

AN-NOOR QURAN ACADEMY

Parent and Student Handbook

2016-2017

HOURS OF OPERATION

7:30 AM - 4 PM

An-Noor Quran Academy (ANQA)

Islamic Association of Raleigh (IAR)

808 Atwater Street

Raleigh, NC 27607

Office: 919-834-9537

Fax: 919-834-9538

E-mail: an-noor@islam1.org

www.annoorquranacademy.org

Introduction

Respected Parents and Students, As-Salaamu Alaikum wa'rahmatullahi wa'barakatuh and welcome to An-Noor Qur'an Academy (ANQA).

We are very happy and excited that you are joining us this year and we pray that you will spend many happy, memorable years with us as we travel on our journey of memorizing the glorious Qur'an through the Prophetic tradition of memorization.

ANQA's primary mission is to instill in our students a love for learning Qur'an and Sunnah. The Qur'an teachers are selected for their strong backgrounds in Qur'an memorization as well as Islamic education.

Students will cover the academic subjects of English, Science, Social Studies and Math alongside the Hifdh program. This will help students to achieve sufficient competence to successfully pass end of grade achievement exams.

Qur'an memorization is a life time commitment. Experience has shown that without active parental involvement, children have difficulty fulfilling this noble endeavor. We encourage parents to be actively involved in their children's efforts and play their part with the school in achieving our common goals. If you have any suggestions that might help us improve our school, please contact one of the teachers. Our school fosters a family-like atmosphere; we need the cooperation of all concerned to make it a warm and pleasant environment where learning can take place. You are invited to join this family and help make AN-NOOR among the best schools.

Wa Jazakumullahu Khairan

The faculty and staff of ANQA

Table of Contents

Introduction	2
A Letter from our Imam	5
History of ANQA	6
Policy Overview	6
Mission Statement	7
Vision	7
Goals	7
Guidelines	8
Islamic Character Education	9
ANQA School Committee	9
Faculty	10
Admission Policy	11
Tuition and Fees	13
Attendance Policy	14
Withdrawal	17
Supplies for Class	17
Donations and Volunteering	18
Courses and Curriculum	18
Homework	19
Grade Reporting	19
Promotion and Retention Policy	19
Forms of Communication	20
Access to Student Files	21
Change of Address or Telephone Number	21
Inclement Weather Conditions	21
Discipline Policy	22
Behavior Expectations	22
Consequences for Inappropriate and Unacceptable Behavior	23
Behavioral Probation	23
Minor And Major Offenses	23
Immediate Suspension.....	25
Non-Negotiables: Immediate Expulsion	26
Principal's Discretion.....	26
Grievance & Conflict Resolution Procedure	27

Incident Reporting	27
Dress Code	27
Not Allowed	28
Cleanliness	28
Lost and Found.....	28
Money	28
Lunch/Snack	28
Medical Considerations and Emergency Procedures	29
Medication Administration Policy.....	29
Student Emergencies	29
Visitors (Parents and children)	30
Important Notice Regarding Unattended Children	30
Use of IAR Facilities	30
Important Notice Regarding Right to Search	32
School Personnel to Report Child Abuse	32
Additional Information	32
Appendix 1 - An-Noor School Committee Members	32

A letter from our Imam

Dear Parents and Families of An-Noor Quran Academy,

Assalamu Alaikum. We are humbled and honored that you have chosen to enroll your children in An-Noor Quran Academy, and dedicate them to this important mission of studying, understanding, memorizing, and implementing the Holy Quran. This journey is too great to be taken by an individual seeking to become a *hafiz*; rather, it is a journey in which we all participate together, as educators, administrators, classmates, and most importantly, the family and parents. We pray to Allah to make this journey a blessed and accepted one for you and yours.

A teacher once reflected with us on the verse in *Surat al-Hashr* whose meaning can be translated as:

If We had sent this Quran down to a mountain, you [Prophet] would have seen it humbled and split apart in its awe of God: We offer people such illustrations so that they may reflect. (Quran 59:21)

Our teacher told us that the heart of a *hafiz* must therefore be firmer than the mountains – and that the responsibility placed upon the people of the Quran, is not like others. Memorizing the Quran is an act of worship through which one seeks that Allah be pleased with them, and a great reward in the Hereafter. Not only this, the blessings of the Quran also extend to the relatives and descendants of its students as well. Among the noble traditions is that narrated by Buraydah who reported that the Messenger of Allah (peace and blessings of Allah be upon him) said:

“Whoever reads the Qur’an, learns it and acts in accordance with it, on the Day of Resurrection his parents will be given a crown to wear whose light will be like the light of the sun, and his parents will be given garments which far surpass everything to be found in this world. They will say, why have we been given this to wear? It will be said, because your child learned the Qur’an” (Narrated by al-Haakim, 1/756)

Patience, consistency, and steadfastness will be key companions in completing this sacred mission. We encourage you to closely monitor your child’s progress through the Academy, to help them through the natural challenges of the process and to encourage them to stay the course. The journey of the Quran is a lifelong one, and a home environment that is conducive to building a strong relationship with the Holy Quran is needed. And of course, the importance of your *duaa* (supplication) for them cannot be overstated. We pray to Allah to make our efforts acceptable to Him, to shower us with His blessings, and to make all of us among the people of the Quran – those that are His people and those closest to Him.

Imam Mohamed AbuTaleb
Imam Muamar Dahnoun

History of ANQA

ANQA is the product of the commitment and motivation of several members of the Islamic Association of Raleigh (IAR). This small dedicated group came together with a mission to see an academy devoted to developing a new generation of American Muslim scholars who can provide leadership for the Muslim *ummah* in this century. The school was launched as a 1 year pilot program in the summer of 2009. By the grace of Allah, An-Noor School received its' permanent status in a historic resolution passed by the IAR *Shura* on May 9, 2010.

Policy Overview

An-Noor Qur'an Academy (ANQA) is a full time school operated by the Islamic Association of Raleigh (IAR) and specializes in Qur'an memorization and the preparation of future Muslim scholars in the United States. It has developed a unique program, tailored to Qur'an Hifdh as well as the academic needs of students. The academic curriculum meets the NC Standard Course of Study (NCSOS) requirements and the National Achievement Tests' criteria. Students also learn Social Studies as an additional subject.

Parents and students should become familiar with the handbook. The school reserves the right to modify these policies at any time during the course of the year for optimal school operation. Parents will be notified of all changes in school policy.

School hours are from 7:30 A.M. - 4 P.M.

Parents shall understand that tuition payments and other fees must be paid within the time period outlined in this handbook; failure to do so will result in immediate parent notification and further action.

Students must wear the school uniform during the school day and at other designated school sponsored activities.

All staff members will enforce safety and discipline policies. Parents will be kept informed of student performance. Please contact us at anytime if you would like to discuss matters concerning your child.

