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# **STUDENT HANDBOOK**

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## MESSAGE FROM THE ADMINISTRATION

As Salaamu 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.

Maassalaama,

*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 provide 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** is a private educational institution 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 21st 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 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 our students where they can 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 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. What this means is that 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 years, 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 is 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 5<sup>th</sup> grade students. The school day begins at 8:00 am for 6<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 director's office. The student will receive a tardy slip and report to class. A total of 5-tardies equates to one 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 should 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 pick-up list.

- The specified person must present a 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 in the After School Program. For students enrolled in the After School Program, it 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 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. 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. Students picked up later than the designated time will incur the Late Pick-up fee outlined in the afore-mentioned policy.

**ATTENDANCE**

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

Compliance with state attendance statutes and regulations is a parental responsibility. The school is obligated to keep an accurate record of daily attendance. A New Medina student is considered truant and the district is thus 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 rolls consistent with Pennsylvania School Code. New Medina staff follows the procedures outlined below to notify parents of truancy.

**Instructional Time**

Pennsylvania requires schools to offer a minimum of one hundred and 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:

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

Instructional time can occur at any-time during the day and on any day of the week. Instructional time must directly relate to lesson objectives which are aligned to the Pennsylvania Academic Standards.

## **Process for Attendance Monitoring**

1. Students are required to follow the school calendar, which includes a minimum of 180 school days.
2. Teachers manually take attendance in each individual classroom and submit to the Main Office.
3. Administrators log attendance electronically and file all paper-based attendance records.
4. **TRUANCY:** a student will be considered truant after five (5) unexcused absences. New Medina is mandated to report all truancy cases to the student's home school 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 (24 hr. advance request only)
- **Doctor/Medical Excuses**
  1. Students must present doctors' notes when they are absent from school for three or more days consecutively due to illness.
  2. The parent/guardian should send doctors' notes to the Main Office and the Homeroom Teacher through e-mail or in-person.
  3. Doctor's notes are valid for 10 days.

## **Excuse Notes for Absence**

1. For an absence to be registered as excused, a parent or guardian must submit a written explanation to the Main Office and the Homeroom Teacher through e-mail or in person.
2. Excuse must state the student's name, the date of the absence, and the reason for the absence. The parent or guardian has three calendar days from the date of absence to submit the written excuse.
3. Absence notices sent **ONLY** to the teacher **WILL NOT** be considered as valid.

## **Excused Absences**

1. Administrators register absences as excused for the reasons cited in the Pennsylvania School Code - personal illness or quarantine, health care, death in the immediate family, and religious holidays or religious instruction.
2. A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted per school year. All absences beyond ten cumulative days require an excuse from a physician.

## **Unexcused Absences**

1. If the Main Office does not receive an excuse within three days of the absence, such absence will be recorded as an unexcused absence.
2. Absences due to travel must be preapproved by the Director to be excused.



## **LUNCH**

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, or playground area.

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

**WE ARE A PEANUT-FREE SCHOOL.** Please be mindful of this when sending your children to school. Willful violation of the Peanut-Free policy counts as a Level III misconduct as described in the Discipline Policy of this Handbook.

## **SCHOOL LUNCH PROGRAM**

Families may choose to participate in New Medina's School Lunch Program for an additional fee. The lunch will be prepared by authorized kitchen staff. The lunch will be a hot lunch served with a fruit and beverage.

Families must notify the main office in writing, a week in advance when participating in the School Lunch Program. Payment must be made by close of business that Monday in order to be included in the School Lunch Program for the week. ***New Medina is unable to accommodate daily lunch orders.***

## **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 Uniform**

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

**A HEAD SCARF IS REQUIRED FOR GIRLS IN 3RD 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 (please wear full leggings if opting for skirt)

Girls (2<sup>nd</sup>-4<sup>th</sup>)- White/off white Head Scarf, Hunter Green polo shirt or tunic, black or khaki pants or skirt that falls below the knees (please wear full leggings if opting for 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 (not needed if opting for overgarment)

**GYM UNIFORM – On designated gym days ONLY**

White or Hunter Green T-shirts

Black sweat pants or joggers

### **PARENT-TEACHER CONFERENCES**

There will be Parent Teacher Conferences 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. The parent or the teacher may initiate this conference. It may be conducted over the phone or online 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.

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, toys, money, or electronic devices from home** will be allowed in the school. **New Medina staff may confiscate these items.** The Director will hold the items until the Friday following confiscation.

Students who have their own cell phones are to leave them in the Main Office until dismissal. Parents may contact our 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.

