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

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This assignment notebook belongs to __________________________ Grade ______
Homeroom Teacher______________________________
SCHOOL BOARD and ADMINISTRATIVE TEAM
2015-2016

BOARD OF TRUSTEES
Dr. Mahmoud Ismail
Mr. Faysal Mohamed
Mr. Tawfik Nassar

BOARD OF DIRECTORS
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Mr. Zahdan Elzahadan
Mr. Rouhy Shalabi

PRINCIPAL
Ms. Tammie Ismail

Administrative Team
Ms. Laila El-Amin, Director of Religious Affairs
Ms. Layla Khayr, Social Worker
Ms. Eve Mersch, Assistant Principal

Business Office
Ms. Rana Jaber, Business Manager
Ms. Samira Shweikeh, Assistant Business Manager

CELEBRATING 30 YEARS OF EXCELLENCE IN ISLAMIC EDUCATION
# Table of Contents

- Time Schedules ................................................................. 4
- Mission Statement ...................................................................... 5

## GENERAL INFORMATION

- Building hours ........................................................................ 5
- Closed Campus ......................................................................... 5
- Drop Off and Pick Up Policy .................................................. 5
- School Colors .......................................................................... 5
- Emergency Closing .................................................................... 5
- Lockers .................................................................................. 6
- Textbooks .............................................................................. 6
- Lunch Room/Lunch ................................................................... 6

## GENERAL SCHOOL RULES

- Entry/Exit daily ........................................................................ 7
- Driving to school ....................................................................... 7
- Religious Responsibilities ......................................................... 7

## ACADEMIC POLICIES

- A. Graduation requirements ..................................................... 8
- Homework .............................................................................. 8
- Progress Reports ...................................................................... 9
- Standardized Test .................................................................... 9
- B. Homework/Test/Make-up policy .......................................... 9
- C. Midterm and Final Exams ................................................... 9
  - Early Testing Guidelines ....................................................... 9
- D. Transfer Credits .................................................................. 10
- E. Drop/Add policy ................................................................. 10
- F. College Prep Courses ......................................................... 10
- G. Honor s Courses ............................................................... 11
- H. Advanced Placement Courses ........................................... 11
I. Honor Roll .......................................................................................................................... 11
J. National Honor Society and National Junior Honor Society ............................................. 11
K. Class Rank and Grade Weighting ...................................................................................... 12
L. Grading Scale .................................................................................................................... 12
M. Weighted grades .............................................................................................................. 12
N. Semester grades ............................................................................................................... 13
O. Grade Point Average and Rank ....................................................................................... 13
P. Counseling ........................................................................................................................ 13
Q. Early Graduation .............................................................................................................. 14

Attendance and Tardies ........................................................................................................ 15-16
Behavior ............................................................................................................................. 17
Hallway Behavior ................................................................................................................ 17
Attention Behavior ............................................................................................................. 17
Prayer Behavior ................................................................................................................... 17
Lunchroom Behavior .......................................................................................................... 18
Classroom Behavior ............................................................................................................ 18
School Uniform .................................................................................................................. 18
Gym Uniform ...................................................................................................................... 19
Changing for Gym or Other Activities ............................................................................... 19
Fieldtrip Attire ..................................................................................................................... 19
Graduation ............................................................................................................................ 19
Extra-curricular activities .................................................................................................... 20-22
Community Service Log ..................................................................................................... 23
Discipline ............................................................................................................................... 24-26
## Aqsa School Bell Schedule 2015-2016

<table>
<thead>
<tr>
<th></th>
<th>Regular Schedule JH/HS</th>
<th>Regular Schedule Elementary</th>
<th>Wednesday Advisory Schedule</th>
<th>Friday Schedule</th>
<th>Friday One Hour Assembly Schedule</th>
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<th>EARLY DISMISSAL 12:00</th>
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<td>Prayer</td>
<td>1:17–1:45</td>
<td>1:17–1:45</td>
<td>1:34–1:54</td>
<td>1:00 1:55</td>
<td>JH/HS 7th period 12:28 – 12:58</td>
<td>JH/HS 7th Period 12:38 – 1:19</td>
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<td>Prayer 1:33 – 2:28</td>
<td>Prayer 2:08 – 228</td>
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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, 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 made their top priority to seek and hire qualified educators who demonstrate a commitment to the values of Islam, and to excellence in education. The following are school-wide objectives that we continuously strive to achieve with our students:

