



DARUL ARQAM  
SCHOOL

Parent-Student Handbook

2021-2022

Dear Parents and Students,

Welcome to a remarkable new school year at Darul Arqam! The opportunities are endless and Allah's bounties limitless. We are enthusiastic to have you join our journey to the top. With a committed staff and supportive parents, together we can help shape our students into leaders for the 21<sup>st</sup> century.

Please carefully read through the policies and procedures with your child, and help to explain the importance of following these. If at any time you need clarity, please do not hesitate to contact any of the school Administrators.

We are all looking forward to working with you and making the school year productive and beneficial.

Respectfully,

*Your Darul Arqam School Administrative Team*

Mareeya Agheem  
Principal

Kauer Ali  
Vice Principal

Iman Althawadi  
Development Coordinator

Dr. Taimur Khan  
English Department Head

# Table of Contents

## SCHOOL CONTACT INFO

.....	
4	
DARUL ARQAM SCHOOL ADMINISTRATION .....	5
MISSION STATEMENT .....	6
ABSENCE AND LATENESS POLICIES.....	8
VACATIONS DURING THE SCHOOL YEAR: .....	9
LATENESS TO SCHOOL:.....	9
THE SCHOOL DAY: .....	9
DROP OFF/ PICK UP	
.....	9
EMERGENCY SCHOOL CLOSING: .....	11
AFTERCARE:.....	10
ATHLETIC AND CO-CURRICULAR ACTIVITIES: .....	11
STUDENT INTERNET AND COMPUTER NETWORK RESOURCE POLICY .....	12
DRESS CODE.....	15
DRESS DOWN	
DAY.....	
.....	16
EMERGENCY PROCEDURES: .....	16
ACADEMICS: .....	17
GRADES AND THE GRADING SYSTEM .....	17
HOMEWORK .....	20
FIELD TRIPS .....	22
LUNCH PROCEDURE .....	23
HEALTH/IMMUNIZATION REQUIREMENTS .....	23
SCHOOL VISITORS .....	25
CODE OF CONDUCT.....	27
CELL	
PHONES.....	
.....	28
HIB/ANTI-BULLYING POLICY .....	36

CHAIN OF COMMAND FOR QUESTIONS OR CONCERNS .....	37
STAYING INFORMED.....	38
TUITION AND FEES.....	
.....	38
HANDBOOK REVISIONS.....	
.....	38

## School Contact Information

### Address:

Darul Arqam School  
8 Thomas Street  
South River, NJ 08882

### School Numbers

Phone: 732-238-0038  
Fax: 732-518-2111

### Main Office

Office Admin., Rasha Hassan [rasha.hassan@darularqam.org](mailto:rasha.hassan@darularqam.org)

### Administrators

Principal, Mareeya Agheem [principal@darularqam.org](mailto:principal@darularqam.org)  
Vice Principal, Kauser Ali [kauser.ali@darularqam.org](mailto:kauser.ali@darularqam.org)

### Department Heads

Math Head, Kauser Ali [kauser.ali@darularqam.org](mailto:kauser.ali@darularqam.org)  
English Head, Taimur Khan [taimur.khan@darularqam.org](mailto:taimur.khan@darularqam.org)

### Miscellaneous

School Development Coordinator [iman.althawadi@darularqam.org](mailto:iman.althawadi@darularqam.org)  
Nurse, Sharon [nurse@darularqam.org](mailto:nurse@darularqam.org)

### Staff Emails

All staff members may be emailed by using the following format:

[firstname.lastname@darularqam.org](mailto:firstname.lastname@darularqam.org)

### DAS Board of Trustees

**Chairman of the BoT,** *Essam Elsherif*

**Treasurer,** *Mohamed A. Ali*

**Member,** *Shameer Sadar*

## **Mission Statement**

Our mission is to provide an excellent Islamic and academic education within an Islamic environment to produce well rounded 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.

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

## **Values**

To provide young Muslims with a quality education while instilling in them Islamic morals and principles. At our school, Islamic values come first.

- Provide a warm and caring environment conducive to the spiritual and academic growth and development of the child
- Instill an appreciation for humankind
- Promote justice and fairness
- 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.

## **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 foster high achievement in their professional careers and community service and prepare students for higher education and a life that progresses towards their future.

We also recognize the significance of working with parents to create an ideal learning environment and welcome the opportunity to work with you.

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 of 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 abilities. 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.

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 inappropriate circumstances, the PRINCIPAL has the discretion to take actions other than those specified in the Handbook.

## **Attendance Policy**

The regularity of attendance is important if a student is to show a record of success in schoolwork.

Due to COVID-19, the hybrid attendance policy differs from the live attendance policy.

Hybrid/Virtual Attendance:

Students should attend classes every day and will be held to a high attendance standard, unless ill or having a valid excuse. Students' attendance will be taken during the homeroom/morning meeting period, directly following the morning assembly. Students with an excused absence should submit a photo of their excuse to their homeroom teacher with a cc to [admin@darularqam.org](mailto:admin@darularqam.org) as soon as they receive their note.

Daily attendance will be taken in the morning meeting time, where after the mandatory morning adkhar, students will join their homeroom breakout sessions to focus on the Character Building (Journey to Jannah) theme for the month (Social & Emotional Learning (SEL)).

Live Attendance:

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 unless it is an emergency that requires immediate release of the child. 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 students who are absent are responsible to obtain the work they missed from their teacher.

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.

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 summer work, additional assessment, grade reduction, or retention.
2. Medically excused absences are not accepted after 30 days from the date of absence and must be in the doctor's stationery. Medical excuses can also be used to exempt a student from gym class. Parents' notes are accepted if the length of absence does not exceed 2 days.
3. The morning school bell rings at 7:50 AM. All students arriving at school after 8:10 AM will be marked late. After the 3<sup>rd</sup> period **begins**, the student will be marked absent for that day, and he/she will be responsible for all work missed.
4. For every six (6) times a student is late, it will be counted as one day absent. For every six (6) times a student departs early, 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.

### **Excused and Unexcused Absences**

An excused absence is one in which a doctor's note is provided for if a child is ill for 3 days or more. For illness of 1 to 2 days, a parent's note will suffice. Illness, family medical emergencies and deaths, and other absences approved by the Principal are excused with a note. Vacation, traveling, traffic, etc are not excused, even with a parent's note.

