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Masjidullah's K-12 Islamic School

# **STUDENT HANDBOOK**

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## **MESSAGE FROM THE ADMINISTRATION**

Assalamu Alaikum,

Dear Parents, Guardians, and Students,

We are looking forward to the many successes that come with a new academic year. By choosing our school, you have given us the opportunity to help your child grow mentally, morally, and spiritually. Together, we share the responsibility of shaping the future. We will strive to be a model Islamic school where students may grow to their fullest potential and be among the leaders and productive/proactive individuals who are highly motivated to be successful in this life and the hereafter Insha'Allah.

Please make sure that students arrive to school each morning on time, well rested, and neatly dressed. Every day, our students are learning something new. To reinforce the learning process, please provide time and place for homework assignments and insist that they are completed. Keep open communication channel with your children's class facilitators regarding schoolwork and behavior. Remind your children to treat others with respect, the way that they want to be treated as well.

Our school has established clear behavior expectations to ensure a safe and secure setting for learning. Islamic values are the core of our policies. This handbook establishes your *right* as a member of the learning community and your *responsibilities* to others. It outlines the consequences for behaviors, which violate either the spirit or intent of the student handbook.

The handbook contains detailed information about our school's Zero Tolerance Policy. In short, zero tolerance policy violations will result in a student's expulsion. Further, the local law enforcement may be called in for such cases. To avoid these consequences, we encourage parents to discuss with their children the importance of conducting themselves in an appropriate manner while at school or any school-sponsored event.

Like you, we want what is best for your child(ren) and for all the students at our school. Together, we can make this year rich in experience that lead to mental, moral, and spiritual growth.

May Allah (swt) forgive us for our shortcomings and give us the wisdom and the opportunity to fix our mistakes. May the blessings of Allah (swt) be with you, and your family.

Thank you for your continuous support of our community's Islamic School.

Maassalama,

*New Medina Administration*

## **INTRODUCTION**

**Masjidullah's New Medina Learning Institute** provides our students with a unique hands-on learning experience that builds within them solid academic, social, cultural and Islamic knowledge. We are dedicated to providing an opportunity for children in grades K-12 to become engaged in the exciting worlds of STEM, Arabic, Qur'anic Studies, Public Speaking, College Prep and so much more! Our focus is to immerse our students in activities that will teach them to know themselves, the Creator and the world around them. We will challenge children to excel while also being humble stewards of faith and humanity. This element is what makes New Medina Learning Institute unlike any other school. We believe in learning in-motion and are proud to offer a fun and exhilarating learning environment for all our students!

### **Inclement Weather Notification**

We will follow the Philadelphia School District Closings for inclement weather.

In the event of inclement weather, notification will go out to all parents and teachers in a timely manner. Parents will be notified by email and text message.

It will be responsibility of the parents to check their email and text messages. If any additional procedures are implemented, these will be notified to the teachers and the parents.

## NEW MEDINA SUMMARY

New Medina Learning Institute (“New Medina”) is a private educational institute comprised of both primary (Kindergarten through 5th grade) and secondary (6th through 12th grade) class levels. Our primary class levels offer a child-centered structure that fosters each student’s natural inclination to follow the scientific method of discovery. They taste, touch, smell manipulate and investigate everything around them. They are spontaneously curious and at New Medina, we encourage this curiosity.

In our secondary class levels, we provide our students with the tools that empower them to continue taking ownership of their education. Our blended learning classroom model allows them to further become independent learners, while also giving them a 21<sup>st</sup> century educational experience. At New Medina, we base this experience on knowledge and technology.

## OUR CORE VALUES

The core values outlined below are principles and beliefs that will guide all that we say and all that we do as students, parents, staff and leadership at New Medina. The core values represent what we will actively strive for.

### Learning in Truth

- Teach the truth of the Qur’an, Allah and creation
- Cultivate a mind-set of creativity and wonder
- Pursue personal and professional Excellence

### Community and Relationships

- Love everyone because Allah loves us all
- Create a relational space of trust
- Function within partnerships and working as a team

### Service

- Faith requires action in order to have integrity
- Be generous with our time, talents and resources as they are all gifts from Allah
- Demonstrate Uswatun Hasanah by serving with humility and joy

## OUR CORE ELEMENTS

New Medina provides students with a specialized form of education that will impart the following core elements:

- **Spiritual Awareness:** To transmit the knowledge of Islamic spiritual tradition and develop an appreciation for Islamic tradition and the ability to apply the major principles to self, family and community.
- **Moral Consciousness:** to foster an understanding and willingness to be guided by those principles that characterize the righteous and just person as seen in the life example of the Prophet Muhammad (pbuh).
- **Self-Knowledge/Practice:** to facilitate the achievement of total knowledge of self as a unique extension of the community.

