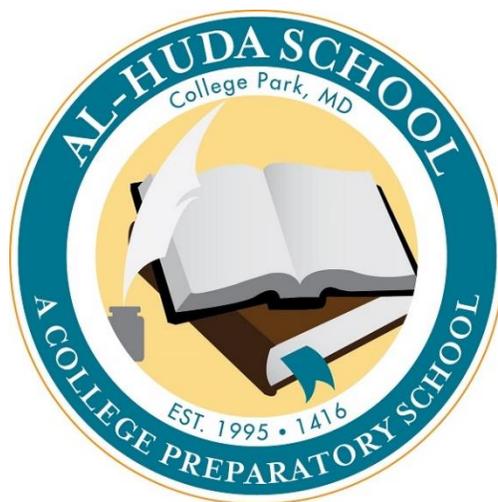


Al-Huda School

Where Guidance is Part of the Curriculum



AL-HUDA HIGH SCHOOL STUDENT HANDBOOK 2020-2021

5301 Edgewood Road
College Park, MD 20740
[Tel: 301-982-2402](tel:301-982-2402)
Fax: 301-982-2325
www.alhuda.org

Table of Contents

INTRODUCTION	5
BRIEF HISTORY OF AL HUDA SCHOOL	6
PHILOSOPHY OF ISLAMIC EDUCATION.....	6
STUDENT’S ROLE IN EDUCATION:	6
AL-HUDA SCHOOL’S MISSION	7
OUR OVERALL ORGANIZATIONAL GOALS: “KNOW, SHOW, GROW, GLOW”	7
PROFILE OF A GRADUATE	8
ACADEMIC STANDARDS	11
HIGH SCHOOL GRADING SCALE (9 TH -12 TH)	12
GRADING POLICY	12
<i>Late HW Submission Policy High School</i>	12
<i>Policies for Missed Classwork and Exams (Online)</i>	13
<i>Behavior Grading Scale:</i>	13
ADDITIONAL CONSIDERATIONS FOR ONLINE CLASSES.....	13
HONOR ROLL & HONORABLE MENTION	14
REPORT CARDS	14
PROMOTION	14
RETENTION	15
ACADEMIC PROBATION	15
GRADUATION REQUIREMENTS	15
AP COURSES	15
PLEASE REFER TO THE SCHOOL WEBSITE FOR COURSE DESCRIPTION.....	15
BEHAVIORAL STANDARDS	17
PHILOSOPHY AND PURPOSE	18
DISCIPLINE AND STUDENT BEHAVIOR	18
RESPONSIBILITIES.....	18
<i>Student Responsibilities</i>	18
STUDENT-TEACHER INTERACTION	18
<i>Unacceptable behavior</i>	18
STUDENT-STUDENT INTERACTION	19
<i>Bullying</i>	19
DISCIPLINE CODE	19
RESPECT FOR PROPERTY.....	19
TOYS, MUSIC, ELECTRONIC DEVICES	20
<i>Cell Phones</i>	20
FIELD TRIP TRANSPORTATION BEHAVIORAL STANDARDS.....	20
THE SCHOOL’S RIGHT TO SEARCH	20
SCHOOL DISCIPLINARIAN(S).....	20
CREDIT DURING DISCIPLINE PROCESS	20
VANDALISM AND DAMAGE TO SCHOOL PROPERTY	21
PROHIBITED ACTIVITIES.....	21
GENERAL PROHIBITIONS.....	21
OFF-CAMPUS/ON-CAMPUS STUDENT INVOLVEMENT.....	21

BEHAVIORAL PROBATION.....	21
<i>Online Netiquette</i>	22
DISCIPLINE POLICIES AND PROCEDURES	23
DISCIPLINE MANAGEMENT	24
<i>Jurisdiction</i>	24
<i>General Guidelines for Assessing Discipline Penalties</i>	24
<i>Offenses</i>	24
<i>Al-Huda School Bullying Prevention Policy</i>	27
ABSENCES AND TARDINESS POLICY	29
TRUANCY	30
EXTENDED LEAVE/VACATIONS.....	30
TARDINESS	31
EARLY DISMISSAL	31
EARLY DROP OFF/LATE PICK UP	31
HOMEWORK DURING ABSENCES	31
LEAVING THE CAMPUS.....	31
DISMISSAL PROCEDURES.....	31
EMERGENCY CLOSING.....	32
GENERAL STUDENT LIFE	33
INTERNSHIP PROGRAM	34
COMMUNITY SERVICE HOURS	34
<i>Uniform Policy</i>	35
UNIFORM POLICY VIOLATIONS	35
DRESS CODE AT AL-HUDA SCHOOL & DAR-US-SALAAM EVENTS	36
OFFICIAL SCHOOL UNIFORM DETAILS AND DESCRIPTION	36
<i>GIRL 'S UNIFORM</i>	36
<i>9th - 12th Grade Girls</i>	36
<i>BOYS' UNIFORM</i>	37
<i>Friday Uniform Policy</i>	37
<i>Hairstyles</i>	37
<i>Uniform Code Violations</i>	37
DRESS CODE AT AL-HUDA SCHOOL & DAR-US-SALAAM EVENTS	38
FIELD TRIPS	38
HONESTY.....	38
CHEATING/ACADEMIC DISHONESTY AND PLAGIARISM	38
TEXTBOOKS.....	38
MONEY AND VALUABLES	39
LUNCH	39
STUDENT DRIVING PRIVILEGES	39
HEALTH	40
COMMUNICABLE DISEASE	41
ADMINISTRATION OF MEDICATIONS	41
SCHOOL PHONE USE	42
INTERNET USE POLICY & PROCEDURES	43

<i>Internet Use Policy</i>	44
<i>Internet Guidelines</i>	44
ACCEPTABLE USE AND INTERNET SAFETY POLICY (GRADES 6-12)	44
<i>ONLINE NETIQUETTE</i>	46
SOCIAL MEDIA POLICY	48
ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT	50
STUDENT DISCIPLINE AGREEMENT	51
STUDENT ACKNOWLEDGEMENT STATEMENT*	52

INTRODUCTION

With the Name of Allah Most Merciful, Provider of Mercy

Dear Students,

As-salaamu ‘Alaikum wa Rahmatullaahi wa Barakaatuh

All Praise and Thanks belongs to Allah, The High Exalted, the Beneficent, and the Merciful. May the Peace and Blessing of Allah be upon His Messenger and Servant, Muhammad ﷺ.

Welcome to Al-Huda High School! It is here that you will find a dedicated and nurturing staff of teachers and administrators who strive to implement the Qur'an and Sunnah to provide an Islamic environment of excellence both academically and spiritually. It is our hope that you will find a satisfying and rewarding experience in the Islamic atmosphere of our school, without the distractions found in public schools. This will allow you to focus on your studies and practice of the Deen, *bi ithnillaah*. We encourage you to work closely with Al-Huda school and become acquainted with what your school, masjid, and community of Dar-us-Salaam have to offer.

Brief History of Al Huda School

Al Huda School first opened its doors in 1995 with only 26 students in kindergarten through 2nd grade. Three years later, the school added the daycare and preschool program. In 2002 the Hifth School began. The school has been growing ever since, adding a grade per year. This year's Class of 2016/1437 marked the sixth graduating High School Class walillaahil-hamd.

Philosophy of Islamic Education

The main goals of Al-Huda School are to provide quality education, to instill a love of learning in the students, and to graduate students who will not only practice Islam as a complete way of life but who are also leaders in their practice toward their families and communities. It is our aim to have our students exemplify excellent character towards parents and teachers, peers, and the community at large.

Each discipline of the curriculum is presented to the student through an Islamic perspective providing a holistic academic preparation for higher education, future career, and family life. The most distinguishing characteristic of Al-Huda School is that it provides an environment that encourages the development and flourishing of Islamic identity. Furthermore, the school is the foundation upon which we hope to build a living Islamic community that adheres to the Qur'an and Sunnah.

Student's Role in Education:

Your high school – your teachers, fellow students, and the environment we are striving to create –offer you only one thing: opportunity. Your role is to seize the opportunity for advancement – spiritually, intellectually, and emotionally. If you approach this opportunity with a positive attitude, your best effort, sincere dedication, and the purest of intentions, then there is no limit to what Allah may bestow upon you with success and blessings in this life and the Akhirah, *aameen*.

AL-HUDA SCHOOL'S MISSION

Al-Huda School (AHS) is working towards empowering the Ummah by developing students, who are well-rounded individuals who are strong spiritually, emotionally, and physically. Through the knowledge of the Qur'an and Sunnah along with high academic achievement, students will be capable of dealing with today's challenges.

