

AL-NOOR SCHOOL

STUDENT PARENT HANDBOOK



2017-2018



TEACHERS HANDBOOK

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TEACHERS HANDBOOK 2017 –2018

Mission Statement

“Al Noor School is committed to the pursuance of excellence in Islamic and academic studies, the inculcation of Islamic values and morals, and the development of a strong attachment of students to the Islamic culture and Arabic Language.”

1. EMPLOYMENT

- i. Teachers seeking employment at Al Noor School are required to address their resumes to the Principal.
- ii. The Principal will conduct informal preliminary interviews with applicants.
- iii. The hiring committee will conduct the final interviews.
- iv. At the time of appointment, salaries, and conditions of employment will be discussed and agreed upon.
- v. Teachers will be required to sign a contract.
- vi. Failure to satisfy the requirement during the probationary period, the service of the teacher shall be terminated. Such notice will be given after the end of the first marking period

2. QUALIFICATIONS AND EXPECTATIONS

- i. The teacher applicant shall hold at least a first degree in a relevant discipline from a recognized and approved college or university.
- ii. The teacher shall share the school’s visions, missions, and beliefs about children and their educational potential.
- iii. The teacher shall demonstrate organizational skills, the ability to communicate, flexibility, enthusiasm for the teaching profession, a positive attitude and outlook, and a willingness to work with all students at all levels.
- iv. The teacher shall be knowledgeable in academic areas, learning theories, teaching strategies and preferably to have training in classroom management and discipline.
- v. All teachers are encouraged to improve their qualifications and to become state certified.
- vi. All teachers are required to attend any and all staff development sessions.

3. JOB PERFORMANCE STATEMENTS

The teacher adheres to personal and professional standards of the school and the profession by:

- i. Reporting directly and is responsible to the Principal

- ii. Interacting effectively with each component of the educational setting within the framework of the philosophy and objectives established by the school policy consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures.
- iii. Demonstrating consistent loyalty to his/her school, colleagues, and profession; supporting policies and regulations positively; initiating changes through established procedures; enhancing the profession by his/her personal conduct.
- iv. Cooperating effectively with other faculty members and being highly supportive in staff relationships.
- v. Actively pursuing a long-range program of professional growth; seeking self-improvement constantly.
- vi. Demonstrating a strong sense of responsibility for the total school operations.
- vii. Assuming responsibility for and cooperating effectively in the development, evaluation, and revision of the total school program.
- viii. Accepting co-curricular activities as an integral part of the school program; supporting a wide range of co-curricular activities; approaching his/her role as activities sponsor with enthusiasm.
- ix. Demonstrating empathetic understanding of students and their problems; making effective use of pertinent information about students in suitable teacher/counseling procedures; working effectively with specialized counseling services.
- x. Working effectively with parents in achieving the objectives of the school; taking initiative to inform parents of student progress; securing cooperation of parents in supporting school policies.
- xi. Demonstrating effective identification, planning, and utilization of community resources consistent with the objectives of the class.
- xii. Issuing, maintaining and accounting for textbooks issued to him/her and students.

4. **WORK CONDITIONS**

i. **WORKING HOURS**

- a. The working hours for teachers are from **8:00 a.m. to 4:00 p.m.** Teachers must arrive at school before 8:00 a.m.
- b. Caregivers must report for work at 7:30 and leave at 4:00 p.m. They will be required to be on duty on other days when the school has a function involving teachers.
- c. Teachers of **Pre-K and Kindergarten** must report for work at **7:30 a.m.** and leave at **3:30 p.m.** providing all their students have departed by the bus or have been picked up by their parents.
- d. Teachers are required to teach 25 periods per week.
- e. Teachers will be assigned one specific period for lunch.
- f. It is mandatory for teachers to attend PD sessions – courses, seminars,

and training sessions – during the week and on weekends and as may be assigned by the administration.

ii. **PROBATION**

- a. All teachers hired will serve a probationary period of three months.
- b. Failure to satisfy the job requirements, their service will be terminated or their probationary period will be extended.
- c. Notice of termination will be given after the completion of the first marking period.
- d. Such teachers will be evaluated at least **three times** during the period of probation.
- e. The administration is not obliged to give reasons for their termination.
- f. Teachers on probation will be assigned a mentor.

iii. **LEAVE**

- a. Sick leave and personal days are not extended to teachers on a probationary period.
- b. Excess leave and tardiness will result in an unsatisfactory evaluation and other forms of disciplinary actions and may result in termination of employment.
- c. Arrival after 8:00 a.m. will be considered late and departure before 4:00 p.m. as early departure. In such cases appropriate disciplinary action will be taken by the administration.
- d. Teachers must give at least three working days advanced notice for leave using the official leave form.
- e. Before going on leave, teachers must comply with school policies, e.g., substitute lesson plans provided.
- f. Teachers are entitled to seven days leave on account of illness or urgent private affairs.
- g. If the Principal believes that that a significant number of teachers will be absent on a particular day or if the leave is immediately after a three-day weekend, the Principal may deny the request unless it is an emergency (illness or death of a family member or family emergency or a personal emergency).
- h. The Principal may deny leave if he believes that classroom work will be affected.
- i. Teachers who are unable to report to work on account of illness or emergency must inform the Office by telephone, voice mail, or text message before 6:00 a.m.
 - a. Dr. Abdulhakeem
 - b. Br. Hamid
 - c. Sr. Maha
- j. If a teacher is absent more than two consecutive days on sick leave,

- he/she must produce a doctor's certificate upon resumption of duties.
- k. For excessive absences and tardiness, the school will take progressive disciplinary action.
 - l. If a teacher is absent more than three consecutive days without notice, the administration may terminate his/her service.
 - m. Failure to gain prior leave approval and to submit substitute lesson plans may result in disciplinary action.
 - n. Upon resumption of duty, teachers are to complete and submit the leave form if they had not done so previously.
 - o. Maternity leave may be granted without sick benefits up to one year at the discretion of the Principal.

iv. **TIME OFF**

- a. Time off is intended to cater to emergencies and unforeseeable circumstances.
- b. Time off will not be granted, if in the opinion of the administration the matter can be attended to after dismissal or during the weekend.
- c. Teachers who leave school during non-teaching period without approval will be subject to disciplinary action.
- d. Teachers requesting "**time off**" must do so on the official form and must "**clock out**" and "**clock in**". Such request must be given well in advance.

5. **SALARY AND PAYMENT**

- a. The entry salary of teachers has been fixed on a scale according to qualifications and experience.
- b. A teacher, who has a child attending Al Noor, is entitled to a fixed percentage discount on tuition. This is subject to certain conditions.
- c. Before leaving and upon resignation, all properties entrusted to the teacher must be returned. Failure to return school property may delay payment of salary or cause certain measures to be taken i.e. books, keys etc.
- d. Payment to teachers during the summer vacation (July and August) is dependent on the duration of service. Payment for the summer vacation will be granted on the basis of six days for each completed month of employment.
- e. A teacher who resigns during the school year will forfeit all benefits.

6. **HOMEROOM TEACHERS**

- i. Homeroom teachers will have certain responsibilities, which will be indicated during the school year through conferences, memoranda, and circulars.
- ii. Teachers will engage in home-rooming in the time specified, e.g., first

- period.
- iii. Homeroom teachers will have to supervise their students:
 - a. In the classroom
 - b. In the cafeteria
 - c. At the place of assembly in the morning, dismissal, or any time the students assemble
 - d. Making wudu for Salah
 - e. On the playground
 - f. While on a trip

 - iv. Homeroom teachers, among other things, will be required to:
 - a. Recommend students for awards
 - b. Compile all examination results on the official forms
 - c. Prepare report cards
 - d. Organize trips
 - e. Organize conference with parents
 - f. Supervise students during Salaah, morning assembly, and dismissal (a schedule will be provided for this exercise).
 - g. Distribute memos etc.

