

# Aqsa School



## Celebrating 33 Years of Excellence in Islamic Education

**Mission: To see our students excel academically and  
grow socially and spiritually.**

This assignment notebook belongs to \_\_\_\_\_  
Grade \_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_

## HIGH SCHOOL



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Dr. Janelle Sharon, *STEAM Director*  
Ms. Laila El-Amin, *Director of Religious Affairs*  
Ms. Rana Jaber, *Business Manager*  
Ms. Layla Khayr, *Social Worker*

## **2018/2019 Parent/Student Handbook**

All information provided in this Parent/Student Handbook, including dates, times, and locations are current as of August 2018, and may be amended during the school year without notice. The most current document will be on the Aqsa School website at [www.aqsa.edu](http://www.aqsa.edu).

The student handbook was developed to answer many of the commonly asked questions that student and parents may have during the course of a school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions not addressed in this handbook, please contact the Aqsa School main office.

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## MISSION STATEMENT

Aqsa School is a community made up of board members, parents, students, staff and friends of the school who are dedicated to providing a comprehensive education in an Islamic environment which is well-equipped to serve the needs of students from preschool through high school, with grades six through twelve being exclusively for girls.

In addition to a college preparatory program of rigorous academics which includes honors and AP courses and a variety of learning experiences with corporations such as Boeing and Argonne Laboratories, Aqsa School and its partners are committed to introducing the true message of Islam, instilling an appreciation of Islamic history and values, and cultivating pride among Muslim American youth about their heritage and their place in American society. Charitable giving, good deeds, equality among the races, and a tolerance for the religions and values of others will also be stressed in an effort to prepare students intellectually, spiritually, physically and socially to be responsible and effective members of a diverse and changing world.

The Aqsa School Board members and the administration make it their top priority to seek and hire qualified educators who demonstrate a commitment to the values of Islam, and to excellence in education.

At Aqsa School we continually strive to achieve the following school-wide objectives with our students:

- We strive to teach our students the love of Islam by example and through Islamic and Quranic studies, and the practice of Islam.
- We strive to teach our students to strive for excellence at school and in their future academic and personal lives.
- We strive to teach social awareness and responsibility through involvement in community causes.
- We strive to teach the concept of faith with action through the example of our staff.
- We strive to teach our students the importance of being strong Muslim leaders
- We strive to teach our students to be proud of their Islamic faith and individual cultures and how to use both of these to better themselves and their communities

# ATTENDANCE

## School Schedule

High School students are offered seven periods of instruction, and one period for lunch. Students participate in instructional periods that include English, Math, Arabic & Religion, Science, History, AP Courses, Electives, and Study Hall. As a 1:1 school, instruction includes the use of technology at school. Students have access to Chromebooks throughout the day from available Chromebook carts to participate in 1:1 use of Chromebooks for assignments and projects.

Period	Regular Schedule	Wednesday Advisory Schedule	Friday Schedule	Friday One Hour Assembly Schedule	One Hour Assembly Schedule	EARLY DISMISSAL 12:15
1 <sup>st</sup>	8:20 - 9:10	8:20 - 9:05	8:20 - 9:09	8:20 - 9:02	8:20 - 9:06	8:20 - 8:53
2 <sup>nd</sup>	9:13 - 10:02	9:08 - 9:53	9:12 - 9:58	9:05 - 9:47	9:09 - 9:50	8:55 - 9:26
3 <sup>rd</sup>	10:05 - 10:54	9:55 - 10:40	10:01 - 10:47	9:50 - 10:30	9:53 - 10:34	9:28 - 9:59
4 <sup>th</sup>	10:57 - 11:46	10:43 - 11:28	10:50 - 11:36	10:33 - 11:15	10:36 - 11:18	10:01 - 10:30
5 <sup>th</sup>	11:49 - 12:19	ADVISORY 11:30 - 12:10	11:39 - 12:10	6 <sup>th</sup> period 11:18 - 12:00	6 <sup>th</sup> period 11:21 - 12:02	NO BREAK
		LUNCH 12:13 - 12:43				
6 <sup>th</sup>	12:25 - 1:14	12:46 - 1:31	12:12 - 12:57	LUNCH 12:12 - 12:25	LUNCH 12:05 - 12:35	10:32 - 11:03
Prayer	1:17 - 1:45	1:34 - 1:54	1:00 - 1:55	7 <sup>th</sup> PERIOD 12:28 - 12:58	7 <sup>th</sup> PERIOD 12:38 - 1:19	
7 <sup>th</sup>	1:48 - 2:38	1:57 - 2:42	1:58 - 2:43	8 <sup>th</sup> PERIOD 1:01 - 1:30	8 <sup>th</sup> PERIOD 1:22 - 2:05	11:05 - 11:26
				PRAYER 1:33 - 2:28	PRAYER 2:08 - 2:28	NO PRAYER
8 <sup>th</sup>	2:41 - 3:30	2:45 - 3:30	2:45 - 3:30	ASSEMBLY 2:45 - 3:30	ASSEMBLY 2:30 - 3:30	11:28 - 12:00



## Additional Bell Schedules

Period	Advisory Extended Schedule	Early Release PLC Schedule
1 <sup>st</sup>	8:20 - 9:04	8:20 - 9:06
2 <sup>nd</sup>	9:07 - 9:51	9:09 - 9:50
3 <sup>rd</sup>	9:54 - 10:38	9:53 - 10:34
4 <sup>th</sup>	10:41 - 11:24	10:37 - 11:18
5 <sup>th</sup>	ADVISORY 11:26 - 12:16 <hr/> LUNCH 12:16 - 12:46	No Break
6 <sup>th</sup>	12:49 - 1:33	11:21 - 12:02
5 <sup>th</sup> / Prayer	1:35 - 1:55	LUNCH 12:05 - 12:35
7 <sup>th</sup>	1:58 - 2:42	1:03 - 2:03
8 <sup>th</sup>	2:45 - 3:30	PRAYER 2:05 - 2:30

### Attendance and Tardies

Regular attendance is expected every day. Habitual absences or tardies will affect a students' grade, credit or a student's ability to be promoted to the next grade level. Absences are considered unexcused until approved documentation is submitted and reviewed by administration.

#### Excused Absences:

- Death in the family
- Authorized school activities
- Doctor/Dental appointments

Excused absences require a note from a physician or notification from the teacher due the day the student returns to school. Family emergencies will be handled case by case, and require both a phone call to the Dean and letter from the parent documenting the incident.

A parent or guardian should also call into the office by 8:30am to notify the office of a student's absence and the reason for the absence.

**Scheduled Medical Visits:** For any pre-scheduled appointment, students are to submit a note from a parent one day in advance. If a note is not received within three days after the absence, the absence will be considered unexcused. Please make every effort to schedule appointments after school or on days when school is not in session to avoid your child missing important classroom information.

**Unexcused Absences:** All absences that do not fall under the excused absence category will be considered unexcused. Following the third unexcused absence, parents will receive notification of the severe consequences that excessive absences incur.

- **Once a student is absent for 20% (15% for AP courses) of the total number of days in a quarter, the student's grade will be lowered by one full letter grade. This includes all absences and arriving tardy to class 20 minutes or more.**
- Once a student has accrued five absences in a quarter, the student's parents must come in for a conference to discuss their child's absences.

**Truancy:** Absences from school without valid cause are considered truancy. Students who are truant will immediately necessitate an administration and parent conference. The school will also establish an individualized student plan and provide counseling services in order to improve the situation. However, if the truancy continues, Aqsa School will notify the Bridgeview Police Department Truancy office and follow through on all necessary police recommendations or state laws.

**Tardy:** A student is tardy if she is not in the classroom by the time the second bell rings.

- If a student is tardy three times to a class, she must attend an after school work period with that teacher on the teacher's designated office hour's day. The student will receive and complete work relevant to that class. Students that exceed three tardies during a quarter will be referred to the Dean of Students to discuss the reason for the tardiness. The Dean may request a meeting with parents or a guardian at that time.
- Excessive tardies will result in detentions, suspensions, loss of privileges, and/or a decrease in the letter grade for that specific class(es) in which the tardies have occurred.
- If a student is tardy to her first period class, she must report to the office for a tardy slip before entering the first period class.

Students who are absent from school the entire day are not allowed to participate in any practices, competitions or school sponsored activities held after school or during the evening of the day. Students must attend at least half day (4 periods) in order to participate in any practices, competitions or school sponsored activities held after school or during the evening. As the lunch period is not included in these four periods, students must be in school for periods 4-8.

**TARDY 1-4 MINUTES:** Once a student has 3 tardies, she will serve a detention during the teacher's office hours and complete work related to the class.

**TARDY 5-10 MINUTES:** If a student is tardy between 5-10 minutes to class, other than first period, an after school detention will be given to the student. If a student is tardy for first period, she will receive a detention with the teacher after 3 tardies.