Our Overall Organizational Goals: "Know, Show, Grow, Glow"

The purpose of Dar-us-Salaam is to develop a tangible, dynamic Islamic community based on the teachings of the Qur'an and the Sunnah. The Islamic community will serve as a home and center for committed believers seeking to share the Word of Allah and will serve as an example to the surrounding non-Muslim community in shaa Allah. What follows is a list of four main goals of Dar us Salaam and as they pertain to Al-Huda School:

Goal # 1: KNOW

Knowing Allah In Your Everyday Life

Students will independently use their learning to apply the knowledge of Allah in order to be a servant of Allah in their daily life.

Goal # 2

SHOW

Gratitude to Allah

Students will independently use their learning to apply the concept of gratitude through interactions with Allah, self, family, neighbors, community, humans, non-humans, and the environment.

Goal # 3

GROW

Building an Intentional Community

Students will independently use their learning to build reciprocal connections between the individual and the community.

Goal # 4

GLOW

Sharing the Message of Allah

Students will independently use their learning to share Islam in an holistic and comprehensive manner.

PROFILE OF A GRADUATE

A graduate of Al Huda High School will be prepared to make positive contributions to their families, community and society as a whole. They will also be able to continue to further their personal growth emotionally and spiritually and pursue higher learning that will lead to fulfilling careers. In addition, they will develop the skills that will strengthen their Islamic identity, and help them to reach success in the Hereafter, in accordance with the teachings of the Qur'an and Sunnah¹. The graduate will be literate and proficient in the following areas:

Core Areas of Knowledge

- English Language
- Mathematics
- The Sciences
- Civics and government
- History
- Arabic Language
- Islamic Studies and Qur'aan

Communal and Social Literacies

- P.E. for strong body and mind
- Health and wellness awareness
- Civic and community awareness
- Social Responsibilities towards friends and families in conjunction with Qur'an and Sunnah.

Learning and Thinking Skills

- Critical Thinking and Problem-Solving Skills
- Written and Oral Communication
- Working with a group/team (Collaboration)
- Contextual learning
- Creativity and innovation
- Information and media literacy

Information and Communication Technology Literacy

- Use of technology to learn how to think critically, solve problems, using the information to facilitate communication, creativity and collaboration
- Foster critical thinking

Life Skills

- Leadership and Strong Moral Values
- Accountability
- Adaptability
- Responsibility
- Respectfulness
- Organization and time management

In summary, it is hoped that in shaa Allah as a result of his/her education at Al Huda High school, the graduate will live his/her life

- bearing witness that there is no deity worthy of worship except Allah, and that Muhammad *sallallaahu 'alayhi wa sallam* is His Final Messenger
- being active in spreading the message of their religion, i.e. becoming an active *Daa'ee*²
- practicing the Qur'an and Sunnah as a complete way of life
- mastering a rigorous college preparatory curriculum
- thinking critically, and analytically, and communicating effectively
- developing strong work habits and study skills
- working cooperatively with others

¹ Sunnah meaning the practices and sayings of the Prophet Muhammad *sallallaahu 'alaihi wa sallam*

² Daa'ee is a person shares a message.

- respecting elders and showing mercy to the young
- contributing positively to the community
- striving to become a reflective practitioner of Islam by engaging in continuous self-evaluation of character, according to Quran and Sunnah
- reflecting values of honesty, integrity, and modesty as taught by the Qur'an and Messenger sallallaahu 'alaihi wa sallam

ACADEMIC STANDARDS

Students at Al-Huda School will be expected to achieve academically to the best of their individual ability.

High School Grading Scale (9th-12th)

Percent Earned	GPA
97-100	4.0
93-96	4.0
90-92	3.75
87-89	3.5
83-86	3.25
80-82	3.0
77-79	2.75
73-76	2.5
70-72	2.0
67-69	1.75
63-66	1.5
60-62	1.0
59 OR BELOW	0

Grading Policy

9th -12th Grades - Academic Grades

Quizzes	20%
Tests	40%
Homework / Projects	20%
Classwork/ Participation	20%

Late HW Submission Policy High School

Late Submission Deduction %
-30% each day late

Homework will not be accepted if 3 days late without a valid excuse (illness, unexpected emergency, etc.).

High School

LA/M/Sc/SS: 2 hours per week (per subject)

20 minutes on the assigned day for Arabic and Islamic Studies

20 minutes of Qur'an daily

(Freshmen 9th & Sophomore 10th Grade)

√ 15-20 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
Math	60 minutes of HW due the night before block schedule				
LA	60 minutes of HW due the night before block schedule				
Sc	60 minutes of HW due the night before block schedule				
SS	60 minutes of HW due the night before block schedule				
Arabic		√		√	√
Qur'an	√	√	√	√	√
Islamic Std.	√		√	√	√

*Friday night homework: add 10 minutes to the allocated homework time.

Juniors (11th Grade) & Seniors (12th Grade) 3 -5 hours

LA/M/Sc/SS: 3 hours per week (AP subjects can be 3.5 hours per week)
 25 minutes on the assigned day for Arabic and Islamic Studies
 25 minutes of Qur'an daily

This is a college-prep program. The expectation is that by the time a student is a junior s/he should be able to organize and manage his/her time so that s/he is able to fulfill his/her assignments and meet his/her goals in a timely manner.

√ 15-20 minutes of homework may be assigned on this day for the subject indicated.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday*
Math	90 minutes (HW due the night before classes on block schedule)				
Science					
LA					
SS					
Arabic		√		√	√
Qur'an	√	√	√	√	√
Islamic Std.	√		√	√	√

*Friday night homework: add 10 minutes to the allocated homework time.

Policies for Missed Classwork and Exams (Online)

- Exams must be completed within the class time. A student who does not take the test within that time or were absent, must provide a from a parent. The teacher may open the test up for a certain period of time and proctor the test.
- All missing classwork will receive a 0.

9th -12th Behavior Grades

Study Skills & Behavior Categories
Exhibits courteous and cooperative behavior.
Organizes materials & is prepared for class.
Listens to and follows directions.
Exhibits Self-Control.
Follows School Rules & Regulations.

Behavior Grading Scale:

- 5 - 90-100%
- 4 - 80-89%
- 3 - 70-79%
- 2 - 60-69%
- 1 - 59% and below

The behavior grades will NOT be included in the GPA. The behavior grades will be given out on a daily basis and will be added onto the report cards and transcripts. These grades will determine a student's standing, performance, and eligibility for honor roll, honorable mention and valedictorian/salutatorian. The behavior grade will also weigh in on any disciplinary decisions.

Additional Considerations for Online Classes

Consistently late work merits a deduction in points

This includes:

Students who did not join ZOOM classes (without excuse) but submit work

Honor Roll & Honorable Mention

In order to motivate our students and parents, we at Al -Huda School strives to recognize all of our students through various programs. One of these programs is our Honor Roll. Students who meet a certain academic and behavior standard are recognized at the end of each quarter for their outstanding work and effort. The criteria are as follows:

<u>Grades</u>	<u>Honor Roll</u>	<u>Honorable Mention</u>
6th-12th	As and only TWO Bs All 5s in the Behavior & Study Skills section.	As and only TWO Bs All 5s and TWO 4s in the Behavior and Study Skills.

Additionally, any pink slip or suspension in a quarter will automatically preclude a student from getting Honor Roll or Honorable Mention.

Report Cards

Report cards are distributed quarterly at the Parent-Teacher Conferences (the final report card will be mailed home). Report cards will not be distributed before the Parent-Teacher Conference date. Grading is done according to grade level, quality of work, completion of assignments, participation, behavior, and teacher judgment.

Promotion

Promotion from one grade to another normally occurs at the end of the school year. It is based upon the student's achievement and performance in the current grade level.

Grade Skipping in Al-Huda High School (9th-12th grades)

1. In order to skip grades in high school, the request must be submitted by the third quarter of the current school year, along with all relevant documentation to the principal.
2. The following documents must be submitted for consideration:
 - a. Parents must initiate the process in writing
 - b. Parents should submit two teacher recommendations from the student's current teachers about the student's academic and social development
 - c. The student must have at least a B or above in all subjects
 - d. Standardized test results should reflect student advancement in all subject areas
 - e. Students will have to take ALL of the subject exams (except Arabic) by the end of the summer.
 - f. The student must receive at least 70%, in the following subject areas: Islamic Studies, Qur'aan, English, Math, History, and Science
 - g. Parents should request two teacher recommendations from the student's current teachers about the student's academic and social development
 - h. The student will be interviewed by the administration
3. The principal will only consider a case once all of the relevant documents have been submitted.

