



Student / Parent Handbook

Table of Contents

1 INTRODUCTION TO AL FATIH ACADEMY	1
1.1 MISSION	1
1.2 NON PROFIT STATUS	1
1.3 SCHOOL GOVERNANCE	1
1.4 ACCREDITATION	1
1.5 STAFF MEMBERS	1
1.6 STATEMENT OF OBJECTIVES	2
1.7 CURRICULUM GOALS	2
2 ADMISSIONS PROCESS	3
2.1 WAITLIST PROCESS	3
2.2 ADMISSIONS PROCESS, PRESCHOOL - KINDERGARTEN	3
2.3 ADMISSIONS PROCESS, GRADES 1 - 8	3
2.4 AGE REQUIREMENTS FOR ADMISSION	4
2.5 PROBATIONARY ENROLLMENT	4
2.6 STUDENT ENROLLMENT DOCUMENTS	5
2.7 STUDENT PLACEMENT	5
3 DAILY PROCEDURES	6
3.1 SCHOOL HOURS	6
3.2 DROP OFF / DISMISSAL PROCEDURES	6
3.3 STUDENT ATTENDANCE POLICY	7
3.4 STUDENT TARDY POLICY	8
3.5 EARLY DEPARTURE POLICY	8
3.6 LATE PICK UP FEES	8
4 SCHOOL UNIFORM POLICY	9
4.1 PRE-SCHOOL/PRE-KINDERGARTEN SCHOOL CLOTHING GUIDELINES	10
4.2 AUTHORIZED EXCEPTIONS TO THE UNIFORM POLICY	10
4.3 AFA FIELD TRIPS & AFA DAYS	10
4.4 VIOLATIONS TO THE AFA UNIFORM POLICY	10
4.5 MAKE UP, JEWELRY, EYEGASSES, AND HAIR	11
5 STUDENT HEALTH AND WELL-BEING	11
5.1 SCHOOL CLOSING INFORMATION	11
5.2 STUDENT EMERGENCY INFORMATION	11
5.3 SCHOOL HEALTH HISTORY FORMS	11
5.4 MEDICAL AND ALLERGY ACTION PLANS	11

5.5 MEDICATION POLICY	12
5.6 STUDENT ILLNESS.....	12
5.7 NUT FREE POLICY	13
5.8 OUTDOOR SAFE TEMPERATURE / CONDITIONS POLICY.....	13
5.9 MANDATED REPORTING OF SUSPECTED ABUSE OR NEGLECT	13
6 TUITION / FEES AND VOLUNTEER AGREEMENTS.....	13
6.1 TUITION AND FEES	13
6.2 PRESCHOOL / PRE-KINDERGARTEN SCHEDULE CHANGE FEES.....	14
6.3 STUDENT WITHDRAWAL PROCEDURE	14
6.4 PARENT VOLUNTEER HOUR AGREEMENTS	15
7 STUDENT RECORDS.....	15
8 SNACK/LUNCH.....	15
9 SUPPLIES.....	16
10 STUDENT BEHAVIOR	16
10.1 ACTS OR THREATS OF PHYSICAL VIOLENCE	16
10.2 DISRUPTION OF THE SCHOOL ENVIRONMENT.....	16
10.3 PROPERTY DAMAGE	17
10.4 PERSONAL BEHAVIOR	17
10.5 INTERACTION BETWEEN BOYS AND GIRLS	17
10.6 STUDENT TECHNOLOGY AND NETWORK USAGE POLICY.....	17
10.7 CELL PHONES & ELECTRONIC DEVICES	20
10.8 WEAPONS.....	20
10.9 ANTI-BULLYING / HARASSMENT	20
10.10 FIGHTING	21
11 DISCIPLINE	21
11.1 CLASSROOM RULES OF CONDUCT:	21
11.2 DETENTION	23
11.3 DENIAL OF SCHOOL PRIVILEGES	23
11.4 REMOVAL FROM CLASS.....	23
11.5 REMOVAL FROM SCHOOL FOR CONDUCT OUTSIDE OF SCHOOL ACTIVITIES	23
12 COMMUNICATION BETWEEN PARENTS AND SCHOOL	24
13 ACADEMIC POLICIES	24
13.1 STANDARDS BASED SCALE FOR KINDERGARTEN – GRADE 5.....	24
13.2 GRADING SCALE FOR GRADES 6 – 8	25
13.3 GRADUATION REQUIREMENTS.....	26
13.4 STANDARDIZED TESTING	26
13.5 REPORT CARDS	26
13.6 HOMEWORK POLICY.....	27
13.7 PARENT RESPONSIBILITIES	28
13.8 PARENT/TEACHER CONFERENCES	28
13.9 DISHONESTY IN ASSIGNED WORK	28
14 STUDENT ACHIEVEMENT TEAM	28
15 STUDENT REFERRALS FOR OUTSIDE AGENCIES.....	30
16 PHYSICAL EDUCATION	30
17 FIELD TRIPS	30
18 EMERGENCIES.....	30
18.1 EMERGENCY EVACUATION	30
18.2 SHELTER-IN-PLACE:	31
18.3 PARENTS OF CHILDREN WITH A FATAL FOOD ALLERGY ONLY	31
18.4 INCLEMENT WEATHER	31

19 BIRTHDAYS AND PARTY INVITATIONS.....31
20 SCHOOL PICTURES32
21 SCHOOL VISITORS AND VOLUNTEERS32
22 MEDIA COVERAGE AND PHOTOGRAPHY OPT-OUT32
23 TIPS FOR A SUCCESSFUL SCHOOL YEAR32
24 SUGGESTIONS AND CONCERNS.....33

Al Fatih Academy Non-Discriminatory Policy

Al Fatih Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and financial aid programs, and athletic and other school administrated programs.

1 Introduction to Al Fatih Academy

Al Fatih Academy (AFA) operates under the auspices of the non-profit corporation: Muslim Education Resource Council, Inc. (MERC). This non-profit corporation was established in September 1999 for the sole purpose of establishing a full time Islamic School in our community.

1.1 Mission

Al Fatih Academy's vision is to be a model Islamic learning community that inspires a commitment to excellence in all aspects of life. Its mission is to cultivate and nurture a thriving American Muslim identity that balances religious, academic and cultural knowledge and imparts the importance of civic involvement and charitable work. Through an interdisciplinary and integrated programming approach, we strive to create an educational environment that unites students, teachers, family, and community to provide an exceptional learning experience.

1.2 Non Profit Status

Al Fatih Academy is not a for profit business. As such there is no individual who profits financially from its operation. The funds collected through school fees, tuition, donations and fundraising are used to operate the school, purchase supplies and equipment, and to pay staff salaries. The remainder of the money is re-invested into the school for future use.

501(c)(3) Tax Exempt Status--In 2001, MERC gained a tax exempt status from the federal government. As such, donations made to Al Fatih Academy are tax deductible.

1.3 School Governance

The Al Fatih Board of Directors is responsible for overseeing the general direction of the school, reviewing and approving the school's budget, overseeing the school administration, and approving the general policies of the school. The Board consists of between 7 and 11 members who serve on a volunteer basis for three-year terms. Vacancies on the Board are filled upon nomination of an individual by any interested person, including community members, teachers, and Directors, and selection of such person by majority vote of the current Directors.

1.4 Accreditation

Al Fatih Academy is a dually-accredited school since 2011 by both AdvancED, an international organization that accredits schools and organizations; and CISNA, the Council for Islamic Schools of North America. Our dual-accredited status confirms that all of our academic programs and organizational structures are both Islamically sound and demonstrate educational best practices.

1.5 Staff Members

Our faculty consists of early childhood, elementary and middle school teachers who have received training and coursework in the field of education. Our teachers have extensive practical experience working with students. Many of our classroom teachers have earned teaching licenses from the Commonwealth of Virginia. Many of our staff members, teachers and administrators, have earned Masters Degrees in Education or related fields.

1.6 Statement of Objectives

The objectives of Al Fatih Academy are to:

- provide a safe and nurturing environment that promotes the physical, social, emotional, intellectual and spiritual development of the student.
- offer students an environment that encourages learning through active hands on exploration, discovery and experiences.
- teach students critical thinking, problem solving, and communication skills through active learning.
- offer students an innovative, comprehensive, Islamically based education in an Islamic environment conducive to learning.
- instill a system of Islamic and moral values and appreciation of cultural diversity with the highest academic level.
- provide an educational experience that will help the student develop self esteem and a positive Islamic identity.