Students are expected to keep up with all assigned work and should be prepared for all scheduled exams. When a student is absent, it is necessary for the student, teacher and parent to work together to make sure that the child is brought up to date on assignments as soon as possible.

ANQA needs cooperation and support from both parents as well as the community. When we work together as a unit, our children are the beneficiaries. Please help us to make ANQA an excellent place for our children to learn and excel to become future leaders.

Jazakum Allahu Khairun

Mission Statement

اتَّقُوا اللَّهَ وَابْتَغُوا إِلَيْهِ الْوَسِيلَةَ وَجَاهِدُوا فِي سَبِيلِهِ لَعَلَّكُمْ تُفْلِحُونَ

Establish an institution that will nurture a strong connection with the Book of Allah, the Glorious Qur'an, through its memorization, understanding and implementation, and to develop well-rounded future leaders who are guided by the Qur'an and Sunnah.

Vision

An-Noor Academy acknowledges the fact that there can be no true success without the Believers first establishing a thorough bond with the Glorious Qur'an. The Qur'an is the last divine revelation of Allah conveyed to humanity as a means of salvation. It is a book that illuminates the path which leads to success in this life and the hereafter, as Allah says,

“Alif Lam Ra’. A book We revealed to you in order that you might take mankind from the depths of darkness to Noor (light) by the will of their Lord and to the path of Him, the Exalted in power, worthy of all praise (Surah Ibrahim:1)

The Qur'an is the primary means towards elevating man's status and it provides for him a *waseelah* (means of approach) to draw near to his Lord, as Allah says,

يَأَيُّهَا الَّذِينَ ءَامَنُوا

“O you who believe! Have *taqwaa* of Allah and seek the *Waseelah* to Him, and strive hard in His cause, so that you may be successful.” (Surah 5:35)

By initiating a variety of cohesive memorizations programs, ANQA will train students to become *Hafiz* of Qur'an, while simultaneously pursuing academic excellence in conventional subjects which will help nurture our students become future leaders and scholars in the American society.

Goals

Short Term Goals: 2016 - 2020

1. Establish An-Noor School as a permanent Islamic education institution with a primary focus on Quran Memorization, and secondary focus on Quranic sciences, Islamic studies and Academics
2. Employ and retain experienced and professional *Hifdh* and academic staff
3. Strengthen the PTSO with increased parent and volunteer involvement
4. Make An-Noor a financially self-sufficient entity through tuition and donations
5. Develop quality *Huffaz* who will lead *Taraweeh* prayers, teach quran and participate in Qira'a contest.
6. Establish a structured program of higher *Qur'anic* and Islamic education for students who complete *Quran* memorization
7. Collaborate with Sharia Academy in facilitating advanced learning of Quran and Islamic studies for An-Noor graduates and community

Long Term goals: 2016 - 2026

1. Become a model school in *Quran* Memorization, Islamic studies and Academics that lays the foundations for other schools of similar nature across the world
2. Encourage understanding of and love for Quran amongst the Triangle community Muslims through its memorization, understanding, and implementation
3. Cultivate a generation of youth who embody the essence of the Quran
4. Cultivate Islamic character and leadership skills
5. Prepare and develop An Noor School graduates to become community leaders, Muslim Scholars and Imams of the future

6. Provide access to learning the book of Allah (SWT), the glorious Quran for every individual in the community regardless of financial constraints
 7. Achieve academic excellence in all subjects taught at An Noor School and broaden the extra- curricular opportunities for students
-

GUIDELINES

Expectations from Students

The following are some expectations from our students:

- Students are expected to exhibit high morale, exceptional enthusiasm and commitment
- Students will follow the Qur'an and the Sunnah in their conduct, discipline, peer interaction and obedience
- to teachers and parents
- Students will be punctual and not miss school days without a valid reason
- Students will complete their assigned homework in a timely manner
- Students will follow the policies and procedures laid out in this handbook

Expectations from Parents

For a student's success and progress, parents should equally contribute by working hard with their child, and making sure that all of his/her needs are met in the best possible way. The following are some expectations from parents:

- Provide a valid email address to the school office as well as representative of PTSO (Parent Teacher Student Organization). Email is the main communication tool used by An-Noor School
- Parents will be respectful of the child's needs and help maintain their integrity
- Parents will serve as role models for their children
- Parents should ensure their child is well rested and eats a healthy breakfast before coming to school
- Parents will check and sign their child's homework logs weekly
- Parents will ensure that their child has completed his/her homework daily and come to class prepared every day
- Parents will be cooperative with the teacher by helping their child achieve what is required of him/her, and by supporting decisions made by the teacher
- Communicate regularly with the teacher! Please provide the school with all possible ways to get in touch with you and update us with any changes that may occur during the school year.
- Parents should make an effort to check their e-mails frequently. We may inform parents about different events/ issues over e-mail. Also, if needed, a teacher may e-mail parents about any concerns that he/she may have about their children

Islamic Character Education

The Character Education at An-Noor is of paramount importance and, as such, it has been made part of the School mission. An-Noor believes that students need strong moral belief besides the knowledge of Math, Science, Language Arts and Social Studies to succeed in this life and the Hereafter. With that in mind, An-Noor has based its Character Education on the Book of Allah (SWT) and the life of the Prophet Muhammad (SAW). Students who have the integrity of character and strength of belief are more likely to succeed in this life as well. They are apt to be responsible and law-abiding citizens of a community. They recognize their obligations and the rights of fellow human beings. On the other hand, students whose education is devoid of moral values and beliefs are likely to rebel against Allah and society. Here are some characters traits that we hope to inculcate in our children:

- A sense of responsibility
- Sincerity of actions
- Optimism and high aspirations
- Remembrance of Allah
- Observance of good manners, cleanliness and affection
- Importance of choosing righteous companions
- Kindness to Muslims and non-Muslims
- Understanding of establishing a Muslim home
- Enjoining the good and forbidding the evil

Believing that the source of all goodness is Allah, and that the Prophet Muhammad (SAW) represented that goodness in his lifestyle, An-Noor's curriculum strives to engender those divine values into the character of its students.

ANQA School Committee

The Academy functions are directed by a committee appointed by the IAR Shura. This committee serves as the policy making body of the school and comprises of a group of committed volunteers who work day and night to make this program a success. The Committee establishes broad goals to fulfill the School Mission and help translate those goals into plans of action. The Committee creates the necessary administrative procedures to implement personnel and fiscal policies and ensure they are consistent with the School policies and in conformity with the applicable State laws. The committee does not carry out day to day operations of the School. Current members of the committee are shown in Appendix 1.

FACULTY

ANQA faculty consists of highly dedicated and well qualified Qur'an *Hifdh* teachers, academic program director, and teachers for Math, Science, English and Social Studies. In addition, we have a group of several Qur'an teachers who run the weekend program when active. The qualifications of the academic staff of ANQA meet the State guidelines for teachers in a non-public school. The current teacher: student ratio is roughly 1:10 for *Hifdh* and 1:8 for academics.