 - v. Teacher Supervision
 - a. A teacher must at no time leave students unattended in the classroom.
 - b. Should an incident occur in the classroom in his/her absence, the teacher will be held solely responsible. In the case of an accident, teacher must file an accident report on the official accident form immediately following incident.
 - c. If a teacher has to leave, he/she must ensure another teacher is in the classroom to supervise the students.
 - d. Students are not to enter classrooms in the morning before assembly.
 - e. Students cannot enter the school before 7:30 a. m. The school doors will be opened for students at 7:30 a.m.
 - f. Doors of classrooms are to be locked for the lunch period to prevent re-entry of students. Teacher dismissing class for lunch is responsible for locking door.
 - g. Teachers are to lock their classrooms when they leave after dismissal.
 - h. Teachers are to ensure that students leave a neat and clean classroom before their departure in the evening. This is to be done by the teachers in the classroom for the last period.
 - i. Eating, drinking, and chewing of gum in the classroom is prohibited.
 - j. At no time must students be left unattended in a classroom.

6. DRESS CODE

The Administration reserves the right to advise teachers on the Islamic dress code. The Islamic dress code serves to promote an atmosphere that reflects the Islamic values and morals. The Islamic dress code applies to all male and female employees.

- i. Female employees must wear the **jelbaab**. They are not permitted to:
 - a. Have facial makeup
 - b. Have nail polish, press nail, or use perfume
 - c. Wear pants with tops or skirt with tops
 - d. Wear tight fitting clothes
 - e. Have excessive jewelry
 - f. Wear slippers or sandals; shoes with open toe or back, or high heels
- ii. Male teachers are not permitted to wear:
 - a. T-shirts
 - b. Excessive jewelry or have fancy hairstyles
 - c. Tight fitting clothes
 - d. Slippers, sandals, or 'push toe'
- iii. Teachers are to be role models in their speech, dress, behavior, attitude, and work.

7. USE OF OFFICE PHONE & CELL PHONES

- i. The office will have a procedure for receiving and relaying calls/messages to teachers.
- ii. Teachers must advise family members, friends, or associates not to call them on their cell phones during their teaching periods. Incoming calls to teachers must be emergencies.
- iii. Teachers are not to engage in cell phone conversations during their teaching periods. Teachers must not make a public display of using their cell phones.
- iv. It will be appreciated for better communication for teachers to submit their cell phone numbers and email address to the Office.
- v. Students will be permitted to use the office phone for emergencies only. The use of the phones by students has certain statutory restrictions. Students will not be allowed to use the phone for social calls, e.g., seeking permission to visit a friend. The teacher has to give a student written permission to use the phone.
- vi. The office staff will make calls to parents if it is an emergency, or relay a message.
- vii. The school shall formulate rules with consequences for the use of cell phones by teachers and students.

8. TRANSPORTATION

- i. The Department of Education (DOE) provides buses for students, from KG through Grade Six living in a five-mile radius of the school.
- ii. Children of Grades 7-12 will be issued metro cards depending on their home address.
- iii. Students from KG through Grade Six living outside the five-mile radius will have to find alternative transportation.
- iv. At 3:10 p.m. or the appointed time of dismissal, students must be attended to by their teachers to facilitate their boarding of the buses as arranged by the administration.
- v. Students will be given cards to show their buses.
- vi. Homeroom teachers are to keep a list of the students riding each bus for his/her class.
- vii. Teachers assigned to buses must check off the names of the students who actually get on the bus for that day.
- viii. Teachers are not to leave their classrooms and their students unattended until this exercise is completed.
- ix. Teachers of Pre-K and Kindergarten must verify that their students have entered the bus or have been picked up by authorized persons.
- x. **Teachers must know the parents personally and the persons authorized to pick up students from their classes.**
- xi. In the event a parent comes late for a child, the teacher must inform the parent of the rules and the consequences. Students will not be allowed to remain in school after 4:00 p.m.

9. **TEXTBOOKS**

- i. Textbooks will be issued through the teachers to students, who will sign an agreement. Please do not send individual students to the office for textbooks/ workbooks.
- ii. Teachers are to advise students on care of the books.
- iii. Textbooks are to be returned at the end of the year or when a student leaves the school.
- iv. In the event a student destroys or loses a textbook, it must be reported immediately to his/her parents and brought to the attention of the Principal. Students will have to pay the cost for books defaced, damaged or lost.
- v. The report cards and promotion of students will be withheld if (a) they fail to return their books, (b) do not pay for any property lost or damaged by them, or (c) owe tuition.
- vi. Teachers are to maintain a record showing the books loaned to students and in what conditions the books are returned.

10. **DESTRUCTION AND LOSS OF PROPERTY**

- i. The student who destroys or loses another student's property must make

- restitution.
- ii. The student who deliberately destroys school property must be reported to the Principal for appropriate action and a referral written up.
- iii. The teacher who loses or destroys school property will be asked to make restitution, or may have the cost deducted from his/her salary.

11. HOMEWORK

- i. Sufficient and suitable homework must be given on a daily basis.
- ii. It will be mandatory for teachers to place their homework on our website or Class Dojo. Periodic check will be done to ensure this.
- iii. This can be done before the teachers leave for home (3:30 p.m. – 4:00 p.m.) or during their prep time.
- iv. Homework must be graded without delay and entered in the record book, both electronic and paper for back-up records.
- v. Teachers must deal appropriately with students who do not submit homework:
 - a. Inform parents through letters, telephone, e-mail etc.
 - b. Invite parents for a conference
 - c. Denial of certain privileges, e.g., participation in competitive games
 - d. Detention to complete work

12. NOTES OF LESSONS (NOL) & PLAN OF WORK (POW)

- i. Teachers must prepare daily notes of lessons (NOL) according to a specified format ***given by administration*** for each subject they teach.
- ii. Notes of lesson books must be presented on Monday or the first working day of the week. It is preferable to submit via e-mail.
- iii. Plan of Work (POW) must be written for each marking period according to the format stated by the administration.
- iv. Teachers must submit their POW on or before the set deadline.
- v. NOL, POW, and Record Books are school property and must be presented upon request. Teachers must have their NOL, POW, and Record Books whenever they give a lesson in a class.
- vi. All tests must be based on the work planned for each marking period and the NYSE/Regents standards
- vii. *Teachers must prepare three-day substitute lesson plans to cater for their absences. This is to ensure that class work proceeds on schedule and the substitute teacher is provided with suitable materials. Substitute teachers are not expected to teach new material.*
- viii. Failure to present substitute lesson plans may result in progressive disciplinary action against teachers.
- ix. The POW, NOL and Record Book are LEGAL permanent records and are property of the school. At the end of the year, they must be submitted to the office.

13. NON-TEACHING PERIODS

- i. A non-teaching period is not a free period. During a non-teaching period, a teacher may be called upon to function as the teacher of another class or assigned special duties.
- ii. One non-teaching period will be designated as the lunch break for teachers. The other non-teaching periods must be used as prep time.
- iii. Teachers must not leave the school during their non-teaching period without prior approval.

14. PHOTOCOPYING (PC), TEACHING AIDS, AND EQUIPMENT

- i. Teachers have to fill the prescribed request form to make photocopies. The request will be attended to within 48 hours.
- ii. Teachers are not permitted to operate photocopying machines and must not approach the room to make request for immediate copies.
- iii. Teachers must present a proper lesson plan and gain the approval of the Principal before any video material can be viewed by students.
- iv. The students in the Pre-K and the KG must be exposed only to educational videos and those with appropriate Islamic morals and values.
- v. **Teachers must collect all their supplies from the Office before 8:00 a.m. and after 3:30 p.m. The Office staff will not attend to teachers' requests at any other time.**

15. EVALUATION

(A) Students

- i. Teachers will evaluate students through quizzes, assignments, research projects, and tests.
- ii. As part of their graduation requirement, grade eight students will be assigned a teacher for the presentation of a research project.
- iii. Teachers of grades 1-8 will conduct a reading assessment test. Teachers will be appointed to do this assessment.
- iv. There will be three marking periods for Grades 1-8, and four for grades 9 – 12 (**see school calendar**).
- v. All tests must conform with state standards.
- vi. Tests that do not comply with this format will be rejected, and teachers instructed to make the adjustments.
- vii. Analyses on prescribed forms must be done for the tests of each marking period.
- viii. The content taught must be the same in classes of the same grade. Classes of the same grade will take the same test.
- ix. Teachers are to conduct diagnostic tests during the first week of the school year.
- x. Periodic assessment will be made to determine the progress of the weak

students in a class.

(B) INTERVENTION PROGRAM

Insha Allah, the school has introduced an intervention program for the weak students beginning in September.

