

Alhuda Academy

ألهدى أكاديمي



أُولَئِكَ عَلَىٰ هُدًى مِّن رَّبِّهِمْ وَأُولَئِكَ هُمُ الْمُفْلِحُونَ
"Such are on guidance from their Lord, and such are the successful."

Parent Handbook

2011-2012



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INTRODUCTION

Assalamu Alaikum

Welcome to Alhuda Academy! It is our goal at Alhuda to provide students with the learning experiences they need to develop to their potential. In order to meet a student's intellectual needs, we also strive to meet his/her physical, social, spiritual, and emotional needs. In addition, we provide our students with the opportunity to develop leadership skills in order to promote character building adequate to flourish in an ever-growing community within the greater society.

Success in meeting students' needs requires the cooperation of home and school. Open communication must exist in order for us to develop the best educational program for all children. The more information we share, the better we can work together to create a positive and productive learning experience.

It is our intention to provide you with the necessary school information through this handbook. This handbook will serve as a tool to clarify school policies and their implications on Alhuda community. Every policy has been well thought of to center around the needs of students. Each focuses on providing students with a safe and rich environment conducive to the highest level of learning, away from mundane distractions. We are confident that you will provide us with the utmost support to best serve your child(ren). We are committed to joining with you in fostering the development of individuals who feel positive about themselves as learners and who are thoughtful and caring for others.

BOARD OF DIRECTORS

Khaled Abdelkader

Hussien Farrag

Shamil Mohammed

Muhammad Ramzan

Gwen Moselhy

Quesiyah Ali

OFFICE ADMINISTRATION

Principal:

Secretary: Elizabeth Abdeljaber

Financial Officer: Nabila Mohammed

SCHOOL CONTACTS

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Website: www.alhudaacademy.org

Email:

Principal: principal@alhudaacademy.org

Secretary: office@alhudaacademy.org



MISSION AND CORE VALUES

Mission Statement:

Alhuda Academy is committed to excellence in education that builds better citizens and better Muslims.

Philosophy:

We relate to thee their story in truth: undoubtedly, they were youths who believed in their Lord, and We advanced them in guidance (Holy Qur'an, 18:13)

نَحْنُ نَقُصُّ عَلَيْكَ نَبَأَهُم بِالْحَقِّ إِنَّهُمْ فِتْيَةٌ آمَنُوا بِرَبِّهِمْ وَزِدْنَاَهُمْ هُدًى

Core Values:

Adherence to the Qur'an and Sunnah through:

- 1. Quality (striving for continuous improvement)**
- 2. Unity**
- 3. Respect**
- 4. Sincerity**
- 5. Integrity – doing the right thing even when no one is watching**

We strive to incorporate the mission statement and core values into our students' learning experience at Alhuda. We ask parents to help us develop better citizens and better Muslims by reinforcing Alhuda's core values at home. Please discuss the importance of the core values with your children, give them academic and spiritual support, and increase your participation in Alhuda events.



Our Objectives are:

- **To provide quality Islamic education and high academic standards to the Muslim children of the community in an active learning environment that incorporates critical thinking, analytical reasoning and problem solving skills.**
- **To incorporate the Islamic principles into the core curricula of all the other subject areas to enable Alhuda students to integrate academic skills, Quranic principles and moral and ethical behavior in order to contribute positively to the betterment of family, community and humanity. This will promote the mental, social and psychological well being of the Alhuda students.**
- **To create in our students a love of learning, a spirit of inquiry and the ability to link science with Islam so they can explore the myriad ayahs (attestations) of Allah in the universe and within themselves.**
- **To inspire and transform Alhuda students into confident, capable young Muslims with a God-centered outlook on life through Islamic education and tarbiyah (Islamic guidance).**
- **To utilize modern teaching strategies and methodologies to instill in Alhuda students an appreciation of the treasures, beauty and richness of the Arabic language. This appreciation of the language of the Quran provides a profound understanding of Islam; creates a deeper sense of community and strengthens the spiritual bond of the Muslim Ummah (worldwide community).**
- **To promote a congenial school environment that will inspire in the students pride in their Muslim identity.**

Statement of Non-Discrimination

Alhuda Academy does not discriminate on the basis of race, color, gender, national, or ethnic origin in the administration of its educational policies, scholarship programs, and other school-administered programs.



ADMISSION POLICIES

Admission to Alhuda Academy is open to all students in Pre-K 1 to 8th grade. The school does not discriminate in enrollment on the basis of race, color, gender, national or ethnic origin, or sectarian affiliation in the administration of its educational policies, scholarship programs, and other school administered programs.

Alhuda Academy reserves the right to decline admission to students who require specialized instructions, have certain learning disabilities, have behavioral problems, or ESL issues which are beyond the scope of the school. The school does not have the resources to properly serve these students. A recommendation will be made to the parents to find other more appropriate accommodations for these students. Final recommendations will be made by the admission committee, which is headed by the Principal.

Pre-K & KG:

Students entering these grades will be administered an age appropriate screening to determine readiness for appropriate grade placement.

Students must be fully toilet trained before admittance to school.

Pre-K 3 children must be 3 years of age by December 31st.

Pre-K 4 children must be 4 years of age by December 31st.

KG children must be 5 years of age by December 31st.

First grade children must be 6 years of age by December 31st.

Enrollment priority

Enrollment of new students is according to the following guidelines:

Students already enrolled at Alhuda Academy.

Staff member children on a first come, first served basis.

Siblings of students of Alhuda Academy on a first come, first served basis.

All others on a first come, first served basis.

Application Requirements

In order for students to be considered for admission to Alhuda Academy, the following must be submitted:



Applications will not be reviewed for admission until all the following is complete.

1. Completed application form along with a \$50 non-refundable application fee by March 31st of the preceding academic year. Returning students will be charged a \$100 late fee starting April 1st.
2. Proof of birth – copy of birth certificate or passport
3. Updated immunization and medical records.
4. Copies of student’s academic records from previous school- including standardized testing results for previous two years.
5. Signed release of records form by the parents.
6. Results of Alhuda academy entrance exam (see below for details), which includes personal essays for students incoming to grades 4 and up.
7. Any psychological evaluations or individualized educational plans, if applicable.
8. Families wishing to apply for financial assistance must submit their application to the School and Student Service for Financial Aid (SSS) by April 30th of the preceding year. See web link at www.AlhudaAcademy.org or pick up an application in the school office.

Review Process:

A personal interview will be conducted with the students and parents as part of the admission process.

Admission committee will review each application and supporting documents. The decision will be communicated in writing to the parents.

Students will be allowed to attend classes only after registration package is completed.

School reserves the right to deny or revoke admission to students if records show false or misleading information on application forms.

Academic Probation:

If a student is admitted to Alhuda Academy and does not perform academically up to the expected standards, that student will be placed on academic probation. If at the end of academic probation period, the student is still not able to perform up to the expected standard, student will be eligible for expulsion.



Entrance Exam Requirements:

Students from grade 2 to 8 will take an entrance exam that is equivalent to the end of previous year assessment in Math and English. Students entering grade 1 will take a grade 1 level assessment. Pre K and KG students will undergo an age appropriate early childhood screening.

Students must achieve a minimum score of 70% or better on each section of the entrance exam. Students scoring below 70% can be rejected; however under some circumstances, they can be enrolled on academic probation and under strict guidelines.

Student entering into grades 4 and up will write a personal essay as part of the entrance exam requirement to provide evidence of writing skills proficiency.

TUITION POLICIES

Tuition:

Tuition and fees at Alhuda Academy do not reflect the actual cost of educating a student at the school. Every effort is made to keep the cost of tuition down so that the school is affordable to as many families as possible.

Tuition and fees include instruction, tests, and a school service fee. Uniform charges are not included in the tuition fee.

Tuition Fees

First Child	\$5250
Second Child	\$4900
Third Child	\$4500
Fourth Child onward	FREE

Deposit

A deposit of \$200 per student must be submitted with each application. This amount will be applied towards the last payment. The deposit will be refunded only if the school does not approve the application.

Method of Payment

All tuition billing will go through Smart Tuition. Forms are available in the front office.



The following plans are available:

Plan A- One full payment due July 1

Plan C- Two payments due July 1 & January 1

Plan D- Three payments due July 1, Oct. 1 & Jan. 1

Plan E- Ten payments due July 1, August 1, September 1, October 1, November 1, December 1, January 1, February 1, March 1, & April 1

Other Expenses

Uniforms: Cost varies

Agendas: \$10

Delinquent Accounts

Alhuda Academy must receive scheduled payments promptly in order to meet projected expenses. If a payment is more than 30 days past due, the account is considered delinquent.

Students with delinquent accounts may not be allowed to attend classes. Student report card and academic records will not be released until payment is made in full, or other arrangements are made that are acceptable to the school. Students with delinquent accounts will not be eligible for readmission the following year.

