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Noor-Ul-Iman School Mission Statement

Children of good character are the building blocks of a successful community.

Our mission is to provide an excellent academic and Islamic education within an Islamic environment to produce good citizens and strong leaders who have a commitment to individual excellence, family, community, and humanity.

In partnership with parents, we strive to help our students develop strong Islamic values, self-confidence, a positive attitude, and respect for self and others.
Noor-Ul-Iman School Goals

- To satisfy the educational, spiritual, emotional, social and physical needs of our students

- To educate our students in all of the standard disciplines and to further prepare them academically for continued higher education

- To instill in our students a love for learning that will continue throughout their lives

- To help students acquire the skills they need to be responsible and contributing members of their family, school, mosque, and community

- To teach our students to develop and maintain a balance between their worldly success and spiritual pursuits

- To enable our students to study their religion so as to understand and value its significance in their lives

- To develop the integrity and character of our students in the pursuit of moral excellence

- To help our students develop a sense of social and civic responsibility towards their community

- To encourage our students to establish dialogue and to interact with people of other faiths to appreciate our diversity and strengthen our world community

- To teach our students to be critical thinkers, wise decision-makers and effective communicators
Noor-Ul-Iman Parent/Student Handbook

HANDBOOK APPLICATION & REVISIONS

This Parent/Student Handbook (also referred to herein simply as the “handbook”) establishes the rules and regulations of the Noor-Ul-Iman School (also referred to herein as Noor-Ul-Iman, “NUI” or simply as the “school”) community. It is a guide that sets the standard for what is expected of students in all grades, as well as the students’ parents or guardians (referred to generally as “parents”).

The school rules published in this handbook are subject to change as may be needed to ensure continued compliance with federal and state laws or as necessary for the routine operation of the school. Students and parents will be informed of changes or additions through school notices. Students and parents are responsible for adhering to revised policies/procedures as soon as they are sent or posted.

This handbook is intended to be a guide, which sets forth the school’s rules and expectations. However, the School reserves the right to interpret the policies as it deems appropriate, and to take any action necessary for the best interests of the school and its community, unless such action contravenes applicable law. Therefore, procedures outlined in this handbook generally apply under normal circumstances. On occasion, however, a situation may require an immediate and/or nonstandard response. In such circumstances, the school reserves the right to take actions deemed to be in the best interest of the school, its faculty and its students. This handbook as written does not limit the authority of the school to alter its procedures to accommodate such circumstances.

Please take the time to read this handbook carefully. Questions about this handbook should be directed to the Administrative Team, who can be reached at AdministrativeTeam@nui-school.org.

High School Students and Parents: This Handbook works in conjunction with the High School Handbook. Please refer to the latter for additional policies. In the event of a discrepancy between the two handbooks, please notify the High School Division Head, who shall work with the Head of School, to determine which policy applies.

Note: The reference to “parent” or “parents” is meant to include the singular and plural form of both parents and legal guardians. Similarly, students are referred to herein as students or children, singular and plural. The terms child/children includes students which are legally “adults.”
SCHOOL HOURS

The regular school hours are as outlined below. On occasion, school hours will change to accommodate situations that may occur either beyond the school’s control or to accommodate specific unforeseen situations.

**Pre-Kindergarten:** 9:00 a.m. – 3:05 p.m.
Classrooms will open at 8:50 a.m. unless students are enrolled in Morning Care
Students will be considered tardy after **9:05 a.m.**
Late fines apply beginning at **3:25 p.m.**

**Kindergarten:** 9:00 a.m. – 3:05 p.m.
Classrooms will open at 8:50 a.m. unless students are enrolled in Morning Care
Students will be considered tardy after **9:05 a.m.**
Late fines apply beginning at **3:25 p.m.**

**First through Fifth Grade:** 8:00 a.m. – 3:30 p.m.
Classrooms will open at 7:50 a.m.
Students will be considered tardy after **8:00 a.m.**
Late fines apply beginning at **3:55 p.m.**

**Sixth through Eighth Grade:** 8:00 a.m. – 3:30 p.m.
Classrooms will open at 7:50 a.m.
Students will be considered tardy after **8:00 a.m.**
Late fines apply beginning at **3:55 p.m.**

**High School:** 7:55 a.m. – 3:30 p.m.
Classrooms will open at 7:45 a.m.
Students will be considered tardy after **7:54 a.m.**
Late fines apply beginning at **3:55 p.m.** if not signed out/released

On **Early Dismissal Days** scheduled on **Monday through Thursday**, the school will close at the following times:
Pre-Kindergarten & Kindergarten: **12:05 p.m. Late fines apply beginning at 12:25**
First Grade through High School: **12:30 p.m. Late fines apply beginning at 12:50**
There will be no aftercare provided.

On **Regular Early Dismissal Days** scheduled on **Friday** the school will close at the following times:
Pre-Kindergarten & Kindergarten: **11:25 a.m. Late fines apply beginning at 11:45**
First Grade through High School: **11:50 a.m. Late fines apply beginning at 12:10**
There will be no aftercare provided.

On **Staff Meeting Early Dismissal Days** scheduled on **Friday** the school will close at the following times:
Pre-Kindergarten & Kindergarten: **2:20 p.m. Late fines apply beginning at 2:40**
First Grade through High School: **2:45 p.m. Late fines apply beginning at 3:05**
There will be no aftercare provided.

*Early dismissal times may vary under special circumstances; notifications will be sent via e-notices.*
SCHOOL CLOSINGS AND DELAYED OPENINGS

If for any reason the school needs to be delayed or closed, the school community will be informed of school closings or delayed openings via email, on the school website www.nuischool.org, and through the automated phone message (School Messenger). Every effort will be made to have emails sent, website alert posted, and calls made as early as possible.

Delayed Opening Timings
If, for any reason, it should become necessary to delay the opening of the school, high school students must arrive at 9:25 a.m.; they are marked tardy if they arrive after 9:35 a.m. Students in 1st through 8th grade must arrive at 9:30 a.m.; they are marked tardy if they arrive after 9:45 a.m. Students in Pre-K and KG must arrive at 10 a.m.; they are marked tardy if they arrive after 10:15 a.m. Please do not drop off your child/children early, as there will be no supervision available.

Should an extended delayed opening be necessary, you will be notified of the adjusted timings as stated above.

Early Dismissal Procedure
If, for any reason, it should become necessary to dismiss the students early, the school community will be notified as stated above. Parents, guardians or carpool persons must pick up the student at the specified closing time or within one hour of notification by the school, whichever is later. Late charges will be assessed for late pick up, as outlined in the “Arrival/Tardy/Dismissal” policies below.

MORNING CARE

Morning care is available, for a fee, for pre-kindergartners and kindergartners in the school building from 7:40 a.m. to 8:50 a.m., Monday through Friday. The normal drop-off pattern should be followed from 7:40 a.m. to 8:10 a.m. Parents dropping students to morning care after 8:10 a.m. must park at the bottom of the hill and sign them in at the Main Office.

Morning care is available on a yearly or daily basis. The discounted yearly rate is only available when a student is enrolled for the full year. Please contact the Business Office to register for morning care.

AFTERCARE

Aftercare is available for Noor-Ul-Iman students in Pre-K and up in the school building from 3:20 p.m. to 4:30 p.m., for a fee, or from 3:20 p.m. to 5:30 p.m. for a slightly higher fee, Monday through Friday on a yearly or daily basis. The discounted yearly rate is only available when a student is enrolled for the full year. Aftercare is also available on a daily basis, for the daily rate fee, with the following restrictions:

1. Parents must notify the Main Office by 12 noon on the day the aftercare is needed.
2. Parents will be billed on a monthly basis.

Please contact the Business Office to register for aftercare. There will be no aftercare on early dismissal days.
DRESS & ATTENDANCE

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STUDENT DRESS CODE

Noor-Ul-Iman School expects all of its students to abide by its dress code. Students are expected to wear clean uniforms and are to maintain personal cleanliness. **Students attending any Noor-Ul-Iman School related event whether on or off the premises must either be dressed in the school uniform or what is appropriate clothing as defined by the Noor-Ul-Iman School guidelines below. The NUI Administration reserves the right to define “appropriate” or “eccentric” for school uniform, hair, etc.**

Clothing must be loose fitting (not form fitting), not sheer, and in good condition. Any logos or writing on any clothing must be appropriate as defined by Noor-Ul-Iman School.

- Boys may not wear shorts during school hours. When shorts are permitted for selected NUI activities, such as some sports events, they must reach below the knee.

- Girls must wear skirts, dresses, or pants that are ankle length and loose fitting. All tops must be loose fitting and reach at least mid-thigh; finger-tip length when worn with pants. Girls in fourth grade and above must wear long-sleeved tops and a headscarf at all times.

1) **Hair:** Girls in grades four and above are required to wear a scarf while in the school and while involved in a school activity on or off the school premises. A bandana or underscarf should be worn under the head scarf and/or pins used so that the hair is completely covered and does not fall out under the headscarf. Girls in KG through 3rd grade are required to have a clean scarf in school for prayer. For all other students, hair should be neat, clean and groomed; no eccentric styles, shavings, colorings, severe cuts, tails, etc.

2) **Nails:** Fingernails should be clean and trimmed. Nail polish, including clear nail polish, is not allowed. No fake nails are permitted.

3) **Jewelry:** Students may not wear an excessive amount of jewelry. Girls may wear tiny studs or pierced earrings; no long or dangling earrings are permitted. Boys are not permitted to wear earrings of any kind.

4) **Makeup:** No cosmetics, including lip-gloss and eyeliner, are permitted.

5) **Colored Contact Lenses:** Colored contact lenses are not permitted.

6) **Hats:** Hats may not be worn inside the school buildings.

7) **Shoes:** Students must wear closed toe shoes. No sandals, slippers, heels higher than one inch, or indoor/outdoor cleats may be worn.

8) **Uniform:** The school has specific uniform specifications. Please see below for the appropriate uniform for each grade.

After one warning, violations of the above rules will result in a uniform fine. In addition, the student will be sent to the office and will not be allowed to return to class until a parent/guardian brings appropriate clothing or the student goes home to change. Students in sixth grade and above who miss class due to a uniform violation will receive a zero on any class work missed, including quizzes and tests. Violations are recorded and continuous violations may result in disciplinary actions. Uniform warnings
Pre-Kindergarten: All students attending the pre-kindergarten classes must wear play clothes and comfortable shoes or sneakers that the child can remove easily, (such as Velcro sneakers). Daily activities may include active messy play and children should not have to worry about their clothing. Shorts must reach the knees and skirts must come below the knees. Shorts, pants, or leggings must be worn underneath skirts. Please place your child’s name on clothing, shoes and other belongings with a permanent marker to help ensure the proper return of all possessions and clothes. Please send an extra set of clothing in a zip-lock bag labeled with your child’s full name at the start of the school year. Be sure to also label each item of clothing in the bag with a permanent marker. If your child needs to use any of his/her extra clothes during the school year, please make sure to send in a replacement.

Kindergarten and upper grades: Students in KG through 11th grade are required to wear Noor-Ul-Iman school uniforms on a daily basis. The school logo must be embroidered on shirts, jumpers and all sweaters (sleeves or no sleeves) that are pulled over the head.

Uniform Fines: If a student comes to school without the proper school uniform, a note from a parent should accompany the child. Lack of an acceptable reason for a violation will result in one warning, the first time there is a violation, and then a fine for all subsequent violations. In addition, the student will be sent to the office and will not be allowed to return to class until a parent/guardian brings appropriate clothing or the student goes home to change. Students in sixth grade and above who miss class due to a uniform violation will receive a zero on any class work missed, including quizzes and tests. Fines will start at $4 and will increase by $2 increments with the number of offenses. Please note that Uniform Warning and Fine Notices will be sent home starting the first day of school.

Non-Uniform Day Fines: During the school year, there are days when students are allowed to wear clothing other than the school uniform. If the clothing worn by a student violates the Noor-Ul-Iman School guidelines for proper attire as stated under Student Dress Code, the student will be issued a Non-Uniform Day Fine. In addition, the student will be sent to the office and will not be allowed to return to class until a parent/guardian brings appropriate clothing or the student goes home to change. Students in sixth grade and above who miss class due to a uniform violation will receive a zero on any class work missed, including quizzes and tests. A student who receives two Non-Uniform Day Fines will not be permitted to participate in any more non-uniform days for the remainder of the school year.

Outerwear Permitted in Class: Students are allowed to wear official NUI sweatshirts or plain navy blue (no logo) sweatshirts on gym days. On formal uniform days, students are allowed to wear official NUI sweaters or sweater vests (with logo), or navy blue or white cardigan (open in the front) sweaters (logo not required). All sweaters (sleeves or no sleeves) that are pulled over the head, must have an NUI Logo. Students are not allowed to wear any other outerwear during class. For students in middle school and high school, a fine notice will be sent home for each offense that occurs within a day. Sweaters and sweatshirts often get taken off in school, so please label them clearly with your child’s first and last name.
The school will not be responsible for clothing items left in school.

