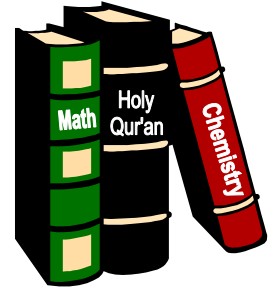


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

# Al-Ikhlās Training Academy



## Parent - Student Handbook & Student Code of Conduct



12555 McDougall St.

Det., MI 48212

## INTRODUCTION

The policies and procedures contained in this handbook are the results of a sincere effort on the part of the administration to have an informed parent and student body. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to Al-Ikhlās Training Academy, and to become an integral part of it.

The ultimate purpose of education is to help each student become an informed and effective citizen in the world of man. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of today and tomorrow. We hope that you will participate in the development of this academy and all of its activities. We also hope that you will find those things within our school which will prepare you to have a better life and future in this world and in the hereafter. Remember that your success in this school will be directly proportional to your efforts. Therefore, always do your absolute best!

## ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons as explained in the code below.

The code lists the following as the only legal excuses for absence from school.

1. Personal illness-- The school may require a doctor's slip if deemed necessary.
2. Illness in the family--All school work should be kept current..
3. Quarantine in the home--The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials. Proper documentation should be submitted to the school office upon return.
4. Death of a close relative-- The absence arising from this condition is limited to three days, unless reasonable cause for further absence is shown by the parent or guardian.
5. ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.

### Steps to follow when absent:

1. Have parent or guardian write an excuse giving your name, date, days of absence.
2. Present your excuse to the office and your homeroom teacher upon arrival to school.
3. Ask all teachers for missed or make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for completing make-up work.)

## EXCUSED ABSENCES

Excused absences are those allowed with the parents' knowledge and permission for the reasons listed above.

## UNEXCUSED ABSENCES

Unexcused absences are those without the parents' permission and without reasonable excuse. If a student is absent for twelve (12) days in a marking period, he/she will receive an " NG " (no grade for that period.) " NG" because of absences will be averaged as an "F" grade.

## TARDINESS

All students are expected to be to school on time. Promptness to class is of the utmost importance. Students are expected to be in their seats and ready to work when the bell sounds. The teacher will confer with the student after class concerning tardiness. Three tardies will be counted as one (1) absence. A high school student that accumulates nine (9) tardies to class for a marking period will be excluded from class for disruptive behavior and will receive a grade of "F" for that class.

## **LEAVING SCHOOL**

If it is necessary for a student to leave school, he/she must have written permission from the parent or guardian. In case of medical appointments, the student must bring the written excuse from his/her parent to the office prior to homeroom period and secure a permit for his/her teacher.

Students that go home for lunch must have written permission from the parent or guardian on file at the office. If the student abuses this privilege by returning from lunch late, then he/she will be warned for the first offense and if this behavior continues, then the parent will be notified that the student must eat lunch at school.

**ALL STUDENTS MUST SIGN OUT AT THE OFFICE BEFORE LEAVING THE SCHOOL AND SIGN IN UPON RETURNING. Any student that leaves the school without permission will face automatic suspension of 3 days.**

## **DISCIPLINE**

Discipline is one of the most important lessons education should teach. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control and mastery, while at the same time it enhances character, orderliness, neatness and efficiency. It is the key to proper conduct and proper consideration for other people. Without discipline, no student can hope to attain the great heights of his/her potential or possibilities. Please see student discipline brochure for details concerning discipline and conduct.

## **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the community and your parents their hard earned resources in order to purchase and maintain what we have. Therefore, vandalism and malicious destruction of property is a very serious offense. Students who destroy and vandalize school property will be required to pay for losses and damages. If this destruction of property is willful, then, students will be suspended and face possible expulsion. If you should accidentally damage school property, then you should report those damages immediately to your teacher or the administrator.

## **IMMUNIZATIONS**

Students are to be immunized in accordance with Michigan state laws. According to those laws "No child shall be admitted to a private school of this state who has not been immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, and rubella as evidenced by a certificate of a licensed physician, or a public health department acknowledging same."

Students who transfer from another school, either within the state or from out of state, will be conditionally admitted. Only a maximum of thirty (30) calendar days will be given for the student to produce documentation of immunization or be excluded from school. Immunization exemptions are for religious or medical reasons only and must be properly authenticated.

## **STUDENT APPEARANCE**

Students are encouraged to dress neatly in their uniforms and in an attractive manner that reflects pride in themselves and their school. We rely on parents' good judgment to see when their child/ren are appropriately dressed. Generally, students should wear clothes which are safe, do not disturb or distract other students, and are in accord with the school dress code.

**Note:**

1. Proper shoes for physical education should be brought to school.
2. Cleats or taps should not be worn.
3. Hats should be removed when in the school building. Only a kufi or fez may be worn inside the building.

Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school.

**SCHOOL VISITATION**

Parents are encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

For the protection of the students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instructional time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment.

Students from other schools are not permitted to visit with your child.

**REPORTING PUPIL PROGRESS**

In an effort to keep parents informed about student progress, the following measures are used:

1. Pupil's sharing of papers and experiences are encouraged.
2. Intermittent notes, phone calls, and conferences are frequent.
3. By the fifth week of each quarter, progress reports should be sent home with students to indicate unsatisfactory progress. In addition, some teachers send home weekly progress reports..
4. A report card is issued each nine weeks, which should be signed and returned immediately.
5. A parent-teacher conference is held after each reporting period.