Withdrawal Policy

1. All tuition deposits will be forfeited should the student(s) be withdrawn for any reason, at any time, after they have submitted an application or reenrollment form.
2. Parents will be liable for 25% of total annual tuition and fees, if student(s) is/are withdrawn by October 1st of the academic year.
3. Tuition will be prorated to the end of the term in which the student withdrew. Parents will be liable for the whole term.

Financial Aid

The Academy has a very limited financial aid program based on demonstrated need, coupled with academic performance. The Financial Aid Committee will determine the amount of aid, after reviewing the necessary documents. The Academy will also provide its best efforts to encourage the Islamic Organizations of the region to help sponsor a limited number of needy students with good academic credentials and excellent conduct.



Annual Giving

Private schools like Alhuda Academy do not receive any funding from the federal or state government. Tuition and fees do not cover the actual cost of educating students attending the school. It is therefore essential that the school parents, friends and community members support the school through its various fundraising projects.

Only in this way, will Alhuda Academy be able to keep tuition at a level affordable to a greater number of families. Please contribute by submitting to the office a pledge card with the amount of your intended donation as soon as possible. May Allah reward you for your support of the Academy.

Alhuda Financial Assistance

In order for all students to have an equitable chance to attend Alhuda Academy, the school offers a financial assistance package. Families may apply for financial assistance by submitting their application to the School and Student Service for Financial Aid (SSS) by April 30th of the preceding year. See web link at www.AlhudaAcademy.org or pick up an application in the school office.

The financial assistance committee will decide on a tuition reduction based on the recommendations of the SSS. Applications will be reviewed as they are completed, and the decision communicated to parents by September 15th.

MCSS

MCSS is an independent non-profit, tax-exempt organization registered in Massachusetts. MCSS is an organization that looks over the needs of our community and is run by the volunteer effort and donations from our community.

MCSS has allocated funds for helping parents with tuition assistance. Alhuda helps parents throughout the application process. It is mandatory for every family to send the MCSS application along with the school financial assistance application.

Other Programs

Alhuda Academy is always on the lookout for financial assistance opportunities for our parents. These opportunities will be directly communicated to parents throughout the year.

Whenever supported by funding from parents and community members, Alhuda Academy offers additional scholarship based on merit. Scholarships cover 3 tracks: academics, Islamic manners, and / or a combination of both.



ACADEMICS

Homework Policy

Homework

The purpose of homework is to reinforce and extend skills and concepts taught in school, and to build students' abilities to learn independently. Homework provides students with opportunities to supplement work done in school and to apply their learning to the world around them. Homework promotes individual responsibility and initiative. Homework gives students experiences in following directions, managing time and developing good study habits, such as organizational skills and persistence. Homework assignments and responsibilities can take many forms, including drill, extra practice raising questions for study, responding to reading, collecting data, preparing special projects, research and preparation for tests and quizzes. Variety in homework assignments, open-ended activities and modifications allow for individual differences in needs, abilities and interests.



Parental support is essential in making homework a positive experience. Parents can help their children in becoming independent and responsible learners by showing an interest in their children's homework through guiding, encouraging, and clarifying. Parents can also help by providing children with an accommodating and comfortable space to work. By supporting children in taking responsibility for completing a task from start to finish, parents can help children develop positive attitudes toward learning and a sense of competence. However, if difficulties or frustrations develop or if the student spends excessive amounts of time on his or her homework, these concerns should be brought to the teacher's attention.

The following time allowances will serve as a guideline. They have been calculated to serve as an average amount of time spent doing homework per night. These times are not all inclusive, as some students work faster than average. However the faculty at Alhuda Academy strives to seek a balance between homework and home life. These times have been compared with other private and public schools in the area.

KG: Homework is given only as an enrichment activity.

1st Grade: 25 minutes a night; Monday-Thursday

2nd Grade: 40 minutes a night; Monday-Thursday

3rd Grade: 55 minutes a night; Monday-Thursday

4th Grade: 65 minutes a night; Monday-Thursday

5th Grade: 75 minutes a night; Monday- Thursday

6th Grade: 90 minutes a night; Monday-Friday

7th-8th Grades: 90-120 minutes a night; Monday-Friday



These suggested average times **do not include Arabic, Islamic Studies, or Qur’an homework**. They also **exclude long-term assignments** such as studying for tests, preparing for projects, etc. for which time should be budgeted over a long period of time.

Alhuda Academy encourages all of its students to love reading and suggests reading daily for personal enjoyment as time allows.



Homework should be done in a quiet, well lit, supervised environment. Please be sure that your children can succeed by providing them with an area free of distractions such as television. **While a parent may advise a student on a topic when he needs help, they should not provide excessive assistance in the actual work.**

Homework Planner

Planners are mandatory for grades one and up. Students will write down all homework in a school planner at the end of each period. **Parents are required to check and sign this homework planner each night.** This will allow for constant communication between parents and teachers to clarify any questions about assignments. Homeroom teachers will check planners daily. Kindergarteners also have mandatory planners that are used to enrich their curriculum. Planners are purchased from Alhuda office.

Homework Criteria

Homework should be completed conscientiously. In order to clearly define the expectations of the teachers please read the following criteria. Each teacher will communicate with parents the grading and homework guidelines.

○ **Heading:**

Students will head their assignments in this way:

Name: _____	Subject: _____
Date: _____	Grade: _____
Assignment: _____	

○ **Writing Instruments:**

Pencil only for Math, Science Lab and all tests. Black or blue pens in all other subjects are allowed for grade 6 and up. No colored gel pens allowed. Listen for specific teacher directions in class as well; this may vary slightly according to assignment.

○ **Neatness:**

Assignments must be written clearly, legibly and neatly. If the teacher cannot read the assignment, it will not be graded. No frayed paper edges accepted.

Math homework must show work.

○ **Late Homework:** (not due to absence)

- 1 day late = - 5%
- 2 days late = - 10%





- 3 days late = - 15%

If homework is more than three days late, the homework may not be accepted.

If homework is missed due to absence, please clarify expectations from teachers.

Testing

Student Progress and Grading

Alhuda Academy views each child as a unique individual with varying strengths, weaknesses, and needs. Evaluations are based on the teacher's assessment of each child's ability to perform at his or her own level, as well as comparing his or her progress to expectations for effective progress at grade level.

Student evaluation is an ongoing process. Cooperation and communication between home and school is necessary to foster the best possible learning environment. This partnership will provide a more effective program of evaluation to ensure maximum academic growth.

Below is the key to marking the students' grades:

Grades Key				
A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Standardized Testing

While private schools are not required to take standardized tests, we strive to excel. Our students are tested yearly in the spring using the California Achievement Tests (CAT's). This test is among the most widely used standardized assessment for private schools across the nation. The manufacturer scores the tests and provides us with reports comparing our students' performance with other students across the country. School wide results as well as individual student progress are studied and discussed among Alhuda educators. This serves as a continuous evaluation of our academic standing and helps us to strive to improve constantly.

Make up Tests

Students who miss scheduled tests and / or quizzes will be required to make them up according to the following policies:

1. All tests and quizzes will be taken at an agreeable time set by the teachers.
2. A test/ quiz scheduled prior to student's absence will be administered to student on the day of his/ her return to school.



3. In the case of an extended, excused absence, student will receive one extra school day per week of absence to make up missed work. The maximum for the extended time will be two weeks.
4. Tests may be made up during selected elective classes. This is to prevent the student from missing any extra class work or learning time in order to make up missed work.
5. It is the student and / or parent's responsibility to get the books and missed work from the school during the student's absence.
6. Make up tests and quizzes may be different from the scheduled ones. However, all testing standards, timings and student allowances, if any, will apply to the make up test or quiz.

Plagiarism

Plagiarism is the use of someone else's work in one's writing without indicating proper references. As more students have access to internet materials, it has become easier to copy and paste information without indicating sources.

Teachers spend time in the classroom speaking about referencing materials used in writing and the importance of honesty in presenting one's work. Students are told not to use words and expressions borrowed from other written materials unless they are well referenced.

In case of a plagiarism incident,

- For elementary students, teachers will give a general reminder to the classroom highlighting the reasons behind the banning of plagiarism. If incident occurs again, the teacher will have a side talk with that particular student. If the same student plagiarizes once more, the teacher will take points off the assignment as needed. Student will have a chance to redo the work and parents will be involved throughout the process.
- For middle school students, teachers will give a general reminder to the classroom and students will have to redo the assignment. If a student plagiarizes a second time, points will be deducted from the assignment. Assignments will receive no credit for any attempt to plagiarize after that. Parents will be involved throughout the process.

SCHOOL PROGRAMS

Alhuda Academy provides a variety of programs to enhance students' experiences academically, socially, and spiritually. Whenever issues rise around the difference of opinion among Muslim scholars regarding school programs, events, or positions, decisions are made by administrators in conjunction with the board, in accord with Alhuda's mission statement and core values.



ANSAR Program

The ANSAR (supporters) program is a leadership program focused at instilling the love and practice of public service. It prepares students for the many responsibilities that await them during the year and later in life.

