

NOBLE LEADERSHIP ACADEMY

3rd – 12th Grade Student Handbook

Code of Conduct & Discipline Code

As a private educational institution, Noble Leadership Academy is interested in and concerned with the total development of the individual, including the development of social responsibility and good citizenship. It is recognized, however, that occasionally a student or students will violate the rules and regulations of the institution and that disciplinary action will be needed. Reasonable efforts are made to foster the personal and social development of those students who are held accountable for violations of the Code of Conduct.

Noble Leadership Academy does not list every intervention that may be appropriate for correcting student behavior. For behaviors causing minor disruptions to the educational process, NLA will utilize researched-based interventions in the educational environment before removing the student from class or school. This is not intended to address the entire spectrum of student misbehavior that may occur at school or on school property. Instead, NLA outlines a range of appropriate responses for certain inappropriate behaviors.

Noble Leadership Academy retains the discretion to address student misconduct that is not specifically included in the discipline code. Poor academic achievement is not an act of misconduct, and NLA will not discipline students for poor academic progress or failure to complete assignments. Instead, struggling students will be supported with various academic or behavioral interventions that target specific skills needed to improve performance.

Noble Leadership Academy applies the discipline code of conduct to actions of students during school hours, before and after school, while on school property, while traveling during school activities/trips, at all school-sponsored events, and while using any computer, Information Technology Device, or social networking website. Students may also be subject to discipline for inappropriate behaviors that occur either off campus or during non-school hours, including actions that involve the use of any computer, Information Technology Device or social networking website, when the misconduct disrupts or may disrupt the orderly educational process at NLA and transgresses the mission of the school.

Noble Leadership Academy provides a variety of interventions and consequences to address student misconduct that range from the least severe – intended to be instructive and corrective – to expulsion. NLA intends that instructive and corrective consequences are implemented for initial incidents of misconduct through the Behavior Incident Report, and more severe consequences utilized only for more serious infractions which include repeated offenses and/or incidents that seriously disrupt the educational process.

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Before any intervention or consequence is issued, NLA will consider options that reduce lost instructional time for the student while also maintaining a safe, civil and respectful learning environment for the entire NLA community. NLA staff shall also consider all mitigating circumstances and shall ensure that the student receives the attention that the situation warrants.

Mitigating circumstances include, but are not limited to, the following factors. Please note that appropriate consequences will only be decided by NLA staff and administration

- The student's age, health, maturity, and academic placement;
- The student's prior conduct and record of behavior;
- The student's willingness to acknowledge misconduct;
- The level of parent/guardian cooperation and/or involvement;
- The student's willingness to make restitution;
- The seriousness of the offense.

Students who are suspended or expelled from school may not participate in extracurricular activities or school-sponsored events during the period of the suspension or expulsion. However, students on suspension during the administration of standardized assessments shall be provided an opportunity to enter the school for the purpose of taking the test and may be allowed to participate in related test preparation activities upon the discretion of the administration.

In the case where the parent is an NLA staff member, the involvement of the staff member in implementing the discipline code will not be allowed.

All discipline records, reports, warnings and write-ups will be made through our online portal: Sycamore. We advise parents to enable direct alert from Sycamore to their email and/or phones. Please be aware that it is the sole responsibility of the parent to be updated on sycamore.

Age Appropriate Discipline

Noble Leadership Academy recognizes that students of different grades and ages are at different developmental and cognitive levels, thus their behavior will be different and may call for different responses. In determining the appropriate level of interventions and consequences, in addition to mitigating circumstances NLA staff will consider the grade level and age of the student. This approach may result in a less severe intervention and consequence for a lower grade or younger student as compared to a higher grade or older student. Students in 6th-12th grade will be expected to report to detention after they

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accumulate 6 points on their disciplinary record, whereas students in 3rd-5th grade will be assigned detention once they reach 10 points on their disciplinary record.

****Behavior Point System and Probation/Expulsion Process****

At Noble, we are committed to fostering a positive learning environment that encourages personal growth and development. We believe in the power of a growth mindset, which means that we view behavioral challenges as opportunities for improvement rather than as permanent labels. To support this philosophy, we have implemented a Behavior Point System aimed at guiding students towards better choices and providing them with opportunities to learn and grow.