Hifdh Program Head (HPH)

The HPH will have the following functions:

- Supervise the hifdh program
- Give instructions to the staff members regarding program (hifdh) schedule, teaching methodology, and testing/grading criteria
- Coordinate hifdh program with the staff members and ensure smooth operations
- Establish guidelines for Quran teaching methodology in coordination with the hifdh staff
- Ensure all teachers and students are meeting the daily/monthly/quarterly hifdh goals
- Ensure all teachers are following the same teaching methodology across the board
- Devise and implement Islamic Studies curriculum in coordination with other staff members
- Assign and rotate Student Roster tasks between the staff members
- Manage the daily schedule and calendar for school events
- Coordinate test schedule and other hifdh related events with academic staff
- Supervise testing and grading of all students
- Coordinate and develop Arabic vocabulary curriculum and delegate the implementation to fellow staff member(s)
- Coordinate and delegate Tajweed curriculum development and implementation to the fellow staff member(s)
- Develop essay writing assignments for students on various Islamic topics of interest
- Coordinate with Academic staff on issuing quarterly reports and honor roll selection
- Take ownership of the advance students and ensure graduation readiness
- Proactively identify gaps in the program and recommend corrective and improvement measures in coordination with the staff on a regular basis
- Schedule and conduct meetings with the staff as needed

Quran lead teacher

The lead teacher for Quran will monitor the progress of each student, supervise examinations, and assist the Hifdh Program in-charge in managing the program.

Role of the Academic Program Incharge (API)

The Program Incharge for Academics ensures that the mission and goals of ANQA are executed through the development and implementation of administrative procedures, policies, programs and curriculum. The API assists in screening and hiring academic teachers, coordinating academic staff development activities, and communicating with ANQA parents and the community in reference to the academic program. The API may also serve as the School Director.

Parent Teacher Student Organization (PTSO)

All parents are highly encouraged to participate actively in the PTSO which meets at least once a month. This is the best way to share each other's experiences about your children to help nurture their growth in learning and development. The following will be the functions of PTSO:

1. To encourage parents' and students' involvement in the education process as well as participating in all school activities.
2. Coordinate programs and projects that will support or enrich the curriculum and teachers' appreciation.

-
3. Encourage/fund the increased exposure of students to technology.
 4. Organize fundraising efforts to support some additional programs, equipment, and services not covered in the school budget.
 5. Support the educational goals of the school and assist with attaining those goals through parent and community volunteerism.
 6. Recruit volunteers and coordinate volunteer effort to staff PTSO functions and assist with school programs.

ADMISSION POLICY

An-Noor is a school for Muslim children, operated on a non-discriminatory basis, according equal treatment and access to services without any regard to color, national origin or ancestry. **An-Noor School does not have a provision for accepting students who are home schooled for academics. All students who are enrolled/ admitted must attend hifdh classes as well as grade appropriate academic classes.**

Enrollment Procedure

Admission to An-Noor will be based on a rigorous evaluation of the student and the family. During the admission process, the following procedures can be expected:

- Qur'an reading test by one of the Qur'an teachers
- Math & Language Arts (English) assessment test
- Recitation and memorization evaluation
- Student and Family Interview

The enrollment process will ensure that candidates applying for entry possess the necessary skill to read Qur'an, independently memorize Qur'anic assignments and are capable of maintaining schedule assigned by *Hifdh* teacher. The following enrollment procedures will ensure that the student maintains the necessary background for memorization and is given a fair opportunity to enroll in An-Noor school as a full-time student.

Registration Packet

Before the interview process, all candidates will be asked to fill out a registration form. A non-refundable fee will apply for application. Immunization record, copy of social security card, birth certificate and previous school records will be required before a child is accepted to An-Noor. Applicants from overseas Schools are also required to provide all pertinent details (School name, address, name of Principal, contact numbers etc.), bring all certificates, health records, behavior records and other required information before admission can be processed.

Special acceptance criteria for Qur'an Memorization:

One of the main criteria for accepting students into An-Noor will be based on the child's ability to read and memorize Qur'an. Generally speaking, a student who is unable to independently read Qur'an is not eligible for enrollment. Students lower than 3rd grade are not being interviewed at this time.

The family interview will consist of a series of questions for both the student and the parents. Student questions will solicit their attitude about studying and memorizing Qur'an. Parent questions will border around support and coaching their child. It is important that An-Noor School not only determine the candidate's ability to endure the challenges of Qur'an memorization but also identify if the family can provide the necessary support at home.

Additional Criteria:

Students are required to provide records from their previous school that contains information about their hifdh or academic performance, attendance, behavior and disciplinary issues. Each application is carefully screened by the admission staff and Principal. Children, whose academic performance, attendance and discipline reports are unacceptable, will not be enrolled. Generally, those students who were previously discharged from An-Noor School

on the basis of poor health and/or academic performance or behavioral/disciplinary issues will also not be readmitted to An-Noor full time school.

Immunization Record:

In compliance with North Carolina laws (G.S. 130A-155), parents must provide medical records to be kept on file in the school, as evidence that the student was immunized with minimum vaccine dosages before entering the school:

A) Diphtheria, tetanus and whooping cough (DTP) - 3 doses by age 1; 1 dose by age 4

B) Polio - 3 doses by age 2 - 1 dose by age 4

C) Measles, Mumps, and Rubella (MMR) - 1 dose by age 2; 1 dose by age 4

D) Varicella - 1 dose by age 2

E) H. Influenza Type B - 3 doses by age 1

F) Hepatitis B - 1 dose by age 2

If you cannot secure a certified immunization record, contact your physician or the Wake County Health Department. A new series of shots can be administered. If the completion of a new series should run beyond a 30-day period, a physician's written statement verifying this information would be required for the student to remain in school.

Tuition and Fees

The Islamic Association of Raleigh (IAR) and community donations do not provide all of the money necessary to operate the school. We are dependent upon tuition fee collected from the parents of An- Noor students to offer the best possible level of educational service. There is an obligation on the part of families with children at An- Noor School to contribute towards the cost of running the school.

1) Determination

School fees are reviewed in the latter half of each year at the time of preparation of the following year's operating budget. Following this process, a draft of the budget is produced and presented to the IAR *Shura*. During the course of the year, actual operating costs are compared with original budget estimates on a quarterly basis.

2) School Fees (subject to change without prior notice)

Registration Fees (non-refundable): \$100 per child - payable before registration confirmation **Monthly**

Tuition: One Child - \$450

Two or more Children - \$350 per child

Books and Supplies fees (non-refundable): Variable for each grade and school year. Generally, the annual cost of supplies including text books is \$175 per child per year paid at the beginning of school year

3) Payment Methods

School fees may be paid by:

1. Check
2. Money Order
3. Cash is not the optimal form of payment but will be accepted if no other method of payment is possible

4) Discounts

A 2% discount on fees may be granted if full annual tuition is paid at the start of the school year.

