

Noor Saturday School



Grades PK - 12

Student-Parent Handbook 2025-2026

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STUDENT-PARENT HANDBOOK (2021-2022)

Message from the Principal

Welcome to the Noor Saturday School. We are a weekend school under the umbrella of the Noor Islamic Cultural Center. We are honored to be part of your children's education process and partner with you so that our students excel in learning their *deen* and the language in which it was revealed!

The Need for Islamic Education

According to a *hadith* mentioned by Ibn-Katheer and narrated by Abu Huraira in Musnad Ahmad, some individuals residing in very high levels of paradise would wonder how they reached these levels, when their own deeds were not enough for that. Allah will say to them, "You left behind your children who were praying for you all the time, and this kept raising your levels in paradise higher and higher."

Discipline is fostered, and an appreciation for leadership and family structure is outlined for all students in all grades. NOOR SATURDAY SCHOOL believes that education is a comprehensive concept, which encompasses all spheres: spiritual, moral, and intellectual.

School Of Thought Followed By Noor Saturday School

Noor Saturday School is a Sunni school and follows the teachings and tenets of Ahl-us-Sunnah wa-l-Jamaa'ah.

Mission Statement

To impart the faith, knowledge and practices of Islam to children and youth by providing education based on the Quran and the Sunnah. To instill love and interest in the Arabic language in our students and work towards fluency in Arabic as a language, NSS prides itself in its focus on teaching Arabic as a second language to our students. We do our best so that our students can reach fluency in reading and understanding Arabic.

Vision

To use comprehensive and diversified curricula, carefully selected textbooks, and knowledgeable instructors so as to facilitate the intellectual and spiritual growth of students to grow up as responsible, committed Muslim citizens and help them make Islam a way of life.

Ethnic Tolerance

All members of Noor Saturday School's administration, faculty, staff and students are expected to respect the ethnic backgrounds of all administration, faculty, staff, parents and students.

Parent School Agreement

Parents are expected to support and uphold Noor Saturday School's policies. Without this cooperation and confirmation from the parents, a double standard exists between home and Noor Saturday School,

which is counterproductive to the student's development and our effectiveness. If at any time misunderstandings develop between the school and home, it becomes the obligation of both to seek clarification and explanation.

All suggestions and comments from the parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school.

Grievance Policy

Parents or students who have a complaint against any student, teacher or staff-member should follow the procedures below to reach a satisfactory resolution:

1. Submit, in writing, a clear explanation of the issue at hand making sure to include: date, specific incidence(s), etc. to the Principal of the School.
2. If the complaint is still not dealt with in a satisfactory manner, a copy of the written complaint should be submitted to the NICC Schools Board for review and resolution.

Dismissing Students, Parents and/or Staff

Noor Saturday School reserves the right to:

- Dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, or fellow students, or of the school in general.
- Terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.
- Dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

Parents who cause disruption at Noor Saturday School or who spread negative comments in the community or through any social media about Noor Saturday School and/or any of its employees, parents or students will be required to meet with the administrators and review all portions of the Student-Parent handbook. They will be asked to sign a Probation Letter stating that if they continue to cause disruption to Noor Saturday School and/or spread negative comments in the community or through any social media about Noor Saturday School and/or any of its employees, parents or students they, with all of their children, will be asked to leave the school immediately and without further notice.

NICC School Board of Directors

NICC schools have one joint School Board of Directors that consists of the Principal and Assistant Principal of each of the following NICC Programs: Noor Saturday School, Noor Sunday School, Noor Kids Club, and Noor Hifz Program. The role of the Board of Directors is to:

- Ensure the financial stability of the schools.
- Resolve complaints about the school that were not resolved at the Principal or admin level.
- Assist in curriculum review as needed.
- Support the Principal and Administration in their operation of the weekend school.

Islamic Parent-Teacher Association (IPTA):

All parents and staff of NSS are members of the IPTA whose standing is based on complying with the purpose and basic policies of Noor Saturday School. The role of the IPTA is advisory in nature. There are no dues levied. IPTA has the following duties:

- To foster an awareness among parents of the need for their participation in the total education of their children.
- To develop united efforts between educators and the general public that will secure for every child the highest achievements in religious, mental, and social education.
- To provide a forum for constructive communication and decision-making between parents, teachers and administration for cooperative resolution of school problems.
- To sponsor community, social, and fundraising activities to promote the general welfare of Noor Saturday School and its students.

School-wide volunteer opportunities:

Noor Saturday School also offers many school-wide volunteer opportunities such as:

- Events: Volunteers help organize, decorate and clean up school events.
- Hospitality: Volunteers help provide refreshments for school events or help clean up afterwards.
- IPTA Meetings: All parents are invited to attend required meetings and to learn about and work on school initiatives.

Parent volunteers are very important to the success of the school. Parents are encouraged to volunteer a few hours each month based on their expertise.

Volunteer Hours Policy:

All Noor Saturday School families are encouraged to volunteer a minimum of two hours per academic year, in any capacity that they like, and during times that are convenient for them. Families may opt to donate \$10 per hour if they are unable to volunteer. Volunteer hours & tasks will be administered between IPTA officials and the administrative staff.