**TARDY ABOVE 10 MINUTES:** If a student is tardy to any class other than first period (where the student is not physically present at school) it will be considered ditching a class and an in-school suspension will be given to the student.

**TARDY 20 MINUTES or MORE:** If a student is 20 minutes or more tardy for a class (including first period) it will be considered an unexcused absence. If the student is in the school building, in addition to it counting as an unexcused absence, the student will also serve an in-school suspension.

**5 ACCRUED TARDIES:** Once a student has accrued five tardies in a quarter, the student's parents must come in for a conference to discuss their child's tardiness.

## **HEALTH AND SAFETY**

### **Building Hours**

The building is open from 8:05 am each school day until 4:00 pm. Parents and guardians are responsible for students who arrive before or stay later unless given approval by school administration. The safety of students is a top priority.

Unsupervised student access to the building is not permitted and will be reported.

There are times when your student may be staying after for a club/committee/sport meeting or will have office hours with a teacher. Students must be picked up promptly when these meetings end. Students not picked up within five minutes of the end of these meetings will risk being dropped from the club/committee/sport or have a fine assessed for late pick-up, equivalent to \$5.00 for each additional fifteen minutes.

\*Students may not make arrangements to stay after school for any reason, including working with other students, unless they have made arrangements to be supervised

by a teacher or administrator. Students not adhering to this will incur a Level A detention. Repeated offenses will result in a more serious disciplinary action.

## **Closed Campus**

Students are not permitted to leave the building for any reason during the school day without permission. Any student who leaves before the scheduled release time is required to have a parent/guardian officially come into the school building and sign him/her out for the day. Students leaving the building without permission from the school will incur disciplinary actions.

## **Drop-Off and Pick-Up Policy**

Parents, guardians, or approved adults should drop off and pick-up students. Student siblings attending Aqsa School or unapproved adults will not be permitted to pick-up students. Chronic early drop-off or late pick-up will be reported to school administration. The safety of each student is our top priority.

- *During drop-off*, students should be dropped off at the west side doors near the circle drive or the front lobby. The west side door is monitored by teaching staff to ensure students enter the building safely and make their way to their classroom.
- *During pick-up*: Only elementary students are allowed to exit from the west side doors. High School students should exit from the lobby or east side doors.

Late entrance (after 8:20 AM) must be made through the lobby doors. After school, all High School students should wait for parents by the west door, not on the front steps or outside. Students are not to leave the Aqsa building unless their ride has arrived. Any student still waiting for a parent for fifteen minutes after school must return to the front lobby, check in with the front office, and wait in the front lobby for her ride.

Dismissal time is at 3:30pm on regular school days, 2:30pm on PLC early dismissal days and 12:15pm on early release days. Students who have not been picked up 15 minutes after dismissal time (who are not staying after school with a teacher for office hours or for a club/committee or other school event) will be sent to a supervised room (Room 2). Parents must then come into the building and check their child out and pay the required fees of \$5.00 for every 15 minutes beyond the original 15 minutes allotted.

## **Driving to School**

Any students who wish to drive to school must complete a form available through the front office. Additionally, they must submit a copy of their driver's license and insurance card for office records. Parking space is limited especially on Friday. A parking permit is required for Friday parking. Forms and information can be obtained from the Aqsa School main office.

## **School Communication**

Aqsa school uses four forms of communication to contact and inform families in a timely and efficient manner. Communication includes the use of (1) one-call automated system, (2) Remind (text App), (3) Email, and (4) Aqsa School Website. In addition, teachers use Remind to send parents direct messages about classroom announcements and individualized student needs. It is important that each student have a valid parent or guardian contact phone number and email so that the school can communicate with families in the event of a student emergency and for general announcements.

## **Emergency School Closing**

If school is canceled because of weather or other unforeseen emergencies, Aqsa School staff will use contact information on file to call each household to notify parents of the closing. Families should submit updated contact information to the main office including any changes to home phone numbers, email addresses, and designated adults to contact. At times, an automated one-call will be used as a means of communication. Please listen to these very important messages in their entirety. For immediate responses to questions about the school, sign up for Aqsa School Remind and message a school leadership team member.

## **Emergency Drills**

During the year, emergency weather and safety drills will be conducted. Teachers will practice with students to ensure that students at all times are safe at school. Drills are mandatory and require teachers to stop instruction.

## **Student Health and Medication**

If a student has a fever or is feeling ill, please contact the teacher or main office, and keep your child home to prevent the spread of illness at school. If your child has an illness that is contagious such as flu, strep etc., please inform the school so that a generic family letter can be sent home with students and so that classrooms can be decontaminated.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No Aqsa School staff members are allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any

prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Aqsa school shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **Counseling**

A school counselor is available to all students who are in need of academic, social, or emotional guidance. The counselor is available to help students reach their full potential. If there is a barrier that is preventing a student from doing so, the counselor will link him/her with the necessary resources and supports. Students may be referred to the counselor by a teacher, parent, peer, or a student may seek services on his/her own.

At Aqsa, the well-being of every child is our priority. Therefore, in the event that a student is in need of long-term social-emotional therapy, the counselor may refer the student to a local agency or therapist. With the welfare, safety, and health of our students in mind, we may request consent for medical or social-emotional therapy releases of information. The school reserves the right to mandate counseling both in and outside of school if it is deemed necessary for the learning and social/emotional needs of the student. Failure to comply with the school commondations may result in the release of the student from Aqsa School. This information may be necessary to better serve and accommodate our students. All information received remains confidential and will only be used to serve the student.

Students wishing to see the counselor must make an appointment prior to going to the counselor's office. In the event that a student needs to see the counselor on a more immediate basis, permission must be given from the teacher whose class the teacher will be leaving or the administration. The counselor must notify the teacher with a formal pass and any work missed during the visit is the responsibility of the student to obtain from the teacher before of the end of the day and have it turned in on its original due

date. In the event that the counselor is not available at that time, the student must return back to class immediately.

## **DIVERSE LEARNER NEEDS AND REFERRALS**

Aqsa School accepts students with diverse learner needs in our school to the extent that the needs of such students can be met within the scope of the programs and available resources. The school board is aware that it is unrealistic to serve all categories of special needs students. However, Aqsa School understands that admission of diverse learner needs students must be considered and reviewed on an individual basis.

### **Legal References to Special Services**

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability or learning need. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools. The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance.

Aqsa School educators are committed to recognizing and addressing the needs of all those who seek an Islamic School education. Within the compass our resources, Aqsa School will offer services to eligible students with diverse needs, when possible. While private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with diverse needs, Aqsa School seeks to serve the best interests of all its students. Even though private educational institutions are only required to make minor adjustments to accommodate eligible students, Aqsa School aims to review these cases with compassion, fairness, and genuine effort to support the success of every student.

### **Records for Diverse Learner Needs**

All psychological and educational evaluations or reports regarding testing of diverse learner needs students, received from local public schools, persons, or agencies, are forwarded to Aqsa School, upon request. These records are kept in a secure file and in an area accessible only to the Principal, Assistant Principal/Dean, the Counselor, and any other staff member, as appropriate for their work with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

## **Criteria for Acceptance of Students with Diverse Learner Needs**

In making a determination regarding the admittance of a particular student, Aqsa School will review the child's ability to meet the School's academic, behavioral, and physical qualifications. Consideration will be given to the student records that demonstrate his or her ability to:

- meet grade level requirements;
- follow school rules and regulations; and
- meet the physical requirements of attendance.

## **Aqsa School Services for Diverse Learners**

*New Students* – When the school leadership team is notified that an incoming student may have *special* learning needs, the Counselor, Principal and Assistant Principal/Dean and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the Counselor and Assistant Principal/Dean will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss an accommodation plan.

*Currently Enrolled Students* – If a teacher or parent is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he or she will discuss concerns with the parent or family and the Counselor, and then meet with the Assistant Principal/Dean as soon as possible. Our aim is always to work as a team to do what is best for the child. Because this is a critically important and individualized process, we will review and discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the student and the results;
- Documentation of any recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by parents or teachers

Parents will be expected to disclose any pertinent information that may assist Aqsa School in educating the student. The Counselor and staff are responsible for recommending educational alternatives and/or referrals to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The



Counselor or Assistant Principal/Dean will then assist the family to locate an appropriate educational program for the child.

Aqsa School will keep documentation for all referrals on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations, the school will begin the procedures with parents to discuss an accommodation plan at Aqsa School. Accommodations for a child will be noted both on the report card and in the child's permanent folder.

### **Student Success Expectations for Special Needs Learners**

Aqsa School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss any concerns about a student's progress. School success is the outcome of a strong academic partnership between parents and faculty, and Aqsa School strives to maintain strong collaborative ties with all our families. In order to provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in Aqsa's efforts to adequately support their children. If it is determined that the School's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the School's recommendations for remediation or diagnostic evaluation, the Principal may request withdrawal of the student or deny admission for the following year.