Gym Uniforms

- On gym days (2 days/week), students in KG through 11th grade must wear a Noor-Ul-Iman t-shirt purchased through the school or Lands’ End. In addition, sneakers must be worn on gym days, otherwise students will be unable to participate in gym class and they will receive a zero in gym for the day. This may affect a student’s physical education grade.
- Students in KG through 5th grade must wear solid navy blue sweatpants without stripes that can be purchased at a department store.
- Students in 6th grade and above may wear solid navy blue sweatpants without stripes or plain navy blue wind pants that can be purchased at a department store.
- Girls in 4th and 5th grade must wear loosely fitted long-sleeved NUI t-shirts or sweatshirts that reach to mid-thigh on gym days. If the old shirt /sweatshirt does not meet this requirement, your child will need a new shirt for the incoming school year. Girls who are going into Grades 4 and 5 for the 2019-2020 school year can purchase gym shirts from the school or Land's End.
- Girls in 6th grade and above must wear the long sleeve navy blue t-shirts from East Essence with the NUI logo that reaches to at least mid-thigh. These shirts must be purchased directly from NUI.
- Shirts worn underneath the gym shirt must be gray, navy blue or white.
- NUI t-shirts from special events may be worn in place of the standard gym shirt by students in KG through fifth grade only if the shirt is gray or dark blue, or a Qur’anic Competition shirt. Students in 6th grade and above may wear any NUI t-shirt from NUI special events in place of the standard gym shirt. Please note that these shirts may only be worn if they are loose fitting. For girls in 6th grade and above, t-shirts must also reach mid-thigh. If special events t-shirts do not meet this criterion, a student has the option of extending the length of the t-shirt with additional material sewn to the bottom or by wearing a longer shirt underneath that is fingertip length.

Formal Uniform

- Formal uniforms are worn on days the student does not have gym.
- KG through fifth grade students are permitted to wear Lands’ End navy blue sweaters with a school logo or to wear official NUI sweaters or sweater vests (with logo), or navy blue or white cardigan (open in the front) sweaters (logo not required) during cold weather. All sweaters (sleeves or no sleeves) that are pulled over the head, must have an NUI Logo on it.
- Sixth through eleventh grade students are permitted to wear navy blue or white sweaters during cold weather. Long navy blue or white duster style sweaters, which open in the front and reach to at least mid-thigh, are recommended for Middle School girls and High School girls. All sweaters (sleeves or no sleeves) that are pulled over the head, must have an NUI Logo on it.
- Sneakers or comfortable dress shoes with rubber soles may be worn any day of the week.

Girls in KG through 3rd Grade:
The girls’ uniform is a top outfit purchased from the Lands’ End website for your child’s
grade level to be worn over pants (see below):

- Girls’ Short Sleeve Mesh Polo Dress with school logo - only available for KG – 3rd grade (must be purchased through Lands’ End)
- Girls’ Long Sleeve Mesh Polo Dress with school logo (must be purchased through Lands’ End)
- Girls’ Ponté Pleated Jumper with school logo or Girls’ Short Sleeve Ponté Dress (must be purchased through Lands’ End)
  o The Ponté jumper or dress can be worn with any of the polo shirts or blouses (short or long sleeve) shown on the Lands’ End website for your child’s grade level.
  o The Ponté jumper or dress can be worn with a white turtleneck instead of a white polo shirt or blouse.

- Navy blue pants (3 options)
  o Stain Resistant Boot-cut Stretch Chino Pants
  o Iron Knee® Boot-cut Blend Chino Pants
  o Yoga pants
- The Ponté jumper or dress can be worn with any of the long sleeve shirts or blouses shown on the Lands’ End website for your child’s grade level.
- The Ponté jumper or dress can be worn with a white turtleneck instead of a white shirt or blouse.

Girls in 4th and 5th Grade:
The girls’ uniform is a top outfit purchased from the Lands’ End website for your child’s grade level to be worn over pants (see below):

- Girls’ Long Sleeve Mesh Polo Dress with school logo (must be purchased through Lands’ End)
- Girls’ Ponté Pleated Jumper with school logo or Girls’ Short Sleeve Ponté Pleated Dress (must be purchased through Lands’ End)
  o The Ponté jumper or dress can be worn with any of the long sleeve shirts or long sleeve blouses shown on the Lands’ End website for your child’s grade level.
  o The Ponté jumper or dress can be worn with a white turtleneck instead of a white shirt or blouse.
- Navy blue pants (3 options)
  o Stain Resistant Boot-cut Stretch Chino Pants
  o Iron Knee® Boot-cut Blend Chino Pants
  o Yoga pants
- White headscarf (hijab) is required to be worn at all times in 4th and 5th grade.
- Navy blue or white socks are recommended

Girls in 6th through 8th Grade:
The girls’ uniform is a top outfit purchased from the Lands’ End website for your child’s grade level to be worn over pants (see below):

- Girls’ Long Sleeve Mesh Polo Dress with school logo (must be purchased through Lands’ End)
- Girls’ Ponté Pleated Jumper with school logo or Girls’ Short Sleeve Ponté Pleated Dress (must be purchased through Lands’ End)
  o The Ponté jumper or dress can be worn with any of the long sleeve shirts or long sleeve blouses shown on the Lands’ End website for your child’s grade level.
  o The Ponté jumper or dress can be worn with a white turtleneck instead of a white shirt or blouse.
white shirt or blouse.
- Navy blue pants (3 options)
  - Stain Resistant Boot-cut Stretch Chino Pants
  - Iron Knee® Boot-cut Blend Chino Pants
  - Yoga pants
- White headscarf (hijab) is required to be worn at all times in 6th through 8th grade.
- Navy blue headscarf (hijab) may be worn on Friday in 6th through 8th grade.
- Navy blue or white socks are recommended

For High School Girls’ Uniform guidelines, please refer to the High School Handbook.

Boys in KG through 11th Grade:
The boys’ uniform is:
- Boys’ white polo shirt or white oxford shirt with an embroidered Noor-Ul-Iman School logo (items must be purchased through the Lands’ End or French Toast website for your child’s grade level).
- On Fridays, boys in 4th through 11th grade must wear the white oxford shirt with the embroidered Noor-Ul-Iman School logo (items must be purchased through the Lands’ End or French Toast website for your child’s grade level).
- Navy blue pants (3 options)
  - Plain Front Iron Knee® Blend Chino Pants
  - Iron Knee® Elastic Waist Blend Chino Pants
  - Plain Front Iron Knee® Stain & Wrinkle Resistant Chino Pants
- Shirts worn underneath the formal uniform shirt must be white.
- Navy blue or white socks are recommended.

Dress Code for Non-Uniform Days

During the school year, there are days when students are allowed to wear clothing other than the school uniform. Clothing worn by students must adhere to the Noor-Ul-Iman School guidelines for proper attire as stated under Student Dress Code. In addition, the following are not permitted on Non-Uniform Days – jeans, pajamas, and torn or frayed clothing. The following are not permitted on Non-Uniform Days for students in 4th grade and above - skinny pants, ankle pants that show the calf when seated, joggers or tight sweatpants, short sleeves for girls, and tucked in shirts for girls unless worn with a skirt and a long cardigan/blazer. A student who violates the dress code will receive a Non-Uniform Day Fine (See section on Uniform Fines). In addition, the student will be sent to the office and will not be allowed to return to class until a parent/guardian brings appropriate clothing or the student goes home to change. Students in sixth grade and above who miss class due to a uniform violation will receive a zero on any class work missed, including quizzes and tests.

For additional High School Uniform guidelines please refer to the High School Handbook.
ATTENDANCE POLICIES

Regular school attendance is required by law for school-aged children, and important, regardless of age, if a student is to succeed in school. Effective communication between the school and students/parents is vital to a student’s success. Four hours of school attendance on any one day is necessary in order for a student not to be considered absent.

Excused Absences: Personal illness (contagious illness, vomiting or fever), family emergency (serious illness or critical condition), and death in the family are considered excused absences. “Take Your Child to Work Day” is also considered an excused absence. Hajj is considered an excused absence but needs to be pre-approved in writing by the appropriate Division Head and must not include any ancillary travel. All other absences will be recorded as unexcused, unless otherwise determined by the Head of School. Parents/students are expected to communicate the reason for the absence as soon as practicable, in advance of the absent day, or on the day of the absence, where advance notice is not possible. Additional rules regarding absences are outlined below, as well as in the High School Handbook. Failure to communicate the reason for the absence within one school day will also result in the student’s absences being recorded as unexcused.

If a student has a test or a project due the day of an absence, he/she must:
- Submit a parent note to the Main Office on the day of return explaining the circumstances for the absence.
- Bring a hard copy of the completed assignment on the day of return.
- Make arrangements with his/her teacher for a time to take the missed test/quiz. Students must take the test during the time set up with the teacher, otherwise the student may receive a “Zero” on the test/quiz.

Health Appointments: Doctor or dental appointments should not be scheduled during school hours whenever possible. If it becomes absolutely necessary to schedule an appointment during the school day, a note should be submitted to the school office at the latest by 8:30 a.m. of that day (9:20 a.m. for Pre-K and KG) to make arrangements for an early dismissal. The note must have a phone number where the parent may be contacted to verify the request. A parent may also call the Main Office or email the appropriate division office to make arrangements for an early dismissal.

Reporting an Absence: If a student will be absent from school, the parents of the student are to inform the school office before 8:30 in the morning. When the student returns to school, his/her absence should be explained by the parent via email, a written note, or by a doctor’s note. This must be provided to the school on the same day the student returns to school. Students who are absent due to a reportable disease (see Student Health Section) must present a note from a doctor to Noor-Ul-Iman School indicating that the student is cleared to return to the school environment.

If an email, a written note, or a doctor’s note is not sent to school when a student returns, the absence will be considered an unexcused absence.

If a student is absent from school for more than two days, it is the responsibility of the parent
to contact the office and pick up missed homework assignments. If a student is absent for two days or less, he/she will be given the missed schoolwork when he/she returns to school. The work must be handed in within the length of time (number of days) of the absence (e.g. one day absent means homework is due one day after the return to school). (See the special rule for projects above.)

**Extended Absences:** Family trips and other non-school activities should be planned so they do not interfere with school attendance. Since a student’s presence and participation in class is essential to his or her success, the potential impact of an extended absence must be seriously considered. Teacher-student and student-student interactions, as well as activities such as cooperative grouping, long-term projects and “hands on” laboratories cannot be replicated in a make-up situation.

Parents of students who miss more than five (5) consecutive school days due to a family trip must complete and submit an **Extended Absence Form** (see Appendix A) at least one week before departure. This form can be picked up from the Main Office. **Parents will be charged a $250 fee for each child in KG and above who misses more than 5 consecutive days of school.** This fee will not exceed $500 per family per extended absence. In addition, students who miss more than ten (10) consecutive days of school will need to show proof that a tutor has been hired for them before being allowed to re-enter school.

Students missing school for reasons other than illness, disability, or death in the family may not be provided with all the classwork and homework in advance. Missed tests may not be made up and students’ grades may be affected. It is the responsibility of the parents and the students to collect all missed assignments upon their return. Students will need to complete all assignments and make up tests and quizzes before a grade will be assigned. This will require parental assistance as teachers are not responsible to individually tutor students who take vacations during school time.

**Academic Consequences:** A student in KG – 12th grade who accrues a total of more than 18 absences from school per year, whether excused or unexcused, may not be promoted to the next grade level at the discretion of the Division Head and Head of School. The school shall assign no grades when a student in Pre-K through 3rd grade is absent for more than 40% of the marking period.

**ARRIVAL / TARDY / DISMISSAL POLICIES**

**Students are not to be left unattended anywhere on the ISCJ or school premises.**

**Pre-Kindergarten and Kindergarten**
The school day for pre-kindergartners and kindergartners begins at 9:00 a.m. Students are to be dropped off at school no earlier than 8:50 a.m. Morning care is available for those students arriving earlier than 8:50 a.m. See Morning Care.

**First through Eighth Grade**
The school day begins at 8:00 a.m.; **students are not to be dropped off before 7:45 a.m.**
High School
The school day begins at 7:55 a.m.; **students are not to be dropped off before 7:45 a.m.**

**Tardiness (According to school time):**
- Pre-K: Tardy if student is not in his/her classroom by **9:05 a.m.**
- Kindergarten: Tardy if student is not in his/her classroom by **9:05 a.m.**
- First through Eighth: Tardy if student is not in his/her classroom by **8:00 a.m.**
- High School: Tardy if student is not in homeroom by **7:54 a.m.**

Repeated tardiness is inexcusable and must be discouraged from the very beginning of the year. **Being tardy five times will equal one unexcused absence in Kindergarten through Eighth Grade.** Please see the High School Handbook for policies regarding tardiness for High School students.