Credit Transfer

Transfer Credits/Missing Credits:

1. Upon admission into Al-Huda High School after ninth grade, the student's transcript will be evaluated by the school administration to determine graduation credit requirements.
2. If a student has completed prior credits at an accredited institution, then those credit requirements will be waived.

3. If a student has not completed or met the necessary credit requirements then s/he will be required to take the particular course(s) at a pre-approved accredited institution and submit a transcript from the institution. Thereafter the student may be required then, at the administration’s discretion, to take the Al-Huda High School subject final exam at the end of the school year in order to be granted the credit.

4. For the Arabic, Quran and Islamic Studies subjects the following criteria will apply:

- Qur’an – take 80 hours of pre-approved Quran Institute classes at one of the Dar-us-Salaam Qu’ran Institute branches.
- Islamic Studies – the student will have to take a book exam on the 6 books of Jibaly (Eman Made Easy Series) within 12 months of the student’s first day at school.
- All of the exams must be taken within 12 months of the student’s first day at Al-Huda School. The student must receive at least a 70% score on all of the exams in order to earn the required credit.
- Arabic – Student has to take the Arabic Readiness Exam and receive a 70%score

Retention

In grades 9-12, there will be no grade retention. There are two options for a student who receives an F as a Final Grade.

- If a student receives an F as a final grade in an AQI subject, then he/she must retake the final exam prior to the start of the next academic year. The higher of the two final exam grades will be used to calculate the final course grade. The retest must take place by the end of the summer.
- For all other courses (Math, English, Arabic, Science) if a student receives an F in the final grade, then the student must retake the course. The student must take an equivalent course with an accredited institution that is preapproved by the administration. Upon completion of the course the student must present their grades to the administration. The better of the two grades will be accepted as the course grade.

Academic Probation

- A student who receives a D or below in any subject within an academic year will be placed on academic probation.
- Parents will be notified of their child’s status and will be required to take measures that ensure their child’s success.
- The school may require that students who have continued unsatisfactory performance in their studies seek other educational alternatives (transfer).

Graduation Requirements

A student needs 29-31 credits to graduate from Al-Huda High School. The breakdown of the credits is as follows:

Subject	Credits
Arabic	4
Qur’an	4
Islamic Studies	4
Science	4
English	4
History	3
Math	4
PE/Health	.5
Technology	.5
Internship	1 to 3
TOTAL CREDITS:	29 to 31

AP Courses

Please refer to the school website for course description.

Valedictorian and Salutatorian

Both a valedictorian and a salutatorian will be selected based on certain criteria to speak at the senior graduation. They are chosen by the administration based on the criteria set, which includes behavior and character, based on the profile of an Al-Huda School graduate (see page 7), and academic grades and GPA. Character traits included in this process are honesty, respect for authority, positive attitude, enjoining good and forbidding evil, loyalty to school, adhering to Islamic and school dress code, respect for Salah, humbleness, politeness, patience, and modesty. The scale of 1 to 5 will be used, where 5 indicates excellent character. The decision process includes student performance during the 4 years of high school, ending at the third quarter of senior year. Administration may ask for recommendations from a panel of teachers also.

Standardized Testing

All students are required to take PSAT and SAT. It is optional for students to take the subject SAT or ACT. Al-Huda School encourages all students to take as many SAT subject tests as possible. Freshmen to Junior students also take standardized tests by the ITED.

BEHAVIORAL STANDARDS

Philosophy and Purpose

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

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

This Discipline Policy and Procedure shall be distributed to all parents, teachers, and administrators at the beginning of the school year. Students will be expected to sign a statement outlining their commitment to excellence academically and behaviorally.

Discipline and Student Behavior

Al-Huda School's policies regarding discipline and student behavior set the expectation for high standards of moral conduct and self-control that should be exhibited by every Muslim. The purpose of this code is to provide an atmosphere of order conducive to learning, to develop a sense of responsibility, and to aid student growth in self-discipline. Students and their parents are expected to follow the school rules as briefly mentioned below and detailed in the Al-Huda Discipline Policy and Procedure. The school staff provides guidance and reinforcement to achieve these standards.

Responsibilities

Student Responsibilities

- Students are expected to report to class on time, bring supplies, homework, and materials.
- Students are expected to show a polite and respectful attitude towards other students, adults, and school personnel.
- Students must follow the classroom rules.
- Students are expected to be honest.
- Foul language, fighting, or other misconduct will not be tolerated.
- Students must have a pass to walk out of the classroom.
- No gum, candy, drinks, or food is allowed in the classrooms (unless at designated times).
- Students must not litter or deface school property.
- Every student is required to offer salaah along with other students and school staff (Salaatul Jumu'ah is part of the school day).
- All students are expected to follow Sunnah in dress and mannerisms
- Male students are expected to grow and groom beards as outlined in the authentic ahadeeth.

Student-Teacher Interaction

The student teacher interaction should be one of nurturing, mutual respect, encouragement, obedience, and all that is positive and conducive to the learning environment. The guidelines for this should be taken from the Qur'an and Sunnah first, as outlined by our Prophet *sallallaahu 'alayhi wa sallam* for appropriate conduct between the youth and elder, between female-female, and female-male persons. In an effort to safeguard both the teacher and student, more particular terms are outlined below:

Unacceptable behavior

- inappropriate and excessive joking with teacher
- using disrespectful language or tone, e.g. rolling eyes, calling by first name
- giving of gifts that are personal or intimate in nature
- displaying any type of physical contact in the class or in private (especially between mixed gender)
- being alone with teacher in and outside of school

- seeking emotional support from a teacher without knowledge and consent of parent
- social networking, online chatting and texting are prohibited
- making comments that are flirtatious or playful in nature
- using inappropriate language e.g. “stupid”, “dumb”, “shut up”, and so on
- asking or giving rides for and to the teacher
- using personal property of teacher, e.g. cell phones

Student-Student Interaction

Bullying

Al Huda School has a zero tolerance for bullying. Bullying is defined briefly as a repeated pattern over time of negative and unwanted behavior directed towards an individual who cannot defend his/her self, with an imbalance of power resulting. More particularly some of the characteristics of bullying are: ³

1. Verbal bullying including derogatory comments and bad names.
2. Bullying through social exclusion or isolation.
3. Physical bullying such as hitting, kicking, shoving, and spitting.
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully.
6. Being threatened or being forced to do things by students who bully.
7. Racial bullying/harassment.
8. Sexual bullying/harassment.
9. Cyber bullying (via cell phone or Internet)

The impact of bullying can never be underestimated, and will absolutely not be tolerated. Whether the student is a victim, bully, or onlooker, administration will become involved to resolve the solution in the best and most effective way possible. If a student is aware of bullying he/she should notify the administration as soon as possible.

Discipline Code

The classroom teacher is the center of an effective school discipline plan. The major disciplining role of the teacher is to teach and reinforce appropriate school behavior. The teacher is responsible for giving guidelines for appropriate school behavior using the school’s code of conduct and rules. The teachers at Al-Huda School put more energy into reinforcing success than into controlling behavior. When students behave appropriately, the teacher will provide positive feedback. When the students behave inappropriately, the teacher will consistently enforce the consequences.

When a behavioral problem occurs, the teacher corrects the student’s behavior by using the procedure outlined in the Discipline Policy and Procedure. If one procedure or set of procedures does not work to improve the child’s behavior, the teacher tries something else, utilizing school site resources, i.e. aids, office staff, and administrators.

- **Any items considered to be prohibited by Islamic guidelines will be confiscated and will carry serious consequences.**
- **Birthdays or any other non-religious holidays are not to be celebrated nor solicited on school property.**

Respect for Property

Students and their families will be held financially responsible for any deliberate destruction or defacing of school property. This includes but is not limited to desks, chairs, books, etc.

³ Dan Olweus, <http://www.olweus.org/public/bullying.page>

Toys, music, electronic devices

Any item that is distracting to learning or that is *haraam*⁴ is not allowed on school property. If the item is disruptive to the teacher, it will be collected and the parents will have to pick it up.

- Smart phones, cell phones, iPods, MP3 players and pagers are not allowed in the school and will be confiscated by teachers or administrators and returned to parents only.
- Electronic games, headphones, or any other electronic device of the sort is not allowed.
- Toy weapons or anything intended to be used as a weapon are not allowed on school grounds.