## **OUR VISION**

Our vision is to create a nurturing learning environment for all of our students where they are able to thrive and grow into model citizens with a solid foundation in Islamic values. Our vision reflects our values: integrity, service, excellence and teamwork.

## **OUR EDUCATIONAL AND STAFF STRUCTURE**

At New Medina, we like to call our educational structure “the ultimate hybrid”. We have combined the benefits of a traditional brick and mortar school, with the perks and flexibility of a cyber school, all wrapped into the nurturing and student-directed learning environment of a homeschool. This means, our students receive the best of all three learning environments, which helps facilitate the holistic growth of each child. We believe in the small school concept and divide our students into multi-age classrooms for their learning.

Multi-age education is the practice of teaching children of different ages together in the same classroom. Students stay with the same teacher for 2-3 year, with only the oldest students advancing to the next group. Programs that are developmentally appropriate for each student are planned regardless of their age or grade level. The multi-age philosophy recognizes that students learn better when they have role models they can turn to for assistance, and when they are able to practice their skills by demonstrating them to others. The multi-age class based on a more family- oriented structure where difference is accepted, and nurturing is valued and encouraged.

## **THE NORMAL SCHOOL DAY**

The normal school day begins at 9:00 am for Kindergarten through 4<sup>th</sup> grade students. The school day begins at 8:00 am for 5<sup>th</sup> through 12<sup>th</sup> grade students. Parents may drop their K-4<sup>th</sup> grade students off no earlier than 9:00 am.

If a student enters the building after classes have started, a parent must sign the tardy log in the main office. The student will receive a tardy slip and report to class. A total of 5-tardies equates to 1 unexcused absence. If a student enters school after 11:00 am, the student is counted as absent for that entire day.

The normal school day ends at 3:00 pm. Upon dismissal, students are to accompany the designated staff member downstairs to the main exit. No child may leave the premises without permission. No horseplay is allowed during dismissal time.

**Please pick up your child promptly.**

**NOTE: If a student is to leave the building with anyone other than those listed in school’s office, that student should:**

1. Bring a note, signed by the parent.
2. Bring it to the office during school hours.
3. The parent should contact the office during the morning and verify the note, giving permission for the student to leave with the specified person.
4. The office will sign off on the permission slip after confirmation from the parent and the specified person will be added to the family’s “Authorized Pick-Up” list.
5. The specified person must present valid photo ID when picking up the child which will be photocopied and kept on file in the main office.

## Late Pick-up

Late pick-up begins at 3:10 pm for students not enrolled on New Medina's After School Program. For students enrolled in the After School Program, late pick-up begins at 6:00 pm. Students picked up later than the designated time will incur a **Late Pick-up Fee of \$1.00 per minute**. The fee must be paid the day of the late pick-up and at pick-up time. Late pick-up fees that carry over to the following day or thereafter will incur an additional **Late Payment fee of \$30**.

## Before and After School Program

New Medina offers both a Before and After School Program for our students, as needed and at the discretion of the Director of Programming. The hours for the before School Program are 7:30 am until 9:00 am. The hours for the After School Program are 3:00 pm until 6:00 pm. Students enrolled in the Before School Program may be dropped off no earlier than 7:30 am. Students enrolled in the After School Program must be picked up no later than 6:00 pm.

## ATTENDANCE

As a private school, New Medina is required to monitor attendance in accordance with all applicable statutes and State Board of Education rules. New Medina teachers and administrators monitor attendance daily.

Compliance with the state attendance statutes and regulations is a parental responsibility. A New Medina student is considered truant and the district is notified if he or she accumulates five (5) cumulative unlawful absences. After 5 cumulative unlawful absences, the student will be required to attend a Truancy Elimination Plan meeting. After 10 consecutive unexcused absences, the student will be removed from the active school roll consistent with the Pennsylvania School Code.