Regardless of an excused absence, the student will be marked absent and it will count towards the 18 maximum allowance.

**In the case of a virtual or hybrid learning environment, if a student exceeds 18 absences, the student will still be held to the same standards. If a student exceeds six consecutive absences with no contact within one marking period, that student will drop a letter grade.**

**Students with an excused absence will be given time to make up assignments, tests, quizzes, etc, whereas students with unexcused absences will not. If a child is absent (excused) one day, he/she will be given one day to make up the work, if the child is absent (excused) 2 days, he/she will be given two days to make up the work, etc.**

Parents are required to contact Darul Arqam School immediately when a student will be absent for two (2) or more consecutive days. Any medical excuses for a student's absence must be referred to the homeroom teacher on the day that the student returns to school. Students absent three (3) or more consecutive days must present a medical note to the homeroom teacher or the student will **not be admitted to class.**

**During medical crises, pandemics, etc., students' and staff members' temperatures will be taken two times per day. Students and/or staff members who exhibit a temperature of 100 degrees or above will be sent home. Doctor clearance will be required to return to school. This absence will be considered excused.**

Medical excuses that are not provided upon the student's return to Darul Arqam School may not be accepted at a later date.

## **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 family vacation will not be honored. Upon his/her return to school, the student will be given accumulated make-up assignments that must be completed, signed by the parent, and handed in to the teacher within the next ten days. Procedure for traveling/ vacation/ etc:

\*\*Families must complete and submit a Vacation Request/ Temporary Withdrawal Form to the office prior to traveling

## **Late Arrival**

Lateness to school is defined as not being in the Homeroom, by 8:05 am. Any student that arrives at school at 8:05 AM or after will be counted as late.

Excused tardiness.

- a. The homeroom teacher will automatically excuse one late per marking period.
- b. Lateness due to emergencies such as power failure, connection issues, or other valid emergencies.

## **Early Departure**

Leaving school early, prior to the end of the last period, will also impact the attendance of the student. Six early departures count as an absence.

## **Arrival and Dismissal (LIVE-Does not apply for Virtual Learning)**

Live Attendance:

### **Morning Arrival:**

Students should be dropped off no earlier than 7:30 am. Students in grades EPIC through 1st grade (and their siblings) should use the Leland Ave carpool entrance (second door). Students in grades 2nd-12th should be dropped off at the Gym/Parking Lot entrance. A staff member is stationed at each entrance every morning to receive the students. Any families with children spanning both lower and upper grades should use the Leland Ave entrance. These entrances are open until 8:05 am. They are then closed to maintain security. After 8:05 am, all students must come through the main entrance on Leland Avenue (first door).

All students will go to their respective classrooms.

Due to safety concerns, parents may not enter the building during dismissal time. Any appointments with the teacher must be scheduled after dismissal ends at 3:25pm.

### **Afternoon Dismissal:**

Dismissal for PS, PK, and KG students with NO siblings in 1st-12th is at 2:45 pm. Dismissal for all other students is at 3:10 pm. The same procedure is followed as with drop off. 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.

### **Friday Dismissal:**

Dismissal on Fridays for PS, PK, KG, and 1st grade students with **no other siblings is at 2:30 pm**. PS, PK, KG, and 1st grade students with siblings and those in 2nd grade and up are dismissed at 2:45 pm on Friday.

Due to the safety of our students, space constraints, and traffic control, parents must leave the 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 PM or when the club or activity ends.

When dropping off or picking up, we strongly encourage parents NOT to park. Please remain in the carpool line without exiting your car unnecessarily. Let students out only in the 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. For security purposes, 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 charged a late fee. After 3:25 PM, any Parent late for pick up will be charged \$40 per hour, per child (1 min to 29 mins late =\$20 per child, 30 mins to 60 mins late = \$40 per child).

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 4:00 PM and has not yet notified the school, the Aftercare Coordinator will call the principal to seek assistance. *Darul Arqam School reserves the right to discontinue Aftercare service to any parent after three late occurrences.*

*For the safety and security purposes - Students are not permitted to leave the school premises/ parking lot and go to Dunkin Donut or to Krauszers, with or without a staff. Students may request a staff member to purchase for them.*

### **Picking Up Your Child Early**

If you must pick your child up early during the school day, please inform the HR teacher and main office via email and/or phone as early as possible. You must come inside the building to sign your child out from the main office.

### **Aftercare (Not applicable for virtual learning)**

An Aftercare Coordinator will be with the children after dismissal time on any school day. Aftercare is provided at a cost of \$175.00 per child per month. This fee would allow the parent to pick up children between 3:10 PM and 6 PM.

### **Emergency School Closings / Delayed Openings (Not applicable for virtual learning)**

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.

### **Visitors' Policy:**

#### **Emergency Pandemic Response Visitors' Policy:**

**No visitors are allowed in the school at any time**

Pandemic Clearance Visitors' Policy. This will only be followed after clear clearance under state and local guidelines:

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 starting 8:25 am to 2:50 pm. 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 visitors' pass. **All visitors are required to present a government ID for security purposes.**

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.

### **Communication Policy:**

Parents are recognized as the primary educators of their children. Teachers are recognized as professionals in education and work in partnership with parents and students.

We actively encourage orderly communication with parents and school stakeholders throughout the students' educational time at the school and home school connection is of essence to improve the learning process.

We strive to create an open and welcoming atmosphere where communication and feedback is developed.

We do have an open door communications policy for all stakeholders that follows a tier model.

- The Principal will send weekly updates to parents.
- Teachers will send a monthly newsletter to their respective class parents for PS-12th grades.
- Teachers of PS-5th will send weekly communications.