Cell Phones

Cell phone use is not allowed at school. A written request from a parent asking that the student be allowed to bring a phone is required and that phone **MUST BE LEFT** with the respective Vice Principal (VP) (Boys or Girls) – NOT teachers - in the morning to be returned after dismissal at the end of the day. In case of any emergency or where communication with a student is needed, it must be done through the front office. Students may also make calls from the front office by request and with permission.

Field Trip Transportation Behavioral Standards

All Al-Huda School students are expected to conduct themselves in an appropriate manner during field trips. Students on field trips must follow all of the school rules and procedures. Continued disruption on the busses may result in expulsion from attending field trips. Persistent, serious offenses will also warrant school intervention and possible sanction.

Field trip rules include, but are not limited to the following:

- NO EATING OR DRINKING ON THE BUS
- NO FIGHTING (PLAYING OR REAL)
- NO STANDING OR GETTING OUT OF YOUR SEAT
- NO YELLING OR SCREAMING
- NO INTERACTION BETWEEN BROTHERS AND SISTERS
- SCHOOL UNIFORM MUST BE MAINTAINED

The School's Right to Search

Lockers, desks, or storage places provided for student use is and remains at all times, the property of Al-Huda School. These areas and the contents, therefore, are subject to a random search at any time, pursuant to school policy. Students' book bags, wallets, purses, or vehicles at school or at the school function may also be searched pursuant to school policy.

School Disciplinarian(s)

The school discipline person(s) shall be the principal or his/her designee. Duties shall include the authority to:

- Assess and implement the discipline policy.
- Remove a student from campus for emergency reasons.
- Refer students to school-community guidance centers, if available.
- Suspend a student for no more than five (5) consecutive school days per incident.
- Recommend a student for expulsion to the Shoora.
- Assign students to community service duties.

Credit During Discipline Process

Students shall receive full credit for assignments completed in an alternative program, including in-school suspensions and community service. A student suspended out of school will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the teacher. A grade adjustment may be imposed on work made up for a period of the suspension according to school policy.

⁴ Haraam is anything forbidden according to Qur'an and Sunnah

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage any property, including furniture and other equipment, belonging to or used by Al-Huda. Parents or guardians of students guilty of damaging school property shall be liable for the damages.

Prohibited Activities

All offenses and acts of misconduct listed under Category 1 through Category 4, as well as other acts of misconduct listed throughout this handbook, are prohibited activities and any student who engages in any of these activities will be subject to appropriate discipline.

General Prohibitions

- No weapons of any kind are allowed in the school or around school property.
- No toy weapons are allowed.
- Outside toys and games are not allowed unless approved of by a teacher or other supervising staff member.
- No rock throwing, snowball fighting, or playing with ice.
- Food, drinks, snack, gum, etc. are not allowed in any classroom except at appropriate times, as allowed by the administration.
- Students are not allowed in the hallway, except with a pass.
- No student should enter the main office (unless emergency) or teacher preparation rooms.
- No student may leave his or her classroom without permission and hall-pass.
- No student should cause disturbances while in the masjid.
- No student should disturb the neighbors around the school.
- No electronic toys, games, radios, phones, beepers, headphones, etc. are allowed in the school.
- Students must remain in their respective gender's hall unless otherwise directed or escorted by an Al-Huda staff member.

Off-campus/On-campus Student Involvement

During school, and/or on the premises of Al-Huda School, students of Al-Huda School may not participate in any activities, groups or companies, whose values and objectives are not in line with the teachings of the Qur'an and Sunnah, and that are not approved of by the administration of Al-Huda School. In addition, students of Al-Huda School may not be involved in any activities, groups or companies, inside or outside of school, that may, in any way, undermine or affect any of the activities of Al-Huda School or its students in general. Any such involvement will be considered a Category 2 or 3 behavioral offense, at the sole discretion of the administration, and will result in an immediate disciplinary consequence, including, but not limited to, removal of student(s) from the SGA, suspension or expulsion from the school.

Behavioral Probation

A student will be placed on Behavioral Probation when his/her conduct is consistently unacceptable to the school's community. Probation includes the following steps:

- Probation will be considered after teacher interventions prove unsuccessful and referral to the administration is necessary
- A school administrator (Principal or Vice-Principal) will meet with the family to inform them that the school has serious concerns about their child's return for the following academic year due to disruptive behavior. A letter, following the conference, will outline steps the home and school will take to ensure every opportunity for success.
- The student's behavior will be reevaluated after the probation period.
- If there is not sufficient progress, a letter from the Principal will be sent home stating that the family should begin looking at other schools for the upcoming school year. Depending upon the severity of the case, expulsion may be necessary.
- At the end of the school year will make a final decision regarding the return of the student.

Online Netiquette

	<u><i>Students</i></u>		<u><i>Parents/Guardians</i></u>
1	Be kind and use appropriate school language	1	Monitor online behavior
2	Be on time and remain an active participant	2	Check-in with your children
3	Be polite and wait your turn	3	Communicate regularly with the teacher
4	Avoid typing in all capital letters and think before you type	4	Report any alarming online behavior
5	Keep your name set as first and last name	5	Support the teacher
6	Be accountable for your own learning	6	Set and maintain schedule for learning
7	Have an appropriate workspace	7	Be engaged with your child's learning
8	Be visible at all times, with an appropriate background behind you	8	Please help and guide but not DO your child's work
9	Use chat box to share ideas and ask questions of the teacher if allowed	9	Refrain from asking the student to do household tasks or favors during classes
10	Dress appropriately for school i.e. no pajamas, hats, caps or hoodies	10	Learn Canvas to stay abreast of student progress and requirements
11	Do not use other devices, and avoid distraction i.e. visiting websites, playing games, or having chats during live sessions		
12	Always maintain academic honesty i.e. no cheating of any type or in any form		

DISCIPLINE POLICIES AND PROCEDURES

Discipline Management

Jurisdiction

Al-Huda School Administration has jurisdiction over its students during the regular school day, *Salaatul-Jumu'ah*⁵ and during any masjid/school activity on school grounds and any masjid/school-related activity, regardless of time or location.

General Guidelines for Assessing Discipline Penalties

When imposing discipline consequences, Al-Huda personnel shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order.
- Discipline shall be based on a careful and fair assessment of the circumstance of each case; such factors include:
 - The seriousness of the offense
 - Student's age
 - Frequency of misconduct
 - Student's attitude
 - The potential effect of the misconduct on the school environment

Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

Offenses

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

Minor Offenses

Minor offenses are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the class or school. Any violation of the Code of Conduct that is listed below as a Category 1 offense is considered a minor offense.

Persistent Offenses

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

Serious Offenses

Any offense that is Category 2 or above, or is listed as prohibited conduct in the Code of Conduct, is considered a serious offense.

Classification of Offenses

The following offenses and consequential disciplinary options are listed in order of severity, with Category 1 being the least severe and Category 4 being the most severe. Any offense committed by a student that is not listed below shall be classified at the discretion of the School Disciplinarian(s).

⁵ Salaatul-Jumu'ah is the Friday prayer

Category 1

Offenses in this category are minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the educational process. The classroom teacher generally manages discipline for Category 1 offenses. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

Offenses

- Tardiness between classes or late in returning from the restroom
- Running or making excessive noise in the hall, classroom, or building
- Neglecting to bring required material or assigned work to the class
- Put-downs and other forms of disrespect to other students
- Failing to follow classroom rules
- Talking out of turn
- Getting out of the seat without permission
- Ball or game playing in the building or at inappropriate times
- Dress Code violation
- Failing to participate in classroom activities
- Eating or drinking in an undesignated area or at an undesignated time
- Possessing and/or using nuisance items
- Misuse of school property
- Truancy
- Any offense not listed that the school categorizes as such

Disciplinary Options

- Remind of Allah, Heaven, Hell, etc.
- Ignore (if possible)
- Gentle verbal reprimand
- Time out IN classroom
- Confiscation of a prohibited item(s)
- Special assignments or duties
- Discussion
 1. Individual (if only one or two students are involved)
 2. Class (if many students are involved)
- Behavioral Contracts
- Withdrawal of privilege(s)
- Change seat assignments
- Owing Time (student owes time for the distraction caused in class
 - Example: Student disrupts class for 10 minutes by talking out of turn; receives a 10-minute consequence for the time wasted.
- After school detention with the classroom teacher (parents must be notified one day in advance)
- In-school suspension

Category 2

Offenses in this category are more severe and disruptive. They interfere with the school's learning environment. Parents will be notified of the offense and may be requested to come for a conference with the teacher and/or school administration to discuss the offenses and the disciplinary action.

