

Darul Arqam School



DARUL ARQAM
SCHOOL

Parent-Student Handbook

Dear Parents and Students,

Assalaum Alaikum,

It is with great pleasure that we welcome all students and parents to a new school year filled with many exciting opportunities awaiting us.

Our dedicated staff members seek to promote a safe, caring, and supportive Islamic environment that fosters the development of academic excellence where our children can attain the knowledge and leadership skills that would enable them to perform as effective 21st Century Muslim leaders, especially in today's world of Globalization.

However, in order to achieve what is best for our children we all need to work together as a team; the staff, the parents and the children. The best way to get started with the task of educating your child is to become familiar with the School and Department policies.

Please carefully read the following policies and procedures while encouraging your child to follow and respect them.

Sincerely,

Sr. Samantha Sanchez

Vice Principal

Early Childhood and Elementary

Br. Saad Ibrahim

Vice Principal

Middle and High School

Table of Contents

DARUL ARQAM SCHOOL ADMINISTRATION	4
MISSION STATEMENT	5
ATTENDANCE REGULATIONS:	6
ABSENCE AND LATENESS POLICIES	6
VACATIONS DURING THE SCHOOL YEAR:	7
LATENESS TO SCHOOL:	8
THE SCHOOL DAY:	8
EMERGENCY SCHOOL CLOSING:	8
AFTERCARE:	8
ATHLETIC AND CO-CURRICULAR ACTIVITIES:	9
STUDENT INTERNET AND COMPUTER NETWORK RESOURCE POLICY	10
DRESS CODE	12
DROP-OFF AND PICK-UP:	13
FIRE DRILLS AND EMERGENCY PROCEDURES:	14
LOCKDOWN PROCEDURES	15
ACADEMICS:	16
GRADES AND THE GRADING SYSTEM	17
HOMEWORK	20
FIELD TRIPS	22
LUNCH PROCEDURE	22
HEALTH/IMMUNIZATION REQUIREMENTS	22
SCHOOL PROPERTY	24
SCHOOL VISITORS	26
CODE OF CONDUCT	26
ANTI-BULLYING POLICY	35
CHAIN OF COMMAND FOR QUESTIONS OR CONCERNS	37
STAYING INFORMED	37

Darul Arqam School Administration

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Quran, Islamic Studies, & Arabic Department

Sheikh Mohamed Elbenny

Vice Principal

Early Childhood and Elementary (Preschool-5th Grade)

Samantha Sanchez

Vice Principal

Middle School and High School (6th grade - 12th grade)

Saad Ibrahim

Mission Statement

The mission of Darul Arqam is to provide an excellent Islamic and academic education within an Islamic environment to produce good Muslims and strong leaders.

We seek to promote a safe, caring, and supportive environment where our children can attain the knowledge that would enable them to perform as effective citizens of the world, especially in today's world of globalization. Our students will be attaining such worldly knowledge in a spiritual environment rich with Islamic teachings, values and practices following the guidelines of the Quran and the Sunnah.

Philosophy

We intend to instill Islam in our children's hearts and minds by providing positive peer interaction. We believe school life should maximize the opportunity to learn and practice Islam, while taking advantage of the latest technology and resources in the field of education.

We offer a complete academic program to all the children without discrimination on the basis of color, ethnic background, national origin, race, gender, or economic status.

We provide social development through a well-balanced range of studies and encourage our children to be productive members of society.

We strive to have our parents, teachers, and community members actively involved in our students' learning.

We believe these values call for all members of the educational community to recognize their need for spiritual growth centered in Islam, a developed intellect, physical health, emotional maturity, and a commitment to the respect for others in the moral, cultural, and civic arenas.

We believe that the integration of religious truth and values in the academic process distinguishes Darul Arqam School as a community dedicated to teaching the whole person. Furthermore, we believe this integration assists in stimulating the imagination, inquisitiveness, and interest of each student.

We believe Darul Arqam School provides students with the opportunity to strive for excellence and learn according to their ability. At Darul Arqam School, we believe in challenging students to think critically, communicate effectively, develop a sense of social and moral fairness, and live accordingly.

Goals of Darul Arqam

Darul Arqam School's main goal is to provide young Muslims with quality education while instilling Islamic morals and principles in them. At our school, Islamic values come first. We provide a warm and caring environment conducive to the spiritual and academic growth and development of the child; instill an appreciation for human kind; promote justice, and proclaim the true message of Islam; foster a willingness to share time, talent, and skills in response to the needs of family, school, Muslim, and local community. By adopting New Jersey Core curriculum, and meeting state and national knowledge standards, the school prepares students to continue and excel in their education in this country as well Darul Arqam aims to build Islamic as abroad. In addition, Darul Arqam aims to build Islamic morals and practices in each individual child so that they may learn to live their lives as wholesome Muslims.

Purpose and Use of Handbook

This handbook exists to foster the efficient operation of Darul Arqam School. The directives discussed in this handbook do not contain every rule incorporated into the daily life of Darul Arqam School, nor could they. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook.

ATTENDANCE REGULATIONS:

Regular attendance shall be during all the days and hours that Darul Arqam School is in session.

Regularity of attendance is important if a student is to show a record of success in schoolwork. Students submitting a note from a parent to the Main Office must do so prior to homeroom to make arrangements for an early dismissal for a medical or similar appointment. The note must have a telephone number where the parent or guardian may be contacted to verify the request.

No student will be granted a dismissal without parental contact. Parents who do not have a telephone are obligated to contact the Main Office.

No student is to go home during the school day without first obtaining permission from the parent, Principal, or from the administrative staff, in case of illness.

All calls referring to a student's absence are to be directed to the Main Office and supported by a note from the parent/guardian upon return to Darul Arqam School.

ATTENDANCE POLICY

Darul Arqam attendance policy is as follows:

1. Students who are absent excessively (18 days or more during the school year) are liable for the violation of this policy, regardless of whether the absence is excused or unexcused. The penalties may include grade reduction or retention.
2. Medical excused absences are not accepted after 30 days from the date of absence and must be on the doctor's stationary. Medical excuses can also be used to exempt a student from gym class.
3. The morning school bell rings at 7:50 AM. All students arriving at school after 8:05 AM will be marked late. After the 3rd period the student will be marked absent for that day and he/she will be responsible for all work missed.
4. For every three (3) times a student is late, it will be counted as one day absent.
5. **Six (6) unexcused absences in a marking period will cost the student a letter grade (e.g. an "A" will be dropped to a "B".)**
6. There will be no makeup test for an absent student without a doctor's note. A "0" will be given without documentation of an excused absence.

ABSENCE AND LATENESS POLICIES

Parents are required to contact Darul Arqam School immediately when a student will be absent for three (3) or more consecutive days. Any medical excuses for a student absence must be referred to the homeroom teacher on the day that the student returns to school. Students absent five (5) or more consecutive days must present a medical note to the homeroom teacher or the student will not be admitted to class.

Medical excuses that are not provided upon the student's return to Darul Arqam School may not be accepted at a later date. Absences due to minor problems not requiring medical attention are considered incidental absences. Incidental absences are not excused.

Students may not accumulate more than 18 unexcused absences during the school year. Accrual of more than 18 unexcused absences in a subject during the school year will result in the loss of credit for the subject or require a student to repeat the current grade. Students enrolled in Darul Arqam School shall be in attendance during the days and time school is in session.

Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes requiring children to attend school. Every parent, guardian or other person having custody or control of a child shall cause such a child regularly to attend school.

The interruption of the instructional process caused by frequent and/or repeated absence of lateness is a major concern of all involved. It is with this concern in mind that the following attendance regulations are recommended.

EXCESSIVE ABSENCES: Excessive absences are the total of unexcused absences for any reason from school. Eighteen (18) or more unexcused absences will result in loss of credit for the course in which they are absent.

Students must be present at least six (6) or more hours in order to get credit for a full day of attendance. Students must be in attendance at least 4-6 hours in order to receive credit for half a day.