**SCHOOL SUPPLIES**

A supply list for each grade level will be available. Each student should come to school with the necessary school supplies. Some supplies may be purchased from the school office.

**EMERGENCY DRILLS**

The safety of your child is one of our greatest concerns. The school will hold regular drills to teach pupils to respond calmly in the event of an emergency.

Fire drills will be conducted twice each semester. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area, a safe distance from the building.

Tornado drills will also be conducted at the approach of tornado season.

**SEVERE WEATHER POLICY**

School will be in session unless the weather makes it dangerous for students to be transported to school. On doubtful mornings, the local television stations Channels 2, 4 & 7 will announce the school closing no later than 7:00 a.m.

If, during the day, weather conditions become severe enough to require an early dismissal, each local television station will be notified. If the procedures will be different than normal, parents need to discuss in advance, with their children, who will pick them up in case school is dismissed early.

## **TELEPHONE**

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in case of emergency. If you wish to speak to a teacher, leave your number, and she/he will return your call as soon as possible.

## **EMERGENCY NUMBERS**

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. **This is important!!**

## **FIELD TRIPS**

When a field trip is to be taken, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip.

## **GENERAL STUDENT REGULATIONS**

The following rules are listed for your general information.

1. The use or possession of tobacco, alcohol, and drugs is forbidden.
2. Chewing gum in school is prohibited.
3. As a safety measure, the following are not permitted at school.
  - a. Fighting
  - b. Guns (real or toys), B.B. shot or other ammunition
  - c. Firecrackers, matches, cigarettes lighters
  - d. Knives or other weapons
  - e. Glass containers of any kind
  - f. Hard balls of any kind
  - g. High heeled or cleared shoes
  - h. Skateboards
  - i. Motorized bikes
  - j. Martial arts weapons of any kind
  - k. Laser pointers
4. Cell phones, ipods, MP3 players, Radios, and personal cassette players are not permitted.
5. Parties at school are not allowed, unless approved by the Principal or Director.

## **HOMEWORK POLICY**

The educational philosophy of Al-Ikhlās Training Academy states "---the first obligation is to teach the fundamentals of reading, writing, speaking, and mathematics and their application in all subject areas." These fundamentals often need to be reinforced with additional practice which the students will complete outside the classroom. Homework, the extension of class work, will be study which relates directly to the mastery of a subject. Homework is a vital part of the learning process. Students must assume responsibility for their class work just as they will assume responsibility in the future.

Students and their parents/guardians have a responsibility for the students' mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction.

Parents should establish a learning environment in the home by:

1. Showing a positive attitude toward education.
2. Taking an interest in your child's school work.
3. Establishing good study conditions.
4. Monitoring your child's study habits.
5. Exercising patience as you encourage your child.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an outgrowth of that classroom instruction. Understanding that the nature of the subject matter being taught lends itself to different "types" of homework, the following are examples of homework assignments given to students at Al-Ikhlās Training Academy.

1. Independent practice of newly learned skills.
2. Expansion activities beyond the subject matter presented in class.
3. Introduction of new materials (such as the reading of a chapter in the text with a stated purpose of the reading).
4. Independent school projects, approved by the teacher.

The following statements are suggestions to guide classroom teachers as they make decisions about homework.

1. Homework must be relevant to the instruction in the classroom. Homework should not be assigned for the sake of providing something for students to do after school hours.
2. Skills taught in the classroom should first be guided and practiced in the classroom under teacher's supervision. Independent practice of those skills is assigned to be done outside the classroom.
3. Homework assignments of newly learned material should be as short as possible.
4. Classroom assignments not completed by the student during the instructional day can be required homework.

Each Al-Ikhlās Training Academy teacher will explain his/her individual homework policy at Open House or Back-to-School Nite.

## **NOTES:**

# STUDENT CODE OF CONDUCT

## INTRODUCTION

Holy Qur'an - Surah 14, Ayat 24-26

*Seeth thou not how God sets forth a parable? - A goodly tree, whose root is firmly fixed, and its branches (reach) to the Heavens, - it brings forth its fruit at all times, by the leave of its Lord. So God sets forth parables for men, in order that they may receive admonition. And the parable of an evil word is that of an evil tree: it is torn up by the root from the surface of the earth: It has no stability.*

Hadith 37

*It was reported, Allah has written down the good deeds and the bad ones then He explained it, he who has intended a good deed and has not done it, Allah writes it down with Himself as a full good deed, but if he has intended it and has done it, Allah writes it down with Himself as from ten good deeds.*

## ISLAMIC CODE OF CONDUCT

All parents will receive a copy of the Islamic Code of Conduct for Al-Ikhlās Training Academy, upon registration of their child/ren or at the Parent Orientation. Homeroom teachers will review the contents of the brochure, with their students, during the first week of school. It is the responsibility of each student to become familiar with and follow the regulations outlined in the brochure. Students who enroll in school after the first week will have special time designated for review of the brochure.

## GENERAL RULES OF CONDUCT

- All students must respect all staff.
- All students must strive to keep school grounds, hallways, and restrooms clean.
- All trash must be placed in receptacles/trash cans.
- All students must assist in keeping property in good repair. Defacing of property is not permitted. Damaged property will be replaced at the offending student's expense.
- All students must refrain from bringing radios, tape recorders, matches/lighters, cell phones, iPods, Mp3 players, and other electronic or digital devices to school.
- All students must treat each other courteously. No physical contact is permitted.
- All students must strive toward unquestionable character in dress, conduct, attitude and respect for authority.
- All students must honestly attempt to fulfill the academic responsibilities assigned to them.
- All students must consume food or beverages in specified area(s) only.
- Chewing gum is not permitted on school premises.
- No chains or earrings may be worn by boys.