Each month, a class is picked to become ANSAR for that month. Students consult with each other under the guidance of their teacher and come up with a list of jobs they plan to execute within their classroom or throughout the school and Masjid. This enables them to earn good deeds and enhance the school environment. The program aims at improving students' sense of duty to others and need to be an active member in the community.

During the specified month, ANSARs are considered the school supporters “Ansar” and are treated as such.

Ramadan activities

Ramadan is a special time of the year for every Muslim. Every year at Alhuda, students participate in a range of events to maximize the benefits from the blessed days. Students are encouraged to fast, each according to his ability. They memorize Ramadan Surahs and Nasheeds. They participate in Ramadan contests and activities. They take part in many projects related to themes of charity, patience, or others.

Eid Celebrations

Every year, Alhuda students celebrate Eid in a joyful way. Alhuda Academy makes a point of emphasizing the two Eids to compensate for the many other events in the society that our students have to abstain from. Eid is the time to rejoice and celebrate.

Alhuda organizes different events to celebrate Eid. Events may include goody bags, a clown show, or even a carnival.

Student of the Month

Each month a student from each grade level is selected based on the following criteria:

- Displays proper Islamic manners
- Positive attitude toward school
- Considerate of others' feelings
- Does not break classroom or playground rules
- Average or above grades
- Shows effort
- Honest and trustworthy
- Respectful and helpful to teachers/staff and students
- Cooperative and dependable
- Good attendance



Complies with uniform policy

The students are recognized in the morning assembly.

Qur'an Star

Every other week, a special prize for Qur'an is presented to students. This recognition aims at encouraging students to enhance memorization and place the Qur'an in its right position, at the center of their lives.

Students who demonstrate fulfillment of the following criteria are recognized:

Students show a positive attitude towards the Qur'an

Students make a superior effort in memorization

Students memorize more verses than assigned.

Students perfect the recitation by following Tajweed rules, beautifying their voices, and keeping a good pace.

In addition, a special recognition ceremony will take place for students who complete memorizing a full Juz'.

Honor roll

Students from grades 3 and up are recognized for their high achievement through three categories:

Honor Roll: Students with grades that are all B- and above and have no less than 2 in behavior.

High Honor Roll: Students with grades that are A- and above and have no less than 2 in behavior.

Principal List: Students who are high honor, have no more than 3 tardiness or 2 absences in the term, and always wear the uniform.

Honor Roll lists are displayed in the school and on the website at the end of every term.

Religion Fair

Religion Fair is a yearly event that takes place in the fall. This event allows students to focus on better understanding one aspect of their religion through researching, investigating, and presenting a topic.

Students spend time researching a selected topic with the help of the religion and other subject teachers. They work on a display and present in front of an audience of parents and peers.



Science Fair

Science Fair is a yearly event that takes place in the spring. Just like the Religion Fair, this event also allows students to focus on better understanding one science topic through researching, investigating, and presenting to others.

Students spend time researching their selected topics with the help of the science and other subject teachers. Higher grade students work on writing a research paper on the subject. They use tools to display the work they have done and present the topic highlights on a poster board. Students showcase their final work during Science Fair Day.

Lower grade students present hands-on activities, songs, and display activities to others.

Middle school students also participate in the yearly Regional Science Fair and State Science Fair.

Book Fair

In an effort to promote literacy in the school, Alhuda Academy hosts a book fair for a week. Alhuda encourages reading throughout the week through various fun activities. Students can purchase books from the fair. Parents and community members are invited to the fair on its last day.

Spelling Bee

Students participate in a Spelling Bee event during the year. Students are given a list of words to memorize. During the Spelling Bee contest, students spell selected words. The student who lasts the longest from each grade is the winner.

Alhuda Academy students also enter in Spelling Bee contests with other schools.

Public Speaking

Middle school students participate in an intensive week of public speaking training. Throughout the week, students learn the skills to speak in front of an audience and to convey clear and suitable points in a discussion.

On the last day of the week, students take part in a debate with proponent and opponent teams. They are judged on clarity, content, and body movements.

Talent Recognition

Alhuda Academy holds an annual Talent Recognition event where students display their special talents in front of an audience of parents and peers. In the past, students have brought amazing talents in Tajweed, Athan, Nasheed, and physical activities.



This has also been a time when students are recognized for their areas of strength in academics, behavior, and Qur'an memorization.

Field Day

Field Day takes place towards the end of the year. Students enjoy a day of field activities that include races, shooting balls, and arts and crafts. The program is usually followed by a barbecued lunch.

In the past, Alhuda Academy has participated with other schools by hosting or visiting them during this day.

Programs with other schools

Alhuda Academy participates in a variety of programs with other schools. Whenever possible Alhuda Academy students partake in programs with different focuses, from academics and social to Dawa training.

Alhuda Academy is keen to have its students participate with other Islamic schools, private and public schools, and community sites. Alhuda Academy plays the host and is hosted by other institutions.

These programs enrich the students' experience at Alhuda Academy.

GENERAL POLICIES AND PROCEDURES

Internet Policies

the school provides Internet access to students, teachers, and the community as teaching and learning tools. Our goal is to promote educational excellence by facilitating resources, supporting research, accessing electronic mail, having opportunities for collaborative work, and communicating with teachers, parents, and peers.

Alhuda Academy also acknowledges the danger of the Internet and the possibility that students may be exposed to material that is not consistent with the goals of Alhuda Academy. All students must obtain parental permission to access the Internet. In case a parent prefers his child not to have Internet access, a written request is required, signed and approved by the school's administrator.

1. Internet access privileges



- Students are not to use the Internet for checking out Chat Rooms, shopping online, playing on unauthorized gaming sites, watching non-educational video sites or any nonacademic activities.
- Students are not allowed to bring, upload, download, or install any unauthorized program or Internet program onto school's computers.
- Students can only use the Internet for school assignments that are consistent with the educational goals of the Alhuda Academy.
- No student can use the Internet without an adult supervision for any reason.

2. Rules for Online behavior

- Using appropriate language while interacting through the computer – No impolite or abusive language is acceptable.
- Not sending or displaying offensive messages or pictures.
- Not sharing personal passwords with anyone even with best friends.
- Logging-off email as soon done checking it.
- If a student finds open emails of fellow students or teachers, logging off from them immediately.

3. Copyrights and Plagiarism

- Acknowledging that all information, materials, music, images, and games on the Internet are private property. Students must ask the owner for permission to use them.
- Downloading a free game or any free documents online can risk downloading viruses or spy ware to the school computer system.
- Not everything on the Internet is accurate, students should ask teachers to help verify the accuracy of the information the student is seeking.

4. Consequences of Improper Use of the Internet

All users are expected to familiarize themselves of the consequences of improper uses of the Internet:

- The principal or a designee determines if the student has improperly used the Internet.
- The principal or a designee has the right to prevent users from accessing the Internet.
- Repeated visits to non-educational sites will call for a warning. More than three warnings will call for loss of Internet privileges.
- School disciplinary and /or appropriate legal action may be taken.



Lunch

A lunch period including outdoor recess [weather permitting] is scheduled daily. Please pack your child a healthy snack and lunch. **Fast food, caffeinated sodas or candy is strongly discouraged during snack or lunchtime. Students are not allowed to purchase caffeinated drinks from the soda machines and will not be able to patronize any vendors in social hall after Jumuaa.**

In the past, the school has been able to provide hot lunches for students. Parents need to check communications from the school for more details on the cost and the variety.

As long as hot lunch is provided, there will be no one to heat or cook lunches for students. Students should purchase hot lunch or bring a cold lunch from home. Students are not allowed to use the microwave. Parents should send lunch with their children and should abstain from dropping off lunches unless there are unusual circumstances as it distracts staff and classrooms.

Rules for the Cafeteria:

1. Follow teachers or Cafeteria Assistants' directions at all time
2. Follow rules of good manners and politeness.
3. Talk in a low voice to your neighbors. Noise making, popping bags or cups are not allowed.
4. Do not leave your seat without raising your hand.
5. Pick up all papers and be sure the area in which you are sitting is clean.

Prayer

Students pray Dhuhr prayer in the school. Students need to make sure to have wudu' before proceeding to the prayer hall. They need to enter the hall quietly and walk without disturbing others.

The prayer time is the most important time of the school day. Students need to respect the area and others. They need to pray to their best ability and strive to follow the Sunnah in their actions. Girls from preschool to fourth grade are recommended to have Hijabs on.

During winter, students also participate in Asr prayer. The same rules apply.

Recess

All students are expected to participate in recess activity. Recess is an integral part of a child's day at school. It provides a time for physical activity and social interaction. Please be sure children are dressed appropriately for the weather. Children are excused from recess when a written medical excuse from a physician is sent to school or at the discretion of the school administration.



Students not wearing suitable clothes for the occurring weather will not be able to participate in recess. The teacher will communicate that to parents through the student's planner.