High school and college age volunteers: Noor Saturday School welcomes high schoolers and college students to volunteer during school hours, towards fulfilling graduation needs or to satisfy volunteer hours needed for completion of their credit hours. Noor Saturday School admin would fill the volunteer forms provided by the respective high schools with the exact completed hours. Student volunteers should commit to the days they choose and should inform admins when they plan to be absent. All volunteers sign a log book for their hours.

School/Home Communications:

Noor Saturday School believes in the importance of keeping a continuous line of communication with its parents and community. School memos will be sent to parents on a regular basis. Other means of communication will include:

- Communication through the google classroom for each class
- Regular email from teachers

- Parents can reply back to teacher emails and can request teacher conferences
- Teacher and admin phone numbers are not to be used except in emergencies, or if the teacher agrees and asks parents to use her number for texts about class related issues

Admissions Policy

1. Students applying for admission must meet all age requirements. All students are placed in grades following public school placement (preK 4 years and Youth class includes up to seniors in high school).
2. Students with any health conditions requiring special attention must submit health records.
3. Students with disabilities must provide Individualized Education Plan (IEP's) at the time of registration. Noor Saturday School has limited acceptance policies for students with severe disabilities.
4. Students enrolling in the preK class must be potty-trained and able to stay away from parents for four hours. Age for PreK class is 4 years (NSS reserves the right to make exceptions if the child is two months short of 4 years).
5. Students who are admitted for the new school year, but who do not begin on-time, and who do NOT have approval from the Administration to start the school year late, may lose their spots at Noor Saturday School.

Registration Requirements

Upon admission to Noor Saturday School, the following forms must be completed and filed in the office by the first day of classes:

- Registration Form [One per family] (**It is very important, on this form, to list any allergies the child may have; food, drug, insect allergies**). Emergency contact to be provided on the registration form
- Signing the “no harm” disclaimer at the back of the registration form
- **For school year 2021/22 all registration be will online through the link to sunweb.**
- Payment of registration fees has to be done online through MOHID.

Age Requirements

Pre-K	Students entering PRE K must be four years old by September 30 th .
Kindergarten	Students entering KG must be five years old by September 1 st .
	1 st Grade Students entering 1 st grade must be six years old by September 1 st .

Admissions Process

Registration opens in early May of each school year for returning families.

Last week of May and around graduation registration is opened to new families. In August we have an open house where the rest of the vacant spots in classes would be filled. First come first serve basis.

Registration Fees

- Registration fee is \$50 per family per year, payable at registration time and is non refundable
- IPTA fees \$20 per family (towards snacks, candy, gifts, school events etc).

Registration fees are non-refundable.

Tuition & Fees

Tuition fees are \$50 per month per student. No sibling discount.

5% discount for payment of full year tuition in September.

Methods of payment

Online to MOHID. Alternatively, after school opens we can accept Cash, checks payable to AIW or credit card.

Payment Options

Full year with the 5% discount

- Quarterly: four equal payments in September, December, March and May.
- By Semester: two equal payments in September and January.
- Monthly: 9 checks to be presented on September, payable on first day of the month. Credit and cash not allowed in monthly option.
- a late fee of \$5 will be charged for payments received after the 5th of the month. Please note that for students joining in to Noor Saturday School, the tuition for the 1st month of enrollment will be based on when they start: Students beginning between the 1st & the 15th of the month will be required to pay a full month's tuition; students beginning on or after the 16th of the month will pay for only half the month.

Supplies and Materials

Although many supplies and materials may be provided by the school, parents should expect to provide consumable items such as pens, pencils, paper, etc. on an as-needed basis throughout the school year. Supply lists will be sent by teachers. Students are expected to bring the required supplies with them to school and are expected to replenish them several times during the year.

Books: Parents are expected to purchase the books at the beginning of the school year during the Book Sale Day. Books for all subjects for the full year might cost up to \$100 per student (some books are used over more than one year, like our jazz amma book).

Waiting List Policy

Once classes are full to their student capacity, Noor Saturday School will begin a Waiting List for that class. If a seat becomes available, the parents will be notified of this and if they wish to enroll their child, they may do so at that time. If they choose not to enroll their child, they may request for their child to remain on the Waiting List to ensure admission for the following year.

Special Education Constraints

Noor Saturday School will not be able to accept any student whose disabilities may be too severe for Noor Saturday School to address. Noor Saturday School will admit only students whose needs can be met.

Sponsorship (Sponsor a Child Program)

We have a number of families who apply in private at the start of each year for tuition assistance. We open the opportunity to families who are willing and can afford to sponsor a child for the full year tuition, or sponsor a family for tuition (siblings). Parents have to directly contact the principal to apply for assistance or to sponsor a child.

Report Cards/ Progress Reports (PRs)

Report Cards are issued to students two times per year to give parents an indication of their child's progress and to serve as an official document of student progress and achievement.

- Students in KG - Gr. 12 who join the school after the middle of any quarter will not receive a Report Card for that quarter.
- Report Cards will be held in the case that a family has an outstanding financial obligation in the Business Office.

Parent-Teacher conferences

Parent-Teacher conferences are conducted at least once each school year if necessary. Other conferences are to be scheduled by appointments through the office. In order to provide an effective educational program, it is the policy of Noor Saturday School to maintain close communication between the home and the school.