### **1. Aims of Communication Policy**

- To build a school community which is supportive of students, staff and all members of the school community who serve the school
- To establish procedures for the sharing of information
- To enrich and optimise the educational opportunities provided for our students with the help of the community
- To promote a culture of partnership in the education of our children

### **2. Types of home school Communication at Darul Arqam School**

- Informal parent-teacher contact
- Formal parent-teacher contact
- Communications in emergency
- Handbooks
- Surveying
- Policies revisions memos
- Weekly updates
- Staying informed through learning management system: Teacherease
  1. Homework
  2. Written reports
  3. Updates
  4. Arranging for a school-wide event
  5. Recruiting for a project
- Staying informed through media: Facebook, email, and website
- PTO memos
- Medical department communications
- Phone

### **Types of staff Communication at Darul Arqam School**

- **Documented, official phone calls, initiated by school staff, requested by either party**
- **One on one meetings via Zoom or live (situation permitting)**

- **Departmental meetings**
- **Staff meetings**
- **PLC opportunities held at school/through Zoom**
- **Surveying**

### 3. **Arranging to meet with the teacher either live or virtual:**

Open communications with parents benefit our students. All staff members will make every effort to reply or address a parent's concern in a timely manner. Teachers will keep parents updated on class events and on individual student performance. Parents will be contacted not only for concerns regarding poor grades or behavior, but also to help foster positive behavior (email or call a parent if their child did well on a test or if he/she showed good Islamic behavior, participated well in class, or behaved well in Salah). Positive reinforcement has a better effect on a student's overall performance.

If a parent needs to meet his/her child's class teacher s/he is most welcome to do so.

Parents can arrange an appointment by writing to the teacher through teacher ease or by calling the main office and arranging for a meeting.

Parents should, in the first instance, arrange to meet their child's class teacher to discuss concerns regarding their child. Teachers are happy to speak to parents and to help solve problems relating to pupils and their progress in school through scheduled meetings to make sure enough time is allotted for the meeting.

If a parent has further concerns she/he should arrange to speak to the head of department and the head of division who will endeavor to assist in resolving any school-related problems a pupil may have.

Should a parent still feel that the problem or complaint has not been resolved satisfactorily s/he may decide to meet with the Principal.

Parents are reminded that Darul Arqam School is always prepared to listen and it is the policy of the school to resolve difficulties at an early stage in the interests of students.

The following procedures will be implemented:

**Informal parent-teacher contact** occurs regularly as parents drop off and pick up children during live settings. Regretfully, teachers are unable to enter into consultation with parents during formal teaching time, between 8.50 am and 2.55pm. If a parent wishes to pass on information to the child's class teacher during these times he/she should write a short note to the teacher or send an email through teacher-ease.

**Formal Parent-Teacher Consultations/conferences** are held during the year following every marking period in accordance with DAS guidelines. Parents are given notice of these consultations. Should the appointed time prove inconvenient an alternative appointment will be arranged at a mutually convenient time.

We strongly encourage all parents to participate in these meetings. They provide individualized information for every child and a data-driven plan for students to attain the highest expectations for learning.

Follow-up meetings can be arranged if the need arises.

## **Homework:**

Homework serves as a communication link between home and school. Homework is essential in a live and virtual setting as a formative assessment of student progress.

The Progress Reports also give the instructional staff at Darul Arqam School the opportunity to open lines of communication between the home and school.

## **Staying Informed in Case of Emergency**

We have several ways that we communicate information about our school during emergencies. The first is Teacherease, then our school website <http://www.darularqam.org>, our Facebook page at <https://www.facebook.com/DarulArqamSchool>, as well as Teacherease which is used to send emails 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.

## **Handbook Revisions**

The rules and policies published in this handbook are subject to such changes as may be needed to ensure compliance with federal or state laws or as necessary for routine operation of the school. Parents will be informed of these changes and are responsible for adhering to the revisions.

## **Surveying:**

Parents are given multiple opportunities to be partners in the learning process. Surveys are presented to parents during parent-teacher conferences. In addition, we will be using online surveying to make it easy on the parents to present feedback. Survey results are reviewed and analyzed to help schools operate and improve the learning process.

**General meetings** are organized as the need arises to advise parents of educational and curricular matters of relevance to their child's education and welfare.

Parents will receive a message on the phone, email, via voice and/or text and the DAS Facebook page will also be updated. Parents are required to update the Office with their contact information as it changes throughout the school year.

## **Assembly/ Salah (only live setting)**

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 or completion of other tasks 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. Assemblies may be live cast in respective classrooms when needed.

## **Extracurricular Activities**

Recognizing the value of a program of interscholastic athletics for boys and girls as an integral part of the total school experience, we seek to provide opportunities for our students to participate in sports. 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 all Extracurricular activities such as (athletics, Science Olympiad, Model UN, School Clubs) 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.

For security purposes, siblings must be picked up on time and may not stay for the duration of the extracurricular activities unless they have been invited to attend an event.

### **Guides for Participation in Athletic Sports**

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.
6. Displays of un-Islamic or unsportsmanlike conduct toward an opponent, official, coach, or team member may result in suspension or expulsion from the team.
7. Theft or malicious destruction of any school or individual's equipment or property, and violation of training rules may also result in expulsion from the team.

### **Transportation**

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

## **Student Internet and Computer Usage**

**During a hybrid/virtual session, in order to protect the privacy of students and staff members, if a student takes screenshots, videos, etc. of the classroom or students in the classroom, that student will be subject to suspension or even expulsion from the school. This also applies to use of any form of electronic communication during live and virtual sessions. Parents are asked not to interject into the lessons or in any virtual classrooms. Absolutely no videos or photos should be taken or posted to social media at all. This can only be done by authorized personnel at the school.**

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. Students shall not abuse the use of internet, other than for the use of educational purpose.

### **Email**

Through the Internet's electronic mail feature, students and staff can telecommunicate with individuals and groups around the world.

#### **Middle and High School Students Email.**

Middle and High school students will be using the school provided email [firstname.lastname@darularqam.org](mailto:firstname.lastname@darularqam.org), temporary password will be emailed to students. All virtual assignments such as Google classroom, Google Forms, Quizziz, ..... and more, should be accessed by the school assigned email. **Not** your personal email.

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. Due to student privacy concerns, there will be a zero tolerance policy for this type of behavior.

### Standards for Computer Use

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. such as physical components, Fees of \$1000 may be incurred for any damage done.
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 or 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 students 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.

### **Restorative Justice:**

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

Students will go through restorative justice as a first approach to help them assess and reflect on the incident at hand.