1.7 Curriculum Goals

- Experiences will meet students' needs and stimulate learning in all developmental areas- spiritual, physical, social, emotional and intellectual.
- The curriculum and adult interaction will be responsive to individual differences in ability and interests. Activities will be designed in response to these differences.
- The curriculum will encourage learning through active exploration and interaction, both physically and emotionally.
- The curriculum will cultivate an American Muslim identity, excelling in cultural, academic and religious knowledge through age and developmentally appropriate experiences.
- The school approach and philosophy for curriculum is integrated. This means that subjects are not taught in isolation, but in congruence with one another. Students learn that all knowledge is connected.
- Our curriculum, which is enhanced with educational videos, computer software, games, books, field trips, guest presenters, and hands-on service projects:
 - Meets and exceeds the Virginia Board of Education's Standards of Learning (SOLs). The SOLs are established by Virginia as basic requirements to be met by each grade level.
 - Incorporates a strong character- building component. The Quran and Hadith are naturally integrated into the curriculum.
 - Utilizes the conceptual unit method of instruction and stresses integration across curricular areas. Thereby ensuring students make connections across subject areas and learn critical thinking and reasoning skills.
 - Islamic studies are integrated into the curriculum on a daily basis via an Integrated Islamic Curriculum as derived by Al Fatih Academy and other scholarly sources.
Specifically, students:
 - Receive Qur'an and Arabic instruction daily.
 - Memorize Qur'an daily.
 - Build a strong vocabulary based on the tafseer of Qur'anic themes.

2 Admissions Process

2.1 Waitlist Process

The first step in the admissions process for students in Preschool through 8th grade is to complete the online application. All interested students should have a completed online application on file as soon as the family has decided that they would like to join Al Fatih Academy. The Admissions process will not continue if the online application is not complete. Full details of the admissions process are detailed within the online application.

Al Fatih Academy offers priority enrollment in the following order:

1. Enrolled students in good academic and financial standing
2. Staff children
3. Siblings of students already enrolled at AFA (*Waitlist must be submitted before current enrollment season begins*)
4. Students on the waitlist, in order of application date

2.2 Admissions Process, Preschool - Kindergarten

Students in Preschool – KG may be asked to proceed through an admissions eligibility process if the administration has concerns regarding the child’s ability to succeed in our AFA classroom setting based on scholastic records, observed behaviors, and / or an active special education record of services.

2.3 Admissions Process, Grades 1 - 8

When a space is available for your child, you will be contacted by email and invited to proceed through AFA’s admissions process. Once you accept the invitation, you will need to complete and submit the Records Request Form to your child(ren)’s school(s). Your child(ren)’s complete scholastic records must first be received and reviewed by AFA to confirm eligibility. Upon confirmation of eligibility, your child(ren) will then proceed through the other steps of the admissions process, which consists of a student tour of the school, student interview with the Principal/Head of School, and an academic assessment with a classroom teacher.

Special Education Services: Students who are receiving special education services are required to provide the current IEP (or special education document). Generally, students with non-academic IEP services are considered eligible for Admissions consideration at AFA (Speech & Language, Occupational Therapy, etc.), as well as students with academic IEP services that can be provided before or after school hours.

English as a Second Language Services: Students who require English as a Second Language services (ESOL) will require a complete records review to determine if AFA will be able to meet their academic needs. Generally, students in ESOL programs need to demonstrate a minimum Level 5 WIDA test score to be eligible for admissions consideration at AFA.

AFA Admission Committee: An admissions committee comprised of both administrators and teachers will make a collective determination as to the child’s readiness to attend Al Fatih Academy. The committee’s decision is communicated to the parents at the conclusion of the

Admissions Eligibility Process by phone or via email. Al Fatih Academy reserves the right to admit students who are socially, emotionally, and academically prepared for our school setting.

Denials of Admission: AFA will decline admission to students for the following reasons:

- Scholastic records demonstrate required services and resources that cannot be provided at AFA.
- Disciplinary records from previous school settings, or observed disciplinary concerns in the Admissions tour, interview, and/or academic assessment.
- Demonstrated academic achievement does not meet AFA Grade Level standards.
- Inaccurate/incomplete information that is material to the admissions process.
- Predicted inability to demonstrate appropriate Islamic manners and customs.

2.4 Age Requirements for Admission

Preschool In order to be admitted to Preschool, applicants must be 3 on or before Sept 30th of the year they will attend Preschool. Preschool students must be toilet-trained.

Pre-Kindergarten In order to be admitted to Pre-Kindergarten, applicants must be 4 on or before September 30th of the year they will attend Pre-Kindergarten. Pre-Kindergarten students must be toilet-trained.

Kindergarten In order to be admitted to Kindergarten, applicants must be 5 on or before September 30th of the year they will attend Kindergarten. Kindergarten applicants, NOT meeting the age requirement will not be admitted to Kindergarten. Kindergarten applicants meeting the age requirement & whose parents or teachers are unsure of the applicant's readiness for Kindergarten, will be given the Kindergarten assessment to determine the child's readiness for Kindergarten.

Assessments will not be administered to applicants not meeting the Kindergarten age requirement.

Grade 1

First Grade applicants must be six years old on or before September 30th of the year that they will attend 1st grade or they must have attended an accredited Kindergarten program. Supporting documentation will be required.

Grades 2 – 8

Applicants will be considered for these grade levels only after demonstrating successful completion of the previous grade level at a public school or an accredited private school.

2.5 Probationary Enrollment

All new AFA students in grades KG – 8th will be enrolled on a probationary basis for nine weeks to confirm that AFA offers an appropriate learning environment for the child.

If the school determines that the child is not likely to succeed at AFA, and / or if the child's social or emotional behavior is not appropriate for AFA, or the child is not meeting grade level academic expectations, then the child's enrollment will be terminated during the probationary period.

If the parent determines that the school is not meeting the social, emotional, or academic needs of his/her child, the parent may initiate a withdrawal within the probationary period with no additional penalties for early withdrawal.

2.6 Student Enrollment Documents

Upon enrollment, the following items must be submitted:

- Original birth certificate as proof of identity
- Complete immunization record
- School Entrance Health Form based on a physical assessment conducted within 1 year of the first day of school
- Scholastic records from all previously attended schools

Students must complete a new Enrollment packet for each year and pay the Enrollment fee at the time of enrollment.

- All students entering Kindergarten will be asked to provide an updated Immunization Record (after the 4th birthday) and a new School Entrance Health Form, documenting a physical examination within 1 year of the Kindergarten start date.
- All students entering 6th grade will be asked to provide an updated Immunization Record, documenting the Tdap booster and complete Hep B series prior to enrollment.
- Each year at the time of enrollment, and any time during the school year when changes occur, parents are responsible for informing the school of the child and parents' current contact information. Each student must have at least two emergency contacts with valid contact information. These additional contacts may not be parents.

2.7 Student Placement

Each year, students are randomly assigned to their classroom teacher in classes which have more than 1 section. Parents and students are not permitted to request specific teachers for their children. Teachers and the administration work to build equitable class rosters balancing gender, first names, the number of staff / board children, class behavior, and academic abilities of the students at each grade level. Class rosters are randomly assigned to the classroom teachers. Classroom assignments are shared prior to the first day of school.

Parents may appeal the placement of their child through an appeals process. The process requires parents to submit a completed appeals letter to the school administration. The administration and teachers will review all appeals prior to making final placement decisions.

3 Daily Procedures

3.1 School Hours

Al Fatih Academy's Main Office is open Monday – Friday, 8:00 am – 4:00 pm.

All school visitors, including parents and guests, are required to sign in and obtain authorization from the school security officer in the Main Office. School visitors are required to wear standard identification during their visit. Parents' cooperation with these procedures is essential to maintaining a safe and secure school environment.

Grades	Mon – Thu	Friday
Preschool & Pre K (Full Day)	8:30 am – 3:30 pm	8:30 am – 1:30 pm
Preschool & Pre K (Half Day)	8:30 am – 12:30 pm	8:30 am – 12:30 pm
Kindergarten	8:30 am – 3:00 pm	8:30 am – 1:30 pm
Grade 1 – Grade 8	8:30 am – 3:30 pm	8:30 am – 1:30 pm
Hifdh (Optional)	7:30 am – 8:25 am	7:30 am – 8:25 am

3.2 Drop Off / Dismissal Procedures

Only a parent, legal guardian, or other authorized person is permitted to drop off / pick up students. Each parent / legal guardian has the duty to provide in writing all the individuals who are authorized to pick up his/her child from school. This list of individuals must include all siblings and/or carpool arrangements. Any unauthorized person will not be permitted to pick up a child from school, unless the parent provides advanced consent by 3:00 pm (Monday – Thursday) and 1:00 pm (Friday).

Drop Off Procedure: Vehicles must enter the AFA parking lot according to the designated traffic flow pattern. Vehicles must stop in front of the school, under the direction of an AFA staff member or authorized parent volunteer. An AFA representative will open the doors on the passenger side of the vehicle to assist students in a safe and orderly exit. Vehicles must wait until an AFA representative directs them to exit the AFA parking area. Vehicles may not pass “on the left” or leave unreasonable gaps between vehicles.