5) Financial Aid

ANQA recognizes that Islamic education is essential for all Muslim children regardless of their financial status. Insha-Allah, efforts will be made to reduce tuition for families who qualify. To be considered for financial aid, families in need must complete the An-Noor Financial Aid Application Form (which can be obtained from the School office) and submit it with all supporting documents. Families who qualify for financial aid will still be responsible for the remainder of the tuition balance for each child. Financial aid does not cover book fees. Any change in the financial status of financial aid recipients should be reported in writing to the An-Noor finance officer in order to make the allocated funds available to other families in need. Periodic reviews for changes in financial status may be made at any time and the amount of aid may be adjusted based on the recommendations of the reviewing team.

6) Summer Quarter

Attending the summer session is mandatory for all new and existing students. If they are not able to attend due to a valid excuse, that will not jeopardize their attendance record for the School year - however they are still required to pay the monthly tuition. This is based on the fact that there is a lot of preparation that goes into developing and organizing the summer quarter, teachers are paid and School is in session. That student's seat is held as a promise.

ATTENDANCE POLICY

It is the responsibility of the director to enforce school attendance and that the school must respond in a timely manner to every unexcused absence or absence for which the reason is unknown.

The purpose of this policy is to establish procedures and guidelines to be utilized by parents, students and school and staff.

A. General Procedures

1. All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the school's director for information.
2. The school will document attempts to notify parents of each absence for which the reasons are unknown. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
3. The teacher's grade book or other approved school attendance records at the school will be the final authority in determining the number of absences for each student.
4. The school shall provide opportunities for the student to make up assigned work and not receive a penalty unless the work is not made up within a reasonable time (five school days).
5. School day attendance definition - An absence is defined as missing more than one-half of the school day.
6. Attending the summer quarter is mandatory for all students (see page 15)

B. Tardies and Checkouts

1. A student who arrives to school after the scheduled beginning time will be tardy for that day.
2. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, the school's director has the authority to excuse or determine the consequence arising from recorded checkouts.
3. Three (3) unexcused tardies or three (3) unexcused checkouts in a grading period will be considered as one (1) unexcused absence for the purposes of contacting parents.

C. Absences

The parents are required to call and notify the school if student will not attend school on a given day. A valid explanation must be given in writing for each absence. Parents should call the Hifdh teacher between the hours of 7:30AM-12:00 and school office from 12:00-2:00PM and after 4:00 PM. The school phone number is **919-834-9537**. If a student is absent for 3 or more days in a row due to illness, a written note from the child's doctor must be submitted.

More than ten absences **excused or unexcused** from any given class in one academic semester will result in the need for the child to make up the time and the work of each class or possibly be retained to repeat the entire academic year. Unexcused absences will result in disciplinary action as well.

Parents/guardians are to sign in/out their child when missing school for excusable appointments or emergencies and are to comply with the school's established procedures.

1. Excused Absence

Excused absences will be given for the following reasons:

Sickness, injury or other medical condition

School leave - school approved trips such as instructional field trips, etc. These are not counted as absences.

Other academic classes or programs

Educational trips - when requested by parents (five (5) school days in advance), trips for educational purposes may be granted (documentation must be provided)

Pre-approved absences - absences from school approved by the administration prior to occurrence (documentation must be provided)

Funerals (documentation must be provided)

Legal reason (documentation must be provided)

Parents or guardians are required to justify each absence. A parent note for reasons as listed above will be accepted for each absence up to four (4) during a grading period. Any other absences, after the fourth absence, will only be excused with a note from a doctor or dentist, janaza of immediate family member, documentation for a legal reason. Students must turn in excuse notes to the teacher within three (3) school days after an absence. Excuse notes brought in after three (3) school days will not be accepted. If the appropriate documentation is not provided, the absence (s) will be unexcused.

2. Unexcused Absence

If a student has four (4) or more unexcused absences, or absences for which the reasons are unknown, within a grading period or ten (10) unexcused absences at anytime during the school year, the student's teacher shall report to the school's director that the student may be exhibiting a pattern of non- attendance.

D. Director Referral

The director shall, unless there is clear evidence that the absences are not a pattern of non-attendance, study each individual case to determine if early patterns of truancy are developing. If the director finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

If an initial meeting does not resolve the problem, then the director must implement interventions that best address the problem. The interventions may include, but need not be limited to:

Frequent communication between the teacher and the family;

Changes in the learning environment (different teacher);

Mentoring;

Counseling;

Tutoring, including peer tutoring;

Attendance contracts;

The director shall work diligently in facilitating the intervention services.

The following attendance policy has been developed to ensure accurate student accountability and effective utilization of class time.

E. Arrival and dismissal:

All students should arrive at school at 7:30 AM. An-Noor Quran Academy recommends that the parent or an older sibling escort student upstairs to the musalla. Student must be in classroom no later than 7:30 AM. A tardy slip will be issued if student arrives after 7:45 AM. If 3 tardy slips are issued in a given month, a conference with parent(s) will be requested.

Students are required to be picked up by 4:00 PM from upstairs' musalla on the 2nd floor of IAR. If parent is running behind schedule, alternate arrangements must be made for the student to be picked up. If the student is not picked up by 4:10 PM, a \$5 tardy fine will have to be paid in cash for each occurrence. This policy will be strictly enforced. The fines collected will be used for schools events and/or schools supplies.

WITHDRAWAL

In the case that a parent desires to withdraw a student from the school, the withdrawal form must be completed by the parent. All textbooks must be submitted to the appropriate teacher who will sign off on the withdrawal form. All outstanding balances must be paid in full. The Principal's signature must be obtained before unexcused absences will stop being counted, records released, and applicable family accounts closed. Once knowledge of a student's transfer to another school is acquired or a child fails to appear within the first five school days and their tuition has not been paid, the withdrawal procedure will take effect and the collection on the account will proceed accordingly.

30 day notice of intent to withdraw

Given that An- Noor School is a non-profit organization heavily dependent upon the payment of tuition, the direct loss incurred by a withdrawn student is very damaging and therefore requires parents to submit written notice of intent to withdraw thirty days prior to the intended withdrawal date. Tuition will be charged for the final 30 days whether or not the student is in attendance. Students who are withdrawn without a 30-day notice will be billed for one month's tuition.

SUPPLIES FOR CLASS

When preparing for the day it is important that students have the proper supplies. A list of required supplies will be sent home with the child at the beginning of the school year.

DONATIONS AND VOLUNTEERING

Monetary and other donations (such as school supplies) from parents to support ANQA are welcomed and encouraged. There will be many occasions throughout the school year when parents will be asked to volunteer.