Playground Rules

1. Play in designated areas.
2. Student may not leave the playground area without permission of the supervising adult.
3. On swings, swing back and forth only. No standing, twisting or side-ways movement is permitted on swings.
4. The following activities are considered dangerous and are not allowed on the playground:
 - Tackle football
 - Games played with a hard ball
 - Rock and sand throwing
 - Throwing snowballs and climbing on snow banks
 - Pushing, shoving, kicking, wrestling, and rough play
5. Returning to class must be quiet and orderly. At the end of recess, line up promptly in a straight line.

Absences

Regular and punctual school attendance is essential for success in school. Students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.

Any child found to have flulike symptoms will be asked to stay home for the duration of one week or until his symptoms are completely eliminated, whichever is longer. This absence will be excused.

A child may also be excused for other exceptional reasons with approval of the school principal and/or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

In addition, Students have the responsibility to be in school and in classes on time and to attend all classes and assigned activities. Students are not allowed to wander the corridors without a pass from the teacher.



Accordingly, **parents will provide a written explanation for the absences of a child. This will be required in advance for types of absences where advance notice is possible.**

In instances of chronic or irregular absence reportedly due to illness, or an absence of 2 or more days, the school **administration may request a physician's statement** certifying such absences to be justifiable.

Parents should call the school by 9:00 AM to inform of an unplanned absence.

Parents' request to schedule family trips when school is in session: Alhuda administration strongly discourages parents from scheduling prolonged absences when school is in session. If it becomes necessary for a student to be absent because of a family trip, it is the responsibility of the student to obtain and complete assignments, and homework. Students may be required to take the missed tests during electives or other personal time. Parents have the responsibility to **communicate the prolonged absence to the administration a week prior to the scheduled trip.**

The school reserves the right to retain students whose prolonged absence has hindered their academic progress. Students who miss more than 10 days of school during the year will not be automatically promoted to the next grade. The principal will communicate to parents the grade of the following year.

Students who leave more than 5 days prior to the last day of school will not receive their report cards until all work has been completed and entered in the system. This may happen at the beginning of the following academic year. No special arrangements will be made from teachers or the administration.

- After 2 days of unexcused absences in one month: parent will receive a call from school. An administrator will then discuss the situation and determine a plan to prevent further occurrences.
- After 4 or more days of unexcused absences in one month, student may be scheduled for 30 minute to 1 hr of detention.

Detentions will be schedules during school hours, after hour, or during the weekend.

Tardiness

Similar to absences, parents will provide a written explanation for the tardiness of a child. This will be required in advance for types of tardiness where advance notice is possible.



- After 3 unexcused tardiness in one month: parent will receive a call from school. An administrator will then discuss the situation and determine a plan to prevent further occurrences.
- After 5 unexcused tardiness in one month: a fee of \$5 per 10 minutes or fraction thereof per child will be incurred.
- If student continues to be tardy, other consequences will take place as the principal sees fit.
- These rules will repeat with every new month.

Early dismissal

Students can be picked up earlier than the dismissal time. Parents need to come inside the building to sign in the early dismissal binder. Alhuda Academy does not encourage parents for frequent early dismissals.

Parents should not pick up students up to 15 minutes prior to the end of school day. Students need to finish the end of day routines making sure they have enough time to take the assigned homework and necessary materials home. Early dismissal after 3:00 p.m. causes much disturbance to students and staff.

The administration will communicate with parents in case of frequent early dismissal and will follow the same rules for tardy students.

Dismissal and late pickup

Students will be called for dismissal when parents arrive at the door or pull up in their car in the driveway around the building. Dismissal time is from 3:15 to 3:30. Late pickup starts at 3:31.

- Doors will be locked at 3:30 p.m.
- Parents will be given the courtesy of being late twice in a term.
- A repeated tardiness will cost parents \$5 per 10 minutes or fraction thereof. Money will be used for the added supervision required by the school because of the tardiness. Child might be sent to the daycare to wait for pick up there.
- Students will not be dismissed to the mosque.



DISCIPLINE

Student Rights

The rights and responsibilities set forth here in no way limit the legal authority of the school officials to deal with disruptive students.

1. All students have the right to hold office and vote in student elections.
2. Freedom of speech, petition, and assembly are guaranteed to all citizens; and students shall be allowed to exercise these rights
3. The student has the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student. The various points of view related to topics or materials should be presented or introduced.
4. Every student shall be allowed to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. The student has the right to be involved in curriculum development and procedures shall be established to encourage suggestions regularly from students.
6. Students have the right to an education and to equality of educational opportunity. Consequences that deprive them of this right should be used only in extreme cases. Consequences should be reasonable, consistent, and fair and used only when the student violates the school rules or does not show responsibility for his/her learning. The school should provide information about work missed during a temporary suspension.

Student Behavior

Our aim is to build a safe, orderly, and productive school environment where students take responsibility, appreciate and respect themselves and others, and are cooperative. Sensitivity toward the feelings of others is encouraged along with an understanding of the rights and responsibilities of the individual. We try to help students build self-esteem along with self-discipline and a sense of responsibility. To this end students are not allowed to use the school as a vehicle to distribute any notices or invitations about private events without permission from the administration. In an effort to ensure that students understand expectations for behavior, the staff discusses and reviews the rules of behavior throughout the year.

It is expected that students will adhere to the rules in a consistent manner. When a student is experiencing difficulty with behavior, the staff will make every effort to respond in a reasonable and fair manner. We expect students to understand that they are responsible for their actions and that consequences for their misbehavior will be applied.

Alhuda Academy has a **zero tolerance policy** for any behavior that interferes with the rights of others. This may include but is not limited to verbal threats, physical aggression, and any actions that endanger the safety of other students or adults. Such actions will result a student being subject to suspension. The Principal will issue an emergency suspension



when the student's actions and/or threats pose a potential danger to persons or property, and will immediately notify the parent. In extreme cases and when necessary, the Police Department may be notified. Suspension is defined as separating the student both from other students and from regular school activities. The suspension may be implemented in school or out of school. When a student's action warrants a suspension, written notification will be sent to the parents with a copy placed in the student's permanent record. Alhuda Academy is following clear guidelines for discipline stated below. In addition to these guidelines, the Principal holds the right to alter positive and negative consequences as he / she deems it fit to the situation at hand and the needs of the concerned student.

Preschool and KG:

Students in Preschool and in Kindergarten have a discipline policy appropriate to their age level and maturity. Teachers in these classrooms train and model the expected behaviors. Consequences are planned and decided by the classroom teachers and administrators accordingly. Consequences may vary in nature depending on the rendered behavior. In a typical misbehaving situation, Teachers will:

- First time: Talk to the student
- Second time: Give a warning while still providing guidance to student
- Third time: Isolate student from the situation allowing him to take a break.

Additional consequences after that may include, but are not limited to, send a notice to parents and meet the parents.

Physical aggression and / or other persistent misbehaviors will also result in notifying the parents.

Elementary Grades:

Each classroom from grade 1 to grade 5 has the following rules and consequences posted on the wall. Students are given a training period at the beginning of the year to get acquainted and practice following them.

Always remember, Allah (SWT) is watching!

Rules:

1. Raise your hand for permission to speak.
2. Have everything for lesson ready.
3. Be kind with words and deeds.
4. Follow directions.

Positive Consequences:

For group:

Marble Jar Reward System:

- Half a day without warnings = 1 marble in jar
- 30 marbles = Group activity



For individual:

Great behavior throughout the week = Gift from the gift bag and occasional phone home.

Negative Consequences (Grade 1):

- 1st warning: flip name on green
- 2nd warning: flip name again
- 3rd warning: move name to yellow
- 4th warning: flip name on yellow
- 5th warning: flip name again
- 6th warning: move name to red

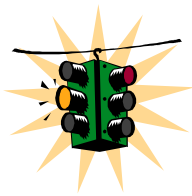
Negative Consequences (Grade 2 and Grade 3):

- 1st warning: flip name on green
- 2nd warning: move name to yellow
- 3rd warning: flip name on yellow
- 4th warning: move name to red

Third grade students will lower the number of warnings to 3 starting the 3rd term.

Negative Consequences (Grade 4 and Grade 5):

- 1st warning: flip name on green
- 2nd warning: move name to yellow
- 3rd warning: move name to red



1st red warning: time out and a note sent home in planner to be signed by parent.

2nd red warning in a week: lunch detention and a reflection sheet is written by student for grades 2 and higher. After 5 lunch detentions, in-house suspension.

3rd red warning in a week: Afterschool detention.

Students who continue to have behavior difficulty will have a discipline plan. The principal will meet with the parents and clarify expectations and consequences.

Middle School Grades:

Grades 6 to 8 have students' names listed on posters in their homeroom class. Expected behavior is discussed at the beginning of the year and occasionally throughout the year.



Students who commit any of the listed misbehavior actions will be given a warning for each action.

After the 2nd warning, students will lose recess time, will be asked to write a reflection and a note will be sent home through the student's planner.

If the 2nd warning is earned in the afternoon, students will lose elective time, will be asked to write a reflection and a note will be sent home through the student's planner.

If a student continues to misbehave and accumulates more warnings, the student will be asked to write an essay. Further misbehavior will warrant further actions depending on the situation.