To assist our students towards Islamic and academic growth and development, New Medina Learning Institute asks each family to consider 10-15 hours of on-site parental involvement per month. Active Parental Involvement is also a criterion for re-enrollment.

Structured involvement opportunities will consist of:

- An Orientation Meeting at the beginning of the academic year. Parental attendance is required for ALL families.
- 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.
  - o Parents should personally attend within 3 days of request, submit a valid excuse and reschedule 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.

Classroom visits may not be used to satisfy any custody visitation order between parents and New Medina may not be used as a visitation site when there is a custody order in place. Parents who attempt to use the school site in such a manner will be immediately withdrawn from the school.

## **TUITION PAYMENTS**

New Medina charges an annual tuition rate for each student. The tuition may be paid as one lump sum or in monthly installments. 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.

Tuition must be paid on a monthly basis and are due on the 20<sup>th</sup> of every month. Families are allowed a Payment Grace Period of seven (7) days to make their tuition payments. Tuition received after the 27<sup>th</sup> day of the month will incur a late payment fee of \$30.

Families who consistently make their payments late will have the Payment Grace Period revoked and tuition will be due immediately with each billing cycle.

In case of financial hardship, families must notify the main office to request an extension of the tuition Payment Grace Period. The request must include a reasonable date by which their payment will be made.

## **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) 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 main office stating 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 should be picked up within 1 hour of notification by New Medina's Administration. Children not picked up with-in the 1-hour time-period will be subject to the Late Pick-up policy described in this handbook.

### **COVID Health & Safety Protocols**

New Medina has established protocols to respond to suspected and confirmed positive cases of COVID-19 to maintain the health and safety of the school community.

All staff and parents/guardians of students are required to notify the appropriate District designee (as outlined in the Pre-screening/Symptom Monitoring/Mandatory Reporting section below) immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

### **GENERAL GUIDANCE**

#### **Personal Illness**

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while in New Medina's School building will be sent home immediately.

#### **Symptoms Suggestive of COVID-19 Illness**

New symptoms that are not explained by a prior medical condition:

- Fever of 100.4°F or greater
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Cough
- Fatigue
- Nausea or vomiting
- Diarrhea
- New or persistent cough

- New loss of taste or smell
- Shortness of breath or difficulty breathing

**Pre-Screening/Symptom Monitoring/Mandatory Reporting**

Parents/guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work. If they feel ill, they must refrain from entering New Medina.

**Parents/Students**

All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves monitoring for symptoms of COVID-19 listed previously. If any of the symptoms are present, the parent/guardian must keep the student at home and contact the main office for further instructions.

**EMPLOYEES AND STUDENTS WHO ARE CLOSE CONTACTS OF A POSITIVE CASE OF COVID-19**

Those identified as a close contact of a positive case of COVID-19, may be contacted directly by the City of Philadelphia’s COVID Response Team and/or Employee Health Services, and may additionally be contacted by PDPH, with important information concerning the need to mask and test. Close contact is defined as being within six feet of the person for at least 15 minutes within a 48-hour period, regardless of mask use. An employee or student who is identified as a close contact with a positive case of COVID-19 must:

- Wear a mask for 10 days after their last date of exposure.
- Self-monitor, or parent-monitor, for symptoms of COVID-19.
- Isolate and get tested if they start to experience symptoms associated with COVID-19
- All identified close contacts of a positive case outside of school, will mask to stay, with rapid or molecular testing within 48 hours and again at day 5. Masking should be maintained for 10 days.
- All members of the exposed cohort (class, grade, etc) will test to stay per the procedures set forth under New Medina’s Test to Stay policy. Masking will be maintained for 10 days.
- If students refuse to mask after being identified in a cohort, they will be required to quarantine at home for 5 days.
- The need for school-wide, on-site testing by a vendor will be determined in collaboration with PDPH and the District’s COVID Response Team.
- OTC test kits may be provided to exposed students/staff.

**COVID-19 CASE NOTIFICATION**

When a positive COVID-19 case is identified, and consistent with both notification requirements for other communicable diseases and legal confidentiality, New Medina will follow PDPH regulations for a reportable communicable disease. The main office will notify the PDPH. All New Medina students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self-monitoring for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing

### **EMPLOYEE WHO DEVELOPS SYMPTOMS WHILE AT WORK**

An employee who develops symptoms suggestive of a COVID-19 illness while at work will be sent home immediately. Employees needing to be picked up will wait in a designated area for their ride. The employee should seek a COVID-19 test.

### **EMPLOYEE WHO TESTS POSITIVE FOR COVID-19**

An employee who tests positive for COVID-19 must:

- Notify New Medina’s main office immediately.
- Adhere to the Return-to-Work Guidelines listed in this handbook.
- Employees who test positive for COVID-19 must isolate for 7 days according to the guidelines set forth by New Medina in this handbook.