COURSES AND CURRICULUM

Students at ANQA are trained to become proficient in the standard subjects provided for by the State of North Carolina which are listed as English, Mathematics and Science. Social Studies are taught as an extra subject. Academics are in addition to intensive religious instruction in the fields of *Hifdh* (Qur'an Memorization), *Qjraa'* (Qur'anic pronunciation & recitation), and basics of Arabic Language. For a healthy balance, physical education is also a requirement. All courses are infused with integrated Islamic content.

Hifdh (Qur'an Memorization)

Hifdh is taught through individualized instruction that incorporates correct memorization and review of new material as well as ongoing cumulative review in accordance with individually assigned daily, weekly, and monthly goals. Goals are determined in accordance with the student's demonstrated ability to memorize.

Tajweed (Qur'anic pronunciation & recitation)

Tajweed is taught through individualized instruction towards correct reading and pronunciation of the Arabic letters and beautification of the Qur'anic recitation. Every student completes a basic course in the principles of reading Qur'an.

Academic Education

Language Arts, Mathematics, Social Studies and Science are taught to comply with the North Carolina Common Core.

English:

Proficiency in written and spoken English is acquired through our language arts courses as required at every grade level. Students will become excellent communicators in the English language. Components include reading, writing, spelling, grammar, and spoken language.

Mathematics:

Mathematics is taught at every grade level to promote logical thinking and mathematic ability. General math is taught up until grade six with an emphasis on basic math skills.

Science:

Science is taught at every grade level to provide an understanding of the physical world and to encourage scientific inquiry and systematic problem solving. General science includes astronomy, biology, chemistry, geology, physics, and the other sciences.

Social Studies:

The social studies program introduces important concepts and generalizations from history, geography, and other social sciences. Students acquire knowledge of history to understand the present and plan for the future. Social studies provide students with the skills needed for problem solving and decision making as well as for making thoughtful value judgments.

Physical Education (PE)

Physical education is considered a healthy component of a balanced lifestyle. In addition to learning and practicing a variety of healthy recreational activities, physical education provides an opportune time for health and social counseling, as well as sportsmanship and team-building skills. Our Karate program has been extremely successful.

and is thoroughly enjoyed by all students on a twice weekly basis. Weekend Soccer is also offered on Saturdays at the IAR multipurpose hall.

Homework

Homework will be assigned at the discretion of the teacher for the sake of reinforcing the lesson, practicing new skills, or supplementing the academic program through occasional projects and recreational reading requirements. Memorization of Qur'an is expected to require a substantial amount of time and effort from the student at home, and thus homework in other subjects will be kept to a minimum. Students who do not complete their work in class will also be expected to do so at home.

Parental involvement is essential to making homework an integral part of the education program. Parents are expected to encourage and monitor assignments and provide conditions that are conducive to their successful completion. Parental assistance and supervision is important in ensuring student progress especially in the *Hifdh* program

Grade Reporting

This will be done on a Quarterly basis. Report cards will be sent home with students for review and signature by parents.

Promotion and Retention Policy

All students attending An-Noor School are monitored regarding their hifdh and academic progress. In addition, a very close attention is paid to behavior reporting. Students are expected to maintain a grade of three or above in all classes taken at ANQA. Any student who performs at less than a 3 for two consecutive quarters will be referred to the chief administrator due to poor academic performance. In accordance with this policy, a student who consistently performs poorly will likely not be promoted and can possibly be discharged from An-Noor. This decision will be taken on a case by case basis.

The most important cause for student dismissal or discharge from School is behavior related problems. Please see our Discipline Policy ([Page 22](#)).

FORMS OF COMMUNICATION

In order to provide an effective educational program, it is the policy of ANQA to maintain close communication between the home and the school through the following means:

ANQA Newsletter: This is a monthly newsletter from the Principal of the academy, containing announcements and upcoming school events.

Open House and Juzz Completion Ceremonies: These will be times to get acquainted with staff members, other parents and our educational programs. These will be held periodically throughout the school year. Individual student progress is not discussed at this function, though a separate conference may be scheduled.

School Visits: Parents are encouraged to visit the school. Volunteering to assist in preparing learning materials, help chaperone field trips, teach special craft lessons, etc. is a most useful way to visit and be involved at your child's school. Parents may also come to have lunch and offer prayers with the children. To observe a class, parents, visitors, and specialists must make arrangements with the Principal. All visitors need to obtain a visitor's badge from the main office upon arrival at the school.

ANQA Daily Planners (for *Hifdh* only): Students at ANQA are issued daily planners for the purpose of recording homework and long-term project due dates. Elementary students will be assisted by their teachers in learning to use this organizational tool, while middle school students (grades 5 and above) will be held responsible for doing so on their own. Parents should check the assignment notebooks daily in order to be aware of student learning on a daily basis.

Weekly Folders and Weekly Report Sheets: All students will be given a weekly folder to be sent home once per week. The contents of this folder will include notices and announcements as well as graded class work and homework. It will also include the weekly report sheet, which is an informal report from each of the student's teachers. This report is not a part of the student's permanent record but is intended to target identified needs on a weekly basis.

Parent/Teacher Conferences: Conferences will be scheduled as needed to discuss individual student progress following each interim report. This is so the parents and teachers may work together to target identified needs *before* the official report card is issued. Additional conferences may be requested by either parent or teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a message to the teacher through email, the daily planner, a request in the weekly folder, or by leaving a message in the main office indicating the best time and way to be reached.

Parent - Teacher-Student Organization (PTSO): The PTSO will provide an essential channel for positive participation and communication with the academy. The PTSO offers many volunteer opportunities that allow the parent to make a critical difference in the quality of education, as well as valuable forums for the exchange of ideas and concerns with the ANQA community.

ANQA Website and Electronic mail (email): The An-Noor website, found at <https://annoorquranacademy.org> is a useful means of finding the most updated and accurate news and information about our school. You can also email us at annoorquranacademy@gmail.com.

Access to Student Files

Cumulative scholastic records are maintained for each student. The files may include such pertinent information as attendance records, academic records, quarterly tests, disciplinary referrals and actions taken, as well as medical and health information. The Family Educational rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Access to records by persons other than the parents, the student, and members of the school staff and/or authorized school consultants, requires prior written consent by the parents.

Change of Address or Telephone Number

This must be done in writing. The school shall not be responsible for any consequences that result from inaccurate contact information for parents and other responsible parties (such as child's doctor).

Inclement Weather Conditions

ANQA will generally follow Wake County Public School System decisions about school closure due to inclement weather. There may be times when ANQA will be open when other County schools are closed depending on safety and ease of transportation as judged by ANQA staff. Parents will be notified in a timely manner of the school closure on such days.

