evaluate the situation and schedule a hearing with the parents.

14.13.1 Due Process

Before a student is expelled, the Al-Arqam School Board shall provide the student and their parent an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Al-Arqam School Board.
3. Right to an adult representative.
4. Opportunity to testify and present evidence and witnesses in his or her defense.
5. Opportunity to examine the evidence presented by the school administration and question the administration's witnesses.

The notice shall be in writing and shall advise of the nature of the evidence to be used against the student, including a list of witnesses and the nature of their testimony, and any documents that will be used at the hearing. The decision shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated promptly, and in writing, to the student and parent within **three** school days of the hearing date.

14.14 Physical Restraint

Any Al-Arqam School employee may, within the scope of the employee's duties, use and apply physical restraint on a student that the employee reasonably believes is necessary in order to:

- a) Protect a person, including the person using physical restraint, from physical injury.
- b) Obtain possession of a dangerous object.
- c) Protect property from serious damage.

14.15 Academic Dishonesty

Copying another person's work, such as homework, class work, or a test, is a form of cheating. The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will evaluate the academic penalty to be imposed. Students found engaging in academic dishonesty will be subject to disciplinary penalties as stated in the Student Code of Conduct.

15. Acknowledgment Statement

Please Print this sheet , fill in, sign it and submit to Al-Arqam School

I _____, am the parent/legal guardian of the following Al-Arqam School students:

1. _____ Grade _____
2. _____ Grade _____
3. _____ Grade _____
4. _____ Grade _____
5. _____ Grade _____
6. _____ Grade _____

I acknowledge that my son/daughter and I have read, understood and consent to the Al-Arqam School Parent/Student handbook.

Parent/Legal Guardian

Signature _____ Date _____