

“Proclaim! (or read!) in the name of thy Lord and Cherisher, Who created – Created man, out of a (mere) clot of congealed blood: Proclaim! And thy Lord is Most Bountiful, He Who taught (the use of) the pen, Taught man that which he knew not”  
[Quran, 96:1-5]

## Parents' Handbook



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School Hours: 8:00 a.m. – 3:00 p.m.

Office Hours 7:30 a.m. - 3:30 p.m.

**This handbook is subject to review, modification and approval by the  
ADMINISTRATION , EDUCATION COMMITTEE and BOARD OF TRUSTEES**

*Prophet Mohammad (PBUH) said, “Acquire knowledge, for he who acquires it in the way of Allah (swt) performs an act of piety; he who speaks of it, praises the Lord; he who seeks it, adores Allah (swt); he who dispenses instruction in it, bestows alms; and he who imparts it to others, performs an act of devotion to Allah (swt).” (Bukhari, Muslim)*

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Welcome!

The Al-Madinah School Queens Campus (MSQC) extends a cordial invitation to you and your child, inviting you to partake in our educational institution. Our foremost endeavor is to establish a congenial and nurturing atmosphere wherein every child is motivated and assisted in attaining their utmost capabilities. We maintain an unwavering dedication to achieving excellence in all aspects, thereby aspiring to make MSQC the optimal educational establishment for your child's growth and development.

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*Acknowledgement*

Dear Parent:

This handbook serves to elucidate the procedures and regulations of Al-Madinah School Queens Campus (MSQC), which are designed to optimize your child's educational experience. The Education Committee and Board of Trustees firmly believe that the policies articulated herein will contribute to the holistic development of your children as exemplary Muslims within an Islamic environment. By defining an acceptable code of conduct for your child and stipulating appropriate consequences for non-compliance, this handbook sets forth guidelines for fostering a conducive learning environment. We strongly encourage you to thoroughly review the contents with your child, and kindly request that you affix your signature and return the lower section of this page.

May Allah (SWT) reward our collective endeavors and continuously guide us on the righteous path. We sincerely appreciate your cooperation and unwavering support.

Yours sincerely,

Education Committee & Board of Trustees

Please sign below, cut along the dotted line, and return the bottom section to the school office.

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I have read the Student & Parent Handbook, understand its contents, and consent to the EDUCATION COMMITTEE policies and guidelines regarding the student code of conduct for the current academic year.

\_\_\_\_\_  
Parent's / Guardian's Signature

Date

## Updated 2024-2025 Academic School Year

### About MSQC

Under the relentless endeavors of a select group of committed Muslims, coupled with the guidance of devoted board members, educational initiatives dedicated to the spiritual and intellectual enlightenment of Muslims have flourished alongside the expansion and burgeoning needs of the community. Al-Madinah School Queens Campus (MSQC) stands as a testament to this growth. The founders' vision has paved the way for the establishment of a student-centric institution, equipped with an integrated curriculum, wherein every child is encouraged to realize their potential as an American Muslim.

Looking ahead, the foresight of the founders will continue to shape the trajectory of Al-Madinah School Queens Campus (MSQC) as it evolves into a leading educational institution, recognized for its commitment to fostering the development of young minds. By embracing a forward-thinking approach, we envision an environment where students are empowered to excel academically, spiritually, and socially, in alignment with their identities as American Muslims.

### MSQC participates in many enrichment programs such as:

- Inter-School Quran Competition
- Inter-School Science Fair
- Hajj, Eid, and Ramadan Celebrations
- Field Trips
- Scholastic Spelling Bee and Arabic Spelling Bee
- we invite you to visit our school website at [www.almadinahschoolqueens.com](http://www.almadinahschoolqueens.com)



### Mission Statement

At Al-Madinah School Queens Campus (MSQC), our students embrace a steadfast commitment to leadership, guided by the cultivation of the most virtuous qualities. We steadfastly endeavor to equip our students with the skills necessary to confront the challenges of tomorrow through an enriched curriculum and rigorous assessments that foster comprehensive development. Our deep reverence for the Creator motivates us to contribute as dynamic American Muslim global citizens. We firmly believe that nurturing strong leaders, distinguished by their exemplary morals and character, forms the foundational system essential for the success and well-being of the entire human community.

### MSQC VISION

Al-Madinah School Queens Campus (MSQC) envisions the following:

1. Nurturing, Supportive, and Inclusive Learning Environment: MSQC is devoted to establishing a learning environment that is nurturing, supportive, and accepting, where individuals interact positively, expressing respect and appreciation for one another. We prioritize the creation of an inclusive space that fosters growth.
2. Commitment to High Standards: As a diverse collaborative school community, MSQC is fully dedicated to achieving high standards of academic excellence for all students. We provide a comprehensive guide for the implementation of a child-centered curriculum, which evolves through continuous teacher observations and assessments.
3. Islamic Manners and Values: The esteemed staff at Al-Madinah School Queens Campus (MSQC) endeavors to educate students in the finest Islamic manners, enabling them to integrate these principles into their daily lives. We firmly reject secularism, materialism, nationalism, sexism, and any ideologies that contradict Islamic principles. Our focus lies in enhancing Islamic knowledge and practice, supporting our children in deepening their understanding of Islam. The teaching methods at MSQC are firmly rooted in Qur'anic principles and the Sunnah of Prophet Muhammad (pbuh).

The Mission Statement of Al-Madinah School Queens Campus (MSQC) upholds the following principles:

1. Preparation of Exemplary Muslim Role Models: Our objective is to prepare our children to become exemplary Muslim role models in their communities, excelling intellectually, spiritually, emotionally, socially, and physically.
2. Education in Islamic Manners: We are committed to educating students in the best Islamic manners and facilitating the practical application of these teachings in their daily lives.
3. Instilling Islamic Moral Values: Al-Madinah School Queens Campus (MSQC) aims to instill in our children the Islamic moral values, etiquettes, attitudes, social behavior standards, acceptance, and patience that are essential attributes of a good Muslim.
4. Engaging Curriculum and Love for Learning: We seek to captivate students through a rigorous curriculum that incorporates project-based and hands-on activities, nurturing their love for learning and cultivating intellectual curiosity.
5. Motivating High Standards and Respect: We encourage and motivate students, faculty, and staff to uphold high standards of academic achievement and demonstrate respect towards every member of the Al-Madinah School Queens Campus (MSQC) community.
6. Ongoing Training and Resource Support: We are committed to providing ongoing training opportunities and strong leadership to our staff, ensuring they have access to sufficient resources to deliver a high-quality educational program.
7. Building a Strong Community: Through partnerships with parents, we strive to build a tightly-knit community, fostering a genuine

understanding of the value of excellence in education at Al-Madinah School Queens Campus (MSQC).

### **Philosophy**

Our commitment to providing an Islamic environment at Al-Madinah School Queens Campus (MSQC) plays a vital role in fostering a healthy and authentic Muslim identity among the children. Islamic values are not only taught but also practiced and experienced, allowing students to develop a deep understanding of their significance.

The curriculum at MSQC encompasses all core subjects mandated by the New York State Department of Education, aligning with the requirements of the Next Generation Learning Standard. In addition to the standard academic subjects found in American public and private schools, our curriculum includes separate and independent courses in Arabic, Quran, and Islamic Studies. We are dedicated to instilling in our students the Islamic values, habits, attitudes, ethical standards, patience, and tolerance that define a good Muslim.

At MSQC, we promote a culture of respect, encouraging students to value themselves and others while fostering a sense of responsibility towards their environment. Our curriculum and educational philosophy are centered around the needs of the child. We strive to create a rich, warm, and inviting environment that offers a diverse range of opportunities for individual growth and development. Our primary objective is to provide the necessary support and encouragement for children to become exemplary Muslims, confident individuals, competent and independent learners, critical thinkers, and effective contributors to the community.

We actively cultivate an inclusive atmosphere that appreciates and embraces diversity within and beyond the school. At Al-Madinah School Queens Campus (MSQC), we celebrate the unique backgrounds, perspectives, and experiences of our students, promoting a sense of belonging and unity within our diverse community.

### **Goals of MSQC**

Our objectives at Al-Madinah School Queens Campus (MSQC) are as follows:

1. To create an environment that closely aligns with the Islamic ideal, enabling our children to grow and develop holistically in all aspects: intellectually, spiritually, emotionally, socially, and physically.
2. To strengthen and equip our students with the necessary skills to effectively navigate the challenges of living in modern American society, ensuring their preparedness for active participation and leadership roles.
3. To foster learning from an Islamic worldview while instilling a global perspective, encouraging our students to embrace diverse cultures and perspectives.
4. To prepare our students for future leadership roles, empowering them to make positive contributions to the world they inhabit.
5. To cultivate lasting friendships among classmates, promoting a sense of unity, collaboration, and mutual support within our school community.
6. To promote proficiency in the Arabic language, granting our students access to the vast sources of Islamic knowledge.
7. To make progress towards accreditation by Cognia, reflecting our commitment to maintaining high educational standards.
8. To consolidate, evaluate, and prioritize interventions for at-risk students, ensuring that all students have equal opportunities to exceed state and national standards.
9. To continually review and improve our curriculum to enhance standardized test scores, ensuring that our students receive a well-rounded education.

10. To provide ongoing staff development and support to teachers, equipping them with enhanced pedagogical skills to deliver quality education.

11. To embrace and deploy technology in our school and classrooms, utilizing its potential to enhance the learning experience.

12. To consistently renovate school facilities and invest in resources to accommodate the anticipated increase in student population, ensuring a conducive learning environment.

13. To maintain a college readiness environment through programs such as Collegeboard, Springboard, Pre-AP, and AP, preparing our students for success in higher education.

### **Non-Discrimination Policy**

Al-Madinah School Queens Campus (MSQC) is dedicated to providing equal opportunities for all students, irrespective of their race, color, gender, national or ethnic origin. We extend to each student the same rights, privileges, programs, and activities that are generally available at our school. Our educational policies, admission policies, scholarship programs, and athletic or other school-administered programs are administered without discrimination based on race, color, religion, gender, national or ethnic origin. We embrace diversity and strive to foster an inclusive and supportive learning environment for all.

### **Religious & Ethnic Tolerance**

At Al-Madinah School Queens Campus (MSQC), we emphasize the importance of respecting the religious beliefs and ethnic backgrounds of all individuals, including members of our administration, faculty, staff, parents, and students. It is expected that everyone associated with MSQC adheres to this principle. Specifically, members of the MSQC community are not permitted to promote any religious beliefs and/or practices that deviate from those accepted and taught by MSQC. This applies within the school premises, during MSQC events, and when interacting with MSQC students and staff. Promotion encompasses discussing or disseminating information about these beliefs and practices through any published medium, including social networking sites. Our aim is to maintain an environment that upholds the values and teachings of MSQC while fostering mutual respect among all individuals involved in our school community. **No Smoking**

### **Policy**

In line with the mission of Al-Madinah School Queens Campus (MSQC) to create a safe and nurturing environment for students, staff, and parents, smoking is strictly prohibited on campus at all times. We prioritize the health and well-being of our school community and strive to maintain a smoke-free atmosphere that promotes a healthy lifestyle for everyone involved.

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### ***Operational Procedures***

### **SCHOOL HOURS**

All students' school hours are **Monday – Thursday from 8:00 a.m. to 2:50 p.m. , Friday: 8:00-1: 50p.m**

### **Arrival and Dismissal**

In order to keep students safe and expedite arrivals and dismissals, kindly review the procedures carefully and follow them every day:

### **DROP OFF PROCEDURE:**

**Students are not to arrive at school prior to 7:45 am. Students who arrive before 7:45 a.m. may not be supervised by a staff member; therefore, the school will not be responsible for their safety.**

### **PICK UP PROCEDURE (Parents):**

For pick up, parents will pick up their children from the school's designated pickup area. If a child is picked up early, then parents must check in with the office. Only those people authorized in writing to pick up the child will be allowed to take the child. If a child is to be picked up by someone other than those on the Pick-Up Authorization Form, the parents should inform the school in writing or call the school, in an emergency situation. If the staff does not recognize the person picking up the child, we will ask for proper identification to ensure only authorized persons are granted custody of the child.

Parents picking up children later than 3:30 pm will need to pick up the student from the front office and will be charged a late fee(\$10). The late fee must be paid at the time of pick-up.

### **EARLY PICK UP/LATE DROP OFF**

#### **Tardiness and Early Pick-ups**

All students (KG and up) must arrive by 8:00 AM and depart at 2:50 PM. Students who arrive after the beginning of the formal school day must report with a parent/guardian directly to the main office and parent/guardian must sign for the child, noting the time.