1. Upon the student's return to school from an absence or absences, the student will take the note to the homeroom teacher to be filed for future reference.
2. A daily attendance sheet will be provided. The teachers will assume the student has an unexcused absence unless otherwise notified.
3. Students who are absent from school will not be able to participate in school functions or activities for that day (ex. Spelling Bee, Quran Competition...)
4. If a student is absent from school, it is the student's responsibility to contact the teacher to make up assignments. The work must be handed in within the length of time (number of days) of the absence, (e.g. one day absent = one day after the return to school to make up the work.)
5. Parental notes or phone calls which document or verify a persistent nature, extended medical treatment, and/or other extenuating circumstances will be considered under the appeals process, but still will be counted as unexcused absences.

EXCUSED ABSENCE: Parents of students absent from school are to inform the Main Office if their child is away for one of the following reasons:

1. Student illness or accident verified by a doctor's note.
2. Death or serious illness in the immediate family.
3. Attendance required in court (evidence submitted).
4. Administratively approved absence.
5. School sponsored educational activities, sanctioned or approved by the Principal.
6. Other valid reasons as determined by the Principal, who has the right to request additional documentation.

UNEXCUSED ABSENCES: A student will be marked for an unexcused absence if he/she:

1. Fails to bring a written note within two school days following an absence.
2. Leaves school without signing out at the office.
3. Is absent from class without permission including walking out of class.
4. Is absent from school without parental permission.

VACATIONS DURING THE SCHOOL YEAR:

While we recognize that there may be times that students must be absent from school for family emergencies or crises, we strongly urge that family vacations not be scheduled during the school year. Request for homework/classwork because of a family vacation will not be honored. Upon his/her return to school, the student

will be given accumulated make-up assignments which must be completed, signed by the parent, and handed in to the teacher within the next ten days.

LATENESS TO SCHOOL:

Darul Arqam School policy requires attendance at school for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school. It is the responsibility of the homeroom teacher to monitor lateness to school.

Lateness to school is defined as not being in homeroom by 8:05 AM. Any student not in homeroom by 8:05 AM, or who arrives after that time, is late to school and **MUST** be marked late by the homeroom teacher.

Any student who arrives after 8:05 AM must get a late pass from the Main Office before proceeding to class.

1. Arrangements must be made 24 hours in advance through the Main Office for the following appointments (medical, dental, court appearance).
2. Unexcused absences from morning classes due to lateness may result in failure of the course as per the attendance policy.
3. Excused tardiness.
 - a. The homeroom teacher will automatically excuse one late per marking period.
 - b. Lateness due to emergencies such as power failure, auto accident, late arrival of school bus, or other valid emergencies.
4. Three (3) unexcused lateness occurrences will be counted as one (1) absence.

A record of each “unexcused late” will be kept by the homeroom teacher on the student’s attendance.

ASSEMBLIES/SALAH:

All classes are to sit in their assigned sections for General Assembly/Salah. Attentiveness to the person in charge and consideration of others are expected at all times. There should be no talking during the program or Salah. Students are encouraged to exhibit their best behavior. All girls in grades KG-12 should have their uniform hijab for salah.

THE SCHOOL DAY:

School hours are from **7:50 AM – 3:10 PM**. Students are not expected to arrive **before 7:45 AM**. No student will remain in the school **after 3:25 PM**. Parents should make sure that their children are picked up at time of dismissal. After 3:25, parents late for pick up will pay \$ 5.00 for every 5 minutes late.

EMERGENCY SCHOOL CLOSING:

Parents should arrange with neighbors or other responsible individuals to receive and care for their children in the event of an emergency early dismissal. Children are to be instructed by the parents exactly what they are to do if this should occur.

SCHOOL CLOSING ANNOUNCEMENTS AND DELAYED OPENINGS: Parents should watch Channels News 12 or CBS for notification of school closings or consult the school web site at **www.darularqam.org**. Suggested viewing time is from 3:00 AM through 7:00 AM. Parents will also be receiving a message on the phone via voice and/or text. DAS Facebook page will also be updated.. Parents are required to constantly update the Office with their contact information.

AFTERCARE:

An Aftercare Coordinator will be with the children after dismissal time on any school day. Aftercare is provided at a cost of \$160.00 per child per month. This fee would allow the parent to pick up children between the hours

3:10 PM and 6:00 PM. Students who remain in aftercare, but are not registered, will be charged \$5.00 per 5 minutes.

If the parent is going to be late picking up their child/children, please call before 2:00 PM. Parents who have their children in Aftercare will be charged \$10.00 per half hour after 6:00 PM. This sum will be payable at the time of each late occurrence directly to the Aftercare Coordinator.

ATHLETIC AND CO-CURRICULAR ACTIVITIES:

Darul Arqam School recognizes the value of a program of interscholastic athletics for boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to promote physical, mental, social, emotional and moral well being of the participants.

Darul Arqam School considers participation in athletics a privilege that may be earned by students who can fulfill and adhere to basic requirements of the scholarship and physical capabilities. Through voluntary participation, the student-athlete gives time, energy, and loyalty to the Darul Arqam School program, but also accepts the training, rules, regulations, and responsibilities of that program.

Darul Arqam School shall determine the standard of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and shall have fully recovered from illness before participating in interscholastic athletics that will conform to rules of the State Board of Education.

GUIDELINES FOR STUDENT – ATHLETIC PARTICIPATION

In order to contribute to the welfare of the group, the student-athlete must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others.

GENERAL REGULATIONS:

1. Darul Arqam School rules must be followed in all cases of eligibility, transfer, physical examination, starting dates, use of school equipment, etc. Each advisor and student-athlete has the responsibility to know and abide by school regulations.
2. Completion of the sports season is required in order for the student-athlete to be eligible for any awards.
3. Unexcused absences from scheduled practices will result in disciplinary action by the advisor. It is the responsibility of the student-athlete to obtain permission from the advisor for any anticipated absence or problem in schedules due to conflicts with other co-curricular activities. Every attempt should be made to resolve these conflicts by the parties concerned.
4. If a student is absent or suspended from school, he/she may not participate in any activity on that day. The same will apply if he/she is sent home from school for medical reasons. A late evening activity does not excuse any tardiness the next day. The only exception is an excused absence approved by the attendance office (funeral, college visitations, medical appointments, religious reasons.)
5. Receiving recognition on a student's permanent record for membership rests with the advisor. Students must be active members to be considered for recognition.

TRANSPORTATION REQUIREMENTS:

Parents are responsible for providing transportation to and from the athletic events unless otherwise stated by Darul Arqam School.

CONDUCT REQUIREMENTS:

The following infractions may result in a suspension or expulsion from the squad, a decision to be made at the discretion of the advisor:

1. Displays of un-Islamic or unsportsmanlike conduct toward any opponent, official, coach, or team member.

2. Theft or malicious destruction of any school or individual's equipment or property.
3. Violation of training rules.

STUDENT INTERNET AND COMPUTER NETWORK RESOURCE POLICY

Darul Arqam School considers the use of the Internet as an educational resource that will follow established school guidelines for the selection and use of instructional materials.

Students will follow a sequential, structured approach to gaining skills which will allow them to become independent, responsible users of the Internet including the development of appropriate skills to analyze and evaluate information found on it. The approach addresses Internet use from an age and topic-appropriate standpoint.

Teachers of **grades Preschool through 5** will actively supervise and monitor students' use of the Internet. Students will access Internet resources which the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age and topic-appropriate materials and resources.

Middle School (grades 6-8) teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct staff supervision; however, students will also experience guided practice leading towards gaining skills to become independent and responsible users of the Internet. Teachers will model the skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of appropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age and topic-appropriate materials and resources.

High School students (grades 9-12) will participate in independent Internet use with teachers assuming less of a monitoring role and more of an advisory role. Anyone who violates the school's policy on Internet use shall have that privilege revoked.

USE OF ELECTRONIC MAIL:

Through the Internet's electronic mail feature, students and staff can telecommunicate with individuals and groups around the world. The following are unacceptable uses of e-mail network resources:

1. Sending harassing, abusive, or offensive material to or about others.
2. Soliciting personal or confidential information from others for illegitimate purposes.
3. Intercepting, altering, or disrupting electronic mail systems and/or messages.
4. Introducing messages with the intent to cause network congestion.
5. Any of the activities enumerated in the following section.

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for student conduct apply. The computer network/computers are provided for students to conduct research and communicate with others. Access to network services will be provided to those students who agree to act in a considerate and responsible manner.