## Instructional Time

Pennsylvania requires schools to offer a minimum of one hundred eighty (180) days of instruction between July 1 and June 30. Additionally, the statute requires schools to offer a minimum number of instructional hours by grade level:

Grade Level	#Days	Hours per Day	Hours per Year
K-6	180	5	900
7-12	180	5.5	990

## Process for Attendance Monitoring:

1. Students are required to follow the school calendar, which includes a minimum of 180 school days.
2. Teachers take attendance in each classroom and submit to the Main Office.
3. Administrators log attendance electronically and file hard copies of attendance records.
4. TRUANCY: A student will be considered truant after five (5) unexcused absences. New Medina will report all truancy cases to the student's home district.

Upon written request from a parent or guardian, the director or designee may excuse a student's absence from school for the following reasons:

- Student Illness
- Quarantine

- Death in the immediate family
- Religious holidays (24hr advance request only)
- Doctor/Medical Excuses
  1. Students must present a doctors' note when they are absent from school for three (3) or more consecutive days due to illness.
  2. The parent/guardian must send the doctors' note to the main Office through email or in-person.
  3. Doctors' notes are valid for ten (10) days.

### **Excuse Notes for Absences**

1. In order for an absence to be considered as excused, a parent or guardian must submit a written explanation to the Main Office through e-mail or in -person.
2. The written excuse must state the student's name, the date of the absence, and the reason for the absence. The parent or guardian has three (3) calendar days from the date of the absence to submit the written excuse.

### **Excused Absences**

1. Administrators register absences as excused for the reasons cited per the Pennsylvania School Code.
2. A maximum of ten (10) cumulative lawful absences verified by parental notification maybe permitted per school year. All absences beyond ten (10) cumulative days require an excuse from a physician.

### **Unexcused Absences**

1. If the Main Office does not receive a written excuse with three (3) days of the absence, such absence will be recorded as unexcused.
2. Absences due to travel must be preapproved in order to be excused.

## **LUNCH**

Lunch will be available at an additional cost of \$5 per student, per day (\$100 per month, per student). Purchase of lunch is optional. Parents must give a 2-week advance notice should they decide to purchase lunch for the month. Payment must be made at the time of the advance notice. Families may also provide lunch for their children. Children should bring a nutritious lunch with them to school each day. **There are no facilities to refrigerate or heat foods. Please do not send frozen lunches to school.** No gum, candy, soft drinks, or haram foods are allowed in the school. No food is allowed outside of the designated lunchtime eating area. No food is allowed in the halls, classroom, Assembly Room, or playground area.

Bringing lunch from fast food places is **highly discouraged** and should be used **only in cases of emergency**.

**WE ARE A PEANUT FREE SCHOOL.** All parents/guardians should be mindful of this when providing a daily lunch for their child.

## **UNIFORMS AND DRESS CODE**

The school uniform is to be worn **every day**. It is the parent's responsibility to check their child's appearance daily. A child is expected to arrive at school neat and clean. Children with improper, torn or seriously soiled uniforms or clothes will be sent home or will have to be provided with proper attire by the parent. Children arriving ungroomed will be expected to groom themselves or will be groomed by a staff member before beginning their school day.

### **School Uniforms**

**ABSOLUTELY NO SHORTS, RIPPED OR SKINNY JEANS, FLIP-FLOPS, OPEN-TOE SHOES OR SANDALS, HATS OR CAPS ARE ALLOWED.**

**A HEADSCARF IS REQUIRED FOR GIRLS IN 3<sup>RD</sup> GRADE AND UP.**

Boys – Hunter Green polo shirt, black or khaki pants.

Girls (K-1)- White/Off-White Head Scarf (optional), Hunter Green polo shirt, black or khaki pants or skirt. Full leggings are required if opting for a skirt.

Girls (2<sup>nd</sup> – 4<sup>th</sup>)- White/Off-White Head Scarf (optional for 2<sup>nd</sup> grade ONLY), Hunter Green polo shirt, black or khaki pants or skirt that falls below the knees. Full leggings are required if opting for a skirt.

Girls (5<sup>th</sup> – 12<sup>th</sup>) - White/Off-White Head Scarf, Hunter Green polo tunic or overgarment, black or khaki pants or skirt that falls below the knees with pants.

## **PARENT-TEACHER CONFERENCES**

There will be formal Parent Teacher Conference correlating with the issuing of report cards. Parental attendance is strongly recommended and may be mandatory in the case of at-risk students. Dates and details will be sent home with the students.

All parents must have at least one *formal* Parent-Teacher Conference per semester during the school year. The parent or the teacher may initiate this conference. It may be conducted over the phone if both parties agree.