## STUDENT ATTENDANCE POLICY

School policy requires attendance everyday that school is in session. Illness, family activities, court appearances, religious holidays, and school-sponsored projects are the only excusable reasons for nonattendance. The determination of an excusable absence is made by the Principal or his or her designee.

**Procedure:**

1. When an absence occurs for a non-school related reason, the parent/guardian involved should phone the school and clearly state the reason and probable length of the absence.
2. If the parent/guardian does not phone, the student must report to the Office upon returning to school with an explanation for the absence signed by the student's parent/guardian. The absence will be considered unexcusable until the foregoing information has been presented from the parent/guardian. The student must receive an admittance form in order to attend classes. Each teacher whose class was missed must sign the admittance form. Students and parents have two weeks to correct an unexcused absence situation.
3. Students who become ill during the day must be excused through the Secretary's or Principal's office so that parents/guardians can be notified.
4. Verified unexcused absences will result in parent notification and possible loss of credit.

**Approved Absences:**

The Principal should be notified in writing by the parent or legal guardian well in advance of the anticipated absence(s). With advance notice, arrangements may be made for make-up work in unusual or emergency situations.

**Make-up Work Due to Excused Approved Absences:**

Teachers will have the discretion of scheduling all make-up work. This make-up work should be completed as soon as possible. It is the student's responsibility to complete all make-up work within ten days, under normal circumstances.

**Tardiness:**

Promptness to class is vital to the efficient operation of our school. Students must make every effort to arrive on time to class with the proper tools (books, paper, pens, pencils, etc.) Unexcused tardiness to class will result in a conference with parent and student.

**Late Arrival to School** - A student who reports to school after 8:20 is considered tardy and must go directly to the Office to obtain an admission slip to class. Students must sign in through the Office and should present a signed note from parents stating the reason for the tardiness, including the following:

1. Name and homeroom of student
2. Date and time of check-in
3. Phone number where parent can be reached
4. Parent/guardian signature

**Late to Class** - A student who arrives in class after the tardy bell has rung will be considered tardy.

**Chronic Tardiness:**

Three (3) tardies will be considered as one (1) absence. The first through the fourth tardy will be handled by the classroom teacher. (See Islamic Code of Conduct for specifics.) Chronic tardiness (5 times) to school, homeroom or class will be referred to the Principal's Office for appropriate disciplinary action. A parent conference will be required. Ten (10) tardies will require an administrative conference with the Director.



## **Unlawful Absences and /or Truancy:**

Lawful absences are:

1. Illness
2. Death in family
3. Religious holiday
4. Instances in which attendance could be hazardous as determined by Al-Ikhlās Training Academy.

Penalties for unlawful absences and truancy may range from parent conference to expulsion, to a referral to appropriate resource personnel and/or review by the Board.

### **Note:**

1. Academic work missed due to lawful absences can be made up when the student returns to school.
2. Academic work missed due to unlawful absences cannot be made up when the student returns to school .
3. Make-up work in cases of suspension is covered in glossary items 7 and 8.

## **SCHOOL RULES AND PROHIBITED CONDUCT**

### **1. USE AND/OR POSSESSION OF TOBACCO**

QUR'ANIC REFERENCE - HQ. 2:219

Possession, transfer or use of tobacco (smoking or chewing), snuff, or any other tobacco-related product.

**PENALTY:** 1st Offense: (1) Three day suspension and will be placed on probation.  
(2) Student must receive counseling:

2nd Offense: Student will be given a 10-day suspension and will be sent before the Director or Board, which may result in a longer suspension or expulsion. Parents are required to attend the hearing.

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, or in his/her locker, on school property, or on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way to or from the school.

### **2. ALCOHOL/DRUGS/ILLEGAL SUBSTANCES**

The term "drug" shall mean all substances including, but not limited to, alcohol and alcoholic beverages, prescription drugs, look-alike drugs, pills, tablets, capsules, and all other legal and or illegal drugs or substances, inhalants and over-the-counter drugs. Any student required to take medication while at school will follow the procedures required by the school prior to possessing and using medication.

**PENALTY:** 1st Offense: Students who are found to be in possession of or under the influence of, or using drugs, the use or possession of which is not punishable as a felony, and who are charged with no other offenses, will be suspended for ten days, and a counseling program is required and will be initiated by parents. Parent must return with proof of counseling given to the stu-

dent.

**2nd Offense:** Or if the substance is a felony possession by the student, then the student shall be suspended for 10 days and referred to the Director or Board for review which may result in expulsion.

**A.** A student is in violation if he/she sells or attempts to sell and /or distribute drugs or substance represented to be drugs by the seller or distributor and/or thought to be drugs by the buyer or receiver, on school , or in any vehicle a student brought on school property or property used by the school, at a school function, on property used by the school with permission of the owner, at any school event held away from the school, or while the student is on his/her way to or from school.

**PENALTY:** May range from short-term suspension to permanent expulsion. A hearing will be required during which time a thorough investigation will be conducted. Student and parents will be sent to the Director or Board for review. Student found guilty may result in an expulsion from school. Police may be contacted.