Any high school student who arrives at school after 8:15 a.m. or any 1st through 8th grade student who arrives at school after 8:30 a.m. must be signed in at the Main Office in the school building by the parent/guardian or carpool driver in order to obtain a late pass. Students without a late pass will not be allowed into class. Students may not be dropped off but must be signed in by the parent/guardian or a carpool driver.

Pre-K and KG students who arrive after 9:30 a.m. must be signed in at the Main Office in the school building by the parent/guardian or carpool driver in order to obtain a late pass. Students without a late pass will not be allowed into class. Students may not be dropped off but must be signed in by the parent/guardian or a carpool driver.

**Student Dismissal:**

Students in **Pre-K through Sixth Grade** will be dismissed to adults who show they are authorized by presenting a Noor-Ul-Iman School issued Sign-Out Card. **Note that students will not be released to an older sibling unless he/she is 18 years or older or has a driver’s license and is the person authorized to drive the younger siblings home.** Parents who have circumstances that prevent them from picking up a Pre-K through 6th grade child themselves should find a carpool person rather than asking to have a high school student sign out a younger child.

Students in seventh through twelfth grade will be dismissed on their own recognizance at the end of the day once a School Release Form (SRF) is filled out and submitted by a parent. Those seventh through twelfth grade students who do not have an SRF will have to use the Sign-Out Card system. High school seniors who have their drivers’ licenses and have submitted a completed Noor-Ul-Iman School Student Driver Permission Form will also be dismissed on their own recognizance. Please refer to the High School Handbook for additional information regarding senior driving privileges.

Noor-Ul-Iman School will not allow any child to go home with anyone who does not possess a Sign-Out Card or is not listed as an authorized pick up person in the NUI School database. Parents must make sure that they have listed someone in the NUI School database who can pick up your child/children in case of an emergency. The school will not be able to accept oral requests to have students picked up by someone not listed in the NUI School database except in extreme emergencies where no one listed in the NUI School database will be able
to pick up a student within an hour of dismissal time. **Once a student has been dismissed to an authorized individual, as stated above, Noor-Ul-Iman School is no longer responsible for him/her.** Students will not be allowed to remain in the school building after dismissal unless they are involved in an organized after school activity. Parents should not allow children to loiter around the school/ISCJ premises after dismissal, especially in the parking lot area. Also, parents should not pick up a student and then leave him or her unattended on the premises. Any parent who fails to ensure that his or her child/children are properly supervised after dismissal may jeopardize his/her child’s/children’s enrollment at Noor-Ul-Iman School. NUI reserves the right to contact the appropriate authorities if it is unable to contact any authorized adult and/or determines that a child is not being properly supervised in a way that compromises the safety of that student or other students.

**Late Pick-up**

If a student in Pre-K or Kindergarten is not picked up by 3:23 p.m., he/she will be placed in after care. The parent/carpool person must go to the Main Office in the school building to sign the child out. A first grade through sixth grade student who is not picked up by 3:50 p.m. must also be signed out from the Main Office in the school building. A **late fee will be charged for students who are picked up more than five minutes after the above times.** The late fee is $5 for every 5 minutes. Late fees will also be charged on early dismissal days. In the event that a parent, or person authorized by the parents, fails to pick up a student or contact the school for lateness within twenty minutes of dismissal time, an office staff member will make a reasonable effort to call the parents/guardians, and then the emergency contact numbers. As a last resort the office will contact the South Brunswick police. A note stating the whereabouts of the child will be left on the door of the school building.

**NUI reserves the right to contact the appropriate authorities if it is unable to contact any authorized adult and/or determines that a child is not being properly supervised in a way that compromises the safety of that student or other students.**
STUDENT CONDUCT & DISCIPLINE

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BEHAVIORAL CODE

Introduction/Scope

The most effective form of discipline is self-discipline that demonstrates respect for authority and concern for the rights and privileges of others. It is the key to good conduct and proper consideration of other people. It is a training that develops self-control, character, orderliness, and efficiency. During this process of development, teachers and authority must prevail until desirable habits are acquired. Consequently, it is the school’s (and, most often, specifically, the teacher’s) responsibility to take corrective measures whenever a student’s actions fail to comply with school policies and regulations.

Our policy is always to have the highest standard of behavior in school, at school activities, and in the community. Courtesy must always be maintained. All students are required to adhere to and follow the rules and regulations of Noor-Ul-Iman School. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately.

Any behavior which is disruptive to the school’s environment, in or out of the classroom, will not be tolerated. Students are reminded that even when they are away from school, they still represent their school in their words and actions. Any serious violation of Islamic morality, inside or outside of the school, or other actions inconsistent with school and community expectations of behavior and conduct which affect the school and its community, may be subject to the NUI Behavioral Code. The school, in its sole discretion, reserves the right to determine whether such conduct falls within this purview and how it will be addressed.

The school’s approach to its Behavioral Code relies on the foundation of mutual respect between families and the school, which is expected when a family enters the school’s community. In keeping with this concept, the basis of effective school discipline is mutual respect between the parents and the school. The school considers all parents to be partners, and expects collaboration in education and discipline, while recognizing the different roles that the school and parents play in the student’s life, respectively. When the school determines that discipline is warranted, parents are asked to maintain a united authority between themselves and the school. When a conflict occurs, the matter should be discussed privately between the teacher/school administration and parents. Public, nondiscreet discourse from a parent could result in the subject child, or other students, overhearing confidential information. Not only could this result in distraction, disturbance, and potential breach of confidentiality, it may serve to wear down the bonds of mutual trust and respect by which we abide.

Full support of the NUI Behavioral Code and student conduct policies is expected from parents.
Below is a list of behavioral expectations that apply to students of Noor-Ul-Iman. This list is not intended to place undue restrictions on the student body but rather to encourage all students to behave in an Islamic manner and a manner expected of the school. Since it is impossible to foresee every situation that may arise, it is the Head of School or her/his designee, in collaboration with the Administrative Team, who has the final authority in dealing with disciplinary matters. In other words, the school reserves the right, in its sole authority and discretion, to determine whether a violation of the school’s rules, including its Behavioral Code, has occurred, and what, if any, discipline will occur. The school further reserves the right to amend, suspend, or alter any disciplinary process as it determines, in its sole discretion, to be the best course of action in any particular situation.

Noor-Ul-Iman students must:

1. Obey and respect teachers and staff;
2. Respect peers and not engage in any form of harassment, intimidation or bullying, including verbal, physical, psychological or cyber bullying. All incidents of harassment, intimidation or bullying will be dealt with according to the Noor-Ul-Iman School Harassment, Intimidation and Bullying Policy;
3. Respect the property of others (peers, staff, the school, the mosque);
4. Be honest regarding school affairs. Cheating, including plagiarism, undermines the learning process. Any student involved in cheating will be subject to disciplinary action and may jeopardize their enrollment at the school. (See Appendix B for some basic information about plagiarism.);
5. Refrain from physical violence against any individual;
6. Not use profanity or obscene language;
7. Not have in their possession any object that can reasonably be considered a weapon;
8. Not smoke, possess, or use tobacco products, e-cigarettes, or vaping products.
9. Not possess, distribute, sell or be under the influence of illicit drugs, drug paraphernalia or alcohol; nor engage in the inappropriate use of prescription or over the counter medications, on campus, on a school bus, or during School-sponsored activities or trips.
10. Not have in their possession any materials that promote un-Islamic behavior;
11. Not bring any trading cards or any unauthorized devices (iPads, laptops, video games etc.) to the school during school hours or school-sponsored activities. These items will be confiscated and returned only to a parent. Upon the occurrence of a second infraction of this policy, the items confiscated will not be returned until the end of the school year. Please note that high school students who fall under the school’s Bring Your Own Device (BYOD) policy are excluded from this rule. Stating that, students must adhere to all rules and regulations set under the BYOD policy;
12. Adhere to the NUI dress code during school hours and during school-related events. (See section on Dress Code);
13. Adhere to the NUI Cell Phone Policy. (See section on Cell Phones);
14. Adhere to the NUI Student Technology and Internet Use Policy. (See the High School Handbook for the high school’s supplemental policy.);
15. Maintain Islamically appropriate behavior with students of the opposite gender appropriate to their age both inside and outside of the school. It is
expected that once students mature into adults (reach puberty), males will interact with males and females will interact with females except for necessary interactions in the classroom under the supervision of a staff member. In addition, there should be no physical contact between males and females.

16. Male and female students are expected to conduct themselves with modesty, observing appropriate limitations with the same and opposite gender both on and off the school premises. As representatives of Noor-Ul-Iman School and the ummah of the Prophet SAW, students should only display behavior that adheres to the prophetic model.

Internet and/or phone contact for students of the opposite gender should be limited to what is required for school-related activities and only occur under parental supervision.

It is obviously impossible for the school to provide a complete list of infractions as part of this behavioral code. It is therefore understood that any student misconduct including disrespect, disobedience, lack of cooperation, and any violation of typical expectations inferred throughout this handbook or expected in an Islamic School environment will not be tolerated. In addition, each teacher will inform his or her class of expected behavior within the classroom.

**Student Discipline/Remedial Actions**

It is anticipated that the teacher will handle minor behavioral issues that arise in the classroom through discussion and redirection, as appropriate. To the extent an issue, behavior or otherwise, rises to the level of discipline, it is likewise anticipated that the teacher will handle many minor disciplinary actions within the classroom. The teacher will inform the parent of a disciplinary action verbally and/or in writing when needed, as determined by the teacher. In certain situations, a conference may be requested with the parents and teacher(s) to determine how to rectify the situation.

In unresolved or severe cases, as determined by the school, a conference of the parents, teacher(s), and the Division Head may be requested. The Head of School and/or a Guidance Counselor will become involved as needed. The school may also elect to require a parent meeting in any situation in which the school determines such collaboration would benefit the student or the school.

Disciplinary action may include both “natural consequences” (e.g., doing/redoing an assignment refused during class, during a free period) and more formal discipline measures, such as detentions and suspensions. The school will determine, in its sole discretion, the best course of disciplinary action, based on the circumstances. Further, where minor disciplinary infractions are repeated, the cumulative result may be a more severe form of discipline (more severe than that meted out for the prior, individual infractions).

Division Heads may impose after-school detention with parent notification. The following disciplinary actions may be imposed by the Division Head in collaboration with the Head of School:

1. Out-of-school suspension with parent conference;
2. Disciplinary probation. The terms of the probation will be presented to the student and the parents. The parents and the student must sign the agreement to indicate compliance. Failure to sign the agreement may result in the dismissal of the family from the school. While on probation, if the student is involved in another infraction, the student may be expelled from the school at once (as determined by the Head of School).

3. Expulsion of student from Noor-Ul-Iman School; and

4. Any other action deemed appropriate by the Head of School in collaboration with the Administrative Team.

In the event that a student should be involved in an illegal activity (theft, drugs, etc.), it may result in the expulsion of the student from Noor-Ul-Iman School, as determined by the Head of School, or her/his designee.

In all instances, the Head of School retains the ultimate discretion to apply policies and construct a disciplinary plan as she/he determines is best suited to any given situation, within her/his discretion.

Cheating/Plagiarism

Unfortunately, some students may resort to unethical means by which to attain a grade or an advantage in a competitive situation. Cheating, which includes copying part or all of another student’s homework, classwork, test, etc. is unacceptable at Noor-Ul-Iman School. Plagiarism, which is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author (Dictionary.com, 2019) is also unacceptable. Any student involved in cheating and/or plagiarism will be subject to disciplinary action and may jeopardize their enrollment at the school. If cheating and/or plagiarism is discovered at any grade level, it will be reported to the appropriate Division Head so that it can be addressed in a timely manner. (See Appendix B for some basic information about plagiarism.)

Corporal Punishment and Use of Force

No staff member of Noor-Ul-Iman School shall inflict or cause to be inflicted corporal punishment upon any student attending Noor-Ul-Iman School. A staff member may however use such amounts of force as is reasonable and necessary:

1. to quell a disturbance threatening physical injury to others;
2. for the protection of persons or property;
3. for the purpose of self-defense;
4. in a bona fide emergent situation where imminent bodily harm is likely; and
5. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
HARASSMENT, INTIMIDATION AND BULLYING POLICY

Noor-Ul-Iman School, in consideration of applicable law and basic Islamic morals, is committed to creating a school environment that is free of harassment and abuse, including sexual harassment and abuse, intimidation, hazing, and bullying, by ensuring students are aware of their rights and obligations under this policy.

Noor-Ul-Iman School strictly prohibits harassment, intimidation and bullying. NUI also prohibits active or passive support of any of these prohibited acts.

Definitions

“Harassment, intimidation or bullying” means any gesture or written, verbal or physical act, or any use of electronic communication that takes place on school property, or at any school-sponsored function, on a school bus, or that takes place off-campus but is disruptive to the school environment, and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

In applying this policy, the school will consider factors impacting the circumstances, such as age, when determining whether a violation of the policy occurred and what response is appropriate.