New Medina’s administration will:

- Notify PDPH and provide the following information: employee’s name, contact information, date of birth, date of positive test, when the individual became symptomatic, most recent date at work, and at what location(s).
- Notify close contacts and provide guidance on mitigation measures.
- Initiate cleaning protocols as per school guidelines.

### **RETURN TO WORK GUIDELINES**

When tested and determined to be COVID-19 positive, the employee will remain home until all of the following are true:

- If symptom-free after 7 days of isolation, employees may return to work  
**AND**
- 24 hours fever-free without use of fever reducing medication (Tylenol, Motrin, etc.),  
**Note: The COVID-19 positive individual does NOT need a repeat COVID test or a doctor’s note in order to return to work.**

Rapid antigen and PCR tests are acceptable. Guidance is based on a positive result regardless of test type (PCR or rapid antigen).

When symptomatic but COVID-19 testing was not completed, the employee will remain home until all of the following are true:

- If symptom-free after 7 days of isolation, employees may return to work but must wear a high-quality mask (N95 or KN95) for an additional 5 days and must eat in a designated area.  
**AND**

- 24 hours fever-free without the use of fever-reducing medication (e.g., Tylenol, Motrin, etc.),  
**OR**
- A clinician has evaluated the employee and documented an alternative diagnosis and that the employee may return to work sooner than 10 days.

## **STUDENT WHO DEVELOPS SYMPTOMS WHILE AT SCHOOL**

### Protocol for Sending a Student to the main office from a Classroom

If a student develops symptoms of a COVID-19 illness while at school the following will occur:

- **Teacher's Role**
  - Teacher will contact the main office prior to sending the student and notify the reason for the visit.
  - Teacher will assign an adult to accompany the student to the main office if age warrants accompaniment.
- **Nurse's or Designee's Role**
  - Based on the teacher's description, the nurse or designee will determine the area of treatment:
  - Students will be assessed if they exhibit symptoms of COVID-19 illness
  - Nurse or designee will perform prompt and appropriate assessment and documentation as per protocol.
    - If student meets the criteria for COVID-19 testing as per protocol, and the student's family has consented to COVID-19 testing, the nurse (or designee) will administer a COVID-19 Rapid Antigen test.
    - If a student tests positive:
      - School nurse or designee will notify administration and notify the District's COVID-19 Response Team by completing the Positive Covid-19 Notification Form.
      - Letters will be distributed by school administration to school staff and families as per PDPH guidance.
      - The positive student must be picked up by the parent or guardian within (1) hour of notification.
      - Parents/guardians will be given instructions for further care dependent on the results of COVID19 testing.
- **Administrator's Role**
  - Administrator will be responsible for the distribution of the Notification Letters to the school community.
  - Administrator will ensure the proper coding of student absences.
  - Sign up students for Quarantine Learning if applicable.

### **When a Symptomatic Student Does Not Get Tested**

Student should be sent home and remain home until all of the following are true:



- If symptom-free after 7 days of isolation, students may return to school but must wear a high-quality mask (N95 or KN95) for an additional 5 days and must eat in a designated area.  
**AND**
- until fever free and off anti-fever medications for 24 hours  
**AND**
- respiratory symptoms are improving **OR**
- there is a documented alternative diagnosis by a healthcare provider **AND** standard return after illness criteria have been met

Regardless of consent, the parent/guardian of a student with symptoms of COVID-19 that meet the criteria described above to be sent home will be required to pick the student up immediately in the same manner as students who have been tested. All students regardless of participating in the testing program will be required to be picked up from school when they are ill.

### **STUDENT WHO TESTS POSITIVE FOR COVID-19 OUTSIDE OF SCHOOL**

When a student tests positive for COVID-19, the parent/guardian must:

- Notify the main office by phone or email
- Adhere to the Return to School Guidelines below.

Administration will:

- Notify PDPH and provide the following information: employee's name, contact information, date of birth, date of positive test, when the individual became symptomatic, most recent date at work, and at what location(s).
- Notify close contacts and provide guidance on mitigation measures.
- Notify the Facilities to initiate cleaning protocols as per department guidelines.

### **RETURN TO SCHOOL GUIDELINES**

When tested and determined to be COVID-19 positive, the student will remain home until all of the following are true:

- If symptom-free after 7 days of isolation,  
**AND**
- the student has been fever-free for 24 hours without the use of fever-reducing medication (Tylenol, Motrin, etc.)  
**AND**
- symptoms are improving.  
Note: The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to school.

