



THE DRAGONFLY GUIDE

(Student & Parent Handbook)

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The Dragonfly Guide: Executive Summary

(for new dragonfly families and those that need a refresher)

A. School Mission & Structure [See [Section 1](#)]

Al Fatih Academy (AFA) is a nonprofit, accredited Islamic school that provides holistic education, blending academic excellence with Islamic values. The mission emphasizes nurturing excellent character, fostering community, and preparing students to transform knowledge into action.

B. Admission & Enrollment [See [Section 2](#)]

- Applications are completed online.
- Age and documentation requirements apply for each grade level.
- Enrollment may begin with a probationary period for new students.

C. Daily Procedures [See [Section 3](#)]

- Families must ensure punctuality and regular attendance
- Virginia law requires children over age 5 to attend school. Absences are excused only for illness, family death, medical appointments, court appearances, or religious holidays. Parents must notify the school before 9:00 am via the online Absence Notification Form.
- Students must follow safety protocols during arrival and dismissal.
- All visitors, including parents, must sign in at the office, obtain authorization from the security officer, and wear identification.

D. Uniform Policy [See [Section 4](#)]

- AFA students must wear the approved school uniform (K-8)
- Field trips and “AFA Days” have specific dress expectations.
- Makeup, jewelry, shoes, and accessories must align with modesty and school rules.

E. Student Health & Well-Being [See [Section 5](#)]

- Parents must keep children home if sick or feverish within the past 24 hours.
- Medical forms, allergy action plans, and medications must be submitted per policy.
- AFA is a nut-free school.
- Teachers must report suspected child abuse or neglect as mandated reporters.

F. Tuition & Volunteer Agreements [See [Section 6](#)]

- Tuition and fees must be paid according to the payment schedule.
- Families are expected to support the school through volunteer service. Each family is expected to complete 10 volunteer hours per year (5 for single-parent households).
- Families must log hours using the Track it Forward app (available via AFA’s website and app). Hours must be submitted by the last day of school

G. Food & Nutrition [See [Section 8](#)]

- Parents provide daily snack and lunch.
- All food brought from home, including snacks, lunches, and baked goods must be nut-free.
- Families are encouraged to provide balanced, nutritious meals that support learning and focus.
- Soda, candy, fast food, or “junk food” are not allowed.
- Microwaves and refrigerators are not available for student use.

H. Student Behavior [See [Section 10](#)]

- Students are expected to treat peers, teachers, and staff with respect.
- All school policies are devised to avoid harm, bullying, or disruptive behaviors.
- Every student (K-8) is issued an AFA Google account and is responsibly for following the tech policy.
- Students are prohibited from having on their possession fitbits, smart watches, cell phones, or other personal communication devices during school hours without explicit permission.
- Students/families are financially responsible for damages caused by negligence or misconduct.
- Interactions between boys and girls should uphold Islamic principles of respect and modesty

I. School Discipline [See [Section 11](#)]

- AFA is a Responsive Classroom school that focuses on upholding the dignity of students as we work to positively affect change in student behavior.
- AFA follows a restorative justice approach, emphasizing accountability, responsibility, and growth rather than punishment.
- Discipline begins with classroom-level rules and redirection.
- Teachers and administrators will work with families to take appropriate steps to resolve concerns.
- Escalated consequences include loss of privileges, classroom removal, or, in serious cases, removal from school activities.
- Students may face consequences for off-campus conduct (including online behavior) that disrupts school safety or contradicts Islamic values.

J. Academic Policies & Parental Role [See [Section 13](#) & [Section 14](#)]

- Grades K-5 utilize a Standards-Based Grading Scale where “3” indicates proficient and on-grade level while “4” indicates consistently exceeding standards.
- Grades 6-8 utilize a Grading Scale (A, B, C, D, U) whereby homework, assessments, and classwork received various weights.
- Parent-Teacher conferences take place at the end of the first and second quarters. Parents may request a conference at any time as well.
- For students that require more direct academic or social-behavioral support, the Student Achievement Team has specific protocols and documentation to help families determine how best to help their student succeed.
- To help students achieve their best at school, parents are asked to:
 - Ensure that their children are well-rested before the school day begins
 - Provide their children with a nutritious lunch and snack, as well as ensure a healthy breakfast before school.
 - Perform daily health checks on their student(s) each morning and keep student(s) home who are exhibiting symptoms of illness.