Other Parent Conferences may be requested by the Parent or by the staff of New Medina at any time during the school year.

Any parent seeking a conference with their child's teacher should make an appointment to do so. (Unscheduled, quick exchanges of information, does not constitute a formal conference.)

Urgent requests for Teacher-Parent conferences should be satisfied with 24 hours.

## **PRAYER (SALAT)**

All Muslim children, beginning in grade 2, are required to participate in Dhuhr, Asr (when applicable) and Jumu'ah (when applicable) prayer.

Middle and High School boys may be assigned the duty of leading salat, or otherwise participating in group-prayer. Refusing this assignment may affect the student's Islamic Studies grade.

Good conduct during salat is mandatory. There is zero-tolerance for misbehavior during this time. Misbehavior or repeated misbehavior may result in suspension.

## **OTHER SCHOOL WIDE POLICIES**

**No gum, candy, soft drinks, stickers, or toys from home** will be allowed in the school. **New Medina staff may confiscate these items.** The Director will hold toys until the Friday following confiscation.

Students who have their own cell phones are to leave them with their teachers or in the Main Office until dismissal. Parents may contact the Main Office in case of emergencies and should not be in communication with their children during the day via cell phone.

No running or loud noise allowed inside the building.

Children performing ablution (wudu) must clean up behind themselves. There should be no water left on the walls or floor.

## **PARENT PARTNERSHIP PROGRAM**

Research shows significant increases in student success rates when parents are more involved in their child's academic endeavors.

In an effort to assist our students towards Islamic and academic growth and development, New Medina Learning Institute requires a 10-15 hours of on-site parental involvement per month. Active Parental Involvement is also a criterion for re-enrollment. If a family is unable to meet the required parental involvement hours at all, there is an extra **\$25** fee per month.

Structured involvement opportunities will consist of:

- An Orientation Meeting at the beginning of the academic year. Parental attendance is required.
- Workshops/Activities will be offered often, on a regular basis.
- Teacher-Parent Conference afternoons, correlating with Report Card distribution.
- Conferences requested by staff, administration or Board of Directors.
  - Parents should personally attend within 3 days of request, submit a valid excuse and re-schedule ASAP, or send an authorized adult.
- All Teacher-Parent conferences including urgently requested or scheduled.
- Classroom observations.
- Field trip chaperone opportunities
- Regular volunteering opportunities (ex. 2 days per week for specific purpose)
- Voluntary assignment (ex. maintaining computer lab, playground committee, etc.)

Unstructured involvement opportunities will consist of:

- Student demonstration events such as Quran Recitation, Family Night, Awards Days, or other Productions
- Ad hoc volunteering opportunities (ex. assist in class or school-wide project)

- Teacher-Parent conferences as needed

## **UNPLANNED VISITS/EARLY PICK-UP/CLASSROOM OBSERVATIONS**

New Medina does not allow unplanned or pop-up parent visits during the school day as it has proven to be disruptive to the collective learning environment.

Parents who wish to visit during the school day are welcome to request to schedule their visits by contacting our main office a minimum of 2 hours before their desired arrival time.

Parents should notify our main office a minimum of 2 hours in advance when they are planning to pick-up their child earlier than the dismissal time. Exceptions will be made in the case of a bona fide emergency.

Parents should notify our main office and the Director to request to schedule the days on which they wish to observe their child's classroom by contacting our main office a minimum of 2 days in advance.

Requests for planned classroom visits and/or observations may be denied should the request be deemed disruptive to the collective learning environment.

## **FEE/TUITION POLICY**

Tuition is the same for months with 3, 4 or 5 weeks. Tuition is still due in full during holiday months. Payments, including registration, book or material fees are final and there are no refunds for cancellation or withdrawal. Payment of tuition in FULL is required. Students will not be allowed to attend any classes until any and all past due balances and current month is paid in full. New Medina Learning Institute reserves the right to dismiss any student whose tuition is not being paid consistently and in a timely manner. Students with past due accounts will not be allowed in class until the account is brought current. ***If you are gone, on vacation or miss class due to illness, you will still be expected to pay every month.***

Parents/Guardians must provide a 30-day written notice of withdrawal and all tuition balances must be brought current before the release of school records to either the parent or another educational institution. Parents/Guardians that do not provide the required written notice of withdrawal will be responsible for the entire tuition balance for the remainder of the school year. Parents/Guardians who are dismissed due a violation of a schoolwide policy will be responsible for the entire tuition balance for the remainder of the school year.