- **To teach our students the love of Islam by example and through Islamic and Quranic studies, and the practice of Islam.**
- **To teach our students to strive for excellence at school and in their future academic and personal lives.**
- **To teach social awareness and responsibility through involvement in community causes.**
- **To teach the concept of faith with action through the example of our staff.**

**MISSION STATEMENT OF AQSA SCHOOL**
To see our students excel academically and grow socially and spiritually.

**GENERAL INFORMATION**

**BUILDING HOURS**
The building is open from 8:00 A.M. each school day until 4:00 P.M. The school is not responsible for students who arrive before or stay later than these times.

**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. Dismissal is based upon grade levels. ONLY elementary students are allowed to exit from the front lobby doors. All junior high and high school students must exit from the west side doors. East side doors should not be used for drop off or pick up by any students.

**DROP OFF AND PICK UP POLICY**

*Drop Off:* All Junior High and High School students may enter the front doors or west side doors upon arrival in the morning. Elementary students should be dropped off at the west side doors only. *Pick Up:* Dismissal is based upon grade levels. ONLY elementary students are allowed to exit from the front lobby doors. All junior high and high school students must exit from the west side doors. East side doors should not be used for drop off or pick up by any students.

**SCHOOL COLORS**
Aqsa School’s official colors are navy blue and white

**EMERGENCY SCHOOL CLOSING**
If school is canceled because of weather or other emergencies, the staff will call each household to notify parents of the closing. Therefore, please keep the office updated if there are any changes in home phone numbers. At times, an automated call will be used as a means of communication. Please listen to these very important messages in their entirety.
LOCKERS
Student lockers will be assigned by each homeroom 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 must turn in locker combination numbers to their homeroom teachers.
- 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.
- 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.

TEXTBOOKS
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. Reports cards and other needed documents will be withheld until books are returned. Some textbooks may be required to be purchased by the student. A list of books to be purchased will be provided to the student.

LUNCH ROOM
Aqsa School’s lunchroom and kitchen are 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 lunch room without a pass previously issued by a teacher. Students should present that pass to the staff member on lunch duty. Students should return to the lunch room immediately after finishing with a staff member. Students not in the lunch room without previous permission will be given disciplinary consequences.

Students must sit with their peers in the same grade level.
DAILY ENTRY AND EXIT
Entry and exit to the building are through the lobby or West side doors only. Late entrance (after 8:20 AM) must be made through the lobby doors. After school, all junior high and high school students should wait for parents by the west door, not on the front steps. 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 school building, check in with the front office and wait in the front lobby for his/her ride.

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. Forms can be obtained from the front office.

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 during lunch time
  Students are to wear hijab throughout the class period directly proceeding 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 $10.00 fee, it will be added to the tuition.

  Prayer Behavior and Procedures for Attending Prayer
  - Walk quietly and respectfully to the prayer hall.
  - All students are to remove their shoes and neatly place them on the shoe racks provided.
  - Enter through your designated doors silently and respectfully.
  - Be seated in your grade’s designated line immediately.
  - You are to 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 tasbeh (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 prayer detention which will be served on an assigned day after school for 20 minutes.
ACADEMIC POLICIES

A. GRADUATION REQUIREMENTS:

In order to graduate 8th grade, students must have a G.P.A. of 2.0 or higher, and fail no more than one subject. If a student fails two or more core academic subjects in eighth grade, she will not be allowed to graduate. Eighth grade students who take summer courses and pass all previously failed subjects may enroll in 9th grade the following school year. Students entering high school (9th) will have 0 credit hours, even though they may have been in an accelerated program. Eighth Grade Requirements: Students must complete the following courses with passing grades.