K. Emergencies & Safety [See [Section 18](#)]

- AFA has an established Emergency Preparedness Plan to cover the most likely emergencies.
- Emergency drills include lockdown, evacuation, and shelter-in-place procedures.
- Parents of children with severe allergies must provide required plans.
- Inclement weather may result in school closings or schedule changes.

L. The Dragonfly Way (School-Family-Student Pact) [See [Section 24](#)]

- **Staff:** Provide quality education, support, and open communication.
- **Parents:** Support learning at home, maintain routines, and ensure alignment with Islamic values.
- **Students:** Show excellent character, take responsibility, and act with integrity

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-administered programs.

Title VI Compliance

Last Edited - 27 April 2020

No student, employee, or applicant for employment at Al Fatih Academy (AFA) shall, on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, as required by law.

These protections apply to students, employees, and other members of the public. AFA is committed to equal access and equal opportunity in all services and employment; to include its policies, complaint process, program accessibility, religious accommodations and other Equal Employment Opportunity matters. AFA prohibits retaliation against individuals who report allegations of discrimination, file a formal complaint, or participate in the investigative process.

The Head of School handles inquiries and complaints regarding nondiscrimination policies (e.g., Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the ADA 1990-ADA Amendments Act of 2008).

For assistance with: (a) equity and employee relations: equal employment opportunity, discrimination, sexual harassment issues; and (b) programs and activities for students with disabilities (Section 504), please contact:

AFA Head of School

12300 Pinecrest Rd. Reston VA 20191

Phone: 703-437-9382

Email: headofschool@alfatih.org

1 Introduction to Al Fatih Academy

Al Fatih Academy (AFA) operates under the auspices of the non-profit corporation: Muslim Education Resource Council, Inc. (MERCi). 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 reinvested into the school for future use.

501(c)(3) Tax Exempt Status--In 2001, MERCI 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 has been accredited since 2011. Accreditation status confirms that all of our academic programs and organizational structures are both Islamically sound and demonstrate educational best practices. More specific information about the accreditation agencies can be found on the website.

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; subjects are not taught in isolation. The objective is to teach subjects in congruence with one another so students learn that all knowledge is connected.
- Our curriculum, which is enhanced with field trips, guest presenters, educational videos, online tools, games, books, and hands-on service projects:

- ② 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.
- ② Incorporates a strong character- building component. The Quran and Hadith are naturally integrated into the curriculum.
- ② 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.
- ② Islamic studies are integrated into the curriculum on a daily basis via an Integrated Islamic Studies 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.
 - Learn the tenets of Aqīdah, Fiqh, and Akhlaq
 - Learn and memorize Hadith
 - Learn the Sīrah

2 Admissions Process

The Admissions process for the 2024-2025 academic year is being revised and the updated process will be shared prior to the next enrollment cycle.

2.1 Online Application

The first step in the admissions process for students in Preschool through 7th 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 who have completed one year (Application must be submitted before current enrollment season begins)

2.2 Admissions Process, Preschool - Kindergarten

All prospective students will participate in an interview conducted by a member of the admissions committee. The interview involves engaging with prospective students to determine their school readiness.

Students applying to Preschool - Kindergarten 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. The concerns may be based on scholastic records, observed behaviors, and/or an active special education record of services.

2.3 Admissions Process, Grades 1 - 7

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

Special Education Services: Students who are receiving special education services are required to provide their current IEP or 504 (or special education document) as part of the application process. Students with IEP or 504 plans who access the general curriculum without additional aid from a special education practitioner are considered eligible to pursue admission at AFA. Students with special education documents (e.g. IEP or 504) who can be provided their services before or after school hours are also eligible for consideration.

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. Students enrolled in

overseas programs must be able to demonstrate English comprehension and usage at a level equivalent to Level 5 WIDA results.

AFA Admission Committee: An admissions committee composed 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 and/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 relevant to the admissions process.