If the misbehaving occurs twice or more in a week, the school will communicate with parents and a detention / suspension will be assigned. Further misbehavior will require a student discipline plan and a meeting with parents.

Students will always be given the opportunity to express their views to the principal prior to any disciplinary action. In addition, Parents/guardians will be notified before any suspension is imposed. Students and/or parents have the right to appeal a suspension by requesting an appeals meeting with the principal after the decision to suspend has been made. In this case, the suspension will be delayed until the appeals meeting. The result of the appeals meeting will be sent to the parents/guardians in writing.

The Principal will issue an emergency suspension when the student's actions or threats pose potential danger to persons or property.

Behavior that Warrants a Check:

- Disobeying instructions
- Disrespecting teachers
- Disrespecting Qur'an / religious symbols and teachings
- Talking without permission
- Talking in Musallah
- Playing in Musallah
- Talking during assembly
- Not being prepared for class
- Horseplay
- Name-calling
- Using bad words
- Chewing gum
- Drinking / eating during class
- Leaving seat without permission
- Leaving the group without permission
- Running / shouting in the building
- Littering



Zero Tolerance Policy:

Behavior warrants immediate detention, suspension, or expulsion

- Bullying including cyber bullying
- Physical fights
- Swearing
- Possession of sharp objects
- Possession of addictive substances
- Harassment
- Leaving building without permission
- Insulting a teacher
- Ridiculing religion
- Mocking adults
- Causing property damage
- Other issues at teacher's discretion

In addition, Alhuda Academy Zero Tolerance policy denounces actions by individuals or groups, which violate the rights or property of others. This includes any incident of physical injury, harassment, intimidation, discrimination, racism, or vandalism.

Visiting Office

If student behavior becomes intolerable, the student will be sent to the office.

Students who are sent to the office because of an action that falls under the zero tolerance policy will be treated accordingly.

Students who are sent for other reasons will have consequences that fit their actions. The principal will keep a record for every visit. 3 visits in a term will warrant a detention. 5 visits in a term will warrant a meeting with parents and a stronger consequence as the situation dictates.

Cell Phone and other Electronic Devices Use:

Students are not allowed to use cell phones in the school or during any school activities such as field trips to communicate or for any other use. If it is necessary for students to have cell phone before or after school, students should turn the cell phone off and pack it in the backpack at all time during school hours. All communication between students and parents during school hours should happen through the school office. Cell phones taken out of the backpack or those which ring during school hours will be confiscated and returned directly to parents. Further phone incidents will warrant other consequences. All other electronic use is also prohibited unless a specific teacher requests the devices to fulfill learning objectives. Electronic devices used otherwise will also be confiscated.



SCHOOL UNIFORM

All students in Alhuda Academy are required to wear a uniform while in school. For your convenience, the school will direct you to warehouses and websites that carry the specified uniform

The uniform for boys is:

- Plain white shirt (polo style or dress shirt-**NO T-shirt**)
- Khaki pants
- White socks and black shoes or sneakers (closed toe-shoes only, no sandals)
Velcro shoes only for Preschool and Kindergarten students.
- Alhuda Academy green shirt (only on gym days- Tuesdays & Thursdays)
- On gym days, boys are required to wear the school gym shirt with khaki pants or black, gray, navy, or green sweatpants and sneakers.
- No shorts or chains allowed

The uniform for girls is:

- Plain white shirt (polo style or dress shirt-**NO T-shirt**),
- Khaki skirt/jumper. Khaki pants may be worn by girls Pre-K to Grade 4 with long shirts to cover the hips.
- White scarf, white socks/stockings/leggings and black shoes or sneakers (closed toe-shoes only, no sandals). Velcro shoes only for Preschool and Kindergarten students.
- Girls in Grade 5 and up are required to wear the headscarf all day.
- Alhuda Academy green shirts (only on gym days- Tuesdays & Thursdays). Long sleeve shirts for Grade 5 and up. Shirts for the girls in Grades 4 and up must be long to cover the hips and back.
- On gym days, girls are required to wear the school gym shirt (long and oversized) over loose khaki pants or black, gray, navy, or green sweatpants along with sneakers. No terry cloth sweat pants.
- Girls in grade 3 and up are not allowed to wear nail polish or make-up.

Students need to have clean and pressed clothes at all time. No shabby or ripped clothes will be allowed.



Students not abiding by the uniform policy will be given 2 verbal warnings followed by 1 written note to parents per semester. Afterward, student not wearing proper uniforms will not be allowed in the classroom. These rules will reprocess each term.

Students wearing Islamically improper clothes will not be allowed in the classroom. Parents will be called right away.

HEALTH GUIDELINES

Children showing symptoms including but not limited to fever, strep throat, or chicken pox, should remain home until they provide proof a physician has determined that it is safe for the child to attend school. Children **having flulike symptoms should stay home for the duration of one week or until symptoms are completely eliminated, whichever is longer.** Children suspected of having skin diseases, such as ringworm or impetigo should be excluded from school until after treatment has begun and a physician has provided proof the child is safe to return to school. Children who show evidence of conjunctivitis will be excluded from school until proof of treatment is completed. Children who show evidence of head lice (pediculosis) will be excluded from school until proof of treatment is completed and a head check is repeated by the school nurse or administrator. **The school administrator has the authority to exclude a child from school based upon an evaluation of the child's physical condition.**

Immunization Records:

Prior to admission to Alhuda Academy all children are required by Massachusetts law to present proof of immunization from a physician against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, Hepatitis B, and varicella (unless the child has certified documentation of having had the disease) and such other communicable diseases as may be specified from time to time by the Department of Public Health. All children entering Kindergarten are required to present evidence of having been screened for lead poisoning. It is required that booster immunizations be kept up to date.

Medications:

It is expected that all students on medication will take their required dosage at home before and after school hours. In cases where it is absolutely necessary for a pupil in grades PreK-8 to take medication during the school day, the following procedures are in effect:

1. No teacher or other school employee except the school nurse or administrators may administer any medication to a pupil.
2. Medications are to be brought to the school in a pharmacy labeled bottle/container by the parent or guardian and given to the school office for safekeeping.
3. The parent or guardian is to provide a written order to dispense the specific medication from the prescribing physician, stating the doses to be given and the time for



the dosage. The parent or guardian will provide a written request for the school administrators to administer the medication.

For short-term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the school nurse or administrator has a question, he/she may request a licensed prescriber's order.

4. All medicines shall be kept in a locked storage area.
5. All of the above procedures apply to prescription and non-prescription medications.
6. Students requiring EPI-PEN to be on hand in school should provide the administration with a kit on the first day of school. Such students will not be allowed in school without a current kit.

Standing Medication Orders:

The following medications may be used in the health office by the school nurse or administrator:

1. Caladryl lotion may be applied to insect bites or itching rashes (provided there is no known hypersensitivity to ingredients).
2. "Sting-kill" swabs may be applied to insect bites or stings (provided there is no known hypersensitivity to ingredients).
3. Bacitracin, Neosporin, or triple antibiotic ointment may be applied to abrasions or broken blisters (provided there is no known hypersensitivity to ingredients).
4. IN AN ANAPHYLACTIC EMERGENCY, THE SCHOOL NURSE, ADMINISTRATOR OR HIS/HER DESIGNEE MAY ADMINISTER EPI-PEN, .15 mg. (students in grades K-5) or EPI-PEN, .3 mg. (students in grade 6) while awaiting emergency transportation of the student to the hospital.

Policy for Students Requiring Medication on Field Trips:

Whenever possible, students on medication will take their required dosage at home, either before or after school hours. In cases where the School Administrator feels it is absolutely necessary for the student to take medication during the school day while on a field trip, and the student's parents cannot chaperone, the parent will provide pre-packaged, labeled, single-dose of the medication along with a written note requesting the teacher or other consenting designated adult to supervise the child taking medication at the appropriate time.

Whenever necessary, a letter from the child's physician authorizing the administration of the medication in school will be on file in the school office.

A new parent note will be required every time. It is to include the child's name, date, medication, dosage, time of administration, and parent signature.

Students with permission to carry emergency medications in school may also carry them on field trips.



Smoking Policy:

The possession or use of tobacco products is prohibited within school buildings and school facilities by any individual, including school personnel.

SAFETY AND EMERGENCY PROCEDURES

School Traffic Pattern

Vehicles entering the school premises should follow the painted arrows. Parents dropping off or picking up students need to drive around the building and stop at the left side of the building entrance (between the school and the green building). Parents who need to visit the school should park in the left or rear parking behind the school building. To ensure students' safety, parents are not allowed to park in the front of the school while students are being dropped off or picked up.

Emergency Contact Numbers

Each Year, parents shall supply information indicating their work phone numbers; where the student is to be taken in case of an emergency; the name, address, and phone number of two adults to be contacted in case the parent is not available; and any allergies or diseases the student may have. Emergency Information Forms are sent home at the start of the school year for parents to complete and return. It is very important that they be completely filled out and returned to the school as soon as possible. Please list at least two names and telephone numbers other than your own. One never knows when an emergency may occur. Anyone authorized to take care of your child if he/she becomes ill at school (ex. Day-care provider) should be indicated on the emergency information form. It is extremely important that this information be kept current and accurate. Please notify the school office in writing of any changes.