STANDARDS FOR THE USE OF THE COMPUTER NETWORK/COMPUTERS:

Darul Arqam School provides access to computers and network resources for appropriate educational purposes only. The use of the computer network and access to the Internet is a privilege, not a right. Any individual engaged in the following actions when using the network/computers shall be subject to discipline or legal action as deemed appropriate by school officials:

1. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate Federal, State or Local laws and regulations. Inappropriate activities defined as those that violate the intended use of the network as stated in the opening statement of this policy. Obscene activities are defined as access to, uploading, downloading, or distributing pornographic or sexually explicit materials.
2. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Intentionally disrupting or "crashing" the network, introducing "viruses" or intentionally corrupting educational materials and files.
4. Actions that will purposely degrade or disrupt network equipment or system performance.
5. Damaging computers, computer systems or networks.
6. Using the computer network resources of the school for commercial purposes or for financial gain or fraud.
7. Stealing data or other intellectual property.
8. Gaining or seeking unauthorized access to the files of others or vandalizing the data of another user or organization.
9. Invading the privacy of others.
10. Engaging in any activity that does not advance the educational purposes for which the school computer network/computers are intended.
11. Forging or using an account of password of another individual.
12. Sending nuisance messages, chain letters and/or harassing, insulting, obscene, or threatening messages to others.

Consequences for Unacceptable Use Violations:

1. Referral to the administration for disciplinary action.
2. Legal action and prosecution by the authorities.

Consent Requirement:

No pupil shall be allowed to use the computer network and the Internet unless they have submitted a consent form, signed by the student and his/her parent(s) or guardian, to the administration.

CORPORAL PUNISHMENT

No staff member of Darul Arqam School shall inflict, or cause to be inflicted, corporal punishment upon any student attending Darul Arqam School.

A staff member may use and apply such amounts of force as is reasonable and necessary.

1. To quell a disturbance, threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
3. For the purpose of self-defense.
4. For the protection of persons or property.

DRESS CODE

Purpose: The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing a climate of discipline, Islamic code, order, teaching, and an effective learning environment.

All students must be in proper uniform. If a student arrives at school out of uniform, his/her parents will be called and the student will be kept out of classes until he/she is dressed appropriately.

Students in grades KG through high school are required to wear uniforms on a daily basis as follows:

Elementary School

KG - 3rd grade (Girls):

Grey Jumper (Below Knee in Length) / Short & Long Sleeve Peter Pan Blouse/ Maroon Cardigan with Logo/ **Plain White Al-Amira Scarf/ Maroon Tights

4th - 6th grade (Girls):

*Maroon Abaya/ Grey Cardigan with Logo/ Grey Slacks /**Plain White Al-Amira Scarf

KG – 6th grade (Boys):

Grey Dress Slacks/ Long or Short Sleeve Maroon Polo Shirt with Logo/ Grey V Neck Pullover w/logo

Junior High

7th - 8th grade (Girls):

*Maroon Abaya/ Grey Cardigan/ Grey Slacks/ **Grey Al-Amira Scarf

7th - 8th grade (Boys):

Grey Dress Slacks/ White Dress Shirt/ Maroon V Neck Pullover

Gym Wear

Maroon Sweat Pants w/Logo/ Maroon Tee with Logo/ Maroon Sweatshirt w/logo

High School

9th - 12th grade (Girls):

*Dark Grey Abaya/ Maroon Cardigan/ Grey Slacks/ **Maroon Al-Amira Scarf

9th – 12th grade (Boys):

Grey Dress Slacks/ White Dress Shirts/ Grey V Neck Pullover with logo/ Maroon Tie

Gym Wear 9th - 12th Grades (Boys and Girls)

Grey Sweatpants w/logo/ Grey Sweatshirt w/logo/ Maroon Tee w/logo

Note: All items available from Flynn & O'Hara except *,**

*Abayas must be purchased at EastEssence.com

**Al-Amira hijabs can be purchased online.

For All Grade Levels: Black Dress shoes and Black Socks must be worn with Dress Uniform throughout the year. Sneakers and white socks can be worn only on Gym Days. All shirts must be completely tucked into the waistband.

Shoes for Boys and Girls must be flat-heeled, below the ankle. No sneakers, sandals of any kind are permitted on non-gym days and all shoes must be black and worn properly. Boots may only be worn if there is snow covering the ground.

For safety, footwear that provides a firm walking surface and good balance must be worn. Loose, untied laces or straps, flip-flops, sandals, clogs, or any footwear that poses a safety hazard shall not be permitted.

The following are strictly prohibited for girls:

1. Colored headscarves other than specified.
2. Long fingernails or fingernail polish.
3. Jewelry.
4. Makeup.
5. Hats.

The following are strictly enforced for boys:

1. Proper haircut including
 - a. Hair above the collar.
 - b. A portion of the ear must be visible.
 - c. Hair must be neat in appearance.
2. Extreme hairstyles that draw undue attention are prohibited.
3. No hats.

Consequences for not wearing correct uniform

All students are expected to attend school with proper uniform.

First Offense: Conference with the Vice Principal and call home for proper uniform

Second Offense: Lunch Detention and call home for proper uniform

Third Offense: Student sent home with an unexcused absence

DROP-OFF AND PICK-UP:

Dropoff Procedure Students should be dropped off no earlier than 7:45am. Students in grades Preschool-Kindergarten should use the Leland Ave carpool entrance (second door). Students in grades 1-12 should be dropped off at the Gym/Parking Lot entrance. A staff member is stationed at each entrance every morning to receive the students. They will attend assembly in the gym which includes morning azkar and announcements. We encourage all students to be at assembly at 7:50am and start our collective day with the name of Allah. Any families with children spanning both lower and upper grades should use the Leland Ave entrance. These entrances are open until 8:05am. They are then closed for

security reasons . After 8:05, all students must come through the main entrance on Leland Avenue (first door). These students will be considered late and homeroom teachers will give them a late pass.

Pickup Procedure Dismissal from Preschool and Prekindergarten for students with no siblings in K-12 is at 2:30pm. Dismissal for all other students is at 3:10pm. The same procedure is followed as with dropoff. Please pick up your child at the same entrance you drop off. Students line up at their designated exits and wait with their teachers for their names to be called when you arrive. All students must be picked up by 3:25pm. After 3:25 pm, these exits will be closed and your child must be picked up at the main office. You must enter the building through the main office and for every 5 minutes you are late an aftercare fee will be assessed.

*** Parents must leave parking lot as soon as they pick up children. In case of picking up children from an afterschool program/extracurricular activity, parents should come back after 3:30.

When dropping off or picking up, we strongly encourage parents NOT to park. Please proceed in the carpool lines without exiting your car unnecessarily. Let students out only at designated area. This will help us to have a smooth transition. If you are visiting during the day, please park on the street or in the parking lot at the church at the end of Leland Ave. Please DO NOT park in the school parking lot as these spaces are limited and reserved for our staff members.

***Students found in unauthorized areas at any time will face suspension and/or expulsion.

Parents are encouraged to cooperate to the fullest extent. Please give your children clear instructions for times of pickup and be on time. Students will not be permitted to “hang” around and wait. Students who are remaining at the school late will be directed to a supervised area and parents will be charge a late fee. After 3:25, any Parent late for pick up will be charged \$5.00 for every 5 minutes late.

In the event that the parent(s) or other authorized pickup person fails to pick up or is late in picking up a child one hour after the closing time of 6:00 PM and has not yet notified the school, the Aftercare Coordinator will call the Principal and/or the Division of Youth and Family Services (DYFS), 24-hour Child Abuse Hotline (800-792-8610) to seek assistance. A caseworker will come out to get the child and a note stating the whereabouts of the child will be left on the front door of Darul Arqam School. Darul Arqam School reserves the right to discontinue Aftercare service to any parent with excessive late occurrences.

FIRE DRILLS AND EMERGENCY PROCEDURES:

State Law mandates that a fire drill be conducted each month in the school. Fire drills are serious matters and should be treated as such. When the alarm is sounded, everyone is required to respond in a prompt and orderly manner, leaving the school building by a prescribed route, and as directed by the teachers.