Authorized individuals dropping off Preschool or Pre-Kindergarten students may choose to park their vehicles on the side of the school building and walk their child(ren) to class. All adults will be asked to sign the Visitor Log before proceeding to the classroom.

Dismissal Procedure: Vehicles must enter the AFA parking lot in the designated traffic flow pattern. All vehicles must display the standard AFA Dismissal (Dash) card listing all of the students authorized for dismissal to that driver. Failure to display the standard AFA Dismissal (Dash) card may result in a request to park your vehicle and enter the school to sign out your children from a log book. An AFA representative will open the doors on the passenger side of the vehicle to assist students in a safe and orderly manner. Vehicles must wait until the AFA staff member directs them to exit the AFA parking area. Vehicles may not pass “on the left” or leave unreasonable gaps between vehicles.

Dismissal Route Enforcement: Vehicles not following the expected route will be charged \$25 for each infraction. All vehicles coming to Al Fatih Academy between 8:00 am - 9:00 am and 3:00 pm - 4:00 pm (1:00 pm-2:00 pm on Fridays) must follow the posted routes for their designated line. It is the responsibility of each family to communicate the designated traffic flow to all their authorized drivers.

3.3 Student Attendance Policy

Under Virginia State Code 22.1-254, every parent or legal guardian is required to send their child (over age 5) to school for the designated number of school days and hours. Recognizing there are legitimate circumstances that prevent students from being in school, AFA shall excuse students who are absent because of personal illness, death in the family, medical or dental appointments, court appearances, and religious holidays.

Reporting Absences: When a student is absent for all or any portion of the day, the parent or guardian is responsible for notifying the school of the reason and justification for the absence in a timely manner by phone or email before 9:00 am. Notification should be sent via email or text to attendance@alfatih.org stating the name of the child, the name of the teacher, and the reason for the absence. Failure to do so will result in an unexcused absence for that child. When necessary, the Main Office will contact parents to verify a child's absence.

Excused Absences: School administration may excuse students who are absent because of illness in the immediate family or emergencies that require a student to be absent. After 3 consecutive absences or at the administration's discretion, a physician's note may be required.

Extended Absences: The school administration may approve extended absences generally defined as trips that extend or enhance a student's education. Parents must submit a formal written request 2 weeks prior to the planned extended absence. Regardless of the reason for an absence of 10 or more consecutive days, AFA requires that parents complete an Extended Absence Notification form. Failing to appropriately notify the school of prolonged absences and/or excessive extended absences will result in the student losing his/her place in the school, and may jeopardize the student's academic standing.

Unexcused Absences: Parents whose students (Kindergarten – Grade 8) accrue 3 or more unexcused absences within a quarter may receive a written notice from the school and may be requested to have a conference with the Administration.

Missed Classwork and / or Homework: Whenever a student is absent for any reason, if the administration or classroom teacher requires make-up work, a reasonable amount of time consistent with the length of the absence will be given to the student to make up the work missed. Upon return from absence, the student is responsible to initiate immediate action to make up the work. Upon such request from the student or the student's family, the teacher is responsible for providing assignments, tests, and other work that must be made up and clearly informing the student when graded make-up work is due. Failure to complete such make-up work within the time allowed will result in a failing grade for those assignments, tests, or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work.

3.4 Student Tardy Policy

A student is tardy when he or she arrives at an assigned place after the designated time. Punctuality is an essential part of a good work ethic. Tardiness is disruptive of the orderly instructional process; therefore, teachers or administration will take corrective action. Students should arrive between 8:15 am - 8:30 am. A parent or guardian should escort a student who has arrived after 8:30 am into the school and sign in the student at the front desk. Half-day students should arrive between 7:20 am – 7:30 am.

Parents of students (Kindergarten – Grade 8) who accrue 9 or more unexcused tardies will receive a phone call from Administration and a written notification. In addition, they will be asked to complete one additional hour of volunteer service or make a \$50 donation to the school.

3.5 Early Departure Policy

A student may be released from school at times other than the regular dismissal times with office approval and sign-out by an authorized adult. Parents must contact the office (at least 2 hours before departure) to ask for the release of their children outside of normal dismissal times. Written permission from the parent must be provided if a non-parent is picking up a student early from school.

Students will not be released between 3:00 pm – 3:30 pm (Monday – Thursday) and 12:45 pm – 1:30 pm (Friday) due to the interference with standard dismissal procedure and the difficulty it creates for school administration. Parents should plan early departures accordingly.

3.6 Late Pick Up Fees

If a student is picked up after 3:55 pm (Mondays – Thursdays) or after 1:55 pm (Fridays), the parents will be assessed a late fee. Invoices detailing late fees will be sent to parents on a quarterly basis. For families participating in a carpool, the invoice will be sent to the responsible driver.

Half-Day Preschool and Pre-Kindergarten students are to be picked up from school at 12:30 pm. If a parent / guardian is delayed in picking up a student after 12:45 pm, that family will be charged the AFA Late Pick Up Fee.

Fees are accrued at a rate of \$5.00 for the first 1 to 5 minute period, then \$1.00 for each additional minute delay. (Fees begin at 12:45 pm for Preschool / Pre-Kindergarten Half-Day families and at 3:50 pm for full-day students)

4 School Uniform Policy

Girls Grades K - 2:

- A white or navy blue, short or long sleeve plain Polo shirt
- White peter pan blouse (worn only with a jumper)
- Plain straight leg khaki pants
- (Optional) Navy blue or khaki jumper (with khaki pants or navy, opaque tights or navy full length cotton leggings)
- White or navy hijabs (required for prayer) must be purchased from AFA

Girls Grades 3 - 4:

- A white or navy blue, short or long sleeve plain Polo shirt
- White peter pan blouse (worn only with a jumper)
- Plain straight leg khaki pants
- (Optional) Navy blue or khaki jumper (with khaki pants)
- White or navy hijabs (required for prayer) must be purchased from AFA

Girls Grades 5 - 8:

- A white or navy blue, long sleeve plain Polo shirt
- White, long sleeve peter pan blouse
- White or navy long sleeve (non-collared) t-shirt worn with hijab only
- Plain straight leg khaki pants
- Navy blue or khaki jumper
- White or navy hijabs (required for prayer) must be purchased from AFA

Boys Grades K - 8:

- A white or navy blue, short or long sleeve plain Polo shirt
- White button down dress shirt
- Plain straight leg khaki pants

Shoes & Socks:

- All students must wear plain white, navy, or black socks (or navy opaque tights).
- Girls and boys may wear athletic shoes, sneakers, or flat dress shoes.

Outerwear:

- Girls and boys may wear AFA Spirit Wear.
- Girls and boys may wear navy or white sweaters with buttons or zippers.
- Boys may wear navy vests with oxford / dress shirts.
- All Outerwear must be from the approved uniform lists from Land's End or French Toast.

All boys and girls must adhere to the following:

- All clothing should be loose fitting in the proper size
- Shirts will be hip length

- Uniforms must be worn properly and neatly, be in good condition, and of correct color and shade. Torn or faded garments are not acceptable.

4.1 Pre-School/Pre-Kindergarten School Clothing Guidelines

All students in the Early Childhood program are required to wear shirts, pants, skirts, or jumpers that facilitate active play and learning. Students should wear athletic shoes or dress shoes during school. All other general uniform and accessory policies are also extended to the students in Early Childhood classrooms, except with regards to the required uniform garments. Below are a few guidelines in choosing appropriate attire, plus a few items to avoid:

- Comfortable play clothes should have manageable belts, snaps, zippers, and buttons to prevent undue stress for your child and/or teacher during restroom time. If your child cannot manage the garment during restroom time, it is inappropriate for school wear.
- Skirts and shorts should be a modest length when standing and sitting. Mini-skirts, bare midriffs, spaghetti straps, and see-through shirts are unacceptable for school attire.
- Please avoid clothing with lettering/messages or media images.

4.2 Authorized Exceptions to the Uniform Policy

AFA parents may request, in writing, an exception to the AFA Uniform Policy. Requests will be considered for medical reasons when documented by a physician. Requests will also be considered when the uniform vendors do not produce the required uniform item in the child's proper size. In all cases, the family will be required to suggest a reasonable alternative that maintains the school's approved colors, styles, and general guidelines. Approved exceptions will be provided on an individual student basis for one academic year.

4.3 AFA Field Trips & AFA Days

AFA students take regular field trips off-site during and occasionally outside of school hours. Teachers will announce the approved Field Trip attire on the permission slips when planning class-wide Field Trips. Field trip attire may be different than the standard AFA School Uniform.

Students in Preschool – Grade 8 are invited to participate in monthly AFA Days. These are school-approved days to dress out of their AFA School Uniform. Students must continue to wear loose fitting, modest, Islamically appropriate clothing on AFA Days. Students who do not adhere to the dress code expectations of AFA Days will not be permitted to dress out of uniform on subsequent AFA Days.