When symptomatic and determined to be COVID-19 negative using a rapid antigen test or PCR test, the student will remain home until:

- The student meets the school’s normal criteria for return after an illness which includes fever-free, vomiting, and diarrhea free for greater than 24 hours without medication
- OR**
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school.

When symptomatic but COVID-19 testing was not completed, the students will remain home until all of the following are true:

- If symptom-free after 7 days of isolation, students may return to school
- AND**
- 24 hours fever-free without the use of fever-reducing medication (Tylenol, Motrin, etc.),
- AND**
- symptoms are improving; **OR**
- A clinician has evaluated the student and documented an alternative diagnosis and that the student may return to school sooner than 10 days

**ADDITIONAL INFORMATION**

**COVID-19 TESTING**

Employees and students who require COVID-19 testing may use any of the following options:

- Use a home rapid antigen test
- Visit one of the stationary testing sites where both rapid antigen and PCR tests are performed.
- Select from one of the COVID-19 testing sites located throughout the area.
- Visit a healthcare provider

***Families who opt out of testing***

Families who choose to opt out of COVID testing will be required to remain at home for a minimum of 7 days when their child has been identified as a close contact or has had direct exposure to a COVID positive case.

**COVID-19 Testing Scenarios for Students and Staff:**

- *Symptomatic Testing:* The School Nurse and/or a designated member of New Medina’s Staff may provide COVID testing to a symptomatic student and/or staff member
- *Testing during outbreak\*:* If a student or staff member is a part of a cohort (for example, classroom, sports team or performing arts) with multiple positive COVID-19 cases in the cohort, the school will implement its Test to Stay procedures below.  
\*Outbreak is defined as 3 or more cases in a cohort or 3 more cases epilinked in the school community
- *Test to Stay:* Students exposed to COVID-19 within a cohort will be tested every 48 hours for 10 days.

- *Testing Screening after Extended School Breaks:* New Medina will implement a school-wide testing screening after extended breaks so as to ensure the health and safety of the school community. Students will be tested for COVID-19 via nasal swab upon returning from all extended school breaks. Extended School Breaks are defined as breaks from school that last 5 days or more.

## **MASK GUIDANCE OPTIONAL MASKING**

Masking will be optional for students and staff except:

- For the first 10 days of the new school year—August 29 through September 9.
- When the COVID-19 Community Level is high according to the CDC COVID-19 Community Level Indicators. In this instance, the New Medina will notify families and staff that indoor universal masking will be required until the Community Level returns to medium. At a Community Level of medium, masking is strongly recommended.
- In specific instances where universal masking may be required, regardless of the COVID-19 Community Level, including:
  - classroom or school-wide outbreak
  - OR
  - upon return from extended breaks and holidays when increased social gathering may heighten the risk of exposure to COVID-19.

## **MASK TO STAY**

**New Medina will NOT implement a mask to stay protocol for students or staff members who test positive for COVID-19. Our policy will require all students and staff who have tested positive for COVID-19 to remain at home for a minimum of 7 days.**

## **REQUIRED SCHOOL-WIDE MASKING**

New Medina may require masking when there is high risk of COVID spread in the community and school environment.

## **PROBATIONARY PERIOD POLICY**

Students new to New Medina are subject to a probation period of thirty (30) days. During this period, students and parents will be evaluated daily 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 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 3:00-4:00pm. Please pick up your child promptly. Students not picked up by the designated time will incur the afore-mentioned Late Pick-up fee.**

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.

BEHAVIOR	DEFINITION	LEVEL I CONSEQUENCES =
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 when 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-lunchroom; 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 to attend class.</b>	

6. In hall without a pass	Being out of class without proper authorization; includes being in computer lab, library, on playground, etc. without specific permission from a teacher.	<p>Kindergarten &amp; Elementary School:</p> <ul style="list-style-type: none"> <li>○ Parent should send a valid excuse note. Middle School &amp; High School:</li> <li>○ Student’s primary responsibility. <ul style="list-style-type: none"> <li>○ Parent may bring replacement, student may be excluded from attending classes, parent may send a valid excuse note</li> </ul> </li> <li>○ If note sent from home: <ul style="list-style-type: none"> <li>○ Bring to school’s office before attending class</li> </ul> </li> <li>○ Obtain school’s permission to enter class. Parent may be contacted.</li> <li>○ Student must carry excuse note with him/her throughout the day</li> </ul> <p><b>NOTE:</b> Repeated violation of Uniform Code may result in additional points and/or suspension.</p>
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**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	Hitting, pushing, kicking, or otherwise making harsh contact with a student.  <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>	
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 "uhhuh 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.	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.
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 & CONCEQUENCES**

#### **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 if 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 CONCEQUENCES</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 responsible for restoring or replacing school property. Any



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.	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” 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.	
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 day.