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 and cannot attend school in diapers or training pants.**

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 **and cannot attend school in diapers or training pants.**

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 eligible to pursue Kindergarten admission. 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.

Grades 2 – 7

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. Home school applicants are required to provide documentation that demonstrates the student is ready for the incoming grade level.

2.5 Probationary Enrollment

All new AFA students in grades Preschool – 7th will be enrolled on a probationary basis to confirm that AFA provides an appropriate learning environment for the child.

AFA's goal is to support all student's social/emotional/learning needs and will work with student and families to do so. However, should it be determined AFA cannot meet those needs after identified and attempted intervention support, the student's enrollment with AFA may be terminated.

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.
- *Official* 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 7th 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, must sign in and obtain authorization from the school security officer in the Main Office. They are also required to wear standard identification during their visit. Visitors' 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 - Grade 8	8:30 am – 3:30 pm	8:30 am – 1:30 pm
Hifdh (Optional)	7:25 am – 8:25 am	7:25am – 8:25 am

3.2 Drop-Off / Dismissal Procedures

Detailed guidelines on Drop-off/Dismissal Procedures can be found [here](#).

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. These absences must be communicated via the [Absence Notification Form](#).

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 before 9:00 am. Parents must fill out the Attendance Form to report 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: Extended absences are highly discouraged as they are disruptive to student's learning and routines. In the event of a necessary extended absence, parents are required to notify the school of the extended absence using the Absence Notification Form. Failing to appropriately notify the school of prolonged absences and/or excessive extended absences may result in the student losing his/her place in the school, and may jeopardize the student's academic standing. Students are responsible for completing any work missed during their absence. Teachers are not required to provide work for students prior to an extended absence. Admin will have the final determination on whether the extended absences qualify a student to matriculate to the next grade level.

Unexcused Absences: Parents of students who accrue **three or more unexcused** absences within a quarter may receive written notice from the school and may be requested to have a conference with the Administration.

Missed Classwork and /or Homework: When a student has an excused absence, they will have the opportunity to complete the missed work and 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 for initiating immediate action to make up the work by requesting it from the teacher. 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 the student receiving 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 to the orderly instructional process; therefore, teachers or administration will take corrective action.

3.5 Early Departure Policy

All Early Departure notifications must be communicated through the [Absence Notification Form](#). Same day early departures may be requested up to 12:00 pm on the day of. Students may be picked up as late as 3:00pm. Pick up after 3:00pm will not be accommodated.

4 School Uniform Policy

In order to maintain a focused academic atmosphere, students in Kindergarten through Grade 8 are required to wear a school uniform. The AFA Administration has produced a detailed list of approved uniform items. Click the appropriate link below for further details.

[Boys K-8](#) | [Girls K-4](#) | [Girls 5-8](#)

Parents are required to consult the approved uniform item list before making their uniform purchases for their children. When purchasing from French Toast and Lands End, please insert the AFA School Codes to help AFA earn money through your uniform purchases. For more information on the School Uniform Policy purchasing process, contact us at Info@alfatih.org.

4.3 Uniform Requirements for 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 from the standard AFA School Uniform.

All students are invited to participate in monthly AFA Days. Students in KG - 8th have permission to dress out of their AFA School Uniform on AFA Days. 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 of the AFA Uniform Policy

AFA parents are fully responsible for 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 or oral 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.
- Administration will provide the final determination if the student's attire is in full compliance with the AFA Uniform policy.
- Repeated violations of the AFA Uniform policy may result in additional consequences imposed, to be determined by the school administration.

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.
- Middle School students are permitted to wear an AFA PE uniform for the duration of the school day on their assigned PE days.