- i. Every teacher of grades 2 -8 must know the final test scores of students to determine what help they need.
- ii. Test scores must be reflected in the teacher's record book which must be available upon request. The scores show the level at which the student enters the class and will be valuable in planning to cater to the needs of the child.
- iii. The teacher must engage in differentiated teaching strategies to accommodate the weak students.
- iv. Teachers will inform the administration on the progress of each child in their class. This type of evaluation cannot wait until after the term test is over. The test scores will be an attestation of any development or continued failure of a child. The administration will make periodic checks to evaluate the progress of each child in the class.
- v. There will be a heavy concentration on reading the skills of students for ELA and Arabic and an assessment must be completed by the end of the first marking period. Teachers of grades K-8 must complete a reading assessment by the end of September.

(C) TEACHERS

- i. Teachers will have at least three types of evaluations:
 - a. Formal lesson evaluation- at least once for each marking period
 - b. Walkthrough: this will be done to establish instructional trends and afford the teacher an evaluation (unannounced)
 - c. Conference: to assess performance for a given period or the year
- iv. Results
 - a. If a teacher has two unsatisfactory evaluations, a special conference will be held with the teacher.
 - b. Three unsatisfactory evaluations may result in the termination of employment or being placed on further probation.
- v. Among the matters to be assessed are:
 - a. Classroom instruction
 - b. Quality of notes of lesson (NOL)
 - c. POW
 - d. Applied teaching strategies or theories
 - e. Teaching materials/aids that enhance learning
 - f. Mastery of subject matter
 - g. Achievement of stated aims/objectives of lesson

- h. Class records
 - i. Appearance and cleanliness of the classroom during teaching period
 - j. Teacher's portfolio- each teacher must maintain a current portfolio.
- vi. The annual evaluation of a teacher will be based on the following among other things:
- a. Notes of lessons
 - b. Plan of work
 - c. Test quality
 - d. Attendance: absence, time off., tardiness
 - e. Attendance of PD sessions (internal and external)
 - f. Teaching skills and acquired knowledge of the subject matter
 - g. Class management
 - h. Response to instructions and official matters
 - i. Involvement in curricular and extra-curricular activities
 - j. General contributions to the development of the school and the students.
 - k. Attendance of any or all staff meetings.

15. FACULTY MEETINGS AND ACADEMIC DEVELOPMENT

- i. Faculty meetings will be held at least once per month or as the Principal may decide.
- ii. It is ***mandatory*** for all faculty members to attend faculty meetings and to be on time. Attendance forms are part of the annual evaluation.
- iii. The admin will inform teachers by email or memo.
- iv. Opportunities will be granted to staff and faculty members to improve their qualifications by attending courses, etc., sponsored by the DOE or UFT.
- v. It will be mandatory for staff and faculty members to attend courses and seminars (internally and externally) once the admin has identified the courses and seminars.
- vi. The admin will conduct internal professional development courses, and attendance is mandatory.
- vii. The school will provide financial assistance to teachers who are pursuing courses at a college in a relative subject area. To be eligible for financial assistance, the teacher must:
 - a. Have a minimum of one year service with the school
 - b. Be recommended by the Principal
 - c. Take a course related to teaching and learning
 - d. Gain the approval of the Financial Committee
- viii. Other conditions for the financial assistance:
 - a. Teachers must apply for financial aid on the official form before the course is taken.

- b. Teachers can attend any college of their choice, but the financial aid will not exceed 50% of what the course would have cost had the teachers been attending CUNY.
- c. Teachers must pass the course with at least grade ‘C’ for a first degree and ‘B’ for a Master’s Degree.
- d. Teachers receiving financial aid will be required to enter into a contract of employment with the school and there will be a penalty if the contract is not honored.
- e. Upon successful completion the course, teachers will submit the charges to the Financial Department for reimbursement.
- f. In the event a teacher registers without approval, the school will not make any reimbursement.

16. SCHOOL NEWSLETTER & YEARBOOK

- i. Teachers can submit news for publication in the school’s newsletter or the magazine.
- ii. A committee will be formed to publish the school’s newsletter
- iii. A special students committee will be appointed to organize the publication of the yearbook.
- iv. All publication must be approved by the Principal

17. PROMOTION / HOLD –OVER NOTICES

- i. Promotion of students will be according to merit.
- ii. The parents of a student who fails two successive years in the same grade will be directed to transfer their child to another school.
- iii. Teachers must keep accurate records of students’ performances to support decisions not to promote or transfer a student to another school.
- iv. Teachers must use the scoring system recommended by the school.
- v. Students with low grades in the first and second marking periods (Grades 2-8) will be given “possible hold over notices” in the first and second marking periods. In the case of the HS, parents will be invited to a conference.
- vi. Students in grades 2-8 whose final averages show they fail three subjects or more will not be promoted. Those who fail two subjects must attend summer school. In the high school there will be a different arrangement for passing or failing a subject.
- vii. Teachers are not to disclose the test score of any student – not even to parents - until such scores has been certified according to school policies.
- viii. Teachers must never enquire about the scores of students. In a few states it is a criminal offence to disclose or publish the scores of students.

18. SPECIAL SCHOOL ACTIVITIES

The administration will appoint teachers to assist in the school activities. Special school

activities may include:

- i. Social Studies Exhibition
- ii. Art Fair
- iii. Science Fair
- iv. Math Competition
- v. Spelling Bee Competition (Arabic & English)
- vi. Reading Competition (Arabic and English)
- vii. Quranic Competition
- viii. Book Fair
- ix. Hajj Simulation
- x. Club Activities

19. **PRIZES AND AWARDS**

Teachers are to identify students for annual school awards.

- i. Students will be given awards for excellence and outstanding academic performance in any subject area on Open School Night or during the Graduation Ceremony.
- ii. In the HS, awards will be given for outstanding performance in a subject, e.g., best graduating students in Math, highest Regents Score etc.
- iii. An Awards Night will be held to honor students for their participation and contribution to school culture and development.
- iv. The granting of awards must not be disclosed to students until final approval has been granted by the Principal. A committee will be appointed to recommend the award

20. **GRADUATION (A)**

- i. A graduation committee will be formed to manage all aspects of graduation which include dates, time, graduation outfit, program, and must be discussed with and approved by Principal for confirmation.
- ii. Students have to meet the minimum requirements before they are considered for graduation.
- iii. Teachers must never enquire about the scores of graduating students.
 - a. In a few states it is a criminal offence to disclose or publish the scores of students (repetition is for emphasis).
 - b. Because of the competition for VAL and SAL, disclosure of scores may create problems.
- iv. The selection of the valedictorian and salutatorian must not be disclosed. This must await the final approval of the Principal.
- v. **Graduates must have at least a 90% attendance rate. A student with less than 90% attendance will not be allowed to take the exams or graduate.**

GRADUATION (B)

New Valedictorian & Salutatorian Policies for High School

In order to be fair to talented students who accept to take on all the challenges, and in order to deter any student from abusing the academic system, the Al-Noor High School Academic Committee agreed that the Val & Sal status will be decided based on the following criteria:

Conditions:

- i. The GPA will Weigh 70% of the new grades.
- ii. SAT or ACT Exams will weigh 10% (.5 fraction or more will be rounded to the next number)
- iii. APs will weigh in at 10%-
Each AP will receive 2%, which means that the student who intends to receive a full score of 10% must take 5 AP classes AND their exams, regardless of the grade that students receives on each AP Exam.
- iv. The student must be in the Advanced Regents Diploma's Program
This means that the student takes ALL Regents Examinations, including the Arabic Regents or an Equivalent.
- v. Manners throughout their High School Career will weigh in at 10%
Administrators are the ones who will decide this grade based on the comparison process among the competitors and by using the Deans' records to substantiate the grades. (Number of Demerits/ Referrals etc.)

Other Conditions

- i. VAL & SAL should be an Al-Noor Students for the last 3 years.
- ii. Should be in the Advanced Regents Diploma Program.
- iii. Should not be an early graduate.

VAL & SAL Speeches

- i. Should be WRITTEN by the student; edited by his/ her teacher(s).
- ii. Should be approved by the Principal & the School Counselor.
- iii. In case of any serious deviation from the written speech, it will be under the MC authority to interrupt the speech immediately, shut off the microphone, and prevent the student from continuing his/ her speech.
- iv. In severe cases, the student will be removed from the school's record as Val or Sal with all the consequences implied.