### **Restorative Approach:**

- People and relationships are violated.
- Justice identifies needs and obligations.
- Accountability is defined as understanding the effects of the offense and repairing any harm.
- The offender, victim, and school all have direct roles in the justice process.
- Offenders are held responsible for their behavior, repairing any harm they've caused and working toward a positive outcome.
- Opportunities are offered for offenders to express remorse or make amends.

### **Dress Code**

#### **Virtual:**

During virtual sessions, students should connect to their cameras, be present, and abide by the Dress Down guidelines. Personalizing the learning environment is a best practice to inculcate and foster connection building (SEL) in order to foster a more positive work environment. If a parent, for a valid reason, does not feel comfortable with cameras on, the parent should send a communication to respective teachers explaining why. Teachers will honor that request.

#### **Live:**

DAS expects all of its students to abide by the dress code. Students attending any DAS related events whether on or off the premises must be dressed in the school uniform. When a particular event requires other than the school uniform to be worn, students and parents will be informed by a member of admin. 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.

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

**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/ choice of White or Maroon tights / leggings.

**4th - 5th grade (Girls):**

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

**KG – 5th grade (Boys):**

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

**Junior High**

**6th - 8th grade (Girls): All Items must be loose fitting.**

\*Maroon Abaya/ Grey Cardigan/ Grey Slacks/ \*Grey Scarf

**6th - 8th grade (Boys):**

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

**Hfiz Students** : Can wear their school uniform and bring a white thobe.

**Gym Wear**

Maroon Sweatpants w/Logo or plain black sweatpants (no writing, no stripes)/  
Maroon Tee with Logo/ Maroon Sweatshirt w/logo. Girls Gym Uniform must be purchased from East Essence.

**High School**

**9th - 12th grade (Girls): All items must be loose fitting.**

\*Dark Grey Abaya/ Maroon Cardigan/ Grey Slacks/ \*Maroon 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)**

Maroon Sweatpants w/logo or plain black sweatpants (no writing, no stripes)/ Maroon Sweatshirt w/logo/ Maroon Tee w/logo. Girls Gym Uniform must be purchased from East Essence.

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

\*Abayas, scarves, and girls' gym uniforms must be purchased from East Essence

For All Grade Levels both boys and girls:

**Outwear** – Any outerwear (sweater, hoodies, etc) that a student wears during the school day (does not include coats and jackets that are removed once arriving to school) **MUST** be either

1. Purchased from Flynn O'Hara with the school logo
2. If not purchased from Flynn O'Hara, may **ONLY** be plain black (no writing, images, mixed colors and prints, etc).

**Shoes** must be flat-heeled, below the ankle. 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. 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 non-compliant for girls:

1. Colored head scarves other than specified
2. Long fingernails or fingernail polish
3. Jewelry
4. Makeup
5. Hats/ or pants or Jeans

The following are non-compliant for boys:

1. Hats
2. Torn, tight, or cropped pants or Jeans
3. T-shirts that attract unnecessary or negative attention
4. Jewelry

## **Consequences for not wearing correct uniform:**

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

Second Offense: Restorative justice consultation with homeroom teacher, and call home for proper uniform

Third Offense: Conference with Admin and student sent home with an unexcused absence

### **Dress Down Days**

Dress Down days will be announced in advance (email sent to parents). When announced, students may wear the following or choose to come in their formal school uniforms. Any student that chooses to participate in Dress Down day and does not follow the guide for Dress code will:

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

Second Offense: Restorative justice consultation with homeroom teacher, and call home for proper uniform

Third Offense: Conference with Admin and student sent home with an unexcused absence

**KG-3rd grade (Girls):** Any shirt/pants or dress (no objectionable or offensive quotes or images). No open-toed shoes or hats.

#### **4th-5th grade (Girls):**

Any loose fitting outfit (jilbab, dress, long, loose skirt, shirt/loose pants, shawar kamis, etc) that covers the arms and legs. Any colored hijab (1<sup>st</sup> -5<sup>th</sup> graders), no flip flops, or high heeled shoes. No hats.

#### **KG – 5th grade (Boys):**

Any colored shirt (not tight fitting, no objectionable or offensive quotes or images), and colored slacks or jeans (no ripped jeans, no shorts). May wear shalwar kamees, thobes, etc. No flip flops, no hats.

### **Junior High / High School**

#### **6th – 12th grade (Girls):**

Any colored jilbab or abaya, any colored scarf (maybe plain, printed, etc), no flip flops or high heels. No hats.

#### **6th – 12th grade (Boys):**

Any colored shirt (not tight-fitting, no objectionable or offensive quotes or images), and colored slacks and jeans (no ripped jeans or shorts). May wear shalwar kamees, thobes, etc., no flip flops, no hats.

### **Emergency Procedures**

State Law mandates that a fire drill/lockdown be conducted each month in the school. Drills are serious matters and should be treated as such. When the alarm is sounded /announcement is made, 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. Please speak with your child and help him/her to understand the serious nature of the following procedure for emergency drills at school.

### **Pandemic/Health Response Plan**

In light of COVID-19, Darul Arqam School has put a plan into effect to address subsequent waves of a pandemic or other mass-health crises. A committee has been formed to respond efficiently to any pandemic or health crises. The committee is made up of the principal, the administration, the school administrative assistant, and representatives of stakeholder groups.

### **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.

### **Grades**

Interim Reports are issued four times per year, at the midpoint 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.

Summative Assessments such as 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 is 10% and the final is 10% 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.

### **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. 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 numerical equivalents.

1. Report card grades recorded in letter 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" for High School and "65"(D) from KG to 8th Grade. includes Elementary and Middle School.
3. A student receiving three marking period grades of "F" which results in a final failure must attend remedial / summer school or any program set by the administrator in accordance with school policies to recover the course.
  - 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/Activities
  - e. Research; Essay
  - f. Laboratory performance
  - g. Class participation
  - h. Classwork 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 10 days. The teacher may choose to give additional time to those students with extenuating circumstances upon written approval from his/her supervisor.

#### A. Grading Scales

##### HEALTH/PHYSICAL EDUCATION GRADING POLICY

Class work/Participation = 40%

Quiz: Health/PE Monthly Form =20%

Written Test/Project w/Rubric = 40%

##### ELEMENTARY GRADING POLICY

Class work =15%

Participation=10%

Tests/ Projects = 35%

Quizzes = 25%

Homework = 15%

##### MIDDLE / HIGH SCHOOL GRADING POLICY

Midterms and Finals will account for 20% of the final course grade.

