



NOOR ACADEMY

Scholar & Parent Handbook

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A MESSAGE FROM OUR PRINCIPAL

AS SALAAMU ALAIKUM AND WELCOME TO NOOR ACADEMY!

On behalf of the leadership, faculty, and staff, we would like to welcome you to the 2022-2023 school year! Thank you for choosing Noor Academy and embarking on this path to a bright future where minds put Allah Almighty first; where hearts and lives will be cultivated in Islamic traditions and standards to achieve excellence in all aspects of life. Noor Academy is a premiere educational establishment whose primary goal is to serve as a beacon of light for the community it serves by standing firm on its Islamic values, quality education and encouraging children to excel and become scholarly leaders contributing to their society.

Noor Academy Parent/Student Handbook is an important resource for both parents and students. This handbook provides information on the policies and practices affecting all Noor Academy scholars. Additional information on specific changes will be made available outside of the Scholars-Parent Handbook on an ongoing basis. Our goal is to work with you so that every scholar has a successful experience at Noor Academy.

We are looking forward to a wonderful and successful school year!

H. Khadija B. Salaam

Head of School

OUR MISSION

Allah Almighty says in the Holy Quran “**Say, my Lord increase me in knowledge.**” (20:114)

Noor Academy is a premiere educational establishment whose primary goal is to serve as a beacon of light for the community it services by providing useful, quality, and obtainable knowledge within a safe environment. We are committed to maintaining a school atmosphere that stands firm on the principles and practices of Noor Academy’s Ways, which are based on Islamic principles and woven into the daily life of our scholars, allowing them to build a moral and ethical compass that will provide a solid foundation for them to build upon. We are dedicated to high educational standards as we prepare our scholars to excel at becoming model citizens and ultimately leaders. We aim at reaching far beyond the classroom to meet the challenges of an ever-changing global society. Our core values are enveloped in the idea that a quality education is one that allows each scholar to grow spiritually, academically, intellectually, and physically. At Noor Academy we value an environment that is sensitive to the needs of the whole scholar, cultivating a desire for seeking knowledge, growing, and excelling to ultimately becoming lifelong learners.

Al Hadith:

Abu Hurairah (RA) reported that Rasulullah (peace be upon him) said: “**Allah makes the way to Paradise easy for him who treads the path in search of knowledge.**” (Muslim)

OUR VISION

Noor Academy scholars will understand that learning is a lifelong process requiring a well-rounded foundation. Scholars will aspire to excel in academic studies, their respective unique talents and acquired leadership skills. Students will engage in hard work, collaboration, and critical thinking leading to ultimate scholarly success.

OUR PLEDGE

AT NOOR ACADEMY:

I WILL LOVE MY CREATOR AND ALWAYS SEEK TRUTH.

I WILL LOVE THE HOLY LAST MESSENGER (SAS) AND FOLLOW IN HIS WAY.

I WILL FOLLOW THE GUIDANCE OF THOSE IN AUTHORITY.

I WILL HONOR MYSELF, MY FAMILY AND MY COMMUNITY.

I WILL TREAT MY TEACHERS AND PEERS WITH THE UTMOST DIGNITY AND RESPECT.

I WILL PURSUE MY EDUCATION WITH DILIGENCE, HUMILITY, AND SINCERITY, EMBRACING EXCELLENT AND RENOUNCING MEDIOCRITY.

I WILL BE HONEST AND KIND WITH ALL THAT I SAY AND DO.

I WILL USE MY KNOWLEDGE AND COURAGE TO LIVE WITH IMAN FOSTERING A POSITIVE SCHOOL COMMUNITY.

PARENTAL ENGAGEMENT MISSION STATEMENT

Noor Academy is committed to enabling every family to sustain and enrich the academic achievements of their children. Studies have shown that scholars who have parents that are engaged in the school are more likely to have higher grades and test scores, better scholar behavior, and enhanced social skills.

We understand that improving and maintaining excellent scholar performance is an effort that involves teachers, administrators, parents, families, and the community. To this end, we commit to having shared decision-making, effective communication, and a warm safe environment conducive for scholars to excel.



Academic Calendar School Year 2022-23

September 1st, Mon 5th, Tues 6th, & Wed 7th - Faculty In-Service Day
September 8th - Orientation & Open House - 5-8pm (Virtual)