**B.** A student is in violation if in possession of drugs or under the influence of (or using) drugs, or substances thought to be drugs or represented to be drugs by the student on school property, in the student's vehicle on school property or in any vehicle a student brought on school property or property being used by the school, on the person of the student, in his/her possession, or in his/her locker, at a school function, on property used by the school with permission by the owner at any school event held away from the school, or while the student is on his/her way to or from school.

**PENALTY:** 1st Offense: May range from short-term suspension, with counseling program required and initiated by parent, to expulsion.

2nd Offense: Or if the substance is a felony possession by the student, then the student shall be suspended for 10 days and referred to the Director or Board for review, which may result in expulsion.

**C.** Possession and/or distribution of drug-related paraphernalia. Drug-related paraphernalia includes, but is not limited to; pipes, water pipes, clips, rolling papers, etc., and other items used or related to drug use.

**PENALTY:** 1st Offense: Five day suspension, parent/student conference, counseling required.

2nd Offense: Given a ten day suspension. Student and parents will be sent before the Board for review which may result in longer suspension or expulsion.

### **3. THREATENING PERSON OR PROPERTY OF FACULTY OR STAFF MEMBER AND/OR CAUSING INAPPROPRIATE BODILY CONTACT**

**PENALTY:** May range from short-term suspension to permanent expulsion. Police may be contacted.

### **4. PROPERTY**

**A.** Destruction of and/or threats to destroy school or public property which may include such actions as: setting fires and/or attempts or threats to destroy, damage, or deface school property or property used by the

school with the permission of the owner, tampering with and/or destruction or alteration of computer programs and/or data.

**PENALTY:** May range from suspension to expulsion. Student must make restitution from damage to school property.

- B. Theft and/or attempted theft of public or private property; extortion or attempted extortion; possession of stolen property; vandalism; destruction or defacement of public or private property located on school premises, at a school function, on property used by the school with the permission of the owner, at any school event held away from school or while the student is on his/her way to or from school.

**PENALTY:** May range from suspension to expulsion. Student must make restitution for damage to school property.

- C. Loss, destruction, defacement, and/or other abnormal wear of school resource books, library books and other media center materials.

**PENALTY:** Will include restitution assessed according to guidelines for student accountability for textbooks and library/media center materials.

**PENALTY:** Will include restitution assessed according to guidelines for student accountability for textbooks and library/media center materials.

Students shall be responsible for careful stewardship of all school property. Students who lose, destroy, or otherwise damage school property shall be required to reimburse the school for the current replacement value of the item(s), in accordance with established school policies and procedures.

## 5. VIOLENCE

- A. Assault: Verbal threatening, fighting or intimidating students without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm.

**PENALTY:** May result in a suspension or expulsion.

Parents/guardians may be contacted and referral may be made to appropriate resource personnel. Police may be contacted.

- B. Simple Battery: Fighting, intentionally making physical contact of an insulting, offensive or provoking nature with another student causing physical harm to another.

**PENALTY:** May result in suspension or expulsion.

Parents/guardians may be contacted and referral may be made to appropriate resource personnel. Police may be contacted.

- C. Battery: Intentionally causing substantial or visible bodily harm, such as substantially blackened eyes, substantially swollen lips or other facial or bodily part, substantially bruises to body parts or other substantial injury.

**PENALTY:** May result in suspension or expulsion.

Every reasonable effort will be made to contact parents/guardians and referral may be made to appropriate resource personnel. Police may be contacted.

**D. Aggravated Assault:** An assault made with a deadly weapon or with an object or device which, when used offensively, is likely to or actually does result in serious bodily harm.

**PENALTY:** May result in expulsion.

Every reasonable effort will be made to contact parents/guardians. Police may be contacted.

**E. Aggravated Battery:** A person commits the offense of aggravated battery when he maliciously causes bodily harm to another depriving him of a member of his body, by rendering a member of his body use less, or by seriously disfiguring his body or a member thereof.

**PENALTY:** May range from long-term suspension to expulsion.

Every reasonable effort will be made to contact parents/guardians. Police may be contacted.

**F. Bystander Battery:** A student who does not start a fight but ends up in it will be charged with Bystander Battery if he/she could have avoided the fight.

**PENALTY:** May range from detention to suspension and may result in expulsion. Parents/guardians will be contacted.

## **6. RUDE AND DISRESPECTFUL BEHAVIOR OR REFUSAL TO CARRY OUT INSTRUCTIONS OF FACULTY OR STAFF - HQ. 7:37-38**

Rude and disruptive behavior includes words, gestures, tone, body language, actions or deeds expressed in an inappropriate or disrespectful manner directly or indirectly towards a faculty or staff member.

**PENALTY:** May range from a verbal reprimand to a suspension as related to the severity of the offense. A referral to the Director or Board for review may result in longer suspension or expulsion.

## **7. CLASSROOM DISTURBANCE**

Any verbal, loud or obstructive behavior occurring within or outside the classroom, halls, corridors, cafeteria, or going to and from salad, etc. that interferes or impedes students learning or the implementation of classroom activities and or school programs.

**PENALTY:** May range from verbal reprimand, detention, to suspension.

## **8. SCHOOL DISTURBANCE**

Acts which cause substantial disruption of the school environment and/or thereafter the safety or well-

being of the other students, which may include sit downs, walkouts, rioting, picketing, trespassing, inciting disturbances, threats, pranks; or actual violence during the period of disruption.