## MIDDLE / HIGH SCHOOL ELA and SOCIAL SCIENCES/ STUDIES GRADING POLICY

Tests/ Projects = 25%  
Essays/Current Event Writings=20%  
Oral Presentations=15%  
Quizzes = 15%  
Homework = 10%  
Class work = 10%  
Participation =5%

## MIDDLE / HIGH SCHOOL SCIENCE GRADING POLICY

Tests/Projects=30%  
Labs=25%  
Quizzes=20%  
Homework=15%  
Class work=5%  
Participation=5%

## MIDDLE / HIGH SCHOOL MATH GRADING POLICY

Tests/ Projects = 50%  
Quizzes = 30%  
Homework = 10%  
Class work = 5%  
Participation=5%

## MIDDLE/HIGH SCHOOL QUR'AN GRADING POLICY

Tests/Projects = 40%  
Quizzes =25%  
Homework=15%  
Class work=10%  
Participation=10%

## QIA MS/HS Arabic, Islamic Studies, and Manara

Tests/Projects = 40%  
Quizzes =30%  
Homework=15%  
Class work=10%  
Participation=5 %

Midterms and Finals will account for 20% of the final course grade.

## **Grading System**

1 <sup>st</sup> -8th	9 <sup>th</sup> -12th	Letter Grade	Standard GPA	Honors/AP GPA
95-100	97-100	A+	4.0	4.5
90-94	93-96	A	3.9	4.4
n/a	90-92	A-	3.7	4.2
85-89	87-89	B+	3.3	3.8
80-84	83-86	B	3.0	3.5
n/a	80-82	B-	2.7	3.2
75-79	77-79	C+	2.3	2.8
70-74	73-76	C	2.0	2.5
n/a	70-72	C-	1.7	2.2
65-69	n/a	D	n/a	n/a
68 & below	69 & below	F	0	0

## **Marking Period Awards**

### *Academic*

High Honor Roll	95 or above in each course
Honor Roll	90 and above in each course
Merit Roll	85 and above in each course
Shooting Comet	Students that have made significant progress in a marking period, but not Honor Roll

### *Student Responsibility Factors/ Citizenship*

Citizenship Honor Roll	Student has no infractions, has shown acts of kindness and/or citizenship
------------------------	---------------------------------------------------------------------------

## **High School Graduation Requirements**

The minimum graduation requirements set by New Jersey State Department of Education are as follows: 4 years of English; 3 years each of Math, Science, and Social Studies; 2 years of a World Language; 4 years of P.E/Health, Electives/21<sup>st</sup> Century Skills/Misc totaling 125 credits. Darul Arqam School requires the following to be completed successfully in order to receive a High School Diploma: 4 years each of English, Math, Science, Social Studies, Arabic Language, Quran, Islamic Studies, P.E/Health; Electives/Technology totaling 135 to 145 credits.

Please note: No early graduation program is offered at DAS. The high school course offering is four complete years and the senior year of high school ends in the latter half of June.

### **Criteria for the Title of Valedictorian (12th grade only)**

The announcement of valedictorian shall be done 24 hours before the graduation ceremony.

The title of Valedictorian is a privilege and honor which is only bestowed on the student who exhibits an overall proper demeanor and stature worthy of earning this title. Remember, Seniors, that academic standing is not the only pillar for such an honor, but the title encompasses punctuality in attendance and elated school spirit.

#### I. Academic Requirement:

\* GPA (Grade Point Average) is an integral requirement that accounts for 75 percent of the overall standing.

#### II. Attendance Requirement:

\* The Attendance of the candidate will account for 15 percent of the overall seeding. The attendance is calculated across the 4 years, where a point system is granted as follows:

#### III. Extracurricular Activities:

\* Each prospective candidate for Valedictorian actively engaging/already engaged in extracurricular activities will be granted 2 points per event/club/activity per academic year.

Salutatorian will be the person with the 2nd highest point total.

### **Criteria for Graduating with Highest and High Honors (8th and 12th grade)**

**Highest Honor** award is received by the student in the class with the highest GPA.

12th grade - The Diploma will state student has graduated with Highest Honors

**High Honor** award is received by the student with the second-highest GPA

12th grade - The Diploma will state that the student has graduated with High Honors

**Honor** award is received by any student with:

8th grade – GPA of 95 and above

12th grade - GPA of 3.90 and above the gold cord

GPA of 3.70 – 3.89 silver cord

**\*\*\*Please note: Any student earning any of the aforementioned honors will have the honor automatically revoked if the student makes any social media posts that aren't reflective of the school and its values, or makes any public comment regarding the school that may compromise the integrity of the school, its**

**teachers, or any of its personnel. Further, any student giving a speech at graduation may not do so without receiving prior approval from the homeroom teacher and the principal.**

### **Expunge Request**

High School students may request to have a course expunged from their records. This request can only be made in 11th or 12th grade. Maximum of one (1) course may be expunged throughout the four (4) years of High School. If you transferred into Darul Arqam High School from another High School, only the courses taken at Darul Arqam High School may be expunged. Once completed, this decision is irreversible and must be made prior to October 1st of the senior year.

### **Retention / Academic Probation:**

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

- 65 or above in each course for grades 1<sup>st</sup> -8<sup>th</sup>
- 70 or above in each course for grades 9<sup>th</sup> -12<sup>th</sup>

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

- Core Courses: Islamic Studies, English, Math, Science, Social Studies, Arabic, Quran
- Minor Courses: Gym, Electives

### **Summer Work**

All students are required to complete their English and Math Summer work and hand it in the first week of school. Summer work will be counted as a Test grade for Elementary and Quiz grade for Middle and High School in the 1<sup>st</sup> Marking Period.

### **Course Recovery-High Level Middle School and High School**

If a student is assigned course recovery work for the summer, 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. It is the parent's responsibility to follow through on this policy. Otherwise, the student will not be permitted to the next Course level.

- Scenario 1: A website is provided.
- Scenario 2: A tutor is hired.
- Scenario 3: Summer school at DAS.