Children are expected to attend school all day, every day that school is in session. Parents are asked to cooperate with this expectation and not ask to have children leave before regular dismissal time (3:00 pm). Interruptions to the school day should be avoided. Parents are requested to schedule any medical and dental appointments after school hours or on weekends, so learning time is not disrupted.

#### **Late Arrival**

Students must be accompanied by parents and signed in at the office after 8:30 am for Kindergarten and up, after 9 AM for Pre-K.

#### **Early Dismissal**

If the student needs to be picked up before regular dismissal time, please notify the office **30 minutes** before picking up. **Early pickups are not allowed after 2:30 PM.**

Parents must sign out their children when leaving before 2:30 pm. Parents must wait outside or next to the office, while the staff escort the child to the parents. **No parent should walk into the classroom.**

Leaving due to illness will be noted and recorded at the office. Teachers are trained as to how to detect symptoms and will notify the administration in the event a student becomes ill. Please notify the office if there are any changes.

In case of an emergency, first we will try to notify the student's parents and if they cannot be contacted, then the contact number from the emergency contact list will be informed. The children would be picked up from the office.

Students must check out at the office when leaving school **early** and must **check-in** at the office when returning or arriving late. A parent **MUST** sign-out the student when taking him/her off campus and **MUST** also sign-in the student



once bringing him/her back to school with the **front office personnel**. *If this procedure is not followed, the student will receive an unexcused absence for the entire day.* **Parents are requested NOT to go directly to the classroom, but report to the office first** for early pick-ups and late arrivals.

A maximum of 3 tardy or early pick-ups are allowed per marking period. After 3 lateness or early pick-ups, parents will be called for a meeting. If the issue continues to be unresolved, the school reserves the right to take necessary action.

## **Attendance**

The school calendar showing the first and last day of school, closings, and half days is provided to each student. It is also available upon request at the main office. Students left in the school building before/after school hours will not be the responsibility of the school.

A major factor in a student's success is regular attendance at school. **Parents are required by New York State Law to make sure that their children attend school every day.**

- If a student has an excused absence, the parent/guardian should notify the school by telephone or note on the first day of absence. If the parent/guardian's note is not received, it may result in a student being marked with an unexcused absence.

### **Some excused absences are:**

- Death in the family
- Illness
- Quarantine
- Extreme weather conditions which require long travel
- Appointments that cannot be given any time other than the school hours.
- Hajj

**\*If a student is absent for more than two days for any sickness, the student must bring in a doctor's note explaining the illness and the suggested date of return**

## **Vacations**

**Please AVOID early or prolonged vacation.**

However, in the case of unavoidable traveling, the principal must approve the absences in advance. Parents must send a written request to the administration one month prior to traveling. Consideration will be based on prior attendance and academic standings. **Please note that all approved absences are not considered excused absences.** Assignments given

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by the teacher during the student's absence are mandatory and will be graded according to the teacher's discretion. Please refer to the "Grading Policies" section in regards to work/tests missed during absences.

## **Grading Policy for Unexcused Absences**

If a student is absent on a test day due to sickness, a doctor's note is required in order for the student to have an EXCUSED absence.

Please note that after the END of the marking period, there will not be an opportunity given to makeup quizzes, tests or other assignments. Please also note that participation, classwork, and homework is a percentage of the overall grades.

## **SCHOOL VISITATION**

**For the safety of the children, parents are requested to check-in at the office if they want to visit their child's classroom.** Parents/legal guardians/visitors need to give the front office a **48 hour** advance notice if they want to sit-in

their child's classroom. Visitor name tags provided by the office are to be worn by all visitors while they are on the school campus. We take this precautionary measure in hopes that it will discourage unauthorized people from being on the school grounds/property. The safety of the children is of prime importance. Parents are reminded that a teacher cannot have a conference during his/her regular teaching hours. Arrangements should be made with the office if such a visit is necessary.

### **Scheduled and unscheduled school openings, closings, and delays**

The Official School Calendar is distributed at parent orientation and with the registration packet. This calendar lists all scheduled school closings.

1. Scheduled No-School Days - The office will notify parents in advance whether the school will be open on scheduled no-school days such as conference days.
2. Unscheduled No-School Days- Almadinah Queens Campus follows DOE's school closure policy for severe weather or emergencies. There will be no school on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc.
3. Unscheduled School Delays and Closings - The School may have delayed opening or emergency closing in case of severe conditions. Announcement for such unscheduled delay / closing shall be made through posting on the School website, email and/ or phone call to parents. Some schools also use a mass messaging texting system to communicate with parents.
4. Early Dismissal- the School will remind parents of scheduled early dismissal through newsletter and email.

### **CLOSING SCHOOL FOR WEATHER RELATED REASONS**

Only in unusual instances i.e., snow storm, hurricane warning, tornado destruction, would the decision to close the schools be made the preceding day or at any time other than as mentioned below. However, if so, the decision is made as early in that day as possible, usually by 4:00 p.m., based on all information available at the moment which includes any reasonable projections that can be determined.

The decision to close the schools for the coming day, assuming that information was not available on the preceding day, is made between 5:30 a.m. and 6:00 a.m. Other times schools will also follow the decision of the neighboring public school district about school closures.

### **Updated 2024-2025 Academic School Year Admission Requirements & Enrollment**

- Enrollment shall be open to any child, provided the school can meet the special needs of that child. ● Enrollment in the school shall be granted without discrimination in regard to sex, race, color, religion, creed, or political belief.
- Our enrollment is limited and we may not be able to accept all who apply. MSQC reserves the right to deny registration or to place conditions upon enrollment.
- Enrollment deadline for the forthcoming year is at the end of August, although we continue to accept students on a space-available basis. Preference will be given to students and siblings of students already enrolled in the school, and children of employees.

### **Enrollment Procedure**

#### **For all children:**

- Enrollment form
- Birth certificate, 2 proofs of address, passport-size photo
- Immunization documentation and latest physical from the child's pediatrician
- An interview with the parents and the child

- Transcript/ report card from the student's previous school
- Application & registration fees payment

#### **For the Preschool programs:**

- All children must be potty-trained

#### **Transcript and Most recent Report Card:**

- A Transcript (report card, progress report, evaluation report that is printed, written, signed by school personnel to designate grade level) is required for all new middle school students. It is the responsibility of the parents to secure this information.

\* MSQC reserves the right to expel a student at any time (due to safety, behavioral or academic reasons). MSQC reserves the right to request parents to enroll a special needs student at another facility, in order for the student to receive professional special needs services that MSQC cannot provide.

#### **Enrollment Forms**

Parents will be provided with an enrollment packet including the following:

- Financial agreement
- Student enrollment form
- Parent authorization for student-pick-up
- Medical and emergency contacts form

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**By law, these forms and documents must be on file.** Forms must be submitted within 2 weeks of registration or on the first day of attendance, whichever is later. Children with incomplete immunization records will be suspended from school after due notice in order to comply with Public Health Law Section 2164 and until necessary records are filed. It is the responsibility of each parent to keep enrollment information current. Please let us know of any changes as soon as possible.

#### **Waiting list**

Parents whose child(ren) is/are on a waiting list are responsible for non-refundable application fees. If the child is accepted, the parents have two days to come and pay registration and first quarter tuition. Failure to do so will result in the child losing the seat. Registration fee will not be refunded if the parent changes his/her mind. Waiting lists are on a first come, first served basis – seats are limited.

#### **Other Enrollment**

After-school, weekend and summer programs require separate agreements.

#### **Financial Agreement**

A tuition contract between the parent and MSQC must be signed. If the parent reneges on the financial obligation, MSQC reserves the right to **NOT** release any academic records/grades and official letters until payment is received.

**If the family goes on early vacation or withdraws from the school they must still pay the school fee for the year and on time.**

### **Tuition Policy**

The current tuition schedule is available in the school brochure and on the school website or at the administrative office. Tuition is non-refundable, non-transferable. Tuition is not refunded/transferred or accredited for suspensions, expulsions, or school closings. Tuition is paid yearly or quarterly. Quarterly payments start in September and end in April. **In order to re-register, all previous accounts must be paid in full.** There are 4 quarterly payments.

- Full quarter tuition is required even if the child is enrolled late. Parents who withdraw their child from school anytime during the school year are responsible for the full tuition.
- Upon withdrawal from the school, all payments must be paid in cash, money order or credit card ( keep in mind that there is a 3% charge )
- Transcript will not be available until all payments are received.

### **MSQC Procedure to Collect Annual / Past Dues:**

- Annual registration fee is \$200 for each student.
- Annual book fee is \$200 for each student
- Graduation fee is \$100 for each graduating student
- Supply, activities, field trips and other fees may be evaluated and charged throughout the school year. Some are mandatory while others may be based on participation. Parents/students are always notified in advance. ● All annual fees should be paid in full by the first day of school.
- If anyone cannot pay the full amount, they should at least make half payment of that amount in good faith. The reminder should be paid before the December break. All annual / late dues should be paid in full by the first day back to school in January.

### **Updated 2024-2025 Academic School Year Islam/Arabic TEXTBOOKS/LIBRARY BOOKS**

Islam/Arabic Textbooks are the property of the school and should be kept according to school regulations. It is the duty of students to protect books by keeping them covered, clean, and in good condition at all times. If books are lost and returned to the office, students will have to **pay a nominal fee before retrieving their books. Failure to provide the fee for the return of a student's book (or any other fees will result in non-distribution of report cards, test scores, and transcripts.** Students must clear all fines or fees with the office before withdrawing from school. All fines/fees must be paid before any paperwork will be completed by the office. To insure student compliance, clearance must be approved and signed by the teacher, administrative assistant and assistant principal or principal.

Library books are purchased by the school. They are the property of the school, and it is the responsibility of each student to protect each book and keep it clean and in good condition at all times.

1. Periodic textbook checks and audits will be made to see if all books are being properly cared for. Any damage to a book must be paid for according to the following scale:
  - a. For excessive writing in books: **One quarter of the price**
  - b. For artistic drawings in books: **One half of the price**
  - c. For inappropriate messages, comments, or phrases in books: **Full price and possible disciplinary consequences**
  - d. For any missing or torn pages: **Full price**

e. For losing or tearing off the cover: **Full price**

f. For water damage: **Full price**

2. Students must pay full contract or replacement prices for all textbooks lost, regardless of how long the books have been in use.

3. Administrator has the final decision over the level of destruction/damage done to the book.

#### *DRESS AND GROOMING*

##### **DRESS CODE**

Students and parents are required to dress properly according to the Islamic dress code. School uniforms must be worn to school. The regulations governing campus dress and grooming standards will be enforced by the administration and by the faculty. Failure to comply with the following dress code will result in the student being sent home to get dressed properly before returning to class.

##### **DRESS CODE GENERAL REQUIREMENTS FOR ALL STUDENTS ARE:**

- A. Students may not wear jeans of any color or style except when the school allows.
- B. Students may not wear make-up including nail polish except minimal concealer to cover blemishes.
- C. Students may not wear jewelry of any type (including but not limited to the following: rings, earrings, bracelets and necklaces).

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- D. Hair must be clean and neatly combed. High ponytails or buns under the hijabs are not permitted. Boys must keep hair short and neatly trimmed. No hair past the collar or blocking vision. E. Appropriate undergarments must be worn (clothing under dress/abaya must be appropriate) F. Clean black socks must be worn at all times.
- G. School uniforms must be clean and free of stains or tears.
- H. Closed toed rubber soled shoes or sneakers are required.
- I. No clothing should be tight or too loose.
- J. School attire cannot be altered in a way that changes its style or adds additional information or logos without prior approval from the principal.
- K. All teachers may and will check students' clothing for appropriateness and adherence to rules. If a student is found in violation, he or she will be sent to the main office and parents will be notified. L. Staff and administrators have the right to refuse a student entering the class or staying in school if the student is deemed out of dress code.
- M. All dress code violations determined by the administration are final and parents and students are expected to comply with final decisions.

##### ***School Uniform***

For boys and girls, the school attire should be selected with modesty in mind and should be loose fitting and comfortable. All girls coming to MSQC are encouraged to wear a one piece hijab to start good Islamic habits, even though it is not required until 2nd grade. Teachers, staff and administrators are responsible to enforce the dress code and are expected to be good examples themselves. Hair should be clean and well groomed. Half shaved or shaven designs of hair are not acceptable at MSQC. Students who come to school in violation of the reasonable Islamic standards of length and modesty of their clothing will have to correct the dress violation. The class time missed will be an inexcusable absence. The Principal will determine what is appropriate.

Parents are also requested to cover themselves properly when they come in to pick up their children.