1. The purpose of the Fire Drill is to develop and maintain a prompt, orderly evacuation procedure. Safety should not be sacrificed for speed.
2. Every student will pass from the classroom in an orderly manner. It is understood that at all times, order and understanding of procedures are more important than speed.
3. The location of the appropriate exit is posted in each room. All students will be aware of the requirements to meet in the assigned area with their respective teachers during all fire drills.
4. Students will return to Darul Arqam School after receiving a directive to do so from the Principal or designee.
5. Under no circumstances will any student be allowed to leave their assigned area. It is the responsibility of each student to behave appropriately during all fire drills.

The safe, rapid, orderly evacuation of the building is the main requirement during all fire drills. Silence must be maintained when leaving the building so emergency announcements can be made. Exit routes are posted in all classrooms. False alarms will result in making up the wasted time during the last period of the day.

A school crisis is an unpredictable, tragic event that has the potential to have a significant impact on the school community. The dense population of students and staff in any school building makes the pre-established crisis management plan a necessity. This manual is an attempt to anticipate most of the situations that might occur during the course of a school year and establishes procedures on how to handle these situations.

It is essential that the every school within the Borough of South River establish a School Crisis Management Plan in Collaboration with the South River Police Department, South River Fire Department, South River Rescue Squad and the South River Office of Emergency Management. It is equally essential that once the plan is developed that regular, detailed training occur both with personnel in the school and those agencies in the community who will be responsible for responding to a crisis.

LOCKDOWN PROCEDURES

During a crisis in or around the Darul Arqam School, it may become necessary to secure or "Lockdown" the building. The actual purpose behind the "Lockdown" of a school building is to ensure the safety of the student population and school employees. This is accomplished by attempting to avoid any direct contact with any individual(s) or situations that might present a danger to students, school employees or other persons present in the school building.

The following steps should be taken to effectively "Lockdown" the Darul Arqam School Building. The administration will utilize the schools intercom system to announce that a lockdown of the building is taking place. Under circumstance will any type of coded or secret message be used to relay this information. In the event that the intercom system is disabled or fails, the administration will ensure that every faculty and staff member is advised of the lockdown through the use of any means available, including personal notification.

The administration must also make the decision as to whether additional staff will be needed to affect the lockdown, or if the nature of the emergency dictates that they secure themselves in the building. This information should be made available during the original lockdown announcement.

The administration will announce the conclusion of the lockdown over the intercom system. **NO** school employees, students, or other persons present in the school building during the lockdown are to leave their secured locations until the administration advises the lockdown is concluded. At the conclusion of the lockdown, the administration will announce that the lockdown is lifted and all personnel are to resume their normal schedules and activities. Any changes in schedule or other information will also be provided as a part of this announcement.

ACADEMICS:

The program of studies offered at Darul Arqam School seeks to equip students with a foundation for the pursuit of academic excellence while emphasizing a curriculum tailored to individual differences. In addition to acquiring the basic skills, merits, and habits necessary for success in higher education, students learn to apply their knowledge and training toward their ongoing development of the whole person.

The 21st Century will require a student to be literate, articulate, and prepared to succeed in a technological world. This century will also demand a value-centered and an ethically moral foundation. A Darul Arqam School graduate will be prepared to meet all these challenges, Insha Allah.

In addition to the regular program, which includes Mathematics Science, Arts, Social Studies, Language Arts, English, and Physical Education, the following subjects are introduced to enhance the students' identity as Muslims: Arabic, Islamic Studies, and Recitation as well as Memorization of the Holy Quran. The regular program is adopted to enable students to pass the Standards of Learning that are required by the State of New Jersey Department of Education for graduation from high school.

GRADUATION REQUIREMENTS:

Graduation, as used herein, refers to the satisfactory completion of a program of studies at Darul Arqam School under its policies. Pursuant to law and regulation, graduation will be reasonably related to the student's demonstrated proficiency in basic computation skills and the student's achievement of the goals and objectives set by the Darul Arqam School.

Requirements for Graduation

A student must meet each of the following requirements to be eligible for graduation:

1. Successfully complete one (1) year of Physical Education for each year of enrollment (scheduled in quarters.)
2. Demonstrate attainment of minimum curricular proficiencies through successful completion of 130 credit hours. These credit hours shall include the following distributional requirements:

English	20 credit hours
Mathematics	15 credit hours
Science	15 credit hours
United States History	10 credit hours
World History	5 credit hours
World Language	10 credit hours

Minimum Recommended for Graduation Requirements

4 years of English
3 years of Social Science
3 years of Mathematics
3 years of Science
2 years of World Language
4 years of Physical Education & Health

Recommended for Colleges and Universities

4 years of English
4 years of Social Science
4 years of Mathematics
3-4 years of Science
3-4 years of World Language (3 consecutive years of the same language).

Technological literacy, consistent with the Core Curriculum Standards, is to be integrated throughout the curriculum. Successful completion of 10 credit hours in the arts is also required. Please refer to the next page for a list of classes that serve to fulfill this requirement.

GRADES AND THE GRADING SYSTEM

Interim Reports are issued four times per year, at the mid-point of each marking period. These reports indicate how well students are doing in their respective courses.

Report Cards are issued four times per year: in November, January, April, and June.

Midterm and Final Examinations are given for English, Math, Arabic, Islamic Studies, Quran, Social Studies, and Science for grades Six and up. There are no make-ups for such exams except with written permission from the administration pending presentation of a doctor's note explaining the absence. The value of the midterm and the final is 25% of the final grade for the course.

Notices are sent before the close of the Marking Period to parents of students who are earning failing grades or students whose grades are declining from the previous Marking Period. Parents are expected to sign and return warning notices to the subject teacher.

If a situation arises where the grade ends in .5, it is at the teacher's discretion to give the higher or lower grade.

Grading Policy of Darul Arqam School

Evaluation is an ongoing process at Darul Arqam School. Therefore, tests and exams are not our exclusive assessment tools. However, daily involvement, performance, and progress should be considered in evaluating the student's academic performance. In addition, projects, research papers, and performance assessments are other evaluation means.

Work graded by the teachers throughout the marking period will be graded with letter grades, A through F, or with numerical equivalents.

1. Report card grades recorded in letter or numerical grades will be issued each marking period..
2. In order to receive the minimum passing average in a course, a student must achieve a final grade average of "C" or "70".
3. A student receiving three marking period grades of "F" which results in a final failure must attend remedial summer school.
 - a. Parents and students have the right to see and discuss their grades, if they so request, at a time convenient to the teacher.
 - b. Students are to be informed by the teachers of the grading system at the beginning of the course.
4. A marking period grade should be measured on the basis of the following
 - a. Homework
 - b. Tests
 - c. Quizzes
 - d. Projects
 - e. Papers (i.e. research)
 - f. Laboratory performance
 - g. Class participation
 - h. Class work assignments
5. Students who miss a class for an unacceptable reason will receive a failure for all work missed and do not have the option to make up missed work.
6. Tests and homework may only be made up within the respective marking period at the discretion of the teacher.

Grading Chart

ELEMENTARY GRADING POLICY

Class work and Participation:	20%
Test:	30%
Quiz:	20%
Project:	15%
Homework:	15%

MIDDLE SCHOOL GRADING POLICY

Tests/ Projects = 50%

Quizzes = 20%

Homework = 15%

Class work = 15%

Midterms and Finals will account for 25% of the Second and the fourth MP.

HIGH SCHOOL GRADING POLICY

Tests/ Projects = 50%

Quizzes = 25%

Homework = 15%

Class work = 10%

Late homework will result in a deduction in grading.

Projects and major papers which are graded as tests will result in a deduction of 20% of the grade for each day late.

Standard Tract:

Numeric Grade	Letter Grade	GPA Equivalent
97-100	A+	4.0
93-96	A	3.9
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7

Honors Tract:

Numeric Grade	Letter Grade	GPA Equivalent
97-100	A+	4.5
93-96	A	4.4
90-92	A-	4.2
87-89	B+	3.8
83-86	B	3.5
80-82	B-	3.2
77-79	C+	2.8
73-76	C	2.5
70-72	C-	2.2

70-100 = Passing

00- 69 = Failing

How the grade in Physical Education is evaluated

Every student begins the marking period with the grade of 100. The grade will be divided into these areas:

- a. Gym uniform 40%
- b. Participation 40%
- c. Written Test 20%

Honor Roll Status

Each student's Honor Roll status is computed quarterly, according to the grades earned in all subjects in a given marking period. The qualifications are as follows:

Principal's list	An average of 95 or better , no grade below A
Honor roll	An average of 90 or better, no grade below B
Merit Roll	An average of 85 or better, no grade below B-

Retention

Students must pass all their subjects to continue on into the next school year and receive their promotion. In order to pass a year course, a student must have a "C" average or better.