At the end of each scenario, the student must pass a test administered by Darul Arqam School. All course recovery has to be concluded by the first week of school. If the student has received a 60% or above, that student will be put on probation for one marking period. The parent will be contacted to document and plan for the probation.

## **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 daily 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 10 to 15 minutes for each subject.
- Middle and High School students should spend approximately 30 minutes per subject.
- Students who participate in Sports' teams at DAS are exempt from HW the night of the games they play (outside regular practice games). Shall make up work on the following day.

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 classwork.
2. The teacher checks homework as quickly as possible and affixes a comment and/or assigns an 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 the student's self-correction of papers to clarify any misconceptions.
6. The parent will be notified by phone or email whenever a student repeatedly fails to do his/her work.

### **Homework During Absences**

All missed classwork and homework assignments, due to absence, are to be made up within a week/ time period specified by the classroom teacher or administrator (no work will be accepted after 10 days). Homework shall be sent home during periods of absences due to long term medical condition of the student and placement on home instruction. Otherwise, students will be given their work upon their return to school.

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.

### **Homework During A.P Examinations.**

Light Homework will be assigned to students during AP examinations. If a student has an AP examination, the student should inform admin and the admin will communicate to the teachers to excuse the student from any quiz and test assignments until at least 48 hours before the examination.

### **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.

**Parent-Teacher 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, refer to the school calendar for exact dates.

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 Administrator 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.

Please visit [www.teacherease.com](http://www.teacherease.com) and login to see your child's progress, grades, assignments, check the calendar for events, and to email your child's subject teachers.

## **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 Head of School.

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 Policy**

Field Trips will be approved by the administration and will be coordinated with the curriculum by the homeroom teacher. A permission form will be sent home with information about trips and fees. Fees and forms must be submitted by the due date on the 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 the homeroom teacher for details. In some instances, a fee will be incurred. Each class will take 2 field trips per school year, 8<sup>th</sup> and 12<sup>th</sup> grades will have an additional graduation trip.

## **Senior Privileges**

12<sup>th</sup> graders have the following privileges so long as they are not abused. Upon discretion of the principal, one or all of these may be revoked.

- May order food on the 1<sup>st</sup> Friday of every month. The order will be placed through the Senior homeroom teacher
- Will have a Dress Down Day once a month
- May drive themselves to and from school, with completed form signed by parent
- From January-May, once per month, "Treat our Seniors" program in school.
- Fine Dining trip with homeroom teacher and one admin member
- One Field Trip
- One Senior Umrah Trip/ Religious

## **Students Driving to School**

Parents are required to complete the Driving Authorization Form and return it to the school. Students driving themselves to and from school will only be allowed to leave during dismissal time. If the student requests to

leave during the day, a parent's note is required and a confirmation call will be made to the parent. The student must park legally on the street or in the Church's parking lot (do not park in the school parking lot or at the Krauser's lot). Students may only leave from Door # 5 (main office Lealand Ave door) at dismissal time. If such a student must leave early during the day, the parent must notify the office via email and/or phone that the student has permission to sign out and leave. **School policy prohibits the student from driving his/her classmates home, nor may he/she drive younger students/siblings home. Students who violate this will have driving privileges revoked. Parents and students should make themselves familiar with NJ DMV laws as pertaining to their situation. If the school's regulations are found to have been broken, the student will no longer be allowed to drive him/herself to school for the remainder of the school year.**

## **Lunch Procedure**

### **Live**

Preschool-Kindergarten students eat lunch in their classrooms. All other students use the cafeterias. Students may bring or purchase their lunches from school. Students are encouraged to have a lunch bag that sufficiently keeps lunches cool as required, since refrigerator space is not available. For the safety of our students, there is no microwave available for students 1<sup>st</sup> -12<sup>th</sup> to use, please make sure that any lunch brought from home does not need to be heated. Teachers are not allowed to heat any child's lunch.

If a child forgets his or her lunch, the teacher will call home to inform the parent. If the parent is able to bring the lunch, we will allow time for the child to eat his or her lunch when it arrives. If the parent is not able to bring the lunch, the school will provide the lunch and inform the parent of the cost due.

Live Setting: 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**.

### **Covid- 19 Restriction :**

Students shall have lunch in the respective classroom and not in the School cafeteria. In order to avoid contact between students. and avoid sharing food.

## **Health and 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.

During times of health crises, students and staff members will be administered temperature checks two times per day. Every person on campus will be required to sanitize and hand-wash several times throughout the day, especially before and after snack, lunch, and bathroom usage.

### **COVID-19 Screening and Clearing**

When the school returns to a live setting, specific policies and communications will go out in regards to screening, contact tracing, procedures to address COVID-19. A general idea is that temperature screenings will be conducted daily, a form will be filled out by stakeholders to ensure that they haven't been exposed to COVID-19 (to the best of their knowledge), etc. Students are required to take vaccines according to CDC guidelines or required to bring in a Doctors note. In case of a positive covid case in a classroom - We will be following all CDC recommended guidelines.

### **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.
6. No staff should be requested to administer medication.
7. For the health and safety students are not allowed to carry any form of medications. In the event a student carries or offers any medication to fellow students, he/she will be written up.

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**

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. The teacher or staff member will assess the situation and give basic first aid treatment if needed and the Nurse is not present (clean and treat a wound, give bandaid, ice pack, etc), write up an incident report and inform the Nurse (if present) or contact the parents themselves. If the Nurse is present, she will assess the situation and contact the parents.

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

## **Hall Passes**

The students of Darul Arqam School need an individual must log into the teacher sign-in log (either paper or computer) in order to walk in the halls while classes are in session. Hall permission may be granted and filled in by the teacher of the class. The log should include the time and destination.

The following also applies:

1. Students are not permitted in the halls or stairwells without permission during any class period.
2. Permission for reasonable requests after the first ten minutes of class may be granted. There are to be no passes during the last ten minutes of a class period, unless under emergency circumstances.
3. Teachers will not issue any hall permission to students during Period 1, unless it is an emergency. 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 homework assignment.

## **Student Locker Information**

Lockers are the property of Darul Arqam School. Students are responsible for the maintenance of the lockers. Students are allowed to use lockers at the following times:

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

**Darul Arqam School's admin reserves the right to inspect all lockers/ School bags 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**

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.