Parents' Meeting (orientation Day) is held each year: at the beginning of the school year. This is the time to get acquainted with the teachers, school policies, educational programs and the school in general. The general public, family, and friends are invited to these meetings.

Orientation is cancelled for 2021/22 school year due to COVID 19 restrictions. This handbook will serve the purpose.

Two Parent Observations Weeks are held each year: Once at the beginning of Quarter 2 and once at the beginning of Quarter 4. Noor Saturday School encourages the parents to observe the classrooms and the teaching that takes place and to give feedback on what they observed. Parents will be notified about specific dates & times via email. **Parent observation opportunities cancelled for 2021/22 due to COVID 19 restrictions.**

Drop-Off & Pick-Up

Parents are expected to drop off and pick up their children in a timely manner and in the proper area.

- Drop-Off Times: Between 9:45 am and 10:00 am (no drop off before 9:45)
- Pick up times: 1:30 pm
- Arrival after 10:05 is considered tardy.

Early Pick up :In the event of a Parent wanting to pick up their child/ren before published dismissal time, prior notification to the principal or principal assistant must be before 1:30 to grant early pick-up and the office will ensure that the student is waiting in the office when the parent arrives.

Late Pickup fees will be assessed to parents if their children in Pre-K - Gr. 5 are picked up more than 10 minutes after the published Dismissal Time. **Fees will be \$5 for every ten minutes late in the first half an hour, and \$10 for any increment thereof.**

Additional Dismissal Notes:

- Dismissal is conducted from inside at all times. Parents must come into the building to pick up their children.
- Students must keep personal items with them at all times.
- Students are not permitted to leave the dismissal designated area until their parents pick them up.
- Pre-K - Gr. 5 students will be escorted to the after-care area 15 minutes after Dismissal Time, and parents will be charged.
- No food or drinks are allowed during dismissal time.
- Students must remain in dress code (including hijab for girls beyond 5th grade) until they leave the campus.

All above is cancelled for 2021/22 school year. Students will be lined up in the driveway and parking spots in front of the basement for pick up by parents. No parents are allowed to enter the building due to COVID 19 restrictions. Teachers will not be available for parent updates at drop off and pick up times.

Seat Belts and Child Restraints

For the safety of your children, we ask that they be in car seats or seat belts at all times when the vehicle is in motion.

Attendance & Tardies

Even though assignments may be completed at a later date, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties or emergencies. Other absences should be avoided and, in fact, constitute truancy.

In case of absence, the parents should contact the school by **1:00** pm before end of school day to share the reason for the child's absence. Also, upon returning to school, the parent must complete an **Absence Excuse Form**, which must then be signed by an administrator. **Students not having a signed Absence Excuse Form will NOT be allowed to make up assignments and/or quizzes/tests.** Absence Excuse forms must be completed and submitted when missing any portion of the day equivalent to one period or more.

Make-up assignments should be obtained from each teacher by the student and completed within the same number of weeks missed. For example, if the student missed two weeks of school, he/she would be allowed weeks after his/her return to submit the missed assignments.

All assignments should be posted, making it easy for students to access.

If students need to take an extended leave of absence, two weeks' notice should be given to the school to allow the teachers to prepare work for the students to complete in their absence. Please note that parents will be charged regular tuition during this absence.

Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student's promotion at the end of the school year. Not all extended leaves will be approved as Excused Absences.

Tardies are defined as arrival 5 minutes after bell for first period. Students need to be on campus no later than 9:55AM to ensure that they will be in class on time.

Attendance, Absence/Tardiness Policy for Arrival:

- a. The penalty for Five Unexcused Tardies will equal the penalty for one day of Unexcused Absence which is **in-school suspension**
- b. Students with excessive tardies and/or absences may not be accepted during the following quarter, semester, or academic year.
- c. Gr. 1 – 12 students must report to class on time. Excessive tardies between classes will result in a loss of field trip privileges and/or loss of other privileges.

Withdrawal/Moving

Those parents of students withdrawing from the school should notify the office within two weeks before moving/withdrawing. The form must be signed by an Administrator. Parents should take care of any outstanding balances and tuition fees.

Registration fees are non-refundable.

School Health

In order to maintain the good health of Noor Saturday School students and staff, we request that children not be sent to school if they are sick.

In case of accidents or illness at school, only minimum first aid can be provided by school personnel. The home will be called when a child appears ill enough to go home. If a parent cannot be contacted, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, Noor Saturday School staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is also very important for the school to have all information related to existing health problems

Please make sure that the school is aware of any allergies your child may have.

Emergency Dismissal

It is the school policy not to dismiss children home once school has started unless there is an extreme emergency such as a mechanical failure in the building, when inclement weather develops after school is in session, or if the child may cause injury to himself or to others.

In the case of Emergency Dismissal, parents will be informed by email and/or telephone and/or text message. It is imperative that the school has updated phone numbers on file.

However an attempt is made, it is impossible for the school authorities to assure all parents that they will be notified by email of the early dismissal.

Extra-Curricular Student Activities

[Clubs & Organizations, Field Trips, etc.]: Field trips maybe provided for students by teachers at the school. Any child going on a field trip must have a signed parent authorization on file for the trip. If a teacher does not have such authorization on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class. **Please note:** Siblings will not be allowed to accompany Noor Saturday School students on the field trips, even if their parents are chaperones.