4.5 Makeup, Jewelry, Eyeglasses, Shoes, and Watches

- Students may not wear any makeup of any kind including eyeliner, nail polish, and lip gloss. Chapstick or lip balm is acceptable if it is not colored or shiny.
- Students may not wear tinted sunscreen or tinted moisturizer.
- Stud-like earrings on girls are appropriate if they do not interfere with physical activity or distract from learning. Dangling earrings are not permitted.
- Bracelets, necklaces, and rings must not present a safety hazard or distract from learning. Admin will have the final decision on what constitutes hazardous or distracting jewelry items. Bracelets, necklaces, and rings are not permitted to be worn during PE classes or physical activities.
- Eyeglasses should not have ornaments dangling from them.
- Shoes must be athletic wear (sneakers). Shoes must be flat and closed-toed and cannot have a heel. Crocs, sandals, flip-flops, and slides are not permitted.
- Analog and digital watches are permitted. Students may not wear any other device on their wrist, including any type of smart watch, Fitbit, or other electronic item.

4.6 Hair

- Hair color may not be altered in any way from natural hair color. Students in violation of this rule will receive a warning and given a date by which natural hair color needs to be restored.

- Hair that is past shoulder length must be tied back. Hair cannot be covering the eyes. All hair accessories must be navy blue, white, or gray. Hair accessories can not have excessive embellishments such as large bows, headbands with 'ears', etc.

5 Student Health and Well-Being

5.1 School Closing Information

In case of an emergency school closing or delay, AFA community members will receive emergency alerts 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. Admin reserves the right to make decisions regarding enrollment for any student whose health records are not updated in the event of impactful changes to a student's emotional and physical health.

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.

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 unopened and in their original/prescription packaging.

Medical Treatment: If a student is receiving any type of psychiatric or specialist treatment, is regularly being seen by a physician, or is undergoing any evaluation, the school must be informed about the treatment, protocols, and the evaluations for safety, care and in school support 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. Admin reserves the right to make decisions regarding enrollment for any student whose health records are not updated in the event of impactful changes to a student's emotional and physical health.

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 may not carry cough drops in their backpacks or on their person. 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 100.4 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 classwork
 - 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 (Covid-19, staph infection, chicken pox, strep throat, measles, mumps, head lice, etc.) the school must be notified immediately through the [Absence Notification Form](#). 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 have had the first treatment.

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 upon submission of their enrollment packet before the enrollment deadline.
- **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 collected on the first business day of June. These fees are not refundable.
- **Annual Tuition Payment Plan:** Payment is collected on the first business day of June. A 3% discount applies.
- **Semi-Annual Tuition Payment Plan:** Payments are collected on the first business day of June and first business day of December. A 3% discount applies.
- **10 Month Tuition Payment Plan:** Nine subsequent monthly payments for families on the 10 month plan will be collected on the 1st business day of each month, beginning September.
- **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 Volunteer 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. Class parties do not count towards volunteer hours.

Volunteers will be asked to record their hours via the Volunteer App 'Track it Forward' that can be accessed on the Al Fatih Academy website and AFA App. Parents are responsible for documenting and verifying their volunteer hours during the academic year. Completed hours must be logged by the last day of school of the current academic year.

Each household will be required to pay \$25.00 per volunteer hour not completed.

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.

6.3 Student Withdrawal Procedure

If a parent/guardian of a student decides to withdraw from Al Fatih Academy, they must notify the school by emailing the school principal (principal@alfatih.org) to schedule an intent-to-withdraw meeting and possible last day of student attendance.

All financial accounts with the school should be settled prior to the withdrawal. Please note the following:

- The first tuition payment is non-refundable.
 - For Annual or Semi-Annual plans, the non-refundable first tuition fee shall be recalculated to the equivalent of 1/10 of the full tuition balance.
- Tuition owed at the time of withdrawal will be calculated based on the following criteria:

- tuition for the month during which the final attendance dates occurs is owed (e.g., if a student's final date is 12/15, the total tuition amount for December would be owed).
- annual and semi-annual plan payments paid will be compared to the amount that would be owed if the tuition plan was monthly (discounts would be removed). Any overpayment would be refunded.
- Student withdrawals by parents/guardians **that are not initiated by school administration will incur a penalty of 18 additional days of tuition owed** on top of the non-refundable first tuition payment and any tuition that has already been collected. For example:
 - If a student is withdrawn after the first day of school, the tuition balance for days attended plus 18 additional days of tuition (less discounts) will be owed.
- if a student is withdrawn on or before the first day of school, no additional 18-day penalty is incurred.