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. The 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 backpacks and book bags with wheels are prohibited due to safety concerns

## **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.

## **Visitors**

### **Hybrid/Virtual: There will be no visitors.**

#### **Live:**

**What if I want to visit the school or volunteer?** We welcome parents to our school as part of the Darul Arqam community; this will only be allowed after health clearance. 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 the 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 fill out the appropriate paperwork in advance and 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 the school.

During any health crisis or pandemic, visitors to the school will be strictly prohibited unless for extenuating circumstances.

## **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 from the Principal. Selling scout cookies, candies, clothing etc to staff and students is not permitted.

## **Birthdays**

Darul Arqam School's policy is to err on the side of caution. As such, since scholars have varied opinions on this matter and we do not wish to confuse the students, the school maintains a policy *not* to celebrate birthdays. Parents, staff, and students are asked not to distribute goody bags, gifts, or invitations on the observance of birthdays at school.

## **Gifts for Staff**

In Surah Rahman, Allah asks "Could there be any reward for good other than good?"

It is a strict policy of the school that Darul Arqam Staff may not accept cash or check gifts. If a parent or student chooses to give an end of the year gift to show their appreciation, it should be in moderation, homemade gifts are encouraged.

## **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 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 Division Head, and then the Head of School.

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 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 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 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. Do not violate the privacy of others by taking pictures, videos, etc.
3. Not be violent in speech or action
4. Not cheat, steal or tolerate those who do
5. Maintain academics as my primary goal while here at Darul Arqam School
6. Be honest in my actions and relationships
7. Always strive to make my family proud of me
8. On a daily basis, attend school and classes on time
9. Accept the consequences if I make a mistake
10. Always strive to do my personal best
11. 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.

Students shall serve hours of community service in the school in case of misconduct.

## **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
11. In a virtual or live learning environment, there is a zero tolerance policy for taking screenshots, photos, videos, etc. of the classroom setting for any reason.

### **Electronic Devices and Cell Phones**

**Ipods, I pads, Nintendos, video games, earbuds, apple watch/ digital watch** and all other similar gadgets are not permitted in the building without permission. These items will be confiscated and returned to the parents only.

**Students in grades 7<sup>th</sup> -12<sup>th</sup> may bring cellphones to school only after a parent has signed and submitted the Cell Phone Usage Agreement.** Once the form has been submitted, students must hand in their phones to their homeroom teacher every morning. The phones will be locked in the MS/HS supervisors' office and returned at dismissal. Any student found with a cell phone during the day will:

**First offense: have cell phone taken and returned only to the parent**

**Second Offense: have cell phone taken and not returned till the end of the marking period**

**Third Offense: Have cell phone taken and not returned till the end of the year**

### **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
- 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 to 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 & CONSEQUENCE**

**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 admin discretion.

Possible Consequences for these offenses  
will be as follows not necessarily in this  
order:

- Warning
- Recess Detention
- Parent Conference with Supervisor
- Parent Conference with Principal
- Restorative Community Service
- Suspension and/or expulsion

Conference required

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 1 CONSEQUENCES</b> 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	Out of school detention will be held with parent conference (After School Hours)
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	when disciplinary infractions are repeated, the cumulative result may be a more severe form of discipline that will be determined by the School Administration
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	A formal apology required. Detention or suspension. The school reserves the right and will determine the consequence
4. Violating Classroom and/or Area Rules	Not following the classroom and/or area rules	Student Disciplinary report will be created consequence be determined by the School Administration
5. Make-up Possession and/or Use	Possessing cosmetic products (lotions, perfumes, nail polish – even clear, Kohl/eyeliner, color contacts, etc.	Make-up products will be confiscated and kept in office until picked up by parent if repeated student will be created a disciplinary Report

6. Violating Uniform Code	Wearing the wrong uniform wearing other than the school colors, promoting other organizations.	Jewelry and/or accessories will be confiscated and kept in office until picked up by parents. For Uniform Violations: Parents will be contacted to bring appropriate uniform to school. Students will be kept in the office until they are in the correct uniform.
7. Outside of class without a pass	Being out of class without proper authorization	warning - Disciplinary probation
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.	warning - Disciplinary probation
9. Chewing Gum / Eating Candy / Drinking Soda	Eating/Drinking inside/outside the classrooms during school time excluding lunchtime in lunch areas.	warning- Disciplinary probation
10. Using other students' belongings without permission	Taking students textbook and food and work assignments	recess detention
11. Lost Books/book bags	Students who through their belonging and do not take care of their belonging	\$5 fee assessed for retrieval of lost books / book bags
12. Minor pushing/shoving	Not allowed	Warning / notify parents and detention
13. Use of or possession of electronic devices, cell , balls, playing cards, etc.	Students are not allowed to bring such material to school without permission School is not responsible for any damage	The device will be confiscated and kept in office until picked up by parent(s) only for 1st violation. 2nd violation will result in the device being confiscated and kept until the end of the MP.
14. Using the staff bathroom without permission	Students are required to use the designated bathrooms	Warning will be given
14. Being in the Staff Lounge without permission	Abusing the school computers by downloading games and playing games is not allowed	Students will be given warning and will pay a fine.
15. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	<b>Student will be required to pick up/clean any litter up any spilled/dropped material(s)</b>
16. Using Offensive Language	Using offensive language in any language including physical body/sign language	The student will be given warning then lunch detention

**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.

Possible consequences for these offenses will be as follows:

1. Parent contact & conference and/or:
2. Out of School suspension
3. Saturday morning detention, 2 hours,\$50 fee

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 2 CONSEQUENCES</b> 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 pay a fine of \$250

		and/or repaired by the student or at the student's expense.
25. Forgery	Knowingly forging a signature other than their own on any school forms document like a field trip	Formal apology required; Meeting with Restorative Justice team, who will decide how to proceed.
26. Displaying, Distributing, Buying &/or Selling Items w/out permission	Students are not allowed to sell or buy (example Candy )on school grounds or outside the school premises	Verbal warning and parent conference
27. Skipping Assembly, Class, Lunch, Salah or any Other Required Activity	Intentionally missing class or salah without excuse or permission.	The student will receive a zero for class participation

**LEVEL 3 BEHAVIOR & CONSEQUENCES:**

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 3 CONSEQUENCES</b> In addition to those listed
28. Extortion/ Intimidation/Bullying	Threatening another person verbally or nonverbally by inflicting fear, damage to property, or instigating or encouraging misconduct	Formal apology required Disciplinary probation, subject to suspension or expulsion
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 Disciplinary probation, subject to suspension or expulsion
30. Fighting or Assault	Hitting, pushing, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her	Zero Toleration Disciplinary probation, any physical fighting results in automatic suspension of three days for the student who started and one day for the student who retaliated.
31. False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	Formal apology and a Fine will be paid by the family
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.	Disciplinary probation action will be taken

33. Leaving Campus during school hours or school-related activities	Exiting the school campus without proper authorization	Subject to suspension.
---------------------------------------------------------------------	--------------------------------------------------------	------------------------

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 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. 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. Out of School Suspension; any suspension will warrant zeroes in all classes with no opportunity to make up missed work.
- 3. Possible expulsion.