Any student who fails two core courses or one core course and two minor courses will have to repeat the year.

Core subjects are English, Math, Arabic, Islamic Studies, and Quran.
Minor subjects are Social Studies, Science, Computer and Gym.

Summer Work

If a student is assigned summer work, he/she will be required to finish all work assigned during the summer and will be given a cumulative test at the end of August. Students who fail the test will not be permitted to the next grade level. Summer work will not be accepted after the firstweek of school. It is the parent's responsibility to follow through on this policy. Otherwise, the student will not be permitted to the next grade level.

Homework Policy

Homework practices are an important part of the educational process. Homework helps to enhance the opportunity to practice and/or explore related subject matter. In order to facilitate this process and to unify our standards, teachers should give homework assignments daily.

The primary objective of homework is to reinforce the day-to-day instruction in all subject areas and to foster a sense of student responsibility for the learning process through tasks requiring time management and decision-making. More specifically, homework is intended to:

1. Prepare for tests
2. Provide for essential practice in skills
3. Provide instructional enrichment
4. Build positive work and study skills
5. Provide experiences in finding sources and gathering data
6. Develop effective independent work habits
7. Provide for missed school instruction
8. Serve as a communication link between home and school

Amount of Homework

The amount of time that students in the same grade will spend on homework will vary due to individual differences. Students should be assigned homework on a daily basis that is appropriate to their grade and instructional level.

Elementary students should be prepared to spend 15 to 20 minutes for each subject.

Middle and High School students should spend approximately 30 minutes per major subject.

There will also be times when no written assignment will be given, allowing students time to review, do research, and to complete long-term assignments.

Grading/Evaluation of Homework

In order to encourage positive student attitudes toward homework, teachers will be expected to instruct their students in the proper techniques and methods of completing homework assignments.

1. The teacher will accept only the highest quality work which is comparable to regular class work.
2. The teacher checks homework as quickly as possible and affixes a comment and/or assigns appropriate grade to all written assignments. Thus, homework grades become a part of the report card grade.
3. The student is responsible for and expected to complete and submit each assignment on its due date. A penalty will be imposed for a late assignment.
4. If the teacher employs oral correction or self-checking as the teacher applied grading technique, all papers are to be perused and marks given. No credit will be given for untidy, error filled papers.
5. The teacher will provide discussion time after student's self-correction of papers to clarify any misconceptions.
6. The parent will be notified by phone or written note whenever a student repeatedly fails to do his/her work.

Homework during absences

All missed class work and homework assignments, due to absence, are to be made up within a time period specified by the classroom teacher or administrator. Homework shall be sent home during periods of absence depending on the medical condition of the pupil and placement on home instruction.

Upon the student's return to school, he/she will be required by the teacher to make up tests. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they will be done.

INFORMATION PERTAINING TO MY CHILD'S CLASS AND PROGRESS Each homeroom teacher has a website at <http://www.darularqamhomeworkspot.com> There, you can find information on daily homework, projects, upcoming events, field trips as well as contact information for your child's teachers. In addition, there are pages for Quran, Arabic and Computers for homework in these subjects. Progress reports and report cards are distributed quarterly. To view your child's grades on a regular basis, please visit <http://www.teacherease.com>

Marking Periods/Reports to Parents

During each marking period a mid-period Progress Report will be given to each student. The purpose of the mid-period Progress Report is to inform parents/guardians of any behavioral changes in the student that may be either positively or negatively affecting academic achievement.

Open House conferences will be held two times a year. Parents will be notified of the date and times teachers will be available for a conference. Open Houses will generally be held in November and April.

Parents/Guardians are urged to examine the report card carefully. Any questions regarding the student's achievement may be discussed with the subject teacher. Appointments may be arranged by emailing the teacher directly or by calling the appropriate Lead Teacher through the Main Office.

The Progress Reports also give the instructional staff at Darul Arqam School the opportunity to open lines of communication between the home and school. The parent/guardian is the most direct link to the home and for this reason alone is considered a partner in helping the student become educated.

Progress Reports will be given directly to the students in October, December, March and May and must be signed by the parent/guardian and returned to the homeroom teacher within three days of receiving the report.

Academic Probation

It is imperative that we have the cooperation of the student in order to achieve academic success. Students who consistently demonstrate a failing or troubled academic status will be placed on academic probation. Any student failing two or more subjects shall immediately be placed on probation. Any student demonstrating a marked decline during a marking period may be placed on academic probation after consultation with the Principal.

Parents will be notified of students who have been placed on probation. A student placed on probation will be responsible for presenting a Daily Progress Report to each teacher, each day. Parents are responsible for signing this form daily so that the student may return it the next day. The Homeroom Teacher will give the student a new form after presenting the signed one from the previous day.

Students who are on probation, but do not have the appropriate form, should be given a brief note signed by the teacher with regard to his/her academic performance. Parents are asked to assist the school by encouraging students to complete daily homework assignments and encouraging them to spend more time studying.

FIELD TRIP POLICIES

Field Trips will be approved by the administration and will be coordinated with curriculum by the homeroom teacher. A permission form will be sent home with information about trip and fees. Fees and forms must be submitted by due date on form. No late slips or fees will be accepted. All rules for behavior must be followed during a field trip. Parents who want to chaperone must contact homeroom teacher for details. In some instances a fee will be incurred.

LUNCH PROCEDURE

Students in grades Preschool-Kindergarten eat lunch in their classrooms. All other students use the cafeterias. Students may bring their lunches. Students are encouraged to have a lunch bag that sufficiently keeps lunches cool as required, since refrigerator space is not available. We will be sending home hot lunch forms in the first few weeks of school. The hot lunch program will begin in October. It is available Monday-Thursday. This is an optional program. Fridays are reserved for class bake sales. Bake sales are run by homeroom teachers or coordinators of extracurricular activities and help to raise funds for activities. Food and snacks are sold on these days. If you would like your child to participate, please send money with them in a sealed, marked envelope. You can always send lunch from home. Please be aware that DAS is a NUT-FREE environment. All foods and snacks brought from home, including those for sale at bake sales, must be NUT FREE.

HEALTH/IMMUNIZATION REQUIREMENTS

All students are required to have a complete medical examination before entering Darul Arqam School. Proof of such examinations is required on or before the first day of school along with all appropriate inoculations. Students will not be permitted to attend school unless immunization requirements have been met.

This requirement is strictly enforced especially when physical impairment can impede a student's academic growth. Knowledge of these conditions can be helpful to staff and administrators.

Parents are expected to keep children at home when they show signs of illness. If a child has a fever they cannot come to school. In any case of illness over five days, the student must bring a written medical notice.

Medication

The administration of medication is not the responsibility of Darul Arqam School. All requests for the administration of prescription medications must be in the form of a written note from the doctor and parent. All prescription medication to be dispensed in the Health Office must be in the original container with the name of the student, medication, doctor and the times to be administered on the container and may only be administered by the school Nurse.

The following describes the policy of Darul Arqam School regarding administering medication by school personnel.

1. A parent may come in and administer the medication for their child. It is a violation of state law for any school personnel to administer any medication, except for the school Nurse.
2. The school cannot provide a student with any medications.
3. Pupils requiring medications at school must have a written statement from the family physician that identifies the type, dosage, and purpose of the medication.
4. Written statements from the parents giving the school Nurse permission to give medication prescribed by the family physician is required prior to any medication being administered. The school also requires that the medication to be given in school will be in its original prescription container.
5. The designated administrator should be advised of any drug being taken by a child attending Darul Arqam School, particularly those medications which might cause a change in student behavior.