DISCIPLINE POLICY

It is the responsibility of every student and parent to read and be aware of An-Noor School's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

An-Noor School believes in working together with parents in a cordial environment. The school will take all measures to strengthen this partnership and build effective communication with students and parents. Generally speaking, those students who were previously discharged from An-Noor School on the basis of poor academic performance or behavioral/disciplinary issues will not be readmitted to An- Noor full time school.

The purpose of the discipline policy is to ensure a safe, positive, learning environment in the academy while taking into consideration the behavioral development of the students. For this reason, the aim of disciplinary measures is to correct the students and help them learn from their mistakes except in cases where the behavior is so severe that it severely disrupts the learning environment or puts the safety or integrity of the academy in jeopardy.

Behavior Expectations

A climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of the educational process. The following appropriate behaviors are expected:

Islamic manners: Both staff and students should behave in an Islamic and responsible manner, both in class and outdoors.

Respect: Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other - especially younger students. Distracting the class, belittling others, vandalism, fighting, stealing, other disrespectful behaviors are not permitted.

Obedience: Students should be obedient, diligent in their studies, and respect the rights of others. They should comply with all school rules and instructions given by the school personnel. **Any** teacher has the responsibility and authority to discipline **any** student when needed except in a case requiring the attention of the Principal. If students have any concerns, these should be discussed with the teachers or Principal in a private setting after the incident.

Cleanliness: *Purity is half of the faith (Hadeeth).* Students are expected to help maintain the overall beauty of the school by disposing of all trash and other refuse in the appropriate containers. Desks, lockers, and other storage areas should remain organized and clean at all times and **may be inspected at any time** for this purpose. If a student notices trash anywhere at the school, it is the student's duty to put the trash in the appropriate container. Restrooms must also be kept clean through appropriate use in accordance with the Sunnah of the Prophet (peace be upon him).

Safety: Students must always be mindful of safety for themselves and others, following all rules and regulations that lead to a clean, safe, environment. Students must walk and not run in the masjid. This includes ALL transition times. Students are expected to remain on the school premises in their assigned areas at all times until they leave for home. The office should be advised when it is necessary for a student to leave the school at other times. Harmful objects and weapons are not permitted.

Appropriate Speech: Students are expected to beautify their speech with the remembrance of Allah and to refrain from all foul language. Foul language may include anything from profanity to gossip and backbiting to outright lying. Such speech is not permitted at ANQA. Students must also speak at the appropriate times by participating in classes while refraining from talking when asked to do so. Students are expected to respect the etiquette of the prayer area. If talking becomes necessary there, the students or adults shall conduct the conversation outside of the prayer area.

Consequences for Inappropriate and Unacceptable Behavior

Parents will be notified promptly by School staff when their child engages in inappropriate and /or unacceptable behavior. This will be done via telephone calls, disciplinary reports, and other means, which will ensure prompt communication. **A verbal or written response will sometimes be required as outlined below in the behavior report description.** Disciplinary actions may include loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion at the discretion of the Principal or his/her designee after consultation with the teacher and counseling with the student. Flexibility will be used with regard to the developmental level of students who may not understand the seriousness of some behaviors.

NOTE: ANQA prohibits the use of corporal punishment. No school personnel, substitute teacher, or volunteer may use corporal punishment to discipline any student. Corporal punishment is defined as any form of physical punishment including, but not limited to, spanking, paddling, shoving, pulling hair, pinching or slapping. ANQA personnel may use reasonable force to control behavior or to remove a person from the scene in situations where necessary.

Behavioral Probation

Students will be placed on behavioral probation whenever the next offense is likely to result in expulsion from the school. Such probationary status will remain in effect for the remainder of the school year. Students entering the school with probationary status based on the previous year's behavior will remain on probation for 9 school weeks. Any major offense that is cause for suspension will be grounds for expulsion.

Minor And Major Offenses

Violations of student behavior expectations are classified according to seriousness as either "MINOR" or "MAJOR" offenses. Such violations are documented on the behavior report form and used to notify parents of behavior problems along with the imposed consequences. Discipline reports are filed with the Principal or his/her designee. They are used for behavior documentation purposes and do not become a part of the student's permanent record. Descriptions of major and minor offenses are as follows:

Minor Offenses:

The following offenses will result in notification of parents and other remedial disciplinary measures including but not limited to loss of privileges, detention, or in-school suspension. **Any three minor offenses count as one major offense and will result in out-of-school suspension.**

Tardiness and Truancy: Students are expected to be in the classroom at the beginning of each class. Disciplinary action will be taken toward students who are in the hallways after class begins or habitually tardy to their classes. Any student legitimately detained because of school business should have a late pass to class from the staff member responsible for detaining the student. It is the responsibility of the student to request a late pass. If a student comes to class late without a legitimate excuse in writing, the student will be given an unexcused tardy and admitted to class. Other disciplinary measures will also apply. Please note that **five incidents of being late is equal to one unexcused absence.**

Leaving assigned area: Students may not leave their assigned area without permission of their supervising teacher. A student who is abusing a hall pass by taking excessive time is also considered to be out of their assigned area.

Breaking area rules: Includes any disruptive behavior that is inappropriate for a given area including but not limited to disrupting class, loitering during transitional times or in the restroom, eating or chewing gum without permission in an unauthorized area, utilizing unauthorized entrances, unnecessary intermingling between genders, misbehavior in the prayer hall, etc.

Unsafe behavior: Includes but is not limited to running, throwing things, horseplay, rough play, etc.

Out of uniform: Uniforms must be worn Monday through Saturday. Only uniforms complying with ANQA dress code are acceptable. Students coming to class out of uniform will be sent to the office, and their parents will be contacted. The students and family will be advised regarding the strict uniform policy of ANQA. The student must be in uniform before being allowed to return to class. Absences resulting from uniform problems will be considered unexcused.

Inappropriate Devices: Except as permitted by this policy, no student shall possess or use on school property any wireless communication device, including but not necessarily limited to, cellular telephones, paging devices, and two-way radios, walkman, Nintendo, Gameboys, or other toys and games.

Disobedience / Disrespect: Refusing to obey or behaving in a disrespectful manner toward school personnel.

Verbal Abuse: Serious or persistent verbal or written statements, electronic or otherwise, that prevent an orderly and peaceful learning environment such as cursing, vulgarity, obscene or abusive language including remarks that demean a person's race, religion, sex, national origin, disability, or intellectual ability.

Harassment or Excessive Intermingling: No student shall engage in behavior, which is immoral, indecent, overly affectionate, or of a sexual nature on the IAR facility or school property.

Academic Dishonesty: Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of copyright laws, or password impersonation. This includes but is not limited to giving or receiving any unauthorized assistance on academic work, copying the language, structure, or idea of another and representing it as one's own work, verbal or written statement of any untruth, unauthorized duplication of printed material or software and/or the use of pirated computer software, or impersonating a student or staff member by accessing school facilities, equipment, or the computer network by utilizing another's password without permission.