Students with consistent late payments and/or past due balances will not be eligible for any scholarship or tuition discounts. Students who are not in good standing will have all scholarships and/or discounts revoked.

Families will be responsible for paying \$35 for any insufficient funds or returned check fees.

Fees must be paid on a monthly basis and are due on the 20<sup>th</sup> of every month. Fees received after the 27<sup>th</sup> day of the month will incur a late payment fee of \$30.

## **SICK POLICY**

If you or your children are sick or recovering from an illness please do not have your child attend classes or events that week. We do not want to be a source of illness for any family, so please use good judgment. If in doubt, err on the side of caution and please keep your children home.

If you or your children exhibit any the following, then do not attend New Medina classes or events:

- Fever of 99 degrees or greater within 24 hours
- Fever that needs medication to control (such as Tylenol, Advil or Motrin)
- Vomiting or nausea within 48 hours
- Diarrhea within 24 hours
- Nasal congestion, or yellow or green nasal discharge, or excessive clear nasal discharge that is heavy enough to require frequent wiping
- Cold symptoms with sore throat or persistent coughing or sneezing
- Streptococcal infection, until 48 hours after medication has been initiated
- Infected skin or eyes or undiagnosed rash, including but not limited to conjunctivitis, poison ivy, Fifth Disease, chickenpox, etc., until the prescribed drops, cream or treatment are complete or incubation period recommended by doctor has passed
- Cold sores (fever blisters) on children kindergarten and below, until lesions are scabbed
- Acting lethargic, listless, or irritable
- Other contagious symptoms, including but not limited to lice, ringworm, etc.

If your child displays any of the afore-mentioned illnesses, they may not return to class until a doctor's note is provided to the school nurse or Main Office. The note must state that they are clear to return to school. If your child has a clear runny nose, then use your best judgment as to whether it's sickness or allergy. If a child becomes ill while in class, parents will be notified immediately and will be asked to pick-up their child early. Children who fall ill while in class must be picked up within one (1) hour of notification by New Medina's Administration. Children not picked-up within the 1-hour time period will be subject to the Late Pick-up fee set forth in this handbook.

## **PROBATIONARY PERIOD POLICY**

New students to New Medina are subject to a probation period of thirty (30) days. During this period, students will be evaluated on a daily basis for their behavior and participation. If any procedures or policies are not followed, the student will be removed from the school without needing to follow the behavior point system described in the Discipline Policy section of this handbook. New Medina will notify parents/guardian in writing of any dismissals during the Probationary Period.

## **DISCIPLINE POLICY**

New Medina uses an Assertive Discipline Plan to deal with general conduct and discipline. Assertive discipline is a positive, systematic approach to discipline during the school day. This approach enables teachers and classroom facilitators to set firm consistent limits for students, while at the same time remaining cognizant of the student's need for warmth and positive support. Each classroom has several general rules of conduct posted. School-wide rules for the halls, rest rooms, playground, library, etc., are also posted in the school. Students who choose to misbehave will have clearly stated consequences for their behavior according to the Discipline Policy.

The Discipline Policy and rules of conduct will be discussed thoroughly with the students during the first and second week of school. Parents are kept informed of their child's behavior. All of the rules and the specific consequences are discussed with the students. Parents are asked to reinforce the program by following through with specific consequences at home.

Regarding students having multiple disciplinary actions: Parents should support the recommended course of disciplinary action, including the assistance of outside resources.

Any student defacing or otherwise abusing school property will be responsible for restoring or replacing school property. Any child responsible for restoring (cleaning, painting, etc.) school property will do so during normal after-school detention time or at another scheduled opportunity.

**After school detentions will be held from 3:15-4:00pm. Please pick up your child promptly. Children not picked up promptly will be subject to the Late Pick-Up fee set forth in this handbook.**

If students, teachers, and parents work together as a team, the learning environment in the classroom will be very positive and rewarding. The purpose of consequences is to change undesirable behaviors (both by reward and punishment) and guide the student to positive behaviors, In sha Allah.

### ***DISCIPLINE POLICY:***

The four basic premises of our Discipline Policy System are:

1. Every student should act as a Responsible Muslim.
2. Every student has the right to learn.
3. Every teacher has the right to teach.
4. No student will prevent a teacher from teaching or a student from learning.