Complaints of Harassment, Intimidation or Bullying

Complaints of harassment, intimidation or bullying may be made orally or in writing to any teacher or school administrator.

When a claim of harassment, intimidation or bullying is reported and appears to be in breach of the school’s Harassment, Intimidation and Bullying Policy, the teacher(s), Head of School or Administrative Team will take reasonable action to prevent, investigate and remedy the conduct.

If the school determines that further investigation into a complaint is necessary, the school will appoint a teacher, administrator, or other staff member to conduct an investigation. Any such investigation may include interviews of those involved; however, the school reserves the right to interview a student outside the presence of a parent. Noor-Ul-Iman students have a duty to cooperate in any investigation conducted pursuant to this policy.

When responding to or investigating complaints of harassment, intimidation or bullying, the school seeks to ensure the safety and well-being of everyone involved. During the course of an investigation, the school cannot guarantee student privacy with respect to the nature of the allegation or the identity of the complainant. The school does, however, appreciate the importance of student privacy and will endeavor to maintain discretion and release information only as needed.
If a finding of harassment, intimidation or bullying is substantiated, the Head of School in consultation with teacher(s), and the Administrative Team, will decide on appropriate corrective action, including discipline.

Consequences and Remedial Action

If the school determines that a student has committed one or more acts of harassment, intimidation or bullying, the school will determine the consequences, to include education, discipline, or other responses determined to be appropriate by the school, based on the circumstances. A student’s teacher(s) will usually handle minor instances of harassment, intimidation or bullying and the resulting disciplinary actions within the classroom.

In determining the form of corrective action for any harassment, intimidation or bullying, the school will consider age, developmental and maturity levels of the parties involved; degrees of harm; surrounding circumstances; nature and severity of the behaviors; incidences of past or continuing patterns of behavior; relationships between the parties involved; and context in which the alleged incidents occurred.

Remedial measures imposed shall be designed to correct the problem behavior; prevent another occurrence of the problem; and protect and provide support for the victim of the act. Harassment, intimidation, hazing, or bullying by a student may result in suspension or expulsion.

Some forms of harassment, intimidation, hazing, or bullying may rise to the level of criminal conduct. In such cases, the school reserves the right to notify the police or other appropriate authorities.
STUDENT RIGHTS OF PRIVACY

NUI Web Consent

It is the intent and practice of Noor-Ul-Iman School to publish, post or distribute only a student’s name, photograph, and/or information related to student achievement (e.g. academic/athletic recognition or award) or accomplishment (e.g. a specifically selected piece of work) on the public internet (as opposed to an internal portal/intranet), unless the school identifies an appropriate exception to this rule and first obtains parental permission. Such information will be posted/published on the School website or staff web pages or School-approved student-designed web pages.

Staff members who publish or post information on the School’s website or staff web pages are required by the school to annually sign and follow the School Acceptable Use Policy to ensure that school guidelines related to safe and ethical use are followed.

Parents may choose whether or not to grant web consent to NUI. Parents record their preference in the school database and on the Annual Policy Agreement Form during orientation.

Parents may change this agreement at any time throughout the school year by sending a letter or email to the Main Office and copy the Division Head, and Head of School.

NUI Media Release Consent

Noor-Ul-Iman School traditionally celebrates the accomplishments of its students by sharing information with the community. To do this, the School may submit media releases that include student names, student work, and student photographs to the local media.

While the intent of this practice is to be informative and celebratory, the School recognizes that concerns may arise regarding a student’s right to privacy.

It is the intent and practice of Noor-Ul-Iman School to publish, post or distribute a student’s name, photograph, audio and/or video recording, display of student work or other information only as related to student achievement (e.g. academic/athletic recognition or award) or student accomplishment (e.g. a specifically selected piece of work).

Parents may choose whether or not to grant media consent to NUI. Parents record their preference in the school database and on the Annual Policy Agreement Form during orientation.

Parents may change this agreement at any time throughout the school year by sending a letter or email to the Main Office and copy the Division Head, and Head of School.
NUI School Sponsored Publications Release Consent

Noor-Ul-Iman School traditionally celebrates the accomplishments of its students by sharing information with the community. The School may publish information about students and their accomplishments in school-sponsored publications such as:

- School newsletters;
- A video about the school;
- The annual yearbook; and
- Student publications and magazines

While the intent of this practice is to be informative and celebratory, the School recognizes that concerns may arise regarding a student’s right to privacy.

It is the intent and practice of Noor-Ul-Iman School to publish, post or distribute a student’s name, photograph, audio and/or video recording, displays of student work or other information only as related to student achievement (e.g. academic/athletic recognition or award) or student accomplishment (e.g. a specifically selected piece of work).

Please note Parent-Signed Media Releases are not needed when: Photographing or videotaping unnamed students engaged in normal classroom/school activities, and at special events that are open to the public, such as class presentations, fundraisers, graduations, athletic events, etc. for use in school sponsored publications.

Parents may choose whether or not to grant school-sponsored publications consent to NUI. Parents record their preference in the school database and on the Annual Policy Agreement Form during orientation.

Parents may change this agreement at any time throughout the school year by sending a letter or email to the Main Office and copy the Division Head, and Head of School.

Photography/Video/Audio of Students

Noor-Ul-Iman School has a responsibility to maintain confidentiality of their staff and students at all times. No photography, audio recording, or video recording is permitted on Noor-Ul-Iman School grounds without the prior authorization of the Head of School. From time to time, NUI has activities and events such as graduation and awards night where parents are welcome to bring recording devices. Parents will be informed of photography rules at these events in advance.

Student Lockers

A student’s personal effects, locker, and car may be searched by NUI staff members under the direction of an Administrative Team member or the Head of School at any time there is a reasonable question about the contents thereof. Students are required to keep their lockers locked at all other times. Noor-Ul-Iman School is not responsible for lost or stolen items.
STUDENT TECHNOLOGY AND INTERNET USE POLICY

In this day and age, it is rather obvious that the Internet can be a useful tool to encourage further academic endeavors and enlightenment. The Internet, however, can also a gateway to commit violations of the school’s Student Conduct & Discipline. As such, the school asks parents to be hyper-vigilant to monitor their child’s/children’s internet usage and ensure that no school policies are violated, including but not limited to the Code of Conduct and the Harassment, Intimidation and Bullying Policy.

Noor-Ul-Iman School believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to students and teachers offer a multitude of global resources. The school’s goal in providing these services is to enhance the educational development of NUI students. Acceptable uses of technology in school are devoted to activities which support teaching and learning. Using the computer correctly and responsibly is mandatory.

Use of computers designated for students at Noor-Ul-Iman School is a privilege allowed to all students during and outside of classes. Internet access set up by Noor-Ul-Iman School has been installed to help students develop the ability to research, evaluate, and synthesize educationally valued information from many sources to develop critical thinking and problem solving skills and to enable students to work effectively with communication technology. The school will use its best efforts to limit student access to only those areas that have educational value. However, despite careful monitoring and supervision there will always be the potential for students to come into contact with offensive material on the internet. It is understood that Noor-Ul-Iman School will not be held responsible for the specific internet sites visited by the student.
Acceptable Use of NUI Technology Resources and Network

This “Acceptable Use” policy applies to any use of NUI’s technology resources or its network. Technology resources include all NUI’s devices, equipment, hardware, software, and communications systems, no matter whether NUI owns, leases, or subscribes to the resource. NUI’s network encompasses any school database, system, email, or internet or Wi-Fi capability. This Acceptable Use policy therefore applies to any personal electronic device that is used on NUI property or that is connected to the NUI network. Any student or visitor who utilizes the network or any technology resource agrees to abide by this Acceptable Use policy.

Rules and Responsibilities

General Rules: Students are expected to abide by the same school rules, high standards of decorum and behavior, and standards of appropriate conduct that apply to face-to-face interactions. Students must not use technology in a way that compromises the integrity, or security, of the school’s network, disrupts the School community, or interferes with academic pursuits.

As such, students are expected to:
1. only use a computer or device for school work.
2. only use e-mail at school for school-related work.
3. not use chat rooms.
4. not give out their password or use anyone else’s password. If a student sees that someone else has used his/her password, s/he will inform a teacher immediately.
5. not use a computer to harm other people or their work.
6. not damage or change or attempt to gain unauthorized access to any of the hardware, software, or network on any school computer.
7. not trespass in another’s folder’s work or files.
8. not look at or copy other people’s saved work.
9. obey copyright, trademark, and other applicable laws.
10. properly cite material accessed through the internet and give credit to authors during research.
11. only use websites that are educationally appropriate for any course work that needs to be done. Surfing the internet is not allowed.
12. not download anything onto any computer. If a student would like to open a certain site that needs to be downloaded, s/he will first ask permission.
13. only use polite language on the internet.
14. not use any social media or instant messaging software in the school.
15. not view, send, or display offensive messages or pictures.
16. never give out any personal information such as the student’s name, address, telephone number, school address, parent’s name, parent’s employer or work address, or picture while on the internet.
17. not use a personal handheld device (e.g., cell phone) to access the internet or trade text messages or digital images while at school. Students may not take pictures, video, or sound recordings of teachers, staff, other students, or anyone on campus without explicit permission from a teacher or administrator.
18. not use the SmartBoard laptop in the classroom without explicit teacher permission and supervision.
19. always act in a way that is consistent with the values and policies outlines in this handbook and the directions given by a teacher or administrator.

All students using technology at school should (1) turn off their monitor and tell the teacher immediately if they find an internet site that they believe is inappropriate or that makes them uncomfortable; and (2) never respond to any messages that are rude or offensive in any way and, instead, notify a teacher immediately.

G Suite for Education Rules: G Suite for Education will be used in selected grade levels this year. Your child’s Teacher/Division Head will inform you if your child’s grade level will be using G Suite for Education this year.

NUI G Suite for Education is a suite of communications and collaboration tools (e.g. Gmail, Calendar, Drive, etc.) hosted by Google Inc. on behalf of Noor-Ul-Iman School (NUI). NUI provides G Suite for Education services to its faculty, staff and students for the purposes of furthering its educational mission and conducting administrative business. NUI expects that G Suite for Education users will employ reasonable and appropriate safeguards concerning the information they transmit and store and that it will be used responsibly, consistent with the law, mission and policies of the school.

This policy statement sets forth key requirements for the appropriate use of G Suite for Education at NUI and in all instances reinforces:

- All federal, New Jersey State, local, and other applicable law.
- All NUI rules and policies, including the NUI Technology and Internet Use Policy as outlined in the Parent Student Handbook
- All applicable contracts and licenses.
- The Google Terms of Service.
- In all cases, Google's privacy policies govern.

NUI reserves the rights to change the provisions of the service and this policy, at any time and at its sole discretion:

1. NUI G Suite for Education is to be used solely for school related purposes and not for personal purposes of its students. NUI expects students to activate and actively maintain an NUI G Suite for Education in order to be able to receive communications from the school. For privacy and security reasons, individuals will not have the ability to automatically forward their NUI Email messages to another email account (e.g., @gmail.com or @msn.com). They will however be able to manually forward individual messages to another account. Forwarding email does not absolve an individual of the responsibilities associated with communication sent to his or her official NUI Email address.

2. Students may not use their personal email accounts for communicating with teachers and office staff. Similarly, school email accounts may not be used for anything that is not school related.

3. NUI G Suite for Education is to be used by authorized users only; a student must have been issued a username and password in order to use the system. Students shall not disclose their credentials to others and may not use someone else’s.
4. All information and messages that are created, sent, received or stored on NUI’s systems is the sole property of the school.

5. Authorized personnel of NUI reserve the right to monitor, access, read, disclose and use the G Suite for Education accounts of students without prior notice in order to safeguard from any violations of law, breaches of school policies, communications harmful to the school, or for any other reason.

6. Users of NUI Google Apps for Education services must be aware that their data may be stored in data centers outside the borders of the United States.

7. NUI G Suite for Education accounts may not be used to disseminate statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.

8. Communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information (e.g. SSN, Driver’s License Number, Bank/Financial Account Number, Credit/Debit Card Number, system credentials, etc.) should not be shared via G Suite for Education unless fully encrypted. Transit encryption, as with SSL, is insufficient.

9. Students may not transmit confidential, private or proprietary information or materials through G suite for Education.

10. Students should be aware that even when a message or document within G Suite for Education has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic data may need to be saved and the school may be required to produce email in litigation.

11. Students should be very cautious when clicking links or opening attachments in suspicious looking email. Any viruses, tampering or system problems should be immediately reported to the NUI IT Department (it@nuischool.org).

12. Termination of NUI Google Apps for Education account will take effect immediately upon separation of the student from the school, unless there is a written approval from the Head of School to extend access.

13. Violations of this policy or other policies may result in discipline, termination of account and even suspension/expulsion.