21. REGENTS EXAMINATION REQUIREMENTS

i. Regents Diploma

Of the 22 credits needed for graduation for a Regents Diploma, a total of 20 credits must be earned in academic subjects including the arts; 4 credits are earned for a required 7 semesters of Gym plus one semester of Health Education. In addition, students must pass five Regents Exams: English, Math, Global History or U.S. History, and Science, with a score of 65 percent or more.

ii. Advanced Regents Diploma

To earn an Advanced Regents Diploma, students must score 65 percent or more on all their Regents exams, take additional credits in a language other than English and pass a Regents Comprehensive Assessment in that language, pass an additional Regents Exam in science (at least one course should be in life science and one in physical sciences), take an additional set of math courses and pass the associated Regents exam. An advanced Regents Diploma with Honors may be issued to students who take the additional credits for an advanced diploma and achieve an average of 90 percent or more on all Regents Exams.

22. GRADUATION CREDIT REQUIREMENTS

Below is a chart of basic credit requirements for a high school diploma. All students are required to earn at least 22 credits to graduate regardless of the type of diploma they are pursuing.

<u>Regents Diploma</u>	<u>Advanced Regents Diploma</u>
4 English (R)	4 English (R)
4 Social Studies (2R)	4 Social Studies (2R)
3 Science (R)	3 Science (2R)
3 Math (R)	3 Math (3R)
2 Language	3 Language (R)
0.5 Health Education	0.5 Health Education
2 Physical Education	2 Physical Education
0.5 Art	0.5 Art
1.0 Computer Technology	1.0 Computer Technology
3.5 elective courses	1.5 elective courses
 (R) = Regents exam required	 (2R) = Two Regents exams required

23. GRADING

- i. Teachers will develop and apply a standardized grading system to assess the performance of students:
 - a. Attendance
 - b. Classwork/ Participation
 - c. Homework
 - d. Quizzes/ Exams

- e. Final Exam
- ii. The grades must be inserted on the report cards at the end of each marking period.
- iii. Passing score will be from 70% upwards for grades 1-8 and 65% for HS.
- iv. Teachers are advised to use the computer gradebook to compile records.
- v. Teachers are to complete the analysis sheet (which is built into the Gradebook) to show performance of each student for a subject and the entire class for all the subjects taken (grades I-12)
- vi. Teachers must attend Open School Night; it is not optional. Accurate records should be maintained to verify given grades.

24. ISLAMIC OBSERVANCES

- i. A convenient number of holidays will be given for the observance of Ramadan and Eidul Fitr.
- ii. A convenient number of days will be declared as special school holidays for Eidul Adha and Umrah.
- iii. Salatul Zuhr and Jumuah will be observed at the school.
- iv. Arrangements will be made to accommodate any recognized Islamic event.
- v. The administration will organize special activities involving teachers and students for Islamic events, i.e. Hijra, Islamic New Year, Hajj Simulation etc.

25. HOLIDAYS

- i. Al-Noor is not bound to follow the holidays scheduled by the city or Department of Education.
- ii. Al-Noor will declare certain days as holidays as it sees fit aside from legal holidays.
- iii. Teachers are advised to pay attention to the school calendar for holidays and school events. Some of the dates may be tentative and are subject to change at any time.

26. VISITORS TO SCHOOL

- i. All visitors will be required to report to the security officer at the front desk.
- ii. All visitors must use the main entrance to enter and leave the school.
- iii. The school will enforce the Islamic dress code with regard to visitors.
- iv. Visitors will not be allowed into a classroom without an office pass.
- v. Students and teachers must seek prior approval before they invite a guest to the school.

27. STUDENT PASSES

- i. Students leaving the classroom must be issued a pass by the teacher (hall, washroom, office, nurse)
- ii. Students found without a pass outside of the classroom will be detained in the office, and the teacher asked to account for the student being out of the classroom.
- iii. The administration will issue passes to teachers – hall, washroom, office, nurse– for students to use when leaving the classroom.

28. BULLETIN BOARDS

- i. The bulletin board is usually a holistic picture of the learning that takes place in the class. It is a means of evaluating the performance of teachers and students.
- ii. The bulletin board can be used for the display of learning materials, e.g., Egyptian Civilization, essays, artwork etc.
- iii. The bulletin boards must display the current lessons being taken, projects, or special assignments.
- iv. Students are not to put any poster on the wall. Posters must only be displayed on the bulletin board.
- v. Students’ work or teaching aids are not to be stapled to the bare walls.

29. FIRE DRILL & REGULATIONS

- i. Once per month the school will engage in a fire safety drill.
- ii. Teachers must supervise their students during the drill, and direct them out of the exits to a safe area.
- iii. Teachers are to educate students on the dangers of pulling the fire alarm and disobedience to obey instructions during the fire drill.
- iv. Students pulling the fire alarm as a prank will be dealt with as the administration sees fit.
- v. Fire Exits are displayed by the Exit Door in each room.
- vi. A written record/ attendance sheet/ gradebook should be carried with you to ensure all students are accounted for during a fire drill.

30. CAFETERIA

- i. Teachers must attend to their students during the lunch break.
- ii. Teachers will direct their students to go to the assigned tables which will be marked according to grades.
- iii. Students will be called to the counter for their lunch and sit them at their assigned tables.
- iv. Students must clean the eating area before departure
- v. Students are not to place books, bags, shoes, or sit on the table during the lunch period or at any other time.

- vi. Students must not take/eat food or drink out of the cafeteria, e.g., eating in the backyard or the classroom.
- vii. Students must at all times be polite and respectful to the kitchen staff, and to obey instructions of the kitchen staff.
- viii. Teachers will be held directly responsible for their students' discipline, behavior, and adherence to cafeteria policies.
- ix. Students who are not accompanied by their teachers will not be served lunch.
- x. Teachers will be assigned "lunch duties."

31. **PARKING**

- i. The school has a parking lot for faculty use.
- ii. Teacher must park on the spot assigned. Failure to do so will create inconveniences and affect social relationships.
- iii. Infraction of parking policies may result in privilege being denied.
- iv. Due to limited parking spots, we must be courteous in the event someone parks in "our" spot.
- v. Parking spots are not permanent and may change at any time.
- vi. If you come late, you may have to forfeit your parking spot for the day.

32. **SCHOOL TRIPS & CAMPS**

- i. At the beginning of the school year, teachers are to identify certain venues for trips.
- ii. The sites visited must be of educational value and relate to your lesson plans, e.g., trip to the museum.
- iii. The trips must be well planned. After each trip, teachers are to submit a written report to the office, and students must engage in class work and/or homework related to the trip.
- iv. Parents have to be notified and their written consent given before a child can be taken on a trip.
 - a. Trip Slip
 - b. Liability Release Form (D-Form)
- v. All trips and arrangements have to be confirmed well in advance by the Principal.
- vi. Teachers are to exercise the necessary safety and disciplinary measures when taking students on a trip.
- vii. The administration in cooperation with teachers, students, and parents will arrange camping, trips, and visits to places of Islamic interest. A camping trip must be organized and coordinated by at least two teachers. There should be a small ratio of students per teacher.
- viii. **For all trips students must be dressed in the school uniform.**

33. (A) **LEAVING THE SCHOOL COMPOUND**

- i. No teacher can give permission to a student to leave the compound. The permission has to be given by the Principal.
- ii. When students disembark from the buses and private vehicles, they are to immediately enter the school.
- iii. Students are not allowed to go to the deli before they board the bus.
- iv. A teacher cannot leave the compound without permission of the Principal.
- v. Any teacher leaving the building must sign out and sign back in when they return at the security desk.
- vi. Unauthorized leave may result in disciplinary action taken against a teacher.

(B) ASSIGNED DUTIES

Teachers of Al Noor like teachers elsewhere will be assigned special duties. These duties will relate but are not limited to:

- i. Backyard
- ii. P.M. Buses
- iii. A.M. line up
- iv. Hallways
- v. Lunch
- vi. Salaah
- vii. Auditorium
- viii. Substituting for a teacher
- ix. Assisting in the supervision of students in the computer lab
- x. Mentoring a new teacher
- xi. Library
- xii. Extended session (after school program)
- xiii. Managing a club
- xiv. Supervising students on a trip
- xv. Proctoring

34. READING PROGRAM

The administration will pay special attention to and will introduce a very intensive reading program (K – 8). Teachers will be required to develop suitable strategies to enhance reading and for the scores of students to increase. The reading weaknesses of students follow them from grade to grade. They, therefore, have to be exposed to the different learning exercises to acquire the knowledge and skills required in each grade.