Dress Code :

Male Dress Code:

- Loose-fitting modest pants.
- No gold jewelry.
- Shoes should be close-toed and close-heeled.

Muslim Female Dress Code:

- Scarf must be worn, which covers all hair, ears and neck
- Long sleeves must be worn at least to the wrist.
- Loose-fitting outfit must be at least ankle-length
- Fingernails must be kept short and clean

Non-Muslim Female Dress Code:

- Clothes must be loose-fitting and non-transparent.
- Sleeves must be at least to the elbow.
- Pants must be at least ankle length.

Students Dress Code:

Every student is expected to be neat and clean [*includes fingernails being short and clean*] and is expected to wear Islamically appropriate outfits at all times, as long as they are on school campus. Please contact the school if you have any questions about the dress code.

Noor Saturday School students must abide by all Noor Saturday School policies, including Noor Saturday School dress code, at all Noor Saturday School and Noor Saturday School-sponsored events

whether on or off campus. This includes while attending field trips. Students not willing to follow said policies, including dress code, will be asked to no longer participate.

Dress code Violations

K - Gr. 12

1st Violation

Homeroom teacher will call and send an email to parents on the same day of the violation to inform them of the violation and for it to be rectified by the next school day. Homeroom teacher will forward a copy of the email to the Assistant Principal. Student will remain in the classroom.

2nd Violation

Homeroom teacher will call and send an email to parents on the same day of the violation to inform them of the violation and for it to be rectified by the next school day. Homeroom teacher will forward a copy of the email to the Assistant Principal. Student will remain in the classroom.

3rd Violation

Student will be sent to the office and Parents will be contacted by the receptionist to bring appropriate dress to school.

Suspension from Participation in Activities:

- Noor Saturday School reserves the right to suspend any student/parent from participating in activities if the student(s)/parent(s) shows behavior/manners that would excessively disrupt the activity.

Awards' Assemblies

Students of the semester:

Two-three (*depending on class size*) students will be chosen by their teachers each semester to receive the Student of the Semester awards. These students cannot have :

- Below a B average in any of their classes,
 - Must NOT have been referred to the office for any disciplinary infractions during that semester
 - Cannot have more than five tardies for that semester, or their equivalent in unexcused absences.
- Students will receive a certificate recognizing their achievement.

Curricula

Noor Saturday School is committed to providing the most comprehensive possible curricula. Students are instructed in the following academic subjects: Arabic, Qur'an, Islamic Studies, and Sirah. Textbooks/programs used are approved by the school's education committee.

Noor Saturday School encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if these books are lost or damaged beyond possible usage.

Homework

Homework shall not be assigned on a mass basis just to give the children something to do. On average, the total time for all subjects assigned should be as follows:

- KG– 2nd Grade 15 – 30 Minutes per day
- 3rd – 12th Grade 30 – 45 Minutes per Day

Please also note that, even if the child is not assigned a specific task for homework, he/she should always spend time each afternoon/evening reading from/reviewing his/her textbooks and/or Quran.

There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Making available references that will help in doing homework: English-Arabic dictionary, etc.
- Working with the child to set a regular homework time.
- Making sure the child brings back assignments clearly written down. Parents of Elementary children should check and initial homework planners on a weekly basis.
- Encouraging the child to do his/her best in spelling, handwriting, neatness and accuracy.
- Remembering that homework is assigned to the child, not the parent. The parent should be available as the guide and support.

Assessment & Testing

Students at Noor Saturday School are assessed in various areas, which include but are not limited to: Classwork, homework, quizzes, tests, exams, projects, reports, oral checks for understanding, etc. Tests on which students score less than 50% must be signed and returned.

Students through Grade 5 will take chapter and unit tests throughout the year to assess their grasp of the subject matter. Students in Grades 6 – 12, in addition to chapter and unit tests, will take two semester Exams. The Semester Exam will count as 20% of the Semester Average.

Grading System

The following numerical equivalents will be used when determining values for letter grades:

Letter	Numerical Range	Description	Letter	Numerical Range	Description
A+	97-100	Superior	C+	77-79	Average
A	93-96	Outstanding	C	73-76	Average
A-	90-92	Excellent	C-	70-72	Fair
B+	87-89	Very Good	D+	67-69	Below Average
B	83-86	Good	D	63-66	Weak
B-	80-82	Above Average	D-	50-62	Passing
			F	Below 50	Failing

At Noor Saturday School, students are expected to achieve 50% or higher in each class in order to pass to the next grade level. With the availability of in-school pull-out tutoring and the presence of regular communication between teachers and parents, it should not be difficult for students to maintain this requirement. Students with documented learning disabilities will be allowed to pass with grades of 50% or higher.

Upgrading Policy -Moving from One Level to Another within the Same Grade or Moving from One Grade to Another

Students in Gr. 1 - 11 who wish to move from one level/grade to another (higher or lower) need to schedule a meeting with the Principal to review the necessary requirements that need to be met for the change to be approved. All student's current teachers will need to provide documentation supporting the move.

School Visitors

No visitors because of COVID 19 restrictions.