Our basic rules are for the safety of the children and the enrichment of their learning process. The policy below states what is expected of all the students with respect to behavior, but do not limit the disciplinary actions that can be taken.

### **LEVEL I BEHAVIORS & CONSEQUENCES** **CONDUCT THAT HENDERS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL**

Negative behavior should be handled by the classroom facilitator or teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in negative behavior to the school administrator until the student has earned three (3) Negative Behavior Points, or has violated a Level III Behavior. Thereafter the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral. However, earlier referrals may be made

when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

The list of violations below is not all-inclusive, but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to the school’s discretion.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL I CONSEQUENCES =</b>
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.	Each instance earns <b>1 Negative Behavior Point</b>
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	
3. Verbal Altercation	Engaging in minor verbal confrontation including insulting, taunting or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	
4. Violating Classroom or School Wide Rules	<ul style="list-style-type: none"> <li>○ Not following the posted classroom rules; includes eating or drinking in any non-lunch-room; no gum, candy or soft drinks allowed</li> <li>○ No valid excuse for missing salat.</li> <li>○ No hall/office/toilet pass, or being other than where permitted</li> <li>○ Gum, overly sweet or carbonated drink, or possession, or candy possession.</li> <li>○ Running or loud noise in the hallway</li> <li>○ Not cleaning behind him/herself, including after ablution</li> </ul>	

5. Violating Uniform/Dress Code	Being out of uniform by way of not wearing all the required uniforms, not being clean, or being torn or otherwise sloppy in appearance. <b>Student must be in appropriate uniform in order to attend class.</b>	Kindergarten & Elementary School: ○ Parent should send a valid excuse note. Middle School & High School: ○ Student's primary responsibility. ○ Parent may bring replacement, student may be excluded from attending classes, parent may send a valid excuse note ○ If note sent from home: ○ Bring to school's office before attending class ○ Obtain school's permission to enter class. Parent may be contacted. ○ Student must carry excuse note with him/her throughout the day <b>NOTE:</b> Repeated violation of Uniform Code may result in additional points and/or suspension.
6. In hall without a pass	Being out of class without proper authorization; includes being in computer lab, science lab, library, on playground, etc. without specific permission from a teacher.	

**LEVEL II BEHAVIORS & CONSEQUENCES**  
**SERIOUS MISCONDUCT**

A student charged with a **Level II** violation shall be subject to the disciplinary actions listed below. This means that lesser penalties may be assessed depending upon the facts and circumstances but not a grater penalty than listed shall normally be applied. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seems to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for the imposing a lesser or harsher penalty must be documented. In any case, parent/guardian contact will be made through written communication.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

BEHAVIOR	DEFINITION	LEVEL II CONSEQUENCES
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7. Academic Misconduct	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. Chronically, not having homework.	<u>2 Negative Behavior Points</u>
8. Defiance	Refusing to comply with a reasonable request by a staff member/ disrespect to an employee or a student/ refusing to complete work, labs, projects, or other assignments given by the teacher/ lying	
9. Fighting or Assault	<p>Hitting, pushing, kicking, or otherwise making harsh contact with a student.</p> <p><b><i>Automatic Suspension for all parties involved. If student is in High School, the Police may be contacted. Student will not be allowed to make up for the missed classwork.</i></b></p>	
10. Inappropriate Language	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodies gestures/ derogatory remarks/ teasing/joking/ passing notes/ non-academic conversation between boys and girls, etc. This includes back talking to teachers or any staff member. Responses to adults should include "yes/no mam/sir" and should not include or be limited to "uh-huh or nope/yeah" or head nodding.	

11. Tardiness to class or Salat (prayer)	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher. Not reporting to the prayer on time. Inappropriate behavior during prayer, including (but not limited to) playing, pushing, unnecessary talking, laughing, etc.	school property will do so during normal after-school detention time.
12. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	

\*PPD = Philadelphia Police Department will be notified only when necessary for illegal acts.

**LEVEL III BEHAVIOR & CONSEQUENCES**  
**CONDUCT THAT IS SERIOUS OR ILLIGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY**

New Medina has an extremely low tolerance policy for all **Level III** misconduct. A student charged with a **Level III** violation will be subject to an open suspension of up to 10 days and a recommendation for expulsion to the school board and/or legal action. The proper authorities will be notified in the event that a student commits any illegal act.