Any student who cannot read will be unable to perform satisfactorily in any subject. ELA teachers will implement an objective program to enable students to attain higher levels of competency in reading, writing, speaking, and critical thinking.

- i. Teachers will use different reading programs and strategies.
- ii. Keep a reading log for each student
- iii. Give them books to take home and read
- iv. Supervise students in the reading of as minimum of 25 books or the equivalent during the school year in addition to class novels.

- v. Plan and execute strategies related to the reading of a book, e.g., summary, plot, main characters, maintaining a reading prompt journal etc.

35. COMPUTER LITERACY

- i. It is mandatory that all teachers become computer literate. This is a prerequisite for the enhancement of knowledge and the preparation of records.
- ii. Not being computer literate will not be accepted as an excuse.
- iii. Teachers who are not computer literate will not serve the interest of students and the school. Not being able to use technology and modern programs (internet, CDs, DVDs, e-mail, Microsoft word/ PowerPoint etc.) will definitely be an impediment to the enhancement of teaching - learning in the classroom.
- iv. Teachers are to make optimum use of the internet (CLASSDOJO)
 - a. Lessons and notes
 - b. Projects & Homework
 - c. Trips
 - d. Tests
 - e. Class activities
 - f. General information
- v. Special tutorials/ sessions will be conducted to assist teachers in various programs. Attendance is mandatory.
- vi. Teachers should be proactive in their efforts to become computer savvy.

36. DISCIPLINE

- i. Teachers are to act as role models, uphold the teachings of Islam, the philosophy and discipline code of the school.
- ii. At no time must teachers apply any form of physical punishment to enforce discipline. This is illegal, and can be classified as abuse or a criminal act.
- iii. Teachers should develop a means of effecting classroom discipline and management. Teachers must be able to differentiate between discipline and behavior. They are advised to familiarize themselves with the code of discipline of the DOE.
<http://schools.nyc.gov/NR/ronlyres/CD69C859-524C-43E1-AF25-C49543974BBF/0/DiscCodebookletApril2015FINAL.pdf>
- iv. Students are sent to the Principal only after the teacher has exhausted all means of effecting discipline.
- v. Whenever a student is sent to the office, he/she must bear a referral form signed by a teacher. Sending students to spend time in the office is unacceptable, does not benefit the child, or remedy the situation. In this case, students will be sent back to the teacher and class.
- vi. When teachers request that disciplinary action be taken against a student, that teacher will be required to fill an official discipline form and to justify

- the disciplinary action.
- vii. All disciplinary action will be based on school policies (see DEMERIT SYSTEM #38).
- viii. The school will develop a point system for offences committed by students. The accumulation of points or the severity of the offences may warrant conferences with parents, suspension, or expulsion.
- ix. The school will emphasize positive reinforcements for good behavior and discipline.
- x. All disciplinary action taken against a student must be documented on the official form and filed.

37. **GENERAL RULES & REGULATIONS**

- i. No child may ever be used to render personal service to a teacher, e.g. a child may not be sent to the store or on an errand for the teacher.
- ii. It is prohibited for a teacher or student to engage in personal business in the school, e.g., selling candy or chocolate. The administration will confiscate the goods of the student or teacher who will be subjected to further disciplinary action.
- iii. A teacher or student cannot solicit monetary contributions or circulate any form of literature without the permission of the Principal.
- iv. No child may be sent home during the course of the day without authorization of the Principal.
- v. Parent-teacher conferences must NOT be held during teaching periods. Parents will be advised on the procedure of making an appointment to meet with the teacher during his/ her free period.
- vi. No child is to be denied lunch or prevented from having his/her lunch on time.
- vii. A teacher or student may not administer any form of drugs or medication. Any medication brought to school must be stored and administered in the Nurse's office. Proper documentation with the necessary forms should be maintained in the medical room.
- viii. No instructional machine or equipment may ever be removed or borrowed from the school without permission of the Principal.
- ix. No child must be detained more than ten minutes after dismissal without notification of his/her parents.
- x. Personal property of students may not be taken without providing opportunity for retrieval by parents. Teachers may not destroy an object belonging to a child.
- xi. Incidents of student injury must be reported to the office immediately and an official written report filed by the teacher. The injury is to be recorded and described in detail on our school incident/ accident report.
- xii. The school will not be responsible for any loss of property left unattended. Teachers are to ensure that the personal belongings of their students are tagged/ labeled.
- xiii. Students are not to sit on the window ledge or climb on it to open a

- window.
- xiv. Windows without screens should not be opened more than eight inches high.
 - xv. The classroom must always be neat, clean, and made physically safe for the students. Teachers are to ensure upon entry and departure that the classroom is neat and clean.
 - xvi. Furniture is not to be removed from a room and left in the hallway or on the playground.
 - xvii. No unregistered student or any parent may spend any amount of time in the classroom without specific permission from the Principal.
 - xviii. Personal information regarding a child, e.g., telephone number, address, home conditions, class record, is not to be given to anyone other than an authorized staff/faculty member.
 - xix. No class is to be dismissed before the designated time unless authorized by the Principal. The administration will instruct teachers on the dismissal of students.
 - xx. All staff members must read the school newsletter and notice board to be updated on school matters. Not reading the notice will not be accepted as an excuse for not complying. A copy of important student notices must be posted on the bulletin board, e.g., open school night etc.
 - xxi. Teachers must become aware of students' disabilities, physical, mental, and medical.
 - xxii. Suspected cases of child abuse must be immediately reported to the Principal. The law requires this. Failure to report can be a criminal offense. Medical confidentiality does not apply to child abuse. A person may be sued for failing to report a case of child abuse.
 - xxiii. Teachers are to check and clear their mailboxes on a daily basis. The contents of mail boxes left unattended will be removed and disposed of.

38. **DEMERIT SYSTEM**

Al Noor has merit/demerit systems to inculcate appropriate behavior among students. Students will receive merit for work done in and out of the classroom. In the case of the infraction of school rules, students will receive demerits and will be disciplined accordingly.

Sessions will be held to inform teachers of the system.

MINOR INFRACTIONS AND ASSIGNED LEVELS OF SEVERITY		
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	Minor Infractions	Demerits
A		
1	Bringing unauthorized, materials to school, e.g., hand-held games, cosmetics, Walkman, iPod, iPad, tablet etc.	3

2	Coming unprepared for class	2
3	Conduct and behavior that endanger other students	3
4	Disruptive behavior in class	5
5	Excessive noise on the school premises	1
6	Cell phones – failing or refusing to submit cell phones	3
7	Improper hygiene, e.g., nail polish, dirty uniform, long nails, make-up etc.	2
8	Inappropriate behavior during prayer	5
9	Incomplete homework	1
10	Lateness/ missing / leaving class without permission	2
11	No homework	3
12	Not being in the assigned area	1
13	Not wearing the complete uniform	1
14	Opening another student’s locker	3
15	Sale of any items without approval	3
16	Coming late to school / Tardiness	1

(B) MAJOR INFRACTIONS AND ASSIGNED LEVELS OF SEVERITY

B	Major Infractions	Demerits
1	Using profane, vulgar, or abusive language (including ethnic slurs) to faculty, staff or fellow students	5
2	Disrespect to faculty and staff members	5
3	Destruction of school property	X
4	Fighting	X
5	Possession of objects that can cause harm	X
6	Stealing	X

7	Leaving the school premises without permission	5
8	Being in possession of inappropriate literature	X
9	Deliberately avoiding Salaah at school	5
10	Indulging in flirtations and pursuing acts of romanticism	X
11	Possession of any narcotics	X
12	Bullying, hazing, and harassment including cyber bullying	X
13	Engaging in lewd behavior	X
14	Selling, using, or possessing of dangerous instruments	X
15	Insubordinate conduct –failing to comply with directions of teachers or administration	X
16	Cheating	5
17	Plagiarism	5
18	Gambling, card playing, dice	X
19	Causing a false alarm by pulling the fire alarm	X
20	Inappropriate use of the internet to communicate with other students or damaging information about the school	X

Note: It is absolutely important that teachers become familiar with the demerit system. They are the first to deal with a student's discipline and behavior.