Emergency School Closing

At times, it may be necessary to close the Academy due to inclement weather or for health safety reasons. The decision to close the school is made in consultation with state and town authorities. The decision is made as early as possible. A message will be put on the school voice mail by 6:30 A.M. Parents need to call to find out if there is a cancellation or a delayed start for the day. WTAG WSRS, and WBZ radio stations, WBZ channel 4, and wbz.com will also announce the closure or delayed opening of the school.



Evacuation or Fire Drill

An emergency exit route is planned for every room of the building. Under the supervision of the fire department, students practice evacuating the building four times during each school year. Students learn to drop what they are doing and to quietly proceed to the nearest exit. They assemble in the parking lot until they are told it's safe to return to the building.

Evacuation/Fire Drill: (used for any fire or dangerous material observed in the building, or when fire alarm goes off for any reason.)

(An Emergency Exit Route plan is posted in every room of the school to the left or to the right of the door describing the exit routes).

Alarm goes off or Principal comes on loudspeaker and says “All teachers and students please line up and evacuate the building to the fire drill spots.”

1. All activities stop immediately.
2. All students are to line up at the main exit of the classroom.
3. Teachers move to the doorway making sure all children exit the room. They take class roster with them.
4. Last child in line closes the door (Preschool and Kindergarten teachers will close the door.)
5. Children WALK out (absolutely no running).
6. NO TALKING. Children should be focused and serious.
7. Secretary inspects the bathrooms and makes sure all classroom doors are closed.
8. Everybody goes to the back parking lot and lines up far away from the building.
9. Once outside, children line up from PK to Grade 8. No talking. Teachers take attendance.
10. The Principal or Secretary will ask each classroom for a roll call.
11. All clear will be called by the Principal or Secretary.
12. In some cases, the Principal or Secretary will tell classes to assemble elsewhere such as on the playground or the green building as she sees fit.

Code Blue Procedure

Code blue takes place during emergencies that require students to stay inside. Students are required to stay in the room when the emergency takes place away from windows and doors. Teachers are to stay with the group they are teaching at the time and to wait quietly with students until an administrator indicates the end of the considered threat. No one is to be seen in the hallways or common areas while in code blue.

Code Blue: (used for any dangerous behavior or material observed outside the building.)

1. All activities stop immediately.



2. All students are to stay quiet in class away from doors.
3. Teachers are to keep students calm and comfort them.
4. All clear will be called by the Principal or Secretary.

Procedure for Emergency at School:

School personnel shall give only emergency care to students who become ill or injured on school property or while under school supervision.

It is sometimes necessary to consider the dismissal of students who are ill or have been injured at school. In such cases, the school administrator attempts to contact a parent/guardian. If no contact can be made, arrangements will be made with one of the emergency contacts. If a child's illness or injury is so serious, in the judgment of the school administrator, that it is necessary to take the child to a physician, or a hospital, every effort will be made to inform the child's parent/guardian of the situation and to obtain permission prior to taking the child to a physician or to a hospital. A child will not be taken to a physician or hospital without parent/guardian consent except in situations where, in the judgment of the school administrator, further delay will jeopardize the child's welfare. In such cases, the school administrator shall accompany the child and the principal or his/her designee shall continue to make every effort to communicate the information to the parent/guardian until contact is made.

Procedures for Security at School

An emergency response plan for Alhuda Academy, which includes communications system and protocols for events regarding safety, is being revised. In case of emergency, Alhuda will attempt its best to notify parents if children need to be dismissed or taken off-site.

Doors will be locked throughout the day except at times of drop off and pick up. All visitors must sign in at the school office.

STUDENT SERVICES

Special Need

Parents will be contacted by the school whenever questions arise about a student's ability to perform academically or socially. When the issues are suspected to be the result of a special need, the school will request of the parents to have a student evaluation.

The principal sets up a meeting with the student's parents and teachers to explain the issues as observed at school and hear from parents. The process of evaluation is then explained to the parents and help with the paperwork is provided if necessary. It is then up to the parents to follow up with their local district.



According to the Massachusetts special Education Law, chapter 766, students can be evaluated in their local public school systems. Alhuda Academy will support the process by filling out the requested forms, hosting assessors in the classroom, and having a school representation during the team meeting with the district to discuss the results of the testing.

Alhuda Academy will also meet with parents to discuss accommodations for the student or the student's need to attend an alternative school for the provided services.

Curriculum Modification

Whenever students have been identified to have different learning needs from the main group of students in their grades, modification to their learning takes place.

Students are first identified by their teachers. Their need can be based on them being English as second language speakers, to having a physical need to move, or a weakness in a subject area, to name a few. The principal then observes the identified students and discusses options with their teachers.

For students who have not been identified to need additional assessments for special need, a plan is set to address the need at hand and is communicated to all concerned teachers.

Follow up meetings between teachers and with principal involvement are set to discuss the progress made and the need to alter the modifications. Parents are involved through consistent communication with teachers orally and in writing.

Tutoring Services

Whenever possible, Alhuda Academy provides tutors for struggling students. The tutors are qualified individuals who help students practice their weak areas. They may pull students out of the class to focus on one aspect of the subject being studied, or they may tutor them during electives. A plan is provided for the tutor to maximize the benefit.

Library

A library has been established to promote reading and offer a variety of literary choices to Alhuda Academy students.

Borrowing Books:

- Books can be borrowed for up to 2 weeks at a time.
- Students can borrow up to 2 books at a time.
- Books can be renewed 1 time only for an additional 2-week period. Books should be signed out again for renewals.

Delinquent Accounts:

Students who are delinquent in returning books on time will be fined 10 cents for every day the book is not returned.

Lost or Damaged Items:



Students are responsible for paying for lost or damaged books. Refunds for lost books will be granted if found within two months.

Extracurricular Activities

A variety of extracurricular activities has been offered throughout the years. The activities are presented to strengthen the academic, intellectual, artistic, and /or physical abilities of Alhuda students and other children from the surrounding Muslim community. Extracurricular activities are scheduled after school or during the weekend and summer vacation. Such activities include sports programs, Arabic and Religious programs, art programs to name a few.

Student Pictures

Once a year, students have the opportunity to have their picture taken by a professional photographer. Students have the option to purchase a personalized and/or a classroom picture according to the many packages offered by the company.

Student Records

Parents have the right to see their child's school records. Parents should call the school to arrange a visit to the school to review the student's cumulative folder. The complete record will be made available to the parents. If students are transferring to another school, official records will be forwarded by Alhuda Academy following the parent's written authorization for release of records. Official records are usually sent to the new school via mail.

Inspection of Record:

A parent has the right to inspect all portions of the student record upon request. The record will be made available within two days after the request, unless the parent consents to a delay.

The parent has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.

The parent may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

The school is entitled to refuse releasing the records if the student account is found to be delinquent. The records are released as soon as neglected payments are received.



Confidentiality of Record

Except where regulations specifically authorize access by third parties, no individuals or organizations other than the parent and personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent.

Information / legal rights of parents

A copy of any legal documents related to parent custody rights must be on file in the school office.

Hot Lunches

Alhuda Academy has provided hot lunches to students through the cafeteria and the PTO. Students receive a hot lunch for a minimal fee. Students have the right to purchase or bring food from home.

Hot lunches are provided as a service to students.

Bake Sale

Bake sale is a small fundraiser that has double benefits for students. Every Friday students have snacks for sale. Students enjoy a variety of snacks and fresh food items. Classrooms sponsor the bake sale. Money collected from the bake sale is used to purchase reading books and other school supplies.

School Store

School store is another small fundraiser that has been active during various times to benefit students. Every Thursday, students can purchase different school items from the store. Money collected is used for prizes and other student services.

Lost and Found

Children may not bring toys or other valued possessions to school. The school will not be responsible for lost or stolen items. Alhuda Academy has a Lost and Found area which parents are encouraged to check. Unclaimed items will be donated at the end of the school term to a designated shelter/charity.

Valuables that are found are kept in the office until the end of the year. It is then used by the school as it is fit.



Lost Books

Students are responsible for replacing any lost schoolbooks. Students will pay a replacement fee equal to the value of the book and will be given a receipt. If the lost book is found, the replacement fee will be reimbursed.

PARENT SCHOOL COMMUNICATION

Weekly Newsletter

The school sends out a weekly courier every Monday. This is the official communication device between the school and parents. It sometimes contains crucial information about changes in the schedule or upcoming programs. It is important that parents read it every week. Please make sure we have your updated email address and indicate to us if you would like to receive a hard copy instead.

Website

Parents can find important information on the school website: www.alhudaacademy.org. A list of the previous school couriers is included in order of time. You can also find many school forms and information about the teachers and administration. You can download pictures from previous events and see the list of honor students.