ENGLISH
READING
MATHEMATICS (at least up to Pre-Algebra)
SCIENCE
US HISTORY with US Constitution Exam
ARABIC
RELIGION
ISLAMIC STUDIES
PHYSICAL EDUCATION
COMPUTERS

High school students must earn a minimum of 27 credit hours, and perform 30 hours of community service in order to graduate from AQSA. 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. MATHMATICS 3.0 credits
3. SCIENCE 4.0 credits
4. HISTORY 3.0 credits
(One must be in United States History and one in Islamic History)
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. COMPUTERS 1.0 credit

*AP WRITING (LANGUAGE AND COMPOSITION) MAY NOT BE USED TO FULFILL THE ENGLISH LITERATURE AND LANGUAGE REQUIREMENT.

*A STUDENT MAY NOT HAVE MORE THAN A TOTAL OF ONE STUDY HALL DURING GRADES 9-12

HOMEWORK
Homework assignments are given with careful attention to the meaning and purpose of the activity. Parents can expect every student to come home with homework almost every school day. If a student has an excused absence, students will be given 2 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.
PROGRESS REPORTS
The school makes every effort to keep the parents informed of students’ progress.
- Report cards are issued quarterly
- Elementary progress reports are standards based to allow for identification of specific areas of strength and weakness.
- Interim progress reports are available on our online site. Please check your child’s progress regularly
- Parent/teacher conferences are held at the end of the first and third quarter
- Report cards are distributed during these conferences
- Teachers are available for special conferences, and are eager to meet with parents. An appointment may be made by calling the office.

STANDARDIZED TESTING
Students in grades K-11 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 his/her needs. The following is a listing of tests given throughout the year:
- NWEA Measuring Academic Progress (MAP) – given during the Fall, Winter, and Spring grades K-11
- IOWA – given in Spring to grades K-7
- ACT Aspire – given twice per year to grades 8-10
- PSAT – given once per year to 11th graders
- 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) Announcements will be made when registration begins for each test.

B. HOMEWORK/ TEST-MAKE-UP POLICY:
Each teacher has the right to set her own make up policy for homework. Students will be allowed to make up all exams or quizzes they missed due to an excused absence. Students will have a minimum of two days to makeup work for each day absent (i.e. A student has an excused absence on Monday. On Tuesday, the student returns to school, the work missed from Monday will be due on Thursday). If a student will be missing school due to a school competition/event, the student should submit all assignments due prior to missing school (this includes but is not limited to tests, quizzes, projects, essays, and homework assignments).

C. MID TERM AND FINAL EXAMS:
Starting from 9th 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 in the multipurpose room.
   4. Students must be in proper uniform and have all fines/school fees paid in order to take exams. 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.

** EARLY TESTING GUIDELINES :** Junior high and 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 full-time high school courses will be charged $60.00 each. All full-time junior high courses will be charged $40.00 each.
Keep track of your high school credits. Each full-year course you pass is worth 1 credit. (Gym, Computers and electives that meet a few times a week are worth a ½ credit):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number of Credits</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
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<tr>
<td>English</td>
<td>4 credits</td>
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<tr>
<td>Religion</td>
<td>4 credits</td>
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<tr>
<td>Arabic</td>
<td>4 credits</td>
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<tr>
<td>Mathematics</td>
<td>3 credits</td>
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<tr>
<td>Science</td>
<td>4 credits</td>
<td></td>
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<tr>
<td>History</td>
<td>3 credits</td>
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<tr>
<td>Writing Course</td>
<td>1 credit</td>
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<td>Physical Ed.</td>
<td>1 credit</td>
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<tr>
<td>Electives</td>
<td>2 credits</td>
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<tr>
<td>Computers</td>
<td>1 credit</td>
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D. 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.

E. 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. 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: 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.
F. 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.