**1. Pre K thru 7th grade dress code requirements:**

- a) Boys: Navy blue polo style shirt, Khaki pants, and solid black, navy or white socks with closed toe rubber soled shoes or sneakers.
- b) Girls: Navy blue polo style dress, navy blue pants and white one piece hijab. Solid black, navy or white socks with closed toe rubber soled shoes or sneakers.

**Gym clothing requirements:**

Gym days, students should wear sneakers. Loud patterns, pictures and flashing lights are not acceptable.

- Pre K through 7th Grade Boys - Sneakers with uniform
- PRE K through 7th Grade Girls - Sneakers with uniform

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**Transportation**

**Transportation Policy**

**1. First-Year Transportation**

During the first year of enrollment at our school, the Department of Education (DOE) yellow school bus transportation service will not be provided. Therefore, parents or guardians are responsible for ensuring that their students have transportation to and from school.

**2. Parental Responsibility**

Parents and guardians are required to arrange and provide transportation for their students during the first year of enrollment. This may involve carpooling, using public transportation, or other suitable means of transportation.

**3. School Bus Availability**

Starting from the second year of enrollment, the school will make efforts to facilitate access to DOE yellow school bus transportation services, subject to availability and DOE regulations. Information about bus routes, schedules, and eligibility will be provided to parents in advance.

**4. Alternative Transportation Options**

While the school does not provide transportation during the first year, we encourage parents to explore alternative transportation options such as walking, biking, carpooling, or utilizing public transportation to ensure the safe and timely

arrival of their students.

## **5. Communication**

Any changes in transportation arrangements or emergencies that may affect a student's arrival or departure from school should be communicated promptly to the school's administrative office. It is essential to keep contact information up-to-date for effective communication.

## **6. Safety and Supervision**

Parents and guardians are responsible for ensuring the safety of their students during transportation to and from school. Please review safety guidelines and ensure that your student is adequately supervised during the transportation process.

## **7. Transportation Assistance**

If you encounter difficulties in arranging transportation during the first year or have specific concerns or needs related to transportation, please contact the school's administration. We are committed to assisting families and exploring potential solutions to ensure a smooth transition to our school.

Please note that this transportation policy is subject to change, and any updates or modifications will be communicated to parents in a timely manner. We appreciate your cooperation and understanding in ensuring the safe and efficient transportation of all our students.

## **Food, Nutrition, and Halal Diet Policy**

### **Introduction**

At **Al Madinah Queens Campus**, we understand the importance of fostering a healthy and nurturing environment for our students. Part of this commitment involves providing clear guidelines and policies regarding food, nutrition, and dietary preferences, including Halal diets. In this section of the Parent Handbook, we outline our policies regarding food provision during the first year of enrollment.

### **Food Provision**

During the first year of enrollment at **\*\*Al Madinah Queens Campus\*\***, we do not offer breakfast or lunch services. It is the responsibility of parents and guardians to ensure that their child is adequately nourished while attending school. This decision is made to accommodate the diverse dietary preferences and needs of our student body and to allow parents greater control over their child's nutrition.

### **Halal Diet**

For parents and students who follow a Halal diet, we fully respect and accommodate your dietary preferences. We are committed to providing an inclusive and culturally sensitive environment for all our students. Parents who wish to have their child's meals prepared according to Halal dietary guidelines are encouraged to do so at home and send the meals to school with their child.

If you require any specific accommodations or have questions related to Halal dietary options for school events or activities, please feel free to contact our school administration. We are dedicated to working closely with parents to

ensure that all dietary requirements are met and that students can comfortably adhere to their cultural and religious dietary preferences.

### **Food Safety and Allergies**

We take food safety seriously at **Al Madinah Queens Campus**. It is important for parents to inform the school of any food allergies or dietary restrictions their child may have. Our staff is trained to respond to food allergies and ensure the safety of all students. If your child has specific dietary restrictions or allergies, please provide detailed information to the school administration to help us create a safe and supportive environment for your child.

### **Nutrition Education**

We believe in the importance of educating students about healthy eating habits. While we do not provide meals during the first year, we encourage parents to engage in discussions about nutrition with their children and provide them with balanced and nourishing meals to support their learning and growth.

We appreciate your cooperation and understanding regarding our food, nutrition, and Halal diet policies. Should you have any questions or concerns, please do not hesitate to reach out to our school administration for assistance. We look forward to working together to ensure the well-being and success of your child at **Al Madinah Queens Campus**.

### **Health**

The New York State Education Law requires that every child entering school has an annual health examination. We suggest that you have this done by your family physician who knows your child best. If your child is seen by your family physician over the summer, send a copy of this exam to the school. All students must have vision, dental and hearing screenings. If any problems or areas of concern are found during these evaluations, you will be notified immediately. All immunization records must also be submitted. Health records, including physicals and immunizations, must be updated regularly. Per State Education Law, updates for children entering kindergarten, 2nd, 4th, 7th, and 10th grades are mandatory. Kindly also submit updates whenever your child's health situation changes.

### **Inclusion/ Exclusion Policy for Ill Students**

Certain symptoms observed in a child may suggest the presence of a communicable disease and require the need for excluding the student from school until:

- A licensed physician has certified that the symptoms are not associated with an infectious agent. ●
- The symptoms have subsided and are no longer a threat to the health of other children at school.

**Please keep the child home if he/she exhibits a symptom listed in the guidelines for exclusion below.**

Many illnesses stop being contagious shortly after treatment is started. Ultimately, the administration will decide when an acutely ill child meets the exclusion criteria listed below.

### **Guidelines for exclusion**

- **Fever** (a rise in the body temperature above normal): The child has or had one during the previous 24-hour period especially if accompanied by other symptoms such as vomiting, diarrhea, neck stiffness, unusual drowsiness, extreme fussiness, persistent or excessive crying and complaining of severe pain.



- **Respiratory Symptoms:** The child has difficult or rapid breathing and uncontrolled coughing with or without fever.
- **Appearance/ Behavior:** The child is unusually tired, pale, confused, irritable, or lacks appetite. ●
- **Heavy Nasal Discharge:** With changes in consistency and color (whitish to greenish).

Pain upon swallowing: Usually swollen glands in the neck are present.

- **Diarrhea:** An increase in the volume, wateriness, or frequency of bowel movements associated with gas, and cramping.
- **Vomiting:** Any episode of vomiting at school premises or at home within the previous 24 hours.
- **Skin Problems:** Skin rash, undiagnosed or contagious, unusual yellowish color and any persistent itching of the body.
- **Lice:** Until treatment has been completed and no lice eggs are seen.\*
- **Chicken Pox:** Until all the blisters have dried into scabs.
- **Pinworms:** Until treatment has been completed.

Please note: If your child shows signs and symptoms or has been exposed to a possible communicable disease such as chicken pox, strep throat, measles, mumps, conjunctivitis, meningitis, impetigo, lice, etc. it is mandated that it must be reported to the school office immediately so that other parents may be informed.

### **Emergency Card**

We ask all parents and/or guardians to complete an emergency medical referral card for each child. Tell us how to contact you or another responsible adult if your child should become ill or injured at school. We need at least 2 emergency contacts besides parents. List health problems, medications, allergies and any other pertinent information. Please let us know if your address, home phone, business phone or emergency contacts change during the year.

### **Health Alerts and Allergies**

If your child is allergic to bee stings, insect bites, milk or any food products, etc., please contact the school office regarding emergency procedures. This can mean life or death in some instances. Also be sure to notify us of any problems such as surgery or fractures during the school year so we can meet your child's needs during the school day.

### **Medication Policy (mandated by New York State)**

No medication, prescription or over the counter, will be given at school at any time.

### **Neglect Prevention**

Teachers are mandated to report suspected cases of neglect to CPS.

### **Student Activities**

### **CLUBS AND ORGANIZATIONS**

There are many clubs and organizations that have been established and will have a regularly assigned meeting time with the required club fee.

### **FORMING NEW CLUBS AND ORGANIZATIONS**

Students desiring to form new clubs and/or organizations should use the following procedure:

Contact a teacher willing to sponsor the club or organization.

Have a minimum of ten students sign a letter asking for the establishment of the club or organization.

Submit the petition, sponsor's name, and a statement of aims, activities, and major projects to the appropriate administrator.

For non-curriculum clubs the following additional criteria must be followed:

Written parental permission is required for a student to participate in the club or organization.

Certification is required of all sponsor applicants seeking to form a non-curriculum related club under School's Administration.

### **HOLDING ELECTED OFFICES**

Students will not be allowed to hold simultaneously more than one of the offices listed below in items 1–2. However, students may run for more than one office. Students must submit their first and second choice in writing and in advance of the elections, which will occur during the spring semester of the school year. In the event a student receives the greatest number of votes for both offices, he or she will be declared the winner, consistent with the previously submitted choices.

Their second choice will go to the candidate with the next highest number of votes for that position.

### **Student Council President**

#### **Class President**

A student may hold one of the above presidencies, but cannot simultaneously be the president of any other club / organization. However, a student may not be president of more than one club / organization.

NOTE: Students who have serious disciplinary infractions or low academic standing cannot serve as MSA / student council / class president / or club representatives during the academic year of record. Students who are serving in elected positions may be asked to resign or withdraw upon receiving a serious disciplinary infraction or academic probation.

### **Home & School Relationships**

#### **COMMUNICATION BETWEEN PARENTS/TEACHERS/ADMINISTRATION**

Communication is the key to a successful relationship between the parents and school. Parents are encouraged to contact the school when questions and concerns arise. The school will, inshallah, make every effort to keep the parents informed through email, by sending notices and handouts as needed, mass messaging (which parents have to sign up for), or by calling the parents, in urgent situations. As a general rule, all communications between the school and parents will be made electronically via email, the school website and the Orbund school management system. Very little communication will be made via fliers or other forms of paper communication in an effort to minimize waste and to ensure reliable and documented forms of communication.

Parents are required to read all school publications, especially emails and occasional notices sent home with the students. Parents are also encouraged to attend all orientations and meetings announced by the school. All school staff can be reached at the school's office. Parents are also responsible for checking the school's website for important information and Orbund to monitor their child's academics, discipline, and check for messages from the teachers/administration. Parents may leave a message for any staff member with the front office and it will be conveyed

to them as soon as possible. The teacher will make every effort to return the call within 24 hours. The school does not release staff phone numbers or personal information without the consent of the staff member. We encourage all of our staff to not use or give out their personal cell phone/home phone numbers. The school will not interrupt the class to deliver a message, except in severe emergencies.

Parents may request a meeting with their child's teacher or the principal at any time during the school year by making an appointment in advance. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they may deliver them to the front office.

## **PROCEDURES FOR PARENT CONFERENCES**

In the event parents should have any questions or comments about their child in relation to school or the child's school work, the initial person for contact is the child's teacher, not the main office or administration. A parent-teacher conference may be arranged by calling the school office for an appointment with the teacher at his or her conference period. The teacher is usually the only person who knows the answers to a parent's questions. However, should little or no satisfaction be gained after a parent-teacher conference, the parent should then seek an appointment with the administration. The administration of MSQC Academy feels that if this procedure is followed there will be a more harmonious relationship among the parents, the students, and personnel of the schools. You may contact the school administrative assistant who will then forward your message to the teacher(s). While teachers are required to respond to messages within 48 hours or two business days, please remember that teachers have many students and must follow school protocol in reference to all policy and procedures. In case of emergency or extreme urgency, you may ask the administrative assistant to forward your message to the administration.

Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly. Administration contains the principal, two assistant principals, and office administrators. To see the principal about sensitive matters, please schedule a meeting time with the front office. In most matters concerning curriculum, adherence of school policy and regulations, operations and procedures, discipline, attendance, and tuition and fee payment, the principal has the final decision.

Parents are kindly required to respect instruction time and not use drop-off as a means to have a conference or have a discussion with the teacher. Teachers are also not permitted to divulge information about any other students in the class or any other staff member. If a parent has a concern about the interaction between his/her child and another student, the parent must set up a conference to discuss the concern with the teacher, and the teacher will take the necessary measures needed to resolve the situation. A meeting might be called between both parents, but this meeting will only be set up by the teacher and/or administration.

## **PARENT CODE OF CONDUCT**

### **GUIDELINES FOR PARENTS**

✓ Work in harmony with the school to ensure the best education possible for the children. ✓

Respond immediately to any requests made by teachers for assistance in educating your child. ✓

Be responsible for your financial obligations to the school and meet them on time.

✓ Ensure that your child(ren) are properly observing the dress code prior to bringing them to school.