### **Accommodations for Diverse Learners**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Counselor and Assistant Principal/Dean after the administration has verification of the student's recommended accommodations (curricular modifications are not provided because modifications require alterations of curricular learning objectives). The number of intervention sessions per week, length of sessions, and goals will be determined by the Counselor, Assistant Principal/Dean, and classroom teacher after all available information has been reviewed.

### **Standardized Assessment for Students with Diverse Learner Needs**

Standardized assessments are one of several means of evaluating student performance. All students participate in a standardized assessment program. Students

with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Counselor and the Assistant Principal/Dean.

## ACADEMIC POLICIES

### Graduation Requirements

High school students must earn a minimum of 27 credit hours, and perform 40 hours of community service in order to graduate from Aqsa School. The maximum number of credits that can be earned by a student on school campus in any given year is seven credits hours. The following is the breakdown of required credits:

1. ENGLISH LITERATURE and LANGUAGE	4.0 credits
2. MATHEMATICS	3.0 credits
3. SCIENCE	4.0 credits
4. HISTORY	3.0 credits
5. ARABIC LANGUAGE	4.0 credits
6. RELIGION	4.0 credits
7. ELECTIVES	2.0 credits
8. WRITING COURSE	1.0 credit
9. PHYSICAL EDUCATION	1.0 credit
10. TECHNOLOGY	1.0 credit

**History:** One must be in United States History and one in Islamic History. Students must have also passed the constitution test at some time before graduating.

**English:** AP Writing (Language and Composition) may not be used to fulfill the English Literature and Language requirement unless the student has a full schedule. Approval is required by administration.

**Study Hall:** A student may not have more than a total of one Study Hall during grades 9 - 12. Study hall is a quiet independent study time. Students are required to work on schoolwork. Attendance is taken.

**Summer Courses:** Students wanting to take a class over the summer to advance to another class the following year must have approval by administration before enrolling in the class to ensure the course meets course requirements. Additional cost for classes taken outside of Aqsa School are the financial responsibility of the parent of the student. Aqsa School reserves the right to test students for course proficiency in addition to the approval to ensure the course meets the standards required for college-readiness and

prerequisites for course sequences. Passing grades for these classes will count toward credit requirements but the grade will not be calculated into the Aqsa GPA.

## **Homework Policy**

Home assignments are necessary to provide enough time for students to master subject matter and complete long-term projects. Homework should be purposeful, adjusted to the level of the individual child, and related to specific subject objectives. Assignments should provide practice on skills already taught or prepare students to begin a new topic or part of the course.

At Aqsa School we believe that homework assigned must meet the following criteria:

- Sufficient explanation must be given so that students know what they are to do, understand how to do it, realize why they are doing it, and are motivated to complete the assignment.
- Homework must be evaluated in an appropriate and specific way with actionable and timely feedback by the teacher.
- Homework is purposeful and connected to the learning targets and goals
- Homework should not be recorded and placed as a grade in the gradebook unless the student has already received ungraded practice work and/or has had a sufficient amount of time to grasp the new material, ask questions, and receive formal feedback from the teacher.
- Homework assignments should be avoided immediately before or after holidays (they cannot be due within one calendar week after a break, 7 days) or major special events, within the week of standardized exams or midterms and final exams, and at the end of the quarter.
- Homework should be evenly distributed across the quarter to ensure student mastery of the content.
- Homework should never be assigned as a disciplinary measure.

## **Completion of Homework and Assessing Homework**

Homework is graded for completion and for assessment of learning.

- Homework initially offered for practice is entered as a grade for completion to offer a risk free space for students to try learning content without worry about the impact on their grade. The completion grade will be minimal and is based on effort, not accuracy or mastery.
- Homework used to assess learning will be assigned after feedback has been given to students on practice work. Assessment homework will receive a full grade for accuracy. The late work policy applies to homework that received a full grade.

## **Make-up Classwork**

If a student is absent, she will be given two days to make up any missed work (i.e. student is absent Monday and comes to school on Tuesday; the work from the absence is due on Thursday). Extended absences will be looked at on an individual basis. Students who will be absent from school due to an academic or school related activity and have assignments or work due during the time of their absence, should make arrangements to have those items completed before their absence. Any extenuating circumstances or delay in completing the missed work must be approved by the Principal, School Counselor, or Dean of Students.

## **Quiz and Test Make-up Policy**

Students missing a quiz or test due to an absence must meet with the teacher upon returning to school to decide on an agreed upon time to make-up the assessment. A make-up form must be completed by the teacher and student and signed by the parent and then submitted to the Dean of Students. Students failing to show up at the scheduled date and time without teacher approval may lose the opportunity to make up the assessment.

## **Retest Policy**

Our goal is to insure that every student masters the learning targets . Thus, if students have not demonstrated full mastery on an assessment, they have the opportunity to retake that test or quiz or major assessment. Students requesting the opportunity to retest on a quiz or test will be required to revisit the learning target and content before retesting. This can be done by scheduling an informational learning session with the teacher during office hours or another appointed time and/or complete work to demonstrate a commitment to relearn and master the learning target or skill. The teacher will determine the date, time and location of the retest, and offer the student ample time to make arrangements to attend the retest session. A retest that conflicts with another activity will require the student to miss the activity so that the retest can be completed. Students that do not attend the retest session without teacher approval will lose the opportunity to retest.

## **Extra Credit Policy**

Extra credit is offered at the discretion of the teacher as an opportunity to extend learning and gain additional points. Teachers offering extra credit will post due dates on their syllabus for each quarter. Extra credit can be turned in up until the due date.

## **Late Work Policy**

If a student is present at school and misses the due date of an assignment, they will have 5 school days to submit the late assignment. Assignments submitted after the fifth

day will no longer receive credit. Each day late beyond the due date, a student may lose points on the assignment. It is at the discretion of the teacher to indicate how many points, if any, are lost. However, loss of points will not exceed 50% of the total points earned. The teacher reserves the right to modify the due date beyond 5 days based on the evaluation of the case and the nature of the assignment given.

For larger projects and assignments such as papers, the teacher will allow 10 school days for submission. Each day late beyond the due date, a student may lose points on the project or large assignment. It is at the discretion of the teacher to indicate how many points, if any, are lost. However, loss of points will not exceed 50% of the total points earned. The teacher reserves the right to modify the due date beyond 10 days based on the evaluation of the case and the nature of the assignment given.

## **Test Scheduling**

The Aqsa School teaching team partners to ensure students are not overwhelmed by the number of tests and quizzes required of students in a single day. Students are expected to prepare for a maximum of two tests or major assessments. Teachers work together so that students have ample time to prepare for the test and have knowledge of other tests being administered.

## **Plagiarism**

Using any portion of copyrighted or published material including but not limited to electronic or print media without properly crediting the sources is considered plagiarism. Students found to have plagiarized will receive a level B detention. In addition, the student will have to redo the assignment. Students will receive a 10% reduction in earned points.

## **Academic Dishonesty: “Cheating”**

If a student demonstrates academic dishonesty of any kind, they will be assigned a failing grade for the assignment to emphasize the seriousness of the offense, and the teacher will explain the potential consequences for future infractions. The student may receive a failing grade for the assignment, failing grade for the grading period, failing grade for the semester, and/or removal of academic honors and privileges (NHS, NJHS, leadership positions; etc.)

Academic Dishonesty includes but is not limited to the following:

- Copying another student's answers during a test/quiz
- Providing another student answers to or copies of test/quiz questions
- Presenting the ideas, language, or work of another individual or entity and saying that it is your own
- Using notes, electronics, or other devices during closed book

- Making copies of another student's homework, paper, project, lab report, take home exam, electronic file, etc. and submitting it as one's own work
- Having someone other than the student prepare any portion of the student's homework or assignments
- Permitting another student to copy any portion of any other student's homework or assignments

## **Standardized Testing**

Students in grades 9 - 12 will participate in various forms of standardized testing throughout the school year. Data from these tests will be used to track a student's growth, to determine class placement and to give insight into a student's areas of strengths and weaknesses in order to better accommodate her needs.

The following is a listing of tests given throughout the year:

- NWEA Measuring Academic Progress (MAP) – Fall, Winter, and Spring (9 - 11th)
- ACT Aspire – Spring (9th and 10th grade)
- PSAT 8/9 - Fall (9th grade)
- PSAT - Fall (10th grade)
- NMSQT– Fall (11th grade)
- ACT – available multiple times during the school year for grades 10-12 (students must sign-up for this test each time and pay the appropriate fees)

## **Progress Reports**

Interim Reports (Progress Reports) grades share a student's progress. Progress reports are issued to students each quarter. Supplemental progress reports may be issued at the teacher's discretion at any time to ensure students are completing assignments and mastering content.