4.4 Violations to the AFA Uniform Policy

AFA parents bear the full responsibility of ensuring that their children are in proper uniform attire during the school day. Students who are not in the approved uniform attire will not be permitted to attend class and will be sent home unless parents bring the proper uniform garments to school.

During the month of September, a family may receive up to two written warning notices that their child is not in the approved uniform. These warning notices will not require that the child be removed from the classroom, to allow the family additional time to purchase the approved uniform items. The warning period ends on September 30th.

Al Fatih Academy Administration will provide the final determination if the student's attire is in full compliance with the AFA Uniform policy. Repeated violations to the AFA Uniform policy may result in additional consequences imposed on both the parents and the student, to be determined by the school administration.

4.5 Make Up, Jewelry, Eyeglasses, and Hair

Students may not wear any makeup of any kind including eye liner, nail polish, and lip gloss. Chapstick or lip balm is acceptable if it is not colored or shiny. Stud-like earrings on girls are appropriate if they do not interfere with physical activity or distract from learning. No bracelets, necklaces, or rings of any kind may be worn on the hand, neck, wrists, ankles, or feet. Eyeglasses should not have ornaments dangling from them. Hair color may not be altered in any way.

5 Student Health and Well-Being

5.1 School Closing Information

In case of an emergency school closing or delay, AFA community members may hear emergency alerts through WJLA Channel 7 or via AFA email alerts and text messages. AFA makes independent decisions regarding weather-related emergency conditions.

5.2 Student Emergency Information

All parents must provide complete, up-to-date student emergency information through AFA's RenWeb system. Each student must have at least two non-parents listed as emergency contacts, in case neither parent is accessible. Parents are responsible for informing the Main Office of any changes regarding the child's address, phone number, or other vital contact information. All changes should be made by parents directly through our Student Records Management system, RenWeb.

5.3 School Health History Forms

As required by state law, all students enrolling or continuing at AFA must submit the required proof of physical and immunizations as governed under the law. This information will be maintained by the school administrative office. Parents must update the school records as their child's health history changes.

5.4 Medical and Allergy Action Plans

Medical Action Plan: Students with a documented medical condition are required to have a Medical Action Plan from their physician on file with school administration. If the Action Plan requires emergency medications, the medications must be provided to the school in their original/prescription packaging.

Allergy Action Plan: Students with a documented allergy that may require emergency medication must have an Allergy Action Plan from their physician on file with School Administration. If the Action Plan requires emergency medications, the medications must be provided to the school in their original/prescription packaging.

Medical Treatment: If a student is receiving any type of psychiatric or specialist treatment or is regularly being seen by a physician, the school must be informed about the treatment and the protocols for safety and care of the student.

Parent Responsibilities: At any time during the school year, parents are responsible for informing the school administration of any changes to their child's Action Plans, which must be verified by a physician's signature.

5.5 Medication Policy

Emergency medications are stored securely for emergency use only, as directed by the physician. All emergency prescription medicine must be in its original pharmacy packaging and within the expiration date as listed on the packaging. Al Fatih Academy staff does not maintain or dispense any non-emergency medications.

Cough drops and throat lozenges may be used by students in Kindergarten through Grade 8 as needed throughout the school year, provided that they are in the original container or packaging. Cough drops must be brought to the school by a parent or guardian with a note stating how often the cough drops are to be used. Students who have cough drops and instructions from the parent on file, may report to the main office to receive cough drops as per the instructions provided by the parent. Students may not share cough drops or throat lozenges under any circumstances.

The school's policy does not allow for any child with an acute illness to attend school on those days which obligate the child to take medication during the school hours. Any child ill enough to require medication should remain at home under parental supervision, or arrange with the child's physician a regimen that allows the medication to be administered before and after school.

To best meet the needs of students, the staff and faculty of Al Fatih Academy must be kept updated on any medication that is being regularly administered at home. If your child is on such medications, you may be asked to provide an updated School Entrance Health Form or physician's note. It is the parents' responsibility to inform the office of any medical changes requiring medication at any time during the school year.

5.6 Student Illness

If a student exhibits any of the following signs of poor health he/she should remain home for a minimum of 24 hours or until the student is symptom-free without the help of medication.

- A fever of 101 degrees or more
- Vomiting or diarrhea
- Suspicious rash that has not been seen by a doctor
- Any colored discharge from the nose, eyes, or ears
- Any student on prescription medication should remain home for 24 hours before returning to school.
- If your student is sent home with any of the above symptoms, he/she may not return to school for 24 hours.
- Parents will be notified and student sent home if he or she:
 - Appears ill and is unable to do class work
 - Is suspected of having a contagious condition

- Sustains an injury that needs medical attention beyond what is provided at school
- Has active head lice

If parents are aware that their children have a contagious condition (staph infection, chicken pox, strep throat, measles, mumps, head lice, etc.) the school must be notified immediately. The Administration may require the child to provide a physician's letter of health clearance before returning to school. Note that children with head lice may not return to school until they are nit-free.

5.7 Nut Free Policy

All of AFA is designated nut-free because of students who have nut allergies, some of which are severe and life-threatening. In order to support the safety and health of all students in the class, ALL snacks and lunch items should be nut-free and nut-product free. All shared food items, class parties, and special occasions must be "nut free" because they are available for general student consumption. Please be cautious when purchasing store bought items as some foods are made in facilities that process nut products or the foods contain nut products as part of the ingredients.

5.8 Outdoor Safe Temperature / Conditions Policy

Children can play outdoors in most types of weather ranging from 32 degrees to 90 degrees. Therefore, parents should dress their children expecting that they will be outside for some time during the day. Outside recess and dismissal will be avoided when temperatures fall outside this range or when inclement weather conditions exist.

5.9 Mandated Reporting of Suspected Abuse or Neglect

The Virginia Child Abuse and Neglect Mandated Reporting Law requires "all employees of a public or private school, kindergarten, or nursery school" to report suspected child abuse or neglect as soon as possible, or within 24 hours after having reason to suspect a reportable offense.

The investigation of any report of child abuse or neglect shall be undertaken by those who possess specialized experience, training, authority, and discretion to determine the validity of the report. AFA will not conduct an independent investigation to determine validity before reporting to the Virginia Department of Social Services. AFA will cooperate with all Virginia laws and law enforcement officers in their investigation of all reports of abuse or neglect, and will not impede any investigation being conducted by the Department and law enforcement. Any school personnel involved in a report made to VDSS, or questioned by their authorities, will maintain complete confidentiality, and will remain anonymous as warranted under the law.

6 Tuition / Fees and Volunteer Agreements

6.1 Tuition and Fees

- Enrollment fee: Re-Enrollment for the upcoming school year begins in January of the current school year. Enrollment fees are collected online via RenWeb.
- Tuition Agreement: Families sign a Tuition Agreement contract in May for the upcoming year.
- FACTS Enrollment: All families are required to enroll in FACTS, our online tuition management system.

- First month's tuition: The first month's tuition payment for the upcoming school year is due by June 1st. These fees are not refundable.
- Annual Tuition Payment Plan: Payment is due June 1st. A 3% discount applies.
- Semi-Annual Tuition Payment Plan: Payments are due June 1st and December 1st. A 3% discount applies.
- 10 Month Tuition Payment Plan: Nine subsequent monthly payments for families on the 10 month plan will be due on the 1st of each month, beginning in the first month of school (September).
- 12 Month Tuition Payment Plan: 11 subsequent monthly payments for families on the 12 month plan will be due on the 1st of each month, beginning in July.
- Payment Default: Failure to make the monthly payment within the agreed upon period of each month will result in a \$20.00 late fee.
- Terms & Conditions: AFA calculates tuition based on the whole year and not on daily attendance. As such, there is no tuition reduction for absences due to illness or vacation.
- Non-payment: Non-payment of an account results in the dismissal of your child(ren) on the last day of the unpaid month. Children cannot return to AFA until full payment of the account balance is made.

Consistent failure to maintain the payment plan and schedule selected is a valid and sufficient reason for AFA to expel your child/ren and/or deny readmission to Al Fatih Academy in the future. If it is necessary to employ a professional collection agency and/or attorney to enforce or to collect a judgment based on your tuition agreement, the parent is responsible for paying all expenses accrued including, but not limited to, collection agency fees, court fees, and/or attorney fees.

6.2 Preschool / Pre-Kindergarten Schedule Change Fees

Parents of Preschool and Pre-Kindergarten students may make one schedule change prior to September 30th of the current school year at no cost. An administrative fee of \$100 will be charged for each additional change until September 30th.

After September 30th, families making Preschool and Pre-Kindergarten schedule changes for their child(ren) will be charged a \$200 administrative fee for each change.