**PENALTY:** May range from suspension to expulsion, parent /student conference and counseling required. A referral to the Board which may result in longer suspension or expulsion may occur.

## **9. REPEATED VIOLATIONS/MISBEHAVIOR: VIOLATION OF PROBATION**

**A.** Repeated violations of school rules and/or repeated misbehavior. Students receiving four disciplinary referrals will be placed on probation or suspended.

**B.** Violation of Probation

Violation of probation means committing any offense outlined in the brochure while on probation.

**PENALTY:** May range from short-term suspension to expulsion. Before a student is readmitted after suspension or expulsion, consequences related to violation of probation must be explained to the student and the parent(s), either at a conference or in writing.

## **10. LOITERING AND/OR GOING ON ANY SCHOOL CAMPUS WITHOUT AUTHORIZATION/TRESPASSING**

A student is not allowed to enter the premises of a school other than his/her school, unless prior permission is received from an administrator of the school to be visited. A student may not enter school building on weekends or after school hours without authorization.

**PENALTY:** May range from short-term suspension to recommendation that the student appear before the the Director or Board which may result in expulsion.

## **11. PROVIDING FALSE INFORMATION - HQ. 23:8-11**

This offense covers, but is not limited to such acts as falsifying school records, forging signatures, and making false statements.

**PENALTY:** May range from short-term suspension to recommendation that a student be sent to the Director, which may result in expulsion.

## **12. IMMORAL BEHAVIORS - HQ. 5:103**

**A.** Use of Profanity and/or Vulgarity, Obscenity

Such use includes profane, vulgar, obscene language or gestures.

**PENALTY:** May range from detention to suspension, counseling and parent conferences. Subsequent offenses will warrant a referral to the Director or Board for review.

**B.** Indecent Exposure

**PENALTY:** May range from suspension to expulsion. Student and parent may be sent to the Director or Board for review.

**C.** Distribution/Possession of Profane, Vulgar, or Obscene Material, or Other Similar Materials or

items, such as Tapes, Magazines, Books, Pictures or Drawings.

**PENALTY:** May range from suspension to expulsion. Parent/student conference and counseling required.

**D. Inappropriate Body Contact Between or Among Students Including, but not Limited to Sexual Contact**

**Definition:**

1. Sexual misconduct between or among students on school property or away from school which may adversely affect the education process or endangers the morals, health, safety or well-being of other students, teachers, or employees within the school.
2. Any sexual activity or inappropriate bodily contact on school property or at school-related activities is strictly prohibited.

**PENALTY:** May range from a parent/student conference to suspension. The student and parent(s) may be recommended to go before the Director or Board, which may result in expulsion, depending upon circumstances.

**E. Fornication/Impregnation/Pregnancy**

**PENALTY:** Will result in expulsion. Male/Female must be withdrawn for period of time. Counseling session to be scheduled. A referral to the Director or Board will be required for all students - male and female - and their parents.

**F. Gambling**

**PENALTY:** May range from detention , conference with parent, to suspension. A subsequent offense will be referred to the Director or Board and will result in expulsion.

**13. WEAPONS AND/OR EXPLOSIVE DEVICES**

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The term "weapon", "tools", or instruments shall include, but is not limited to: any loaded or unloaded firearm (e.g., pistol, revolver, pellet or BB gun, look alike firearms, etc.), any knife e.g., gas repellent, mace, stun gun, chemical sprays, etc.), or any "martial arts" device (e.g., Chinese star, nunchaku, etc.); or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section.

A student is deemed to be in possession of an illegal and /or banned item(s) when such item(s) is found on the person of the student, in his her possession, in his/her locker, in a student's vehicle on school property being used by the school, at any school function or activity or any school event held away from the school, or while on the way to or from school.

**PENALTY:** May range from short term suspension (1-10 days suspension) to expulsion whereby student/parent(s) will be recommended to go before the Director or Board.

A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or timer that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc.

Such devices or items shall include, but are not limited to, bullets, ammunition, fireworks of any type and size, smoke bomb, paint bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., fake bombs, fireworks, fuses, etc)

**PENALTY:** May range from short term suspension (1-10 days suspension) to expulsion whereby student, parent(s) will be recommended to go before the Board.

The use, possession or transmittal on school property or at any school function or activity of non-facsimile water pistols or matches, is not permitted. However, if such items are not used offensively, then the penalty for violation of this rule may range from a conference with the student and parent, to suspension. If warranted, parent and child may be recommended to go before the Board, which may result in expulsion.

### **CONDUCT ON FIELD TRIPS:**

1. Students must bring a signed permission form from parent or guardian and pay the appropriate fee.
2. Students are to dress in the appropriate school uniform unless otherwise notified by the school administration through written communication.
3. All school rules of conduct are in effect during the entire field trip.

### **CONDUCT AT SPORTING EVENTS:**

Students are encouraged to display appropriate behavior while in attendance at any sporting or school-sponsored activity held on campus or away. Students are expected to exhibit a positive attitude toward our hosts, guests, and officials. Students should not engage in stamping of feet or booing at these activities. All school rules and regulations are in effect at these activities.

### **ASSEMBLIES:**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. Regardless of the nature of the program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, throwing paper, and booing are discourteous. Students who misbehave during an assembly will be subject to disciplinary action.