- ✓ Notify the teacher immediately of any problem that the child may be having at home.
- ✓ Be respectful of all teachers in the presence of your child
- ✓ Give support (moral, financial, physical) whenever possible.
- ✓ Be aware that the best education takes place when the child is supported by home, school and Masjid.
- ✓ Arrange a conference with the teacher whenever you feel it is necessary.
- ✓ Require that the teachers give full and satisfactory reports on your child's/children's performance.
- ✓ Be responsible for cleanliness and conduct of your children.
- ✓ See that children arrive at school and are picked up on time.
- ✓ Parents who show no support for their child's/children's progress will be asked to attend a conference to work out a satisfactory agreement to correct the situation.
- ✓ Follow all school policies and procedures in accordance with the Parent & Student Handbook and the Student Code of Conduct.

*These guidelines for parents are designed to produce a cooperative relationship between the ADMINISTRATION/EDUCATION COMMITTEE and parents in the best interest of the children.*

The education of your child is a joint effort between teachers and parents and must be accomplished by developing a working relationship between the two parties. Just as we acknowledge that the education and well-being of your child is your primary concern, we also acknowledge that you have chosen MSQC and have given us your child as an amana (trust), which we will treat with the utmost care and respect. As such, it is expected that parents show the same courtesy and respect when dealing with the school staff.

Parents are also asked to refrain from making improper comments or derogatory statements about the school, staff, faculty, and Education Committee, who cause disruption at MSQC or who spread negative comments in the community or through any social media about MSQC 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 MSQC and/or spread negative comments in the community or through any social media about MSQC and/or any of its employees, parents or students they, with all of their children, will be asked to leave the school immediately and with no further notice.

Parents are kindly asked to express their concerns according to the protocol mentioned above. If a parent fails to follow the proper protocol and shows continued confrontational behavior, the Education committee, after an evaluation of the issue, will use its discretion to kindly invite the parent to leave the school and the enrollment of the children of the family will be terminated.

Parents will not be permitted to judge teachers' qualifications or teaching abilities as the administration go to excessive measures to hire qualified personnel and train them for their role. While a teacher might be new in his/her position, they are fully capable of completing their assigned role; if not, the administration will address the issue directly with the

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teacher. If a parent has concerns about the teacher's effectiveness in teaching their child, parents should try to communicate with the teacher directly initially to see what additional measures can be taken to help improve the child's performance. If a parent continues to have concerns, then parents can set up a time and discuss this issue with the principal. Personal attacks of any staff member will not be tolerated or allowed, and the family might be asked to leave the school and withdraw their child.

Parents should also refrain from addressing matters of concern regarding other students with that student or his/her parents directly. If a matter concerns students within the school, the school personnel are responsible for addressing the students and parents involved, as they are best aware of the circumstances of the event and the personnel involved.

## **Academic Code of Conduct**

### **INTRODUCTION**

Honesty is an important Islamic character trait. The Prophet (PBUH) was labeled as As-sadiq Al-Ameen (the honest, trustworthy), so we expect our parents and students to model the same Islamic characteristics.

### **FORMS OF ACADEMIC MISCONDUCT**

Academic misconduct compromises the academic integrity of the school and subverts the educational process. Academic Misconduct does not only apply to tests and projects; it applies to any form of academic work including project, papers, exams, class work, homework, academic competitions, and any assigned academic work. MSQC will not permit any kind of Academic Misconduct done either by the student or the parent of the student. Primary, but not exclusive, kinds of such misconduct are:

#### **CHEATING**

The use of unauthorized information, study aids or other materials, or unauthorized communication with, or copying from another student on papers, projects, tests, or other academic work. It is the responsibility of students to consult with their teacher concerning what materials and types of collaboration are permissible.

#### **PLAGIARISM**

The passing off of someone else's ideas, writing, or work as one's own is plagiarism, even if it is of the child's parent(s). Appropriate methods and forms of attribution vary by discipline. Some courses will include instruction in appropriate conventions for citation and attribution within the field. Students are advised to seek out relevant guidelines on their own, to ask the teacher when in doubt about standards, and to recognize that they are ultimately responsible for proper citation.

#### **FALSIFICATION AND FABRICATION**

The attribution of information or material included in one's work to a false or fabricated source, or the falsification or fabrication of the information or materials themselves. This also pertains to students working together on a group project, but a student does not contribute anything to the project but still adds his/her name to the project as a contributing member.

#### **UNAUTHORIZED REUSE**

The submission of substantially the same work to satisfy requirements for one course that has previously been submitted in satisfaction of the requirements for another course or that was created for another purpose, without permission of the faculty of the course for which the work is being submitted. Students are expected to create new work

in specific response to each assignment, unless expressly authorized to do otherwise. Students also are prohibited from

submitting projects or academic work that either they or their siblings might have done previously. They are also not allowed to re-submit work that has already been submitted even with modifications. Certain provisions are allowed for students doing research for science fair that are continuing work on a topic they have started researching in the prior years; prior permission from the principal is required.

### **UNFAIR ACADEMIC ADVANTAGE**

The theft, destruction, or defacement of, or other interference with, the work of other students for the purpose of gaining academic advantage; the engagement in other activities that place other students at an academic disadvantage, such as theft, concealment, or alteration of needed resources or other materials; or other manipulation of the academic system in one's favor.

### **REPORTING SUSPECTED ACADEMIC MISCONDUCT CASES**

The following procedures are intended to provide guidance to faculty on handling and reporting cases of suspected academic misconduct and to inform students on the procedure for adjudicating charges of academic misconduct.

### **PROCEDURE**

If academic misconduct is suspected, the faculty member should first speak with the student to help determine whether the suspicion is warranted. If so, faculty are encouraged to consult the administration to determine whether the student has a record of similar misconduct and/or to confer with the administration or department head and dean of curriculum for advice or clarification of the following three options:

#### **Teachable Moment**

If a teacher suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the teacher may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher, and if the faculty feels no further punitive action is necessary, the incident will be considered a "teachable moment." The grade appeal process is available to provide the student with due process should he/she feel the teacher's grading was unfair.

#### **Grade of 'F' for Assignment and/or Grade of 'F' for Class**

If after discussing the matter with the student a teacher decides to give the student a failing grade for the assignment or course or revoke their project because of academic misconduct, a note of concern should be sent to the parent with a copy to the Department Head and/or the administration. A note of concern is an informal admonition that both makes the student aware of academic standards and serves as notice that any future academic misconduct could lead to further review and the imposition of more serious sanctions by the principal. This note will be kept on file in the student's cumulative folder. If the student should wish to challenge the sanction, the principal may convene to hear the appeal. Otherwise, the teacher's decision will stand as final. Parents are not permitted to intimidate or coerce the teacher to change his/her decision or dismiss/lessen the consequence. If a parent is discovered to have done so, further extreme action such as dismissal from the school and disenrollment of the student might be taken.

Administration has the right to consult with the teacher regarding their current note of concern, and disclose whether or not there are past notes of concern filed for that student. For students who have past notes of concern filed, administration, along with the faculty member involved with the current incident, proceed to Step C and initiate formal disciplinary procedures.

#### **Conduct Hearing**

A student may be called for a Conduct Hearing in the following situations:

A teacher believes he/she has committed an act of academic misconduct that merits severe disciplinary action beyond a

failing grade for the assignment or course such as suspension or expulsion.

A teacher wishes to have the administration review the case and make a determination that a violation of the Academic Code of Conduct occurred as well as provide the appropriate sanction if the student is found responsible.

Student and parent will be notified of the time of hearing. The hearing will be conducted as soon as possible, but it is subject to the availability of all parties required to attend: Student, parent, teacher, principal, and at least one member of the Governing Body or Board of Trustees.

Parents will be informed of the final decision reached in the Conduct Hearing. All decisions of Conduct Hearing will be final and parents must follow the decision resulting from the Conduct Hearing.

## **Grading and Reports**

### **HOMEWORK POLICY**

#### **1. Definition of Homework**

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

#### **2. Purpose of Homework**

There are several purposes for homework. At MSQC, homework is used to help students understand and review the work that has been covered in class, to assess lesson understanding, and to help students learn how to find and use more information on a subject.

Homework can also serve as a communication link between school and home that shows what children are studying.

Research has shown that schools in which homework is routinely assigned and graded tend to have higher achieving students. However, research has also proven that homework is more effective when its quality supersedes its quantity, and should challenge the students while sustaining their interest. Thus, homework should be minimal, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students.

#### **3. Responsibility of the Student**

It is the responsibility of the student to:

Expect to spend up to at least 20-30 minutes each night on homework/subject.

Keep an up-to-date agenda for homework and other assignments and their due dates

Clarify with the teacher any instructions not understood.

Turn in homework on the due date.

Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.

Arrange a proper study area, either at home or in school, and manage time to do homework assignments.

Establish a regular weekly study schedule that is relatively free from distractions (television, telephone calls, etc.)

For preplanned absences (family vacations, engagements, illness, sports, etc.) students should provide prior notice of absence to the teacher; so that the teacher may provide a list of assignments in advance. This will facilitate completion and submission of work in a timely manner without affecting homework grades negatively.

### ***Grading and Reports***

At the elementary level, the following grading designations will be used for electives including art, computers and physical education:

#### **Conduct Grades**

E = Excellent (90-100)

G = Good (80-89)

S = Satisfactory (70-79)

NI = Need Improvement (65-69)

U= Unsatisfactory (64-below)

NA = Non-Applicable/Not Assessed

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### **GRADING SYSTEM**

the following grading designations will be used for electives; including art, computers and physical education:

#### ***Numerical Grades Letter Grades***

95 -100 A+

90 - 94.9 A

85 - 89.9 B +

80 - 84.9 B

75 - 79.9 C+

70 - 74.9 C

0 - 69.9 F



## **Fire Drills**

We are required by State Law to have regular fire drills during the school year. Fire exits are clearly marked and routes to exit the building are posted in each classroom.

## **Emergency**

Drills will be conducted on a regular basis. Please send your child with the proper outdoor attire every day so that the child is ensured with the best outfit for the weather conditions outside the building.

## **Field Trips**

The purpose of field trips is to supplement and enrich the curriculum. We expect our field trips to provide valuable educational and cultural experiences for our children. Student attitude and behavior are important considerations in planning a field trip. All students who participate in field trips are expected to demonstrate proper attitudes toward their school work and satisfactory behavior on the trip. Students who have not demonstrated proper attitudes or behaviors or whose safety is a concern may be denied permission to participate in the field trip.

**Parent's permission is required for participation in each field trip.**

Kindly follow deadlines – students who do not bring money and/or permission slip by the due date will not be allowed to go on the field trip.

## **Data Privacy**

Records concerning the student such as enrollment forms, health records, observation records, written parent/teacher conference reports and all other information about the student are confidential information and will only be accessible to parents or a legal guardian.

## ***Discipline***

**This policy has been adopted from other Islamic Schools and modified for specific needs of MSQC.**

### **Section 1: Introduction**

The goal of discipline is to help a student develop inner controls so that he/she may move toward appropriate social behavior.

Our schools seek to foster children's acceptable behavior and to help them develop self-control through positive guidance and the application of simple rules that they can easily understand. Our procedures for disciplining students are designed to help them develop safe and satisfying personal relationships and a healthy self-image.

For the development of good disposition and responsible behavior, parents are expected to work closely with their children and school officials. It is good to teach them to say "Assalamu Alaikum," to greet adults and friends. Paying due respect to elders and teachers, keeping one's area neat and tidy, taking care of textbooks and personal belongings are also important. Students are expected to observe the etiquette of silence and worship during wudu and prayer. Moreover, younger students must practice the proper way to use the restroom by sitting down to use the toilet and flush afterwards. Such positive behaviors will be reinforced at school through practice at home.

### **Section 2: Policies and information: Maxims of Discipline**

- **Positive reinforcement:** Positive reinforcement is the presentation of something pleasant or rewarding immediately following a behavior. At MSQC, we believe that it is better to congratulate children for doing

something well and thus encourage them to repeat the behavior; than to wait for them to make an error and then punish them for doing something wrong.

- **Creative Interaction:** We seek to avoid potential conflicts by providing a variety of interesting activities to our students at suitable intervals to keep them engaged.
- **Individual Attention:** Our teachers strive to provide care and instruction to each student based on the student's unique strengths and needs.
- **Firm, Quiet Discipline:** Children are guided calmly towards desirable behavior.
- **Responsibility:** From an early age, children can begin to learn responsibility by picking up after themselves and managing their belongings. At our schools, children are encouraged to take pride in simple accomplishments like putting something in the trash or putting their material back on the shelf.