Special Circumstances:

Noor Saturday School administrators have the authority to exclude from the school premises any person who disrupts or appears likely to disrupt the educational processes. Any such individual will be directed to leave the school premises immediately, and law enforcement officers may be called if deemed necessary.

Safety & Security

School Driveways and Parking Areas:

Parents and visitors are asked to use extreme care in the Masjid driveway and parking areas.

Outdoor Areas:

All outdoor activities on Masjid property must be supervised. Noor Saturday School staff are responsible for supervision during school hours. Parents are required to supervise their children outside of school hours as well as on any early dismissal day/time. With that in mind, we also expect that:

- Children should watch where they are running.
- They should not climb trees, poles or fences.
- Bicycles should be parked in bike racks as soon as the student arrives at school and should not be left unattended, leaning by the side of a building, etc
- Students may not leave the immediate school campus without express permission from an administrator.
- BALLS ARE NOT ALLOWED INSIDE THE BASEMENT. Balls can be brought to play with outdoors at the designated basketball court or lawn.
- No students should play near or come close to the ponds by the building at all times.

Any behavior deemed to be a deviation from proper play area etiquette will result in the student being removed from the area and disciplined in accordance with the Noor Saturday School Discipline Policy.

Games, Electronics and Other Non-Instructional Devices/Materials:

CD players, iPods, iPads and/or other tablets, eReaders, laptops, cameras, headphones, toys, wheelie shoes, etc. should not be brought to school, otherwise they will be confiscated.

Clothing - All students' outerwear, such as coats, hats, boots and gloves should be labeled. Parents are encouraged not to allow students to carry too much money, which can be lost or misplaced.

Security Officer:

The security officer will be patrolling the school indoor and outdoor areas and will be responsible for monitoring traffic into and out of Masjid property. The officer has the right to stop any car or person he does not recognize and require identification. He also has the right to not allow unknown person/car to enter the property. At this point, he will contact the school office and inquire as to his next action. If he feels it is an emergency situation, he will call 911 immediately.

The security officer will also monitor students as they leave campus and may ask for any written permission prior to leaving the campus.

Fire Drills:

Noor Saturday School conducts monthly fire drills so that all students are well aware of exits and meeting spots in the parking lot.

Cell Phone Policy

Students will not be allowed to use cell phones during school hours. If students have cell phones during school hours, the phones must be kept on vibration mode or turned off completely. If a student is found using a cell phone during school hours, the phone will be confiscated and kept in the office for parents to pick up. If a student gets his/her phone confiscated more than once, they will not be allowed to bring their phone to school until the end of the school year.

Interaction with the Media

Any requests made by the media for interviews should be forwarded to the School Principal.

Noor Saturday School personnel, parents and/or students will only answer questions with prior approval from the School Principal. If students are to be interviewed, written consent from the parents must be on file.

Photographs &/or Videos

Students are photographed/video-taped throughout the year for promotional materials and for use on the web-site. **Any parent NOT wanting their children's pictures used for such purposes needs to submit a letter or email to the administration so stating.**

Distribution of Written Materials on Campus

Any materials (business cards, flyers, etc.) must be approved by the administration before distribution.

DISCIPLINE POLICY

Noor Saturday School will hold a specific assembly in which the students will learn about discipline, orderly behavior and group activity, in addition to a discussion of other topics. **All students** are required to attend this assembly.

- A. Our basic rules are for the safety of the children and the enrichment of their learning process. The policy below states what is expected of all students with respect to behavior, but do not limit the disciplinary actions that can be taken by the proper authorities.
- B. The School Board reserves the right to change, modify, and implement this discipline policy. The parents and students will be informed, in writing, of these changes and, after that point, are expected to abide by the changes/new policies.
- C. The six basic principles of our Discipline System are:
 - a) Every student shall act as a Responsible Muslim.
 - b) Every student has the right to learn.
 - c) Every teacher has a right to teach
 - d) A student SHALL NOT in any way prevent a teacher from teaching and/or conducting his/her duty as a teacher as required by these rules and Islamic Guideline.
 - e) A student SHALL NOT in any way prevent another student from learning and/or conducting his/her duty as a student in accordance with these rules and Islamic Guidelines.
 - f) Corporal punishment (physical punishment of any kind) will not be allowed and/or used at any time by any staff-member.
- D. Each offense will receive the next level of punishment based on previous offense.
- E. The list of violations in each of the four levels is a sample and therefore is not all-inclusive. The lists are only representative and illustrative.
- F. The Administration reserves the right to impose disciplinary actions outside of the sequence listed in the policy based on the severity of the case.
- G. The Rights & Responsibilities of Noor Saturday School Students

Students Have the Right to:	Students Have the Responsibility to:
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear or inhibition	Conduct themselves in such a manner as to promote a positive educational environment

	Not interfere with the orderly conduct of classes and activities; not force others to participate, and not violate the rights of persons who may disagree
Privacy in their person and possession unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by student.	Not carry, conceal or bring onto school property materials which are inappropriate or may disrupt the educational process
A copy of the Handbook	Read and abide by the rules and regulations of Noor Saturday School and sign the Student Acknowledgement Form.
Receive respect from school personnel and other students	Show respect for school personnel and other students
Due process procedures according to school policies	Read and understand the Due Process rights
Participate in school functions and extracurricular activities	Meet academic qualifications, other criteria and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the school rules and regulations	Assist school personnel by reporting misconduct

Bullying Policy

- Noor Saturday School strives to provide a safe, positive learning climate for students in the school. Therefore, it is the policy of Noor Saturday School to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.
- All forms of bullying and cyberbullying by students are prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff-member, and complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.
- Noor Saturday School shall annually inform students that bullying and cyberbullying of students will not be tolerated.