Hifdh Program:

Withdrawal from the Hifdh program requires a written notice of withdrawal to the principal (principal@alfatih.org). Tuition is payable through the last day of attendance agreed upon by the principal and family.

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 nutritious lunch and a 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 filled 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.
- Utilize thermoses for foods that need to be eaten warm.
- Send in appropriate utensils that the student needs for the provided meal/snack
- Microwaves are not available for student use.
- Sodas, candy, fast food, and junk food are not permitted.

- Families can order hot lunches from the AFA App.

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 \$40 supply fee at Tuition Agreement signing.
- Rising Kindergarten – Grade 5 students will be charged a \$65 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.
- For supplies and learning materials provided by the school that become damaged or lost, the family will be charged accordingly.

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

Each student (K-8) is issued an AFA Google account. Your child will be required to use this Google account exclusively to log into their school-issued Chromebook. Families should note that when students use their AFA Google account, while in school and at home, to complete class assignments and homework as it is related to school, all activity will be tracked, recorded, and stored. School admin has access to your child's account and the capability to reset the password if needed.

AFA has in place a firewall designed to restrict access to inappropriate content. To further filter content, all Chromebooks are configured to use SafeSearch.

Note that student access to RenWeb, email accounts, and files on Google Drive will be revoked one week after the final day of attendance. Students who graduate or leave Al Fatih Academy will be provided with instructions for downloading their files and folders from Google Drive to their own personal devices. Google access for returning students is inactivated during summer break and reactivated within the first week of their return for the new school year.

Respect for Others

Users should respect the rights of others when using technology by:

- Using assigned equipment as directed by the teacher.
- Being considerate when using school resources.
- Always logging off equipment 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 Virtual Platform 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 Virtual Platform and resources to the mission or function of the school. Use of the AFA Virtual Platform 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 Virtual Platform 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.
- Families may be asked to cover the cost of a damaged Chromebook if evidence determines the damage was caused by student negligence.

Appropriate Use

Virtual Platform and technology access should be consistent with AFA's vision and mission, 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 having on their possession fitbits, smart watches, cell phones, or other personal communication devices during school hours (and/or virtual live sessions) without express approval. Such devices may only be operated by students before or after school hours. Any electronic device or 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

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 as it relates to normal dynamics in the classroom/school.

Harassment or bullying behavior in any form creates a climate that is not conducive to learning. Harassment based upon race, religion, ethnic origin, gender, or ability will not be tolerated.

Any AFA student involved in bullying behavior will receive consequences from AFA staff.

Consequences include, but are not limited to, peer mediation, Restorative Circle, loss of privileges, separation, behavior plan, detention, in-school suspension, out-of-school suspension and/or expulsion.

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. AFA also employs a restorative justice framework as well as Responsive Classroom management as guiding principles for affecting change in behavior and action.

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, redirection, reflective language and

self-reflection activities. Age-appropriate responses, loss of privileges, and removal from the classroom, may 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.

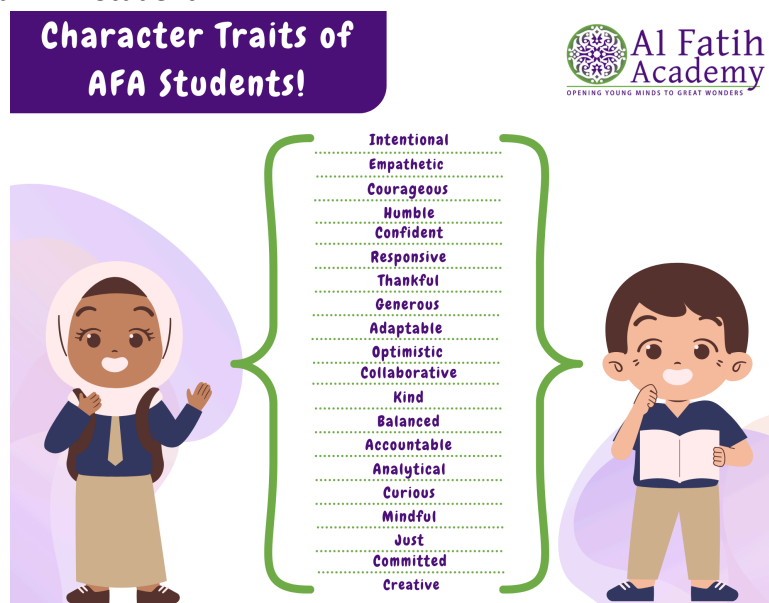
This policy applies to all adults while on school premises, including part-time personnel, substitutes, volunteers, and parents and their agents. All such adults are required to follow this discipline policy at all times in their interaction with children on school premises. This policy also includes 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.