34. Smoking/vaping	Possession or consumption of tobacco or any such products	5 day out of school suspension; placed under review for expulsion
35. Reckless Driving / Driving without a license on school property	Operating a car in a reckless manner or Operating a vehicle without a license	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	Five day out of school suspension; placed under review for expulsion
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, subject to suspension
39. Unauthorized entry into a class, office, etc.	Entering into a classroom, area of the building, use of emergency stairwell, etc without permission	Suspension

		If entering without permission, conference with the student for first offense
--	--	-------------------------------------------------------------------------------

**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 will result in no credit for assignments issued during and after the suspension period has been completed, reduction in graduation program status, and/or possible retention.**
- c. Students must sign the Discipline Action Report. Students' and parents' 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	<b>1. Immediate Suspension</b> <b>2. Possibility of Recommendation from Principal to Board for Expulsion</b> <b>3. No future enrollment</b> <b>4. Possibility of notification of POLICE Dept Immediate Confiscation of any weapon if present</b>
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.	<b>Five day suspension; placed under review for expulsion.</b>
45. Intentionally Accessing Unauthorized information on the Computers	This will include unauthorized use of another students' or of a staff-member's password.	<b>All computer privileges will be revoked. Police Dept. will be contacted if hacking is involved.</b>

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.	As a stakeholder of the school, you represent the school. This will not be tolerated.	<b>Any student who does this will be subject to suspension and conference with parents and students.</b>
-------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

## **Gum Chewing**

It has always been an 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 Head of School 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.

### **Right and Responsibilities of Students / 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.

### **Chain of Command**

Darul Arqam School's Board of Trustees 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 staff member directly responsible.
- If satisfactory results are not achieved, the parent may then address the Supervisor.
- If satisfactory results are not achieved, the parent may then address the Principal.
- If satisfactory results are not achieved, the parent may then address the Principal to arrange for a meeting with the Board of Trustees.

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.

### **Tuition and Fees**

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 \$50 annual fee at the beginning of each school year to be able to use this service. There will be a non-refundable fee of \$40 for late payment.

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.**

### **Handbook Revisions**

The rules and policies published in this handbook are subject to such changes as may be needed to ensure compliance with federal or state laws or as necessary for routine operation of the school. Parents will be informed of these changes and are responsible for adhering to the revisions.

## ADDENDUM

### Virtual Classes Added 1/1/21

**Camera use:** If a parent has signed the Video Consent Form, your child does not have to keep their camera on during their class session with the exception of the following:

1. During assessments (test and quizzes) for all subjects the camera must remain on during testing and until the assessment is submitted.
2. During gym class (MS/HS girls, cameras on during gym when w/ female instructor).
3. During Quran class

**Filters, backgrounds, profile picture:** In an effort to cultivate a better remote learning environment and culture as well as to avoid any degradation unknowingly or purposefully, the Administration has created/ amended the following policies:

- Students may not use any filters during school time.
- If a background image is being used, it must be appropriate for an Islamic School setting.
- Profile pictures may not include images of characters, cartoons, famous personalities, other persons, or memes. Animals (not cartoons or drawings), pets, scenes from nature, architectural buildings, Masjids, an abstract piece, your initials, a picture of yourself - are all acceptable.

**Breaking Policy:** If a student is not following the policy (and a prior communication by a parent has not been made with/to teacher/Admin), teacher will:

1. First incident: ask the student to remove image/filter/profile picture. Teacher will create a behaviour log in Teacherease and email that to the parent.
2. Second Incident: teacher will remove the student from the zoom session, student may be allowed back in once appropriate changes have been made. Teacher will create a behaviour log in Teacherease and email that to the parent. Teacher will inform the Admin of the 2nd incident.
3. Third Incident: teacher will remove student from the zoom session, student will NOT be allowed back in for the remainder of the class, participation points will be deducted, and teacher may choose to give the student a zero for classwork for the day. Teacher will create a behaviour log in Teacherease and email that to the parent. Teacher will inform the Admin of the 3rd incident. Admin will contact the parent.
4. If this should continue, step 3 will be followed with the exception that classwork WILL be marked as zero and participation will be marked as zero for the session. Teacher will create a behaviour log in Teacherease and email that to the parent. Teacher will inform the Admin of the incident. Admin will contact the parent.

**DARUL ARQAM SCHOOL PARENT-STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM**

2021- 2022

I acknowledge that I have received a copy of the 2021-2022 Parent-Student Handbook and I have read and fully understand and support the Handbook. There are significant updates to this handbook due to COVID-19 and hybrid/virtual learning. I understand that when we return to a virtual setting, students and parents will receive an addendum of updated guidance for health, safety, contact tracing, etc.

I understand that observance of school rules and standards for conduct and attire is considered part of agreeing to abide by the handbook.

I understand that DAS is a NUT-FREE ENVIRONMENT. I will be sure not to bring items that may be unsuitable or dangerous for other students to be in contact with.

I understand that I am expected to fully support all school rules and policies while I am a parent/student at DAS even if I have a difference of opinion regarding the rules and standards. I understand I am expected to maintain a respectful relationship at all times with parents, students, staff, and administration.

I understand that compliance with the rules and policies contained in the Handbook is a requirement for continuing my education at Darul Arqam School. Please sign one copy of this for each student and send it to the homeroom teacher.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*\* Sign and return to the homeroom teacher