****Behavior Point System:****

1. ****Points Accumulation:**** Students may receive points for behaviors that do not align with our school's code of conduct. These points are a reflection of their actions and serve as a means to track behavior patterns.

2. ****Thresholds:****

- ****40 Points:**** When a student accumulates 40 points, they will be placed on probation. Probation is not a punitive measure but rather a period of reflection and intervention aimed at helping the student make positive changes in their behavior.

- ****75 Points:**** If a student reaches 75 points, it will trigger a more serious discussion. This point threshold is set to provide ample opportunity for growth and to emphasize that change is possible. However, reaching 75 points is a serious concern. Once a student reaches 75 points, he/she will be required to complete 5 hours of community service. This is in conjunction with the resulting consequence that puts the student at or over the 75 point threshold.

****Probation Period:****

During the probation period, our staff will work closely with the student and their family to develop strategies and provide support to address the behavioral issues. This is a critical phase where we aim to help the student understand the consequences of their actions and guide them towards making better

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choices. Our single goal is to nurture strong Muslim individuals that make decisions with Islam in mind.

****Expulsion Process: 100 points****

While our primary goal is to facilitate growth and personal development, we also understand that there may be situations where a student's actions consistently jeopardize the well-being and safety of others. If a student reaches 100 points, it is a sign that the behavior has not improved sufficiently despite our efforts during the probation period.

At this point, a discussion will be held with the student, their family, and school administration to determine the best course of action. In some cases, expulsion may be necessary. Expulsion is a last resort and is only considered when all other avenues for improvement have been exhausted. It is a decision made with the well-being of the entire school community in mind and to protect the culture that we are all working on establishing.

Our Behavior Point System is designed with the belief that every student can learn from their mistakes and make positive changes. We are dedicated to providing a supportive and nurturing environment where students have the opportunity to grow and thrive. We hope that this system serves as a tool for learning and encourages a commitment to personal development, empathy, and responsibility within our school community.

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INFRACTIONS & CONSEQUENCES

“When you choose your behavior, you choose the consequence.”

LEVEL 1 INFRACTIONS: (self-directed minor inappropriate behaviors)

1. Running/screaming in the hallway, classroom or in the cafeteria.
2. Chewing gum.
3. Selling or advertising any object(s) on school grounds not authorized by office administration.
4. Sleeping during class.
5. Incorrect uniform and/or hijab.
6. Unexcused Absence/Tardiness from class (between 1-5 minutes).
7. Disrespectful activity or behavior during salah.
8. Any actions, comments or behaviors not aligned with Islamic values. (The severity may cause the infraction to move up in level)

LEVEL 1 CONSEQUENCES: (for minor inappropriate behavior)

1. Issue written warning on Sycamore and receives 2 points towards student discipline log. (Alert parents)
2. Issue a second written warning on Sycamore and receive another 2 points on the student discipline log.
3. 3rd-5th grade: Issue 4th and 5th warning on Sycamore and receive another 4 points on the student on discipline log. Student is in **detention as a result of 10 accumulated points** on designated detention day.
4. 6th-12th Grade: Issue third written warning on Sycamore and receive another 2 points on the student discipline log. Student is in **detention as a result of 6 accumulated points** on designated detention day.

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LEVEL 2 INFRACTIONS: (socially inappropriate behavior directed toward policies, others and/or property)

1. Any of the Level 1 behaviors after a verbal warning.
2. Wearing a hoodie to school.
3. Verbal fighting.
4. Cursing (Arabic or cursing substitute; abbreviating the word or using the first letter; or abbreviating)
5. Disrespect towards the staff members in any way; back talk, walking away, refusing to follow rules.
6. Disruptive behavior during Salah time or class time.
7. Electronic Misuse including use of airpods, laptops, tablets without permission.
8. Deceitful Academic Practices Knowingly cheating or deliberately assuming another person's homework as your own.
9. Damaging school property (consequence level depends on the damage level).
10. Failure to report to assigned places, such as classroom, salah, lunchroom, or assembly (any time over 6 minutes)
11. Possession of matches or lighters.
12. Speaking during a fire drill or lockdown drill
13. Inappropriate actions or gestures not in line with our values.
14. Intimidating Behavior: Engaging intimidating behavior, including cyber bullying-threatening, stalking, or seeking to coerce or compel a student or staff member to do something; engaging in verbal or physical conduct that threatens another with harm; taunting and/or intimidation including through the use of epithets or slurs involving actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, religious practices, gender, or disability.
15. Lying to, giving false information to, and/or misleading school personnel. (Consequence level is determined by administration.)
16. Engaging in intimidation towards a student or staff member.
17. Engaging in or causing disruptive behavior during class, a school activity or on the school bus during a trip.
18. Knowingly cheating or deliberately assuming other person's homework as your own. You will also get a zero on the assignment.
19. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school.