G. HONORS COURSES:
Honors courses demand high levels of cognitive and problem solving processes and independent work. This course is taught at an accelerated pace with more in-depth detail and analysis. Honors courses prepare students for college work and future study in advanced placement courses. Honors courses are offered to students with an A or B letter grade in a prerequisite course and based on teacher recommendations and standardized test scores.

H. 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.

I. 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. Junior High students with a 3.51 or higher will be awarded “A” honor roll status and those with 3.0-3.5 will be awarded “B” honor roll status.

J. National Honor Society and National Junior Honor Society (NHS/NJHS)
To be considered for the NHS or NJHS 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 or NJHS must bring official documentation so that their membership may continue at Aqsa School. Any student with a desire to be a part of NHS/NJHS 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/NJHS advisor for further details on meeting the requirements. Once a student has been admitted to NHS or NJHS, 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 or NJHS.
K. 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.

Honors & Advanced Placement 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

L. GRADING SCALE: The following is a chart listing the junior high and high school grading scale.

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
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M. WEIGHTED GRADES
All high school honors or advanced placement 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.

High school student’s 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.
N. SEMESTER GRADES

All junior high students’ semester grades are calculated by taking the first quarter grade (equal to 50%) plus the second quarter grade (equal to 50%). Although the end of the unit test grade (semester exam for junior high) will appear on the report card individually, its worth will be calculated into the second quarter grade.

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.

O. 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.

8th grade students will have their ranks determined by their cumulative GPA for 7th and 8th grades at Aqsa School. Valedictorian and salutatorian distinction will be given to these students ranked first and second in the class, respectively. Students must have attended Aqsa School for both 7th and 8th grade to be eligible for either valedictorian or salutatorian.

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.

P. 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. 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.
Q. 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.
- 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.
ATTENDANCE and TARDIES
ABSENCES: Regular attendance is expected every day. However, there are times in which students may be absent from school. Absences are classified as excused or unexcused.

EXCUSED ABSENCES: The following reasons will be considered excused absences:
- Family Emergencies
- Death in the family
- Authorized school activities
- Doctors/Dental appointments (should not consist of an entire day absence)
- ALL EXCUSED ABSENCES REQUIRE A NOTE from a physician, or teacher due the day the student returns to school. If a note is not received the day after the absence, the absence will be considered unexcused.

SCHEDULED MEDICAL VISITS: For any prescheduled appointment, students are to submit a note from a parent one day in advance. If a note is not received the day 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.

MORE THAN TEN UNEXCUSED ABSENCES in any given semester will result in the student being penalized by having a grade reduction. For every 10 absences a student’s grade is reduced by one letter grade.

5 ACCRUED ABSENCES: Once a student has accrued five absences in a semester, the student’s parents must come in for a conference to discuss their child’s absences.

TARDY 5-10 MINUTES: If a student is tardy between 5-10 minutes to class, a Saturday detention will be given to the student.

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 BEYOND 20 MINUTES: If a student is more than 20 minutes tardy for his/her first period class, it will be considered an unexcused absence.

6 ACCRUED TARDIES: Once a student has accrued six tardies in a semester, the student’s parents must come in for a conference to discuss their child’s tardiness.

Students will be given participation points in each class every day. Students arriving late to class will lose those points, which will in turn affect their grades.

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.
TARDIES: A student is tardy if he/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. 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 his/her first period class, he/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.*
BEHAVIOR

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, events and prayer, staff members may need to communicate with the students. Aqsa students are expected to respond to a non-verbal 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. 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.

ASSEMBLIES

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
• Face the speaker
• All school rules and procedures apply during assembly times. Consequences will be given for disruptive behavior.