## **Report Cards and Parent Teacher Conferences**

Twice a year, parents or guardians will be invited to attend parent teacher conferences to ensure a parent or guardian is offered time to discuss a student's progress in the class and on standardized tests. Report cards are distributed during these conferences. In addition to parent teacher conferences offered at the end of first and third quarter, conferences may be requested by a teacher or parent as needed. Report cards are issued four times a year.

## **Midterm and Final Exams**

Starting from 9<sup>th</sup> grade, students in each grade are required to take a comprehensive exam covering all material taught during the semester. Midterm and final exams make up 20% of the semester grade. A schedule for exam days will be sent home with each student prior to exams.

*Please note the following guidelines:*

1. All students are expected to stay in the exam room for the entire 1-1/2 hours.
2. Students are permitted to arrive late or leave early on an exam day if they do not have a first or last period exam. At no time should students be in the hall or by their lockers during any 1-1/2-hour exam period.
3. If students have no exam during an exam period, they are to report to study hall.
4. Students must be in proper uniform and have all fines/school fees paid in order to take exams.
5. Seniors who have earned an "A" in *both* third and fourth quarters in any class are exempt from the second semester exam in that class, as long as behavior has not exempt them from such privilege.

Study guides for midterms or final exams will be provided at least 1 week in advance of exams so that enough time is offered to review with students, share answers to the guide, and allow students to study prior to the exam.

### **Early Testing Guidelines**

High School students must take their semester exams during the scheduled time. Under special circumstances students may be allowed to take exams early, but must not exceed one week prior to the end of the school year. In such cases, the student is responsible to study all material to be covered on her own. Also, a fee will be assessed per exam. All high school courses will be charged \$60.00 each.

### **Transfer Credits**

Newly enrolled students will have their transcripts evaluated by the counselor. All accepted transcript credits will count towards graduation requirements. However, such credits will not contribute to the final grade point average of the student. Any courses taken by AQSA students in other institutions must be approved in writing prior to enrollment in these courses. A maximum of two credits are allowed per year and such credits do not contribute to the grade point average.

### **Course Recommendations and Course Enrollment**

In the Spring, all teachers will submit course recommendations for their students for the following school year. These recommendations are based on grades, standardized test scores, and a student's ability to handle rigor in the classroom. Once these recommendations are submitted, the administration will distribute individual course recommendation to each student reflecting these recommendations. This form is *NOT* a finalized schedule; rather, it is a way for the administration to know which courses our students are interested in taking. Final course decisions will be made based on student responses, teacher availability, and scheduling. Students will then be enrolled in courses at the beginning of the school year.

## **Drop/Add Policy**

Aqsa School discourages students from dropping courses or transferring between classes and levels. However, the administration will approve the drop of a course or the transfer to other classes in special circumstances. The student will have to fill-out an “Intent to drop a class” form and submit it to the office. Forms can be obtained from the Assistant Principal. The administration’s decision in these matters is final. The deadline for any changes in a student’s schedule is the last day of the third week of the semester. After the deadline, students may not add or drop courses unless required by the administration due to inadequate performance in higher level courses.

## **Advanced Placement Courses**

Advanced placement courses are rigorous courses with high expectations. Students will work independently and demonstrate high levels of critical and analytical thinking, reading, and writing. This course will prepare students to take the Advanced Placement Exam which may result in college credit and/or placement. Selection of Advanced Placement courses will be based on teacher recommendation, current achievement level, standardized test scores, and receiving an A or B in prerequisite courses. AP courses will be commonly offered in the junior and senior year. Students taking an AP course are expected to take the AP exam and attend all review sessions.

Students in AP courses have until the end of 1st quarter of the semester to decide whether to drop the course. At the end of the semester, student performance will be evaluated to determine if a student is still eligible to continue in the AP course for the 2nd semester.

## **College Preparatory Courses**

College preparatory courses allow students to develop skills, concentrate on acquisition and application of new knowledge, and prepare for potential further study in honors courses and ultimately college level work. Students at grade level and performing well will be placed in college preparatory courses.

## **Honors Courses**

At Aqsa School, students, per the recommendation of their teacher, review of standardized test scores and in partnership with the student and parent, can seek approval to enroll in honors courses or general courses that offer honors coursework. In order for students to receive Honors credit, students must complete required work at an accelerated pace and deeper review of concepts. Honors courses demand high levels of cognitive and problem solving processes and independent work. Honors work may include additional projects and assignments to meet the Aqsa School honors requirement. Honors students are expected to limit absences to maintain a “B” or above. Students are able to choose an honors track at the start of the year with the



approval of the Aqsa School academic team (Counselor, Assistant Principal/Dean and Principal). Students may drop the honors designation with approval from the Administration. In some cases, a course may contain an honors option within the course. Students will have the opportunity to elect for the honors option within the designated time period at the start of the semester established by the school. Students who successfully complete the honors requirements in these courses will receive an honors credit on their transcript. The add and drop policy applies to these courses to ensure that a student is able to meet the eligibility requirements.

## **Honor Roll**

High School students who have earned a GPA of 3.76 or higher in any given quarter will be awarded “A” Honor Roll status and those who have earned a GPA between 3.25 and 3.75 in any quarter have earned “B” Honor Roll status.

## **National Honor Society (NHS)**

To be considered for NHS, students must first meet a grade point average requirement. After that requirement has been met, students will be evaluated based on their character, service and leadership. In order to be considered for this prestigious society, students must have attended Aqsa School for a full year. Transfer students who were previously on NHS must bring official documentation so that their membership may continue at Aqsa School. Any student with a desire to be a part of NHS should focus on obtaining the necessary GPA requirement and seek out opportunities that develop character, service and leadership. These opportunities are available both in and out of Aqsa School. Please see the NHS advisor for further details on meeting the requirements. Once a student has been admitted to NHS, she must maintain all requirements set forth to maintain membership. Any student who neglects to meet these requirements will be put on probation and may face dismissal from NHS.

## **Class Rank and Grade Weighting**

Aqsa School does not provide class rank on its report cards or transcripts. Class rank will be used for the purpose of determining valedictorian and salutatorian. Class rank is determined by calculating the cumulative grade point average (GPA), which is an average of a student's performance in all completed coursework.

## **Advanced Placement Courses**

A+=5.6, A=5.3, A-=5, B+=4.6, B=4.3, B-=4.0, C+=3.6, C=3.3, C-=3.0, D+=2.6, D=2.3, D-=2.0, F=0

## **Honors Courses**

A+ = 5.3, A = 5.0, A- = 4.7, B+ = 4.3, B = 4.0, B- = 3.7, C+ = 3.3, C = 3.0, C- = 2.7,

D+ = 2.3, D = 2.0, D- = 1.7, F = 0

### College Preparatory Courses

A+ = 4.3, A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7,

C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, F=0

### High School Grading Scale

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
98	93	90	87	83	80	77	73	70	67	63	60
99	94	91	88	84	81	78	74	71	68	64	61
100	95	92	89	85	82	79	75	72	69	65	62
	96			86			76			66	
	97										

### Weighted Grades

All high school advanced placement courses will be given weighted grades. A 1.4 multiplier will be added to the grade accordingly. These additional points are reflected in the calculation of the student's grade point average.

All high school honors courses will be given weighted grades. A 1.25 multiplier will be added to the grade accordingly. These additional points are reflected in the calculation of the student's grade point average.

### Semester Grades

High school students' semester grades are calculated by taking the first quarter grade (worth 40%) combined with second quarter grade (worth 40%) along with the semester exam grade (worth 20%). All of the individual quarter and exam grades will appear on the quarterly report cards. However, the final semester grade calculated will be the only grade that appears on the student's official transcript.

### Grade Point Average and Rank

Each semester, all student grades are recorded and these grades are used to calculate a student's overall grade point average (GPA). A student's rank within the class (only used for determining valedictorian and salutatorian) is based on her cumulative GPA.

12th grade students will have their ranks (to be used only for determining valedictorian and salutatorian) determined by their cumulative GPA for 9th - 12th grades. Valedictorian and salutatorian distinction will be given to these students ranked first and second in the class, respectively. Valedictorian and salutatorian must

have taken honors and/or AP courses to be considered for these honors and have attended Aqsa for at least two high school years. Students transferring into Aqsa School from another school will have their GPAs calculated into the Aqsa GPA only for the purpose of determining valedictorian and salutatorian. In the event of a tie, the student with the most AP classes, then Honors classes, will be chosen. Students qualifying for these distinctions must not have any suspensions. Early graduates (11th graders) are not eligible for valedictorian or salutatorian distinction.