Mon Sept 12 th	First Day of School
Wed Sept 14 th & Thurs Sept 15 th	Beginning of the Year Assessments
Thurs Oct 6 th & 7 th	Holiday-Milad Tun Nabi (sas) Closed
Sat Oct. 22 nd & Sun Oct 23 rd	Academy Event: IQOU Soccer Tournament
Thurs Nov 10 th	Quarter 1 Ends
Thurs Nov 10 th & Fri Nov 11 th	Fall Break (Closed)
Mon Nov 14 th	Q1 Report Card
Thurs Nov 17 th & Fri Nov 18 th	Parent-Teacher Conferences
Thurs Dec 8 th	Event: Spelling Bee
Mon Dec 12 th	Teacher PD Day - No Live Classes - Asynchronous
Mon Dec 19 th - Dec 23 rd	No Live Classes - Asynchronous
Mon Dec 26 th - Jan 1 st , 2023	Holiday - Winter Break (Closed)
Mon Jan 16 th	MLK Day (Closed)
Wed Jan 25 th	Quarter 2 Ends
Thurs Jan 26 th	Academy Event: Career Day
Fri Jan 27 th	Teacher PD Day, No Live Classes - Asynchronous
Fri Jan 27 th	Quarter 2 Report Card
Mon Jan. 30 th - Tues Jan 31 st	Mid-Year Growth Assessments
Thurs Jan 30 th - Fri Jan 31 st	Parent-Teacher Conferences
Sat Feb 18 th	Holiday - Laylatul Miraj
Mon Feb 20 th	President's Day (Closed)
Tues Mar 7 th	Holiday - Nifs Sha'ban (Closed)
Mon Mar 13 th	Teacher PD Day-No Live Classes - Asynchronous
Tues Mar 28 th	Quarter 3 Ends
Fri Mar 31 st	Q3 Report Card
Mon Apr 3 rd - Tues Apr 4 th	Parent - Teacher Conferences
April 10 th -21 st	Holiday- Ramadan/ Eid / Spring Break! (Closed)
Mon Apr 24 th	School in Session
Fri May 5 th & Sat May 6 th	Academy Event: Science Fair
Mon May 29 th & Tues May 30 th	End of the year Growth Assessments
Wed May 31 st	Report Cards Due
Thurs June 1 st	Last Day of Classes
Fri June 2 nd	Closing Ceremony

ADMISSIONS

APPLICATION

Noor Academy is an elementary and middle for-profit school that provides educational instruction for scholars in grades K through 8th. The first step in the admission process is to complete the application, medical form, medical release, and additional required documentation. Decisions on admission to Noor Academy are made by the administration as soon as all relevant information has been received. To be eligible for admission, the scholar must demonstrate academic abilities, which are compatible with the educational standard of Noor Academy. Decisions made by the administration are communicated to the parents as promptly as possible. Grade placement in Noor Academy is the sole responsibility of the school, as are teacher and class designations. If no place is available due to a full class, the applicant will be placed on a waiting list. Please note completion of application does not guarantee admission into Noor Academy.

ADMISSION TESTING

All new applicants must take an admission assessment or exam. Applicants for kindergarten are assessed to determine their readiness for school learning. Applicants for first grade and up are assessed in Arabic, language arts, mathematics, and science. Registration fee includes the testing fee.

FINANCIAL RESPONSIBILITY

Once a child has been accepted, the non-refundable tuition deposit and/or the non-refundable registration fee are due. Before a scholar is allowed to attend class, the school must receive all due tuition and/or registration fees.

Registration occurs from May - July each year. Failure to re-register each year during this time will result in a possible loss of a place for your child for the following academic year.

WITHDRAWALS AND TRANSFER OF SCHOLAR RECORDS

Written notice of transfer or withdrawal is mandatory. To withdraw or transfer your child to another school at any time during the school year, a parent must come to the school office and complete the necessary forms. Records of scholars will be forwarded to receiving schools when forms are complete and tuition bills have been paid in full.

TRANSFERRING TO NOOR ACADEMY

The Admissions Office will request academic information and end-of-year grades directly from the previous school. To do so, you must provide the following:

1. The complete mailing address of the scholar's current school.
2. A signed record request form from Noor Academy.

PRIVACY AND RECORD POLICY

Noor Academy recognizes the importance of keeping accurate and appropriate education records for scholars as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its scholars. The information contained in scholars' education records belongs primarily to the scholars and/or their parent(s), or guardians. The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. The building Principal will be the legal custodian of all scholar records in a given school.

ACADEMIC PROGRAM OF NOOR ACADEMY

BRICK & MORTAR SCHOOL

- **ELEMENTARY: K-5**
- **MIDDLE SCHOOL: 6-8**
- **HIGH SCHOOL COACHING PROGRAM**

FUSION FORWARD ONLINE ACADEMY

- **ELEMENTARY GRADES 4-5**
- **MIDDLE SCHOOL 6-8**
- **TUTORING SERVICES**
- **ISLAMIC STUDIES**

The highly challenging academic school program will include:

- Islamic Studies
- Foreign Language: Arabic
- English & Language Arts
- Mathematics
- Science
- Social Studies
- Visual Arts (Does not apply to Fusion Forward)
- Health, Physical Education (Does not apply to Fusion Forward)
- Extra-curricular activities (Fusion Forward Online Academy will service four in-person events)
- Field trips

NOOR ACADEMY CURRICULUM

The curriculum design shall be understood to include every learning experience (academic and co-curricular) sponsored by the school. The subjects included in the curriculum shall meet and/or exceed the requirements of Virginia's state law, as applicable to private schools and Noor Academy Way's policies and procedures. The curriculum in use is not in accordance with Islamic standards, however Noor Academy will use their discretion to delete and replace with content that adheres to Islamic values.