The website is updated on a regular basis. It serves as a good mean to learn more about the school

Emergency Contact

In case of emergency, we will follow the emergency contact form to contact parents. Please look under “Safety and Emergency Procedures”.

If you need to contact the school, please use the phone numbers listed under “School Contact”.

The school office serves as the center for the wide range of important activities. **Please do not call and ask the office to relay a message to your child in his/her classroom, unless it is an emergency.** All efforts are made to eliminate disruptions to classrooms. By sending a note to school, your concerns can be addressed appropriately. ***Student use of the Office Phone for social purposes or to retrieve forgotten items will not be allowed.***



Visiting the School:

We are happy to have parents visit the school. However, as welcome as parents are, they may also focus attention away from classroom instruction and become a distraction to both the students and the teachers. Parents are welcome to visit after arranging a time with the administration. **School tours or visits to a classroom must be arranged in advance with the principal and parents should check in at the office upon arrival.**

Should you wish to confer with a teacher, please call the teacher and make an appointment for a mutually convenient time. Teachers will not be able to make themselves available without prior arrangements.

Communicating with Teachers:

Alhuda Academy strives to keep open and healthy communications between parents and teachers. For that reason, we have established many means to keep parents informed of the daily routines and special events in the year. The following are some of them:

Open House: Early in the school year, an Open House, Curriculum Night, or Orientation Sessions are held for all parents to inform them about school programs, curriculum, and teacher expectations.

Teacher Letters: Periodical letters written by teachers are sent home. The letters include upcoming classroom activities and news. Teachers also send permission slips and tests to be signed. Many other informational documents may also be sent.

Student Planners: Teachers write periodical comments in students' planners. Planners are used as a tool of communication between home and school. Please check the planner everyday for the list of homework assignments and for teachers' notes. **Planners need to be signed daily.**

Student Progress: In Grades 1 through 8, report cards are issued four times per year. Progress reports are issued in between during the first 3 terms. Kindergarten and Preschool reports are issued twice a year. Progress reports are issued in between.

Parent-teacher conferences: Conferences are scheduled on a regular basis in November and March. If you wish to speak to your child's teacher between scheduled conferences, please write or call the school office for an appointment to arrange a mutually satisfactory time that will not disrupt classroom activities.

Communicating with Teachers: Recognizing that teachers need the help of parents to do the best job in educating children, teachers often contact parents to gain their perspectives on issues and to share information. If parents have questions about their child's progress or problems arise, parents should contact the office and leave a message to speak to the child's teacher. **Teachers will not be interrupted during the day to**



take phone calls. Conferences are normally scheduled after school or, when possible, during the school day.

Prior to the meeting, it is important to note key issues that you would like to address. These might include your child's performance and progress, personal development, discussion about a specific curriculum area, skill development, or test results.

Parents will not be allowed to stop by the classroom at the beginning or end of the day to talk to teachers. Meetings should be scheduled ahead of time. In case of urgent information, parent may speak to an administrator or write a note to teachers.

Parent Concerns:

It is the belief of the Alhuda Academy Board and the Administration that the best interests of our students are served whenever teachers and parents work together on behalf of the children. Therefore, it is essential that all attempts to resolve problems be instituted in the most prudent manner possible.

(1) Questions and problems concerning individual students, departments, or teachers **must first be addressed to the principal.** You may make an appointment or stop by the office at any time to discuss your concerns.

(2) Allow the principal a courteous time to follow up on concerns and make changes if necessary before getting back to you.

(3) If the matter is unresolved, or in the event that questions and/or problems concerning the entire school system or the principal occur, they should be directed to the president or the vice president of the school board.

(4) Allow the president / vice of the board courteous time to follow up on concerns and make changes if necessary before getting back to you.

PARENT ACTIVISM

Parent Teacher Organization (PTO)

Alhuda Academy has an active PTO that conducts monthly meetings and has a slate of officers and sub-committees. This organization supports the school with educational, social and fund-raising activities. Getting involved is a good way to be of service to your school and ultimately, your child(ren). The PTO also works with the school principal to provide initiatives to improve the school. If you are interested in participating, please contact the school or one of the officers to find out more information.

PTO Guidelines

- Membership: Membership includes all parents, legal guardians of children currently enrolled at Alhuda Academy, and staff members.



- **Mission:** The mission of the PTO is to establish a close relationship between home and school by advancing opportunity for all parents to become involved in Alhuda Academy Community and to provide support to school staff. The PTO serves as a non-biased forum where parents, teachers, and administration can discuss ways to promote quality education, encourage community involvement, and strive to expand the overall school experience of students.
- **Objectives:** The PTO provides voluntary services throughout the school year, engages in fundraising activities to provide monetary support for activities, educational programs, and enrichment support, and encourages and promotes parent, teacher, and community involvement. It is also a forum for exchanging thoughts and expressing ideas.
- **Role:** The role of the PTO is to support the educational programs of Alhuda Academy, to encourage parental involvement, and to promote a sense of community among families, faculty, and staff. The PTO raises money for the school through various fundraisers, donations, and events with the purpose of supplementing students' education with fun and enriching supplies and activities. While parents' input, ideas, and support are greatly encouraged and appreciated, all PTO members have an advisory, not decision-making role in school policies. Meetings take place on a monthly basis and follow an agenda established by the PTO president and approved by the school principal. PTO initiated programs and events need to be approved by the principal as well.

Volunteering

Volunteering at Alhuda Academy is a time-honored tradition. School volunteers are always in high demand and perform a variety of functions from working in the office to preparing materials for teachers and students to presenting special topics and projects to students. Alhuda depends on the help of the valuable volunteers. Your support and expertise is always most welcome.

Volunteering does not require specific skills. The person you will be working with will train you. Volunteers typically work as needed. The key to a successful experience is dependability. **Volunteering requires commitment for the period of time that the individual agrees to work in the school.**

If you are interested in volunteering in our school, please contact the school or the specific teacher with whom you would like to work and explain what you would like to do and what your schedule will allow.

Alhuda takes pride in the number of parents who offer to volunteer throughout the year. Volunteer names are mentioned in the weekly courier and volunteers are honored during the end of year ceremony.



Volunteering Guidelines

In order for volunteering at Alhuda to be successful, volunteers are asked to follow these guidelines:

1. Sign in the office every time you come to school.
2. Before doing the volunteer work, spend time with the particular staff who has assigned the task and ask as many questions to learn all you need to know about the task in order to do it successfully.
3. Whenever a volunteering assignment has been set, be prompt. If unusual circumstances prevent you from coming to school, call the office and let the school know.
4. Ask for assistance in handling objects you're not used to such as the copy machine.
5. Whenever volunteering, stay on task and do not be distracted by surrounding activities.
6. Minimize chatting with others to keep a professional surrounding for students and staff.
7. Do not be concerned by what your own child(ren) is doing in class or around the school. Volunteers are not to check on their children or bring them food. Your child is in good hands. If you need to speak to his teacher, set an appointment outside of your volunteering time.
8. Stick to the assigned task and do not take on additional work unless assigned by an administrator.

Alhuda also conducts a routine background check on all volunteers.

Gifts and Donations

We, at Alhuda Academy, understand the gratitude parents feel towards the staff and the eagerness to show it through giving gifts and donations. However, it is crucial that all gifts and donations be directed through channels that make them most effective and permit the staff to behave in most fairness to students.

Gifts to teachers:

Presentation of gifts to school employees by individual pupils, parents, and other patrons of Alhuda Academy shall be strongly discouraged except in the case of Eid, or at the end of the school year. The School shall consider, as always a welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude and appreciation. **No monetary gift in any type is to be given to staff members.**

Gifts to school:

The Principal of the school will have the authority to accept gifts and offers of equipment and/or educational materials for the school in the name of the School Board when such gift is of educational value.

In the case of a gift from industry, business, or special interest group, there can be no advertising campaign or promotional program related to the donation other than a gift



acknowledgement (“Donated By” and/or corporate logo) unless such donation falls within the guidelines of the “**Advertising in the School**” Policy and has received appropriate approvals at the building level by the school’s principal.

Advertising in the School

Advertising and/or solicitations by non-school related organizations, individuals or corporations will not be permitted within school buildings, on school grounds, or at school-sponsored events.

Advertising of commercial products or services will only be permitted within school buildings, on school grounds or properties, or at school-sponsored events as part of:

- 1) A student fund-raising activity;
- 2) A students-sponsored publication;
- 3) PTO fund-raising activity or publications, or any other organization recognized as a school system support group by vote of the School Board;
- 4) The school system’s food service program;
- 5) A private commercial promotion that has educational or financial benefit to the school system and has received the Sanction of the School Board;
- 6) A school system sponsored program of educational value that is jointly sponsored or financially underwritten by one or more commercial entities;
- 7) A charitable fund-raising activity as it relates to specific classroom activities;
- 8) A community service learning program
- 9) A program deemed appropriate by the principal.

Approval for any advertising under this policy must be obtained by the school’s principal.