## **Graduation**

Graduation is a special time that brings joy to all staff and students. It is a time to celebrate the great accomplishments of our students. It is important to understand that graduation is a school sponsored ceremony. Graduation also has specific attire and guidelines.

All graduates will wear the white graduation caps and gowns for the entirety of the ceremony. All students must wear long (completely covering the leg) skirts/dresses or pants under their gowns. No embellishments may be added to the graduation gown. Graduation caps may be embellished on the top, however, all embellishments must be pre approved by the administration (NHS and school approved items are acceptable). All graduation speakers will be chosen by the graduation committee. Any student chosen to speak at the graduation must submit the speech for review and make any changes recommended by the administration. In addition, all graduates must attend all required practices for the graduation.

## **Early Graduation**

While Aqsa School discourages a student from graduating early, we do not prohibit it. However, making an application to graduate early is not a guaranteed approval. Due to the additional responsibilities required to meet all graduation requirements, there are specific criteria a student must meet before being considered and accepted as an early graduation candidate.

- Student must declare in her freshman year her desire to graduate early and provide a written request explaining why she wants to graduate early to the Administration.
- Student's parents must write a letter indicating that they support their daughter's decision to apply for early graduation and provide it to the Administration. In addition, a parent meeting will be required to assure that parents are fully aware of the requirements for early graduation.
- Student must have and maintain a GPA of at least 3.75 until the time of early graduation
- Student must complete all required coursework and provide proof to the Administration. The Administration must approve all courses taken at other institutions before that credit will be accepted towards the early graduation.

- Student must meet regularly with the Administration to set up a schedule of courses to be completed and monitor progress.
- Student must be able to handle the condensed workload, show a sense of maturity, have good attendance, few tardies, and satisfactory behavior.
- Students transferring into Aqsa School after their freshman year will not be allowed to graduate early.
- Students approved for early graduation are not eligible for valedictorian or salutatorian honors.

## **Awards**

Throughout the year, students will have opportunities to be recognized for their Islamic character, club achievements, and academic success. Students in 11th or 12th grade who are graduating from High School are also eligible for the Presidential Award of Educational Excellence awarded for academic success.

Aqsa School schedules assemblies to celebrate students. At the end of the year, award ceremonies are scheduled prior to graduation and the last day of school. For more information, please contact the Aqsa School main office.

## **PERSONAL/SCHOOL PROPERTY**

### **Student Lockers**

Student lockers will be assigned by each advisory teacher. Sharing of lockers is not permitted. Students are to only use the lockers and locks assigned to them.

- Combination locks will be issued by the school. All students are to use school provided locks only.
- Students are responsible to pay to replace any lost locks.
- Students' belongings are to be kept in the lockers. Anything left on top of or around lockers will be discarded. The school is not responsible for any items that may be taken from a student's locker. Students should make sure their lockers are locked at all times and not give the combination to anyone.
- Lockers are loaned to students and are the property of Aqsa School. If there is a need, lockers may be searched by school staff at any time.
- Students are allowed to go to their lockers only during approved and designated times.
- Lockers are to remain clean. Food items should not remain in the lockers. Any vandalism or abuse of lockers will result in fines and disciplinary actions. Items displayed inside or outside of the lock must be Islamically appropriate.
- Students are responsible for the contents of their lockers. Students should refrain from bringing items of value to school and leaving them in their lockers.
- Inappropriate images or items should never be displayed inside or outside the lockers. In the event these images/items are placed on lockers, they will be

removed by an Aqsa staff member.

- Tape that cannot be removed at the end of the year must not be used.

## **Textbooks and Supplies**

Textbooks, that are not required to be purchased, are issued at the beginning of each school year. These books are on loan to the student for the school year. Each student is responsible for the custody and care of her textbooks. Students who lose, damage, or deface any textbook will be charged a fine set by the administration for the replacement value of the book. Some textbooks may be required to be purchased by the student. A book list and school supply list is available on the Aqsa School website. Reports cards and other needed documents will be withheld until books are returned.

If a student loses her book, she must immediately notify the teacher. She will receive a replacement book for up to 3 days. After this time if the book is not found, the student is responsible for replacing it.

## **Lunchroom**

Aqsa School lunchroom is open during lunch periods. Hot lunch is served daily as well as beverages and healthy snacks. A lunch menu for each month is available at the front office.

Students are not allowed to leave the lunchroom without written permission from a teacher. Students must receive this note from the teacher prior to going to the lunchroom. At that time it must be presented to the lunchroom monitor to be granted permission to leave. Under no circumstances should students enter the kitchen. Students found in the kitchen without permission will be reported and parents or guardians will be required to meet with school administration. In addition, students will receive a Saturday detention.

## **Electronics**

Unless otherwise permitted by the Principal and Dean, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program; or (c) it is needed in a life threatening emergency. The student will be asked to give the electronic device or cell phone to the staff member. The student is to turn over the device voluntarily without resistance or argument. At that time, the content of the phone will be checked by the administration. If the cell phone is password protected, the student will be required to unlock it in the presence of a member of the administration. If the student, whose cell phone or other electronic device was taken, reveals texting/calling another student, and the other student is responsible for the initial text or replies, then that student will also receive a Saturday detention. Phones will not be returned to the student but rather a parent must come into the school and pick it up from an administrator. Continual abuse

of the rules for cell phone or electronic use will result in the student having to check the phone into the office during school hours or the inability to bring a cell phone to school.

## CONDUCT

### School Uniform

As a private Islamic school, we believe that an official school uniform helps to establish a sense of community, equality and modesty. The following are the uniform guidelines for High School students.

All official uniform pieces, including Physical Education uniforms can be purchased from the Schoolbelles Uniform Company 7661 Harlem Ave, Bridgeview, IL 60455. Contact Schoolbelles if you have questions regarding ordering or prices at (708) 929-4695. Families can also order online at <http://www.schoolbelles.com>. Enter the Aqsa School Code, S0963.

Uniform Requirements:

- **OPTION 1: Uniform Jilbab** - Plain navy blue and a scarf (plain navy blue, black or white). If a student chooses a jilbab as her uniform, it must be worn for the entire school year as their uniform. The jilbab can be purchased from Diana's Fashions located at 10730 Harlem Ave, Worth, IL 60482 Phone: (708) 923-0717
- **OPTION 2: Uniform Outfit** - Plaid uniform skirt with a long-sleeved, dark-green, knit shirt with the Aqsa School emblem or V-necked Aqsa sweater (navy blue or dark green), cardigan or fleece.

**Physical Education Uniform:** Long-sleeved, gray t-shirt or blue sweatshirt with Aqsa School logo, navy blue jogging pants with Aqsa School logo, and lace up gym shoes.

**Hijab:** Everyday from 6<sup>th</sup> period until the end of the noon Thur prayer, students are to wear hijab. Additionally, every Friday, the Islamic day of congregation, students in grades 9-12 are to wear hijab with their uniform. Hijabs are to be plain (no design or ornamentation). The following are the only acceptable colors: navy blue, black or white.

**Shoes:** Appropriate shoes: plain, closed-toe, closed back, all solid dark color such as black, dark brown, dark blue casual shoe (no high heels). Only all black sneakers (including laces and soles) will be allowed, otherwise no gym shoes will be accepted.

**Socks:** Ankle socks or higher (white, black, navy blue or dark solid colors preferred).

**Leggings:** Underneath the skirt only leggings, tights, or slippers are allowed. These should be solid, dark colors.

**Spirit Wear:** Students may wear the spirit wear sweatshirt or club t-shirts every Monday. It is not necessary to wear the green uniform shirt under the sweatshirt. If the t-shirt is short-sleeved, a long-sleeved shirt must be worn underneath. However, if a student chooses to not wear the green uniform shirt under the sweatshirt, she may not remove the sweatshirt to and from school or at any time during the school day. During special occasions, as indicated by the administration, students will be allowed to wear other spirit wear clothing. However, if the shirt being worn is short-sleeved, the student must wear a plain, long-sleeved white shirt underneath.

**Hair:** Long hair should be neatly tied back.

**Damaged Uniform:** If your uniform is damaged or written on, you must repair it immediately. Students will be asked to rent a uniform until their uniform is in wearable condition. If repairs are not made in a timely manner, students will receive a Level A Detention. Students who come to school out of uniform must rent the missing uniform item from the school before she is admitted to class.

**Seniors** are permitted to wear an Abaya/Jilbab on Fridays that fully covers their clothes in addition to any hijab.

### **Changing for Gym or Other Activities**

Students are to be in their official Aqsa uniform during the school day. On special occasions, for physical education courses or for after school sporting events, students may change into appropriate attire. All changing must take place in the female washrooms or locker rooms.

### **School Colors**

Aqsa School's official colors are navy blue and white. During school assemblies and events, classroom teachers or clubs may assign grade level colors outside of the school colors.