Character Traits of an AFA Student:



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
- Recognize appropriate student behavior
- Provide good examples of appropriate behavior
- Ensure logical consequences are provided for inappropriate behavior
- Utilize separation from class activities only after other avenues have been exhausted. The Separation/Break 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 Denial of School Privileges

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

11.3 Classroom Removal

11.3a Temporary Classroom Removal

For improper behavior in any class or activity, a student may be temporarily removed by the classroom teacher. Any temporary classroom removal is meant to help the student reset to appropriately re-enter the classroom space. In the event that a student needs to be removed for an extended period of time, the student's parent or guardian will be notified.

11.3b Out-of-School Suspension

Repeated incidents of behavior that violate the school's core values may result in an out-of-school suspension. Additionally, any action that causes harm (physical or emotional) to fellow students may lead to an out-of-school suspension. Suspensions will only be administered after parents are requested to meet with the administration to explain the reasons for the suspension.

Administrators reserve the right to determine if the out-of-school suspension will reflect on the student's official records.

11.4 Removal from school for conduct outside of school activities

The school administration may expel any student who has exhibited behavior not aligned with our core values 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.

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 [MAP Assessments for Grades 1-8]
- Reading Assessments administered by classroom teachers (KG – Grade 5)

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 academically, socially, emotionally, and mentally to inform our instructional decisions. With standards based reporting, students are not given traditional percentage grades or letter grades, but 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

Students' 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 35% of the grade
- Classwork will represent 55% 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

MAP Growth Assessments for grades 1-8 will occur at a minimum of twice a year to monitor student progress and growth. Parents will be notified of the testing schedule.

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) 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.
- Students will complete homework assignments on time.
- Students 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, consequences can include:

- Lowering the grade
- Monitoring / mandatory signing of HW planner
- Calling parents
- Informing Administration for intervention with student
- Parent conference

The following chart lists the appropriate amount of homework (in minutes) each grade-level student could be assigned each day (individual students may work at their own pace):

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 the school day begins
- Provide their children with a nutritious lunch and snack, as well as ensure a healthy breakfast before school.
- Perform daily health checks on their student(s) each morning and keep student(s) home who are exhibiting symptoms of illness.
- Show respect for school staff by being courteous in all forms of communication (phone, email, in-person, social media, etc).
- 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 for classroom and schoolwide activities.
- 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 and second quarter. At any time in the school year, either the teacher or the parents may request a conference.

13.9 Dishonesty in Assigned Work

Students are expected to do their own work on all assessments, 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. Appropriate disciplinary measures will apply including the possibility of expulsion. 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 (SAT)

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 composed 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 on 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.

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. We have adopted language from the [I Love You Guys Foundation](#) to maintain uniform communication when discussing all emergency related content. Several drills that we practice throughout the year include: Lockdown, Evacuate, and Shelter.

18.1 Lockdown

Lockdown drills are utilized in the event of an emergency that requires us to secure individual rooms and keep occupants quiet and in place (such as an unwanted presence within the building), we will require all students and staff to "lockdown".

Lockdown drills are practiced twice a year.

18.2 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. 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.

Evacuation drills are done on a monthly basis.

18.3 Shelter

Shelter 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. Note that the school does maintain an emergency supply of food, enough to provide lunch in case the shelter incident 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 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 Head 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 incident is ended as soon as the outdoor environment is safe for students (and parents) or the condition causing the emergency response has passed. Shelter will be used if needed, not to keep students from parents, but to keep students safe until their parents can safely reach them.