Parent(s) or guardian(s) will be required to meet with New Medina personnel and the proper authorities. This list of violations is not inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL III CONSEQUENCES</b>
13. Extortion/ Intimidation/ Bullying	Threatening another verbally or non-verbally by inflicting fear, damage to property, or instigating or encouraging misconduct	<u>3 Negative Behavior Points</u>  <b>Violation requires Director assignment of points and may have more than 3 points assigned.</b>
14. False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	
15. Graffiti	Writing on or defacing of any property such as walls, desks, books, etc.	Any student defacing or otherwise abusing school property will be

16. Immodest Behavior or Physical Contact	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter including vulgar, lewd, or promiscuous conduct both inside and/or outside of the school. This includes gestures or innuendos that might attract negative attention.	responsible for restoring or replacing school property. Any child responsible for restoring (cleaning, painting, etc.) school property will do so during normal after-school detention time.
17. Leaving Building	Exiting the school building without proper authorization	
18. Smoking	Possession or consumption of tobacco or any such products on or off school property	
19. Driving without a license	Operating a vehicle without a license	
20. Inappropriate Language with an adult	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodies gestures/ derogatory remarks/ teasing/joking/ passing notes/, etc. when talking to teachers or any staff member or volunteer. Responses to adults should include “yes/no mam/sir” and should not include or be limited to “uh-huh or nope/yeah” or head nodding.	
21. Leaving the school’s premises without permission.	Leaving the school’s premises without written permission from parent and school’s office.	
22. Disruptive Behavior during Salat time.	Engaging in any conduct that causes or results in the breakdown of the orderly process of salat and/or salat activity such as wudu, walking to prayer, etc. This begins at the adhan and ends when you enter your next classroom.	Students who are disruptive during Salat will be immediately removed from the Salat line and will be required to sit-out of the congregational Salat. Students who are older than 10 years old, will be required to make-up their salat in addition to receiving 3 Negative Behavior points and having their parents notified.

23. Electronic and other communication devices	Using, displaying, or possessing any electronic devices on school property without approval. This includes tablets and cell phones.	Electronic or communication devices may be confiscated until the end of the school year.
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\* PPD = Philadelphia Police Department will be notified only when necessary for illegal acts.

### **LEVEL IV BEHAVIOR & CONSEQUENCES**

#### **CONDUCT THAT IS SERIOUS OR ILLIGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY**

New Medina has a zero-tolerance policy for all **Level IV** misconduct. A student charged with a **Level IV** violation will be subject to immediate expulsion to be finalized by the New Medina Board. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with New Medina personnel and the proper authorities. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL IV CONSEQUENCES</b>
24. Alcohol, Drugs, or Intoxicants Possession	Possession or consumption of alcohol, drugs, or intoxicating substances on or off school property	<ul style="list-style-type: none"> <li>➤ <u>Immediate Expulsion</u></li> <li>➤ <b>Mandatory review by Board of Directors</b></li> <li>➤ <b>No possibility of future enrollment</b></li> <li>➤ <b>PPD notified if law is broken</b></li> </ul>
25. Arson or Attempted Arson	Intentionally burning or attempting to burn any school property	
26. Assault on Teacher/Staff	Striking with the intent to inflict or inflicting bodily harm	
27. Assault Weapons or Gun Possession	Having, displaying, or pretending to have an assault weapon or gun	
28. Pornographic Materials Possession or Accessing	Bringing, possession of, accessing, or displaying of pornographic materials including but not limited to pictures, magazines, books, web sites, discs or videos	
29. Theft	Stealing, attempting, to steal, possessing or transferring school or private property/ participating in the theft or attempted theft of school or private property	

Penalties for Earning Behavior Points

**\*\*NOTE\*\* *Negative Behavior Points Accumulate***

1 Point	Written notification to parents AND 1) Denial of class privileges 2) Confiscation of property (when applicable) 3) Community service compensation	
2 Points 3 Points	Written notification to parents AND Parent conference 1) Denial of class privileges 2) Confiscation of property (when applicable) 3) Community service compensation	
4 Points	Administration Notification AND After-school OR Before-school detention AND Parent conference	
5 Points	Minimum 3-day suspension from New Medina Learning Institute	
	2 <sup>nd</sup> Suspension	Re-admittance ONLY by permission of Board of Directors, following formal review, including both parents and student; POSSIBLE EXPULSION; POSSIBLE NO RE-ENROLLMENT
	3 <sup>rd</sup> Suspension	Expulsion for remainder of academic year and barred from enrollment in following academic year.