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. Disruptive behavior will result in a 20 minute prayer detention to be held on regular detention days.
• All students are to arrive and leave quietly.
• All students are required to prayer if they are able to. Students who are not praying and are not excused will be documented and it will affect the religion grade.
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 cafeteria during lunch time without the written permission of the lunchroom supervisor.
  • Do not throw food or other objects
  • All students must be seated at a lunch table with students from their grade level. (Under no circumstances any students eat on the carpet or the stage).
  • Do not leave without cleaning up lunch tables and pushing in chairs.
  • No food or drink is allowed outside the cafeteria (eating in classrooms is not allowed)
  • All students must wash for prayer (wudu) before leaving the lunch room
  • No students are allowed behind the serving tables or in the kitchen

CLASSROOM BEHAVIOR

STUDENTS ARE EXPECTED TO BE:
• Respectful to their teachers
• Respectful to their classmates
• Attentive
• Be mentally prepared for learning
• Prepared with all learning materials and clear desks of any other items not related to that specific class
• No food or drink (other than water) will be allowed in the classroom

***If a student loses his/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.

SCHOOL UNIFORM

• All students must wear their uniforms to school and from school.
• Uniform Jilbab (plain navy blue) and a scarf (navy blue or white) [If a student chooses a jilbab as her uniform, it must be worn for the entire school year]
• Uniform skirt with a long-sleeved, dark-green, knit shirt with the Aqsa School emblem.
• Appropriate shoes: plain, closed-toe, closed back, all black, dark brown, dark blue dress shoes (no high heels or gym shoes)
• Ankle socks or higher (white, black, navy blue, or dark green). No “no show” socks allowed.
• V-necked Aqsa Sweater (navy blue or dark green, Aqsa Cardigan or Aqsa Fleece (Green shirt must be worn underneath these sweaters.
• Underneath the skirt only leggings, tights, or slips are allowed. These must be solid black or dark blue.
• EVERY FRIDAY, the Islamic day of congregation, students are to wear hijab with their uniform.
• Students may wear the Spirit Wear sweatshirt every Monday. It is not necessary to wear the green uniform shirt under the sweatshirt. 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.
• Long hair should be neatly tied back.

***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 and repairs will be done by the Sewing Club advisor and assistants and the student will be charged a fee for the services. Students who come to school out of uniform must rent the missing uniform item from the school before she is admitted to class.
GYM UNIFORM

- Long-sleeved, gray t-shirt or blue sweatshirt with Aqsa School logo.
- Navy blue jogging pants with Aqsa School logo.
- Lace up gym shoes.
- Gym uniform must be ordered from Schoolbelles uniform company. 7763 S. Harlem Avenue Bridgeview, IL 60455 (708)598-8008 www.schoolbelles.com

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 afterschool sporting events, students may change into appropriate attire. ALL CHANGING must take place in the female washrooms or locker rooms.

FIELDTRIP ATTIRE

EDUCATIONAL FIELDTRIPS: Educational fieldtrips are meant to enhance in-class learning. Therefore, they are seen as an extension of the curriculum and for such fieldtrips the school uniform is to be worn.

ALL SCHOOL CELEBRATORY/ COMMUNITY SERVICE FIELDTRIPS: These fieldtrips tend to be fun in nature with more physical activity involved or require hands-on work. Such fieldtrips necessitate that students be in comfortable and appropriate clothing. In such situations, all students are required to dress in Islamically appropriate attire.

This includes:
- Loose fitting, long sleeve shirts.
- Shirts should be long enough to reach mid-thigh.
- Pants and shirts should be loose.
- Students who do not comply with the uniform/dress code will not be allowed to participate in the fieldtrip.

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 graduation caps and gowns for the entirety of the ceremony (blue gowns for 8th grade and white gowns for 12th grade). 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 or cap (NHS sashes or school approved items are acceptable).

All graduation speakers will be chosen by the graduation committee.
EXTRA-CURRICULAR ACTIVITIES

Aqsa School offers a variety of extra-curricular activities, which contribute to the total development of the individual.

| Each club will be designated as junior high/high school or both |
| JUNIOR HIGH CLUB [JH] | HIGH SCHOOL CLUB [HS] |

Important note regarding participation in extra-curricular 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 unserved detentions will also be unable to attend.

ART CLUB
A club for those who enjoy art or would like to enhance their artistic abilities. Learn about sketching, painting, dimensions and more. You can help design backdrops for the drama productions as well. [JH,HS]

SCIENCE CLUB
This club will allow students to explore science concepts on a deeper level and allow them to take their interests beyond the classroom.