### **Field-trip Attire**

Educational field-trips are meant to enhance student learning outside of the classroom. Therefore, they are seen as an extension of the curriculum and for such field-trips the school uniform is to be worn. School field-trips that do not require a school uniform due to the activity such as community service, require students dress in Islamically appropriate attire.

Islamically appropriate clothing includes:

- Loose fitting, long-sleeved shirts with high necklines
- Shirts should be long enough to reach mid-thigh in the front and back
- Pants should be loose

In the event that a student comes in attire that is not deemed Islamically appropriate by the Dean, she will be given a shirt or gym pants to wear, when available. If not available, the student will not be able to attend the trip.

### **Hallway Behavior**

- Students are to remain on the right side of the hallway and stairway.
- Students are not to stop and crowd the hallways.
- No student should be found in the hallway after the second bell.
- There should be no running or excessive noise in the hallways.
- Students must have a hallway pass from a teacher if they are in the hallway during class time.

### **Attention Behavior**

During assemblies, emergency drills, events and prayer, staff members may need to communicate with the students. Aqsa students are expected to respond to a nonverbal cue when the staff is seeking student attention. The signal will consist of a raised right hand with the index finger extended. This reminds us that Allah is One, and when we see this signal, we should remember Allah. It also reminds us that we are one team and one school community. Students are also expected to do the following:

- Stop whatever they are doing and look up
- Immediately become quiet
- Remain silent and look at the signaler
- Return the signal as a reminder to themselves and others
- Remain silent until the staff member has finished talking

### **Assembly Behavior**

Assemblies offer opportunities to hear speakers, presentations or awards ceremonies. They are an important part of student life. During assemblies students should:

- Be respectful to all speakers and presenters
- Be quiet, actively listening and engaged
- Be sitting up fully and facing the speaker
- All school rules and procedures apply during assembly times



## **Lunchroom Behavior**

Good behavior is expected in the cafeteria, including the following guidelines:

- Do not cut in line, everyone must wait his/her turn to be served lunch
- During lunchtime all students are to be in the multipurpose room only
- Do not leave the lunch area during lunch without written permission from the teacher. Students must acquire this note before going to the lunch room and present it to the lunchroom monitor on duty.
- Do not throw food or other objects
- All students must be seated at a lunch table with students from their grade level
- Students are not allowed to eat on the carpet or the stage
- Students must clean up lunch tables after themselves and push in their chairs
- No food or drink is allowed outside the lunch area
- Eating in classrooms is not allowed unless approved by the teacher
- No students are allowed behind the serving tables or in the kitchen

## **Classroom Behavior**

Students are expected to be:

- Respectful to their teachers
- Be on-time and in the assigned seat when the bell tardy bell rings
- Respectful to their classmates
- Attentive
- Be mentally prepared for learning
- Prepared with all learning materials
- No food or drink (other than water) will be allowed in the classroom

## **Religious Responsibilities**

All students are expected to:

- Attend the noon prayer on time
- Provide their own prayer clothes and take responsibility for keeping them clean and stored in lockers
- Wash and prepare for prayer (wudu, ablution) during lunch time
- Students are to wear hijab throughout the class period directly preceding the prayer and through the entirety of the prayer service
- If a student does not have a scarf with her in school, she is to go directly to the office where they will be required to purchase a new one. In the event a student does not have the \$7.00 fee, it will be added to the tuition.

## **Prayer Behavior**

- All students are to wear the Aqsa School hijab during the period before prayer and continue to wear it until prayer is dismissed
- All students are to attend prayer and be on time (tardiness or absence from prayer will result in serious consequences)
- Students are to remove their shoes and leave all belongings in the designated area before entering the prayer area
- All students are to sit quietly during the entirety of the prayer and sunnah.
- All students are to arrive and leave quietly
- All students are required to prayer if they are able to and are to perform all supplitory prayers and duaa. (exemption is made only when there is a religious exemption from the obligatory prayer)

## **Procedures for Attending Prayer**

- Walk quietly and respectfully to the prayer area
- Remove shoes and neatly place them on the provided shoe racks
- Enter through designated doors silently and respectfully
- Be seated in grade level designated line immediately
- Be silent from the moment the athan (call to prayer) begins until the dismissal from prayer
- Repeat the Duaa after prayer
- Stand for prayer silently in straight lines
- Pray the obligatory prayer, follow with tasbeeh (praising God) and sunnah prayers

Students will be excused from prayer one week per month without a religion grade penalty. However, students who continuously do not pray will automatically have their religion grade lowered. A letter will also be sent home to parents notifying them of any prayer absences at each mid-quarter. Students who do not follow the prayer procedures or are disruptive in any manner will be given a demerit. A detention may be given if the disruptive behavior continues or warrants more than a demerit.

## **HIGH SCHOOL DISCIPLINE**

The goal of Aqsa School is to promote a healthy school environment where each student will develop their character, strive for self-efficacy and achieve personal, academic and spiritual success. We believe for lifelong success and growth as a believer, we must seek tazkiyah, or continual self-improvement and growth in our character and faith. Aqsa School seeks to develop self-reflection and self-regulation within our students in order for them to give consideration to the impact their actions and words have on themselves and others.

Our discipline system is structured such that when students fail to demonstrate positive

character or acceptable behaviors they will receive consequences which are timely and promote self-reflection, regulation and correction. The ultimate goal is the reinstatement of a harmonious learning environment that uplifts all who are in it.

### **Classroom**

A classroom discipline plan with classroom rules is developed and posted in the classroom by the teacher and/or grade level where students receive instruction or change classes. The classroom discipline plan includes a focus on the following student behaviors:

- Respect Self
- Respect Others/Respect Authority
- Respect Property
- No food or drink (other than water) is allowed in the classroom

### **Teacher Intervention Options for Correcting Behavior**

- Warning
- Demerits
- Student/Teacher Conference
- Phone Contact
- Parent/Teacher Conference
- Detention

### **Administrative Intervention Options**

- Warning
- Loss of Privilege
- Student/Teacher Conference
- Parent Notification or Conference
- Detention
- Suspension

### **Anti-Bullying Promise**

Supporting peace and kindness is Aqsa School's priority and follows the exemplary way of our Prophet Muhammad (Peace Be Upon Him) and our faith. Staff, parents, students and our community will not accept bullying at our school! Our goal is to develop and support peace and friendship. We agree that it is everyone's responsibility to stop bullying.

### **Our student and staff promise is:**

- To treat others with fairness and kindness
- Find ways to help others join activities
- Speak out against bullying
- Refuse to let others be bullied

- Report bullying to an adult
- Refuse to bully others
- Be responsible by not encouraging bullying
- Help others feel safe and comfortable at our school

## Discipline Enforcement

Aqsa students are expected to display the best character at all times. Their behavior should reflect their values as good Muslims striving to please Allah. However, if students do not comply with school rules the following measures may be taken:

### School Rules and Conduct

All school rules and consequences apply:

- During school hours
- At any school function/school related activity whether on school grounds or off-campus
- During all field trips or bus rides
- Before and after school hours, in and around school grounds

The following are school rules you must follow daily. Repeated failure to comply will result in a Detention A.

**Level A Detention will be given after receiving three demerits. One demerit is given for each of the following offenses.**

- Chewing gum, eating or drinking in class (other than water)
- Wearing make-up/nail polish (any kind of makeup including acrylic nails and nail polish)
- Inappropriate jewelry (as outlined by administration). Jewelry should always be simple and modest in nature
- Hair should contain no extreme hair

- colors and be tied back if long
- Body piercing other than ears/nose
- Being on school premises without proper uniform
- Arriving or leaving school without uniform (students will not be allowed to enter class until a rental uniform has been issued)
- Being outside of the classroom, in the hallways, bathrooms, lockers or elsewhere during class time without a hall-pass
- Not displaying appropriate behavior in the hallways or lunchroom
- Any display of inappropriate images or words in lockers
- Disruption of class (including talking or misplaced comments...a detention may be given if the teacher finds the disruption to be excessive).  
Possession of any inappropriate materials such as magazines, pictures, posters, book covers, stickers, etc. that are considered offensive to Islamic values. Such items are not allowed at school. This includes notebooks and folders depicting inappropriate images or celebrities. Such pictures/magazines/school supplies are not deemed appropriate for school and will be confiscated and not returned
- Passing notes in class
- Being outside of the lunchroom during the lunch period without teacher permission
- Failure to serve the first Detention A when assigned

Level **A** Detention is a supervised **45 min** period to be served on either a Tuesday or Thursday as determined by the Dean of Students. Students must arrive exactly at 3:35pm. After this time the detention room door will be closed and students arriving later will have missed their detention and will receive an additional detention.