School Computer/Computer Lab Rules: The school’s computers are available for student use with the permission and supervision of a Noor-Ul-Iman School staff member. Students may not print anything in school without the teacher’s permission and supervision by computer lab personnel. Students must pay for items printed according to guidelines posted in the lab at the time of printing. Any files to be used on school computers must be scanned for viruses before use. When in the computer lab, the rules posted in the lab must be followed. No food or drink is allowed in the lab. In addition, the following rules apply to students in grades four and above:

a) Students may not print anything to a color printer unless given permission to do so. Printing a limited number of pages is permitted for class projects or for extracurricular activities such as the school newspaper or Scouts. Otherwise students will be charged according to what is posted in the computer lab.

b) Horseplay will NOT be permitted, and is grounds for dismissal from the computer
Students who violate any NUI computer rules will be subject to disciplinary action and may lose the privilege of using computers on school premises.

Privacy and Security Rules: Students must maintain the integrity, and security, of the school’s technology resources and network. Students must report broken or malfunctioning equipment or problems with the network. This includes any problem that jeopardizes network security and problems with its hardware, software, and potential viruses. Students are expected to take precautions to prevent the inadvertent spread of computer viruses. The deliberate spreading of a virus will be considered vandalism.

Because the NUI network is a resource shared by the entire school, responsible use of bandwidth is essential. It is expected that every user will be careful about the bandwidth of the applications s/he uses and that s/he will take care not to use internet services in any way that compromises other users’ access.

Please note: Students should have no expectation of privacy in emails, files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school’s network or technology resources. The school may confiscate and/or examine the contents of any electronic device owned by the school, used on school property (including personal computers and other devices), or connected to the network, if the school, in its discretion, believes that the device is being used in violation of school policy or in a manner that may create injury or harm to a member of the school community.
Consequences

While this list is not exhaustive, violations of the Noor-Ul-Iman School Acceptable Use Policy could result in:

- Temporary or permanent loss of computer access and network privileges;
- A student’s suspension or expulsion from school; or
- Any other action the School Administration determines appropriate in the School Administration’s discretion.

Warranty

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mix-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the school’s technology resources or network is at the user’s own risk. Noor-Ul-Iman specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources, network, or services.

Social Media and Digital Communications

The school recognizes that, outside of school, some students may use digital means to communicate, including email and text or digital messages, and may also use social media networks, personal websites, photo-sharing platforms or blogs ("social media"), such as Facebook, Twitter, Instagram, Snapchat, YouTube, and Google Plus.

It is critical for students to remember that once something appears online, it never really goes away, even if someone takes steps to erase or delete it. Copies of email messages, texts, Instagram posts, Snapchats, Facebook posts, pictures and other history of Internet activity may be retained and available to others without the creator’s knowledge, even if a student thinks she/he has deleted them or that they are in a format that cannot be stored.

NUI expects that students using social media or digital communications will abide by the school’s values and the standards set forth in this handbook. Posting information online or digitally transmitting information that is potentially damaging to oneself, to others or to the School is not permitted. As with any other behavior, online or otherwise, nothing that could be considered harassment, intimidation, or bullying may be posted on social media or transmitted digitally. In other words, the school expects its students to extend the same respect to the community online as it expects with in-person interactions. The school will be the sole arbiter of determining whether online or digital interactions have affected the school and/or violated school policy.

Any social media activity or digital communication that reflects poorly on the student or on the School, regardless of when or where it occurred, may be grounds for disciplinary action. It is prohibited for students to connect with employees of the school through social media and is considered grounds for disciplinary action.
SCHOOL TELEPHONE

The school telephone is a business phone. Students may use the school telephone in an emergency by obtaining permission from a teacher. Students are not called to the telephone except in emergencies.

CELL PHONES

Cell phones may only be brought to school by students in seventh grade and above, and are only to be used after school hours or when commuting to Mercer County Community College or Princeton University. If an emergency should arise during the school day, students have access to the office phone.

Seventh through twelfth grade students must turn off and turn in their cell phones in the presence of a teacher. Cell phones will be stored in the office and returned to students at the end of the school day. The school recommends that cell phones be brought in a protective case in order to prevent any damage. NUI will make every effort to care for phones in its possession and cannot be held responsible for damaged cell phones. Please refer to the Student Technology Section for additional rules and guidelines regarding the use of handheld devices and the school’s network.

**Cell phones that are brought to school by younger students** will be confiscated and only returned to a parent. At the first infraction, a fine of $10 will be imposed. At the second infraction, the phone will not be returned for one week and a fine of $25 will be imposed. After the third infraction, the phone will not be returned for one month and a fine of $35 will be imposed. Also, if any student is found to have any other electronic device in school such as an iPad, etc., the same actions and consequences noted above will apply.

**If a seventh or eighth grade student is found with a cell phone during the school day**, the cell phone will be confiscated and only returned to a parent. At the first infraction, a fine of $10 will be imposed. At the second infraction, the phone will not be returned for one week and a fine of $25 will be imposed. After the third infraction, the student will lose the privilege of bringing a cell phone to school. Also, if any student is found to have any other electronic device in school such as an iPad, etc., the same actions and consequences noted above will apply.

High school students will find additional rules in the High School Handbook.

If a student is found using a cell phone in an inappropriate manner, even after school hours on the school premises or during any school-related activity or function, further disciplinary action will be taken.

Please note that no SMART/cell phone watches, or Fitbit watches are allowed in school.
STUDENT RECORDS

Student records are confidential and may not be viewed except by school-authorized personnel. Records will not be provided to non-school personnel except by written request of a parent/guardian of the student or as required by the law. The request must be delivered to the school by mail, email, or in person. Parents/Guardians have the right to a copy of school records of their child/children. The office requires five working days to process the request. More time may be necessary depending on the nature and amount of material requested.

Student records will be shared with custodial as well as non-custodial parents unless there is a court order on file that states the contrary.

Financial records are not considered part of a student’s records and are only available with written permission from a person whose name is on the financial responsibility form.

Communication with Non-Custodial Parents

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school. It is the parents’ obligation to update any changes to custody/access to children, in writing, with a copy of any decision/order.

RECOMMENDATION LETTERS

Students or parents may request a staff member to write a recommendation letter for various programs, college applications, etc. It is not mandatory for a staff member to comply with requests for recommendation letters. Recommendation letters will not be provided unless parents and/or students waive their right to view this letter. Forms, if applicable, should be provided to the person writing the recommendation letter. A minimum of fifteen school days is required to process the request. For High School college recommendations, please see the High School Handbook for special procedures. All letters of recommendation will be sent directly to the person/institution requesting the recommendation letter.

CHANGE OF INFORMATION

It is the responsibility of the parent to immediately inform the school of a change in address, phone number, email, emergency contact information, adults authorized for pick-up, health information, or custody/access to student information. Contact information should be updated by completing an address/phone number/email update form. This is imperative for the safety of your children in case of an emergency. Forms are available in the Main Office. A change of address will affect township transportation reimbursements and it is the parents’ responsibility to fill out the necessary forms and submit them to the Main Office.
SCHOOL VISIT GUIDELINES AND PROCEDURES

SCHOOL VISITORS

Due to disruptions, distractions, and liability, no one is permitted on any school premises including the Noor-Ul-Iman School areas at ISCJ, the school modular unit or the school building unless he/she is a staff member, school employee, parent/guardian with an appointment, authorized volunteer or a student listed on the school’s attendance register. **Neither students nor authorized volunteers are permitted to bring guests (this includes older or younger siblings, friends, etc.) to school.**

All visitors during the school day must report to the Main Office. As a new school protocol, any visitor will be asked to show his/her driving license when entering the school. The office will then provide an escort for the individual to his/her destination. Visitors to the school will wear a “Visitor” pass. Teachers and staff will question any non-staff member who is not wearing a “Visitor” pass and report him/her to the office immediately. If parents have something that must be given to their children during the school day, they must deliver the item(s) to the Main Office. The office staff will deliver items to the student(s) as soon as possible without disrupting the educational process.

Parents are permitted to visit classes for a limited time, after making an appointment through the appropriate division office. Parents wishing to have a conference with a teacher must arrange in advance for an appointment during the teacher’s free time by calling the appropriate division office or emailing the teacher. **Teachers are not allowed to confer with parents during class time, at drop-off time or dismissal time, under any circumstances.**

Parents wishing to meet with a member of the administration must arrange in advance for an appointment through the appropriate office.

VISITING THE BUSINESS OFFICE

The Business Office located in the school building is open for business Monday through Thursday between the hours of 9:00 a.m. and 2:30 p.m. and from 9:00 a.m. to 11:30 a.m. on Fridays. Parents are encouraged to conduct their business by phone, email or by sending envelopes with their child. When visiting the Business Office, visitors must sign in at the Main Office first.
STUDENT HEALTH & SAFETY

CAFETERIA / SNACK / LUNCH TIME PROCEDURES

Students must bring a lunch (including beverage) on any day that they do not purchase a lunch through the school. Beverages should be in a thermos, disposable carton, plastic bottle, or can. No glass is permitted for students. Do not send pork or pork products, chewing gum, soda or candy. Please do not send in any food products containing peanuts, due to the school’s peanut-awareness policy, explained below.

Please note that Noor-Ul-Iman is a “Peanut-Aware” school. This means that, while we cannot guarantee to parents and visitors that there are absolutely no peanut products on the premises, the school’s policy is to prohibit parents and employees from bringing peanut products into classrooms or other areas within the school buildings and school premises. Further, due to severe allergies, in the case where a student has a severe allergy to other food items, the teacher may request that all students in that class not bring in any food that contains that specific food or other ingredient.

Please be sure to pack a healthy snack for all students in Pre-K through twelfth grade, since they will have a nutrition break in the morning. If your child is registered for morning care, aftercare, or after school activities, please be sure to send in an extra snack for those times. Instead of sugary items, suggested snacks are fruit, cheese & crackers, raisins, celery, carrot sticks, etc.

Students are not permitted to have food from outside vendors delivered or brought in. Students are also not permitted to purchase or have someone purchase items for them from the Jum’aa Bake Sale.

Please do not send or bring in food or drink items which require storage in a refrigerator or heating/reheating. Students are not allowed to have their lunch heated in school, nor will they have access to a refrigerator. Similarly, teachers are not permitted to cool or heat students’ food. If a student or parent believes that an exception to this rule is warranted, based on a health condition, please contact the Division Head.

A student who has forgotten his or her lunch must inform the teacher as soon as possible so that the office may contact the parent. If it is too late for the parent to bring in a lunch, the school will provide a jelly or cheese sandwich and the parent will be charged $2.

The school provides the opportunity to purchase zabiha lunches (students are still required to bring their own snack). Parents will be able to order lunches via formsite.org. NUI will send out links to purchase lunches for your child. Details will be provided in the email. Lunches will not be provided if the payment has not been received. In this case, the parents are responsible for providing their child’s lunch.

Occasionally, students may have the opportunity to purchase snacks or drinks. Please do not allow your child to bring more than $5 to school on any given day for any reason.
ALLERGIES

It is essential that parents inform the school of any known allergens which may compromise a student’s health or safety during the school day. Please provide information in response to relevant health form inquiries, and also in a written statement to be submitted to the school nurse.

Based on the nature and severity of the allergy, as well as other relevant factors, the school may elect to take preventative measures, implement reasonable accommodations, and/or create a health plan with the parents. The school may request written documentation from the student’s physician regarding the allergies. All medical information will be kept as confidential as possible, and will be used to the extent necessary to promote the safety and health of the students.

Parents are expected to provide food for their children which is free of any respective allergens. In the event the student is without allergen-free food for her/his consumption, and the back-up school-provided food (referenced in the policy above) contains items to which said student is allergic, the school will contact the parent to provide additional food or retrieve the child.

Parents will be informed of special “treat” days. On those days, it is the parents’ responsibility to determine whether the student requires an alternate treat/snack and to send in an appropriate alternate with the child. Where there is a question as to the appropriateness of the treat/snack, it is the parents’ obligation to send in an alternate allergen-free treat/snack.

STUDENT HEALTH

The school abides by all applicable health and health records laws, including those related to the maintenance of physical forms and immunizations. All students are required to have the necessary forms on file prior to starting each school year, and to update the school/forms with any relevant changes during the school year. The NUI physical form must be completed by a registered physician. All students must have the appropriate inoculations in accordance with legally-imposed schedules. If a parent believes that his/her student is entitled to an exemption to the immunization requirement, under the law, please contact the Main Office.

Policy regarding illnesses has been established to ensure the safety, well-being and health of all students and staff. Parents are expected to keep children home when they show signs of illness that is contagious or may compromise the student’s own health or safety if s/he attends school. If a child has any of the symptoms listed below, he/she should not come to school. If such symptoms occur during the school day, parents will be contacted to pick up their child. It is the responsibility of the parent to have the child picked up within one hour. No student who has the following symptoms will be allowed to remain in school. There are no exceptions.