Area Rules

Masjid Rules

- Sit properly in the Masjid.
- Keep quiet and respect the Masjid and salaah.
- Be prompt for prayers.

Classroom Rules

- Arrive to class on time
- Be seated and prepared to learn; having sharpened pencils, having homework, books and notebooks ready, etc.
- Respect everyone in the class. Treat people the way you want to be treated.
- Listen without interruption. Wait your turn before speaking.
- When in doubt, raise your hand to ask
- No food or drink in the classroom, including gum, candy, Gatorade, or water.
- All electronic devices, may NOT be used in the school and must be turned off at arrival.
- Students will also obey all school rules while in the classroom.
- Use the restroom between classes or during lunch.
- Have a positive attitude
- Follow directions the first time they are given.
- Stay on task and participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Sit upright and do not slouch.
- Leaving class, during class time, ONLY with permission from the teacher and with a pass.
- The class is dismissed by the teacher and NOT by the bell.

Lunch Time Rules

- Walk slowly and orderly .
- Line-up orderly and quiet in the serving line.
- Eat only in assigned areas.
- Keep food off the floor.

- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Clean up your area after finishing your food.
- Return to class only when dismissed by your teacher or the teacher on duty.

Yard/Outdoor Rules

- Be prompt in leaving the yard/playground to get to class.
- Always stay within the school/Masjid property.
- Speak to others politely and without raising your voices.
- Stay off of trees and fences.
- Stay out of classrooms before and after school, unless you have permission.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep school grounds clean and clear of all personal belongings and/or garbage.
- Treat all students and adults with respect.
- Walk only on the sidewalks.

Bathroom Rules

- Clean toilet seat after use.
- Boys are to sit, not stand, when using the bathroom.
- Clean yourself with water, as per the sunnah.
- Wash your hands with soap when you are finished.
- Finish your business in the bathroom quickly without socializing and playing.

School Property Rules

- Keep all school furniture and property free of damage.
- Keep all school furniture and property free of graffiti. Refrain from using permanent markers.
- Show responsibility and respect for school equipment: TV's, Monitors, Computers, etc.

Hallway & Stairway Rules

- Follow directions at all times.
- Show respect for others.
- Walk quietly in the hallways and stairways and keep your hands to yourself.
- No running, shoving or pushing.
- Keep to the right of the hallway or stairway and walk behind the person in front of you.
- Go directly to your next class.
- Speak in a normal tone of voice; no yelling or screaming.
- Keep hallways and stairways clean; no littering.

Discipline Referrals & Consequences

Students exhibiting discipline problems will be referred to the Principal for consequences. Each student will be dealt with on an individual basis, with communication taking place between the Principal, the referring teachers and the parents, when necessary.

Detention & Suspension

Detentions will be held during school. During detentions, students will not be allowed to interact with students from their class or from other classes.

Suspensions will be in-school or at-home, depending on administrative decision. Students will be expected to complete and submit all missed work and will be expected to make up any missed quizzes or tests upon their return to the regular classroom. If the students are in In-School Suspension, quizzes and tests will be taken on the same day as the other students but in the designated area.

Expulsion

After certain severe infractions, or after multiple in-home suspensions, expulsion may be recommended. Expulsion is for the remainder of the academic year. If the expelled student wishes to return the following academic year, he/she must reapply and meet all of the conditions for admission. No refunds are given in case of expulsion.

Process:

If the principal feels that a student deserves expulsion, he/she will:

- Place the student on suspension for 2 consecutive weeks, pending Board decision.
- Notify parents of these actions and pending decisions.
- Submit a recommendation for expulsion to the Board for final decision
- Notify parents of Board's decision, once decision has been reached.

Due Process:

Any student whose conduct may warrant suspension or expulsion will be provided due process.

STUDENTS WILL HAVE:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

PARENTS WILL HAVE:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the school day.

All Disciplinary Records are confidential .

LEVEL 1 BEHAVIORS & CONSEQUENCES

CONDUCT THAT HINDERS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

NOTE: Orientation/Assembly will count as the first warning.

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in Level 1 behavior to the school administrators **until the classroom**

teacher has taken at least three documented, progressive Level 1 disciplinary actions, and has held a conference with the student and parents in the presence of the counselor. Thereafter, the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

The list of violations below is not all-inclusive, but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to Noor Saturday School's discretion.

Consequences for these offenses will be as follows:

3rd Minor Infraction	Teacher or Office Calls Parents
4th Minor Infraction	Parent Conference with Homeroom Teacher and counselor
6th Minor Infraction	Parent Conference with Principal and counselor
7th Minor Infraction	Loss of field trip and/or other privileges for one semester
8th Minor Infraction	Consequences of Level 2 Infractions apply; no Parent Conference required

BEHAVIOR	DEFINITION	LEVEL 1 CONSEQUENCES In addition to those listed above
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	
Tardiness (to Class, Assembly)	Not being seated in the classroom when class or any other designated area is scheduled to begin as defined by the classroom teacher or other staff	
Verbal Altercation	Engaging in minor verbal confrontation including insulting, taunting or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	Formal apology required.