### **ITEMS PROHIBITED ON SCHOOL PROPERTY:**

Students should not bring the following items to school:

- a. Recreational equipment, such as basketball/football, etc.
- b. Electronic equipment, such as cassette players, radios, DVD players, MP3 players, Ipods, Cell phones, electronic games, etc.
- c. Water pistols, cap pistols, pellet guns or any type toy guns
- e. Hair picks

f. Hair clippers

Prohibited items will be confiscated and will not be returned to students. They will be returned only to the parent or guardian. Cell phones will be sent to the Principal's or Director's Office.

All foods and beverages must be consumed in the designated lunch area, be it classroom or other place at the student's regularly scheduled lunch period. This includes food items brought from home by the student. Parents are asked not to bring commercial food (Burger King, McDonald's, etc) for students during the day.

### **SELLING ITEMS ON SCHOOL PROPERTY:**

Students are not permitted to sell any items, consumable or non-consumable, while at school or while on school property, without approval from the Principal or Director. The only items normally approved for sale by school organizations are school spirit items, school newspapers, yearbooks, literary magazines, etc. Under no circumstances will any items be approved for sale at a time when the instructional program may be interrupted. Unauthorized items brought to school for the purpose of selling will be confiscated and will be returned only to a parent or guardian on the first offense. On the second offense for selling, the student will be suspended.

### **CONSEQUENCES OF MISCONDUCT**

#### **DETENTION:**

Detention may be assigned by any teacher for minor rule violation or misconduct. The student will be given one (1) day's notice. Failure to report may result in referral to an Assistant Principal or Principal, for further disciplinary action.

Administrative detention may be assigned by an Administrator. Administrative detention is thirty (30) minutes each day as assigned. Teacher detention may be assigned by any teacher and is thirty (30) minutes long. Students are expected to report to detention on time and to have study materials.

#### **IN-SCHOOL SUSPENSION:**

Students who are suspended for certain offenses will be permitted to remain at school under this program. An in-school suspension will remove a student from regular classes and assign him to designated room and teacher for a given number of days. The student will be confined to the in-school suspension room for the entire day and will be permitted to eat lunch in isolation at a designated time. Students will be prohibited from participating in any school-sponsored activity during the suspension period. During the time that a student is assigned to in-school suspension, he/she will receive counseling to help develop positive attitudes and to work toward resolving school-related problems.

Students will continue their regular classroom assignments and may receive additional academic help from teacher-tutors. In-school suspension is an administrative option only, when appropriate space and personnel are available.

#### **OUT-OF-SCHOOL SUSPENSION:**

Removing a student from the school campus and excluding him/her from all school-sponsored activities is a necessary disciplinary action. While a student is on suspension, he/she is not permitted on the school grounds, to be in the school building, or to attend any school-sponsored function for any reason. Violation of this rule may result in further disciplinary action. Make-up work for classes missed while the student is under suspen-



sion must be completed as required by the teacher. For a suspension of more than 3 days, school work may be requested by the parent through the Office.

### **IMPORTANT INFORMATION**

1. Students under suspension or expulsion are not allowed on school campus or at school functions.
2. Students are to notify an administrator or staff member when illegal or suspected items, dangerous items, or other items banned from school are found in the school building, or on the school campus. Students are advised not to pick up or handle illegal, dangerous, banned or unidentified items or items not belonging to them.
3. Due to immaturity of elementary students, administrators may use discretion in determining and resolving fights, classroom disturbances and obscene words and gestures.
4. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers and their automobiles when on school property, on property being used by the school, or at any school function or activity, or at any school event held away from the school, if there is a reasonable suspicion of the student being in violation of an offense in this brochure, when a search is appropriate to that offense. The administrator is required to have only reasonable suspicion to conduct such searches. Two school employees, at least one of whom is an administrator, and the student or parent should be present during any vehicle search when an administrator is on campus.
5. A student is deemed to be in possession of an illegal and/or banned item(s) when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.

A student on his/her way to or from school, at any school function or activity (or any school event held away from the school) is under the jurisdiction of school authorities, unless accompanied by his/her parent or guardian.

6. A student on his/her way to or from school, at any school function or activity (or any school-related activity), or at any school event held away from the school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in the Student Discipline Brochure.
7. Victims of certain alleged student misconduct must file a written complaint with the school administration and with the Board, describing the alleged incident and the injury or damage sustained. The alleged instances of misconduct on which written complaints must be filed are as follows:
  - a. An alleged assault or battery by a student upon any teacher, other school official or employee.
  - b. An alleged assault or battery by a student upon another student.
  - c. Substantial damage alleged to be intentionally caused by student on school premises to personal property belonging to a teacher, other school officials, employee, or student, if in the discretion of the school Principal, the alleged damage could justify the expulsion or long-term suspension of the students.
8. Student Discipline Brochure shall have the effect of policy.
9. Students should recognize their responsibility to know the contents of this Discipline Brochure and to ask faculty or staff members for any clarification. All students, regardless of age, are subject to the rules and regulations of Al-Ikhlas Training Academy. Students will be taught the brochure and could be given an oral

test on the contents.

**10.** Students must understand that items listed under Offense 3, weapons and/or explosive devices, in this discipline brochure present an immediate and real danger to students, faculty and staff, and can also damage the learning climate and reputation of a school.

**11.** Students found guilty of being accessories to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses.

**12.** State Law requires that certain offenses committed by a student while on school property or at a school function be reported to the appropriate law enforcement authority. The crimes include aggravated battery, carrying a deadly weapon at a public gathering, any illegal activity involving drug, or any criminal sexual offense.