MEDIA

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year, the local cable TV channel, newspaper, and school newsletters will take pictures or write about school activities and students. It is the policy of Alhuda Academy to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have information published. The school will be happy to comply with parents’ written requests. If they do not receive a written request, then they will proceed with the publications of student information as described above.



CURRICULUM HIGHLIGHTS

Recognizing each child's individual learning needs and styles, Alhuda Academy has implemented a developmental program integral curriculum that is process-oriented and taps students' interests, matching children's readiness for learning with a variety of teaching centers and groups, tiered assignments, flexible skills grouping, learning centers, high level questions, mentorship, and contract/management plans.

Alhuda's philosophy in reaching students and empowering them to be successful learners applies to all main subjects as well as Arabic, Religion, and Qur'an. The last 3 subjects hold a special status at Alhuda as the school believes they provide great channels to better understanding and application of Qur'an in particular and Islam in general.

Alhuda Academy has written and adopted a set of Learning Standards based on the Massachusetts Curriculum Frameworks and the additional goals and understandings required by Alhuda faculty. These Learning Standards act as a basis for what we expect children to know and be able to do at various grade levels. Teachers use these Learning Standards to guide their instruction.

Curriculum Philosophy

Goals:

Alhuda Academy Learning Standards are designed to produce *independent learners* who are encouraged to:

- Think, question, and communicate
- Gain and apply knowledge
- Work and contribute in meaningful, purposeful ways.

Students think, question, and communicate to make sense or meaning of their world and experiences.

Thinking includes being able to internalize new ideas and connect them to familiar concepts and prior knowledge.

Questioning includes the framing of thoughtful questions, and the pursuit of these questions until the student fully understands.

Communicating means putting learning into the language of speech or writing, and requires reflection in such forms as examination, clarification, analysis, and synthesis.

Students gain and apply knowledge to pursue ideas and experiences, and apply this new knowledge in real life contexts. This pursuit is interactive by nature. The more collaborative and experiential it is, the more powerful the learning.

Students' work needs to be meaningful and purposeful. The process and products of student work need to be valued contributions to the school and community, and the



student. Embedded in powerful learning experiences are notions of persistence, self-discipline, hard work, effort, and pride in producing quality work.

Teaching and Learning at Alhuda Academy:

Learning is an active, constructive, creative, and often collaborative process that involves a variety of distinct cognitive strategies. Skillful learners use these strategies -largely unconsciously- to access content through text or other media, to make meaning of the content, to make connections with and apply the content in thoughtful and meaningful ways, and to retain the content for later use. In learning these strategies and coming to own them, students learn how to learn in addition to acquiring important knowledge. These strategies include the following:

Students *will*...

- Read, write, and think about topics and ideas of importance to them.
- Set goals or purposes for their learning.
- Make personal connections between the content and other knowledge, experiences, text, or media.
- Ask questions as they read, listen, or view.
- Clarify the meaning of words or content they do not understand.
- Listen or watch for important elements, themes, or issues.
- Create sensory images.
- Make predictions, inferences and judgments.
- Get “in the shoes” of characters or participants.
- Create ongoing summaries or syntheses.
- Build on their understandings by sharing and discussing them with others.
- Assess their learning and make mid-course corrections.

We understand that people learn via a system that supports the workshop approach to teaching and learning. The workshop approach helps teachers organize their classrooms and instructional time to teach effective reading, writing, and learning strategies and to help students put them into practice. The most important goal of this approach is the development of independent learners who are equipped with the skills and knowledge they will need for a lifetime of learning.

The workshop approach derives from the insight that people learn best by doing; and that teachers often need to provide students with more time to read, write, and use effective learning strategies to explore and understand the content they are studying. The approach also derives from the insight that students need to share in the ownership of the curriculum to increase their investment, engagement, and motivation. Students need to participate in the selection of “just right” books for independent and small group reading and writing



activities, and they need to explore, read, and write about topics and ideas of importance to them (as well as the curriculum).

The workshop approach uses a mixture of whole-class, small group, partner, and one-on-one instruction that centers on conversations about content, strategies, and work routines. Each of these varied approaches to teaching and learning is essential to students' development as independent readers, writers, and learners.

The Habits of Mind and Work:

The following habits enable effective learning and are essential to students' success in school. Developing these habits in students is the responsibility of every teacher, administrator, parents and other adults involved in the lives of our children.

- **Curiosity and Critical Thinking:** Students listen attentively, observe carefully, and ask thoughtful questions until they understand; they look for good evidence.
- **Respect for Diversity:** Students recognize and value racial, ethnic, cultural, age, gender, and individual commonalities and differences; they respect other people's points of view.
- **Consideration and Compassion:** Students treat themselves and others with care and respect; they build trusting relationships; they help, care for, and share with one another.
- **Collaboration:** Students work well with others, give and accept constructive criticism, try to be fair, and try to solve problems in a reasonable, peaceful manner.
- **Self-Direction:** Students check their own work, invite the critical response of others, and make appropriate adjustments.
- **Perseverance:** Students work hard until the job is done right, and are patient when the answers do not come quickly.
- **Initiative:** Students try new things, take reasonable risks, and reflect on their successes and mistakes.
- **Courage:** Students stand up for their rights and the rights of others in a positive manner that shows self-respect and respect for others; they resist harmful pressure.
- **Responsibility:** Students demonstrate personal responsibility and pursue important goals for themselves and their schools.

Curriculum Related Activities

Field trips:

Field trips are an integral part of the curriculum. They motivate, enrich, and provide information and experiences not immediately available in the classroom. Each student who participates in a field trip must have a signed Parent Permission Slip. Students without



signed permission slips will not be allowed to attend the trip. Provisions will be made for those students to spend time in another classroom. Children must leave from and return to the school. Parents are encouraged to chaperone on field trips; however, **no siblings under 21 are allowed on any field trips.**

Fine Arts/Physical Education:

Children in Grades 1-8 have art and physical education at least once a week. Typically children in Preschool and Kindergarten have art on daily basis and Physical education twice a week. Children are excused from physical education only with a doctor's note or at the discretion of a school administrator.

The school also provides after school additional physical education opportunities.

Computer Science:

Students receive instruction in Computer Sciences starting from Grade 2. Younger grade instructions focus on familiarizing students with the technology and the equipment including keyboarding and Word use. Upper grade students delve into the more complicated uses of Word such as high quality Powerpoint presentations and Excel work. They also learn to navigate the internet, create a website, and use all web communication tools and technology.

Library:

The library serves as the center of the media program. The goal is to develop library and reference skills to promote literacy and an enjoyment of reading. During scheduled library visits, students receive formal instruction in skills necessary to locate, evaluate, and use information sources. All students are given the opportunity to utilize the library/media center through class, small group, or individual visits. Children are responsible for borrowed books and will be asked to pay for any lost item.

LIBRARY MATERIALS SELECTION AND ADOPTION

Alhuda Academy School Board and staff believe that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served, *and to provide maximum accessibility to these materials.*
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop, with guidance, the practice of critical reading and thinking.
5. Provide materials representatives of the many religious, ethnic, and cultural groups and their contributions to our American heritage.



6. Whenever possible, provide materials that enhance the Muslim identity and promote Islamic etiquettes and characters.

Gifts of library books will be accepted in keeping with above policy on selection. Complaints about library books will be handled in line with committee policy on complaints about instructional materials.

Please refer to the library section under “Student Services” for more information about library use policy.

Technology:

Alhuda academy integrates technology with instructions. In addition to the traditional use of DVDs and overhead projectors, Alhuda Academy has introduced attached LCD projectors connected to computers with wireless keyboards and coupled with screens for individual classrooms. Teachers use the new technology to introduce an idea, expand a lesson, or practice a skill.

Magazine Subscription:

Alhuda Academy students subscribe to a periodical magazine. The magazine provides enriching topics and extended materials. Teachers use the magazine to enhance individual reading habits or to extend classroom-topics related information.

Public Service Program:

Alhuda Academy has been integrating community service-learning into the fabric of the school. Service learning combines academics with community service in a way that benefits students, teaches civic responsibility, and strengthens communities. It helps students develop character and leadership qualities. There are four major elements that are the foundation of service learning:

- (1) Preparation - identifying a need, finding a community partner, developing a plan that encourages student responsibility, connecting the service to the curriculum
- (2) Action – providing meaningful service using academic skills and knowledge
- (3) Reflection – reflecting on the project in a way that places the experience in a larger context
- (4) Demonstration/celebration – sharing and celebrating the learning experience

Some examples of service programs are ANSAR program, food drives, fundraising efforts to raise money for helping orphans and relief victims, Reading Buddy/ Writing Buddy programs, after school tutoring / athletic practice help, hosting students and outreach programs to neighboring schools, public speaking, students writing and presenting to younger students, academic competitions, year book, and others.

Partnership with Other Schools

Alhuda Academy is in the process of building partnerships with high schools and colleges in the area. These partnerships open many doors to a rich variety of extra-curricular activities and programs for students.