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20. Engaging in or causing disruptive behavior during class, a school activity or on the school bus during a trip.(Consequence level is determined by administration.)
21. Any actions, comments or behaviors not aligned with Islamic values. (the severity may cause the infraction to move up in level)
22. Progressive Disruption Infractions—A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, recess, or common areas.

LEVEL 2 CONSEQUENCES: (for socially inappropriate behavior directed toward others and/or property)

1. 3rd-5th grade: Student is in **detention as a result of 10 accumulated points** on designated detention day.
2. 6th-12th Grade: Student is in **detention as a result of 6 accumulated points** on designated detention day.

LEVEL 3 INFRACTIONS: (defiance and/or aggressive behavior directed toward self, others, and/or property)

1. Continuation of any level 2 behaviors.
2. Being caught with possession and/or use of a cell phone and or smart watch. Cell phones and smart watches need to be turned into your homeroom teacher every morning.
3. Using slurs, inappropriate language or gestures based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, or disability.
4. Physical assault – the student is a danger to him/herself or others.
5. Physical fight including: Shoving, pushing, or engaging in other similar physical behavior towards students or school personnel (e.g., horseplay or pushing past another person), or throwing an object (e.g., chalk)
6. Spitting at another student.
7. Unsafe Behavior: Depantsing a Fellow Student

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8. Outrageous Language and/or Gestures: Using profane, obscene, vulgar, or abusive language or gestures.
9. Destruction of personal or school property.
10. Overt defiance and/or insubordinate behavior- direct and/or immediate refusal to comply with a member of the staff or adult authority.
11. Fire alarm pulled with no valid reason.
12. Leaving or cutting class without permission of supervising school personnel.
13. Leaving school premises without permission of supervising school personnel.
14. Knowingly taking or possessing property belonging to another without authorization.
15. Knowingly cheating (giving or accepting answers, allowing others to view your answers) on an assessment of any kind. You will also receive a zero on the assessment.
16. Smoking on or around school property, during lunch when signed out, during a school trip or during school day.
17. Possessing cigarettes, cigars, vapes, or any smoking instrument.
18. Gambling
19. Engaging in threatening behavior towards a student or staff member. (Consequence level is determined by administration.)
20. Engaging in or causing disruptive behavior during class, a school activity or on the school bus during a trip. (Consequence level is determined by administration.)
21. Lying to, giving false information to, and/or misleading school personnel. (Consequence level is determined by administration.)
22. Any actions, comments or behaviors not aligned with Islamic values. (the severity may cause the infraction to move up in level)
23. Inappropriate interactions between any individuals, especially regarding the different genders or between the same gender but includes sexual and/or inappropriate topics/gestures.
24. Any behavior deemed by a supervisor to be at this level.

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LEVEL 3 CONSEQUENCES: (defiance and/or aggressive behavior directed toward self, others, and/or property)

1. Student will receive 12 points on the student discipline log.
2. The Discipline Team will investigate and students will be suspended. Team will review the incident and determine an appropriate number of suspension days based on the circumstance and severity of the infraction.

** Level 3 infractions that result in a suspension will have the following rule applied: Suspension may be stricken from student record if he/she serves 6 volunteer hours in a place, time and with an organization of the schools choosing and/or approval.**

LEVEL 4 INFRACTIONS: (behavior that is unsafe or a threat to the well-being of students/staff/organization)

Any behavior listed under Level 4 Infractions, whether committed in school or not, done at any time during the year, or in any place, may result in expulsion from Noble Leadership Academy.

1. Sexual or inappropriate actions or comments (engaging in inappropriate physical contact or touching someone in a private part of the body).
2. Exposing private parts.
3. Tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means.
4. Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others.
5. Engaging in illegal acts, including but not limited to drinking, taking or distributing tobacco products, drugs, paraphernalia, etc, theft, vandalism.