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

#### **LEVEL IV BEHAVIOR & CONCEQUENCES**

**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 if 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.

BEHAVIOR	DEFINITION	LEVEL IV CONSEQUENCES
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 <b>AND</b> 1) Denial of class privileges 2) Confiscation of property (when applicable) 3) Community service compensation	
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2 Points	Written notification to parents AND	
3 Points	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; <b>POSSIBLE EXPULSION.</b> <b>POSSIBLE NO RE-ENROLLMENT</b>
	3 <sup>rd</sup> Suspension	Expulsion for remainder of academic year and barred from enrollment in following academic year.

## ACCEPTABLE PARENT BEHAVIOR

Under normal circumstances a student should not be deprived of an Islamic education on grounds of the attitude and behavior of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude and behavior 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, be they in person or online. Grounds for family expulsion will include, though not be limited to:

- derogatory and/or slanderous comments regarding the school's students, employees, staff and members of the governing bodies;
- excessive belligerence by parents;
- excessive, combative and harassing messaging to the school's teachers, students, employees, staff and members of the governing bodies;
- threats of violence against any school official and/or student;
- excessive violation of schoolwide policies;
- refusal and/or inability to adhere to schoolwide policies;
- deliberate attempts to cause discord within the school community and creating an overall toxic environment for the staff, teachers and other students;
- deliberate attempts to undermine the school's authority by not following the steps outlined in the handbook to address grievances and concerns;
- deceptive behavior in an attempt to circumvent the policies set forth in the handbook;
- 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 or the school, they should follow the following:

- 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.
- 2) If after meeting with your child's teacher or facilitator, you still have questions or concerns, then make an appointment to meet with the director with the aim of coming to a peaceful resolve.
- 3) If after meeting with the director and attempting to resolve the issue, you still have questions or 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 meeting with the Board. This meeting should be scheduled within 2 weeks of the formal request.

Failure to follow these steps for any grievance may result in a parent's request for a meeting being denied.

## **MEDIA RELEASE**

New Medina uses and releases photographs, audio recordings, and/or video recordings taken or recorded at its facilities and events for educational, instructional, or promotional purposes as determined by New Medina for use in broadcast and media formats now existing or created in the future, including social media. These photographs and recordings often include depictions of students and/or parents engaged in instruction, school functions, and school activities. Any such photographs, audio recordings, and/or video recordings shall become the property of New Medina and may be used or disclosed by New Medina or others with the consent of New Medina and/or its representatives to students, parents, community members, or media outlets. By acknowledging receipt of this Handbook Information, you consent to the foregoing. As the parent of a student or as an eligible student (18 years of age or older), you may elect to withhold your consent for New Medina's use of photographs, audio recordings, and/or video recordings of you and/or your child. In order to withhold your consent for the disclosure of your and/or your child's photographs, audio recordings, and/or video recordings, you (the parent/guardian of the student) or the eligible student must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook information. The written notice must:

1. include the name of the student;
2. include a statement that the parent/guardian or eligible student is opting out of the release of photographs, audio recordings, and/or video recordings depicting the student; and
3. be signed and dated by the parent, guardian or eligible student.

Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis should you wish to continue to opt out of the release of photographs and recordings. Finally, please note that New Medina will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals who are not employed by, affiliated with, or under contract with New Medina.

### **Video/Voice Recording of Students**

A parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions, by notifying New Medina's main office in writing within ten (10) days of enrollment. The written notice must: (1) include the name of the minor child; (2) include a statement that photographs or video or voice recordings of the minor child are not permitted; and (3) be signed and dated by the parent of the minor child. Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis. Please note that a minor child for whom photographs or video or voice recordings are not permitted may not be able to participate in or attend academic classes, or extracurricular clubs, programs or activities for which photographs or video or voice recordings are essential. Finally, please note that New Medina will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals or entities while they are not acting as an employee, or agent of the school.

*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 Learning Institute

7401 Limekiln Pike, 2<sup>nd</sup> Floor

Philadelphia PA 19138

Dear Parent:

Please fill in this page and return to the school, so we may have a record you have received the current student handbook.

Thank you,

New Medina Administration

## *Handbook Agreement Statement*

I have read and fully understand the consequences that are incorporated in the Handbook for the current academic year at New Medina Learning Institute.

I, and my child, agree (s) to adhere to and abide by the rules set forth in the Handbook.

Name of children attending New Medina Learning Institute and grades of each:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## 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* \_\_\_\_\_