In addition to the above stipulations regarding the Main Office, the following rules will also be adhered to:

- a. No student can be excused from school for reasons of illness unless he/she is seen by the Nurse or an administrator.
- b. Under no circumstances should students come to school when they are ill.
- c. For attendance purposes, students who do not attend classes are considered absent. The Main office cannot provide proper treatment or care for students who come to Darul Arqam School ill.

Injury

If a student is injured during school, it is his/her responsibility to file an accident report with the designated administrator and/or the Main office when the injury occurs. The first thing to do when injured is to report the accident to the teacher who is supervising the activity or, if it occurred during the change of classes, report to the Main Office.

A student may not return to school needing crutches, or a cane, without a statement from his/her physician indicating such a need.

PASS POLICY

The students of Darul Arqam School need individual corridor passes in order to walk in the halls while classes are in session. Hall passes may be granted and filled in by the teacher of the class. The pass should include the time, destination, and teacher signature. Failure to comply with this rule will result in suspension from school.

The following also applies:

1. Students are not permitted in the halls or stairwells without a pass during any class period
2. Passes are permitted for reasonable requests after the first ten minutes of class. There are to be no passes during the last ten minutes of a class period.
3. Teachers will not issue any hall passes to students during Period 1. There is more than enough time before morning homeroom for students to utilize restrooms, etc.
4. There will be no passes permitted during lunch period except for dire emergencies
5. All passes issued must be completely filled out.
6. No passes are to be issued to go to the locker areas by a teacher

7. Students will not be sent to the Computer Lab to complete assignments that should have been completed as part of a homeroom assignment.

PROBATION – BEHAVIORAL

It is imperative that students cooperate in and out of the classroom environment in order for effective learning to take place. Any student who consistently demonstrates behavior that impedes or interferes with the educational process shall be placed on behavioral probation.

Parents will be notified of students who have been placed on probation. A student placed on probation will be responsible for presenting a Daily Progress Report to each teacher, each day.

Students who are on probation but do not have the appropriate form should be given a brief note signed by the teacher with regard to his/her behavioral performance.

Also, students on behavioral probation will not be permitted to participate in any extra-curricular activities whatsoever.

The homeroom teacher will be responsible for monitoring the report for parent signature and the Student Relations Coordinator will periodically evaluate the students for improvements or continued probation status.

SCHOOL PROPERTY

Student Locker Information

Lockers are the property of Darul Aram School. Students are responsible for the maintenance of the lockers. All students are responsible for obtaining a combination lock from the school. Students must sign a locker agreement prior to usage. Students are allowed to use lockers at the following times:

- During Homeroom Time
- Designated Lunch Time
- After the last period/ During Homeroom Time

Darul Arqam School's personnel reserves the right to inspect all lockers at any time and confiscate any unIslamic items found in the locker.

Students must abide by the following agreement:

1. Lockers will be kept clean at all times
2. Absolutely no writing or marking on/in the lockers
3. Absolutely no food, contraband, walkmans, or unIslamic materials
4. Refrain from damaging such as bending, denting, or breaking any part of the locker
5. Unauthorized entrance in any locker other than your assigned locker is grounds for suspension
6. If at any time a student is unable to gain access to a locker due to forgotten combinations, broken locks, etc., the student should inform the office
7. Parents are responsible for costs associated with opening lockers in case of forgotten combinations, broken locks, etc.
8. Please make sure your child's name is written on all of his/her belongings

Textbooks, Desks, and Lockers

All textbooks and desks are loaned to students and are the property of the Board of Education. Students are expected to care for them in a reasonable manner. Students who abuse them will be fined. Books that are

returned to the school at the end of the year and are found to be severely damaged must be replaced by the parent/guardian.

Students are assigned a hall locker. Lockers must be locked at all times. Those who leave lockers open, or give out the combinations to their lock, encourage the loss of personal property. Lockers are school property and the administration reserves the right to conduct periodic inspections. Students should not put any other lock on their locker. Students are advised not to store valuables in lockers at any time.

Right to Search

Darul Arqam School acknowledges the need for the in-school storage of students' possessions. However, students shall not have such an expectation of privacy as to prevent examination of their lockers and any other in-school storage space by a school official.

School authorities are charged with the responsibility of maintaining the safety and well-being of the students at Darul Arqam School in their care. In the discharge of that responsibility, they shall investigate the presence of an object in the possession of which is illegal, in violation of the policies of Darul Arqam School, or poses a hazard or threat to the safety, well-being and good order of Darul Arqam School.

Whenever there is a cause to suspect the presence of such an object, a search prompted by a reasonable suspicion that the health, safety, and well-being of any student is threatened will be conducted with a speedy response as may be required to protect persons and property.

A request for the search of a student or a student's possessions will be directed to the Principal or designee. Wherever possible, a search will be conducted in the presence of the student and a teaching staff member.

School Materials

All students at Darul Arqam School are issued books and/or materials at the beginning of the school year for which they are responsible for during that year. These materials must be returned at the end of the school year. Failure to return school property in the same condition as when it was issued will lead to the levying of fines.

Textbooks issued to students should be cared for with pride, since they are the student's temporary personal property and responsibility.

1. Books must be covered at all times. Students must print their name in the proper place on book covers.
2. Lost books must be paid for immediately. If the book is found, money will be refunded to the student upon the return of the receipt. No transcript will be forwarded to any student who fails to pay for a lost book.
3. The following prices will be adhered to when levying book fines.
 - a. Torn pages - \$1.00 per page
 - b. Torn/broken binding - \$5.00 per book
 - c. Lack of cover continuously - \$1.00
 - d. Torn cover/holes in cover - \$5.00
 - e. Abused book which renders it unusable – 75% of original cost
 - f. Lost book – cost to replace the book
 - g. Please make sure your child's name is written with permanent marker on all book bags and lunch boxes. Rolling back packs and book bags with wheels are prohibited due to safety concerns.

SCHOOL VISITORS

What if I want to visit the school or volunteer? We welcome parents to our school as part of the Darul Arqam community. Parents who wish to enter the school building either for business in the main office or to volunteer **MUST** enter through the main entrance on Leland Ave. This will be enforced strictly and in Early Childhood will begin to be enforced on the second day of school. Please report to the main office upon entry. If you plan to volunteer, you will sign in and receive a visitors' pass. No parents may go directly to their child's classroom. This is for security purposes. The safety of our students is of utmost importance. If you are picking up your child early, please report to the office to sign them out and we will call them to the office.

Parents wishing to see teachers or students during school hours are classified as visitors and must follow the above regulations. Parents should have an appointment to speak with a teacher.

Visitors to the building must wear a "Visitor Pass". Teachers and staff are to question any stranger in Darul Arqam School who is not wearing a "Visitor Pass" and report strangers to the school administration and/or security personnel immediately. Students **ARE NOT** permitted to bring guests to school.

SALES

Advertising may be permitted if approved school related activities. Such activities may include school yearbooks and fundraising projects and activities. No person may display, offer to sell, or sell any item or service to students or school personnel on school property or at school sponsored events unless he/she has the written permissions of the school Principal.

MUTUAL RESPECT

As a direct authority, teachers are to be shown respect. This is both an Islamic mandate and a common courtesy. Understanding expectations in this area is foundational to a student's success at Darul Arqam School.

As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he/she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the Principal.

Verbal or physical abuse of another student is totally unacceptable to our Islamic ethics and is in direct opposition to the purpose of Darul Arqam School.

CODE OF CONDUCT

Parents Code of Conduct Parents are also expected to respect the school policy and the staff implementing them. Any signs of disrespect or inappropriate behavior will not be tolerated. All policies and procedures must be adhered to.

Student Code of Conduct

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. Thus, the right to an education carries with it the corresponding obligations and duties to respect the rights of others, to adhere to all rules and regulations established for the government of Darul Arqam School and to refrain from interfering with the orderly operations of Darul Arqam school, the damaging of Darul Arqam or the property, rights and possessions of others. The right to an Islamic education, however, may be limited or forfeited in the event that a student's conduct has brought about suspension, exclusion, or expulsion.

Thus it becomes necessary on the part of all students to adhere to the codes of conduct prescribed for the operations of Darul Arqam School. No code may be expected to list each and every offense which may result in the use of disciplinary proceedings against a student. However, it is possible to list certain offenses that, if committed by a student, may result in penalties ranging from reprimand and counseling to suspension, exclusion, or expulsion.