**13.** State Law specifically provides that disciplinary tribunal procedures shall not be used to determine guilt and impose punishment for any violation of the rules governing student conduct committed by students in Kindergarten through third grade. The Principal is to determine the disciplinary actions or proceedings for these children.

**14.** State law makes it unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute, a controlled substance or marijuana, in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education.

**15.** Any person who violates or conspires to violate any section of this law shall be guilty of a felony and upon conviction shall receive the following punishment:

- a. Upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000 or both; or
- b. Upon a second or subsequent conviction, imprisonment for not less than five years or more than 40 years or a fine of not more than \$40,000, or both. It shall be mandatory for the court to impose a minimum sentence of five years which may not be suspended unless otherwise provided by law.

**16.** Al-Ikhlās prohibits students from possessing cell phones in school, unless there is a medical condition requiring it or some other extenuating circumstance (for example, pregnant wife), however in this case, the cell phone might be permitted by consent of the Principal or Director.

## **STATEMENTS ON DUE PROCESS, STUDENT RIGHTS AND RESPONSIBILITY AND STUDENT ORGANIZATION**

### **DUE PROCESS**

Due process will include the appropriate hearings and reviews and, in all cases, the rights of individuals will be ensured and protected.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

A student has full rights and citizenship as defined by the constitution of the United States and assumes the responsibility to take positive actions relative to this constitution; the laws of the State of Michigan and the policies, rules and regulations of Al-Ikhlās Training Academy.

## **STUDENT ORGANIZATIONS**

All student organizations must follow guidelines and procedures governing the creation and operation of such organizations and groups in accordance with the policies of Al-Ikhlās Training Academy.

## **STUDENT EVIDENTIARY BOARD HEARING COMMITTEE**

The Consultative board is a panel composed of Principal, Assistant Principal, or Department Heads, Counselors, and Board Members. On a rotating basis, they shall hear evidence concerning charges of misconduct that have been brought against students, which, if proven, may require greater punishment than ten school-days suspensions.

The members of this panel who hear evidence concerning the charges made against a particular student have no prior knowledge of those charges. Each hearing panel will have at least three members.

Hearings before the Consultative Board are confidential and not open to the public. The proceedings are recorded, generally, witnesses familiar with the particular case will be subpoenaed by the school to testify on its behalf at the hearing.

The student and/or family may also bring their own witnesses, both material and character, to the hearing. If the student or family thinks there are witnesses within the school, such as Principals, Counselors, teachers or other students who should testify at the hearing, arrangements can be made for the school to request these persons.

In addition, if the student or family thinks there are persons outside of the school who may be beneficial witnesses on behalf of the student, they are entitled to bring these persons to the hearing as well. It is the responsibility of the student or family to make request to any such persons and arrange for their transportation to the hearing if necessary.

The evidence presented at Consultative Board hearing may include physical evidence, such as drugs or weapons, and the student's current discipline and academic record with the school system, as well as testimony from witnesses. The school system bears the burden of proof at the hearing, but this burden is only a "preponderance of the evidence". The student has the right to have an attorney represent him/her at a Consultative Board Hearing, but must obtain an attorney at his/her own expense.

A decision concerning the student's guilt or innocence and the appropriate punishment to be imposed, if the accused student is found guilty, is made by the hearing panel based only on the evidence presented to it. The hearing is not required to be identical to a courtroom trial, so there are no substantive restrictions on the evidence which may be presented at a hearing. However, the hearing panel is free to consider only the evidence it regards to be relevant to the charges in question in making its determination of guilt or innocence and the punishment to be imposed, and it is entitled to give the evidence presented to it whatever weight it thinks the evidence deserves.

After the presentation of evidence by both sides, each side is given an opportunity to make a closing argument to the hearing panel. The hearing then ends, and the hearing panel meets privately to decide first, if the student is innocent or guilty of the charges against him/her, and second, if found guilty, the appropriate punishment to impose.

The hearing panel may impose punishment ranging from sending the accused student back to school on probation to permanent expulsion from the school system.

Someone from the consultation Board will inform the student's family or other representative of the hearing panel's decision by telephone within twenty-four (24) hours. A letter will then be sent to the student's family or other representative containing this and other information within ten days after the hearing is held.

## **APPEALS**

If the student and/or family are dissatisfied with the decision of the Consultative Board hearing panel, an appeal of that decision may be made to the Principal. The appeal process begins with a written request for review of the hearing panel's decision addressed to the Principal. This request must be made within twenty (20) calendar days of the date the student and family are first notified of the hearing panel's decision.

The Principal will not hear any oral arguments as part of the appeal to him/her, nor will he/she consider any evidence that was not presented to the consultative board hearing panel. Written arguments concerning the merits of the appeal will be considered by the Principal. The Principal's decision, nor the appeal, must be based solely on the record created during the hearing before the hearing panel. A transcript of that hearing is made only upon reception of a letter of appeal to the Principal. A copy of that transcript will be made available for review by the student, his/her family or his/her attorney at the consultative Board, upon request. If the student, his/her family or his/her attorney, wants a copy of the transcript for their own use, they must pay the cost of preparing that copy.

The Principal will make his/her decision on the appeal in executive session and has the power to affirm, reverse or modify in any respect the decision reached by the hearing panel. The Principal must make his/her decision on an appeal within ten (10) working days after receiving the appeal notice.