BASKETBALL/VOLLEYBALL TEAMS
There are junior high and high school basketball and volleyball teams. Our teams, the Aqsa Legends, compete throughout the school year. [JH,HS] Students wishing to participate in any sport should have a completed sport’s physical on file.

DRAMA PRODUCTION
An all school production that students can audition for and perform for the entire school. [JH,HS]

DEBATE CLUB
A club which will focus of the techniques to become an effective debater. Students will use newly learned skills to participate in club debates. [HS]

GIRLS ON THE RUN
A national club which focuses on the development of a girl’s self-esteem through running and various activities. [JH]
MODEL UNITED NATIONS (MUNUC)
This club will be coordinated through the Social Studies department. Model United Nations is a nationwide activity to teach high school students the importance and the inner-workings of the United Nations. Each school is designated a country which they represent at a conference, as if they really were UN delegates representing a country. This club is especially suited for students with an interest in political science, government or current events. [HS]

NATIONAL HONOR SOCIETY (NHS)
A high school honor society which recognizes outstanding students that have demonstrated scholarship, character, leadership and service. A committee of staff members will select members for induction each spring. [HS]

NATIONAL JUNIOR HONOR SOCIETY (NJHS)
The National Junior Honor Society is the nation’s premier organization established to recognize outstanding junior high students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. A committee of staff members will select members for induction each spring. [JH]

RELIGION CLUB
This club helps students practice what they’ve learned in the classroom. Several activities are sponsored by the club to enhance Islam as a practical way of life. [JH,HS]

STUDENT COUNCIL
The student council is the governing body of Aqsa students and meets to discuss and plan activities such as Muslim Awareness Week, Qiyam during Ramadan, Eid parties, and field trips. [JH,HS]

ACTIVITIES CLUB-a club offered by student council for students interested in planning school and student events.

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.

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.

SERVICE-a club offered by student council for students interested in helping others and community service activities.

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. [HS]

YEARBOOK CLUB
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! [JH,HS] *Students with detentions that have not been served will be unable to attend any club/team meetings or practice until the detentions are served.
SPEECH TEAM
This is a club where students will work on the skills of public speaking. Students may compete in variety of competitions with other schools. [HS].

MIST (MUSLIM INTERSCHOLASTIC TOURNAMENT)
This club prepares for a regional competition where students can compete in 35 different categories. Winners at the regional level can qualify to compete at the national level. [HS]

LOUDER THAN A BOMB
This is a club where students will work on their ability to present spoken word. Students will then compete against other students from other high schools. [HS]

NATIONAL ACADEMIC CHALLENGE
This competition requires students to organize a team and participate in various academic challenges over a specified time period. Students will be required to meet at the school on a weekend and commit a day to working on the challenges and then complete the additional requirements at home on computer. [JH/HS]

MATH COUNTS
Students have the opportunity to compete for a place on this team. Students chosen will be doing fun, “bee-style” math contests I preparation for competition. Students winning at the highest levels have the opportunity to win scholarship money. [JH]

M3
This is an academic competition in which up to two teams will be chosen. Students participating on the challenge must spend 14 hours on a weekend at school working on internet based academic questions. Winning teams have the opportunity to win scholarship money. [HS]

CHICAGO METRO HISTORY FAIR
This is a competition in which students will compete against students from other high schools in one of five categories relating to historical topics. [HS]
High school students 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 each semester.

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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 fieldtrips 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
- Wearing make-up/nailpolish (any kind of make-up 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). 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.**

A. For considerably more serious offenses a student will receive:

2. **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 radio, CD player, I-pod, 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.

3. In-school-suspension
- Not serving 2 level B detentions.
- Receiving 3 level B detentions.
- Repeated classroom disturbance
- Extreme disrespect.
- Physical fighting.
- Skipping Friday-Jumaa 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).

4. Out-of school suspension Students who serve out of school suspensions may not return to school on that day for afterschool 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.

4.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/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
- 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.

25
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.*