18.4 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 note that our decisions may be different from Loudoun or Fairfax Counties.

Announcements will be distributed via RenWeb, emails, text alerts, the school website, and through social media no later than 7 am. Families should consult their emails for updated schedule changes.

19 Birthdays and Party Invitations

On a given student's birthday, the class community may make a collective dua for the student and share positive characteristics/examples attributed to that student. Teachers may choose to do the same for those with birthdays outside of the school calendar. Families should not send in treats to be shared with classmates. Invitations to a private birthday party will not be facilitated by the school.

20 School Pictures

The school makes arrangements with a local photography studio to have individual and class group photos taken. Individual and class pictures are taken in the fall with school uniform required. Student and sibling pictures are taken in spring and uniforms are not required.

21 School Visitors and Volunteers

For the safety and protection of students, all persons entering the school must sign in to the visitor management system and wear a visitor's badge, including parents. 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 The Dragonfly Way (School-Family-Student Pact)

All of the policies outlined in this handbook serve to holistically support the vision and mission of Al Fatih Academy. To ensure that our goals are met, all school staff, parents, and students are expected to make the following commitments while enrolled at AFA.

All school staff at AFA pledge to:

- Provide an academic environment that is conducive for learning;
- Respect and value the unique characteristics and qualities of all students;
- Assist and support all students in their effort to learn;
- Maintain high expectations for all students and provide an accurate assessment of students' academic progress;
- Promote effective and continuous communication with parents;
- Promote parent involvement in school functions;
- Demonstrate a professional demeanor that models behaviors expected of students with fellow classmates and adults.

All parent/guardians at AFA pledge to:

- Support learning at home by providing a quiet, distraction-free space for homework, review, Qur'an study, and reading;
- Encourage consistent routines for sleep, meals, and school preparation;
- Limit daily device screen time for children, whether through watching TV, playing video games, or using a cellphone/iPad/similar device, to no more than the screen time guidelines provided by the AACAP as shown in the chart below:

Screen Time Recommendations by Age Chart		
Age Group	Amount of Screen Time	Type of Screen Time
Babies (0-18 Months)	No screen time	Only video chatting is allowed.
Toddlers (18-24 Months)	1 hour or less	Educational content only is recommended.
Children (2-5 Years)	1 hour or less per weekday and 3 hours per weekend day	Educational and interactive content is preferred, but non-educational content is allowed.
Children (6-15 Years)	Less than 2 hours	Recreational content is allowed but healthy habits should also be encouraged.
Source: American Academy of Child and Adolescent Psychiatry (AACAP)		

- Ensure online and media content that children are exposed to is aligned with the Islamic ethos and core values of AFA, following age-appropriate [TV/Movie/Video Game guidelines](#);
- Encourage physical activity, balanced nutrition, and adequate rest;
- Strengthen family bond through dedicated time for family meals, discussion, and shared activities;
- Work in partnership with AFA teachers and staff in a dignified and professional manner.

All students at AFA pledge to:

- Show excellent character by treating teachers, staff, classmates and guests with kindness and respect while showing patience and humility in our interactions;
- Own their actions by approaching all aspects of the school day with full effort and preparation; when a mistake is made, students will accept the consequences of their choices and strive to improve;
- Act with integrity by being honest with their words and using all school equipment and technology responsibly;
- Respect themselves by maintaining personal cleanliness and adhering to school expectations, and to show respect for others by valuing individual differences and striving to treat all members of the community with fairness.

By completing the Student-Parent Handbook Quiz, all staff, families, and students acknowledge that they have read through these expectations and intend to uphold them to the best of their abilities.

25 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.

Head of School	Ismail ibn Ali	ismail.ibnali@alfatih.org
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Dean of Student Services	Marcus Mayo	marcus.mayo@alfatih.org
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Systems Manager & Registrar	Sulaima Kochaji	sulaima.kochaji@alfatih.org
Business Office Manager (payments and financial questions)	Aasma Khan	aasma.khan@alfatih.org
Front Office (general inquiries)	Zainub Aftab	info@alfatih.org
AFA Board of Directors	Mahwish Hamlani, Chair	board@alfatih.org