6.3 Student Withdrawal Procedure

Parents of students withdrawing from school should contact Al Fatih Academy in writing at least 30 days prior to the last day of attendance. This allows time for completion of records requests, return of books, and scheduling an exit interview. Parents may pick up the Notice of Intent to Withdraw form from the office at any time. The form is also available on the school website. All accounts with the school should be settled prior to the withdrawal.

Note the following:

- The first month's tuition payment is non-refundable. Upon withdrawal, the non-refundable first month's tuition fee shall always be equivalent to 1/10 of the full tuition balance, regardless of the chosen payment plan or applicable discounts.
- For withdrawals after June 15th, the full tuition balance on the tuition agreement becomes due immediately.

- Withdrawal from the Hifdh program requires a written notice of withdrawal to the school 30 days in advance of the withdrawal date. Tuition is payable through the withdrawal date or 30 days after last date of attendance, if proper notification was not provided.

6.4 Parent Volunteer Hour Agreements

Each family is asked to complete a total of 10 volunteer hours in service to Al Fatih Academy during the academic year. This can easily be accomplished by contributing one volunteer hour per month. In single parent households, the custodial parent is asked to complete 5 volunteer hours in an academic year.

Volunteer activities can include: assisting at PTO events, helping with school programs, chaperoning field trips, supporting teachers upon their request, school fundraising, and serving as a room parent.

Volunteers will be asked to record their hours via the online log that can be accessed on the Al Fatih Academy website. Parents are responsible for documenting and verifying their volunteer hours during the academic year. Completed hours must be logged by June 30th of the current academic year.

Included is the requirement that one parent must attend one of two regularly scheduled Board sponsored Town Hall Meetings.

Opt-Out Process: At the time of enrollment, each family may choose the option to pay \$250 and thereby be released from the obligation to complete the volunteer hours.

Default Policy: Each parent will be required to pay \$25.00 per volunteer hour not completed.

7 Student Records

A scholastic record is maintained on every student enrolled in AFA. At a minimum, the student scholastic record contains demographic information, grades, evaluations, observations, health and physical education records, discipline records, if any, and the results of standardized testing. Any individual special evaluations (psychological, medical, educational, or social history), and official records relating to special education would also be included in the scholastic record. The Principal is the custodian of the student records, which can be accessed by authorized staff only. Parents also have access to their children's records by placing a request in writing to the school administration.

8 Snack/Lunch

Each student will bring a lunch and a small snack from home each day.

- We ask parents to make the lunch and snack as nutritious as possible. For example: For lunch, a sandwich, cut fruit or vegetables, and a drink. For snack, crackers/cheese and a drink.
- Students should bring a spill-proof or reusable bottle of water to school every day.

- Lunches and snacks should be packed in a manner that encourages the student's independence. For example, pack items in packages that easily open. Provide juice boxes and teach your student how to use the straw at home.
- Minimize the amount of food that requires warm up.
- Sodas, candy, fast food, and junk food are not permitted.

Exception: Preschool and Pre-Kindergarten students participate in the community snack program, where parents take turns providing nutritious snacks. Full Day students still need to bring their own lunches.

9 Supplies

- Each student (Grades 1 – 8) will bring a LARGE backpack to and from school each day unless otherwise noted by the teacher.
- All supplies and personal outer clothing (jackets, coats, hats, mittens/gloves, sweaters etc.) should be labeled with the student's name.
- Preschool, Pre-Kindergarten, and Kindergarten students will store a complete change of clothes (shirt, pants, and underpants) in their classroom cubby. The clothes should be placed in a large ziplock bag and labeled with the student's first and last name.
- Rising Preschool and Pre-K students will be charged a \$25 supply fee at Tuition Agreement signing. Teachers will provide students with school bags during the first few days of school.
- Rising Kindergarten – Grade 5 students will be charged a \$50 supply fee at Tuition Agreement signing.
- Middle School students will be provided with supply lists prior to the school's start date.
- Please check your child's backpack daily.

10 Student Behavior

Students are expected at all times to conduct themselves in accordance with Islamic manners and to obey all policies, rules, and regulations of Al Fatih Academy, derived from Islamic guidance. When a student violates a policy or a school rule, the Administration shall take appropriate disciplinary action in accordance with established policy and procedures.

10.1 Acts or Threats of Physical Violence

The use or threat of physical violence against another person, as well as any form of harming, intimidating, or endangering the physical or emotional wellbeing of another person will not be tolerated. Such acts result in school disciplinary action, including the possibility of suspension or expulsion.

10.2 Disruption of the School Environment

The environment of AFA must be one in which learning can flourish, the security and dignity of every person is protected, and all activities are conducted in an orderly, productive, and Islamic manner. Acts of disruption include, but are not limited to, riotous or disorderly behavior that interrupts or disturbs the school operation; inciting others to behave in a disorderly manner; defiance of the authority of school personnel; verbal abuse or cursing of others or the use of profane, vulgar, or indecent language or conduct; interruption or disturbance of classes, assemblies, activities, or offices of the school; defacing of property with obscene or offensive

words or symbols, or with racial or religious epithets; harassment or bullying; and failure to leave school premises when directed to do so.

10.3 Property Damage

Students are expected to give due care to school property and to respect the property of others. Taking or attempting to take another person's property or school property or the damage or destruction of another person's property or school property will result in disciplinary action. Students are also required to reimburse Al Fatih Academy for any breakage, destruction, or loss of school property. The property of the school and the personal property of students and school employees must be secure. Criminal acts against property may result in arrest and prosecution; acts of a less serious nature will result in school disciplinary action. Acts or threats against property include, but are not limited to, destruction, damaging, defacing, stealing, or setting fire to any property of the school or another person, including buildings, furniture, grounds, roadways, parking lots, signs, fences, equipment, instructional materials, automotive vehicles, or personal belongings, or the threat of such actions. The School Board does not provide insurance coverage and will not be responsible for students' personal property brought to school. Parents/guardians of students causing damage or loss of any school property will be assessed and invoiced for the repair or replacement cost of the damaged or lost property.

10.4 Personal Behavior

Students are expected at all times to behave in a restrained, responsible way and to conduct themselves in accordance with all Islamic manners, rules, and regulations, and in a manner that contributes to the orderly operation of the school. Personal conduct in violation of Islamic guidance and / or school regulations will result in disciplinary action.

10.5 Interaction Between Boys and Girls

An objective of Al Fatih Academy is to teach the skills students need to have positive and beneficial interaction with others. Boys and girls will be made aware, with the help of parents and teachers, of appropriate Islamic behavior when interacting with the opposite gender.

10.6 Student Technology and Network Usage Policy

All families with children in Pre-Kindergarten – Grade 8 are asked to review and accept the terms of this policy at enrollment.

The information systems and Internet access available through Al Fatih Academy (AFA) are available to support learning, enhance instruction, and support school system business practices.

Al Fatih Academy (AFA) information systems are operated for the mutual benefit of all users. Use of the AFA Network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other AFA staff. The AFA Network is connected to the Internet, a network of networks, which enables people to interact with hundreds of thousands of networks and computers.

All access to the AFA Network shall be preapproved by the school Administration or his/her designee. The school or office may restrict or terminate any user's access, without prior notice, if

such action is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may be imposed as stated in the AFA Student handbook. This policy is extended to students using personal equipment independent of the AFA network during school hours, school activities, or school sponsored programs.

Respect for Others

Users should respect the rights of others using the AFA Network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using school resources.
- Always logging off workstations after finishing work.
- Not disrupting system performance or interfering with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

Ethical Conduct for Users

Accounts on the AFA Network are considered private, although absolute security of any data cannot be guaranteed. It is the responsibility of the user to:

- Use only his or her account or password. It is a violation to give account access to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, copy, modify, distribute, or remove files owned by other users.
- Restrict use of the AFA Network and resources to the mission or function of the school. Use of the AFA Network for personal use or for private gain is prohibited.
- Help maintain integrity of the school information system. Deliberate tampering or experimentation is not allowed, which includes the use of AFA Network and resources to illicitly access, tamper with, or experiment with systems outside AFA.

Respect for Property

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized licensing agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted.

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to an AFA staff member.
- Leave workstations and peripherals in their designated places.

Appropriate Use

Al Fatih Academy's vision is to be a model Islamic learning community that inspires a commitment to excellence in all aspects of life. Its mission is to cultivate and nurture a thriving American Muslim identity that balances religious, academic, and cultural knowledge and imparts the importance of civic involvement and charitable work. Through an interdisciplinary and integrated programming approach, we strive to create an educational environment that unites students, teachers, family, and community to provide an exceptional learning experience. Network and technology access should be consistent with this vision. Specifically:

- Do not use offensive, obscene, or harassing language when using any AFA Network system. Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of others, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal.
- Users will not change or delete files belonging to others.
- Real-time messaging, online chat, and social media content may only be used with the permission of the teacher or principal.
- Students are not to reveal personal identifiers in online correspondence.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all content received.
- Users are prohibited from accessing portions of the Internet that conflict with the mission and character of the school.
- All student-produced content is subject to approval and ongoing review by the responsible teacher and/or principal. All content should reflect the mission and character of the school. AFA staff reserve the right to determine if any content or exchange is appropriate for student use.