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6. Posting or distributing libelous material or literature that defames staff, student or any member of the Noble community.
7. Posting or distributing, and sharing (via email, Facebook, Twitter, Pinterest, google groups and any other social network), displaying, or sharing literature or material or comments containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff.
8. Engaging in an act of coercion or threatening violence, injury or harm to another or others.
9. Engaging in intimidating behavior, including bullying – threatening, stalking or seeking to coerce or compel a student or staff member to do something; engaging in verbal or physical conduct that threatens another with harm; taunting and/or intimidation including through the use of epithets or slurs involving actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, religious practices, gender, or disability.
10. Making sexually suggestive comments, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g. touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images).
11. Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer).
12. Using force against, or inflicting or attempting to inflict serious injury against school personnel or school safety agents.
13. Bringing a weapon to school or using any object as a weapon in a threatening manner towards self or others
14. Using extreme force against or inflicting or attempting to inflict serious injury upon students or others.
15. Planning, instigating, or participating with another or others, in an incident of group violence.
16. Engaging in threatening, dangerous or violent behavior.
17. Any actions, comments or behaviors not aligned with Islamic values.

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LEVEL 4 CONSEQUENCES: (behavior that is unsafe or a threat to the well-being of students/staff/organization)

1. Student(s) involved in Level 4 infraction will receive 25 points on the student discipline log and be suspended from school immediately, pending school investigation.
2. All level 4 infractions may result in an **expulsion** from the school. The Discipline Team will investigate the circumstance and severity of the incident and infraction. The Discipline Team will recommend an appropriate consequence to the School Board. Upon board approval, consequences will be administered.

APPEALS PROCESS:

Any parent or guardian who would like to appeal a disciplinary decision may exercise the right to do so.

Appeals Process is as follows:

1. Parents or guardians may schedule a meeting with The Discipline Team to discuss the infraction and the consequences, and an appeal may be made for reconsideration.
2. If the meeting does not render an amicable reconsideration decision, or a mutual understanding, parent or guardian may email their concerns and appeal to the Board. Email address will be provided upon request.

Anti-Bullying Policy:

Bullying will not be tolerated in our community.

Bullying is prohibited:

1. during any school-sponsored or school-sanctioned program or activity;
2. in school, on school property
3. through the transmission of information via electronic communication from a NLA computer or computer network, or other electronic school equipment;

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4. when the behavior or communication occurs off campus or through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by the school.

Definitions:

“Bullying,” including “cyberbullying,” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically (i.e., cyberbullying), directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

1. placing the student in reasonable fear of harm to the student’s person or property;
2. causing a substantially detrimental effect on the student’s physical or mental health;
3. substantially interfering with the student’s academic performance; or
4. substantially interfering with the student’s ability to participate in or benefit from the services activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: cyberbullying, harassment, threats, intimidation, stalking, physical violence, harassment, violence, theft, public humiliation, ostracism, destruction of property, or retaliation for asserting, opposing or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in

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the definition of bullying in this Section. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

What is NOT Considered Bullying:

This incidents on this list are NOT considered bullying:

1. Not liking someone – It is very natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of “I don’t like you” are not acts of bullying.
2. Being excluded – It is very natural for people to gather around a group of friends and we cannot be friends with everyone, so it is acceptable that when kids have a party or play a game at the playground, they will include their friends and exclude others. We encourage students to possess the qualities of our Prophet Muhammad (SAW) and that they should not exclude people from an activity or treat them unkindly. As a school, we can encourage healthy friendships but we will not “force” students to befriend one another.
3. Accidentally bumping into someone – When people bump into others, the reaction depends mostly on the bumped person’s mood. If they have had a bad day, they think it was an act of aggressive behavior, but if they are in the good mood, they smile back and attract an apology. This is also relevant for playing sports, like when kids throwing the ball at each other hit someone on the head. Some accidents happen without any bad intention and it is important not to create a big conflict, because it was NOT an act of bullying.
4. Making other kids play things a certain way – Again, this is very natural behavior. Wanting things to be done our way is normal and is not an act of bullying. To make sure kids do not fall into considering it as an aggressive or “bossy” behavior, we need to teach them assertiveness. If your kids come home and complain that Jane is very bossy and she always wants things to be done her way, you can show them that they

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want it too and that Jane is miserable, because she is not flexible enough and she will suffer in life for insisting that things be done her way. Again, although it is not fun or pleasant, this is NOT bullying.