### ***Discipline***

- **Redirection:** Children with undesirable behavior are calmly redirected towards activities that enable them to engage in more desirable and socially acceptable behavior.
- **Positive guidance:** We seek to recognize and work with each child's unique character and physical traits to accomplish immediate and long term social, emotional, and academic goals.
- **Modeling:** We seek to teach appropriate behavior by good examples.
- **Positive phrasing.** Our educators strive to put their comments in a positive rather than a negative phrase.

### **Section 3: Inappropriate Conduct**

Any conduct that goes against the basic Islamic ethical codes will be considered inappropriate. Failure to comply with the **school dress code, possession of drugs, alcohol, tobacco, weapons, or any object that threatens to inflict bodily injury** will be considered serious offenses. **Using profanity, vulgar language or making obscene gestures to fellow students, teachers or staff, committing theft or damaging school property, engaging in name calling, ethnic or social slurs, or using indecent, immoral language** are some other examples of serious offenses.

Other undesirable conduct include: fighting; running and/or making excessive noise in the building and/or classroom; refusing to obey the teacher's instructions; refusing to participate in classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; cafeteria misconduct (like misuse of food); cheating and/or copying the work of other students; chronic class tardiness; unauthorized leaving of classroom and/or building; disrespectful or discourteous general behavior or any other misconduct which may interfere with the orderly educational process.

### **BULLYING PREVENTION POLICIES AND PROCEDURES**

Bullying in school will not be tolerated. For purposes of this handbook, bullying is defined as engaging in, condoning, or encouraging hitting, kicking, teasing, threatening, taunting, assaulting, or any other form of written, verbal/nonverbal, physical, or electronic (cyber-bullying) harassment toward another student, teacher, or staff member of the school. Should students feel as though they are victims of bullying, it is imperative that a teacher, counselor, or administrator be notified immediately. Should adults feel as though they are victims of bullying, it is imperative that an administrator, governing body member, or board member be notified immediately.

Bullying done on school grounds, at school-sponsored or school-related activity/event, in a vehicle operated by a representative of the school, or by using any school property items (computers, technology, books, etc) will be addressed by the school and is considered the school's responsibility to discipline.

According to DignityForAllStudentsAct “The Dignity Act prohibits acts of harassment and bullying, including cyberbullying, and/or discrimination, by employees or students on school property or at a school function, including but not limited to such conduct those based on a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex (Education Law §12[1]). Cyberbullying is defined as harassment or bullying which takes place through any form of electronic communication (Education Law §11[8]).”

(a) The school has the right to discipline bullying that:

(1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

(2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

(b) Conduct described by Subsection (a) is considered bullying if that conduct:

(1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

(2) interferes with a student's education or substantially disrupts the operation of a school.

(c) Each school shall adopt a policy, including any necessary procedures, concerning bullying that:

(1) prohibits the bullying of a student;

(2) prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;

(3) establishes a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;

(4) establishes the actions a student should take to obtain assistance and intervention in response to bullying;

(5) sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;

(6) establishes procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

(7) prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and

(8) requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

(d) The policy and any necessary procedures adopted under Subsection (c) must be included:

(1) annually, in the student and employee school district handbooks; and

(e) The procedure for reporting bullying established under Subsection (c) must be posted on the district's Internet website to the extent practicable.

## **CONSEQUENCES OF BULLYING**

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education’s approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the

developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the board of education’s approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

## **EXAMPLES OF CONSEQUENCES OF BULLYING**

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

#### **EXAMPLES OF REMEDIAL MEASURES: STRATEGIES FOR INDIVIDUAL BEHAVIORAL CHANGE:**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

#### ***Discipline***

The board requires the principal and/or the principal's designee at school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The EDUCATION COMMITTEE/ and NOT prohibit reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who

engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The EDUCATION COMMITTEE / BOT prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

### ***Discipline***

## **ANTI-RACISM POLICY**

### ***POLICY STATEMENT:***

- HEAD OF SCHOOL/EDUCATION COMMITTEE/BOT reject all forms of racism. It is committed to the elimination of racial discrimination—including direct and indirect racism, racial vilification and harassment—in its organization, structures and culture, in its curriculum, and in the learning and working environments for which it is responsible.
- No student, employee, parent, caregiver or community member should experience racism within the learning or working environment of the department.
- Eradicating expressions of racism in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff of the department of education and training.
- All teaching and non-teaching staff contribute to the eradication of racism by promoting acceptance of New York's cultural, linguistic and religious diversity, challenging prejudiced attitudes and ensuring that sanctions are applied against racist and discriminatory behaviors.
- Schools and workplaces have trained anti-racism contact officers and provide timely and professional responses to complaints regarding racism.

### ***AUDIENCE AND APPLICABILITY***

- The policy applies to all staff members employed by EDUCATION COMMITTEE/BOT. It also applies to students who attend MSQC. Additionally, the policy applies to any stakeholder, parent, volunteer, or representative of any of the EDUCATION COMMITTEE or BOT.

### ***RESPONSIBILITIES AND DELEGATIONS***

- The principal is responsible for ensuring the implementation and monitoring of the policy so that racism does not occur in the department's policies, practices and structures.
- Principal is responsible for examining school practices and procedures to ensure they are consistent with the policy, nominating an anti-racism contact officer and including anti-racism education strategies in school plans.
- All staff are responsible for monitoring their own behavior to ensure that it does not result in anyone experiencing racism.
- All teachers are responsible for supporting students to develop an understanding of racism and discrimination and the impact on individuals and the broader community.
- The director of equality programs and distance education, as policy owner is responsible for publication and currency of the policy and support material.
- All staff are responsible for monitoring their own behavior to ensure that it does not result in anyone experiencing racism.
- All teachers are responsible for supporting students to develop an understanding of racism and discrimination and the impact on individual's and the broader community.

## CELL PHONE POLICY

Students will not be allowed to have cell phones during school hours. Students **must** turn in their cell phones to the office each morning by 8:00 am and can pick them back up after 3:00 pm.

**If students have cell phones during school hours, the phones will be confiscated and kept in the office for parents to pick up after paying a \$20.00 fee. If the phones are confiscated more than once, they will not be returned until the end of the school year.**

Even if students have signed out before the end of the school day, they cannot use their cell phones until they are off the campus property.

### Section 4: Corrective Measures

It is our goal to provide a safe and positive educational environment to all our students. Students are expected to behave in an appropriate manner in respecting others rights and respecting school property. School administration, teachers, and parents are responsible for ensuring that their children follow school rules. It is the responsibility of the Administration and teachers to take corrective action for any inappropriate behavior, particularly if it deprives other students of their right to a healthy and safe environment.

### *Discipline*

Many discipline problems are avoided by the use of developmentally appropriate activities, environments, and teaching methods. Positive reinforcement of appropriate behavior, redirection, decision-making strategies, and peaceful resolution of conflicts will be practiced.

***To counteract undesirable behavior, no use of physical punishment or harsh language that might frighten or humiliate children will be used.*** Actions that might hurt other people or damage equipment are not allowed. On occasion, it may be necessary for a child to be removed from the group for a short 'quiet time' where the child can regain control, and rejoin the group when the child feels he/she is ready. At no time, however, will a child being disciplined be left unattended by a member of the teaching staff. No punishment will be associated with toileting accidents or failure to sleep or eat.

MSQC will make every effort to work with the family and student when there are ongoing or severe behavioral challenges by meeting with the parents and if appropriate, child development specialists. We, as a team, will develop a plan for working with the student at school and at home. In order for any behavior modification plan to be effective, parent cooperation and participation is essential and therefore expected. In some instances we may ask the parent to pick up the child early or come to the school to be with their child for a short time. In the extremely rare case that all efforts have been exhausted; and dangerous, threatening, or extremely disruptive behavior still exists, or cooperation has not been shown on the part of the parent(s), MSQC reserve the right to remove the child from the school either temporarily or permanently, based on their professional judgment.

### Disciplinary Interventions

Each student is part of the total school community and will be expected to display behaviors respectful of the community. Teachers will instruct and students will learn in an environment free of disruption.

Disciplinary interventions will be progressive in nature. The following steps will be utilized to address identified inappropriate behaviors. The severity of the behavior will determine which level of intervention a student will enter. Procedures are designed to promote positive behavior with emphasis on clear expectations.

**Interventions at Level I and II will generally be handled by the child's teacher.** The building principal will become involved when a student reaches Level III. However, both teachers and the principal may become involved at any level. Examples of inappropriate behavior are listed under some of the steps below.

## ***Discipline***

### Discipline Policy

#### **Elementary School (1st through 4th Grades)**

**(Note: 5<sup>th</sup> grade follows the Middle and High School Policy)**

In order to secure the best possible learning environment, guidelines of acceptable behavior and class procedures are to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior.

In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the principal for immediate suspension and placed on Disciplinary Probation.

Each student will always begin each day with a "fresh slate". Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. These disciplinary procedures will help your child assume responsibility for his/her own conduct.

#### **Middle and High School (5th through 11th Grades)**

##### **1. CODE OF CONDUCT**

*The Prophet (P.B.U.H.) said:*

***“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about” narrated by MUSLIM***

##### **2. RATIONALE**

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school's expectations for student behavior.

##### **3. APPLICATION OF POLICY**

The Discipline Policy applies under the following situations:

1. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while a student is registered at MSQC.
2. During regular school hours
3. On the school bus or other transportation sanctioned by the school
4. During school sponsored events
5. When going to and from school
6. During events and activities associated with the school
7. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on other students, teachers, staff, or on the orderly educational process. It also applies if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

#### **DUE PROCESS RIGHTS**

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

#### **STUDENTS:**

1. Two warnings before an action is taken to correct the misbehavior
2. An explanation of how to correct the misbehavior
3. A lighter penalty before a heavier one is applied
4. A notification of the violation
5. An opportunity to present his/her side of the story to the appropriate school personnel.

#### **PARENTS:**

- a. A written notification of the violation and the consequences decided by the school.
- b. A request to meet with the principal to discuss the discipline problem.

#### **4. THE RIGHTS & RESPONSIBILITIES OF STUDENTS**

##### **STUDENTS HAVE THE RIGHT TO:**

1. A quality education
2. Education without undue interruption, disruption, fear, or inhibition
3. Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student
4. A copy of the discipline policy
5. Receive respect from school personnel and other students
6. Due process procedures according to school policies
7. Participate in school functions and extra-curricular activities
8. Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct

##### **STUDENTS HAVE THE RESPONSIBILITY TO:**

- a. Put forth their best effort to meet classroom expectations
- b. Conduct themselves in such a manner as to promote a positive educational environment
- c. Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
- d. Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
- e. Read and abide by the school procedures
- f. Show respect for other students and school personnel
- g. Read and understand their due process rights



The school teachers and administrators will use the disciplinary action form shown below. Teachers will have to go through this form step by step before they take any action.

1. Write down all the necessary information such as teacher's name, student's name, etc.
2. Write down the misbehavior
3. Explain to the student misbehavior and the Islamic way of correcting it
4. Give the student a warning and let him or her sign that he received his or her first warning
5. If the student repeats the misbehavior or makes another one, give him or her a second warning and let him or her sign that he or she received his or her second warning
6. If the student repeats misbehaves again, take any of the actions indicated on the form such as standing the rest of the period, loss of recess time, etc.
7. If the student continues to misbehave refer him or her to the principal's office
8. The principal will discuss the problem with the student and decides the necessary action, which may result in suspension depending on the level of the violation made. Tables 1, 2, and 3 explain the violations and the consequences of each one
9. A copy of the discipline form will be sent to the student's parents and a request to meet with the parents if needed
10. Once the teacher takes an action, a copy of the discipline form will be sent by the school's front office to the student's parents. A copy will be kept in the student's file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the principal's office. The form that reaches the principal office will stay in the student's file.

#### **6. LEVEL 1 INFRACTIONS: CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL**

##### **Level 1**

Behavior should be handled by the classroom teacher whenever possible. **Ordinarily, a teacher will not refer a student engaging 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.** Thereafter the classroom teacher may refer the student to the principal 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 immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

## Infractions and Consequences

#### **LEVEL 1 INFRACTIONS: CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL**

##### **Level 1**

Behavior should be handled by the classroom teacher whenever possible. **Ordinarily, a teacher will not refer a student engaging 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 parent(s).** Thereafter the classroom teacher may refer the student to the principal through a written referral.