Offenses

- Backbiting and /or slandering others (includes, teachers, students, parents, community members, etc.)
- Making inflammatory remarks that denigrate or defame the school, school policies, or staff, or spread negativity, whether orally, written, or online.
- Persistent offenses from Category 1 or acts of misconduct for which the student has been warned
- Misuse of food in the cafeteria or elsewhere (food fights)
- Posting or distributing unauthorized publications on school property
- Misbehaving during prayers and Jumu'ah khutbah
- Truancy, including leaving school without permission
- Purposeful physical contact with another (pushing, tripping, bumping, etc.)
- Forgery of school records and/or forms
- Vandalism, including the defacement of school property
- Possession of lighter or matches on school property
- Throwing objects that can cause bodily injury or damage to property (rocks, snowballs, ice, etc.)
- Directing profanity or vulgar language at others
- Bringing any electronics such as but not limited to, smartphones, tablets, etc. to school
- Any offense not listed that the school categorizes as such

Disciplinary Options

- Remind of Allah, Heaven, Hell, etc.
- One hour after school detention (parent must be notified one day in advance)
- Exclusion from extracurricular activities
- Referral for counseling (In addition to one or more of the other disciplinary options)
- Restitution, if applicable
- Daily Behavioral Log sent home to parents
- Behavioral Contract
- Temporary removal from class
- Saturday detention (parent must be notified one day in advance)
- Community service
- In-school suspension
- Out of school suspension (administration approval and parental notification by telephone)

Category 3

Offenses in this category are serious acts of misbehavior that disrupt the orderly educational process and may pose danger to the student or other students. Parents will be notified and requested to come for a conference with the administration in each instance of Category 3 misbehavior.

Offenses

- Persistent offenses from Category 2 (more severe and disruptive behaviors)
- Cheating or copying the work of another
- Immoral gestures, writings, pictures, or graffiti
- Possession or use of fireworks on school property
- Starting a fire
- False fire alarm
- Setting off a security alarm
- Fighting, physical abuse, or threat of physical abuse
- Gang activity (in or out of school)
- Student pre-meditated and organized protests such as petitions, group absences

- Stealing
- Insubordination, noncompliance with the directives of a member of the school staff
- Vandalism
- Possession and/or concealment of a weapon not included under expellable offenses
- Possession or use of a stink bomb, smoke bomb, or other noxious chemicals
- Perjury or lying as a witness during a school investigation
- Failure to perform obligatory prayers; including Jumuah and the khutbah
- Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward school employees or other adults
- Dating and other inappropriate relationships, mixing, and behavior between boys and girls (in or out of school)
- Dangerous pranks

Disciplinary Options

- Remind of Allah, Heaven, Hell, etc.
- Grade penalty for copying or cheating
- Behavioral Contract
- Daily Behavioral Log sent home to parents
- Exclusion from extracurricular activities
- Restitution, if applicable
- Referral for counseling (In addition to one or more of the other disciplinary options)
- In-school suspension
- Out of school suspension (administration approval and parental notification by telephone)
- Referral for Expulsion

Category 4

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

Offenses

- Persistent offenses from Category 3 (severe and disruptive behaviors)
- Possession of anti-Islamic materials
- Possession of exploding fireworks
- Possession of weapons
- Possession of illegal drugs, alcohol, or cigarettes

Disciplinary Option

- Remind of Allah, Heaven, Hell, etc.
- In school or out of school suspension
- Referral for Expulsion

Al-Huda School Bullying Prevention Policy

Al-Huda School believes that all students have a right to a safe and healthy school environment. Al-Huda School will not tolerate behavior that infringes the safety of any student. A student shall not intimidate or harass another student through words or actions.

This type of behavior can be divided into the following categories:

- Physical bullying: Any type of bullying that hurt's one's body or damages their possessions or property. Examples include but are not limited to, stealing, shoving, hitting, fighting, spitting, and kicking.
- Verbal bullying: Any type of bullying that involves speaking. Examples include but are not limited to, calling names, spreading rumors, threatening someone, and making fun of someone.
- Emotional bullying: Any type of bullying that deliberately causes distress, resulting in developing low self- esteem. Examples include but are not limited to torment, exclusion, hurtful messages, social embarrassment, and humiliation.
- Cyberbullying: Any type of bullying that occurs through a technological device. Examples include but are not limited to emails, text messages, instant messages, social networks, such as Facebook and Twitter.

Al-Huda School expects students and/ or staff to immediately report incidents of bullying to the administration. Staff is expected to immediately intervene when they suspect a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, during and after school hours, or at a school-sponsored activity.

Al-Huda School will adopt an Anti-Bullying Policy to be followed by every student.

The Anti-Bullying Policy includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion from school.
- Students are expected to immediately report incidents of bullying in a thorough and confidential manner.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or his/ her designee.

ABSENCES AND TARDINESS POLICY

Attendance

Regular school attendance and punctuality are essential for a successful school experience. Attending school is a legal requirement. All students are required to attend school except in the case of illness or absence as reported by the parents.

A total of five (5) absences per class will be allowed per student per quarter. This includes excused or unexcused absences. Ten (10) instances of tardiness to school will equal one (1) absence.

Absences & Make-up Work

Any absence must be accompanied by a doctor's note or a parent's note explaining the absence. The principal may give consideration for extenuating circumstances. At any time, the principal may require a doctor's written statement to verify a student's absence due to extended illness or injury.

All school assignments missed will be made-up within three (3) school days of the student returning to school. Example: Gone on Monday, work due class period on Thursday; Gone Tuesday, work due class period on Friday. For a partial day absence, school assignments will be due the following day's class period. An extension of time may be granted if the student asks for it and the teacher deems it necessary.

After the allowed number of five (5) days of absences, the student will receive a zero (0) for the day and there will be no chance to make up the work. Exceptions due to health conditions may be granted upon the principal's discretion.

All students will be notified when they have been absent three (3) times.

The purpose of our attendance policy is to provide as close to "real life" consequences as possible for choosing to be absent. All of our students will enter the world of work or receive additional education prior to entering the work field. In either case, the student must learn to be responsible for his/her attendance.

Before the student and parent make the decision to miss work or school to go hunting, shopping, skiing or to be absent for any number of reasons, they must weigh the consequences of the decision. If the student will miss a test or quiz, hopefully s/he will decide to be present. If, on the other hand, the work s/he misses will be relatively easy to make up, s/he may risk the absence. Since only five absences are allowed each quarter, students and parents should seriously consider not being absent for frivolous reasons in case a legitimate need to be absent arises later.

The student and parents bear the responsibility for attendance decisions and accept either positive or negative consequences of those decisions. Consequences of excessive absences always result in lost opportunities for learning.

We encourage students to be in school every day to receive the best possible education. The consequences for deciding not to be in school go hand in hand with "real life" choices and decisions.

Truancy

Any absence from school without permission or notification will be categorized as truancy. No credit will be given for work missed during the time of the truancy. Al-Huda School and the teachers are not obligated to make up work with the student. Additionally, the student will *not* receive grades for missed work nor make up any missed tests. In other words, **any test/quiz missed due to truancy will result in a grade of "0" with no makeup.**

Frequent absences will have a direct impact upon academic performance and possibly college admission.

Extended Leave/Vacations

As high school students, it is strongly discouraged that you miss any days of school- except in emergencies. However, if your family decides to pull you out for more than three days, then you must follow the procedures outlined below.

If you wish to be out of school for more than 3 school days, you must:

- Pick up an extended leave form from the Front Office.
- Request written consent from the principal at least two weeks in advance. (Requests placed less than two weeks in advance may not allow for the student to make up missed work, which will affect their grade and may lead to possible retention).
- You must contact your teachers after the Principal has approved the leave.
- Teachers are not to make any arrangements with student without written permission from the Principal.
- You are responsible for all work missed during your absence.
- Work missed must be made up within 2 weeks of returning or as arranged with each teacher.
- You may be required to take a test to assess whether you have mastered the grade material for promotion to the next grade.
- You may be retained.
- Absence waivers can be attained in the case of an extraordinary long-term illness documented by a physician, or a trip approved by the Principal in writing.

Tardiness

Students who arrive at school after 8:00 am will be marked tardy. Students are expected to arrive on time for class and assembly. Students are required to attend the morning assembly, which begins at 8:00 AM. Students who arrive after 8:20 AM will not be allowed in class. Tardiness is disruptive to the teachers and other students. Therefore, late students will have to wait in the front office until the end of the first period. Ten (10) instances of tardiness to school will equal one (1) absence.