1. Temperature of 99.5°F or greater (Please note that a student who has had a fever of 99.5°F or greater should stay home for at least 24 hours after they no longer have a fever without the use of fever-reducing medicines.)
2. Vomiting
3. Diarrhea
4. Excessive body pain (ear, stomach etc.)
5. Sore throat or severe coughing
6. Yellow eyes or jaundice skin
7. Red eyes with discharge
8. Infected untreated skin patches
9. Difficult or rapid breathing
10. Skin rashes
11. Swollen joints
12. Visibly enlarged lymph nodes
13. Stiff neck
14. Blood in urine

In addition, the school nurse and/or the Head of School also have the authority to determine if a student is well enough to stay in school. Please remember that when a student returns to school, the parent must send an email or send in a note stating the dates of the absence and the reason for the absence.

If a child contracts any of the following diseases, it must be reported to the school nurse immediately. He/She MAY NOT return to school without a doctor’s note stating the child presents no risks to him/herself or others.
- Chicken Pox
- German measles
- Hemophilus influenza
- Measles
- Strep throat
- Tuberculosis
- Giardia Lablia
- Hepatitis A
- Salmonella
- Shigella
- Impetigo
- Lice (No doctor’s note required; child must be louse or lice, and nit free)
- Scabies

Noor-Ul-Iman may be required to report a communicable disease to appropriate authorities, pursuant to the law.

If a student is exposed to any reportable disease at the school, parents will be notified in writing by the school.

Medical Screening
The school nurse will be conducting various health checks throughout the school year (e.g. eyesight, hearing, weight & height measurements, head lice checks, etc.). If a student should have head lice he/she will be sent home immediately and will not be allowed to return to school until he/she is louse or lice, and nit free as determined by the school nurse or other trained school personnel.

Medication
The administration of medication is not the responsibility of Noor-Ul-Iman School. If it is necessary to give medication during school hours, it is the responsibility of the parent/guardian to obtain the proper medication order form from the Main Office. This form
must be completed by a physician and a parent/guardian and submitted to the Main Office before any medication, including epi-pen, inhalers, and non-prescription medications can be administered.

A limited number of cough drops or throat lozenges may be carried to school and used by a student. Students in fifth grade and below must have a note from a parent or guardian giving permission for the child to use them in school for a limited time. **In accordance with applicable law, all other medication to be dispensed must be dropped off by the parent/guardian in the Main Office. Under no circumstances should a student carry and/or administer his/her own medication except as authorized by the school nurse in the case of epi-pens, inhalers, and prescribed medication for adrenal insufficiency. (This includes over the counter medications, except for cough drops as noted above.)** The medication must be in the original container with the name of the student, medication, doctor, and the times to be administered on the container. The school cannot provide students with aspirin, Tylenol or any other medications. The Main Office should be advised in writing of any drug being taken by a student attending school, whether or not administered during school hours, particularly those that might cause a change in behavior. **It is a violation of state law for school personnel to administer medication unless prescribed by a doctor and the above conditions have been followed.**

At the end of the school year, parents must pick up their child’s medication and personal nebulizers from the nurse’s office. If your child still requires medication the next school year, it will be necessary for the physician to complete a new form, as the doctor’s orders on these forms are effective for only one school year. Medication must also be current. Please check the expiration dates prior to bringing to school.

It is the duty of the parent to inform the school in writing if a student has any allergies to specific items or if a student has any type of medical condition that may affect his/her health or learning ability. For questions regarding health conditions which may require accommodations and/or collaboration by the school and parents, please contact the Head of School and School Nurse; for questions regarding learning differences or disabilities which may require accommodations and/or collaboration between the school and parents, please contact the Division Head and Head of School. Any changes in this information should be reported immediately.

**Accidents**
In case of an in-school accident, students should notify the nearest teacher or staff member. School personnel will make every effort to notify the parents or an emergency contact person if the accident is severe and needs attention beyond what the school personnel can provide. The staff will call 911 if they judge that the situation warrants it even if they cannot contact the parents. If a child is transported to the ER during school hours, he/she must return with the discharge summary papers from the ER, indicating that it is safe for the child to return to school or must have a note from a physician stating the child may return to school.

**Fire/Security Drills**
Directions for exiting the building for fire/evacuation drills are posted in each classroom. Fire/Security drills will be held regularly throughout the year. When an alarm sounds or announcement is made, students are expected to move quickly and quietly as directed by staff members.
ACADEMIC GUIDELINES AND PROCEDURES

GRADES/GRADING SYSTEM

Report cards will be posted two times a year for Pre-Kindergarten, three times a year for students in grades Kindergarten through Eighth grades, and four times a year for students in high school.

The grading scale used for kindergarten and first grade is as follows:
- I: Independent - acquired and mastered strategies needed
- D: Developing - gaining confidence and requiring some support
- E: Emerging - beginning to explore with support
- N: Needs Improvement - operating below level
- NA: Not Applicable

- O: Outstanding - Student demonstrates outstanding achievement
- G: Good - Student has attained skills and uses them well
- S: Satisfactory - Student is gaining confidence and requires some support
- N: Needs improvement - Student needs additional work to attain skills
- U: Unsatisfactory - Student is not showing progress/lacks understanding
- NA: Not Applicable

The grading scale used for second and third grade is as follows:
- O: Outstanding - Student demonstrates outstanding achievement
- G: Good - Student has attained skills and uses them well
- S: Satisfactory - Student is gaining confidence and requires some support
- N: Needs improvement - Student needs additional work to attain skills
- U: Unsatisfactory - Student is not showing progress/lacks understanding
- NA: Not Applicable

The grading scale used for fourth through eighth grade is as follows:
- A: Excellent – 90 - 100%
- B: Good – 80 - 89%
- C: Satisfactory/fair – 70 - 79%
- D: Poor but passing – 60 - 69%
- F: Failing – 59% and below

- O: Outstanding - Student demonstrates outstanding achievement
- G: Good - Student has attained skills and uses them well
- S: Satisfactory - Student is gaining confidence and requires some support
- N: Needs improvement - Student needs additional work to attain skills
- U: Unsatisfactory - Student is not showing progress/lacks understanding
- NA: Not Applicable

Information regarding high school grades can be found in the High School Handbook.
HOMEWORK

The purpose of giving homework is to supplement and reinforce skills students have learned in class. The amount of time that students in the same grade will spend on homework will vary due to individual differences and homework assignments given by the teacher. However, it is believed that students should be assigned homework on a daily basis including weekends and possibly vacations. KG will receive up to forty-five minutes of homework each night. First through third grade will receive up to one hour of homework each night. Fourth and fifth graders will receive up to two hours of homework daily. High school students will receive up to two to three hours of homework daily. Parents can help their children by arranging for a definite supervised homework study period. Setting proper hours for sleeping, and limiting and supervising TV programs, video games, and computer activities are all duties that parents must not neglect.

There will be no homework besides Qur’an reading assigned over Eid Breaks, Winter Break, Spring Break and standardized testing week for students in grades KG through eighth. For high school students, teachers are permitted to assign a maximum of one day’s worth of homework during Eid Breaks, Winter Break and Spring Break. No tests should be scheduled and no projects should be due on the day students return to classes.

Kindergarten through 2nd Grade
All students beginning in kindergarten will be required to have a homework folder. Kindergarten through the second grade will have a homework sheet that will list all of the student’s daily homework assignments. The homework folder will also contain school notices, papers done in class, and previously corrected assignments. It is the responsibility of the parents to go through their child’s homework folder daily, read all notices, and remove all papers except the homework assignment sheet and the homework that is due. The parent should sign the homework sheet once the student has completed the assignments. Parents with any questions regarding a homework assignment should write a note to the teacher on the homework sheet. Parents shall not do the homework for the student.

3rd Grade and Up
Students in third grade and up will have agendas where they must write their homework assignments on a daily basis. It is the responsibility of the student to write down the entire homework assignment and do the homework accurately and completely. If a student is inconsistent in turning in homework assignments, the parents will be contacted. Students who persist in not turning in homework on a regular basis may be suspended and eventually expelled.

TESTS/ASSESSMENTS

Tests/assessments are administered to students beginning in kindergarten. In addition, students in first through eighth grade will be given a standardized achievement test in the spring.
TUTORING

NUI has a peer tutoring program organized by a school counselor. NUI high school students are paired up with younger students who need extra help. Students are tutored after school on the school premises. Parents may have to pay for this peer tutoring program and may be required to be present during tutoring sessions for supervision.

NUI teachers are not permitted to act as paid tutors to any students that they currently teach in the subject area(s) that they are currently instructing them in. A teacher is allowed to act as a paid tutor to current students in other subject areas and any NUI students he/she does not currently teach. NUI teachers who tutor NUI students must do this after school hours under a private agreement with the parents, preferably off the school premises.

LEARNING ACCOMMODATIONS

The school may be able to accommodate the known disabilities of a student which impact learning. Parents should contact the school with questions regarding such accommodations, which may result in a plan and collaborative efforts between the school and parents. The school has limited resources and accommodations and additional assistance are not guaranteed and will be evaluated on a case-by-case basis.

Further, remedial services may be available to eligible students at Noor-Ul-Iman School through specialists who work with the Educational Services Commission of New Jersey. These services may include Speech Therapy; Compensatory Reading, Writing, and Math; and English as a Second Language. Screening for communication disorders is conducted for all students entering kindergarten. Questions regarding service availability should be directed to the appropriate division head.

In the best interest of the students, occasionally, a parent may be asked to have their child evaluated by the Educational Services Commission of New Jersey Child Study Team and/or obtain an additional outside evaluation.

PARENT/TEACHER CONFERENCES

The purpose of the Parent/Teacher conference is to inform parents of their child’s progress and development. It should be used as an opportunity for the parent and teacher to discuss ideas to fulfill the needs of the individual student. The Parent/Teacher conference in November is a requirement for all parents with students in Pre-K through 12th grade. The Parent/Teacher conference in February is highly encouraged for elementary school students. It is optional for parents of students in 6th through 12th grade unless requested by the teacher or parent. For more information about High School Parent/Teacher conferences please refer to the guidelines in the High School Handbook. The teacher or the parent of a student in any grade may request a Parent/Teacher conference at any time during the school year. While it is mandatory that at least one parent attend each conference, the school’s strong preference is that, in two-parent families, both parents attend all conferences. Requests for separate conferences in the case of separated or divorced parents will be honored.
INTERIM PROGRESS REPORTS

One of the aims of Noor-Ul-Iman School is to give every child the best education possible. Therefore, if a child is having trouble in any subject area in class, the class teacher will inform the parent so that they may work together to help the student. Progress reports for students in fourth through twelfth grade will be made available on the Parent/Student Portal midway through each marking period and as necessary.
CLASS PLACEMENT

When there is more than one section of a grade level available, the teachers, the School Guidance Counselors, and at least one Administrative Team member work together to divide the students between the two classes. The needs of the individual students are considered, along with the goal of balancing the two classes academically and socially.

PROMOTION REQUIREMENTS

Students in kindergarten through third grade must demonstrate proficiency in all subject areas in order to be promoted. Students in fourth through eleventh grade are expected to maintain at least a ‘C’ average in all subjects throughout the year. Any subject in which a student’s average is below a ‘C’ must be made up and passed in an approved summer program. Students who fail to meet the above requirements may be denied promotion or readmission the following school year. Eighth grade students will be notified of additional requirements for entering NUI High School.

GUIDANCE PROGRAM

The school guidance program is part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students’ social, emotional, and personal growth at each stage of their development. Counseling is conducted with students when requested and determined appropriate. Counseling may be requested by students, parents, teachers, administrators, or other school staff. The counselors complement the staff’s efforts to meet the needs of students individually, in small groups, and in entire classrooms. The guidance counselors will provide students with assistance in:

- Understanding self and developing a positive self-image.
- Showing respect for the feelings of others.
- Understanding the decision-making process.
- Maintaining effective relationships with peers and adults.
- Developing skills in interacting and communicating with others.
- Developing effective study skills.
- Recognizing the causes and effects of their actions.
- Becoming responsible for their own behavior.
- Making transitions within the school.
- Dealing with a crisis.

The counselors may also meet with parents and participate in parent/teacher conferences in order to help the parents understand their child’s progress in school and to help the parents select appropriate strategies for working with their child.

A counselor meets with all new students early in the fall and on an ongoing basis as needed to facilitate their adjustment to their new school. In addition, school personnel, including the counselor, will meet with the parents of each new student at the end of the first marking period to give and receive feedback on the student’s adjustment to Noor-Ul-Iman School.
TEXTBOOKS

All students starting in kindergarten will be issued books or materials throughout the year. These books and materials must be returned when the subject matter has been completed. Failure to return school property in the same condition as when it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials which may exceed $100 per textbook. Final report cards will be withheld if books or materials have not been returned or if any money is owed to the school. These obligations must be resolved before any records are released.

Textbooks issued to students should be cared for with pride, since they are the students’ temporary personal property and responsibility.