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However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances, where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

**Infraction Table 1: Level 1 Violations**

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand explaining what he/she is doing and what appropriate behavior would be, along with an explanation of future consequences if the behavior is repeated, or oral or written notification to parent(s); behavior contract, written essay or apology letter that identifies the school rules, temporary placement in another classroom, student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, counselor referral, administrative referral, or detention
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	Same as in number 1
3. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher	Same as in number 1
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	Same as in number 1
5. Violating classroom procedures	Not following the classroom procedures	Same as in number 1

6. Electronic and other communication devices	No student shall use, display, or possesses any electronic devices without approval on school property.	Detention and conference with principal. Parents will be asked to pick up device.  1st Offense- Device will be confiscated and given to parents.  2nd Offense - Considered Suspension (infraction subject to number of verbal and written warnings given to the student)		
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardiness is recorded in attendance folder, verbal reprimand, detention given every third tardy.		
8.Make-up possession and/or use	Having or applying make-up during school hours.	Makeup products will be confiscated and discarded. Make-up must be removed/washed off on the spot.  <b>1<sup>st</sup> Offense 2<sup>nd</sup> Offense 3<sup>rd</sup> Offense 4<sup>th</sup> Offense</b>		
9.Violating Dress Code	Students should come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up	You will be sent to the office.	You will be sent to the office. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension Up to three (3) day suspension with possible expulsion. <b>Please note that 3 infractions for dress code in the fourth offense will result in expulsion from school.</b>	You will be sent to the office. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension Up to three (3) day suspension with possible expulsion. <b>Please note that 3 infractions for dress code in the fourth offense will result in expulsion from school.</b>

		<div> <div>one day in-school suspension</div> <div>one day in-school suspension</div> <div>Possible (1) day out of school suspension.</div> </div> <div> <div>one day in-school suspension Up to two (2) days out of school suspension.</div> </div>	
10.Chewing Gum	Chewing any type of gum during	Immediate disposal of the gum, verbal reprimand, detention given every third offense.	

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	school hours	
11.Lost Books/Book not brought to class	Students should have their books with them or in their locker at all times. If a book is found by a school official and turned into the office a fee will apply in order to retrieve it.	During school a \$5 retrieval fee is required in order to retrieve a book that is in the school's possession

LEVEL 2 INFRACTIONS: ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Consequences can include parent notification, consultation, loss of privileges, behavior contracts, written essay or apology letter that identifies school rules, temporary placement in another classroom, mediation, conflict resolution and or the item listed below for the specific infraction. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but 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. **Please note that ANY 3 violations listed under level 1, 2, or 3 infractions are subject to expulsion from MSQC. The issued infractions can and may be rolled over across academic years at MSQC.**

Table 2: Level 2 Violations

INFRACTION	DEFINITION 1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>RD</sup> OFFENSE

Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
Lying	Giving or providing intentionally untrue or misleading information or communication	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
Altering official documents	Forging, falsifying, or unauthorized alteration of a document	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school, student, or private property causing minor damage or defacing school, student, or private property	Restitution, detention, or 1-day suspension	Restitution, 1-2 days suspension	Restitution, 2-3 days suspension
Misuse of equipment	Students using school or student equipment without permission. Student misusing school or student equipment, including online services for illegal, inappropriate, or obscene purposes	Detention, or 1day suspension	1-2 days suspension	1-10 days suspension
Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable	detention,1da y suspension	1-2 days suspension	2-3 days suspension

	request or directive		
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Loitering	<p>Being present in or about a school under one or more of the following circumstances:</p> <p>1. after a reasonable request to leave</p> <p>2. without a legitimate reason for being there</p> <p>3. Without proper authorization or permission from anyone authorized to grant permission</p> <p>4. After refusing to identify oneself.</p>	<p>1-2 days in school suspension</p> <p>detention, 1 day suspension</p>	2-3 days suspension
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Trespassing	<p>Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises</p> <p>1 day detention, suspension,</p>	1-2 days suspension,	2-3 days suspension, police notified
Truancy	<p>Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedures, skipping classes or school</p> <p>1 day suspension, Parents notified.</p> <p>No make-up work will be accepted for classes missed as a result of truancy</p>	<p>1-2 days suspension, Parents notified.</p> <p>No make-up work will be accepted for classes missed as a result of truancy</p>	2-3 days suspension

Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1 day suspension,	1-2 days suspension,	2-3 days suspension
Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	Detention, conference with the principal, written warning, parents notified	1-2 days suspension,	2-3 days suspension

Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day suspension, Detention and conference with administrator. Parents will be asked to pick up device	1-2 days Suspension. Device will be confiscated until the end of the school year	2-3 days Suspension. Device will be confiscated until the end of the school year
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<p>Inappropriate Postings</p>	<p>Students will be held responsible for posting, publishing, or sending any “illegal or inappropriate” material including that which defames slanders or harms the school, its students, staff, parents, or stakeholders in any form or fashion.</p> <p>Including/not limited to: the use of text, image, audio, and video on campus, in newsletters, local newspapers, radio and TV programs, and over the internet, in emails, or blogs, or any social media such as YouTube, MySpace, Xanga, Facebook, Snapchat, Tumbler, Pinterest, Twitter, etc.</p> <p>about the school, administrators, teachers, students, parents and stakeholders.</p> <p>Students must get a written approval from a chief administrator (i.e., principal/assistant principal) to post, publish, or send any material pertaining to faculty and staff, administrators, and all school activities.</p>	<p>Parents/guardian contacted. Up to Three (3) day suspension Possible expulsion.</p>	<p>Parents/guardian contacted. Possible expulsion</p>
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Leaving Campus without Permission	<p>Leaving campus including classrooms, prayer, lunch, field trips, or any mandatory school events while under school supervision, without prior consent and authorization from school administration during school hours.</p> <p>The school administrator will develop an individual intervention plan for the student</p>	Parent/Guardian contacted. Up to Three(3) days out of school suspension	Parent/Guardian contacted. Possible Expulsion.
Wreckless Vehicle Use	<p>Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the education process.</p> <p>The school administrator will develop an individual intervention plan for the student. Parents/guardian contacted.</p>	Parent/Guardian contacted. Up to Three (3) days out of school suspension.	Parent/Guardian contacted. Possible expulsion.

**Note: Any student charged with a subsequent level 2 violation can be referred to the principal for expulsion. Refer to the statement above.**

**LEVEL 3 INFRACTIONS: CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING**

The school considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school principal and/or legal action. Students expelled from school due to level three infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. Possible consequences can include parent notification/consultation, involvement of the appropriate authorities or agencies like law enforcement or social services, written essay, letter of apology that identifies the school rules, loss of privileges relative to the offense, referral to a behavioral therapist, a behavior contract, mediation, conflict resolution, community service, and or the consequences listed below regarding the specific offense. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. The principal may pursue expulsion proceedings following appropriate steps as outlined by the school board. **Please note that a combination of ANY 3 violations listed under levels 1, 2, and 3 infractions are subject to expulsion from MSQC. The issued infractions can and may be rolled over and combined within the students attendance at MSQC.**

**Table 3: Level 3 Violations**

INFRACTION	DEFINITION	1 <sup>st</sup> OFFENSE 2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 day suspension, Police notified	3-5 days suspension, recommend for expulsion
Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	Recommended for expulsion, Police notified	N/A
Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, recommended for expulsion, Police notified	N/A
Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	Expulsion, Police notified	N/A

Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so	3-14 days suspension, recommended for expulsion, Police notified	N/A
Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	recommended for expulsion, Police notified	N/A
Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, recommended for expulsion, Police notified	N/A
Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school	3-14 days suspension, recommended for	N/A

	community	expulsion	
Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days suspension, recommended for expulsion	N/A
Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, recommended for expulsion, Police notified	N/A

Gambling	Participating in or organizing games of chance to gain money or other items	3-14 days suspension, recommended for expulsion N/A	N/A
Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, recommended for expulsion, Police notified N/A	N/A
Sales, use, possession, or distribution of alcohol, drugs, tobacco products, electronic cigarettes, or other chemical control substances	Using, selling, sharing, providing, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	3-14 days suspension, recommended for expulsion, Police notified N/A	N/A
Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-14 days suspension, recommended for expulsion, Police notified N/A	N/A

Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	recommended for expulsion, Police notified N/A	N/A
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Obscenities, Verbal abuse, vulgarity towards school or school personnel	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include the use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	3-14 days suspension, recommended for expulsion N/A	N/A
Gender fraternization Promiscuous behavior	Committing acts that are sexual In nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamic immoral behavior or communication, written or otherwise.	3-14 days suspension, recommended for expulsion N/A	N/A

**Expulsion Table**

INFRACTION	DEFINITION 1 <sup>st</sup> OFFENSE 2 <sup>nd</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
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Level 1 Infraction(s)	Students should come to school in uniform and in line with specific uniform and appearance limitations described in this handbook.	You will be sent to the office. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire.	You will be sent to the office. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire.	Suspension/Expulsion from MSQC
All violations listed under Level 2 infractions	Students will not be allowed to attend class until they are in proper attire. All missed work must be made up	Possible one day in-school suspension Up to two (2) days out of school suspension.	Possible one day in-school suspension Up to three (3) days out of school suspension.	Expulsion from MSQC
	Academic misconduct, Inappropriate language, Lying, Altering official documents, Damage or destruction of property, Misuse of equipment, Insubordinations, trespassing, Truancy, Fighting,	The school administrator will develop an individual	Parent/Guardian contacted. Up to	

	<p>Bullying</p> <p>Electronic access</p> <p>Inappropriate Postings</p> <p>Leaving Campus without Permission, Wreckless Vehicle Use</p>	<p>Three(3) days out of school suspension</p> <p>intervention plan for the student</p>	
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All violations listed under Level 3 infractions	All Level 3 infractions (in any combination) offense is expulsion from MSQC for there is no tolerance for such offenses.
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**All suspensions will be recorded on student transcripts.**

#### **7. DETENTION**

Detention is given for level 1 infraction, and some minor level 2 infractions. A referral for detention is written by the teacher who then passes the written referral to the principal. The principal then makes the final decision to implement the detention, depending on the circumstances and infraction. A student will be allowed only three detentions. The student's fourth referral to the principal's office will result in suspension.

#### **8. SUSPENSION**

The principal will make the decision if the suspension will be "In-School Suspension" (ISS), or "Out-of-School Suspension" (OSS). For the duration of the OSS, a student is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done. It is the students' and parents' responsibility to follow up with teachers on these tests and the work required to finish the academic requirements. A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. Teachers will list all assignments that the student will be missing in class and provide the list to the Administration before the scheduled ISS or OSS. Students will receive full credit for the work that has been completed. ISS and OSS days do not count as student absences. Subsequent suspensions will start a clean slate each year. After the third violation, the student will be placed on probation. Any violation made after that may result in expulsion from the school or suspension until the end of the school year. A student who is expelled from the school may not be admitted to the school the next year. If a student is suspended until the end of the year, the principal then makes the final decision to readmit the students or not for the following school year.

#### **Grievance Procedure**

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school EC or board of trustees (BOT). The school EC or Chairman will review the grievance and will respond in writing. Before a parent can go to the BOT, the parent should have made a good faith effort to express their concerns to the school administration first.

### **Expulsion Procedures**

Students may be referred to the principal for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the principal for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.

### **Updated 2023-2024 Academic School Year**

2. The principal will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the principal or the school board.
4. The principal will make a decision that will be conveyed to the parents in writing as soon as possible.
5. Any grievance should be made on light of the grievance procedure described above.
6. The decision of the school is final.

Students on open suspensions may not return to school without a decision from the principal. They may not be on school premises or participate in any school activity or function including field trips or after school events.

### **Use of Personal Electronic Devices at School**

No iPad, iPod, apple, android, tablet, kindle, Beats, Mp3 player, bluetooth device, hotspot, radio, tape recorder, phone, beeper, electronic games, or other electronic devices are permissible unless used as a part of a class or project and are approved by an instructor. A student with such a device will be given a suspension/or and device will be confiscated on the first occurrence. The device will be confiscated and given to the parent or guardian at the end of the school year. If a parent wishes to contact his/her child during school hours, it must be done through the office. Parents have to pay \$20.00 fee.

### ***Building & Campus***

### **VISITORS TO SCHOOLS**

The school is open to properly accredited visitors at all times. Parents are urged to come at any time for visits, but must provide a 48 hour notice if they want to sit in their child's classroom. Students should not ask non-student friends to visit them during school hours, unless on an emergency basis. All visitors must be prepared to present proper identification (i.e., driver's license, picture ID) when entering MSQC's building. When visiting a campus, individuals must sign in at the administrative office indicating the teacher or area of the building to be visited and the child involved.

Parents are encouraged to visit their child's school. Visits to individual classrooms during instructional time are only permitted in accordance with the school's policy and with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

### **VOLUNTEER PROGRAM**

EDUCATION COMMITTEE volunteers play an important role. Volunteers perform a variety of functions, from preparing materials for teachers and students, to assisting teachers in the class, such as during story time. They may work with children and school personnel in many ways, including reading, classroom activities, helping in the office, or planning school functions, such as the yearly fundraiser.