Violating Classroom and/or Area Rules	Not following the classroom and/or area rules	
Make-up Possession and/or Use	Possessing cosmetic products (lotions, perfumes, nail polish – even clear, Kohl/eye liner, color contacts, etc.)	Make-up products will be confiscated and kept in office until picked up by parent
Violating Dress Code	<p>Being out of dress code:</p> <ul style="list-style-type: none"> ü Not wearing the required dress code (even after dismissal, but still on campus or during school activities) ü Not being clean ü Sloppy in appearance (loose hijab, torn clothing, etc.) ü Wearing unapproved jewelry and/or accessories ü Not having short, clean fingernails ü Not having a short haircut (boys) - Hair above eyebrows, ears and collar 	<p><u>Jewelry &/or Accessories Violations</u></p> <p>1st Time: Jewelry and/or accessories will be confiscated and kept in office until picked up by parents (1st Offense).</p> <p>2nd Time: Items will be kept to end of semester.</p> <p><u>Dress code Violations</u></p> <p>Please refer to page 15 for a complete listing of grade-specific consequences.</p>
Lying/Concealing the Truth w/out Causing Harm to Others	Not causing harm to others This would include failure to cooperate with the administration with regards to discipline investigations.	Formal apology required.
Chewing Gum / Eating Candy / Drinking Soda	Eating/Drinking inside/outside the classrooms during school time including lunch time in lunch areas.	
Using other students' belongings without permission		Formal apology required.

Failure to return signed forms		
Minor pushing/shoving		
Use of or possession of electronic devices, balls, playing cards, poppers, etc.		The device will be confiscated and kept in office until picked up by parent(s) only for 1st violation. 2nd violation will result in device being confiscated and kept until the end of the semester.
Using the elevator without permission		
Littering	Throwing or dropping paper, trash, or other material on the floor or ground	Student will be required to pick up/clean any litter up any spilled/dropped material(s)
Using Offensive Language	Using offensive language in any language including physical body/sign language	Formal apology required.

LEVEL 2 BEHAVIOR & CONSEQUENCES

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the student's' past record seem to warrant a more severe penalty. In any case, parent/guardian contact will be made either through a personal conference, phone conference, and, in the event the previous are not possible, through written communication. All such contact will be documented.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

Consequences for these offenses will be as follows:

1. Parent contact & conference and/or:
2. One to two days In-School Suspension
3. One to two days Out-Of-School Suspension

BEHAVIOR	DEFINITION	LEVEL 2 CONSEQUENCES In addition to those listed above
Academic Misconduct	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Grade of zero applied to work in question
Cursing	Using inappropriate language in any language	Formal apology required
Defiance	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, projects, or other assignments given by the teacher	Formal apology required
Inappropriate Intermingling	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodily gestures/ derogator/ remarks/teasing/joking/passing notes/un-Islamic conversation between boys & girls	Formal apology required

Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	Property must be cleaned and/or repaired by the student or at the student's expense.
Forgery	Knowingly forging a signature other than their own on any document	
Displaying, Distributing, Buying &/or Selling Items w/out Authorization		
Skiping Assembly, Class, or any Other Required Activity	Intentionally missing class without excuse or permission.	

LEVEL 3 BEHAVIOR & CONSEQUENCES

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

- a. Noor Saturday School has a **zero tolerance** policy for all Level 3 misconduct. A student charged with a Level 3 violation will be subject to an open suspension of up to 10 days and a recommendation for expulsion to the school board and/or legal action. The proper authorities will be notified in the event that a student commits any illegal act.
- b. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the student's' past record seems to warrant a more severe penalty.

Parent(s) or guardian(s) will be required to meet with School personnel and the proper authorities. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

Consequences for these offenses will be as follows:

1. Parent contact & conference and/or:
2. In school suspension
3. Out of school suspension.
4. Possible one-year dismissal if infraction persists.

BEHAVIOR	DEFINITION	LEVEL 3 CONSEQUENCES In addition to those listed above
Bullying / Intimidation/ Extortion Implicit and/or Complicit	Threatening another person verbally or nonverbally by inflicting fear, damage to property, or instigating or encouraging misconduct	Formal apology required
Lying/Concealing the Truth & Causing Harm to Others	Lying or concealing the truth which may lead to damage to others. Includes making false accusations &/or refusing to confess wrong-doing	Formal apology required
Fighting or Assault Implicit and/or Complicit	Hitting, pushing, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her	
False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	Formal apology required
Immodest Behavior or Physical Contact	Committing acts that are inappropriate in nature and fall outside the Islamic teaching on this matter including vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activities.	Formal apology required
Leaving Campus during school hours or school related activities	Exiting the school campus without proper authorization	
Smoking	Possession or consumption of tobacco or any such products	