**Students will be unable to participate in any school related clubs, committees, sporting events, etc. until all detentions are served.**

For considerably more serious offenses a student will receive:

#### **Level B Detention**

- Failure to serve 2 level **A** detentions
- Receiving 3 level A detentions
- Disrespect to any school personnel (severity of the action can result in more severe consequences)
- Disruptive behavior
- Use of profane language
- Any non-academic internet use (includes email, IM, chatting, etc—this will also result in the loss of computer privileges)
- The use of a laptop, Ipod or other unauthorized technical devices during school hours
- Use of cell phones/electronic devices during school hours, including text messaging. The electronic device or cell phone will be taken from the student and given to the administration. At that time the phone will be checked by the administration. If the cell phone is password protected, the student will be required to unlock it in the presence of a member of the

administration. If the student, whose cell phone or other electronic device was taken, reveals texting/calling another student, and the other student is responsible for the initial text or replies then that student will also receive the Saturday detention. Phones will not be returned to the student but rather a parent must come into the school and pick it up from an administrator. Continual abuse of the rules for cell phone use will result in the student having to check the phone into the office during school hours or the inability to bring a cell phone to school

- Pushing/shoving/ play fighting
- Instigating a fight or conflict (including the use of text messaging, e-mail or other media during or outside of school hours)
- Being 5-10 minutes late to class without written permission
- Remaining in any location in the building without supervision during a class period, lunch period, or during salah

Level **B** detention is a **ninety minute** supervised session, where the student will complete the personal misconduct form.

**Detentions are to be served on Saturday mornings from 8:00am-9:30am on designated detention dates. Failure to serve detentions when assigned will result in the detention time doubling.**

#### **In school-suspension**

- Not serving 2 level **B** detentions
- Receiving 3 level B detentions
- Repeated classroom disturbance
- Plagiarism
- Extreme disrespect
- Physical fighting
- Skipping Friday-Jummah prayer

- Skipping a class without authorization
- Disturbing the academic and Islamic community of the school through
  - Ethnic/Racial Slurs
  - Spreading of rumors
  - Slander
  - Any offensive name calling
  - Harassment or bullying of any kind, including comments
- Being more than 10 minutes late to a class (will be considered ditching) without permission from a teacher/administrator

In-school suspensions will be held in school, in an administrator's office with administrative supervision. Students are expected to work the entire day completing ANY and ALL work assigned (including assignments for credit). Students who receive an in-school suspension are not allowed to attend any school related activities (students will remain in the office for the entire day including prayer and lunch).

### **Out-of school suspension**

Students who serve out of school suspensions may not return to school on that day for after school events/activities.

- Receiving 2 in-school suspensions
- Leaving the school premises during the day without authorization
- Intentionally missing an entire day of school
- Stealing
- Going through any student's or staff's personal belongings (including desks, bags, purses,

lockers and folders)

- Using the internet in inappropriate ways
- Extreme disrespect
- Pulling the fire extinguisher-in addition parents will be required to pay a \$500.00 fine.

**An out-of-school suspension will be considered an absence. Students are not allowed to make up any homework/tests given during this time.**

### **Expulsion**

Serious offenses leading to expulsion from school:

- Vandalism /destroying school property
- Smoking and/or possession of Cigarettes (including electronic or hookah pens) on school grounds
- Use or possession of drugs or alcohol.
- Extreme disrespect of Islamic values

**Students will not be allowed to attend club meetings, sports' practices and/or games or be allowed to participate in any school activities if they have detentions or suspensions that are not served.**

### **Parental Conference**

Parents can be called for any discipline issue. A parental conference will definitely be called for any serious academic or behavioral /discipline issue.

### **Probation**

A student will be placed on academic probation if her GPA is less than 2.0.

A student will be on **behavioral probation** if she accumulates 2 or more

suspensions or 3 or more level B detentions.

- Once a student is on probation, her behavior is monitored and any additional behavioral offense can lead to expulsion.
- After a year of being on academic or behavioral probation, the student will be evaluated. If significant improvement has not been made, that student will not be allowed to remain at Aqsa school.

Students on probation:

- Are required to attend other mandatory tutorial sessions assigned by the school administration, including but not limited to, the teachers' regularly scheduled office hours each week.
- May be required to regularly meet

with the social worker.

- Will not be allowed to participate in extracurricular clubs—the extra time should be spent completing assignments or receiving tutoring from staff.

***Students' behavior will be recorded on transcripts, including level B detentions and suspensions.***

***Dismissal from school is a last resort following a serious offense or other repeated offenses.***

***In an attempt to provide an atmosphere conducive to learning, school administration can and will ask students to withdraw from Aqsa School when necessary.***

## TECHNOLOGY

Aqsa School uses Chromebooks for 1:1 learning in high school classes. 9th grade students in 2018-2019 will participate in 1:1 Chromebook pilot for home and school use while 10-12 will have access to Chromebook carts throughout the day. The focus of providing Chromebooks at Aqsa School is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and the individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for the future.

According to studies and school reports, students who use a computing device in a one-to-one {1:1} education environment are more organized and engaged learners, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a "next generation" device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

### Why use Chromebooks?

- Chromebooks represent a new "space" in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks).
- This "space" is expanding every day.
- Personalize learning: It is widely recognized that the 1 to 28, one-way knowledge-transfer, model is fast becoming redundant. As teachers and lecturers begin to create new ways of tackling this issue, the Chromebook could play a useful role in this transformation.
- Low maintenance: The Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
- It is a blank canvas: The Chromebook is an engaging device that could transform the way young people learn.
- Instant-on and all day battery: It is possible to get on the internet instantly.
- Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
- Contextual Learning: The Chromebook is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place in and out of the classroom.



- Personal Learning Studio: The Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

### **Purchasing Chromebooks**

If parents prefer to purchase instead of having their child borrow a Chromebook, parents are welcome to purchase a Chromebook for their student's individual use during school. Aqsa School is able to make the purchase without incurring tax or shipping costs. The cost of a Chromebook Lenovo N-23 or above is \$229. Contact the Aqsa School Main Office if you would like to place and order for your child. Parents who choose to purchase a Chromebook do not receive a reimbursement since students are able to borrow devices.

### **Taking Care of a Chromebook**

Students are responsible for the general care of the Chromebook they are borrowing from Aqsa School during and after school. Chromebooks that are broken or fail to work properly must be returned immediately to the teacher supervising the class. Care must be taken to protect the screen, keyboard, camera, and body of the Chromebook as well as the charger. Chromebooks are the property of Aqsa School, and all users will follow the procedures listed in the Aqsa School Acceptable Use Policy for media and electronic equipment.

### **Chromebook General Precautions**

- While the device is considered scratch resistant, the Chromebook will scratch.
- Avoid using any sharp object(s) on the device.
- Devices do not respond well to liquids. Avoid applying liquids to the Chromebook.
- The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to an Aqsa School teacher.
- There is no "jailbreaking" of this device.
- Never throw or slide a Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Any school-provided carrying cases and sleeves must remain free of any writing, drawing, stickers, or labels that are not the property of Aqsa School
- Devices have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Aqsa School acceptable use policy for electronic devices and grounds for disciplinary action.

- Devices have a unique identification and at no time should the numbers or labels be modified or removed.
- Devices should be placed in the appropriate carrying case to avoid putting any pressure on the screen.
- Devices must not be left in a vehicle or a location such as a bookshelf near a window or heating vent that is not temperature controlled.
- Chromebooks must be charged for school each day. This is the student's responsibility to ensure that after use the Chromebook is returned and properly charging in the charge cart.
- Chromebooks may be assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- If you have any problems with the Chromebook, please do not attempt to contact service directly for repair questions.

**Screensavers/Background Photos:** Personalized screensavers or backgrounds are not permitted on the Chromebooks.

### **Sound, Music, Games, Software/Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets.
- All software/apps must be school provided.
- Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- Internet games not approved by Aqsa School are not allowed on the Chromebooks.

### **Network Connectivity**

Aqsa School makes no guarantee that the school's network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. It is highly recommended students are knowledgeable of how to use their Chromebooks offline to complete assignments and projects.

### **Social Media Guidelines**

Educational Purpose: In order to help our students develop their reading and writing skills, cultivate understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

### *Teacher Responsibility*

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and School Policies.

### *Student Responsibility*

- When creating accounts, provide full first names and only the first letter of the last name.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 technology student expectations.
- Understand the user agreements including acceptable use policy, building-specific student handbook rules, 1:1 technology student expectations and parent permission agreements.

### *Parent/Guardian Responsibility*

- Monitor student Internet and social media website use at home.
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the Aqsa School Main Office for assistance.

### *School Responsibility*

- Aqsa School staff, teachers and administration ensure that students are protected online and when using electronic devices for educational purposes.
- Aqsa School ensures the Children's Online Privacy Protection Act (COPPA) is upheld.
- By participating in Google Apps for Education, student information may be collected and stored electronically and shared with Aqsa School staff, administration and teachers. Aqsa School use of student information is for educational purposes only.
- For more information on COPPA compliance, see the Federal Trade Commission's website at [www.ftc.gov/coppa](http://www.ftc.gov/coppa).