HOMEWORK

Homework is designed to reinforce study skills, practice what has been learned in class, develop research skills, explore ideas, and develop problem solving techniques.

Some grades and subjects require daily homework assignments. Scholars are sometimes given long-term assignments such as research reports and other projects during their course of study.

An approximate guideline for the amount of time your child should devote to active completion of homework daily is 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 120 minutes for twelfth). This homework assignment time doesn't include time spent simply studying concepts in each subject. A bi-weekly library visit is desirable.

Scholars should:

- Record all assignments in an assignment/homework notebook
- Start a routine to complete homework at the same time each day
- Assume responsibility for obtaining missed assignments

Parents should:

- Provide a quiet place to work with no distractions
- Provide support and encouragement that is crucial to the child's development
- Show interest and concern for child's success
- Request homework assignments for all absences
- Check that all homework is complete as assigned.

ASSESSMENTS

The testing and assessment program of Noor Academy is as rigorous and challenging as its curriculum. The program consists of measuring and appraising the academic achievement, attitude and behavior of all scholars using a multitude of approaches including formative (real time feedback), summative (i.e., traditional chapter tests), interim (reports, essays with a rubric etc.) and diagnostic (identifies scholar's strengths and needs using multiple measures). Tests and assessments count for only a portion of a scholar's overall grade.

ANNUAL GROWTH ASSESSMENTS

Noor Academy administers growth assessments at the beginning, middle and end of the year. It is essential to measure scholars' growth and progress to ensure learning is happening and address the scholars needs and aids teachers' instructional strategies.

GRADING SYSTEM

Scholars in grades will be graded using the following grading rubric:

Letter Grade	GPA
A+ = 96.00 - 100	4.0
A = 93.00 - 95.99	4.0
A- = 90.00 - 92.99	3.7
B+ = 86.00 - 89.99	3.3
B = 83-85.99	3.0
B- = 80.00 - 82.99	2.7
C+ = 76-79.99	2.3
C = 73.00 – 75.99	2.0
C- = 70-72.99	1.7
D+ = 66-69.99	1.3
D = 60 -65.99	1.0
F = 0-59	0

Performance Scale for subject standards:

- 4- Displays a strong performance
- 3- Demonstrates appropriate development
- 2- Has a beginning knowledge
- 1- Does not meet grade level expectations

PROGRESS REPORTS

Informal scholar **progress reports** will be available through the parent Student Information System at any time for review. The progress report is based on teacher assessment of scholar performance thus far in the quarter and is not a recorded grade. It is accessible to the parents to inform of excellence or also remediation that may be needed for scholars to get back on track before report cards are issued.

Formal written **report cards** will be sent to parents at the end of each quarter (see calendar for precise dates) and recorded in scholar's grade records. The purpose of the report card is to summarize scholar performance and indicate the scholar's strengths and needs.

Parent-Teacher conferences will be scheduled at least three times a year for all scholars. Scholars with lower than satisfactory grades may be required to have additional parent-teacher conferences, to ensure the scholar is set on, and maintains, a plan for improvement.

TUITION AND FEES

PHYSICAL CAMPUS

\$450 first child, 10% discount for each additional child.

Other Fees:

Registration Fee, (paid at the time of registration)\$75 per family.
Book/Technology Fee.....\$200 per student
Returning Student Fee.....\$45
Graduation Fee (paid at beginning of last quarter of school) \$75 per child (excludes cap and gown cost).

FUSION FORWARD

\$300 first child, 10% discount for each additional child.

Other Fees:

Registration Fee, (paid at the time of registration)\$75 per family.
Book/Technology Fee.....\$200 per student
Returning Student Fee.....\$45
Graduation Fee (paid at beginning of last quarter of school) \$75 per child (excludes cap and gown cost).

ISLAMIC STUDIES ONLY

\$150 first child, 10% discount for each additional child.

Other Fees:

Registration Fee, (paid at the time of registration)\$75 per family.
Book/Technology Fee.....\$100 per student
Returning Student Fee.....\$45

TUTOR SERVICES - MATH AND ELA ONLY

\$200 first child, 10% discount for each additional child.

Other Fees:

Registration Fee (paid at the time of registration)\$75 per family.
Book/Technology Fee.....\$100 per student

Returning Student Fee.....\$45

PAST DUE TUITION

NOOR ACADEMY WILL ENFORCE THIS POLICY WITHOUT EXCEPTIONS.

Tuition payments must be made in a timely fashion. Payments are due on the first (1st) day of each month, unless otherwise agreed upon at registration. Cash or electronic payments are accepted, not personal checks. All tuition management will be through FACTS Tuition Management.