1. Students must print their names in the proper place inside book covers.
2. If a book is damaged (torn pages, pencil and pen marks, lack of a cover, broken binding, holes, etc.) or lost, the parent will be fined for replacing the book.
3. Textbooks issued to students in third grade and above should be kept covered at all times. No sticky covers may be used except for specific Arabic textbooks as asked by the teacher. Please note that the stretchy style cloth covers may damage the binding of large textbooks.
4. Students must have their textbooks covered by the date specified by the school. Students who do not have their textbooks covered by this date will be fined $5 per book and given a book cover by the school.

If a parent would like to borrow a textbook over the summer for a grade their student has completed or would like to borrow a textbook during the school year for a grade their student is enrolled in, a request must be made in writing and submitted to the Main Office. Requests for books for use during the summer must be made within two days of the last day of school. Textbooks may or may not be available for such requests.

LIBRARY

All students have their own individual accounts for the NUI School Library. First through fifth grade students will visit the library on a weekly or bi-weekly basis. Middle School students may visit the library during snack time and High School students may visit the library during club/recess time. Pre-K and KG students have story time in the classroom with the librarian on a weekly or bi-weekly basis.

Students are responsible for the books they check out and for returning them on time. Books are checked out for a two week period. There is a book drop in the main lobby. Late fees are $0.10 per day. Minor damage (a single loose page or minor rip) will cost $0.25. Lost books or major damage caused to a book will result in a fine equal to the cost of replacing the book. Failure to pay fines and fees may result in the loss of library privileges. Reminders of book due dates and fines are sent to parents via email.

Donations are always appreciated as long as the books are in near perfect condition. The NUI School Library does not accept condensed/adapted books (like Reader’s Digest or book club collections). Parents should review the content of any books they donate to make sure that it is appropriate for NUI School use.
Please note that all students attending NUI School are eligible to obtain a South Brunswick Public Library card and make full use of the South Brunswick Public Library facilities, including their online databases. If a third through twelfth grade student would like to obtain a South Brunswick Public Library card, he/she would need to apply at the library and show proof of enrollment at Noor-Ul-Iman School.
STUDENT LIFE

EXTRACURRICULAR ACTIVITIES

Noor-Ul-Iman School promotes the emotional, physical, and social well-being of its students by offering a variety of extracurricular activities. Students in sixth grade and above must have at least a ‘C’ average in all subject areas in the previous marking period in order to participate in these activities. Individual clubs/activities may have additional participation requirements. The administration reserves the right to deny a student the privilege of participating in an activity if their academic performance or behavior is unsatisfactory.

FIELD TRIPS

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. Parents must complete and return permission slips to the teacher responsible for the field trip and pay all required fees by the deadline date. Parents who do not meet the deadline requirements may have to pay a late fee and/or their child/children may not be allowed to attend the trip. The school may deny a student the privilege of a field trip due to disciplinary or other concerns. In addition, a student who is absent on the day before a field trip due to illness may not be permitted to go on the field trip, depending on the illness and as determined in conjunction with the school nurse. When participating in field trips, students must abide by the school’s rules and regulations, including the Behavioral Code of Conduct set forth in this handbook.

School personnel and volunteers will always endeavor to provide the best possible supervision of students while on a field trip. However, parents understand that it may not be possible for the School to supervise all aspects of the field trip activities at all times. There are inherent risks of serious personal injury and loss, theft or damage of personal property involved in field trip activities. Parents voluntarily assume and accept such risks of personal injury and loss, theft or damage of personal property arising from their student’s participation in such activities. The school shall not be held liable for any injury or misfortune that occurs on a field trip.

AWARDS & RECOGNITION

Award programs are held periodically throughout the year. Students receive recognition for academic and extracurricular achievement and participation.

BIRTHDAYS AND OTHER CELEBRATIONS

Since there are different scholarly opinions regarding birthday celebrations, NUI avoids confusing the students in school by asking staff, parents, and students not to bring cakes or goody bags to school on the occasion of their child’s birthday or to distribute invitations or birthday gifts on school premises. If a parent wishes to celebrate a child’s memorization of parts of the Qur’an or wishes to contribute to Eid celebrations or Jum’aa treats, the school will greatly appreciate the contribution.

Invitations to birthday parties and/or other social events may not be distributed in the school.
GIFT POLICY

Parents are asked not to give teachers gifts at the Eids or at other times during the year, and that they use moderation if they choose to give a gift at the end of the school year. (Homemade gifts are encouraged.) For those who wish to extend greetings at Eid time, staff members truly appreciate handmade cards and drawings from their students.

LOST AND FOUND

Students should label all items of clothing, books, notebooks, etc. so if they are lost they may be returned to their owner. All articles found should be turned in to the Main Office. If a student loses something, he/she should come to the Main Office.
PARTNERING WITH PARENTS

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PTO

The parents and teachers of NUI recognize the important role the school plays in the academic, social and personal development and well-being of NUI students. The parents and teachers also recognize that active parent involvement in the school positively affects the success of the school and the students. The NUI Parent Teacher Organization consists of parents and teachers working together with the school’s administration and the larger parent body to meet the following PTO objectives:

- To support the mission of Noor-Ul-Iman School in providing education in an Islamic environment that emphasizes moral and academic excellence.
- To promote a forum for the constructive interchange of information, opinions and ideas.
- To provide financial support for school/community activities.
- To engage in/promote Islamically appropriate social and fun activities for the students and parents of NUI.

The parents and teachers elect a PTO Core Committee in May for the following school year. Parents are encouraged to join the PTO for meetings and to help with activities.

FUNDRAISING

As a private, not-for-profit institution, Noor-Ul-Iman School relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. There is an urgent need for additional funds to complete the next phase of the permanent school building in a timely manner. Parents are expected to help with the school’s fundraising efforts. There are numerous ways in which parents can help:

1) Buying and selling Supermarket certificates.
2) Participating in and encouraging others to participate in fundraising activities.
3) Helping the school to find sponsors to fund projects and school expenses.
4) Contributing towards the educational needs of a classroom or of the school in general with the prior permission of the Head of School.
5) Reading all school notices and being proactive supporters of the school.

Participating in these activities may count towards the fulfillment of required parent duties.

SCHOOL NOTICES

The School endeavors to email all notices to parents on Tuesdays and Thursdays, insha’Allah. It is the parents’ responsibility to read all notices carefully, regardless of when and how they are transmitted to families, as they contain important information regarding their child’s/children’s education and school policies. Forms that need to be completed should be printed, filled out, and returned by the due date.
PARENT CONCERNS

Noor-Ul-Iman School’s success in its mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child’s academic progress and to attend all orientations and meetings announced by the school. NUI encourages parents to contact their child’s teacher whenever they have a question or concern regarding their child. All teachers are available via email using the address firstname.lastname@nuischool.org. If a parent would like to speak to a teacher in person, he/she should call the office or email the teacher directly to make an appointment. Having an appointment helps to ensure full attention to the matter at hand and a productive meeting.

Suggestions for improvement of the school and its various procedures are always welcome. A virtual suggestion box has been created for written suggestions. Please visit the nuiwebsite for a link to the Virtual Suggestion Box or click on this link https://www.surveymonkey.com/r/NUIVirtualSuggestionBox. It should not be assumed that verbal comments or suggestions will be retained and/or recalled by any staff members of the school. Everything should be in writing. It is also preferable to sign your suggestion(s) so that an Administrative Team member can get back to you with a reply, or ask for further information.

Like in any family, it is recognized that in a school community there are bound to be areas in which we do not all think alike. When a matter is significant enough, we need to communicate our feelings, thoughts and grievances. The question is how this communication can most effectively take place. The following Grievance Policy was developed as a guide for parents and guardians to solve possible grievance issues in the most effective and timely manner.

Grievance Policy:

The grievance policy is designed to provide a means to ensure that conflicts will be resolved amicably, justly and quickly at the lowest possible level of administration. Parents who have a complaint make a sincere attempt to resolve it by contacting and requesting a meeting with the concerned parties. In the meantime, the school staff member who receives the complaint strives to resolve concerns and complaints whenever possible. The complaint should be received and addressed at the level closest to which the complaint originated. While informal resolutions are encouraged, the more formal process outlined below may be used for complaints for which an informal process was not satisfactory.

If a parent has a grievance or an issue that needs to be addressed, the following protocol is to be followed in the sequence given below. If there is no satisfaction at the first level, then it is the parent’s right to take it to the next level.

Step 1: Call the office or email the teacher directly involved in the issue to make an appointment to speak with the teacher. The teacher and/or the parent/guardian may request that the appropriate Division Head be present, and the Dean of Curriculum if needed.
**Step 2:** If the parent does not feel the issue has been resolved, the parent may then inform the teacher and make an appointment through the office to meet with the appropriate Division Head. The Division Head and/or the parent/guardian may request that the Guidance Counselor be present. The Head of School or her/his designee may be present if requested by one of the parties.

**Step 3:** If the parent still feels the issue has not been resolved, the parent may inform the Division Head and make an appointment through the office to meet with the Head of School. The Head of School and/or the parent/guardian may request that a member or members of the Administrative Team be present. The Head of School is entrusted with handling all the school issues and delegated by the Board of Directors with the authority to have the final decision for any grievances.

**Step 4:** After meeting with the Head of School, if the parent feels that the issue is still not resolved, the parent must inform the Head of School about his/her concern in writing within 10 school days. Thereafter:

a) The Head of School will present the parent’s written complaint to the Administrative Team within 10 school days from the time of receiving the written complaint.

b) The Administrative Team will discuss the concern and work with the Head of School to try to find a way to resolve the issue. The Head of School and/or the parent/guardian may request that the parent/guardian be present during the initial discussion.

c) The final decision remains with the Head of School. The Head of School will give the parent a written reply within 10 school days after presenting the complaint to the Administrative Team. The Administrative Team will also be given a copy of the reply.

Please note that if at any point during this process you do not receive an acknowledgement of your written communication within the time frame indicated, you should call the Main Office and request that an office staff member follows up to make sure that your communication has been received.

Parents may start the process at Step 2 or Step 3 if the issue to be addressed is something that a teacher is not directly involved with and has no control over, such as general school rules or policies.

**Unresolved Grievances**

It is understood that within any family, disagreements may occur from time to time. In the school context, it is also understood that part of the Head of School’s professional responsibility is to attempt to resolve grievances as they occur. On rare occasions, an issue may not be resolved to the satisfaction of the parent whereby they may seek further action beyond the Head of School. In this case, the parent may ask the Head of School to submit the parent’s written complaint (Step 4 above) to the President of the Board of Directors. Thereafter:

1. The Head of School will present the parent’s written complaint to
the President of the Board of Directors within 10 school days from the time of receiving the parent’s request.

2. The President of the Board of Directors may choose to discuss the concern with the Head of School directly, or may assign a subcommittee of two or three Board members to discuss the issue with the Head of School. The President of the Board of Directors or Board Subcommittee will work with the Head of School to try to find a way to resolve the issue. The Head of School and/or the parent/guardian may request that the parent/guardian be present during the initial discussion.

3. The final decision remains with the Head of School. The Head of School will give the parent a written reply within 10 school days after presenting the complaint to the President of the Board of Directors. The President of the Board of Directors and the Board Subcommittee (if applicable) will also be given a copy of the reply.

Please note that Noor-Ul-Iman School seeks to ensure students’ personal information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. Therefore, school personnel, including the Head of School, may not be able to share all details of any circumstance or situation.

Any parent who fails to follow these procedures will jeopardize his/her child’s/children’s enrollment at Noor-Ul-Iman School.

PARENT CODE OF CONDUCT

Noor-Ul-Iman School is an Islamic School. Parents must observe Islamic standards of etiquette when dealing with school staff. All parents are also asked to observe loose-fitting and modest Islamic attire when they come to the school (please see the Student Dress Code section in this handbook).

It is the parents’ responsibility to:

1) Understand that all parents are required to properly care for, train, educate, discipline and control their child.
2) Accept the teacher’s/administrator’s authority in the school.
3) Be available to confer with school personnel concerning their child.
4) Direct their concerns regarding the education of their child to the professional most directly involved.
5) Be financially responsible for any damage to personal or school property committed by their child.

Important! Please Note! Under no circumstances should a parent call or text a staff member on his/her home phone or cell phone. Staff members may be contacted through the school office or via school email. (See School Contact Information page at the beginning of this handbook.) Also, under no circumstances should a parent contact another parent or confront another student regarding any school-related incident. School-related incidents where your child and another student are involved should be handled through the teacher, the appropriate Division Head, or Head of School as outlined above.
Any conduct that is detrimental to the interests of the Noor-Ul-Iman School, including inappropriate language and/or behavior by a parent, as determined in the sole discretion of the Head of School in collaboration with the Administrative Team, may lead to consequences up to and including the loss of his/her child’s/children’s enrollment at Noor-Ul-Iman School. Also, if a parent or guardian withholds pertinent information about a child, does not pay the tuition when due, or in any other way violates the policies laid out in the Parent/Student Handbook, then such conduct may lead to consequences up to and including the loss of his/her child’s/children’s enrollment at Noor-Ul-Iman School. The School reserves the right to: refuse enrollment to any student, discontinue enrollment, limit parent interactions or access, suspend classes, move to an alternate location, etc. as determined to be in the best interest of the student or school.