© CONSEQUENCES

- i. Accumulation of **ten (10) demerits**, a letter will be sent to the parents of the student to attend a conference.
- ii. Accumulation of **fifteen (15) demerits**, students will be suspended for one day or two depending on the discretion of the Principal and must return to school with their parents for a conference.
- iii. Accumulation of **twenty-five (25) demerits**, student will receive two days out of school suspension. Students will return to school with their parents for a conference.
- iv. Accumulation of **thirty-five (35) demerits**, letter of possible expulsion will be issued to the parents who will attend a conference with the Principal.
- v. When a student is suspended, he/she will not be allowed to enter the school.

- vi. He/she must not be found within the school boundaries (19th and 21st Streets; 3rd and 5th avenues)
- vii. Suspended students must return to school with their parents for a conference.
- viii. Disciplinary records will follow students from one grade to the next.

Note: (a) The consequences for those infractions labeled X depend on the severity and may warrant immediate expulsion.

(b) Teachers must not attempt to settle major infractions. Major infractions with referral must be brought to the attention of the Principal who is the competent authority to deal with such infractions.

(D) MERIT

In the lower grades “little things” can be highly motivational, make an indelible impression on the young minds, and can last a lifetime. Awards (positive reinforcements) must have meaning and not merely given to appease parents or made cheap by giving it away. Teachers can give an award in different forms and for different reasons:

- i. The best behaved students in the class
- ii. A child who can tie his/her show lace
- iii. A child who was never absent, always did his homework, or never came late for the term
- iv. Emerge as the student with the highest score for a marking period or test
- v. Got all the problems right
- vi. Completed the reading a book or a number of books
- vii. A good team player
- viii. Helpful to other students
- ix. (Teachers can add to this list)

There are other forms of awards that fall under the merit system

- i. Principal’s Award/ Honor Roll Award/ Special Achievement
- ii. Membership to the Junior Society (Grades 7-8)
- iii. Monthly award – student of the month
- iv. Coverage in the newsletter
- v. Verbal acknowledgement
- vi. Special Certificate
- vii. Granted certain privileges, e.g., first to receive lunch; having lunch with the teacher or Assistant Principal; no homework for a day
- viii. Work in the Office for a day
- ix. Name on honor’s board
- x. Awards for various competitions

38. UNIFORM

The following actions will be taken against students not in their uniform:
Parents will be called to bring in the uniform.

- i. High School students will not be allowed to enter the school; they will be sent home.
- ii. Elementary & Intermediate students will not be allowed to enter the class and must be picked up.
- iii. Referrals and demerits will be issued to students.
- iv. Repeated infractions will result in suspension.
- v. The school has developed a system for the purchase of uniforms with the school logo (K-8).

Uniform Code for Girls

- i. Pre-K – Grade 2- The uniform is a **NAVY BLUE** jumper reaching below the knees.
- ii. Grades 3-5 - The girls must wear **WHITE** shirt and **NAVY BLUE** skirt or Navy blue Jilbab and white Hijab
- iii. High School – The girl must wear **BLACK** Jilbab and **WHITE** Hijab.
- iv. Jilbab and Hijab must bear no decorative marks; it must be **PLAIN** and **LOOSE**.
- v. Girls must wear dress shoes with heels not more than 2 inches. Sneakers may be worn; they should only be black, gray or white and may not contain other colors.
- vi. Slippers and sandals are not permitted.
- vii. They must wear black pants or plain jeans.
- viii. *No colorful “pajama-like pants.”Socks must be black, navy blue, brown, white or shades of gray.*
- ix. *Jilbab must be loose fitting.*
- x. No student shall wear “button down” jilbab (open in the front with buttons).
- xi. Uniform must be clean & neat at all times.
- xii. Students with ripped Jilbab may be sent home.
- xiii. Students must not wear facial makeup. This includes eyeliner or mascara; no excessive jewelry; no nail polish; no French tips. \$1.00 will be charged for nail polish remover or make-up wipes.
- xiv. Students cannot wear oversized shirts over their uniform.
- xv. No tight fitting sweaters will be allowed.
- xvi. No jerseys or other garments with “slogans” will be allowed. No clothing shall depict a social event, e.g. red unless approved by the Principal.

(B) Uniform Code for Boys

- i. Uniform for boys from grades Pre-K to 5:
 - a. Navy blue pants and Oxford blue shirts with logo
 - b. Dress shoes / Black sneakers only
- ii. Uniform for Grades 6-8
 - a. Khaki dress pants
 - b. Navy Blue shirt with logo
- iii. Uniform for high school boys
 - a. Gray dress pants “No jeans or baggy pants allowed”
 - b. White shirt
- iv. Dress shoes / Black sneakers only
- v. Socks must be black, navy blue, brown, white or shades of gray.
- vi. Boys must wear their shirt in their pants (tucked in).
- vii. Boys must not pack their uniform in their bags. They must come to and enter the school dressed in uniform.
- viii. If a student appears in a crumpled or dirty uniform, he may be sent home or parents may be called to collect him.
- ix. Students not dressed in uniform will not be allowed to enter class/school.

39. **ATTENDANCE**

ABSENCES

- i. In order to take their examination in each class and to graduate, students must not be absent more than 10% of the school days. (18 days in one school year)
- ii. It is the responsibility of parents to ensure that their children are not absent or late to school.
- iii. Parents must inform the school when their child is absent.
- iv. Absences must be because of illness or an emergency. Parents must send a note or a doctor’s certificate to account for their children’s absences when they return to school.
- v. Absences on holidays or for social events will be regarded as unexcused absences.
- vi. Students absent for more than two days must produce a doctor’s certificate or accompanied by their parents upon their return to school.
- vii. Students who are absent without permission for a prolonged period, will have their names withdrawn from the attendance register.
- viii. When students are absent, the school will inform parents of the consequences of too many absences.
- ix. Accurate records of attendance will be kept in your gradebook. Office attendance is separate than your gradebook attendance.

- x. The school will not accept telephone calls for immediate early dismissal of a student. In such a case, the parents have to come personally to pick up and sign out their child(ren).
- xi. Too many absences may result in suspension and/ or holdover.

40. **EXAMINATIONS**

Teachers will inform students of assessment procedures and practices relating to examinations/tests, quizzes, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that may reduce or to the maximum extent possible opportunities for academic dishonesty (cheating). The definition of academic dishonesty is attached.

- i. Students in grades 3-8 will take the NYSE (English, Math); grades 4 & 8 will also take science.
- ii. Grades 9-12 will take Regents, PSAT, SAT, and AP courses and their corresponding exams.
- iii. The format of all tests will be set according to the exam the students take.
- iv. Students who fail one or two subject in grades 2-8 will have to attend summer school.
- v. Students failing three subjects or more will not be promoted to the next grade.
- vi. The examination dates are shown on the calendar.
- vii. Students caught cheating will receive zero.
- viii. Report cards and transcripts will be given at the end of each marking period.
- ix. Any high school student failing an exam may not be allowed to take the next subject in line, e.g., students failing biology will not be allowed to take chemistry.
- x. Students may have to attend summer school in July and August to retake a subject/ make-up a credit.
- xi. Passing score in grades 1-8 is 70; passing score for high school is 65.
- xii. Homework must be submitted on or before the deadline.
- xiii. Teachers may refuse to accept homework after the deadline has passed and after opportunities have been granted for students to present the homework.

41. **ABSENCE ON EXAM DAYS**

- i. Some students do not take exams as scheduled and offer flimsy and silly excuse, e.g., “I woke up late.”
- ii. Students cannot decide not to take an exam.
- iii. Students must only be absent because of an emergency. In such a case, the parents must inform the school before 8:30 a.m. on the day of the exam.

- iv. In the case of illness, students must produce a doctor’s certificate when they return to school.
- v. Students will not be allowed to take a supplemental exam, if they cannot offer acceptable excuses to explain their absence.
- vi. Make-up exams given to students should be different than the original exam.