Parents who fail to pay tuition for the second month (by the 1st) are subject to immediate suspension from attending classes until account is made current. If account is not current or payment arrangements made within two weeks of suspension, scholars may not be permitted to return to school.

- **Tuition is to be paid in full every month while a scholar is enrolled, regardless of absences.**
- **Parents may not withhold a child from school to prevent payment of tuition.**
- **There are no refunds on paid tuition or fees of any kind if a scholar withdraws from school for any reason.**
- **Scholars who are delinquent in tuition at the close of the school year may not participate in school closing ceremonies until all balances on the scholar's record have been paid in full, or a satisfactory promissory note has been set up with payment plan.**

ATTENDANCE POLICY

Virginia's compulsory attendance laws require children to attend school — public, private, denomination or parochial — during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools. The length of the school term for public schools is at least 180 days or 990 teaching hours. Va. Code §§22.1-254, 22.1-98. NOOR ACADEMY reserves the right to update its calendar based on the observance of Islamic holidays.

ARRIVAL AND DISMISSAL

- Parents are solely responsible for the transportation of their children to and from school premises.
- Assembly begins at 8:00 am sharp. All children and full-time teachers are required to attend assembly.
- School hours are 8:00 a.m. to 3:00 p.m. Monday through Friday unless otherwise specified.
- For the safety and security of all scholars, the following safety policy pertaining to scholars being dropped off and/or picked up from school has been adopted: No scholars are allowed in the building prior to 15 minutes before or after school. Parents must pick up their children promptly at dismissal time. If someone other than a parent is picking up a child, or a scholar is to go to another child's home, the school office or teacher must receive notification from the parent. If a parent is going to be late to pick up their child, the school must be notified before dismissal time. If a parent is late to pick up their child three or more times in one month, a fee will be charged for the after-school care.
- Scholars must leave the premises of the school upon dismissal unless otherwise directed by a teacher or principal.

FUSION FORWARD ATTENDANCE

Live Class attendance is mandatory for all scholars. Scholars not attending live classes will have attendance counted against their recorded grade, Instructors will conduct classwork that will be graded. The state of Virginia mandates that “the standard school year shall be 180 instructional days or 990 instructional hours” which equals to 5.5 hours per day. The synchronous classes will be 3.75 hours of the school day and asynchronous will be the responsibility of the student with their learning coach for the remaining hours needed to complete the assignments. All hours spend on the LMS is recorded and kept for records.

SCHOLARS ATTENDANCE

A missed school day is a lost opportunity for learning. There is a direct relationship between scholar attendance and scholar achievement. Therefore, attending school regularly and on time is the responsibility of both the parent and the scholar. Every scholar is expected to be in school every day, and on time, except in the case of an emergency, such as illness of the scholar or illness or death of a family member.

If your child is tardy or absent, please follow the procedure listed below.

TARDINESS

Any scholar who is tardy for school, must present a note signed by his/her parent or guardian explaining the reason for tardiness. Excused tardiness includes illness, pre-planned medical appointments, or other family emergencies.

(5) Five days of tardiness, with or without a valid excuse, will be counted as (1) one day of absence. See absence policy: **According to VA education law a scholar with 15 consecutive absences, excused or not, may be officially withdrawn from school, per the compulsory attendance expectations noted in Virginia Code 22.1-254.**

ABSENCES

A parent should always notify the school when his/her child will be absent. A written excuse from the parent or guardian may be required the day that the child returns to school from an absence. If the absence is because of a contagious illness, a statement from a physician must be presented to the school to be kept on file. A child will not be allowed to return to school without a physician's statement if his/her illness was contagious. **Do not send your child to school sick. You will be called to pick up him/her. Noor Academy staff is prohibited from administering medication.**

An absence will only be excused in the case of illness, a family emergency or death of an immediate family member. Vacation is not an excused absence. Scholars must be present for at least 85% of class time to receive credit. **According to VA Education Department a scholar with over 15 absences, excused or not, may not be promoted to the next grade level.**

COMING/RETURNING TO SCHOOL WITH ILLNESS

It is not responsible for a parent to send a sick child to school. Children who wake up with fever or vomit probably will not get better at school and will most likely be very uncomfortable and will infect other scholars and staff members. **DO NOT send sick children to school.**

Children may resume classes twenty-four hours after they are free of fever or when they have medical permission to return to school. A scholar returning to school following a major illness or injury is required to present the school with documentation from the attending physician.

COMMUNICABLE DISEASES

A scholar with a suspected contagious illness may be isolated, and parents contacted so that they may take the child home as soon as possible. Likewise, a scholar with a fever will be excluded from classes and parents will be contacted to arrange for their child to go home.

SAFETY

Accidents or illnesses must be reported to a teacher or the principal. A written record of all injuries is maintained. In rare instances, a scholar may be sent to the hospital for emergency treatment. The hospital to be used will be decided by the emergency medical team responding to the situation.