Trespassing: No student shall be in designated school areas of the IAR facility (with the exception of the masjid) without the knowledge and consent of the officials of ANQA. Students who loiter in/around the building after the close of the school day without special need or the proper supervision are trespassers and may be prosecuted if they do not leave when instructed to do so. A student under suspension from school is trespassing if he/she appears on IAR property during school hours without the express permission of the Principal.

Major Offenses:

The following offenses will result in notification of parents and other remedial disciplinary measures including but not limited to loss of privileges, suspension, and expulsion. **Any third major offense will result in out-of-school suspension.** Please note that some major offenses may result in suspension by themselves. The **third** cause for out-of-school suspension in a given school year will result in **expulsion**. If an incident that warrants an out-of-school suspension occurs on a Friday, the suspension will go in effect for both Saturday and Monday, but still counts only as one suspension.

Immediate Suspension

The following major offenses result in immediate suspension:

Religious Disrespect: Intentional disrespect of any aspect of Islam is cause for immediate suspension until a parent/teacher conference can be held.

Profanity and Obscenity: Use or possession of profane, vulgar or obscene language, gestures, writing, pictures, videos, or other media including instant messaging, online chats, email, intentional browsing of obscene or profane websites will be cause for immediate suspension.

Verbal Assault: No student shall direct toward any person within the school context any language, sign, or act which constitutes a threat of force or violence. Any violation by a student in which words are exchanged as a verbal threat to another individual shall result in suspension.

Fighting & Assault: No student shall cause or attempt to cause physical injury to any person or intentionally behave in such a manner that could reasonably cause physical injury to any person. Students who fight, punch, kick, bite, or scratch will be suspended immediately and a conference will be held.

Self-Defense - A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force will be disciplined for fighting even if someone else provoked the fight.

Vandalism: No student shall intentionally damage or attempt to damage or deface school or private property of individuals while under school jurisdiction.

Bribery or Extortion: No student shall attempt to bribe or extort money, personal property, or personal services from another student or staff member.

Hazing: No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity.

Gambling: Students shall not participate in any event action or statement, which relies on chance for the monetary advantage of one participant at the expense of others.

Arson: The use and/or possession of any material reasonably likely to result in a fire on IAR property and/or school property is prohibited unless specially authorized by school officials.

Fire alarms and Extinguishers: No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

Bomb Threats: No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises.

Possession of Weapons and Dangerous Instruments: No student shall possess, handle, or transmit any weapon or other object that can reasonably be considered or used as a weapon or dangerous instrument. For the purpose of the Code of Student Conduct, a weapon is defined as any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air-pistol, bowie knife, dirk, dagger, slingshot, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm. A firearm includes any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof. Except in cases involving a firearm the first violation of this policy shall result in suspension. Second violation of this policy shall result in expulsion for up to the remainder of the year.

Non-Negotiables: Immediate Expulsion

The following offenses will result in immediate expulsion from ANQA:

Narcotics, Alcoholic Beverages, Tobacco, and Drug Paraphernalia: Any ANQA student who is witnessed by a staff member to be in possession of the substances listed below while on IAR property or during any school activity, will be expelled. No student shall possess, use, distribute, sell, or conspire or attempt to distribute or sell any illegal substance.

The proper use of a drug authorized by valid prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

Assault on A School Employee: No student shall assault or attempt to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee or volunteer. Such behavior will result in expulsion.

Possession of Firearms or Wielding Weapons: Any student who possesses, handles, or transmits a firearm on school property will be expelled. Any other weapon used in a threatening or dangerous manner shall result in expulsion. The Principal is required to refer any student who brings a firearm or weapon to school to the law enforcement agency.

Principal's Discretion

No code may be expected to list each and every offense that may result in the use of disciplinary proceedings regarding a student. The above infractions, violations, penalties and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the students' overall disciplinary record and the severity of the infraction. Likewise, flexibility will be used with regard to the developmental level of students who may not understand the seriousness of some behaviors.

GRIEVANCE & CONFLICT RESOLUTION PROCEDURE

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow, insha-Allah, an open channel of communication between parents and the staff of ANQA. ANQA has established the following **grievance and conflict resolution procedure** for parents to follow in case of any grievances or issues that are directly related to your child:

Step 1: Make an appointment with the teacher of your child to discuss issues and concerns. Remember that teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. If you are not satisfied with the results from a teacher conference go to Step 2.

Step 2: Contact the Principal's office and request a conference between yourself, the teacher, and the Principal. The Principal's office will contact you with the conference time and location. Please allow 3-5 days for the Principal's office to establish a conference unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 3.

Step 3: Request the Principal or Director to initiate an investigation by the ANQA School Committee. Please include your concerns and the results from the previous meetings. **Please allow up to seven days for a written response from the school committee** unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act.

Step 4: If the matter is still not resolved, a face-to-face meeting may be requested with the ANQA school committee in order to reach a satisfactory resolve.

Incident Reporting:

In the event of an unforeseen incident that disrupts discipline in classroom or any where during regular school hours at the IAR, an incident report will be immediately completed and parent(s) of the child informed. Such issues will be resolved by the concerned classroom teacher or other staff member. Parents should discuss any unresolved concerns with the School Principal. The School Committee will be available to assist with any unresolved issues.

Dress Code:

Uniform will be provided for boys and girls at a reasonable cost. Children are required to wear their uniform to school each day except on certain occasions as decided by the school Principal. Two warnings will be given to those students who fail to comply with this regulation. If they come to school without uniform for the 3rd time, parents will be required to bring the uniform and make their child wear it before they can take the child home. An Islamic Dress code for boys and girls must be followed. Boys must always be covered in loose and unrevealing clothing from navel to knees. This is the absolute minimum covering required. Girls must at least cover their hair and body in loose and unrevealing clothing.

Not Allowed

Students are not allowed to bring the following items to class:

- a. Cell phones
- b. Electronic Gadgets such as laptops, ipod touch (except when used for academic or hifdh instruction), video games and the like
- c. Toys and games (unless specifically allowed by a teacher)
- d. Story books and novels (unless specifically allowed by a teacher)

Cleanliness

As part of our *deen*, we ask all our students to always be in a clean state and keep their surroundings clean. This includes keeping their uniforms, folders, *Mus'hafs*, *Masjid* or classroom and their eating area clean. In addition to this, we expect all our students to have trimmed, unpolished nails at all times. Male students should not grow their hair unnecessarily or out of fashion.

Lost and Found

Unidentified items found in the school will be turned into the IAR security office on the main level. Please check if an item is lost. It would be helpful if raincoats, jackets, mittens, etc., (clothing items that will be removed during the day) are labeled with the student's name.

Money

When money is being brought to school, please enclose it in an envelope labeled with your child's name.