The decision of the Principal on the appeal will become final, unless additional legal action is taken by the student, his/her family or his/her attorney.

## **GRIEVANCE PROCEDURES FOR STUDENTS**

Students are entitled to a grievance procedure to deal with a discrimination situation should one occur. Students are encouraged to discuss grievance matters informally with local school professional personnel; such as teachers, counselors and administrators.

If a student feels that a formal complaint should be made, he/she should prepare a written statement of the facts in the case and present the written complaint to the Assistant Principal, or Principal.

The complaint is to be presented orally and in writing describing how the school or system is in noncompliance and should include the date the alleged discrimination took place. Assistance will be provided as necessary to complete written complaints. The presentation of the complaint can include evidence, witnesses, and documentation.

If the complaint alleges an act of discrimination against the Principal, an Assistant Principal, Department Head, the complaint process should begin by contacting the Board Chairperson, in writing, in c/o the Office Secretary.

The complaint must be filed within thirty (30) calendar days of the alleged action.

## **GRIEVANCE PROCESS:**

When misunderstandings arise between students and teachers, the following grievance process is available to all students to resolve the problem:

1. When feasible, the student should meet with the teacher to discuss the issue.
2. If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher involved.
3. If still unresolved, the matter should be referred to the Principal.
4. In extreme situations, unresolved issues may be referred to the school Director.

Students may file a grievance or submit a request for remedy by completing a formal grievance form available from the school office, by informal written statement or by verbal statement to any staff member. A parent or guardian may also file a grievance on behalf of the student.

## **GLOSSARY OF TERMS**

### **PART I**

1. **Informal Hearing**  
Student is informed verbally of charges and given a chance to explain his/her actions. Parent is usually not present for the informal hearing, but every reasonable effort is made by the administrator to notify him/her of charges and action taken by administrator. Informal hearings are used in suspending for one (1) to three (3) days and for assignments to alternative instructions for one (1) to three (3) days.
2. **Formal Hearing**  
Parents, students and any witnesses for the student or administrator will meet with a local hearing officer. The formal hearing must be held before a student is suspended for more than three (3) days.
3. **Waiver of Attending Formal Hearing**  
Parents may sign a waiver if parents cannot attend or do not elect to attend the formal hearing. In the event parents or student do not attend the hearing, it will proceed as scheduled.
4. **Hearing Officer**  
Any local administrator or designee, without prior knowledge of the event, who conduct the proceedings.
5. **Detention**  
Student is retained outside of regular school hours. Students must be given twenty-four (24) hours notice so that transportation can be arranged.
6. **Alternative Instruction**  
In-House Suspension

The student is removed from regular classes but is assigned to an alternative instructional setting in the school. Student's assignments are sent to the student by the teachers. The student may not attend or participate in any extracurricular activities while assigned to alternative instruction.

**7. Short-Term suspension**

Short-term suspension is one (1) through ten (10) day suspension out of school that is imposed by the local school administrator and/or local hearing officer. Short-term suspension that exceed three (3) days require a formal hearing,. Student and/or parents may request the school's assistance in providing the make-up for the missed class time.

**8. Long-Term Suspension**

Long-Term Suspension is out of school for more than ten (10) days. Any suspension of more than ten (10) days may be assigned only by the Consultative Board. A student who has been suspended or expelled may not receive homework from the regular school after the student evidentiary hearing.

**9. Student Evidentiary Hearing Committee**

The Consultative Board hears evidence presented by the school, the student, and parents when a student is referred at the Consultative board committee by the school Principal or his/her designee. This committee has the authority to make decisions ranging from returning the student to the school, to permanent expulsion.

**10. Expulsion**

Expulsion is the removal of a student from Al-Ikhlas Training Academy property and activities beyond the current quarter for a specified period of time. Permanent expulsion is an option of the Board; a student and parent may apply for re-admittance six months after being expelled permanently. This action may be taken only by the Board and /or Principal.

**11. Probation**

A student found guilty of certain offenses may be placed on probation by the school administrator and/or by the Board. Probation represents a trial period during which a student violating school and/or system rules is subject to further disciplinary action, including possible referral to the Board.

**POLICY ON STUDENT SUSPENSION AND EXPULSION**

**PART II**

**SUSPENSION**

A Principal may suspend a student from school for a period of 1-10 days for just cause.

A suspension may be extended beyond 10 days when the student is a substantial danger to other persons or pending a school board decision or expulsion hearing.

Any suspension shall be preceded by an informal conference between Principal or designee and the affected student. In case of suspension of more than one day, the following process shall be used. A written notice containing:

- a. Grounds for suspension
- b. Statement of facts
- c. Description of testimony
- d. Readmission plan
- e. Copy of pertinent statutes

shall be served by the Principal or designee upon the student at or before the time of suspension takes effect. Every effort shall be made by the Principal to notify the parent or guardian as soon as possible.

#### EXPULSION:

The school board is the final authority for expelling a student, unless such authority has been designated to the Principal because of familiarity with the case. The process to be followed by the school board shall be prescribed by pertinent statute.

#### SUSPENSION AND EXPULSIONS

Students may be suspended or expelled for one or more of the following:

1. Falsification of application or other records
2. Failure to maintain a minimum grade point average (GPA) of 2.0 per school year
3. Failure to attend classes
4. Failure to accept correction or discipline
5. Fighting
6. Sexual misconduct; lewd and licentious behavior
7. Bringing a weapon to school