EMERGENCIES

Upon enrollment, every parent is required to complete an emergency contact card. If your child is ill or has an accident, we will need to contact you quickly. Please make certain your emergency contact numbers remain up to date and accurate. Contact the office to make emergency contact information updates.

PROMOTIONS AND RETENTION

Promotions will be based upon a scholar's final grades.

ANY SCHOLAR WHO RECEIVES A FAILING FINAL GRADE IN A COMBINATION OF ELA & MATH, OR IN THREE OR MORE CORE SUBJECTS (ELA, SOCIAL STUDIES, MATH, SCIENCE) WILL BE SUBJECT TO OBTAIN SUMMER SCHOOL/TUTORING AND POSSIBLY REQUIRED TO REPEAT THE GRADE IN THE NEXT SCHOOL YEAR.

If a scholar is retained for two consecutive years, he/she will be discharged from the school for alternate programs but may reapply for admission after one school year has passed.

No scholar will be promoted if he/she has not met the minimum attendance requirements.

During the school year, if any scholar is having difficulty, a meeting will be scheduled with the scholar and his/her parents for discussion of ways in which the child may be prevented from being retained.

Scholars who are achieving excellence in their grade will be given enrichment assignments to complement their learning. Good grades do not equate to automatic promotion or skipping of grades.

COMMENCEMENT CEREMONIES AND AWARDS

A Commencement ceremony is held at the end of each school year for all scholars. Kindergarten, Fifth, and Eighth Grade will have a special moving up with cap and gown for scholars who received passing final grades to obtain promotion to the next grade. Twelfth Grade scholars will have a graduation with cap and gown.

HONOR ROLL

The purpose of the honor roll program is to recognize and honor scholars who have attained outstanding academic success and to provide positive reinforcement that inspires all scholars to strive even harder and perform at their highest level in all subjects. Honor Roll status will be calculated quarterly and awarded at the school closing ceremonies.

Any scholar grade K-12 who receives all A's with a grade average of 90.0% -100% will receive a High Honor Roll designation. Any scholar whose final grades are A's and B's with an overall average over 85.0% will receive an Honor Roll designation.

The top two scholars in the Fifth, Eighth and Twelfth Grade will be honored as their class's valedictorian and salutatorian.

PARENT TEACHER COMMUNITY ASSOCIATION (PTCA)

Joining the PTCA is a commitment to your child and your community. Involving yourself in your child's school enriches their educational experience. PTCA members donate their time by serving on school committees, fundraising, co-hosting school functions, and assisting the school in any way possible.

CONGREGATIONAL PRAYER

Scholars in fourth grade and up are required to make prayer every day at the specified times at school.

SCHOLAR ADVISOR

Scholars in sixth grade and up are assigned a scholar Advisor. The scholar Advisor follows the progress of each scholar and offers assistance and help whenever needed.

Parents are encouraged to share with scholar Advisors whatever information they think will help their children succeed at Noor Academy.

ID CARDS

Scholars in middle and high school will be issued a photo ID card for an applicable fee. Scholars are responsible for carrying their ID cards at all times and showing their cards upon request. Lost cards are to be reported to the school office. There will be a fee for replacing lost cards.

TELEPHONES, MESSAGES AND ELECTRONIC DEVICES

Scholars are not permitted to make or receive phone calls at school. Scholars are not permitted to bring electronic devices to school unless approved by school staff and administration. Electronic devices will be confiscated and returned at the end of the school year.

Scholars will not be called to answer telephone calls. In an emergency, parents may contact the school or leave a message for the scholar with a staff member.

LOST AND FOUND

The school office maintains a lost and found box. During Parent Conferences, the items will be on display for parents to identify and retrieve. All unclaimed items will be donated to charity at the end of the school year.

CO-CURRICULAR AND EXTRA CURRICULAR PROGRAMS

At Noor Academy scholars can participate in a variety of co-curricular activities. Team sports, school clubs and organizations, holiday programs and activities, field trips, graduation and award programs, and other ceremonies and programs are considered co-curricular activities for which scholars must meet requirements to participate. Club offerings may include Political/scholar Government, National Honor Society, Speech & Debate Teams, Sports, Journalism/Yearbook, STEM, Humanitarian, and Book Clubs. Participation in these activities is a scholar privilege not a scholar right. **Academic and attendance standards apply.**

Scholars are invited to attend various educational field trips throughout the school year. Permission slips are sent via email with each child when plans for field trips are made. Parents must sign and return these slips promptly. Scholars will not be allowed to attend the field trip

without permission slips signed by a parent. When applicable, there will be a fee for transportation and/or admission.

Parents are often needed to assist in chaperoning the scholars during trips. If you are available, kindly notify your child's teacher. As a rule, parents with infants or toddlers are not permitted to chaperone scholars.

TEXTBOOKS AND SUPPLIES

Scholars are required to bring writing material and needed school supplies.