5. A single act of telling a joke about someone – Making fun of other people is not fun for them, but the difference between having a sense of humor and making fun of someone is very fine. It is important to teach kids (and grownups) that things they say as jokes should also be amusing for others. If not, they should stop. Unless it happens over and over again and done deliberately to hurt someone, telling jokes about people is NOT bullying.
6. Arguments – Arguments are just heated disagreements between two (or more) people (or groups). It is natural that people have different interests and disagree on many things. Think about it, most of us have disagreements with ourselves, so it is very understandable to have disagreements with others. The argument itself is NOT a form of bullying, although some people turn arguments into bullying, because they want to win the argument so much. They use every means to get what they want and find a weakness in the other person, abuse knowledge or trust they have gained and use it against the other person.
It is very important to distinguish between natural disagreements and bullying during an argument.
7. Expression of unpleasant thoughts or feelings regarding others – Again, communication requires at least two players. Although it may be unpleasant to hear what someone thinks about you, it is NOT a form of bullying but a very natural thing. In every communication, there are disagreements and some form of judgment about each other's attitude and behavior. If someone says to you, "I think this was not a nice gesture" or "You insulted me when you said this", this is NOT bullying but an expression of thoughts and feelings.
8. Isolated acts of harassment, aggressive behavior, intimidation or meanness – The definition of bullying states that there is repetition in the behavior. Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Therefore, anything that happens once is NOT an act of bullying. As a parent, it is important that

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you pay attention to what your kids are telling you and find out if things are happening more than once.

Reporting:

If a student believes they or a peer has been the victim of bullying, they should report the situation to an advisor, teacher, or school administrator. Parents should report the situation directly to the Head of Discipline. Anonymous reports are also accepted. No disciplinary action will be taken solely on the basis of an anonymous report that has not been substantiated in the course of an investigation. The source of an anonymous report cannot be and will not be exposed. Students and parents/guardians should also report violations of the bullying policy to school personnel.

Investigation:

When a report is received, school personnel will investigate and arrive upon a course of action and will work as quickly as possible to ensure the safety of students, gather information, and clarify facts. School personnel will make all reasonable efforts to complete the investigation within 10 school days after the date of the report and take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. Appropriate school personnel will be involved, as needed. School personnel will provide parents and students involved in the bullying incident with information about the investigation and an opportunity to meet with the Head of Discipline or other administrator to discuss the investigation, the findings, and the actions taken to address any bullying that is found to have occurred.

Interventions may be provided, as needed, to the parties involved in the bullying, including but not limited to restorative measures, counseling, disciplinary interventions and others and may result in interventions outlined previously.

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No Retaliation:

Reprisal or retaliation against any person who reports an act of bullying is a violation of NLA's policy and will be treated as bullying for purposes of determining interventions and consequences according to this Policy. A student will not be punished for reporting bullying or supplying information, even if an investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining and consequences or other appropriate remedial actions.

Consequences:

If a student is determined to have engaged in bullying behavior, they will be subject to disciplinary actions appropriate to the offense, the student's age and past behavior, and the circumstances surrounding the events. Disciplinary actions may include a series of graduated consequences and, in severe cases, suspension or expulsion. Disciplinary actions will be thoughtfully taken in an attempt to promote student safety and well-being, change and improve behavior, and uphold the school's Mission, Philosophy, and Core Values.

Regarding rude, mean, or bullying behaviors exhibited outside of school and among students, teachers and administrators may get involved if students' actions impact the school experience, be it academic or social, for individuals or the community. In such instances, school personnel will work thoughtfully to determine the best course of action. Consequences may also include previously outlined consequences.

Attendance Policy

Please be reminded that school attendance is the legal responsibility of every parent and/or guardian.