42. DAILY SCHEDULE

	PK-4		5-8 Boys		5-8 Girls		9-12 Boys		9-12 Girls
							Zero Period		Zero Period
	8: 00		8: 00		8: 00		8: 00		8: 00
	Homeroom		Homeroom		Homeroom		Homeroom		Homeroom
1	820	1	820	1	820	1	820	1	820
2	905	2	905	2	905	2	905	2	905
3	950	3	950	3	950	3	950	3	950
L	10:35	4	1035	4	1035	4	1035	4	1035
4	1105	5	1120		1120 Lunch	5	1120	L	1120 Lunch
5	1150	L	1205 Lunch	5	1150	L	1205 Lunch	5	1150
6	1235	6	1235	6	1235	6	1235	6	1235
7	120	7	120	7	120	S	120-145	S	120 -145
S	205-230	S	205 -230	S	205-230	7	145	7	145
8	230-315	8	230-315	8	230	8	230 Ext		230 Ext.
9	3:15 Ext. Session	9	3:15 Ext. Session	9	3:15 Ext. Session	9	315 Ext. Session	9	315 Ext. Session

- Grades PK, KG, and 01 will not attend Salaah.
- Because of climatic conditions, Salatul Zuhr for grdaes 2-8 will be at 2:05 then at 12:35 depending on Daylight Savings time.
- Salatul Jumuah will start at 1:20 p.m. throughout the year.

43. CELL PHONES

- i. The school will develop cell phone policies and will inform parents and students.
- ii. Parents must inform the school whether their children have cell phones or not.
- iii. Parents must also state the cell phone number and why the child needs a cell phone.
- iv. Students with cell phones must submit their cell phones to their homeroom teachers before class begins.
- v. In the case of a student who refuses to submit his/her cell phone and is then caught with it, the phone will be taken away and returned after

ONE week. If this is repeated, it will be kept for TWO weeks, and the parents will have to attend a conference.

- vi. Students MUST NOT bring any other electronic device/ equipment to school, e.g. iPod. If such equipment is lost, the school will not be responsible.

44. COMPUTER LAB

- i. The teachers of the Computer Lab (CL) will prepare special rules to govern their departments.
- ii. Teachers will advise students on the safety of internet use, e.g., transmitting/ giving personal information on the internet.
- iii. The Principal in conjunction with teachers will prepare a schedule for the use of the CL (Computer Lab) and SL (Science Lab).
- iv. Students cannot use computers without direct supervision.
- v. It is forbidden for students to attempt “hacking”, load or download, or install any application software or program files on school computers or network.
- vi. Accessing inappropriate materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, threatening, discriminatory, harassing and/or illegal is not permitted.
- vii. Students will not be allowed to use the CL during their normal class period nor teachers during their teaching periods.
- viii. Non educational games are prohibited as well as visiting prohibited.
- ix. May not send or get copyrighted materials without permission.
- x. May not open or use email or visit unauthorized sites.
- xi. The student and/or the student’s parent/guardian shall be responsible for compensating Al-Noor for any damages to peripheral hardware (mice, keyboards, printers, speakers, microphones, etc. and will also be subjected to other penalties as the administration sees fit.***

44. SCIENCE LAB

The teachers will make the rules which will relate to:

- i. Protective clothing
- ii. Behavior
- iii. Contact lenses
- iv. Personal clothing
- v. Broken Glass
- vi. Use of equipment
- vii. Conducting an experiment
- viii. Chemical spills
- ix. Fires

Parents will be asked to sign an agreement to allow their children to use the science lab.

45. **BAKE SALES AND PARTIES**

- i. A bake sale has to be organized and supervised by a teacher.
- ii. Teachers must not influence students to approach the administration for a bake sale or party.
- iii. Prior approval must be sought from the Principal to have a bake sale. Permission will be given on certain conditions only.
- iv. The proceeds from a bake sale belong to the school and not to the students or the teachers.
- v. Teachers will be required to give receipts for money spent from the bake sale. The expenditure also has to be approved by the administration.
- vi. After each bake sale the proceeds must be declared.
- vii. No class can have a party without the permission of the Principal.

47. **GYM/PHYSICAL EDUCATION**

The term “GYM” has been misrepresented and abused. GYM/PHYSICAL EDUCATION is a mental and physical discipline. “Gym” is not running, screaming, and trying to toss the ball into the hoop. It is physical training to develop stamina, skills in a particular game, and sound mind and body. It is mandatory.

- i. For all gym periods, students will be supervised and engaged in games and physical fitness exercises based on age, ability, and gender.
- ii. Parents will be asked to submit a doctor’s certificate to attest whether their children are physically fit or not physically fit to engage in physical exercises or any strenuous game, e.g., basketball competition.
- iii. The gym teachers will offer the details of the gym uniform.
- iv. Students not in their gym uniform will not be permitted to participate.
- v. The gym teachers will also formulate rules for students’ involvement.
- vi. Students will not be allowed to wear “professional athlete” outfits in class or during gym.
- vii. Students will line up before they go to gym. Teachers are not to release them until the gym teacher comes to collect them.
- viii. Students must not bring personal games/ equipment to school, e.g., basketball, soccer ball. The game equipment should be taken away from them.
- ix. Students will line up and return to class.

- x. Students cannot chew gum or eat during the gym period.
- xi. No fooling around, swearing, horse playing, wrestling, or running in the hallway, classroom, cafeteria, and auditorium.
- xii. The auditorium (gym) must be kept clean. Only sneakers are allowed on the gym floor. They must be securely laced all the way up.
- xiii. Jewelry, ear rings (except studs), watches are not allowed in gym class.
- xiv. Do not remove any equipment from the storeroom.
- xv. Do not play with or throw a ball in a crowded area.

48. LOCKERS

- i. The administration will try to provide students with lockers.
- ii. Lockers must be kept neat and clean; students must not place stickers either in or out of lockers.
- iii. Students cannot use personal locks but the locks provided by the school.
- iv. Personal locks will be removed.
- v. The administration reserves the right to inspect any students' locker at any time without prior consent.
- vi. Students must not have any illegal or inappropriate items in the lockers. These will be confiscated.
- vii. Students must take their supplies for the morning session from the lockers before they enter class. They will do this again after the lunch break. Students will not be allowed to visit their lockers at the end or beginning of each period.
- viii. Do not place anything valuable in the lockers. The school will not be responsible for any property lost or damaged.
- ix. Students must not attempt to pick the lock of another student or to remove any item from another student's locker.
- x. Lockers must be kept locked at all times.
- xi. Students will have locker privileges taken away and may be suspended/expelled if they violate the locker rules.

49. CONFIDENTIALITY AND PROFESSIONALISM

- i. At all times, teachers must adhere to the rules of professionalism and confidentiality.
- ii. Information given in confidence of any student must not be disclosed to a student or teacher.

Appendix 1

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work which is not one's own. Examples of academic dishonesty include, but are not limited to the following:

- i. Communicating with another student during an examination.
- ii. Copying material during an examination.
- iii. Allowing a student to copy from one's examination.
- iv. Using unauthorized notes or devices.
- v. Submitting falsified information for grading purposes.
- vi. Obtaining an actual current copy of and/or actual current information about an examination without the knowledge and consent of the teacher.
- vii. Submitting a paper or project which is not the student's work.
- viii. Copying another person's assignment.
- ix. Allowing another student to copy one's assignment.
- x. Removing / altering examinations or parts of examination after the work has been graded or returned.
- xi. Impersonating a student to assist the student academically.
- xii. Having another student impersonate the student to assist academically.
- xiii. Stealing or accepting stolen copies of examinations or answer keys.
- xiv. Changing answers and seeking credit on an assignment or examination after the work has been graded or returned.
- xv. Altering a teacher's grade book.
- xvi. Falsifying information for applications (e.g., college scholarship).
- xvii. Using computers and programmable calculators in violation of guidelines established by the teacher.
- xviii. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher.
- xix. Unlawfully copying computer software or data created by others.
- xx. Misusing school computer systems which are used for student, staff, or administrative purposes.
- xxi. Any other violation intended to obtain credit for work which is not one's own.

Appendix 2

BIOLOGY SAFETY CONTRACT

This biology course offers a variety of laboratory exercises on current concepts in biology often using state of the art scientific equipment and technology. Various teaching techniques and materials will be employed to provoke student interest and enhance student understanding. Numerous laboratory methods will be utilized in demonstrations and student experiments. Safety instruction will be given and safe practices will be stressed in all laboratory work. Students will exercise critical thinking for solving problems and interpreting laboratory results.