Noor Academy requires that all kindergarten through 12th grade scholars pay a yearly book fee. This is not for the complete purchase of the books; it is only partial payment to ease the expenses of the school. Issued textbooks should be covered with book covers and properly maintained. Scholars are fully responsible for all textbooks, workbooks and other supplies issued to them by the school as they are to be returned at the end of the school year.

If a scholar loses or damages any school material such as textbooks, workbooks, library books, equipment, etc., the parent is fully responsible for replacement/repair. The school will bill the parent for the replacement/repair of the item and any shipping costs that may occur. If a parent fails to pay for the replacement/repair, the school will not give the scholar his report card, no transfer of any scholar records in the event of a school transfer, and no participation in school closing ceremonies until all balances on the scholar's record have been paid in full.

FUSION FORWARD

Digital textbooks will be provided.

COLLEGE ENTRANCE STRATEGIES

Strategies for College Entrance:

- A **portfolio of the scholar's work**, demonstrating its breadth and depth, might be developed over time. This portfolio can be shared with college admissions personnel to demonstrate the scholar's capabilities.
- For college admission scholars can take the **Scholastic Aptitude Test (SAT)** and/or other standardized tests (i.e., ACT) used for college admissions purposes. Scores on these tests can be shared with college admissions personnel.
- Scholars enrolled in the High School Bridge program will be automatically eligible for admission into IQOU College upon successfully completing Bridge program requirements.

BRIDGE PROGRAM

The Bridge Program is designed for students who are enrolled in an online accredited High School program under the guidance of Noor Academy facilitators.

SCHOLAR DRESS CODE

School uniforms help to promote community spirit. The school uniform is a mandatory requirement for all scholars of NA; therefore, all scholars are expected to wear the uniform daily. Scholars attending class out of uniform will be sent to the office, and their parents will be

notified. After the second infraction, parents must come in to resolve the matter. It is recommended scholars have two to three uniforms to ensure that they come to school with clean, pressed, and neat uniforms daily.

- No make-up is permitted.
- Excessive jewelry is not permitted. (School staff will determine what is "excessive".)
- Hair should be neat and tidy for boys.
- Faddish hairstyles for boys are forbidden.
- Hair color that is not a natural hair color (red, pink, blue, green etc.) is not permitted.
- Mohawk hair styles are not allowed.
- Braids are prohibited for boys.
- No “Doo Rags”, bandanas, sports hats or other inappropriate headgear are allowed.
- Hoodies, jackets, and coats cannot be worn in school.
- Sneakers may only be worn on gym days.
- Boys and girls may wear functional watches and one religious ring.
- Girls may wear up to two metal bangles on each arm.
- One nose piercing on the left side is permitted according to Islamic traditions, no other body piercing is allowed.
- Boys are not allowed to wear earrings of any kind
- Tattoos, whether temporary or permanent, are also not allowed.
- Shoe Policy: All scholars must come to school with appropriate footwear. Wearing the wrong footwear can impact the student’s safety and success throughout the school day.
- The principal reserves the right to decide if a student’s grooming is not in accordance with school norms.

SCHOOL UNIFORM - BOYS

Boys:

Elementary: Gray uniform pants w/burgundy polo shirt, white cap

Middle: Gray uniform pants, w/burgundy long sleeve dress shirt, white topee

GUIDELINES:

- a) **Solid pants:** The pants must be solid in color, hemmed, straight or wide legged and an appropriate size as to fit the scholar. Pants shall not be overalls, skinnies, leggings, sweatpants, or jogging pants. No jeans. No shorts.
- b) **Topee Cap:** must be always worn. No bandanas or baseball caps.
- c) **Socks:** white, navy, or gray.
- d) **Footwear color:** dark Brown dress shoes, athletic shoes, and oxfords may be worn. Loafer or lace up style permitted. No boots, except rain and snow boots. No slides, flip-flops, shoe skates, or cleat shoes are allowed. Military style and steel-toed boots are not permitted. Outerwear including blazers, jackets, and sweaters, scholars may be solid colors of gray, or black. During winter weather, scholars may wear appropriate snow gear/coats in any color.

SCHOOL UNIFORM - GIRLS

Elementary: Gray and Red plaid skirt or jumper /dress, burgundy Amirah hijab.

Middle: Gray uniform pants, gray topcoat, burgundy Amirah hijab.