All AFA classrooms have access to telecommunications services and, through them, an avenue to the Internet. The Internet links thousands of computer networks around the world, giving students access to a wide variety of information resources. Students use telecommunications and the Internet to participate in learning projects outside their community, to ask questions of and consult with experts, to communicate with other students, and to conduct research. However, with access to computers and people all over the world there is an availability of material that may not be of educational value in the context of the school setting. AFA does not condone the use of such materials and does not permit the usage of inappropriate materials in the school environment. Also, AFA is not responsible for the accuracy or the quality of information obtained through the Internet. In using computer equipment and networks in schools for any purpose, all students need to act responsibly. Students must use appropriate language and behavior on computers and networks. Malicious behavior and unauthorized use of equipment or systems could be in violation of school policy and subject to disciplinary action. AFA staff monitors student usage of Internet access. Elementary students will be fully supervised when using telecommunications services. Middle school students will be observed closely by school personnel as they use telecommunications in the school building. Electronic protection will be established when and where possible.

Parents of AFA Students

- Understand that Internet access is for educational purposes.
- Recognize that it is impossible for a school to restrict access to all controversial material even with AFA staff members monitoring students' access.
- Will not hold AFA responsible for materials acquired on the network.
- Give the student permission to access the Internet in school, and understand that this privilege may be revoked if the student violates policy.

Consequences for violating the Internet Usage Policy include verbal warnings, suspension of computer privileges, or even removal from school (in severe cases).

10.7 Cell Phones & Electronic Devices

- Students are prohibited from operating beepers, cell phones, or other personal communication devices during school hours without express permission from the school administration. Such devices may only be operated by students before or after school hours. Any cell phone used or played with during school hours will be confiscated by a staff member and returned to the parent in a meeting with the Administration.
- Students may not bring in electronic devices, except with the written permission of both the parent and the school administration or classroom teacher. The school will not be responsible for loss, damage, or theft of any electronic device brought to school.
- Student searches may be conducted at any time by an AFA staff member. AFA lockers, desks, and, therefore, their contents are considered property of AFA, and they can be searched at any time at the discretion of the teacher / administrator. Student backpacks may also be searched.

Repeated violations of this policy by a student may result in disciplinary action. Student use of such devices for unlawful activities while on school property or attending any school function or activity may result in expulsion.

10.8 Weapons

No student shall possess any weapon for any reason while on school grounds or under school supervision. The term “weapon” is construed broadly to cover and include any instrument that could injure, harm, or endanger the physical well-being of another person. The term includes, but is not limited to, the following: knives of any size or purpose, guns, chemicals, or any destructive device.

Any student in violation of this policy shall have such weapon confiscated by school officials or a law enforcement official. The school official may return the weapon to the student’s parent or guardian only after a conference with the parent or guardian.

Any student who violates this policy shall be subject to disciplinary action, including expulsion and long-term suspension, as deemed appropriate. Furthermore, any student who threatens to use a weapon, as defined by this policy, against another person, or who displays a toy weapon in such a fashion to threaten or induce fear in another person, shall be reported to the principal or designee and may be subject to suspension or expulsion.

10.9 Anti-Bullying / Harassment

Al Fatih Academy has a firm “no bullying” policy. Bullying is aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. Bullying includes verbal, nonverbal, and physical interactions between two or more individuals, and also includes its online form, cyber-bullying.

Any student who engages in such behavior will be held accountable for his/her actions. Any AFA student involved in cyber-bullying (either at home or at school) will receive consequences from AFA staff. Consequences include, but are not limited to, loss of privileges, in-school suspension, at-home suspension, and / or expulsion.

Harassment in any form, including bullying or hazing, creates a climate that is not conducive to learning, and it is prohibited. Harassment based upon race, religion, ethnic origin, gender, or ability will not be tolerated, and appropriate disciplinary action will be taken against any student engaging in this type of behavior.

10.10 Fighting

Fighting creates a serious danger to the students involved, other students, school personnel, and school property. Fighting while under school control or supervision will not be tolerated, and disciplinary action will be taken against students who engage in or instigate fighting.

11 Discipline

Our school is committed to the discipline of children that dignifies and respects their own inner guidance and self-directed purpose for harmony, order, cooperation and love towards their environment. Adults shall therefore interact with children to support such self-discipline in children, to assure their compliance and cooperation with necessary procedures and proper behavior through such positive means as examples, clear directions, reasoning, distraction, reflective language and questioning. We understand that age appropriate means such as removal from classroom and loss of privileges will also be incorporated.

We consider any intentional inflicting of physical pain, or threat of such pain on children by such means as pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, yelling, etc. as completely inconsistent and contrary to our discipline policy.

We consider embarrassing, belittling, insulting, and speaking sarcastically to students in violation of our discipline policy.

This policy applies to all adults while on school premises, including part-time personnel, substitutes, volunteers, and parents and their agents. All such adults are required to follow this discipline policy at all times in their interaction with children on school premises. This policy also includes the actions of parents or their agents in the treatment of their own children. Any adult who violates this policy agrees to accept correction, direction or other suitable guidance to cooperate in a remedy of the situation, consistent with our discipline policy as stated here.

This policy extends to student / staff behavior off-campus when it is demonstrated that the student's / staff member's behavior impacts the school and our ability to carry out our school mission.

11.1 Classroom Rules of Conduct:

Students in all classes are made aware of what is considered appropriate behavior through outlined, age-appropriate classroom rules. These rules will be positive rules that each student can understand and comprehend. Teachers will work to help students to learn self control and self awareness so that appropriate behavior is the standard, and students work with their peers to maintain a peaceful classroom atmosphere.

What an AFA Student Looks Like:



Teacher responsibilities:

- Be an example of good moral character in both behavior and appearance
- Form appropriate expectations for students
- Provide adequate supervision of all children in their class
- Provide meaningful and relevant information
- Set limits and consistently enforce the school's standard of conduct
- Approach discipline in a positive manner
- Point out that any act of harm or violation of another individual's safety made by a student is inappropriate and not acceptable
- Redirect students to more appropriate activities
- Praise students for appropriate behavior
- Provide good examples of appropriate behavior
- Ensure logical consequences are provided for inappropriate behavior
- Utilize time-out only after other avenues have been exhausted
- Time-out procedure will consist of:
 - A private verbal warning.
 - Actual removal from the group will last 1 minute per year of age of the student
 - The student will always be in full view
 - The student will never be humiliated
 - The student will be welcomed back into the group

Student responsibilities:

- Show respect for themselves and others
- Follow classroom rules and directions of all school staff
- Keep hands, feet, objects to themselves
- Use age appropriate language and speak in a calm tone of voice
- Be honest and truthful
- Be prepared: on time, bring supplies, homework, other necessary items

- Keep school clean
- Walk, not run, at all times inside the building

Student actions which will require administrative response include but are not limited to the following:

- Use of inappropriate language
- Discussion of inappropriate topics
- Physical violence
- Threats of physical violence towards themselves or others
- Engaging in inappropriate physical contact
- Bullying: Verbal, nonverbal, physical, and cyber-based as described in the above mentioned section.

The following can be put into place by teachers and administration in response to the inappropriate behaviors listed above:

- A verbal warning will be given to the child and a written warning will be provided to the parents.
- A parent conference will be requested by administration and documented in the child's student records.
- The child will be put on a probationary period during which time the behavior shall not be repeated.
- The child will be removed from the school, suspension, for a period of 3 days.
- The child will be expelled from the school.

11.2 Detention

A student may be detained beyond regular school hours for violation of school rules and may be required during this time to engage in activities reasonably intended to correct his or her behavior. Only the Heads of School, Principal or designee may detain students. Parents or guardians must be notified in advance of such detention and their responsibility to provide necessary transportation for the student.

11.3 Denial of School Privileges

A student may be denied normal school privileges for a specified period of time by the Heads of School, Principal or designee when such denial of privileges is appropriate corrective action for the misconduct of the student.

11.4 Removal from Class

For improper behavior in any class or activity, a student may be temporarily removed by the Heads of School, Principal, designee or the classroom teacher and assigned to work or study in another place. The parent or guardian of any student shall be notified if a student is removed from class for an extended period of time.

11.5 Removal from school for conduct outside of school activities

The school administration may require any student who has exhibited un-Islamic behavior outside of school, including but not limited to online behavior and conduct, or who has been found to

possess weapons, alcohol, drugs, or engage in intentional injury to another person to be removed from school for the remainder of the academic year.

12 Communication Between Parents and School

In an effort to encourage environmental conservation within the community, all school communication will be sent electronically. The administration will send regular electronic newsletters with important updates and announcements. Classroom teachers will also send regular newsletters to class parents. Parents are required to read the entire newsletter when it is distributed.