Our code of behavior at Darul Arqam School extends beyond the school day and into all (after school) student activities. It is essential that all school employees, students, and other personnel conduct themselves properly, projecting a positive behavior and/or sportsmanship whether attending an athletic contest or other school function. Failure to comply could lead to administrative censure. For the guidance of all concerned, the above-mentioned Code of Conduct shall hereafter be in effect.

The following infractions, violations, penalties, and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the students' overall disciplinary record and the severity of the infraction.

At Darul Arqam School, we expect each student to act in a civil, courteous manner. In doing so, students will contribute to their own success and that of others. To focus on those desirable characteristics, we have set forth this "Code of Conduct". We expect all students to live up to and live by these ten points. This is a path to success. Make this a personal commitment now and say... I WILL.

1. Show respect to everyone
2. Not be violent in speech or action
3. Not cheat, steal or tolerate those who do
4. Maintain academics as my primary goal while here at Darul Arqam School
5. Be honest in my actions and relationships
6. Always strive to make my family proud of me
7. On a daily basis, attend school and classes on time
8. Accept the consequences if I make a mistake
9. Always strive to do my personal best
10. Recognize that I am a unique individual who will strive to apply my talents to make Darul Arqam School a better place

There are four basic premises of our discipline system:

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

Please keep in mind that this is the result of several class disruptions. There is a justice issue involved; that is, a teacher cannot spend the majority of the time with disruptive students. A teacher's time should be used in positive learning and instruction.

There is, of course, an emergency clause, which means that any behavior that is physically harmful to another student or teacher, e.g. fighting and injury-causing behavior, stealing, grossly damaging property, may cause a student to be suspended or expelled without the process of the six discipline papers.

Student Behavior

All teachers are required to be alert for any student behavior that is in violation of the following regulations. This list is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to Darul Arqam School, and an example of proper Islamic conduct.

Students are to refrain specifically from the following:

1. UnIslamic Conduct
2. Continued and willful disobedience
3. Open defiance of the authority of any teacher or person in authority
4. Physical assault of another student, teacher or school employee
5. Taking, or attempting to take personal property or money from another student or from his persons by means of force or fear
6. Willfully causing, or attempting to cause, substantial damage to school property
7. The possession of any object that can reasonably be considered a weapon is prohibited
8. The use of profanity or obscene language
9. Any behavior that interferes with the learning process
10. Ipods, I pads, Nintendos, video games and all other similar gadgets are not permitted in the building without permission. These items will be confiscated and returned to the parents only
11. **Cell Phones** Students are NOT permitted to use cell phones on school grounds. All cell phones confiscated will be returned to the student at the end of the day with a warning not to bring it back. On the second offense the phone will be returned only to the parent and possible disciplinary action by the administration.

Unacceptable Behavior

Our basic rules are for the safety of the students and the enrichment of their learning process. This policy is by no means inclusive of all possible infractions. Therefore, Darul Arqam School reserves the right to elect other remedies depending on the nature and severity of the infraction.

The following are examples of behavior that could cause a student to be assigned before and after school detention, and/or an administrative exclusion or suspension from school.

- A display of unIslamic behavior, dress, or language
- Abusing the pass privilege
- Assault
- Chronic violation of school rules
- Creating a safety hazard
- Entering Darul Arqam School through an unauthorized entrance
- Entry into an inappropriate bathroom or lavatory
- Failure to identify oneself upon request by any staff member, teacher, or administrator
- Misconduct at school functions or during an assembly
- Possession of stolen property
- Profanity

Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. Seriousness of the offense
2. Frequency of misconduct
3. Student's intent
4. Potential effect of the misconduct on the school environment

LEVEL 1 BEHAVIORS & CONSEQUENCES

CONDUCT THAT HINDERS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

For Grades 6 – 12: Orientation will count as the first warning.

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in Level White behavior to the school administrators until the classroom teacher has taken at least three documented, progressive Level White disciplinary actions, and has held a conference with the student and parents. Thereafter, the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral.

The list of violations below is not all-inclusive, but is only representative and illustrative. Examples of disciplinary action for each level that can be used include, but are not limited to, the included consequences. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to DAS’ discretion.

Consequences for these offenses will be as follows:

- | | |
|-------------------------------------|---|
| 1. 4 TH Minor Infraction | Two Recess Detentions |
| 2. 5th Minor Infraction | Parent Conference with Vice Principal (Elementary)
Parent Conference with Vice Principal (Secondary) |
| 3. 6th Minor Infraction | Three Recess Detentions + Parent Conference with Vice Principal |
| 4. 7th Minor Infraction | In-School Suspension (ISS) with \$50 fee |
| 5. 8th Minor Infraction | Consequences of Level 2 Infractions apply; no Parent Conference required |

BEHAVIOR	DEFINITION	LEVEL 1 CONSEQUENCES In addition to those listed above
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	
2. Tardiness (to Class, Salah (prayer), Assembly and/or lunch)	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher/not reporting to the prayer	
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	Formal apology required.
4. Violating Classroom and/or Area Rules	Not following the classroom and/or area rules	
5. Make-up Possession and/or Use	Possessing cosmetic products (lotions, perfumes, nail polish – even clear, Kohl/eye liner, color contacts, etc.	Make-up products will be confiscated and kept in office until picked up by parent

6. Violating Uniform Code	<p>Being out of uniform:</p> <ul style="list-style-type: none"> ✓ Not wearing the required uniforms (even after dismissal, but still on campus or during school activities) ✓ Not being clean ✓ Being sloppy in appearance (loose hijab, torn clothing, etc.) ✓ Wearing unapproved jewelry and/or accessories ✓ Not having short, clean fingernails ✓ Not having a short haircut (boys) - Hair above eyebrows, ears and collar 	<p>Jewelry and/or accessories will be confiscated and kept in office until picked up by parents.</p> <p>For Uniform Violations:</p> <p>Parents will be contacted to bring appropriate uniform to school. Students will be kept in the office until they are in the correct uniform.</p>
7. Outside of class without a pass	Being out of class without proper authorization	
8. Lying/Concealing the Truth w/out Causing Harm to Others	Not causing harm to others This would include failure to cooperate with the administration with regards to discipline investigations.	
9. Chewing Gum / Eating Candy / Drinking Soda	Eating/Drinking inside/outside the classrooms during school time excluding lunch time in lunch areas.	
10. Using other students' belongings without permission		
11. Lost Books/book bags		\$5 fee assessed for retrieval of lost books / book bags
12. Failure to return signed forms		
13. Minor pushing/shoving		
14. Use of or possession of electronic devices, cell , balls, playing cards, etc.		The device will be confiscated and kept in office until picked up by parent(s) only for 1st violation. 2nd violation will result in device being confiscated and kept until the end of the year.
15. Using the elevator without permission		
16. Using the staff bathroom without permission		
17. Being in the Staff Lounge without permission		
18. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	Student will be required to pick up/clean any litter up any spilled/dropped material(s)
19. Using Offensive Language	Using offensive language in any language including physical body/sign language	

LEVEL 2 BEHAVIOR & CONSEQUENCES

- a) A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seem to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented. In any case, parent/guardian contact will be made either through a personal conference, phone conference, and, in the event the previous are not possible, through written communication. All such contact will be documented.

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.

Consequences for these offenses will be as follows:

1. Parent contact & conference and/or:
2. One day In-School Suspension
3. Two days In-School Suspension
4. Five days In-School Suspension
5. Five days Out-of-School Suspension

BEHAVIOR	DEFINITION	LEVEL 2 CONSEQUENCES In addition to those listed
20. 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	Grade of zero applied to work in question
21. Cursing	Using inappropriate language in any language	Formal apology required
22. 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	Formal apology required
23. Inappropriate Intermingling	Using any form of cursing or obscenity(no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/teasing/joking/passing notes/non-academic conversation between boys & girls	Formal apology required
24. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	Property must be cleaned and/or repaired by the student or at the student's expense.
25. Forgery	Knowingly forging a signature other than their own on any document	
26. Displaying, Distributing, Buying &/or Selling Items w/out Authorization		
27. Skipping Assembly, Class, Lunch, Salah or any Other Required Activity	Intentionally missing class or salah without excuse or permission.	