Early Dismissal

Students and parents must contact the front office for early dismissal. There will be no early dismissals allowed after 2:45 pm on Mondays to Thursdays and after 12:45 pm on Fridays.

Early Drop Off/Late Pick Up

Any parent that drops off his/her child before 7:55 am and/or does not pick up his/her child by 3:30 PM must understand that there will be no supervision of their children. A student who will take the Metro/bus to get home should have prior permission from their parents and notify this to the front office.

Homework During Absences

Students should call other students to get missed work assignments or ask the teacher upon their return. Ultimately, it is the student's responsibility to make up all schoolwork.

Leaving the campus

No student may leave the school building without a parent/guardian or teacher. Students may not leave the campus without a teacher and without written parental permission. If a student leaves the campus without such permission from the parent and school administration, or without a parent, guardian or a teacher, then the student will face severe disciplinary measures, including suspension or expulsion from the school.

Dismissal Procedures

Dismissal procedures are for the safe and efficient adjournment of the students for the day. Following the dismissal procedures, therefore, will be required. Only authorized parents or those designated by parents or legal guardians who are listed in the school's official record are allowed to pick up students. Please be sure this information is up to date with the school office.

High School will be dismissed at 3:25 pm. Dismissal is made by use of family codes for each student that allows them to be notified on screen in each classroom as parents or authorized drivers arrive outside the building.

A written letter must be provided to the school for students who are allowed or expected to go home after dismissal on their own. Otherwise, all students must go through normal dismissal procedures and await display of their name. Students are not to leave until dismissed by their teachers.

Emergency Closing

In case of emergency (snow, storms, floods, etc.) the school may close for the day, delay opening, or may dismiss early. Information will be available on the school's website (www.alhuda.org), 103.5 FM (WTOP), local television news stations, email notification via Gradelink (www.gradelink.com). In addition to this, a special message will be left on the school's voicemail.

GENERAL STUDENT LIFE

Internship Program

The Al-Huda School administration, organizes the internship program. Upon being placed in an internship position, the student is required to fulfill all of the necessary guidelines in order to earn their credits. Students will carry out their internships during the summer after their junior year. Preparation for their placement will begin at the end of their sophomore year. Additional information is available in the Internship Application Packet. This will be given out to students at the end of their sophomore year. Deadline for all internship assignments is October 15th of the senior year, and the minimum required number of hours is 75.

Community Service Hours

Students are required to complete at least 25 hours of community service.

College Admissions

Al-Huda School will facilitate the process of college admissions by providing students guidelines and resources for choosing and applying for colleges. Students and parents will attend special workshops that are designed to assist parents and students navigate through the various requirements of college application process. Students are required to submit to the School administration the college that they would decide to enroll in, by the end of July of their graduating year. This information will be collected for internal use and all personal information will remain confidential.

Please note, it is the responsibility of the student and the parents to make sure the student's applications to colleges and universities are submitted on time. The role of the college counselor is only to guide the student in this process.

Uniform Policy

The Al-Huda uniform policy is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

Students are expected to be in uniform every day; including during field trips and other functions.

Upkeep of the uniform is the responsibility of the student and parents.

It is the responsibility of the teacher to ensure that all uniform rules are being followed.

Uniform checks should be conducted during assembly and attendance times.

If a student does not abide by the uniform policy, then teachers are required to issue a uniform violation form.

Male students who are of age are required to grow out their beard according to the guidelines of the Quran and Sunnah and not shave.

Students who repeatedly violate the uniform policy will be sent home and may face disciplinary consequences.

Hairstyles

Boys and girls should avoid hairstyles that may violate Islamic principles. In general, those that are expressly prohibited by Islamic texts such as those clearly imitating popularized styles of non-Muslims, i.e. leaving tufts of hair while shaving the rest of the head, imitations of the opposite gender, using hair extensions, unnatural hair coloring or putting the hair up in a bun to create a camel-like appearance even under a khimaar (scarf).

To avoid confusion and to maintain consistency on this issue all males should have their hair cut from short to medium length (not more than shoulder length for those with straight hair or curly hair), and neatly combed or brushed. Hairstyles should be free from designs and generally cut evenly. Any students with styles outside of these general guidelines may be asked to change them by the school administration and a notice will be sent home to parents notifying them of the request and why.

Girls generally do not uncover their hair while at school; however, they should also avoid the aforementioned styles applicable to them.

If a student does not comply with the request to change a hairstyle, they may not be admitted to classes until the matter has been resolved. Intentional non-compliance will be officially noted as a violation of dress and disciplinary policy.

The VPs will have discretion as disciplinary officers to implement the aforementioned policy and the Principal will decide on any disputes.

Uniform Policy Violations

Teachers are required to enforce and uphold Al-Huda School's uniform policy with consistency and as such, the performance of this duty will be considered in reviews and evaluations. The following steps will be taken to enforce the uniform policy:

- 1st warning: Verbal correction of the student (uniform must be worn the next day)
- 2nd warning: Uniform Violation Notice sent home
- 3rd warning: Direct communication with parents regarding the uniform policy and the possibility of the student being sent home right away
- 4th warning: Referral to the administration (once the above steps have been taken); a parent will have to bring in the correct uniform or the student will be sent home

The above steps may be skipped at the discretion of the administration

Clothing that is not in compliance with the uniform policy may be confiscated and not returned to the student until the end of the school year if the student deliberately or repeatedly violates the code.

Dress Code at Al-Huda School & Dar-us-Salaam Events

All students and staff must adhere to the Al-Huda School dress code and code of conduct when attending any and all Dar-us-Salaam and Al-Huda School events. Our mannerisms, behavior, and dress reflect our identity as believers. This includes events such as fundraising dinners, middle and high school graduation, etc.

It is imperative that we carry ourselves with the honor and decorum required by as Muslims who practice the Qur'an and Sunnah at all times in shaa Allah.

Failure to adhere to the Al-Huda School and Dar-us-Salaam standards can result in disciplinary intervention by the school administration. The student may be asked to leave the event immediately. If it is a graduate at graduation who is asked to leave the event, then his/her diploma will be mailed to him/her.

OFFICIAL SCHOOL UNIFORM DETAILS AND DESCRIPTION

The school uniform is as follows [the items in CAPS are to be bought at the **Sooq**]: *Students are not to wear hats, gloves, caps, sweatbands, scarves, jackets, shawls, ponchos, or any other item not listed in the uniform guidelines during the school day.* The School Uniform is as follows (items in CAPS may be available and purchased at the Sooq while supplies last):

GIRL'S UNIFORM

9th - 12th Grade Girls

- PLAIN BLACK JILBAB
 - Must be purchased from the Sooq
- Black closed-toe shoes (Mary Jane Flats)
- Black athletic shoes³
 - Must be worn for PE
- White or black solid color socks
 - Socks must cover the ankle and be opaque.
 - No ankle socks allowed
 - No multicolored socks, nor socks with lace allowed.
- Navy Blue or Black Cardigan (knitted sweater)
 - Only button-down
 - No hoods allowed, no ponchos, mini-sweaters, sweatshirts, etc.
 - Must not have any logo, emblems, etc.
- BLUE SCARF (KHIMAAR)
 - This uniform item must be purchased at the Sooq.
 - No hair should be showing, no visible headbands/bandanas
 - No fancy and jeweled broaches allowed
- Black Loose-Fitting Pants
 - To be worn under the uniform jilbaab
 - No black jeans, sweat-pants, pajama pants, etc. allowed
- No purses, make-up (includes nail polish, lip gloss, eyeliner i.e. kohl), jewelry, decorative pins, broaches, costume jewelry, nose pins etc. allowed

BOYS' UNIFORM

9th - 12th Grade Boys

- BLACK PANTS
- BLUE SHIRT
 - Must wear a white undershirt underneath the uniform shirt
- Black closed toed shoes- it means you are not allowed to wear sandals or any other type of shoes with openings, holes, or slits in the front of the shoe.
- Black athletic shoes
 - Must be worn for PE
- White or black solid color socks
- Navy Blue or Black Cardigan (Knitted sweater)
 - Only button-down or pull-over sweater
 - No hoods allowed, no sweatshirts, etc.
 - Must not have any logo, emblems, etc.

Friday Uniform Policy

Boys are allowed to wear a thobe on Fridays to attend Salaatul-Jum'uah. Thobes are limited to WHITE ONLY and should properly fit. Uniform pants and white T-shirt should be worn underneath. High School Girls are allowed to wear a SOLID, PLAIN black khimaar (a head scarf that is not transparent, without sequins, patterns etc.) along with the uniform jilbab/abaayah.