STUDENT SAFETY CONTRACT

I, _____, a student at Al-Noor High School, have thoroughly read the Laboratory Safety Rules and do hereby agree to follow all safety rules and procedures given therein. I will conduct myself in a safe and conscientious manner in the laboratory. I will not perform any unauthorized lab procedure. I understand that misbehavior in the lab or failure to follow safe lab procedures could cause a serious accident. I further understand that a violation of these rules could result in my not being allowed to participate in future lab exercises.

Print Name: _____

Student Signature: _____

Date: _____, 20

PARENT/GUARDIAN CONTRACT

I, _____, parent (or guardian) of _____, have read the Laboratory Safety Rules and Biology Safety Contract. I understand the importance of safety in the science laboratory, and I will encourage my son/daughter to abide by the laboratory safety rules and procedures. I understand that laboratory exercises provide my child with the opportunity to use their knowledge to solve problems while working with the best technology available to the school. I give my permission for my child to participate in this program.

Print Name: _____

Parent/Guardian Signature: _____

Date: _____ 20

AL-NOOR SCHOOL

Accident/Incident Report Form

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____ Class/ Grade: _____

Name of Parent: _____

Address: _____

Phone Number(s): _____

Date of Birth: _____ Male _____ Female _____

Person filling out form: _____ Position: _____

Who was injured person? (circle one) STUDENT TEACHER OTHER _____

Type of injury: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes ___ No ___

Name of physician/hospital: _____

Physician/hospital phone number: _____

_____*No medical attention was desired and/or required.

Witness #1: _____

Witness #2: _____

Appendix 4
(Bus Request for Trip)

BUS REQUEST

Date:

Name of Teacher:

Grade:

Date of Trip:

Time of Departure:

Time of Return:

Trip Destination:

Address:

City/ State/ Zip:

Telephone Number:

Class Participating:

Number of Students:

Number of Chaperones:

Remarks: _____

Number of Buses Being Requested: _____ Approved: Y N

Signature of Teacher

Appendix 5
(Cell Phone Referral)

CELL PHONE REFERRAL

Cell Phone Policies

The school is enforcing its electronic phone policies. The school will not be held responsible for phone/electronic equipment lost or destroyed. Students are not permitted to use the cell phones during the school hours. **The phones must at no time be used or exposed.**

Your child has been caught breaking the cell phones policies of the school.

Please note the consequences (*as marked below*) of being caught using a cell phone or having it exposed during school hours and while on campus.

Date of Incident	Place of Incident	# Offence	Consequence	Student Signature
		1	The phone will be held in the office and returned at the end of the day for ONE WEEK.	
		2	The phone will be held in the office and returned at the end of the day for TWO WEEKS.	
		3	Parent must attend a conference to collect the phone. The phone will be held in the office and returned at the end of the day for THREE WEEKS.	
		4	Parent must attend a conference to collect the phone. The phone will be held in the office and returned at the end of the day for THE REMAINDER OF THE SCHOOL YEAR.	

A conference is arranged for you to meet with the administration on _____ . Please call (718- 768-7181) to confirm the date and time of the conference.

Appendix 6
(Copy Request Form)

COPY REQUEST FORM		
Today's Date:	Date Needed: 48 HOURS	Special Instructions:
Name:		
Number of Originals	Number Needed:	
Original Info: <input type="checkbox"/> Loose Sheets <input type="checkbox"/> Book Page #'s: _____ _____		
		COPY DETAILS
		<input type="checkbox"/> Single Sided <input type="checkbox"/> Double-sided
		<input type="checkbox"/> Sorted <input type="checkbox"/> Unsorted

Appendix 7
(D-Form for Trip)

*BROOKLYN CULTURAL CENTER OF NEW YORK
AL NOOR SCHOOL
675 4TH AVENUE
BROOKLYN, NY 11232-1241
718-768-7181*

SCHOOL PROGRAM RELEASE FORM FOR _____ SCHOOL YEAR

ALL PARENTS OR GUARDIANS OF ANY STUDENT OR GUEST'S CHILD (UNDER 18) THAT WISHES TO PARTICIPATE IN ANY SCHOOL PROGRAM OR ACTIVITY MUST COMPLETE THE FOLLOWING SCHOOL PROGRAM RELEASE FORM BEFORE HIS/HER CHILD MAY BEGIN THE PROGRAM OR ACTIVITY.

(PLEASE KEEP COPY OF THIS FORM WITHIN EACH STUDENTS FILE FOR FUTURE REFERENCE)

Personal information

Students Name: _____ Age: _____

Grade: _____ Male or Female (circle)

Parent/Guardian Phone Number: Home: _____ Work: _____

Home Address: _____

I AGREE TO HAVE MY CHILD PARTICIPATE IN THE FOLLOWING PROGRAMS AND OR EVENTS:

List program/ events here:

I DO HEREBY ASSUME FULL RESPONSIBILITY FOR ANY AND ALL DAMAGES, INJURIES(INCLUDING DEATH) OR LOSSES THAT MY CHILD MAY SUSTAIN OR INCUR, IF ANY , WHILE ATTENDING, PRACTICING, PARTICIPATING, OR WITNESSING IN ANY SCHOOL EXERCISE PROGRAM, SPORT OR PHYSICAL ACTIVITY OCCURING IN OR ABOUT THE SCHOOL PREMISES OR AT ANY OFFSITE LOCATION. I HEREBY ASSUME FULL RISK, WAIVE ALL CLAIMS AND RELEASE AND HOLD BROOKLYN CULTURAL CENTER, DBA/ AL-NOOR SCHOOL, ITS INSTRUCTORS, OR PARTNERS OF SAID PROGRAMS OR EVENT, INDIVIDUALLY OR OTHER WISE,HARMLESS FOR AND ALL CLAIMS FOR INJUIRES OR DAMAGES. IN CONSIDERATION OF MY CHILD'S PARTICIPATION IN AND THE USE OF THE SCHOOLS FACILITIES, I HEREBY RELEASE AND COVENANT NOT TO SUE THE SCHOOL, ITS DIRECTORS, EMPLOYEES, REPRESENTATIVES, AGENTS, AND LESSESS FROM ANY AND ALL CLAIMS RESULTING FROM ANY PHYSICAL INJURY THAT MAY ACCUR TO MY CHILD WHILE PARTICIPATING IN ANY PROGRAM OR EVENT SPONSORED BY THE SCHOOL.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE RELEASE/WAIVER AND FULLY UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS WAIVER VOLUNTARILY.

.....
.....
Appendix 9
(NOL Sample)

NOTES OF LESSON

Name: _____ Date: _____
Grade: _____ Subject: _____ Time/ Period: _____

Standard:

Aim/ Objective:

Content:

Strategies/ Methods:

Homework:

This is a simple format, but you can improve by adding other areas.

Appendix 10
(Student Referral)

STUDENT REFERAL FORM

Date: _____ Referral made by: _____
Student: _____ H/TR. _____
Student address: _____ Zip: _____ Apt: _____ Phone: _____

Date of Incident: _____ Time of Incident: _____ Place of Incident: _____

Referral Sent to: A.P. (Name): _____
 Dean (Name): _____
 Other (Name): _____

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Late to Class | <input type="checkbox"/> Cutting |
| <input type="checkbox"/> Disruptive | <input type="checkbox"/> Assault | <input type="checkbox"/> Weapon |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Uniform | <input type="checkbox"/> Homework |
| <input type="checkbox"/> Other | | |

Describe the Incident:

Action Taken by Person/ Teacher Making Referral:

Action Taken by Dean / Administration receiving referral:

Referring Faculty Signature: _____ Parent Signature: _____

Signature of Dean / Administration: _____ Date: _____

(All notices must be signed by the parent and returned to the school.)

Appendix 11
(Trip Slip)

WE ARE GOING ON A TRIP!!!

CLASS: _____
DATE: _____
TO: _____
COST: _____
TIME: _____
LUNCH: _____

Please sign the permission slip below, and send it in a sealed envelope with the correct fee. Please label the envelope with your child's name and class. Exact change would be greatly appreciated.

Money and slip due date: _____

Principal: _____ Class Teacher: _____

FILL OUT AND RETURN IMMEDIATELY!!!!
DISCLAIMER

___ My child may attend the trip to _____. I understand and agree that Al-Noor School is not responsible for any accidents/ lost items etc.

___ My child may NOT attend.

___ I'd like to come. I have enclosed an additional _____ for my fee.

Child's Name: _____

Parent's Signature: _____

Date: _____

*Small children may not accompany parents on school trips.