- The privacy policies associated with use of Google Apps for Education are available at <https://www.google.com/enterprise/apps/education/benefits.html>.

## EXTRACURRICULAR ACTIVITIES

Aqsa School offers a variety of extracurricular activities, which contribute to the total development of the students.

**Important note regarding participation in extracurricular activities/non-academic trips:** Any student falling below a 2.0 GPA will be removed from a club, committee or team. A student may be reinstated in the quarter in which the GPA reaches 2.0 or above. In addition, a student must not be failing any class. If a student is receiving an “F” in any class, she must provide proof that her grade is currently passing before being allowed to participate in any meeting, activity, practice, game, etc. Moreover, any student wishing to participate in a non-academic school trip (i.e. IMAD, OTSD driving, etc. must be passing all classes with a C or better and have no missing assignments. Students wishing to participate in these types of activities will have to have each of her teachers verify her current status in the class. Students with detentions which have not been served will also be unable to attend.

**Art Club:** Art Club is a club that allows students to express themselves through art. They will learn a variety of mediums including oil on canvas, watercolor, drawing, pastel, and Turkish marbling. The students’ art is showcased throughout the year, and the final project is presented to the school through a gallery showing.. Do not hesitate to join even if you don’t know how to draw! Art club is about having fun and learning something new.

**Activities Club:** A club offered by student council for students interested in planning school and student events.

**Baking and Culinary Club:** A club for students to experiment with different foods and recipes and hone their culinary skills. Students learn new techniques and the artistry and fun of easy to prepare culinary treats. For students, by students and quite tasty!

**Basketball Team:** Tryouts are typically held in January, and the season is held in winter/spring. Team members will practice about three times a week, and games are held about two times a week. Our school will compete against other private schools in the division.

**Debka Team:** Tryouts are held to select four teams (one for each high school grade). Each of these four teams will then rehearse and work together to create a traditional

debka dance routine that will then be performed at Aqsa School's annual Mother Daughter Dinner.

**Drama Club:** Drama club is a group of theatrical and expressive students who showcase their talent in the school play. Tryouts are held early in the year. Meetings and rehearsals are held to prepare. The play takes place during the read-a-thon assembly at the near-end of the year. You can still be a part of drama club without performing in the play (eg. set designer).

**Fundraising Club:** A club offered by student council for students interested in coming up with interesting and creative ways to raise funds for the school.

**Interfaith Dialogue Club:** An opportunity to teach others about Islam and learn about other faith groups. This is an interactive event for 11<sup>th</sup> and 12<sup>th</sup> grade students.

**Media Team:** Media Team is a group of students that put together an Aqsa School monthly newsletter that is handed out to the student body and staff. They report on current events, take polls, and give advice through an advice column. Meetings are held to ensure all members are completing their tasks and to put the newsletter together.

**MIST Team:** MIST (Muslim Interscholastic Tournament) is an intensive competition that allows Muslim students to compete against each other in a wide range of fields and unite together over a weekend. We compete in academic, athletic, and artistic competitions.

**Model United Nations Team:** Tryouts are held to create a team of delegates that will attend the Model United Nations of the University of Chicago conference, in Chicago, for a four-day weekend in February. Our school will represent a country that is part of the UN and delegates will research, prepare, and discuss world issues in their respective committees. The entire committee will then agree on a mock resolution paper by the end of the conference.

**National Honors Society:** A prestigious academic organization for students who have demonstrated scholarship, service, leadership and character. Open to High School students who meet the designated criteria. Students are selected by a staff committee.

**Poetry Club (Louder than a Bomb):** A club where students create original poetry pieces and perform them. Finalist continue on to the Young Chicago Authors' Louder than A Bomb, spoken word competition.

**Publicity:** A club offered by student council for students interested in art, drawing and computer design. This club's responsibility is to publicize for upcoming events.

**Religion Club:** A club dedicated to instilling spirituality in the school through activities and events.

**Science Club:** A club that allows you to embrace your inner mad scientist as well as learn something new. We explore a variety of fields ranging from psychology to bio and applied sciences. We perform enlightening dissections, create optical illusions, adventure on scientific scavenger hunts, understand ecological processes, and control genetics.

**Service Club:** Our club is open to all students grade 6-12. We meet once every two weeks during lunch. Every month the members of Service Club help plan, and coordinate an event/fundraiser that helps support a different organization. Don't hesitate! Join service club! It's one of the fastest (and most fun!) ways to build up your community service hours requirements while earning good deeds.

**Student Council:** A club made to help give a voice to the students. A handful of students are selected by each class to represent them, as well as a President, VP, Treasurer, and Secretary who are selected by the entire student body. Once selected, meetings are held to discuss events and activities in school such as Qiyam and Spirit Week.

**Taliyat Club:** A club dedicated to reading Quran and perfecting our Tajweed skills. This club will not only allow students to learn more about Islam, it will also bring them closer to Allah (SWT). We do various intriguing activities throughout the year as well. You do not have to be a fluent reader or a Tajweed expert to join Taliyat, one of the main purposes of this club is to help students read the Quran.

**Volleyball Team:** Tryouts are held in the beginning of the year, and the season is held in fall/winter. Team members will practice about three times a week, and games are held about two times a week. Our school will compete against other private schools in the division. **W.Y.S.E. Team:** Aqsa's W.Y.S.E. (Worldwide Youth Science and Engineering) Team competes every February against regional schools in seven academic subjects. Meetings and practices begin in October.

**Yearbook:** This is a club where students work together to create and publish Aqsa's annual yearbook. Students with an interest in art, photography, or computers are especially encouraged to join! High School students with detentions that have not been served will be unable to attend any club/team meetings or practice until the detentions are served.

## High School Student Technology Parent Permission Form

As the parent or legal guardian of \_\_\_\_\_ in \_\_\_\_\_ grade, I grant permission for my child to access networked computer services and school computer hardware and equipment including Chromebooks, iPads, Tablets and other electronic devices used during school hours for educational purposes.

\_\_\_\_\_ (initial) I acknowledge receipt of the Technology Acceptable User Agreements contained in the Student Handbook and hereby agree to comply and support my child's use of electronic devices for educational purposes.

\_\_\_\_\_ (initial) I approve the creation of an email address and the use of email by my child in grades 9 - 12 for communication with Aqsa School staff, teachers, and students for educational use only.

\_\_\_\_\_ (initial) If my child is in 9th grade, I approve the use of a Chromebook for home use, and understand that damage or a lost or stolen Chromebook issued to my child will be the responsibility of the parents of the child to "immediately" replace or cover the cost of a replacement.

Parent/Guardian Name (PRINT) \_\_\_\_\_

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

Date \_\_\_\_\_

**Please submit this agreement to the main office. If you have any questions or concerns, please reach out to the Aqsa School main office during office hours at (708) 598-2700 or email ([info@asqa.edu](mailto:info@asqa.edu)).**

## **Advisory**

In order to see our students excel academically and grow socially and spiritually, *advisory* is a program that builds community and provides our students with academic and social emotional support. Students meet with their assigned advisory teacher and all grade level peers. Advisory lessons and activities are catered to the unique needs of each grade level. Advisory periods occur two Wednesdays per month between 4<sup>th</sup> period and Lunch. All high school students are required to attend and participate in all advisory activities. Advisory classes will be graded on a pass/fail basis and will appear on the report card.

## **Community Service Learning and Community Service Day**

Aqsa School values social awareness and works to provide students with opportunities to learn outside of the classroom setting. Community service learning and a multitude of service projects offer students authentic social awareness experiences. Community Service Day is an annual one-day event in the Spring in which all junior high and high school students volunteer their time at worthy organizations and centers throughout the Chicagoland area. Each grade is assigned to a different location and students to participate in various service projects for the first half of the day. Afterwards, students all return to the school and participate in a program to reflect upon and share the experiences they had. Students learn compassion, citizenship, and leadership while engaging in this hands-on learning experience in their community. This event is possible through the sponsorship of many generous donors. All students are required to participate and complete assigned pre-activities.



STUDENT'S NAME: \_\_\_\_\_

YEAR OF GRADUATION: \_\_\_\_\_

### Community Service Log

High school must complete 40 hours of community service in order to graduate. Forms will not be accepted without signature from organizations in which community service was rendered. Students can volunteer at various institutions including Al-Israa School, other weekend schools, libraries, hospitals and other community or school locations. ***Students may not perform any kind of work for family members.***

Please submit completed form to the Dean's office at the end of the third quarter. Any additional hours completed will be included on the transcript.

Name of Organization	Phone Number	Date	Number of Hours completed	Signature of Supervisor