Lunch/Snack

Taking care of our bodies is an Islamic duty. You should either pack a nutritious lunch/snack that may consist of a sandwich, a vegetable, a fruit and a drink. Junk food, soda and candy are discouraged. When preparing for lunch, you should make sure that your lunch consists of food that does not need to be refrigerated or reheated.

Important: For medical reasons, please educate and instruct your child not to share lunch or snack with other students

MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES

Health Problems/Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician.

A request to Administer Medication Form (available from An-Noor school office on 2nd level of IAR) must be completed and filed in the school. No prescription medication will be administered by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed. For over the counter medicines, the same procedure must be followed.

A doctor's note must be attached to the form for each medication to be administered. The school will not be responsible for any adverse events due to medication administration. The school does not administer injections of any kind. In case of emergency, Emergency Medical Services will be activated by calling 911.

Medication Administration Policy

NO MEDICATION SHOULD BE SENT TO THE SCHOOL WITH A CHILD. The parent or guardian should bring the medication to the school in person and sign the required consent form. The school is not permitted to administer medication to a child without the required form of consent, signed by the child's parent or guardian. If you need to take medicine, then all prescribed medicines must be brought to school in the original containers and must be left in the office. Under no circumstances may a student keep medication by himself/herself. An exception to this general rule would be inhalers for asthma if the child is capable of self administering the medication.

An-Noor school does NOT have the resources to administer emergency medication nor treat any emergency medical condition. In case of student medical emergency, the school may call Emergency Medical Services (EMS). The school will notify the parent or guardian of the child immediately when such emergent medical condition develops. No An-Noor School or Islamic Association of Raleigh (IAR) staff or volunteer shall be liable in civil damages to any party for any act authorized or for any omission relating to that act. An-Noor School may share information about your child in case of emergency to Emergency Medical Personnel.

Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspensions, or expulsion, the child's parents will be contacted. Then a parent or a responsible adult designated by the parent must come to the school to get the child. That person must also sign the appropriate Early Dismissal Form available at the School office on 2nd level of IAR. For their protection, children are not permitted to go home by themselves while school is in session.

Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her Student Emergency Locator Card.

VISITORS (PARENTS AND CHILDREN)

AN-NOOR School encourages parents to visit their children's classroom, assembly programs and lunch programs. As a courtesy, we request that arrangements be made in advance through the office. Younger children, friends of pupils, or students from other schools will not be permitted in the classroom except with approval from the teacher.

IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN

It is against the policy of the Islamic Center of Raleigh to leave children unattended on its premises. It is also considered by the State of North Carolina to be child neglect.

USE OF IAR FACILITIES

Snack, Lunch, and Cafeteria Information

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide an ample, nutritious snack (for the mid-morning break), lunch, and beverage(s) for the child. The school cannot provide refrigeration, heating or cooking facilities. A plastic thermos may be helpful. For the safety of the students, please do not use glass containers.

Lunchtime in the cafeteria is the time where students have the opportunity to visit their friends and socialize. We will maintain a warm, friendly atmosphere in the cafeteria and all dining areas. Parents are invited to have lunch with their children as often as possible. As with all other areas of An-Noor school, proper student behavior will be expected and maintained. There will be times when students may have to eat in classroom when cafeteria is not available.

All students are responsible for cleaning up after themselves by throwing away trash and garbage in the designated area. All students are required to sit in the assigned areas only.

Fasting at An-Noor School

Middle School students are encouraged to fast. However students who are unable to fast due to medical and personal reasons are provided with an area in which to eat. Staff members may not coerce students to fast. Coercion includes shaming, taking/withholding food and other similar tactics. Please do not ask any staff member to force your child to fast.

Prayer Time

Students at An-Noor School offer *Dhuhr*, *As'r* and *Jumu'ah* prayers at the *masjid*. Parents are invited to join us for this event as it makes a positive impression on the child.

Field Trips

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned throughout the year. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, students must bring to their homeroom teacher a Field Trip Authorization Form signed by the parent or guardian. These forms will be given to each student whenever such trips are scheduled. Any student who does not bring a signed authorization will not be permitted to accompany his/her class on the trip and will remain at school during the field trip.

It will be at the discretion of the teacher to allow a parent for field trip assistance with under school age children.

Computers

Computers and other technology may be made available to enhance the educational program at ANQA. Computers may not be used without supervision, or for the purpose of Instant Messaging, chats, games, drawing, music, videos, etc. Inappropriate use of the computer lab will result in loss of access privileges.

Playground and Multipurpose Hall (Gym)

Students at ANQA take physical education courses in the multipurpose hall (gym) and also have access to the playground and gym for recreational purposes when supervision is available. Such activities must be safe and should be free of gender mixing (where applicable). These facilities are available to all members of IAR and their use will be monitored by IAR security and staff to maintain discipline.

Buying, Selling, & Promotional Advertisements

The buying, selling, and/or promotion of products or services on ANQA property is strictly forbidden unless it is an approved school activity for the sake of improving educational quality or facilities at ANQA, (e.g. book fairs, PTSO fundraising sales, student store, etc.).

Lost Items

Each Friday, all lost items turned into the office during that week will be discarded after dismissal. Lost books or planners not collected by that time will require payment of the cost of these items in full in order to be issued another.

Money

Bringing large amounts of money to school is not allowed. Any smaller amount of money brought to school is the student's responsibility and is carried at the student's own risk. ANQA is not liable for any lost money.

Photographs, Use of Name, & Student Work in School Publications

ANQA may make use of student photographs, student names, and student work samples to promote the academy to the community or to create school publications. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must file a letter to that effect with the school office.

IMPORTANT NOTICE REGARDING RIGHT TO SEARCH

ANQA acknowledges the need for the in-school storage of student's possessions. However, storage areas and any other in-school storage space may be subjected at any time to a search by a school official. (i.e. lockers, desks, etc.)

A search prompted by a reasonable suspicion that the health, safety and well-being of any student are threatened will be conducted by IAR security personnel or other school appointed staff. Only the principal or designee can order a request for search of a student or a student's possessions. Whenever possible, a search will be conducted in the presence of the student and a teaching staff member.

School Personnel to Report Child Abuse

Any person who has cause to suspect child abuse or neglect has a duty to report the case of the child in writing to the School Principal. The School Principal shall then follow the protocol established by the State of North Carolina.

Additional Information

This can be obtained from the school office during working hours or by sending an email to an-noor@islam1.org. The school office is located on the Second floor of IAR.

APPENDIX 1 - AN-NOOR SCHOOL COMMITTEE MEMBERS:

- Br. Mateen Akhtar
- Br. Khalid Ansari
- Br. Farooq Cheema
- Br. Khaled Al Zoubi
- Br. Omar Khan
- Br. Nasim Saleh
- Sr. Amira Ata
- Sr. Arshiya Siddiqui
- Sr. Mehrin Farooq