GUIDELINES:

1. **Solid pants:** The pants must be solid in color, hemmed, straight or wide legged and an appropriate size as to fit the scholar. Pants shall not be overalls, skinnies, leggings, sweatpants, or jogging pants. No jeans are permitted.
2. **Solid abaya:** No form-fitting or see-through abayas. Long sleeves. No slits greater than 4” for walking comfort. Proper clothing must be worn under abaya, including loose trousers.
3. **Veils:** must be always worn.
4. **Socks/stockings:** white or blue.
5. **Shoes:** dark Brown.
6. **Everyday Footwear:** dark brown dress shoes, athletic shoes, and oxfords may be worn. Loafer or lace up style permitted. No boots, except rain and snow boots. No slides, flip-flops, shoe skates, or cleated shoes. Military style and steel-toed boots are not permitted. During winter weather, scholars may wear appropriate snow boots in any color.
7. *Special Occasion footwear:* dress shoes, pumps (2” or lower), or oxfords may be worn--loafer or lace up style. No athletic shoes/sneakers are permitted on special occasions. Dress boots are acceptable if the pants come down over the top of the boot (except snow boots). All footwears must have closed toes and heels. No slides, flip-flops, shoe skates, or cleat shoes are allowed. Military style and steel-toed boots are not permitted. During winter weather, scholars may wear appropriate snow boots in any color.
8. **Outerwear:** blazers, jackets, and sweaters scholars may be worn in solid gray.
9. No Make-up is permitted.

*FUSION FORWARD UNIFORM

- The Noor Academy Scholars Dress Code shall apply to all virtual learning environments. Students are expected to be dressed appropriately for all synchronous lessons.
- Girls must wear burgundy/cranberry color hijabs.
- Boys must wear white topees.

***FUSION FORWARD Code of Conduct**

- Scholars should work from a place conducive to learning (desk, table) and free from distractions including music, television, or other distracting elements in the background.
- The integrity and authenticity of student work are very important. Users will submit work that is their own and will not practice plagiarism in any form. Do not cut, copy, or plagiarize Internet content or work of online classmates.
- Virtual instruction and classrooms are not intended for parent interaction. Parents wishing to communicate with a teacher or school should do so via email or telephone.
- Users understand that failure to comply with this Code of Conduct may result in disciplinary action.
- In video conferencing environments, students are expected always maintain devices on mute unless instructed by their teacher.
- Users will use school technologies for educational purposes only.
- Users will not share links for technologies used by the Noor Academy, including links to online classes, meetings, or resources.
- Users will keep their login information or passwords confidential.
- Users understand and agree that online classes may be recorded by a teacher and shared with other students attending that online class.
- Users will not record or take screenshots of any portion of online classes. Users will not share or post videos, pictures, or copies of either student-generated or teacher work on social media, gaming networks, or elsewhere online.
- All communications with other students enrolled must be of a course-related nature.
- Users are expected to use respectful language. Technology will not be used to harass or bully any other person.

SCHOOL DISCIPLINE POLICY

One of our most important aims is to build a model school community as a seed that will blossom and take its rightful place as a vital part of the community at large. Self-control and discipline can be achieved and maintained by teaching each scholar that he/she is a valuable, productive individual who must function harmoniously as part of a group. Good school spirit, a positive classroom atmosphere, enthusiasm for learning, and satisfying interpersonal relationships all contribute to the scholar's sense of wellbeing.

A good discipline policy ensures an optimal educational environment for all. It requires a rational approach accompanied by firm positive action and training to develop the traits of self-control and righteous judgment.

We believe that our scholars represent Noor Academy, and their behavior should reflect the ideals of the school when they are on or off school grounds. Noor Academy scholars are expected to observe the standards of behavior wherever they may be. Each scholar is responsible for maintaining this standard of behavior and will be held accountable. Parents are also expected to uphold the standards of Noor Academy while on the school premises.

The basis of our Discipline Policy is as follows:

- Every scholar should act as a responsible individual.
- Every scholar has the right to learn.
- Every teacher has the right to teach.
- No scholar will prevent a teacher from teaching or a scholar from learning.

For the safety of all scholars and to secure the enrichment of their learning process, all scholars are expected to abide by the following general school rules:

1. Scholars must arrive at school on time.
2. Disrespect to any faculty or staff member will not be tolerated.
3. Homework must be completed on time.
4. Scholars must participate appropriately as directed by the teacher.
5. Do not bring electronic devices to school including toys, mp3, or other items deemed inappropriate by administration. Items will be confiscated and returned only to parents.
6. Do not leave school premises without permission.
7. Do not use school equipment, telephone, or internet without permission.
8. No eating or drinking in the classrooms without permission.
9. No chewing gum in school.
10. No playing in the classrooms except during playtime.
11. No fighting, backbiting, or inappropriate fraternizing.
12. No running in the school.
13. No talking during class, except as directed.
14. No playing in the bathroom or around the water fountains.
15. No obscene words or school declared "curse" words.
16. No roughhousing, fighting, wrestling or other contentious physical altercations.

SCHOLARS RECEIVING DISCIPLINARY ACTION MAY BE INELIGIBLE FOR FIELD TRIPS, EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES within 30 days of offense.