It is now mandatory for all parents to volunteer at MSQC in some way. Volunteer Interest forms are available through



Orbund and at the front office. The parent volunteer form allows parents to identify their area of interest and aids parents in selecting volunteer opportunities that take into consideration their personal schedule. Please select on a scale of 1 to 5 your preference with 1 being primary interest, 2 being your second interest, etc. on the volunteer form.

Volunteers may work from a few hours a week to multiple days in a week. The key to a successful experience is dependability. Volunteering requires a commitment for the period of time the individual agrees to work in the school. Please be aware that we may restrict volunteering assignments depending on need.

#### Updated 2023-2024 Academic School Year

The children enjoy seeing the involvement of the parents in their day-to-day school life, and these programs provide a vehicle for home and school cooperation.

We ask that parents do not volunteer in the classroom during the first few weeks of school so that the children have time to adjust to the school setting.

**All volunteers interacting with students on a repeated basis must agree to background checks and fingerprinting, to be done off-site, and must adhere to all school policies. Volunteers are responsible for payment of the fingerprinting and background check. Volunteers are required to adhere to all confidentiality and privacy laws regarding students information .**

Volunteers must make alternate arrangements for non-school age siblings during the time they are volunteering, as it can be disruptive to the students and teachers. **Students not enrolled at the school (or in classes not participating in the activity) will NOT be allowed to attend, as necessary for reasons of safety and supervision of all children.** Events permitting other children to attend will be announced but children will be allowed only in a spectator capacity, not as participants, and parents are solely responsible for monitoring their children at all times to ensure there is no disruption to the planned activities or school environment.

#### STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use MSQC owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

##### 1. Expectations

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a teacher or campus/district administrator.
- b. All users are expected to follow existing copyright laws.
- c. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

##### 2. Unacceptable conduct includes but is not limited to the following:

- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to

lists or individuals.

f. Unauthorized or non-curricular use of online video, music or streaming content.

g. Gaining unauthorized access anywhere on the network.

h. Invading the privacy of other individuals.

i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.

j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.

k. Posting anonymous, unlawful, or inappropriate messages or information on a district-owned system. l.

Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages. m.

Falsifying permission and/or authorization of identification documents.

n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.

o. Knowingly placing a computer virus on a computer or network.

p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses. **3.**

### **Acceptable Use Guidelines**

#### **a. General Guidelines**

i. Students are responsible for the ethical and educational use of technology in the school and when a school owned device is used out of school.

ii. Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the school.

iii. All technology policies and restrictions must be followed.

iv. Access to the school's computer online services is a privilege and not a right. Each student will be required to sign and adhere to the Acceptable Use Guidelines Agreement.

v. When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.

vi. Any parent wishing to restrict their children's access to any school computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### **b. Network Etiquette**

i. Be polite.

ii. Use appropriate language.

iii. Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people).

iv. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.

v. Users should be discrete when forwarding e-mail and it should only be done on a need-to-know basis.

#### **c. E-Mail**

i. E-mail may be used for educational or administrative purposes only. Students are provided a mqacademy.org e-mail account **if** email is required in the course in which they are enrolled. ii. E-mail transmissions, stored data, transmitted data, or any other use of district-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.

iii. All email and all contents are property of the school.

iv. Students under the age of 18 are not allowed to create their own Google email or yahoo e-mail (Google and Yahoo minimum age requirement to open up an email account). Parents may create one for the student and are responsible for monitoring student activity on that email account. If a student is found to have opened their own account with any server by lying about their age, parents will assume all responsibility for any legal or financial penalties or charges that the companies may bring forth.

#### **d. Consequences for Noncompliance to Acceptable Use Policy**

i. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

ii. Noncompliance with the guidelines published here, in the Student Handbook may result in suspension or termination of technology privileges and disciplinary action.

iii. Use or possession of hacking software is strictly prohibited and violators will be subject to

consequences in the Student Handbook.

- iv. Violations of applicable state and federal law, including the NY Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the District. MSQC cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, the contents of email and network communications are governed by the New York Public Information Act, and therefore, may be subject to public disclosure as required by law.
- v. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

## ***Regulations***

### **PRIVACY POLICY**

This policy applies to all personal information collected or volunteered to our organization and includes all information that uniquely identifies an individual, such as bank account numbers, social security number, etc. All personal information provided to the school is for internal purposes only and we will not share such information with outside parties, except if:

- Required to complete a financial transaction
- Required by law, after consultation with an attorney as appropriate
- In connection with the work of trusted companies that provide professional services to us such as printers, technical support, auditors, and attorneys.

To the extent that your personal information is used for public purposes, such as a membership directory, we will provide an opportunity to opt out or decline such use.

We maintain a variety of physical, electronic, and procedural safeguards to guard the personal information we collect, including information collected through our website or online school management system. However, no one can guarantee perfect security from people who might attempt to evade security measures or intercept transmission over the Internet.

### **HEALTH AND SAFETY POLICIES**

#### **1. Requirements**

- a. A certificate of good health, signed by a physician, is required at the time each child is enrolled in the school. This will also be required before reentrance by a child after any lengthy or serious communicable disease or illness.
- b. Each child is to be carefully inspected every morning upon entering the school. If good health is in doubt, the child should not be allowed to stay for the day. In case a child seems ill during the day, the child shall be isolated immediately and the parents will be notified.
- c. Parents are required to notify the school whenever a child has been exposed to a contagious disease. d. All newly enrolled students are required to submit proof of completed immunization per district requirements. They must also have a tuberculin test on file.
- e. All staff members and volunteers shall present certificates of good health and negative tuberculin tests. f. If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) it is the parent's responsibility to educate school staff on ways to deal with the condition during school hours. Parents should ensure that all required medication is available on site and that the appropriate forms for its use have been completed. If given, it should be in its original prescribed bottle by the physician
- g. If a child has any one of the following conditions, the parent should be notified to pick up the child immediately:
  - Contagious Disease
  - Fever over 100 F
  - Vomiting or Diarrhea
  - Accident Requiring Medical Attention

- Any condition deemed by School Personnel
- h. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.
- i. In order to minimize the spread of infectious disease, all staff shall wash their hands before and after leaving the bathroom, handling food, etc.
- j. Children shall be required to wash their hands before and after eating and toileting. Signs indicating this should be posted in the restrooms and cafeteria. Proper hygiene etiquettes should be followed consistently and enforced by parents/ legal guardians

## **2. Accident/ Emergency Procedures**

- a. If an accident happens to a child at the school premises, teachers or teacher's aides must immediately attend to the child and notify the Principal/administration.
- b. The injured child should not be left alone. If the Principal/administration is not within access of voice, the aide may send another child to notify him/her.
- c. Appropriate first aid treatment should be given to the child during which the school staff will determine the need for further medical attention or for a call to the child's parents.
- d. If appropriate, the injured child may be moved to a quiet area under supervision.
- e. For each accident, an incident form will be completed, signed by relevant people, and filed. f. The front office will make every effort to reach a parent. If no parents answer, then the emergency contact will be notified. If no one is reached, the front office will leave messages for the parents.

The following emergency procedures/steps would be followed when attending to an injured child:

- 1. Do not move the child unless necessary for safety reasons.
- 2. Call for immediate assistance from another staff member.
- 3. Contact the administrator or call emergency 911 in case of serious accident
- 4. Keep the child calm, covered, and awake without shaking the child.
- 5. Have another staff member pull the child's folder, contact the child's parents, and call the child's authorized doctor/911.
- 6. The staff member with the child should fill out the accident report for the school and the paramedics. 7. If the child's parents are unavailable, an emergency vehicle will be called and a staff member will accompany the child to the emergency room.
- 8. A staff member will take care of the class in case the teacher has to step out to accompany the injured child.

## **DISEASE CONTROL MEASURES**

The following conditions require exclusion from school attendance in accordance with the guidelines adopted by the New York State Department of Health Services:

### **Chicken pox:**

Readmit after 7 days from onset of rash, except immuno-compromised individuals who should not return until all blisters have crusted over (may be longer than 7 days).

### **Conjunctivitis (bacterial and/or viral):**

Readmit after a physician's certificate or health permit is obtained or after prescription medication has been

initiated. **Regulations**

### **Diphtheria:**

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to the local health department.

**(Fever (100.4°F or greater):**

Readmit when the child has been free of fever for 24 hours.

**Gastroenteritis, viral:**

Readmit when diarrhea subsides.

**Head lice (pediculosis):**

Students found to have nits less than 1/4 inch from the scalp or live lice will be excluded from school. They will be readmitted when:

- one medicated shampoo or lotion treatment has been given and documentation indicating type of treatment is provided to the school personnel
- nits within 1/4 inch of the scalp have been removed
- the school nurse finds no evidence of nits within 1/4 inch of the scalp and no lice

The student must be checked by the nurse before returning to class. (If the nurse finds live lice still in evidence, the parent will be notified and the student excluded.)

**Hepatitis, viral type A:**

Readmit after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.

**Impetigo:**

Readmit when treatment has begun.

**Influenza:**

Readmit when symptoms subside and the child has been free of fever for 24 hours.

***Regulations*****Measles (rubeola):**

Readmit after 4 days from rash onset. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

**Meningitis, bacterial:**

Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at a school are also treated.

**Meningitis, viral (Aseptic meningitis):**

It is rarely serious and is usually caused by common viruses such as herpes simplex, adenovirus, or Coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmitted to school if no fever.

**Mumps:**

Readmit after 9 days from the onset of swelling.

**Pertussis (whooping cough):**

Readmit after 5 days of antibiotic therapy. Unimmunised contacts should be immunized and receive antibiotic

prophylaxis. Report suspected cases immediately to local health department.

**Poliomyelitis:**

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to the local health department.

**Ringworm of the scalp:**

Readmit when treatment has begun.

**Ringworm of the skin:**

Admit provided lesions are covered. Treatment is recommended.

**Rubella (German measles):**

Readmit after 7 days from rash onset. In an outbreak, unimmunized children should be excluded for at least 3 weeks after the last rash onset occurs. Report suspected cases immediately to the local health department.

**Salmonellosis:**

Readmit when diarrhea subsides.

**Scabies:**

Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated with prophylactics.

**Shigellosis:**

Readmit when diarrhea subsides.

**Streptococcal sore throat and scarlet fever:**

Readmit after 24 hours from time antibiotic treatment began.

**Tuberculosis, pulmonary:**

Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

**Tuberculosis skin test, positive:**

If the student has a reactive skin test and is symptomatic of TB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the

***Regulations***

Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment. Other disease control measures may be instituted by the associate superintendent/school administration for the campus/all members.

## MINIMUM STATE VACCINE REQUIREMENTS

### FOR NY CHILDREN

Vaccine Required Doses
<b>Pre-K (ages 3-4)</b>
Diphtheria Tetanus 4 doses
Toxoid and Pertussis
Vaccine (DPT, DTaP, DT, Td)
<div>Hib 1 dose on or after 15 months of age OR</div> <div>Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose</div> <div>Polio 3 doses</div> <div>(IPV, OPV)</div> <div>Measles 1 dose on or after the 1<sup>st</sup> birthday</div>

Mumps 1 dose on or after the 1<sup>st</sup> birthday Rubella 1 dose on or after the 1<sup>st</sup> birthday

Varicella 1 dose on or after the 1 <sup>st</sup> birthday
Hepatitis A 2 doses
Hepatitis B 3 doses
<div>Pneumococcal 1 dose on or after 12 months of age OR</div> <div>Completed series of 2 or 3 doses with booster after 12 months</div>

### ***Regulations***

Vaccine Required Doses
<b>Kindergarten through 12 (K – 12)</b>

Diphtheria Tetanus	Five doses of any combination DTaP/DTP including one dose on or after 4 <sup>th</sup> birthday.
Toxoid and Pertussis	
Vaccine (DPT, DTaP, DT, Td)	<b>Students 7 years or older</b>
	* Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including one dose on or after 4 <sup>th</sup> birthday (Pertussis vaccine is not required)
	* One dose of Td required ten years after the last dose of DTP/DTaP/DT
Polio	Four doses unless the 3 <sup>rd</sup> dose was on or after 4 <sup>th</sup> birthday
(IPV, OPV)	
Measles, Mumps,	
Rubella (MMR)	Two doses of a measles-containing vaccine; with the first dose on or after the 1 <sup>st</sup> birthday; second dose by age 5 or entry into kindergarten.
Varicella	1 dose on or after the 1 <sup>st</sup> birthday.
	If the first dose of Varicella is received after age 13, two doses are required.
Hepatitis B	3 doses

## Regulations

### CHILD ABUSE REPORTING RESPONSIBILITIES

According to **NYS law**, any staff member who has *reasonable* cause to suspect that a student may be an abused or neglected child must report such a case to the Department of Family and Protective Services (DFPS) or to local law enforcement. In such a situation, the staff member must notify the principal. The staff member, the principal, and/or a veteran teacher will make the decision to inform the DFPS. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases, as **failure to report is punishable by law**.