School administration will determine the appropriateness of any thobe or khimaar at their discretion.

Hairstyles

Boys and girls should avoid hairstyles that may violate Islamic principles. In general, those that are expressly prohibited by Islamic texts such as those clearly imitating popularized styles of non-Muslims, i.e. leaving tufts of hair while shaving the rest of the head, imitations of the opposite gender, using hair extensions, unnatural hair coloring or putting the hair up in a bun to create a camel-like appearance even under a khimaar (scarf).

To avoid confusion and to maintain consistency on this issue all males should have their hair cut from short to medium-length (not more than shoulder length for those with straight hair or curly hair), and neatly combed or brushed. Hairstyles should be free from designs and generally cut evenly. For boys: braids, plaits, long hair pulled back in a knot, dreadlocks, processed curls, 'rat tails', mohawks, 'faux' hawks, extreme 'fades' or 'crew' cuts and the like are not allowed and any student with these types of styles will be asked to change them and a notice will be sent home to parents notifying them of the request and why.

Girls generally do not uncover their hair while at school, however, they should also avoid the aforementioned styles applicable to them.

If a student does not comply with the request to change a hairstyle, they may not be admitted to classes until the matter has been resolved. Intentional non-compliance will be officially noted as a violation of dress and disciplinary policy.

The Vice Principals (VPs) will have discretion as disciplinary officers to implement the aforementioned policy and the Principal will decide on any disputes.

Uniform Code Violations

Teachers are required to enforce Al-Huda School's uniform code. The following steps will be taken to enforce the dress code policy:

- 1st warning: Verbal correction of the student (uniform must be worn the next day)

- 2nd warning: Uniform Violation Notice sent home
- 3rd warning: Direct communication with parents regarding the uniform policy and the possibility of the student being sent home right away
- 4th warning: Referral to the administration (once the above steps have been taken); a parent will have to bring in the correct uniform or the student will be sent home

Dress Code at Al-Huda School & Dar-us-Salaam Events

All students and staff must adhere to the Al-Huda School dress code and code of conduct when attending any and all Dar-us-Salaam and Al-Huda School events. Our mannerism, behavior, and dress reflect our identity as believers. This includes events such as fundraising dinners, middle and high school graduation, etc.

It is imperative that we carry ourselves with the honor and decorum required by as Muslims who practice the Qur'aan and Sunnah at all times in shaa Allah.

Failure to adhere to the Al-Huda School and Dar-us-Salaam standards can result in disciplinary intervention by the school administration. The student may be asked to leave the event immediately. If it is a graduate at graduation who is asked to leave the event, then his/her diploma will be mailed to him/her.

Field Trips

When attending a field trip, all students are required to abide by the guidelines set by the school and teachers.

- Students must have written permission from the parent(s)/guardian(s) before being allowed to accompany a class on a field trip.
- Students are expected to abide by all transportation rules and regulations. E.g. no cameras etc.
- Students must always remain with the chaperone.
- All fees/forms must be submitted by the deadline date or the student will not be allowed to attend the fieldtrip (students in this case will be kept home and will lose academic credit).

Honesty

Honesty is a value we want to instill in our students of every age. Students may not use, take, or borrow any property that belongs to another without permission. Lying is a violation of Islam; neither lying nor stealing will be tolerated at Al-Huda. Serious consequences will be levied against violators.

Cheating/Academic Dishonesty and Plagiarism

Students caught with plagiarized homework, class work, projects, book reports, will receive a "0" on the assignment and be suspended for academic dishonesty. In addition to this:

- Copying another person's work, such as homework, class work, or a test, is a form of cheating.
- Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed.
- Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well.
- Repeated offenses are cause for expulsion.
- If a student is expelled for cheating then a notation of "XF" will be made on the report card and/or the transcript.

Textbooks

Students are required to write their name on their textbooks. A student who loses his/her textbook must immediately search for it. If the book is not found, the student should make arrangements to purchase a new one. Teachers are not allowed to make copies of any books for their students.

Money and Valuables

Any large amounts of money should not be brought to the school. Any other valuables, like jewelry or collectibles, should be kept at home. The school is not responsible for lost valuables.

Birthdays

In accordance with the teachings of the Qur'an and Sunnah, birthdays or other anniversaries not practiced by our Prophet sallallaahu 'alaihi wa sallam are not allowed. However, teachers may choose to celebrate student successes, e.g., completing a unit, doing well on an exam, and so on.

Lunch

Students should bring a lunch and snack from home. The lunch should be nutritious and adequate. Do not bring lunches that require heating/microwaving.

- Students are NOT allowed to have food delivered to them during school hours. (i.e. parents cannot order lunch and have it delivered to the school at lunchtime).
- **Sugary snacks such as soda, sweets, and candy are not allowed during school hours.**
- Hot liquids and breakable bottles/containers are not allowed.
- Sharp objects and knives are not allowed and will be dealt with severely.

Student Driving Privileges

Students are not allowed to drive or park on the school grounds until further notice.

HEALTH

Illness

In order to make the school program as successful as possible, we must ask that students who are sick stay home. A student with a fever (over 100°F) may not attend school. Any student previously suffering from a fever must be fever free for 24 hours before returning to school. Lengthy illnesses may require doctor notification. Parents will be required to pick up their child if they are in this state of health. When the student returns to school, he/she must have a doctor's note.

Communicable Disease

If a student has a communicable disease such as lice, chicken pox, staph infection, strep throat, measles, mumps, etc. they must notify the school immediately. Students with communicable diseases must stay home from school, until written approval from a physician is submitted.

Administration of Medications

The procedures and policies for medication given to students on school grounds, during school hours have been updated to meet the Maryland State Department of Education's guidelines and standards. We thank you for your patience and support as we make this transition. We believe these updated procedures will help us to better address and meet the safety needs of our students.

All student health concerns **must** be directed to the *Health Suite*. **Do not** administer **any** medication in the classrooms.

Teachers **are not** to collect or receive any medication or forms regarding the medication directly from a parent or student. Ask the parent to turn in the medication and accompanying form to the *Health Suite*.

The Physician Medication Order Form (PMOF)

For any student who requires taking medication during school hours, the parents must bring in a completed Physician Medication Order Form (PMOF) to the Al-Huda School Health Suite. This must be done for every single medication that must be administered to a student. This includes any over the counter medications. We will need a completed PMOF for all over the counter medications.

The PMOF gives us the authorization to administer the necessary medication to a student when needed.

The parent must have the physician or prescriber complete the PMOF form and the parent must turn it to the Al-Huda School health suite.

We will only store the medication if the PMOF has been completed. We will not accept the medication if the form is incomplete or missing any information.

We will not accept any forms via fax or email. Additionally, parents cannot grant any permission for administering medication. If the student is in need of any medication and we do not have the necessary authorization, then the parents will be contacted and/or we may call 911 if there is a life-threatening emergency.

The form, prescription, and medication must be turned in to the Health Suite IN-PERSON by the parent or guardian.

All medication must be in its original packaging.

Inhalers/Nebulizers

Inhalers must be in their original packaging/case. Please make sure you have one inhaler for home and one for school. We will not send the inhaler home every day. The inhaler must remain in the Health Suite for the duration that the student needs the medication.

Nebulizers will not be administered at Al-Huda School. If your child is in need of such treatment then this must be administered at home. We will not accept nor store nor administer nebulizers to any student.

If the nurse or designated individual makes a referral to see a doctor, then the student will not be allowed back to school without a doctor's note and consent.

These policies and procedures do not include long-term or maintenance medication. Al-Huda school does not have the resources to administer such medication on a regular basis to students.

Administration of Medication Off-Site

If a student is in need of medication while on a school field trip or any other school-sponsored events held off-campus, then the parent's MUST accompany his/her child.

If the parent/guardian cannot accompany his/her child to any school-sponsored trips off-campus, then the student will not be allowed to attend.

School Phone Use

The school phone may be used by students only in case of emergency or when student-to-parent contact is deemed necessary by the teacher or office personnel.

INTERNET USE POLICY & PROCEDURES

Internet Use Policy

Internet access is now available to students and teachers in the school. We are very pleased to bring this access to Al-Huda School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Al-Huda School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial materials. Al-Huda School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet Guidelines

Al-Huda School's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of education and research and consistent with the educational objectives of the school. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Al-Huda School standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Parents have the option of denying their child individual access to the Internet.