Registration of a student in the school assumes compliance with all rules and regulations.

PARENT/ADULT VOLUNTEERS

Any adult who chooses to supervise or work at a Noor-Ul-Iman School related activity must not only adhere to the code of conduct stated above but must also adhere to the same code of conduct as NUI staff members, as set forth in the NUI Employee Handbook. This includes:

- Treating each student fairly.
- Being a good adult role model.
- Exhibiting a caring, honest, and professional attitude.
- Maintaining confidentiality.
- Abiding by NUI policies and regulations.
- Refraining from intoxicating substances, smoking, using tobacco products, or vaping while on school grounds or volunteering/chaperoning students.

Volunteers must also adhere to the same dress code as Noor-Ul-Iman School staff members:

“Attire for all employees is to be neat, loose fitting and modest. In order to provide a proper example for our students, staff may not wear makeup (including nail polish, lipstick, eye makeup, etc.) or excessive amounts of jewelry. Scarves should be worn in such a manner that they remain properly in place throughout the day. Modest attire, as outlined above, must be worn by all staff during the school day and at all school related activities... In addition, staff may not wear shorts during the school day.”

All parent/adult volunteers must sign a chaperone or volunteer agreement form provided by the NUI staff member supervising the event.
TRAFFIC SAFETY

The following rules are for the safety of our students. Any parent or carpool driver who repeatedly violates these rules may be subject to a fine.

Please note that Drop-Off and Pick-Up zones are cell phone free zones for the safety of our children! Cell phone use in these areas is prohibited and may result in a fine.

Speed Limit – Please keep your speed down to 5 M.P.H. and keep alert for children. PLEASE DRIVE SLOWLY! There are many children walking outside of the school buildings; therefore drivers need to be cautious. The best safety precaution is to drive very slowly and stay alert. Please follow the traffic pattern outlined on the maps at the end of this section. For everyone’s safety, you must follow all directions given by staff members on duty at both drop-off and pick-up times.

Morning Drop-Off – Morning Drop-Off will be drive through only. Parents/Carpool drivers may not park in the lot in front of the school building during Morning Drop-Off time. If a Parent/Carpool driver has business in the school building, he/she should park down by the modular units or the ISCJ building.

- Parent/Carpool drivers who are only dropping off children in daycare should enter the ISCJ parking lot through the ISCJ entrance on Route 1 South (second entrance on Route 1 South). Parent/Carpool drivers must park in one of the designated parking spaces in front of the second modular unit and walk their child into the daycare room in the third modular unit. Parent/Carpool drivers should follow the morning drop-off traffic pattern shown on the map at the end of this handbook for exiting from the drop-off area.
- Parent/Carpool drivers who are dropping off children for daycare and older students should enter the school premises via the NUI entrance (the first entrance on Route 1 South) and follow the morning drop-off traffic pattern. They should drop off any older students in front of the school building and then proceed down to the ISCJ parking lot and follow the circular traffic pattern (as shown on the Drop-Off map at the end of this Handbook) in order to reach the daycare parking spaces in front of the second modular. Parent/Carpool drivers must park in one of the designated parking spaces in front of the second modular unit and walk their child into the daycare room in the third modular unit. Parent/Carpool drivers should follow the morning drop-off traffic pattern shown on the map at the end of the handbook for exiting from the drop-off area.
- Parent/Carpool drivers who are dropping off students for Pre-K and/or KG at 8:50 a.m. must enter the school premises via the NUI entrance (the first entrance on Route 1 South). Students will be dropped off in front of the school building. Parent/Carpool drivers should follow the morning drop-off traffic pattern shown on the map at the end of the handbook for exiting from the drop-off area.
- Parent/Carpool drivers who are dropping off students for morning care and/or first grade through high school students must enter the school premises via the NUI entrance (the first entrance on Route 1 South). Students will be dropped off in front
of the school building. Parent/Carpool drivers should follow the morning drop-off traffic pattern shown on the map at the end of the handbook for exiting from the drop-off area.

Please drive slowly!

**Afternoon Pick-Up:**

**Pre-K & KG** – Parents/Carpool drivers should use the same traffic pattern for afternoon pick-up of Pre-K and KG students that they use in the morning for drop-off, entering the school premises via the NUI entrance (the first entrance on Route 1 South). Parents/Carpool drivers should display their Noor-Ul-Iman School issued Sign-Out Card(s) in the car window. Children will be sent out of the school building to enter cars in the pick-up zone (please see the Pick-Up Map at the end of the handbook). Parent/Carpool drivers should not park and walk into the buildings to get the children. As soon as the student(s) are safely seated and seat-belted in the car, the driver should pull forward following the one-way traffic pattern, to exit the parking lot. If the pick-up area is full, drivers should wait in a single file line along the edge of the driveway unless they are instructed by a staff member on duty to form a double line. Please be patient for the safety of the children. Please do not pass any of the cars ahead of you in line unless directed to do so by a staff member on duty.

Parents/Carpool drivers who have additional students to pick up in grades one and above must exit the parking lot and re-enter the school premises via the NUI entrance (the first entrance on Route 1 South) no earlier than 3:30 p.m. Parents/Carpool drivers may wait in the overflow parking lot along Route 1 in front of the ISCJ building (not the gravel lot) as needed.

**1st – 6th Grade** – Parents/Carpool drivers should use the same traffic pattern for afternoon pick-up of 1st through 6th graders that they use in the morning for drop-off. Parents/Carpool drivers should display their Noor-Ul-Iman School issued Sign-Out Card(s) in the car window. Children will be sent out of the building to enter cars in the pick-up zone (please see the Pick-Up Map at the end of the handbook). Parents should not park and walk into the building to get the children. As soon as the student(s) are safely seated and seat-belted in the car, the driver should pull forward following the one-way traffic pattern, and exit down through the ISCJ parking lot. If the pick-up zone is full, drivers should form a double line beginning at the curve at the top of the driveway and alternate merge into the pick-up zone as space becomes available or as directed by a staff member on duty. Please be patient for the safety of the children. Please do not pass any of the cars ahead of you in line unless directed to do so by a staff member on duty.

**7th – 12th Grade** – All students in 7th – 12th grade who have a School Release Form (SRF) will be picked up from the ISCJ parking lot. Parents/Carpool drivers who are only picking up students in 7th – 12th grade should enter the ISCJ parking lot through the ISCJ entrance only (second entrance on Route 1 South) and park in one of the parking spaces designated for 7th through 12th grade pick-up (see Pick-Up Map at the end of the handbook). Parents/Carpool drivers who are picking up students in 7th through 12th grade after picking up students from the school building, must follow the circular traffic pattern through the ISCJ parking lot as shown on the Pick-Up Map at the end of the handbook. Parents/Carpool drivers should enter one of the parking spaces designated for 7th through 12th grade pick-up
according to the one way flow of traffic shown on the Pick-Up Map.

Students will walk down to meet their parents in the IS CJ parking lot. **Once you have your child/children in the car, please follow the one way traffic pattern by pulling forward out of the parking space and merging with the traffic exiting the parking lot. Never back out of the parking space!** Students who do not have a School Release Form should be picked up according to the 1st – 6th grade traffic pattern (see above).

**Pick up from Daycare, Aftercare & Afterschool Activities** – Please park in a parking space and walk in to pick up your child/children from Daycare, Aftercare and afterschool activities such as art club, Qur’an class, etc. **Do not leave your car parked in a drop-off or pick-up zone as this blocks cars entering the premises.**
Appendix A

Extended Absence Form

Name of Student(s): __________________________ Date: __________________________

Grade(s): __________________________

Dates that school will be missed: __________________________

Assalamu Alaikum.

Thank you for informing us that your child(ren) will be absent from school for an extended period of time. We were sorry to hear this, as we have found that long absences tend to adversely affect a student’s performance in school. Since a student’s presence and participation in class is essential to his or her success, the potential impact of an extended absence must be seriously considered. Teacher-student and student-student interactions, as well as activities such as cooperative grouping, long-term projects and “hands on” laboratories cannot be replicated in a make-up situation. This is why school policy, as stated in the Parent/Student Handbook, strongly discourages taking family vacations while school is in session.

Extended absences for vacations are not approved by the school. Please note that an extended absence from school often results in lower grades. In some cases it can even affect promotion to the next grade.

Should you have any questions, please feel free to contact me at the school.

Sincerely,
Leila Shatara
Head of School

Please note the following and sign below:

1) I understand that I will be charged a $250 re-entry fee for each child in KG and above who misses more than 5 consecutive days of school.

2) It is not the responsibility of the teachers to provide you with the work that will be missed before you leave. While some of the teachers might be able to provide you with some of the work that will be missed, it remains your responsibility to meet with each of your child’s teachers when you return in order to collect missing assignments that will have to be made up with your help. It may or may not be possible for your child to be given all work and tests.

3) All absences due to vacations taken during the school year are counted as unexcused absences.

(Please see section ATTENDANCE POLICIES: Extended Absences in the Parent Student Handbook for additional details.)

Parent’s Name Printed __________________________ Parent’s Signature __________________________ Date __________________________
What Is Plagiarism? And How to Avoid It

Abu Huraira (R.) reported that the Prophet Muhammed (SAW) said, “He who cheats is not one of us.” (Tirmidhi)

Plagiarism is an illegal form of copying. It means taking another person's work (without asking) and calling it your own. Plagiarism can be accidental or intentional. Copying an entire essay or story and claiming ownership is plagiarism. Copying one sentence word-for-word without "quotations" is also plagiarism. Whether students hand it in to a teacher, or post it in blogs on the internet, plagiarism is against the law!

Examples of Plagiarism

- Copying or presenting material verbatim from any source without using quotation marks and the appropriate documentation or by using improper documentation of the source.
- Copying from any source and altering words to avoid exact quotation, without the appropriate documentation or by using improper documentation of the source.
- Rewording the major concept found in a source but then omitting documentation or improperly citing the source.
- Presenting research in one’s own words without providing one’s references.
- Submitting as one’s own any work (i.e., paper, project, speech, etc.) created by someone else.
- Having a teacher, parent, sibling, or another student edit or revise one's own paper beyond a standard that could be independently reached (someone may suggest revisions, but the work must be the student’s).
- Putting one’s name on another person's essay or project.
- Using another person's photo, diagram, sounds, or ideas without proper citation.
- Purchasing another person's text and using it as one’s own without giving credit to original author.
- Presenting ideas in the same format and order as one’s research source.

Why Do Students Copy?

Here are some common excuses students use:

- "I didn't know how to put it in my own words."
- "It's not illegal in my country."
- "I thought the internet was a public domain."
- "I don't understand the rules of copyright."
- "I wanted to get a higher grade."
- "I wanted to impress my teacher."
- "I didn't understand the assignment."
- "I didn't have time to do the work."
- "My parents want me to get higher grades."

There are two main reasons why plagiarism is taken so seriously in the academic world:

1. Authors and artists work very hard to create original work. They deserve the credit.
2. Teachers want to know that students understand their research. Copying requires almost no effort.

Here are a few reasons students should NOT Plagiarize:

- It is unfair to the true author.
- You will not learn anything.
- You will get a bad reputation with teachers and your peers.
- You will lower your chances of getting into good colleges.
- You will lose important references for future jobs.
- You could lose your job in the professional world.
- You will get into TROUBLE.

Copying from the Internet

Myth: "The Internet is a Public Domain"

This is not true! Most internet content, including images, is protected by copyright. You need permission to use it. You also need to credit the author or creator.

Text on the internet is no different than text in a book or newspaper. Anything that another person writes, including email, is copyright protected. Internet plagiarism often involves copying text or images from websites, blogs, forums and social media sites.

Copying from the internet is very easy to do. It is also easy for teachers to catch. Teachers who suspect plagiarism can check the internet for exact wording by doing a simple search.

The World Wide Web is a growing international community. It loses its reputation when copyright rules are broken.

IMPORTANT: Students must be told that it is not only their reputation at stake. When they copy and paste from the web and post text or images in any of the spaces mentioned above you are putting the host site in danger. Search engines have "spiders" that check for stolen images and text. Websites that contain copied material are "flagged" for copyright violation, even if the content was posted by members.

Here are some common consequences of plagiarizing:

- getting expelled
- losing the cost of tuition
- being asked to rewrite all previous assignments
- being sued or taken to court by the publisher or artist
- causing another website to lose its reputation or audience
- losing traffic generated by search engines

From: [http://www.englishclub.com/writing/plagiarism.htm](http://www.englishclub.com/writing/plagiarism.htm)

For more info on plagiarism, what it entails, and how we as educators can help students avoid falling into plagiarizing, go to the following websites:

http://plagiarism.org/
http://writingcenter.unc.edu/handouts/plagiarism/
http://wpacouncil.org/node/9

Appendix B