LEVEL 3 BEHAVIOR & CONSEQUENCES:

CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY

- a. DAS has a zero tolerance policy for all Level 3 misconduct. A student charged with a Level 3 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.
- b. 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.

Parent(s) or guardian(s) will be required to meet with Academy personnel and the proper authorities. This list of violations 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 and/or legal action. Infractions included in Level 3 may be placed on students' permanent records.

Consequences for these offenses will be as follows:

1. Parent contact & conference and/or:
2. Three days ISS
3. Five days ISS
4. Six days out of school suspension.
5. Possible expulsion.

BEHAVIOR	DEFINITION	LEVEL 3 CONSEQUENCES In addition to those listed
28. Extortion/ Intimidation/Bullying	Threatening another person verbally or non-verbally by inflicting fear, damage to property, or instigating or encouraging misconduct	Formal apology required
29. Lying/Concealing the Truth & Causing Harm to Others	Lying or concealing the truth which may lead to damage to others. Includes making false accusations &/or refusing to confess wrongdoing	Formal apology required
30. Fighting or Assault	Hitting, pushing, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her	
31. False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	Formal apology required
32. 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 on-campus or at any school-sponsored activities.	Formal apology required
33. Leaving Campus during school hours or school related activities	Exiting the school campus without proper authorization	
34. Smoking		

	Possession or consumption of tobacco or any such products	
35. Reckless Driving / Driving without a license on school property	Operating a car in a reckless manner or Operating a vehicle without a license	Possibility of losing all driving privileges to DAS.
36. Pornographic Materials Possession or Accessing	Bringing, possession, accessing, or displaying of pornographic materials including but not limited to pictures, magazines, books, or web sites	
37. Using Staff Belongings w/out Permission	Taking, borrowing books, pencils, pens, notebooks, etc. without permission This will include using a computer that has not been logged off.	Replacement of any damaged or lost property required
38. Using Language and/or Engaging in Behavior that is Discriminatory	Language that is spoken, written or gestured against another person's ethnic or social background or another person's abilities	Formal apology required
39. Unauthorized entry into a class, office, ect	Entering forcibly or nonforcibly into a classroom, building ect	

LEVEL 4 BEHAVIOR & CONSEQUENCES:

THAT IS ILLEGAL AND IS THREATENING TO LIFE, HEALTH, OR IN CLEAR VIOLATION OF BASIC ISLAMIC PRINCIPLES.

DAS has a zero tolerance policy for all Level 4 misconduct. A student charged with a Level 4 violation will be subject to immediate expulsion. 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 the school personnel and the proper authorities. This list of violations 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 and/or legal action.

- b. **Out of School Suspensions:** Any student serving an out of school suspension is not allowed on school property or to attend any on or off campus school activity. **Such students may only return to class after the completion of the suspension period if the Disciplinary Action form has both parent and student signatures and has been submitted to the issuing administrative official. Failure to do so will result in accumulating unexcused absences that could result in no credit for assignments issued after the suspension period has been completed, reduction in graduation program status, and/or possible retention.**
- c. **Student must sign the Discipline Action Report. Student's and parent's signatures on this report do not necessarily represent approval or acceptance of content. Signatures indicate that they have discussed and received this report. See following pages.**

BEHAVIOR	DEFINITION	LEVEL 4 CONSEQUENCES
40. Alcohol, Drugs, or Intoxicants Possession	Possession or consumption of alcohol, drugs, or intoxicating substances	1. Immediate Suspension 2. Possibility of Recommendation from Principal to Board for Expulsion 3. no future enrollment 4. Possibility of notification of POLICE Dept Immediate Confiscation of any weapon if present
41. Arson or Attempted Arson	Intentionally burning or attempting to burn any school property	
42. Assault on Teacher/Staff	Threatening &/or Striking with the intent to inflict or inflicting bodily &/or emotional harm	
43. Assault Weapons, knife or Gun Possession	Having, displaying, or pretending to have an assault weapon, knife or gun	
44. Stealing	Includes accessing tests, quizzes, records, documents, etc.	
45. Intentionally Accessing Unauthorized information on the Computers	This will include unauthorized use of another students' or of a staff-member's password.	All computer privileges will be revoked. Police Dept. will be contacted if hacking is involved.
46. Using emails, Facebook, Twitter, or any other social medium to harm DAS, its students, its staff and/or its parents in any form or fashion.		

Gum Chewing

It has always been established policy that gum chewing is prohibited in school.

Fighting

Every effort will be made by the administrative and instructional staff at Darul Arqam School to decrease the possibility that any episode of violence and confrontation may occur. To disagree or have differences is a part of life's experiences, and we will not expect students not to do the same. However, there are appropriate ways to disagree and an acceptable arena to air such differences.

In the event you feel that a difference or disagreement with another student or group of students has reached a point where you are being threatened or that there may be a physical confrontation or fight resulting thereof, please approach a teacher and/or administrator with those concerns.

We must all work together to decrease and/or eliminate any possibility of acts of physical violence not only at Darul Arqam School, but also in the community where we live. It is the honorable student who will discuss disputes and differences in an appropriate, non-violent manner and reach a common ground during such discussion that will bring about a peaceful resolution to any differences.

Please be aware that fights and other acts of physical violence intended to harm other Muslims or inflict pain and injury on others are both in violation of the school's code of conduct and Islamic law. As such, any act or threat of violence will not be tolerated at Darul Arqam School. Hence, fighting is prohibited. It will be handled on a case-by-case basis. The penalties and procedures will include suspension. At the discretion of the Principal or Administrators, criminal charges of disorderly conduct may be filed against any student fighting.

Bullying, Harassment, and Intimidation Policy

Darul Arqam School has adopted the Anti-Bullying Bill of Rights Act. Darul Arqam School prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, or bullying means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability
- By any other distinguishing characteristic

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operating of the school

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g. intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g. the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C.6A:16-7.6. Conduct Away From School Grounds and the school's pupil code of student conduct, pursuant to N.J.A.C.6A:16-7.1. In all instances of harassment, intimidation or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.A.S.A 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g. school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-1.5 and N.J.A.C.6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Sexual Harassment

The Darul Arqam School will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. A copy of the regulations is available in the Main Office.

RIGHTS AND RESPONSIBILITIES OF STUDENT'S NONDISCRIMINATION

It is the policy of Darul Arqam School not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to the school office.

PHOTOGRAPHS/ VIDEOS

As a means of showcasing our accomplishments and sharing our events with everyone else, we may take photographs or videos of the children in our care during activities and on field trips.

These photos may be used in advertising and promoting our programs for future use. We will not permit any entity other than DAS staff to use such photos.

CHAIN OF COMMAND FOR QUESTIONS OR CONCERNS

Darul Arqam School's Board wishes to emphasize that concerns or questions regarding programs, personnel, or other issues must be handled through the proper chain of command.

Using this procedure:

- A parent must first address the concern with the employee directly responsible.
- If satisfactory results are not achieved, the parent may then address the Vice Principal
- If satisfactory results are not achieved, the parent may then address the Board

Please use the chain of command until your question or concern is resolved, or ask for guidance if you are not sure where to begin.

SCHOOL TUITION

In order to facilitate our tuition collection process while being flexible with our parents' schedules and financial circumstances, Darul Arqam School uses Smart Tuition for tuition collection. Smart Tuition offers live telephone support to parents 24 hours a day, 7 days a week. Parents are charged a \$45 annual fee at the beginning of each school year to be able to use this service.

If you withdraw at any time after acceptance, there is no refund of the tuition deposit and any subsequent tuition payments. Parents initiating withdrawal are required to pay the full year's tuition. If Darul Arqam School terminates enrollment of a student, the family is responsible for payment of tuition for the duration of stay at the school. Finally, please note that **Tuition is expected to increase by 3-5% every year.**

STAYING INFORMED

We have several ways that we communicate information about our school. The first is our school website <http://www.darularqam.org> The second is our Facebook page at <https://www.facebook.com/DarulArqamSchool> The third is through SchoolReach which is used to send emails, text messages and voice messages to parents. Messages will be sent directly to the email address or cell phone number we have on file. Please be sure we have your most updated information.