The following guidelines are provided so everyone is aware of the responsibilities that come with using the Internet. If an Al-Huda School student/user violates any of these provisions, future Internet access will be denied. The signatures on this document are legally binding and indicate that those who signed have read the terms and conditions carefully and understand their significance. Students, who do not have an Internet Agreement form on file with his/her school, will be denied access to the Internet.

ACCEPTABLE USE AND INTERNET SAFETY POLICY (Grades 6-12)

With the permission of your parent or guardian, Al-Huda School offers you an opportunity to use the Internet and computer systems at school. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

We expect you to use the Internet and computer-based technology while in our building only for educational purposes. This use is a privilege, *not a right*, and we may discipline you or take away your right to use the Internet and computer technology at school if you misuse this privilege. This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet and computer technology at school if you misuse this privilege. You are responsible for your own actions while you are on the Internet and are also accountable for any online activities that occur by others because you have allowed them to use your account.

The school's computer system is not a public forum. Any communications or materials used in the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

As a student, you should read the following regulations and then sign this form to show that you understand your responsibilities in using the Internet at this school. While using the Internet from school properties:

1. Students are responsible for good behavior on the school computer network, just as they are in a classroom or school hallway. General school rules for behavior and communications apply. This includes any communication between boys and girls – will be dealt with immediately.
2. I will only use the technology and equipment in the manner for which it was designed. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior.
3. While online, I will not use language, which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
4. I will not cyber-bully. "Cyber-bully" means to threaten, harass, intimidate, embarrass repeatedly, or target another person, through emails, social networking, chatting, texting, instant messaging or websites. There are six common forms of cyberbullying⁶ :
 1. Harassment: Repeatedly sending offensive, rude, and insulting messages
 2. Denigration: Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone
 3. Flaming: Online "fighting" using electronic messages with angry, vulgar language
 4. Impersonation: Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
 5. Outing and Trickery: Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others
 6. Cyber Stalking: Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his or her safety (depending on the content of the message, it may be illegal)
5. I will tell an adult if I see any cyberbullying, threats, or inappropriate activity.
6. I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
7. I will not use the Internet for non-school related activities.
8. I will not send chain letters or any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause a congestion of the Internet or interfere with the work of others.
9. I will not use the Internet to buy or sell or to attempt to buy or sell, any service or product.

⁶ Nancy Willard with the Center for Safe and Responsible Internet Use (CSRIU) has developed this useful taxonomy of the various forms of cyber bullying.

10. I will not change any computer file that does not belong to me.
11. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.
12. I will never knowingly give my password to others, nor will I use another person's password.
13. I will never use the Internet to send or obtain pornographic or inappropriate material or files.
14. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
15. I will never knowingly circumvent, or try to circumvent, security measures on either Al-Huda School's' computers or on computers at any remote site.
16. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
17. I will not make or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.
18. I understand that the school system is not responsible or liable for any harm, damages or charges that result from my use of the system's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Use Policy.
19. Al-Huda School reserves the right to take disciplinary action if a student or a group of students are engaged in inappropriate internet behavior and communication as listed above. This is true whether the communication is on or off school grounds.
20. I will report any violations of this Acceptable Use Policy that I have knowledge of to my teacher or principal.

ONLINE NETIQUETTE

	<u><i>Students</i></u>		<u><i>Parents/Guardians</i></u>
1	Be kind and use appropriate school language	1	Monitor online behavior
2	Be on time and remain an active participant	2	Check-in with your children
3	Be polite and wait your turn	3	Communicate regularly with the teacher
4	Avoid typing in all capital letters and think before you type	4	Report any alarming online behavior
5	Keep your name set as first and last name	5	Support the teacher
6	Be accountable for your own learning	6	Set and maintain schedule for learning
7	Have an appropriate workspace	7	Be engaged with your child's learning
8	Be visible at all times, with an appropriate background behind you	8	Please help and guide but not DO your child's work

9	Use chat box to share ideas and ask questions of the teacher if allowed	9	Refrain from asking the student to do household tasks or favors during classes
10	Dress appropriately for school i.e. no pajamas, hats, caps or hoodies	10	Learn Canvas to stay abreast of student progress and requirements
11	Do not use other devices, and avoid distraction i.e. visiting websites, playing games, or having chats during live sessions		
12	Always maintain academic honesty i.e. no cheating of any type or in any form		

SOCIAL MEDIA POLICY

Social networking applications offer institutional organizations new opportunities to engage target audiences such as prospective and current students, parents, alumni, faculty and staff, donors and media.

With the guidelines laid forth in this document, Al-Huda High School, henceforth referred to as the “School” aims to foster the growth of virtual communities, while protecting the reputation of the School and its community members, and provides for the cooperation of those who create and administer social media pages on the School’s behalf.

The School website remains the School’s official online identity, and the School community’s efforts in social media are not intended to replace or rival this vehicle for communication. Rather, social media pages should serve as a less formal augmentation to the communication and community building efforts of the School.

General Guidelines and Purposes

1. Al-Huda School Social Media Disclaimer

On all accounts that the School shall setup, the following disclaimer will be utilized.

All Al-Huda High School’s / Dar-us-Salaam social media encourages active discussion and sharing of information and thoughts from the community. The School is not responsible for comments or wall postings made by visitors to the page. Comments posted also do not in any way reflect the opinions or policies of the School. Please show respect for your fellow users by keeping the discussion civil. Comments are subject to Al-Huda School Terms of Use and Code of Conduct for students.

We reserve the right to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, that advocate illegal activity, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on the School’s students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial, political or other ventures. We do reserve the right to promote alumni, students or the School’s community members participating in commercial or political events. In addition, the page administrators will delete election campaign materials or postings otherwise deemed inappropriate.

2. Faculty and Staff Personal Disclaimer

The School asks that all faculty and staff who either self-identify as a community member of the School or who could perceive being a spokesperson for the School add the disclaimer listed below to their personal social media accounts.

“The content of this site consists of my own personal opinions and does not officially represent Al-Huda School’s view in any way. Included content is not intended to convey the views of Al-Huda High School”.

3. Social Media accounts in the name of the School

School department/program/club blogs and social media websites/pages created in the School’s name or using the School’s name are representative of Al-Huda High School and therefore are subject to the guidelines, policies and branding of the School.



ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT

Student's Agreement

I have read the Acceptable Use Policy for Internet Access, as written above, and understand fully and agree to follow the principles and guidelines it contains. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when at school and not at school.

Student Name: _____ Grade: _____ Date: _____

Student Signature: _____

Parent's Agreement

As the parent or guardian of this student, I have read the Acceptable Use Policy for Internet Access and Computer based Technology as written above. I understand that computer access at school for students of Al-Huda School is provided for educational purposes only.

I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet from school facilities. By signing this document and/or the student handbook in which this policy is contained, I give my permission to Al-Huda School for my son or daughter to use computer equipment and the Internet while on school property.

Parent Name: _____ Date: _____

Parent Signature: _____

If I do not consent to the above rules, or I do not wish for my child to access computer equipment and the Internet, I have indicated my desire on the signature page to be contacted by the school to arrange for alternative instruction for my child.

Parent Signature: _____

NOTE: Sign and submit this form to the Front Office on the first day of school



Al-Huda School

Where Guidance is Part of the Curriculum

STUDENT DISCIPLINE AGREEMENT

Your parents, the community, and the Shoora of Dar-us-Salaam have worked together to provide you with a staff, building, and equipment to help prepare you for a future of success in this life and the Hereafter. We are committed to giving you the best Islamic education we can and know you will take special pride in keeping our school “First Class.”

Through the year you will be expected to assume the responsibilities listed below:

- 1. Attend class regularly and on time.*
- 2. Be in your assigned seat with all necessary material when the class begins.*
- 3. Give every assignment your best effort.*
- 4. Treat every student and teacher with respect.*
- 5. Treat the masjid and salaah times with respect.*
- 6. Follow the specific rules in each class.*
- 7. Help maintain the building and all school equipment and materials.*
- 8. Follow all rules in the Discipline Policy and Procedure.*
- 9. Follow all safety rules.*

I agree to do my best with the above-mentioned responsibilities:

Name: _____ Grade: _____ Date: _____

Note: Submit this agreement to your homeroom teacher the first day of school.



Al-Huda School

Where Guidance is Part of the Curriculum

STUDENT ACKNOWLEDGEMENT STATEMENT*

I, _____ acknowledge that I have read, understood, and consented to the Discipline Policy and Procedures stated in the Al-Huda High-School Student Handbook. I have also reviewed the manual with my parents.

Student Signature

Date

***Note: Please detach this sheet and submit to the administration**