Occasionally, the office will distribute written announcements directly to students. When possible, written notices are distributed to one child in your family, in an effort to reduce paper use. In those cases, we will distribute the notice to your oldest or only child in attendance.

Families without Internet access at home or at work will need to notify the school so that we can send paper copies of all communications home with their children.

13 Academic Policies

All teaching staff will conduct formative and summative evaluations of student progress and learning via the following forms listed:

- Informal observations
- Anecdotal notes and records
- Formal assessments
- Progress reports
- Student Journals
- Student Portfolios
- Classroom quizzes and tests.
- Standardized Tests [CogATs (KG – Grade 8) & Iowa Tests of Basic Skills (Grades 3 – 8)]
- Reading Assessments administered by outsourced Reading Specialist (KG – Grade 8)

Please note that student evaluations will not be limited to only the items listed above.

13.1 Standards Based Scale for Kindergarten – Grade 5

At Al Fatih, we are committed to using the knowledge of where students are now to inform our instructional decisions. Due to current, and hopefully temporary, limitations in our standards based reporting abilities through RenWeb, the student progress that is shared with parents may seem confusing. RenWeb is still developing their Standards Based reporting system and it will be ready to launch soon, inshaAllah. With standards based reporting, students are not given traditional percentage grades or letter grades. Students are assessed using a 4-point rubric of Achievement Levels as illustrated below:

4 Consistently/Exceeding Standards:

- Demonstrates a thorough understanding of content and performance beyond proficiency
- Student exceeds the requirements for grade-level understanding
- Requires no support when demonstrating understanding
- Consistently applies and extends learned concepts and skills independently

3 Usually/Proficient:

- Demonstrates and applies knowledge and a general understanding of content
- Demonstrates proficiency
- Meets requirements for grade-level understanding
- Requires limited support when demonstrating understanding
- Completes assignment accurately and independently

2 Sometimes/Approaching Standards:

- Demonstrates a partial understanding of content
- Beginning to meet requirements for grade-level understanding
- Requires moderate support when demonstrating understanding
- Requires some extra time, instruction, assistance, and/or practice

1 Seldom/Developing Standards:

- Demonstrates limited understanding of content
- Seldom meets requirements for grade-level understanding
- Requires considerable support when demonstrating understanding
- Requires an extended amount of time, instruction, assistance, and/or practice

Student’s progress towards the curriculum standards is fluid. We expect students to demonstrate different levels of achievement as they work towards thorough understanding of the content. Throughout the learning process, teachers are providing several opportunities for students to learn, practice, apply, and demonstrate their understanding of the skills. Teachers have identified assignments that accurately reflect student progress and have entered these grades into the gradebook under “Assessment”, “Classwork”, and “Homework”. Children’s progress in class can still be followed on RenWeb. However, since the gradebook is not a Standards Based Report, it will automatically calculate averages. These averages do not accurately reflect student progress. The scores for individual assignments are the most important form of feedback for you and your child.

Additional information is available at alfatih.org.

13.2 Grading Scale for Grades 6 – 8

Grade	Numerical Equivalent
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
U	59 and below

All students in grades 6 – 8 will receive a letter grade based on the average of all class assignments, homework, tests, and projects.

For each curricular area (Math, social studies, science, language arts, art, P.E., Arabic, Quran):

- Homework will represent 10% of the grade
- Assessments will represent 30% of the grade
- Classwork will represent 60% of the grade

The teacher will make the grading scale and structure clear to students and parents at the beginning of the year.

Teachers will keep current and accurate records of each child's grades in RenWeb. These records can be accessed by the school administration. Parents may also review their child's grades through ParentsWeb. Middle school students may access their grades and homework through ParentsWeb.

13.3 Graduation Requirements

8th Grade students enrolled in the full-time program are eligible to graduate from Al Fatih Academy. Eighth graders are required to hold a minimum 2.0 GPA in order to obtain an AFA 8th Grade diploma.

13.4 Standardized Testing

Standardized testing will be conducted during the school year. Parents will be notified of the testing schedule, generally in the Spring.

CogATs are administered in KG – Grade 8. The Iowa Tests of Basic Skills are administered in Grades 3 – 8.

13.5 Report Cards

The chief purpose of report cards is to clearly communicate student progress to parents and students.

A standards-based report card (SBG) was implemented in grades K-1 beginning in the 2014-15 school year and Grades 2 through 5 in the 2015-2016 school year. It is designed to provide parents with a clearer understanding of what students are expected to know and be able to do. Al Fatih Academy and the Commonwealth of Virginia have clearly defined standards for learning. At Al Fatih Academy, we have incorporated the Virginia Standards of Learning (SOL) into the AFA curriculum and pacing guides for each subject area. These guides provide the foundation upon which classroom instruction is planned, assessments are designed, and report card language is built. Standards Based Reporting is designed to be an easy-to-understand student progress reporting tool that merges a traditional format with standards-based measures.

Students in Middle School receive the standard scale (A+ through U) report cards.

Report Cards are completed by teachers for each of the four quarters of the school year and are distributed electronically through RenWeb.

13.6 Homework Policy

Homework builds a sense of responsibility and provides an opportunity for students to practice or extend classroom instruction. It also serves as a form of communication between the teacher and the home, informing the parent about the learning that is occurring at school.

- The classroom teacher will communicate clearly to the students and parents the homework expectations.
- Each assignment will have a clear set of directions along with a definite due date.
- The teacher will provide clear description of consequences.
- Student will complete homework assignments on time.
- Student will complete homework in a neat and clear manner and to the best of their ability.
- Parents will make every effort to be aware of homework assignments and their due dates.
- Parents will assist their child in completing their homework but will refrain from completing their work for them.

In the case that homework is not completed or turned in on time, acceptable consequences will include:

- Lowering the grade
- Loss of privileges (recess or classroom)
- Monitoring / mandatory signing of HW planner
- Calling parents
- Informing Administration for intervention with student
- Parent conference
- 1 day school suspension (Only when all other consequences have been put into place and no improvement in homework completion is observed.)

The following chart lists the appropriate amount of homework (in minutes) each grade-level student should be assigned each day:

Grade Level	Standard (English, Math, Social Studies, & Science)	Arabic	Total Per Night
KG	10 min	10 min	20 min
1 st	15 min	15 min	30 min
2 nd	20 min	20 min	40 min
3 rd	25 min	25 min	50 min
4 th	30 min	30 min	60 min
5 th	35 min	35 min	70 min
6 th	40 min	40 min	80 min
7 th	45 min	45 min	90 min
8 th	50 min	50 min	100 min

13.7 Parent Responsibilities

The school staff asks parents to:

- Ensure that their children are well-rested before coming to school.
- Provide their children with nutritious lunch and snack, as well as ensure a healthy breakfast before school.
- Bring their children to school on time each day.
- Show respect for school staff.
- Place a high priority on education and the importance of school.
- Stay informed regarding school activities by reading all communication sent by the school.
- Join the PTO and have at least one parent attend any workshops on parenting that the school sponsors.
- Volunteer as much as possible.
- Monitor their children's progress.
- Abide by Islamic teachings in private and public life so as to be a role model for their children.

13.8 Parent/Teacher Conferences

Parent/teacher conferences are scheduled for all AFA students at the end of the first quarter. Each student is provided an opportunity to schedule a conference with the teacher for either one or both parents to attend. Either the teacher or the parents may request a conference at another time.

13.9 Dishonesty in Assigned Work

Students are expected to do their own work on all tests, papers, projects, or other assignments that are graded on an individual basis. Students should neither turn in another student's work as their own nor give undisclosed assistance to another student. Any student who turns in another student's work as his or her own, or gives his or her work to another student, or assists another student in an unauthorized manner shall be given a grade of zero on that work. The incident will be reported to the Administration and the parents, and appropriate disciplinary measures will apply. Additionally, using the work of others and representing it as one's own is considered plagiarism and is similarly prohibited. Plagiarism can take various forms, such as not giving credit for information and ideas used in student work. While AFA encourages parents and guardians to support and supervise school work completed at home, the work should be done by the student and not by the assisting parent or guardian. Whether the homework is assigned to practice a skill taught in class or to finish a project begun in class, the teacher uses homework to evaluate the student's understanding. If the student is assisted at home, the teachers do not have a reliable understanding of the student's actual level of comprehension or mastery.

14 Student Achievement Team

Al Fatih Academy students are supported by their classroom teachers to reach their highest levels of student achievement in all aspects of their schooling experience. In some cases, teachers and/or parents identify issues that impede the child's ability to fully achieve in school. These issues may be rooted in academic concerns, behavior concerns, or concerns related to the child's environment outside of school. In these cases, the classroom teacher, in collaboration with the Principal, will initiate a conference with the parent to identify the issues that are impeding the child's achievement. In this meeting, the teacher will identify an action plan that includes

interventions or accommodations designed to increase the child's ability to achieve in the classroom.