Discipline Methods:

- Teachers and administrators will make every reasonable effort to find out all the circumstances and the involvement of others in any violation of the school rules.
- *1st Warning:* Scholar will be notified that their behavior is a violation of school policy, and that repetition of behavior will result in further disciplinary action.
- *Lunch detention:* entails scholar sitting silently through lunch break. Scholars may use time to complete a disciplinary assignment.
- After school detention includes a scholar staying for a specified amount of time after school is dismissed.
- *Suspensions:* Scholar will be suspended from school for 1-3 days in length according to the severity of the incident.
- The Administration reserves the right to issue detentions, in-school detention, or home suspension to any scholar as deemed necessary.
- Disciplinary actions will be recorded in the scholar's school record.

DISCIPLINE MATRIX

The policy set forth below includes, but is not limited to disciplinary actions that may take place with each offense:

Littering (throwing things in the halls, lunchroom, classroom or outside)

- [1] Scholar receives a warning and will be made to clean up litter.
- [2] Lunch detention, school cleaning project
- [3] Parent conference and after school detention
- [4] Parent conference and Suspension

Improper behavior (Physical contact, teasing, passing notes, etc.)

- [1] Scholar receives warning
- [2] Lunch Detention, written assignment
- [3] Parent conference and after/before school detention
- [4] Parent conference and suspension

Leaving classroom or school without permission

- [1] Scholar receives warning

- [2] Lunch Detention
- [3] Parent conference and In-school suspension
- [4] Parent conference and suspension

Fighting or Assault

- [1] Parent conference, after school detention, written assignment
- [2] Parent conference and suspension

Dress (Incomplete or no uniform)

- [1] Scholar receives warning
- [2] Lunch detention and notification to parent
- [3] After school detention
- [4] Parent conference and suspension

Theft

- [1] Parent conference and suspension

Graffiti

- [1] Clean and pay for damages, after school detention, parent conference
- [2] Parent conference and suspension

Disrespectful behavior with faculty and/or staff members

- [1] Scholar receives warning, reminder about good manners
- [2] Parent conference, after school detention, written assignment
- [3] Parent conference and suspension

Obscene Language (Gestures, derogatory remarks), threats of violence

- [1] After school Detention, parent conference, assignment
- [2] Parent conference and Suspension

False Fire Alarm

- [1] Parent conference, suspension
- [2] \$500 fine (*or \$100 above amount of village fine*)

Tardiness to assembly, class, or prayer

- [1] Warning to scholar (3 warnings)
- [2] Lunch Detention
- [3] Parent conference and After school Detention
- [4] Parent conference and Suspension

Vandalism

- [1] Parent Conference, Suspension, and Pay All Damages plus \$200 fine

Possession/Use of Tobacco, Alcohol, or Illegal Substances

- [1] Immediate suspension and parent conference
- [2] Expulsion

LUNCHROOM GOALS

- To improve the structure and behavior of students.
- To teach or reinforce manners.
- To instill a sense of responsibility by enforcing clean up practices.
- To make lunch time a pleasant experience.
- Seating is in keeping with COVID19 guidelines.

While dining in the cafeteria, the following rules will be followed:

- Each class will line up for food.
- The lunch line must be orderly and quiet.
- All food must be eaten at the tables.
- No food may be taken from the cafeteria.
- Ordinarily, no food may be thrown away.
- No bags or cartons are to be popped.
- All litter deposited into trash receptacles.
- Students are responsible for checking the floor around the trash barrel area to make sure it is kept clean.
- Keep the tables, seats, and floor around your area clean.

- Candy, gum, and soda are not permitted.
- No food of any kind may be thrown.
- Remain in your same seat.
- The student needs to ask permission of the teacher on lunch duty before using the lavatory.
- Students are not allowed to return to their classrooms during lunch to retrieve money, coats, playground equipment, or for any reason without permission of the teacher on duty.
- No books, toys, or schoolwork should be brought to the lunchroom

TEACHER COMMUNICATION

Teachers can be reached by sending a note with a scholar, contacting the school office phone, email, or contacting the teacher directly after school hours.

Formal parent-teacher conferences are scheduled throughout the school year. Parents are welcome at any time to make an appointment with a teacher or the principal to discuss their child's progress.

During conferences, parents may learn not only about their child's academic progress but also his/her work habits, his/her social relationship with other scholars and faculty members, a special interests, aptitudes or abilities, and any health or emotional problems, etc. Both teachers and parents benefit by discussing the scholar's home life in addition to academic progress. It is essential to have a good school/home relationship.

NOOR ACADEMY

HANDBOOK ACKNOWLEDGMENT FORM

Please complete and return this page to the school.

I _____ (parent/guardian name),
and I _____ (scholar name) hereby
agree and accept without any reservations to abide by and follow all rules, regulations and
procedures of Noor Academy as stated in this Handbook. We also accept the course of
disciplinary action, which will be instituted if any rule or regulation is not followed.

Parent's Signature _____

Scholar's Signature _____

Date: _____

Return to the office, or:

NOOR ACADEMY

5015 Patrick Henry Hwy

Charlotte Court House, VA

23923-3604