Pornographic Materials Possession or Accessing	Bringing, possession, accessing, or displaying of pornographic materials including but not limited to pictures, magazines, books, or web sites	
Using Staff Belongings without Permission	Taking, borrowing books, pencils, pens, notebooks, etc. without permission This will include using a computer that has not been logged off.	Replacement of any damaged or lost property required
Using Language and/or Engaging in Behavior that is Discriminatory	Language that is spoken, written or gestured against another person's ethnic or social background or another person's abilities	Formal apology required
Unauthorized entry into a class, building, vehicle or elevator (when present)	Entering forcibly or non forcibly into a classroom, building, vehicle or elevator (when present)	

In-School Suspension

Rationale

In-School Suspension is an attempt to help students reflect on their unacceptable behavior(s) and adjust to a positive and acceptable one. It will serve the following purposes:

1. Help students manage their time in a structured environment.
2. Enhance students' independence to stay on task.
3. Improve students' sense of responsibility to finish tasks on time.
4. Empower the students to exert more thinking into the consequences their behavior.
5. Help students to consider the importance of their personal choices.
6. Help students appreciate what they take for granted in the regular school day so that they improve their sense of appreciation and strive to stay out of trouble.
7. Heighten parents' awareness and have them as partners in dealing with their children's behavior.
8. Spend time wisely and effectively in an academic environment.
9. Reflect on the ISS experience as an incentive for future appropriate behavior.
10. Help students to be goal-oriented by maximizing their time in ISS through the following experiences:
 - a. Being punctual and reporting on time
 - b. Being prepared with all resources and textbooks
 - c. Appropriately handling a rigorous workload
 - d. Appreciating breaks and recess privileges
 - e. Increasing understanding of immediate consequences oriented experience due to personal conduct
 - f. Developing a sense of the responsibility skills needed
 - g. Being provided with a sense of direction
 - h. Prioritizing actions according to need and importance

- i. Developing cognitively resulting in thought before action leading to using better judgment on circumstantial issues in the future

Early Childhood Addendum

CURRICULUM:

The developmentally appropriate curriculum includes:

- Islamic Studies , Arabic Language Studies and Quran
- Language Development and Literacy
- Life Skills
- Arts and Crafts

ACCIDENTS/ INCIDENTS

- First Aid Kit located in admin office.
- Gloves must be worn before dealing with any bodily fluids.
- Appropriate first aid to be administered:
- Bumps and bruises iced
- Cuts/scrapes washed with soap and water
- Insect bites rinsed with cool water
- **All accidents/incidents must be reported by the teacher to the office.**
- In the event of a toileting accident, the child's clothing should be changed. Soiled clothing is to be placed in a plastic bag to be sent home. Teachers should be sure to use only a plastic bag without holes, and to double bag if necessary. The top of the bag should be tied so that soiled clothing is completely enclosed. The floor, furniture, or any materials that may have been contaminated by the toileting accident must be thoroughly disinfected.
- **It is the responsibility of all teachers** to make sure the classroom or playground first aid kits are well supplied and complete. When supplies are needed, the office should be informed.

DROP OFF

All children must be escorted to their classroom by a family member or by an adult authorized by the family. **It is very important to sign your child in and to make the teacher aware that your child is there.**

We also ask that as you take your child to their room you ensure they have used the restroom and have properly washed their hands to begin our day germ-free. Please refer to the hand-washing policy in regards to proper steps we must follow. We thank you with your help in this process.

POLICY CHANGE FOR 2021/22: DROP OFF OUTSIDE ONLY FOR COVID 19 RESTRICTIONS

PICK UP - OUTSIDE ONLY FOR THE SCHOOL YEAR 2021/22

All children in the early childhood programs must be escorted from their classroom by a family member or by an adult authorized by the family. It is very important to sign your child out and to make the teacher aware that your child is leaving with you.

Should a child be left beyond his/her Pre-K or KG program pick-up time (2:00PM to 2:10PM), the child will be escorted to designated area for care. Parents will be charged for this service. **Fees will be \$5 for every ten minutes late in the first half an hour, and \$10 for any increment thereof.**

CLASSROOM VOLUNTEERS - CANCELLED FOR 2021/22

Classroom volunteers are used in some early childhood programs to strengthen the relationship between home and school. The families have the opportunity to develop a greater understanding of their children's school experience at the same time as they are assisting the teachers. Families who are interested may sign up to assist in their children's classroom. **Volunteers must sign-in at the office and wear a volunteer badge while on campus.**

DISCIPLINARY PROCEDURE AND POLICY

It is very important that every parent be aware of the behavior expectations and disciplinary procedures of Noor Saturday School Pre-K Program.

It must be remembered, at all times, that the purpose of discipline is to teach children how to cope with people and their surroundings in a positive manner; the purpose is NOT punishment. The goal of discipline is to help children build their self-control, not to have them blindly obey adult commands. Spanking or any form of physical punishment is prohibited.

Discipline shall not be associated with food, rest or toileting.

Children shall not be subjected to discipline that is severe, humiliating or frightening.

POTTY TRAINING & POTTY TRAINING POLICY

All students enrolled in the Pre-K program are required to be potty-trained. If the teacher discovers that a child is not yet potty-trained, the school reserves the right to exit the child from the program.

RESTROOMS

All Pre-K and KG children must be supervised by an assistant or a volunteer when going to the restroom. Children must wash their hands diligently after using the restroom.

Amendments and Addendums

This handbook is a work in progress. Amendments and/or addendums may be added from time to time as policies are added, changed or deleted.