After a period of several weeks, if the agreed upon plan is not generating short-term success, the teacher will create a referral to the Al Fatih Academy Student Achievement Team (SAT). This is a collaborative instructional team comprised of the Principal (or the Principal's designee), the referring teacher, and at least one other classroom teacher. The purpose of the SAT meeting is to review the student achievement concerns, evaluate the status of the intervention plan, and create a new recommended course of action for the student. The recommendations of the SAT will be shared with parents in a formal meeting that includes the Principal (or the Principal's designee) and the referring teacher. The new action plan will be implemented and accurate data will be collected to describe the impact on the student's achievement.

In most cases, the action plan will generate a successful impact to the student's achievement. The plan will continue to be reviewed by the SAT, the classroom teacher, and the parent. As the child develops over time, the details of the action plan may be modified to better meet the student's needs. The classroom teacher in collaboration with the parents will confirm that the plan continues to meet the student's needs. Consistent implementation is often the key to long-term success.

In some cases, the designated action plan will not produce an effective student achievement response. In these instances, the parents will be required to authorize Al Fatih Academy to initiate a Multi-purpose Referral to the local public school entity in order to request a formal student evaluation. *An AFA representative will accompany the parent at all scheduled meetings held in the local school district. Parents must provide AFA with timely notification of such meetings to ensure our full participation.*

The SAT will recommend either continued enrollment during the evaluation process or a suspension of enrollment until the evaluation is completed. The parents may request a private evaluation to be conducted by a licensed child psychologist in lieu of a public school evaluation. At the conclusion of the evaluation process, an SAT meeting will be convened to review the results and create the school's recommended response.

Parent support is essential to the success of any recommended courses of action as developed by the teacher and / or the Student Achievement Team (SAT). All parents are able to request a student achievement meeting, at any time, to review or revise the current intervention / accommodation plan. In the instance when a parent disputes the recommendations of the SAT, the administration reserves the authority to provide clear options for continued enrollment at Al Fatih Academy that preserves our ability to implement the recommendations, or suspend enrollment until additional accommodations can be made available to the student.

For additional information about the Student Achievement Team process, please contact your child's teacher or the school Principal at Principal@alfatih.org.

15 Student Referrals For Outside Agencies

The following must be in place in order for staff members to complete forms or write referrals for students:

- Administration must be informed by the parents regarding the need for forms or referrals to be completed.
- Parents must present a letter from the outside agency (doctor, psychologist, etc.) outlining the reason the document is being requested.
- A copy of each form or referral will be placed in the student's permanent record. If at any time a student's record is needed for further assessment, these documents help to serve the interest of the student.

16 Physical Education

The physical education program is an important part of the elementary and middle school education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

17 Field Trips

For each field trip planned, the school will require a signature giving permission from the parents for students to participate in an off-site learning experience.

18 Emergencies

Al Fatih Academy has established an Emergency Preparedness Plan to cover the most likely emergencies to affect our program based on our geographical location as well as our hours of operation. In all cases, the two main methods for handling emergencies include our "shelter-in-place" emergency response plan and our emergency evacuation plan.

18.1 Emergency Evacuation

In the event of an emergency that requires evacuation of the building (such as fire, bomb threat or gas leak), we will leave the building as quickly as possible, following the evacuation procedures and egress maps located in each classroom. If it is safe to stay on the property, we will wait outside until the appropriate official has given us the all-clear signal to return to the building. School personnel take appropriate information with them when they evacuate, including class attendance, parent contact information (please keep your phone numbers up-to-date at all times), emergency supplies and medications, and food/water supplies if appropriate for the situation. All possible means of communication will be used to notify parents in a timely fashion. Please always be sure the school has your current email address so you can receive important email messages from the school. If available and appropriate to the situation, a public announcement system may also be utilized, such as through TV or radio stations.

During an emergency, we ask that you keep the school phone line clear and wait for us to contact you.

18.2 Shelter-In-Place:

Shelter-in-Place is the safest way possible to separate students and staff members from an outdoor hazard. It is a short-term measure designated to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. It is a temporary solution to a temporary problem. There is no stockpiling of water and foodstuffs needed. Note that the school does maintain an emergency supply of food, enough to provide lunch in case the shelter-in-place kept the children at school through the lunch hour. We also have bottled water in case the water supply is cut off or not safe.

If the shelter-in-place incident is prompted by an external environmental threat, school personnel will secure the school, and no one will be allowed in or out of the building until an all-clear signal is given by the Principal or Heads of School. While students are protected inside the school building, parents will be sheltered in their own homes and places of work. School staff will make every effort to communicate the status of students to parents. All emergency-messaging systems will be used. In this situation, the shelter-in-place is ended as soon as the outdoor environment is safe for students (and parents) or the condition causing the emergency response has passed. Shelter-in-place will be used if needed, not to keep students from parents, but to keep students safe until their parents can safely reach them.

18.3 Parents of Children with a Fatal Food Allergy Only

If your child has a fatal food allergy and keeps an Epi-pen at school, you will need to provide an extra snack to be stored at Al Fatih Academy in place of the school's emergency food. Please be sure to provide ready-to-eat, non-perishable food.

The backup food supply should be brought to school in a ziplock-type bag, clearly marked in printed letters with the student's name. Preferably choose food that will not expire during the current year. Otherwise, it is necessary for the parent to replace the food as needed. Please provide these items on the first day of attendance.

18.4 Inclement Weather

Al Fatih Academy makes independent decisions regarding school closings, delayed/ late openings, and early dismissals. Please stay tuned to ABC 7 WJLA-TV and News Channel 8 as well as their affiliated radio stations for the latest updates. Advisories will also be posted on www.wjla.com and www.news8.net websites. Al Fatih Academy media alerts will be labeled "Al Fatih Academy." Please note that our decisions may be different from Loudoun or Fairfax Counties.

Announcements will also be distributed via RenWeb and through social media no later than 7 am. Families should consult their emails for updated schedule changes.

19 Birthdays and Party Invitations

Following the Islamic tradition, Al Fatih Academy does not celebrate birthdays. Instead, teachers will recognize student accomplishments and contributions to the well-being of the classroom. To

facilitate appropriate classroom courtesies, please do not pass out invitations to private parties unless all students in the classroom are invited.

20 School Pictures

The school makes arrangements with a local photography studio to have individual and class group photos taken. Funds generated from this activity are used to buy various supplementary materials and equipment for the school.

21 School Visitors and Volunteers

Visitors are welcome at Al Fatih Academy. For the safety and protection of students, all persons entering the school must sign in and wear a visitor's badge, including parents. Please note that parents must arrange with the teacher and school office at least one school day in advance of visiting their child's classroom. Please also note that the school and its grounds are smoke-free at all times. Trespassers are subject to legal action.

22 Media Coverage and Photography Opt-Out

From time to time, various representatives may photograph or videotape students for projects that are school related. Parents are asked to sign a waiver at the time of enrollment allowing school administration to approve known entities and organizations who visit the school for media or public relations reasons. These organizations and agencies will be fully accompanied and supervised by school staff at all times. If a parent objects to their child being interviewed or photographed, they should contact the school at the time of enrollment.

23 Tips for a Successful School Year

Communicate with your child's teacher frequently. Together you are a team for your child's academic success.

- Provide a quiet place and a consistent time for your child to complete homework every day. Support your child, but refrain from doing the homework.
- Help your child learn to follow directions. Give one and two-step directions, and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Guide and monitor your child's screen time in front of the TV or the computer.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
- Involve your child in reading and writing activities.
- See that your child gets a good night's sleep and has a nutritious breakfast.
- Write your child's name on all personal items brought to school such as backpack, coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.

- Please contact the school when your child will be absent. Your child will need a written excuse note upon returning to the classroom.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.
- Ensure the most current parent phone and emergency contact numbers via RenWeb. If you have difficulty updating the information online, contact the school for assistance. Provide the school with correct telephone numbers where parents or a family friend may be reached during the school day in case of an emergency.

24 Suggestions and Concerns

Al Fatih Academy is a school that consistently strives for improvement in all areas. All members of the school body – students, parents, volunteers, assistants, teachers, administrators and visitors – are welcome to provide suggestions for improvement. Also, if there is a concern or complaint, it should be brought to the appropriate person.

The comment box in the school lobby can be used for any general comments directed towards the school administration or the School Board.

The School Secretary can be reached at (703) 437-9382 or via email at info@alfatih.org.

The Principal can be reached at Principal@alfatih.org.

The Afeefa Syed and Pervin Divleli, Heads of School, can be reached at their respective addresses: afeefa.syeed@alfatih.org and pervin.divleli@alfatih.org.

The Al Fatih Academy Board of Directors can be reached at board@alfatih.org