Abuse and neglect are defined by DFPS as follows:

- Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.
- Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### Persons Required to Report: Time to Report

- A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.
- If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make a report not later than the 48<sup>th</sup> hour after the hour the professional first suspects that the child has been or may be abused or neglected. A professional may not delegate to or rely on another person to make the



report. In this subsection, “professional” means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors and day-care employees.

- c. The requirement to report under this section applies without exception to an individual, whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, and mental health professionals.
- d. The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

#### **Report Made to Appropriate Agency**

A report shall be made to:

- a. any local or state law enforcement agency;
- b. the department if the alleged or suspected abuse involves a person responsible for the care, custody or welfare of the child;
- c. the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
- d. the agency designated by the court to be responsible for the protection of children.

#### **Contents of Report**

The person making a report shall identify, if known”

- a. the name and address of the child;
- b. the name and address of the person responsible for the care, custody, or welfare of the child; and
- c. any other pertinent information concerning the alleged or suspected abuse or neglect.

### **ADMINISTERING MEDICATION**

MSQC personnel are not permitted to administer to students, medication of any kind, (including analgesics, or any other drugs), unless the parents provides the medication and submits a written request to authorize the nursing staff or school employee to administer such medication. If questionable circumstances warrant it, the nursing staff or school employee reserves the right to deny the parent’s request.

When administering prescription medicines, the school would prefer to have a written statement from a physician or dentist that is licensed to practice in the United States. However in some cases, information may be substituted for the above-noted statement. The prescription must be filled by a pharmacist who is licensed to practice in the United States. If prescription medicine is required, it must be in its original container, kept in locked storage in the office of the school nurse or the principal's designee. Medications must be administered by the nursing staff or a school employee.

All prescription medicine must be bought, and picked up at the office by a parent or guardian. The school may accept a sufficient quantity of medicine for one month. Upon receipt, the medicine will be inventoried and discrepancies

#### ***Regulations***

Only the prescription medicine that the student is required to take during the hours that he/she is in school will be administered. No vitamins, health food, or herbal preparations will be given by the nursing staff or school employee.

The above is not intended to prevent a student from having in his /her possession or the taking of analgesics, allergy tablets, or other similar non-prescription medication during the school day. The medicine must be in its original container. When the time for taking the medicine approaches, it is strongly recommended that the student go to the clinic or office, since the consumption of pills, in any form, during the school day or on the school campus increases the likelihood of a student being mistakenly charged with a violation of the school’s policy on drug abuse.

## **PESTICIDE APPLICATION**

The school facility is occasionally treated with pesticides by a licensed company. We make every effort to ensure that pesticides used are safe and appropriate for school use. All applications will be made after school hours, unless if safe to do so during school hours and children will only be permitted back onto the building when it is determined by state guidelines to be safe to do so.

## ***ROLES AND RESPONSIBILITIES***

### **Education Committee**

The role of the EC is to organize and operate MSQC in NY State. EC, Principal and BOT are responsible for setting policy, approving employment, approving school calendars and handbooks, creating employee contracts. The BOT is the ultimate authority in all matters pertaining to the operation of EDUCATION COMMITTEE as a whole.

### **ADMINISTRATION ROLE**

The role of the MSQC administration is to:

- Provide high quality education consistent with the teachings of the Qur'an and the Sunnah of the Prophet (PBUH)
- Teach Islamic values and morals that help students grow up to be good moral citizens
- Provide high quality education in all subject areas
- Provide the best qualified, available teachers
- Choose the best available curriculum
- Provide the best possible learning environment
- Create a safe environment for all students
- Keep the lines of communication open between the parents, teachers and the administration

### **TEACHER ROLE**

The role of a MSQC teacher is to:

- Be in class before the students arrive
- Be prepared for class
- Create and maintain a prepared environment for the students
- Monitor and guide the child's academic progress
- Respect the child's physical and emotional needs
- Provide challenging and engaging lessons to advance the child's academic growth
- Keep the parents informed of their child's progress
- Return the parent's phone calls within a reasonable time

### **PARENT ROLE**

The role of a MSQC parent is to:

- Provide their child with the tools necessary for success in school
- Provide their child with a healthy breakfast in the morning and give him/her a healthy snack and lunch for school
- Ensure the child has had a good night's sleep
- Send the child to school in proper clothing
- Bring the child to school on time and pick them up on time
- Keep a sick child at home
- Help the teachers and the administration in implementing school rules

- Review their child's work progress on a regular basis
  - Attend parent/ teacher conferences
  - Communicate with the teacher any concerns they have about the child
  - Read all the notices sent home and check school's website for information
  - Sign and send back notices requiring signatures *on time*
  - Adhere to school policies and cooperate with the school to provide the best learning environment for the child ●
- Provide academic assistance to the child where needed based on teacher request to ensure child's academic success
- Encourage the child to work hard in school and to be an active participant in the classroom ●
- Follow the Academic Code of Ethics and ensure the child follows it as well

## **GUIDELINES FOR STUDENTS**

Students are expected to put forward their best efforts in order to achieve the goals of the school such as:

- ✓ Be on time for school each day.
- ✓ Be properly dressed according to Islamic dress code.
- ✓ Help with the efforts of keeping the school building and grounds clean.
- ✓ Maintain oneself in an orderly manner at all times.
- ✓ Do not laugh or talk excessively loud.
- ✓ Adhere to all rules and standards of MSQC.
- ✓ Respect others and the property of others.
- ✓ Respect the teachers and those in authority among you.
- ✓ No cursing or fighting will be permitted.
- ✓ Complete all assignments as given by the instructors.
- ✓ Be aware that certain offenses may result in your suspension and/or your expulsion from school.
- ✓ Respect the school.

**\*Note: The following section contains school forms you might need. Before using the forms below, please check with your local school to see if there is a campus-specific form that must be completed and if there are any additional forms required.**

**MSQC**

**Request for Administering of Medication**

To the principal of MSQC: Date\_\_\_\_\_

As parent/guardian of student\_\_\_\_\_ born on \_\_\_\_\_

and currently in the \_\_\_\_ grade, I \_\_\_\_\_ give permission for Dar ul Arqam School to administer to my child, the following medication:

Name of medication\_\_\_\_\_

Color: \_\_\_\_\_ Dose (amount) to be administered: \_\_\_\_\_ Time to

be administered: \_\_\_\_\_ Date to discontinue: \_\_\_\_\_

Additional instructions or side effects regarding the above medication: \_\_\_\_\_

\_\_\_\_\_

Reason for administering medication\_\_\_\_\_

Student's physician's name \_\_\_\_\_ Telephone: \_\_\_\_\_

Medication must be in the original container with the student's name and a current date. It will be given according to the instructions on the label. Non-prescription medication must be in the original container and will be given according to directions.

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**Medication of students in elementary schools must be brought to the school by the parent/guardian. Medication may not be transported by elementary students on the bus.**

**School clinic staff is authorized to contact and consult with your child's physician regarding the child's medical needs.**

**The school, the Board and its staff shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student.**

\_\_\_\_\_ Parent/Guardian

Signature Work Telephone Home Telephone

\_\_\_\_\_ Date Physician's Signature (if

required)

Required annually in the treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given daily for more than two weeks.

## EMERGENCY MEDICAL TREATMENT FORM

In the event of a medical emergency at school, the school will first try to contact the child's parents. If the parent cannot be reached, and the child needs immediate medical treatment, the form below would be given to the hospital or clinic. The purpose of the Emergency Medical Treatment Form is to obtain medical treatment for your child in the event you cannot be contacted.

**Please complete and return this with the signed accountability form.**

I hereby authorize the staff member(s) at \_\_\_\_\_

School to consent to emergency medical treatment for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's First/Last Name (Printed) Birth Date Grade

\_\_\_\_\_

**I understand in granting this authorization that:**

- My child will be taken to a hospital or clinic nearest to the school or activity he or she is attending so that emergency medical treatment can be obtained.
- School staff members will attempt to contact me before consenting to emergency medical treatment for my child.
- I will be responsible for all expenses incurred by virtue of the emergency medical treatment of my child and for the transportation to the emergency medical treatment facility.
- I release MSQC staff members and trustees from any and all claims or actions from liabilities for the injuries that occur to my child as result of his or her receipt of emergency medical care.
- The staff members of the MSQC , its trustees and agents are not waiving any sovereign or governmental immunity by requesting the execution of this document.
- I understand the provisions of this document and execute it voluntarily.

\_\_\_\_\_ Signature of Parent

or Guardian Home/Work Phone Date

### IMPORTANT MEDICAL INFORMATION

List any medical problems your child has which medical personnel need to be aware of in an emergency: (example--- diabetes, asthma, seizures, heart problems, pregnancy)

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Medication your child takes daily (either at home or school) \_\_\_\_\_

List medicine allergies \_\_\_\_\_

Any severe allergies to insect bites \_\_\_\_\_, if yes, what treatment is given

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Family physician \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

NAME Phone Number

Health Insurance company name & ID Number \_\_\_\_\_

#### Miscellaneous

#### Lost & Found

Be sure to label all items that your child brings to school. It saves time and money from searching/replacing items. A Lost & Found basket is located near the school office. It is emptied periodically.

#### Missing Objects

Please check your young child's pockets daily for unusual items! These treasures are often hard to replace. Never feel embarrassed about returning one of our odds and ends. The children are very honest, but sometimes they forget, or just cannot help taking a little bit of their classroom home with them.

#### Birthday Parties

There will be no celebration of birthday parties, nor giving out of birthday party bags, or bringing a cake. We will acknowledge the child's birthday in an Islamic perspective. There will be no celebration of non-Muslim holidays (e.g., Halloween).

#### Visitors in School

To ensure the safety of all students, visitors (including parents) are not allowed in the school building or on the grounds without approval from the principal or designee. Please report directly to the school office anytime you need to enter.

#### Media

The school administration reserves the right to photograph/videotape students for ad, behavioral/evaluative purposes.

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#### CONTACT INFORMATION

You can get most of our information by logging in to plusportal. You will be given an account with the user's name and password.

Concerns regarding	Contact
Classes	Head Teacher or Classroom Teacher
Child's progress at school	Principal/Classroom Teacher
Problems at home or school	Principal/Classroom Teacher
Field trips	Classroom Teacher
School events/ Fundraiser	PSC & Class Moms
Curriculum and academic program	Principal
Registration records	Administration Office
Immunizations, yearly physicals or illness	Administration Office
Billing/payments	Administration Office
Administration, faculty, facilities or operations	Administration Office/Education Committee
Transportation	Administration Office
Lunch & breakfast program	Administration Office
Buying supplies, snacks, Islamic articles	Administration Office

#### WAYS TO HELP YOUR CHILD DEVELOP GOOD STUDY HABITS

- Parents should reinforce that which was learnt in school. For example, the fact that the 5 prayers are compulsory will only be truly understood when the child sees parents praying on a regular basis.
- Find a place to study free from distractions; for instance, people moving around, children playing, TV or radio.
- Help your child set a regular homework time each day. Free your child of other responsibilities at that time.
- To save time, help your child keep study supplies like paper, pencils, crayons, rulers, erasers, scissors, and glue sticks together in a box or study drawer.
- To encourage your child to stay on task, praise him when he is able to complete an assignment neatly without interruptions.
- Show interest in your child's homework. Ask to see completed work. Be ready to answer questions, but never do the work for your child.



- Always praise a job well done or make positive suggestions on how to improve the quality of the work. ●
- Answer all your child's questions. (Ask if there are any more questions.)
- Teach your child something new every day, something factual and basic that everyone needs to know. Use a story in the newspaper, new on the TV, or something a child says. Information that might be obvious to you as an adult is not obvious to a kid.
  - Read to your child every day if possible. Have the child sitting next to you so you can explain how reading works. (If you cannot read, it's very important to be honest about this and to take steps to learn to read.) ● Encourage your child to have a positive outlook on school and education. Stress that it will be fun. There will be new friends to meet and interesting new things to do.
  - Support teachers and school.

Your child's well-being is our highest priority. We are always happy to discuss our policies and procedures with you and we welcome your constructive criticism, suggestions, and support. Please submit these in writing at the main office.

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