### **Disruptive Parents**

Under normal circumstances a student should not be deprived of an Islamic education on grounds of the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be withdrawn from the school. Parents must be respectful of New Medina Learning Institute, including the School, all of its employees, staff and members of the governing bodies, in all of the parent's contacts with the school and community. Grounds for family expulsion will include, though not be limited to, derogative and/or slanderous comments regarding the School's students, employees, staff and members of the governing bodies; excessive belligerence by parents; threats of violence against any school official and/or student; excessive violation of schoolwide policies; refusal and/or inability to adhere to schoolwide policies and any other behavior that proves to be disruptive to the collective learning environment.

## **ENROLLMENT OR RE-ENROLLMENT**

New Medina abides by the State of Pennsylvania's Public School System's age requirements for admission and re-admission for 1<sup>st</sup> grade, unless standardized test scores support appropriate placement otherwise. Admission is based on the age of the student on or before August 30<sup>th</sup> of the current academic year. 1st grade admission is 6 years old. Admission for Kindergarten is based upon the student's placement testing and completion of a Pre-K program.

Factors to be considered for re-enrollment will include, though not limited to:

1. Grades
2. Discipline history
3. Parental Involvement; according to school's policy written in school's Handbook
4. Family support of guidelines required by the school's Handbook.
5. Student and/or family interviews may be required.

## **GRIEVANCE PROCESS**

If parents should ever have any concern regarding matters occurring in their child's classroom, they should:

- 1) Talk to their child's Classroom Facilitator or Teacher. Concerned teachers, always appreciate honest concern coming from any parent, when done in a respectful manner. If after meeting with your child's teacher or facilitator, you still have concerns, then make an appointment to meet with the director.
- 2) If after meeting with the director and attempting to resolve the issue, you still have concerns, you may formally submit your complaint to the New Medina School Board. Please submit your initial complaint, the process to date, the attempts at a resolution, and the current complaint, accompanied by any supporting documentation. Please allow time for proper investigation before actually meeting with the Board. This meeting should be scheduled within 2 weeks of the formal request.

***These guidelines serve as a general overview of the policies and procedures regarding students and families at New Medina Learning Institute.***

***Parents will be notified of any modifications in writing.***

## NEW MEDINA CODE OF CONDUCT AGREEMENT

We want New Medina to be an educational and safe place for EVERYONE. In order to achieve this, it's important that all students are aware of and follow the Code of Conduct.

**Parents, please review the following information with your child** and indicate that you both understand and agree to the rules by signing at the bottom of the page.

1. Students will follow the instructions of their Classroom Facilitators, Teachers and Directors.
2. Students will treat everyone with respect: teasing, pranking, put-downs and name-calling will not be tolerated.
3. Students will treat Masjid and school property with respect by refraining from littering or abusing the property or equipment.
4. Students will maintain good personal hygiene while at school.
5. Students will act in an Islamic manner by refraining from vulgar and Islamically inappropriate behavior and language.
6. Students will participate in scheduled activities and maintain a positive attitude.
7. Students will not engage in fighting or physical altercations of any kind.
8. Students will not eat food in the Musalla area.

### **Procedures for Dealing with Inappropriate Behavior:**

1. Rules will be reviewed with all students upon arrival at school.
2. When a rule is broken, a staff member will first verbally warn the student to stop the inappropriate behavior.
3. If the behavior persists, the teacher will remove the student from the activity or situation.
4. If the inappropriate behavior continues, the student will meet with New Medina leadership (Director, Assistant Director, or Director of Operations).
5. New Medina leadership will place the student on a "2-week Contract." If behavior does not improve during this time, parents will be formally notified to remove the child from school and no refund will be issued.
6. The Director will discuss all decisions with parents before a child is sent home. Teachers/Class Facilitators will complete a behavior/incident report to document the inappropriate behavior. Parents will receive a copy of this report within 24 hours.
7. The Director reserves the right to send home any student if it is deemed to be in the best interest of the school or students. Immediate dismissal of a student may result from severe infractions. Please see the Discipline section of the Parent/Student Handbook for clarification of a severe infraction.

*I have read and agree to follow the New Medina Code of Conduct. I understand the consequences if I choose not to follow the rules.*

*Student Signature* \_\_\_\_\_

*I have reviewed the Code of Conduct and consequences with my child.*

*Parent/Guardian Signature* \_\_\_\_\_