Attendance Expectations

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1. Students are expected to report to school every day on time.
2. Students should only be absent or late if an emergency or unforeseen illness/event prevents them from attending school.
3. Students, once in attendance, are expected to remain for the entire school day unless deemed unfit by the school nurse or removed from school for administrative purposes.
4. Parents and students are expected to make every attempt to schedule doctor/dentist appointments when school is not in session, i.e., after school, on weekends, or when school is closed.
5. In the event that an appointment cannot be scheduled during non-school hours, parents are expected to scan and email the doctor's note to all subject teachers.
6. Parents and students are expected to notify the school within 48 hours if the said student is absent because of a medical emergency or illness. Notification should be presented on a doctor's prescription pad with the diagnosis and doctor's orders. Parents should scan and send the note to all subject teachers. Long term medical absences (5 or more consecutive days) will be evaluated by the school nurse. The nurse will then notify the Administration if the absences are, or are not, to be counted toward the allotted number. In the event that a student suffers from a chronic illness diagnosed by a licensed physician, it is expected that the parents and student will submit proper documentation from the diagnosing physician.
7. Parents and students are expected to make every attempt to schedule college visitations when school is not in session, i.e., after school, on weekends, or when school is closed, etc.

Attendance Accommodations

1. The Attendance Accommodation is in place for those students who suffer from a chronic illness, or prolonged medical issue which prevents them from attending school.
2. Attendance accommodations will not be made for travel.
3. Accommodations may be made by contacting the school administration.

The following is the absence/tardiness allotment guide:

1. Students are afforded an allotted number of absent days each trimester.

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2. These allotted days include sick, personal days, college visits, placements tests, funeral days, etc.
3. Students will not be afforded additional days for SAT, ACT or AP preparation.
4. If a student arrives late to class up to 5 minutes, they will be written up for being late as a Level 1 infraction.
5. If a student arrives 6 minutes or later of class without written permission, he/she will be marked as cutting class as a Level 2 infraction.
6. If a student is more than 10 minutes late, and it is due to arriving late to school or other circumstance, the students will be marked absent.
7. Students absent more than 6 times from their individual full time classes or 3 times from their elective classes such as Arabic, Special Electives and Islamic Studies, will be deducted half a letter grade from their final semester/trimester or marking period average. (Example: a 90 to an 85; an 89 to an 84...etc). These days continue to accumulate and points will be taken off on every 7th absence for full time classes or 4th absence for Arabic, Islamic Studies or Elective classes .
8. Students absent during a test, including and especially midterm(s) and final(s) must present a doctor's note or a student Excuse Form signed by a parent or guardian.
9. Students who attend an extracurricular activity after school hours (After 3:15) shall be awarded the following expiation if needed:
 - a. If the activity required their attendance for more than 3 hours after school, they will be excused from Homework, Tests and Quizzes given the following day if the following day is a school day. (This does not apply for Friday activities). This also applies to midterms and/or finals. Work must be completed within 3 school days and the responsibility falls on the student to complete and schedule the missing work.
 - b. If the activity requires attendance for more than 14 hours and/or requires two days of attendance on the weekend, then all work due on the following Monday will be excused. Work must be completed within 3 school days.
 - c. It is the full responsibility of the student to make arrangements with the teacher to retake or re-submit any work/tests/quizzes/projects.

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- d. Work must be completed within 3 school days, regardless of other due dates that may fall within those dates

Cell Phone Policy: Cell Phones must be placed in a locked cell phone box in homeroom class and can be collected from the classroom at the end of the day (or when students are allowed to sign out for lunch in the case of 11th and 12th graders).

Students caught with a cell phone during the school day (including a ringing cell phone from a bag or locker or pocket) will be confiscated until the end of the day. Students will be written up as a Level 3 infraction. and will serve one day out of school suspension per infraction.

Use of Electronic Equipment:

The use of electronic equipment is prohibited in the school building except when explicitly given permission by a staff member. This includes the use of any smart watch, airpods as well. Students using and/or wearing such equipment will have it confiscated and student will be appropriately written up: Level 2 for Electronic Misuse of Laptops, Tablets and/or airpods

Level 3 for Cell Phone and/or Smart Watch possession/use

Uniform Policy:

The purpose of these guidelines is to assure a healthy academic atmosphere that fosters the goals and objectives of the educational environment; to prepare students for future work environments; and to promote a sense of self-respect as well as respect for others.

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- It is the responsibility of the administration to assure that all attire is neat, clean, and reflects an appearance of modesty.
- Students must adhere to the Daily Uniform policy and may not wear gym clothes on days they do not have gym. All girls 6th-12th grade must wear either a white or cream hijab that completely covers her hair and neck. Any violation of this will result in a uniform policy violation.
- **Students not complying with the uniform policy will be written up and given appropriate consequences.**
- Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration.