



**AL-HUDA**  
**G L O B A L**  

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**A COLLEGE PREPARATORY SCHOOL**

# Parent Handbook 2022-2023

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# Introduction

Dear Parents,

As-Salaamu 'Alaikum wa Rahmatullahi wa Barakaatuh

All praise and thanks belongs to Allah, The High Exalted, the Beneficent, and the Merciful. May the Peace and Blessing of Allah be upon His Messenger and Servant, Muhammad sallallaahu 'alaihi wa sallam.

Welcome to Al-Huda Global School (AGS). It is our hope that your child will find a satisfying and rewarding experience in the Islamic atmosphere of our school. We encourage you to work closely with Al-Huda Global School and become acquainted with your child's teachers. Cooperation between the home and school is essential for your child's success. An Islamic educational program can only be effective when it is reinforced in other areas of the child's life. Parents must remember that learning does not end at school, but continues and requires reinforcement at home, in shaa Allah.

This handbook contains basic information about Al-Huda Global School, including your rights and responsibilities as a parent, a school calendar, and other important information. Please keep this handbook available for reference throughout the school year. **It is important to return the agreements at the end of this document signed at the start of the school year.**

## **Philosophy of Islamic Education**

The main goals of Al-Huda Global School are to provide quality education, to instill a love of learning in the students, and to graduate students who will practice Islam as a complete way of life. The entire curriculum is presented to the student through an Islamic perspective in each discipline, providing excellent academic preparation for higher education. The most distinguishing characteristic of Al-Huda Global School is that it provides an environment that encourages the development and flourishing of an Islamic identity. Furthermore, the school is the foundation upon which we hope to build a living Islamic community that adheres to the Qur'aan and Sunnah.

## **Al-Huda Global School's Mission**

Al-Huda Global School is working towards nurturing Allah-centric youth to overcome today's challenges with innovative solutions.

## **Parents' Role in Education**

It is important that parents take an active role in the educational process of their children. Al-Huda Global School holds frequent parent-teacher conferences to exchange information and to work towards optimizing your child's development. Parents are highly encouraged to actively participate in the different school activities that are available. It is important for the school and home to work cooperatively in order to ensure the best education possible for our children.

# Administrative & School Leadership Team

Administration:

Dr. Haroon Baqai, Principal

Dr. Kuburat Bello, Vice-Principal

Admissions Office:

Rahila Riaz

Technology Coordinator:

Shamila Hashim

## CONTACT INFORMATION

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# Al-Huda Global School's Mission

Al-Huda Global School is working towards nurturing Allah-centric youth to tackle today's challenges with innovative solutions.

Our Overall Organizational Goals: "Know, Show, Grow, Glow"

The purpose of Dar-us-Salaam is to develop a tangible, dynamic Islamic community based on the teachings of the Qur'an and the Sunnah. The Islamic community will serve as a home and center for committed believers seeking to share the Word of Allah and will serve as an example to the surrounding non-Muslim community in shaa Allah. What follows is a list of four main goals of Dar us Salaam and as they pertain to Al-Huda Global School:

## **Goal # 1: KNOW**

### **Knowing Allah In Your Everyday Life**

Students will independently use their learning to apply the knowledge of Allah in order to be a servant of Allah in their daily life.

## **Goal # 2: SHOW**

### **Gratitude to Allah**

Students will independently use their learning to apply the concept of gratitude through interactions with Allah, self, family, neighbors, community, humans, non-humans, and the environment.

## **Goal # 3: GROW**

### **Building an Intentional Community**

Students will independently use their learning to build reciprocal connections between the individual and the community.

## **Goal # 4: GLOW**

### **Sharing the Message of Allah**

Students will independently use their learning to share Islam in an holistic and comprehensive manner.



## Purpose of this Handbook

The AGS Parent Handbook highlights key program information for the *Al-Huda Global Programs* for online courses and credit by exams. **The Handbook does not include all policies for Al-Huda Global programs.** Additional policies and information are posted on the Al-Huda Global website at [global.alhuda.org](http://global.alhuda.org) with program specific policies listed by topic and included within the page text and linked documents.

## Admissions Procedures

The admission procedures, application and fees breakdown is posted on our website. Please visit [global.alhuda.org](http://global.alhuda.org) for more information.

## Independent Learning Program

Students residing at any location, who choose to complete one or more Al-Huda Global online courses earn credits for courses, which are documented by an official Al-Huda Global grade report. These students are not eligible for a high school diploma from Al-Huda Global, however, the course credits are taken to meet students' graduation requirements for their local school district or home-school program.

## Academic Standards

Students at Al-Huda Global School will be expected to achieve academically to the best of their individual ability.

### 5<sup>th</sup> - 8<sup>th</sup> Grading Scale

Range	3 <sup>rd</sup> -8 <sup>th</sup>	Explanation of Marks
97-100	A+	Exceptional grasp of subject matter
93-96	A	
90-92	A-	
87-89	B+	Thorough grasp of subject matter
83-86	B	
80-82	B-	
77-79	C+	Basic grasp of subject matter
73-76	C	
70-72	C-	
67-69	D+	Minimal grasp of subject matter
63-66	D	
60-62	D-	
Below 59	F	Failing

### High School Grading Scale (9<sup>th</sup>-10<sup>th</sup> )

Range	Letter Grade	Grade Point Average (GPA)
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.75
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.75
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.75
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 & below	F	0.5
0	W	0

## Grading Policy

All subject grades are broken down according to the following categories and teachers have the flexibility to breakdown each category to meet his/her educational goals:

5<sup>th</sup> - 8<sup>th</sup> (Elementary and Middle School)

Category	Percentage Breakdown
Assignments/Participation/Projects	30%
Assessments (Quizzes)	25%
Discussion Based Assessments	20%
Module / Segment / Final Tests / Exams Final Test	25%

9<sup>th</sup> - 10<sup>th</sup> (High School)

Category	Percentage Breakdown
Assignments/Participation/Projects	25%
Assessments (Quizzes)	25%
Discussion Based Assessments	20%
Module / Segment / Final Tests / Exams Final Test	30%

## **Transfer Credits & EOC (End of Course)**

Students who earned and completed one credit (both semesters) of a subject course from an approved out of state, out of country, or a Maryland non-public school are not required to take the EOC exam for the corresponding course. Local course credits with passing grades on a student's transcript from other schools are posted on the transcript, but are not factored into the AGS Grade Point Average (GPA).

## **PSAT/ NMSQT**

Each October, the PSAT/ NMSQT is taken by high school students. It is recommended that students with six high school credits take the PSAT/ NMSQT in preparation for the SAT. Students trying to qualify as National Merit Finalists and other scholarships should take the test no later than their junior year of high school. Typically, these are students with a minimum of 14 high school credits. Students should contact their local high school in advance to register for the October test date. Complete the form using the AGS CEEB code 210389. For more information and help preparing for the PSAT/ NMSQT, visit [www.collegeboard.com](http://www.collegeboard.com) and [nationalmerit.org](http://nationalmerit.org).

## **ACT / SAT**

A student with at least 12 credits should prepare to take the ACT or SAT. Visit [www.collegeboard.com](http://www.collegeboard.com) to register for the SAT or [www.act.org](http://www.act.org) to register for the ACT. Complete the form using the AGS CEEB code 210389.

# Standardized Assessment

## MAP (Measures of Academic Progress)

AGS student in grade 5th - 10th will take the MAP test twice a year. Once in the fall and once in the spring time. The MAP assessment is a computerized adaptive test which allows teachers, students and parents to monitor a student's academic growth and in turn helps to inform decisions regarding the student's academic track and progress.

## Testing Accommodations

From time to time students request special testing accommodations for standardized assessments taken outside of AGS (SAT/ACT/AP). AGS does not offer formal Special Education services, so we cannot provide the formal documentation to request testing accommodations.

## Pacing and Attendance

Regular school attendance and punctuality are essential for a successful school experience. A student who knows in advance that he/she will be absent should have a parent or guardian email or call the school the day that they will be out *and* his/her parent or guardian will need to send an email to the homeroom/subject teacher explaining the reason for the absence. Any long-term absences must be approved by the administration.

Students are responsible for accessing their calendar and daily assignments and making up work missed during an absence. Teachers provide daily assignments through the learning management system (LMS).

Daily assignments specify a student's expected activities and due dates. Students cannot be exempted from individual assignments or tests within a course, nor can AGS teachers change or delete lessons for students. Students should log in to each course daily during the academic week. Students can expect to spend 60–90 minutes or more per course, per day.

## Excessive Absences

Regular attendance is critical to a student's AGS education. Students who are absent (i.e. not logging in for three or more days) from any class for 20% of the classes of any given course in a semester place their course credit in serious jeopardy. In such

instances, the student and his or her parents will be required to meet with an Administrator to determine an appropriate course of action. Students with excessive absences may not participate in school-sponsored activities, including clubs, without permission.

## **Inability to Participate**

Students should notify their teacher or administration in advance if they will be unable to participate for three or more days. The student is responsible to make arrangements with the teacher(s) regarding missing assignments. Whenever possible, the school expects students to work ahead before a planned absence. Work will not be waived.

## **Truancy**

To be successful at AGS, students need to be fully engaged in their learning. AGS defines truancy as a student being inactive in course(s) for more than 20% of the total number of days in a course. This inactivity includes but is not limited to:

- Failure to make required classroom discussion activities
- Failure to complete lessons or assignments as posted in a student's daily schedule
- Failure to communicate with teachers and other school staff
- Failure to log in or to complete work once logged in

No credit will be given for work missed during the time of the truancy. Al-Huda Global School and the teachers are not obligated to make up work with the student. Additionally, the student will NOT receive grades for missed work nor make up any missed test in the case of truancy.

If a student exhibits signs of truancy, the teacher and/or administration will make reasonable attempts to reach out to the student and parent. If the student and/or parent are still unresponsive, an official truancy warning letter will be sent by school administration. If the student and/or parent do not respond to this letter, a final truancy letter will be sent by school administration, and the student will be administratively withdrawn from all courses and the program. Students who are administratively withdrawn for truancy will not be eligible for a tuition refund, nor will future payment obligations for the term be suspended.

## Course Completion/ Assignment Due Dates

Students should view their course calendar/pacing chart daily for a list of their lessons and required assignments. It is important that students adhere to the schedule indicated in their course calendar/pacing chart. Within a course, students cannot be exempted from individual assignments, discussions, or tests, nor can AGS teachers change or delete lessons for students.

If a student does not turn in an assignment by the due date he/she will receive a zero. If assignment is completed within three days of the due date, the student will earn partial credit. It is important that students do their best to submit their work by the due date.

## Late Work Policy:

All assignments must be completed and submitted no later than 11:59 PM (EST) after the posted due date.

- Zeroes are entered as grades for every assignment not received by the deadline. The zeroes will be calculated into the overall course scores.
- Students are permitted to complete assignments within 10 days of the due date for partial credit. The new grade will then replace the zero in the grade book.
  - After the assigned due date and until 5 days after the due date; students will receive a 10% grade reduction penalty.
  - 6-10 days after the assigned due date: students will receive a 30% grade reduction penalty.
  - Work will not be accepted after **10** days of the assigned due date; students will receive a zero grade.
  - Late work will not be accepted after the last day of the semester, even if it is within the late work policy days.

NOTE: Once a unit/module is complete, late work is not accepted unless the late work in question is part or all of the final summative assessment (e.g. project or a presentation). In the case of late work being a final assessment, it is up to the discretion of the administration to determine if the work will be accepted.

## **Retake Policy:**

All formative assessments are eligible for a retake. Students are allowed two attempts on pretests, assignments, quizzes, Discussion Based Assessments (DBAs), and these assessments may be given in class during the live sessions or assigned outside of the class at teachers' discretion. Summative assessments which include module test/exams and segment exams must be given during the live sessions and are not eligible for a retake unless approved by administration due to extenuating circumstances. If a student qualifies for a summative assessment retake, the teacher will provide an alternative assessment for the retake (based on the rubrics and module outlines for each particular class/course).

Staying on schedule is important to facilitate a collaborative learning environment for all students in each course. If a student cannot adhere to this schedule, they should consult the Late Work Policy.

Working ahead is perfectly acceptable and preferred if a student is going to miss days due to anticipated travel. Students are required to inform their teacher(s) and administration of travel plans that may interfere with their schooling and should also ask questions on assignments that have not yet been covered. Special exceptions will not be considered for students who do not communicate their travel plans to school staff.

## **Early Completion of Final Exams**

In some instances, students may need to complete final exams early due to illness, pre-arranged travel, or other special circumstances. If the request is prior to two weeks before final exams, the student will make the request to the teacher, who will seek administrative approval. If the request is within two weeks of the final exams, the student will need to make arrangements with their teacher(s).

Please note: Once a student has accessed the final exams, they will not have the ability to complete or submit any other assignments or assessments for the course, including participation points.

# Course Extensions Requests

Students may find they cannot finish a course in the allotted time frame. Students with extenuating circumstances may request a course extension; however, not keeping up with coursework over a semester is NOT a valid reason to request an extension. To qualify for consideration, the adverse circumstances or events must be unforeseeable or unpreventable and sufficiently disruptive to have a significant adverse effect on a student's academic performance or ability to complete assignments by their due date. Circumstances or events that merit consideration may include:

- Suffering a serious illness or injury
- The death or critical or significant illness of a close family member or dependent
- A significant family crisis leading to acute stress
- A natural disaster or catastrophe
- Moving

In addition, the school will consider the following:

- Students must have been working in a course on a consistent basis
- Students must have a reasonable expectation of passing (>50% in the course)
- Students can be granted up to a maximum of 10 instructional days for an extension; all assignments and final exams a student is permitted to complete must be submitted on or before the extension end date

For an extension request to be considered, documentation of the circumstance or event is required (for example, a doctor's note confirming serious illness). The student must request an extension in writing prior to the deadline. All requests must be approved by school administration. Students who wish to request a course extension must contact their administration. All course extensions must be complete before a student can move into the next level of a course.

## SIMPLIFIED CHECKLIST FOR SUCCESS IN CLASS

### Pay Attention, Be Active, and Follow School Policies

- Read emails, announcements, and assignment feedback several times a week
- Attend class each week taking notes, participating in activities, and asking questions as they come up.
- Ask questions outside of class by sending your teacher emails and/or during Zoom office hours meetings.



- Attend your teachers Office Hours if you need additional individualized instruction on key concepts, content, etc.
- Save or print out each class's Course Calendar/pacing chart to ensure that you know what to study and when assignments are due.
- Complete all readings, practice activities, and assignments by the day that they are due.
  - When submitting assignments, you should check to make sure that you submitted the proper file in the proper format. If you submit your work, and it is not the right file or in the wrong format, and do not submit the proper file before the deadline, then your grade will reflect the zero.
  - Click on the Grades button in each course several times a week to ensure you are up to date with your grades including any zeros, and this will also allow you to see your teacher's feedback on each assignment.
  - Assignments submitted after 3-10 days of the due date will receive partial credit (see details in Late-work policy)
- Once an assignment is submitted and graded by your teacher, you will not be able to redo that assignment to ensure grading integrity. You should learn from your teachers' feedback, and then work to correct any mistakes on your next assignments.
- All extensions must go through administration. Teachers cannot grant extensions. Not keeping up with coursework over a semester is NOT a valid reason to request an extension. To qualify for consideration, the adverse circumstances or events must be unforeseeable or unpreventable and sufficiently disruptive to have a significant adverse effect on a student's academic performance or ability to complete assignments by their due date.

## **Course Failure and Repeat Credit**

Failed courses will be recorded as an F on the student's transcript, and a zero quality point will be computed for the course in determining the GPA. Students are permitted to retake failed courses. Courses required for graduation must be retaken and passed. Please note – semester A of science, math, and world language courses must be passed before the semester B courses can be taken.

If a student retakes a course, the initial failing grade and the subsequent repeated grade will appear on a student's transcript and will be factored into the student's overall GPA. Students who are repeatedly unsuccessful in AGS courses may be subject to denial of readmission for a subsequent term or school year.

See the Involuntary Program Withdrawal and Denial of Admission section in this handbook for more information.

## **Report Cards and Progress Reports**

One of the many features available through a student's online learning platform is a current report of academic progress, grades, and attendance information. A parent or student may log in to the system at any time and view the information. Formal progress reports are distributed twice each year at the midpoint of each semester. A report card with teacher comments will be issued at the end of each semester.

## **GPA**

For high school students, GPAs are determined by dividing the number of quality points earned by the number of credits received. AGS does not weigh its courses. GPAs are only determined on a semester basis. The cumulative (composite) GPA is determined using the semester averages of all courses taken with AGS. Courses taken outside of AGS are not included in the GPA. Please speak with the school administration for detailed information regarding our GPA policy.

## **Grade Level Assignment and Promotion**

A full-time student's grade level is assigned based on earned credit and is evaluated by the administration for final consideration.

Grade-level promotion is evaluated at the end of each academic year. Grade-level promotion is based on the following accumulation of credits per grade level.

Grade Level Earned Credits

## **Academic Warning/Probation Policy**

The mission of Al-Huda Global High School is to educate and inspire academically talented and motivated students with Islamic values, hard work, integrity, appreciation of diversity, love of learning, compassion, and high personal expectations. AGS prepares students to contribute significantly, responsibly, and respectfully in a global society.

Any student who fails one or more courses at the end of a grading period (quarter or term) will be given an Academic Warning. While no notification of this will be placed in

the student's permanent record, it is imperative that the student bring these grades up to passing by the end of the next grading period, in order to remain in good academic standing. Failure to do so may result in the student being placed on Academic Probation, which would become a part of his or her permanent record and could jeopardize enrollment at Al-Huda Global.

- To support our students in their efforts, we offer the following resources:
- Office Hours sessions, which offer targeted, small group academic support.

In addition, our teachers are available via email, phone, or Zoom to discuss and assist all of our students with their academic concerns.

## **Program Withdrawal**

### **VOLUNTARY PROGRAM WITHDRAWAL**

A program withdrawal from AGS refers to discontinuing the program prior to the completion of the semester or year in which the student is enrolled. Parents must notify the administration in writing of their decision to pull their child from the program.

Program withdrawals are subject to the course add/drop or course withdrawal period. Withdrawal requests made after the Course Withdrawal Period must be approved by AGS administration.

### **INVOLUNTARY PROGRAM WITHDRAWAL AND DENIAL OF RE-ADMISSION**

Students who routinely perform below expectations in terms of academic achievement, attendance, code of conduct, or in the event that a student's parent demonstrates actions or communication that conflicts with the school's mission and standards, the student may not be permitted to return to AGS for a subsequent semester or school year.

Behavior that may lead to denial of readmission may include, but is not limited to, the following:

- Repeated failure of a course
- Repeated lack of engagement in course activities

- Repeated school absences
- Truancy, as defined in this handbook
- Severe violation and/or repeated minor violations of the student code of conduct
- Communication by student or family member perceived as verbally abusive or threatening

Before a student is denied readmission, a conference will be held with the student, parent, teacher, and the Principal to understand the issue. Final determination of a student’s status will be made following an investigation of the facts and a recommendation by the Principal.

When a conference is not possible due to lack of communication with the school or verbally abusive interactions, students may be administratively withdrawn with written notice. Students who are administratively withdrawn will not be eligible for a tuition refund.

## Student Code of Conduct

The Al-Huda Global online school strives to maintain a positive learning environment where students, families, teachers, and staff are treated with respect and, in turn, respect the personal rights and property of others. All students are expected to meet key standards of performance: achieving committed goals, meeting deadlines, having a positive effect on others, and continuously seeking ways to enhance and improve their community. Students and families are expected to contribute likewise to create the most effective educational environment possible.

## Online Etiquette

	<b><u>Students</u></b>		<b><u>Parents/Guardians</u></b>
1	Be kind and use appropriate school language.	1	Monitor online behavior.
2	Be on time and remain an active participant.	2	Check in with your children.
3	Be polite and wait your turn.	3	Communicate regularly with the teacher.
4	Avoid typing in all capital letters and think before you type.	4	Report any alarming online behavior.
5	Keep your name set as first and last name.	5	Support the teacher.
6	Be accountable for your own learning.	6	Set and maintain a schedule for learning.

7	Have an appropriate work space.	7	Be engaged with your child's learning.
8	Be visible at all times, with an appropriate wall behind you.	8	Please help and guide but not DO your child's work.
9	Use chat box to share ideas and ask questions of the teacher.	9	Refrain from asking a student to do household tasks or favors during classes.
10	Be in dress code.	10	Learn Learning Management System (LMS) to stay abreast of student progress and requirements.

Students enrolled in AGS should be aware of the following guidelines and expectations. This code of conduct is applicable to the online school environment as well as for any onsite/ in-person school events. Any activity not listed here that violates local or country laws is considered a violation of the Student Code of Conduct and Terms of Use.

Failure to follow these guidelines could result in the following:

- A grade of zero points for the specific activity, assignment, or exam which violates the Code of Conduct
- Failure of the course or courses in question
- Removal of access to AGS instructional computing resources, which could result in the student's inability to complete learning activities
- Suspension or dismissal from AGS and loss of paid tuition
- Involvement with law enforcement agencies and possible legal action

## Inappropriate Behavior

AGS is committed to maintaining a learning environment free from inappropriate behavior and harassment. Inappropriate behavior includes the following:

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment, continually posting unwelcomed messages to another person, or use of threats
- Posting obscene or defamatory material intended to annoy, harass, or intimidate another person. This includes distributing spam mail, chain email, viruses, or other intentionally destructive content.

- Knowingly and intentionally reporting or giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school
- Intentionally destroying, damaging, defacing, or stealing records or property (whether physical or electronic) owned by the school or school staff
- Exhibiting lewd, indecent, or obscene behavior and/or activity, either in person or online
- Possession, sale, distribution, or use of controlled substances, including alcohol at any school-sponsored event. Students traveling abroad are required to adhere to this policy regardless of local regulations.
- Possession of knives, firearms, lighters, explosives, or any other object used or construed as a weapon at school events
- Any conduct that disrupts the education process

## Harassment

Conduct that interferes with an individual's academic or work performance or that creates an intimidating, hostile, or offensive environment is prohibited. Harassment may come in many forms and includes spam (unsolicited emails not pertaining to the course), threatening communications, and offensive communication or interactions of any kind. The school does not tolerate harassment or bullying of individuals based on their age, race, creed, mental disability, nationality, physical disability, religion, gender, sexual orientation, or on the basis of any other condition or characteristic protected by federal, state, or local law. Harassment or bullying of any member of the school's community is considered serious misconduct and will be subject to strong disciplinary action, including expulsion.

## Bullying

Bullying is defined as willfully and repeatedly exercising power or control over another person with hostile or malicious intent (i.e., repeated physical or psychological oppression of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal, and/or psychological and are in violation of the school's Code of Conduct.

- Verbal: taunting, making fun of, malicious teasing, insulting, name-calling, making threats
- Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation

AGS encourages bullied students to notify their teacher or administration of the harassment or bullying incidents. However, students are encouraged to go directly to the administration if discussing harassment with the teacher is believed unsuitable.

The school will take immediate action to investigate complaints of harassment and will take steps to stop it and prevent it from occurring in the future. Witnesses to harassment or bullying are responsible to report the behavior immediately to a faculty member or administrator. The school will follow up with all families involved in a case of harassment, and all consequences will be recorded in administrative files.

## **Al-Huda Global School Dress Code**

Students are expected to dress in a way that is modest and dignified according to the Islamic guidelines. All students must adhere to the AGS dress code and code of conduct when attending class and AGS activities and events. Our mannerisms, behavior, and dress reflect our identity as believers.

GIRLS grades 5 -12: No make-up (includes nail polish, lip gloss, eyeliner i.e. kohl), jewelry, decorative pins, broaches, costume jewelry, nose pins etc. allowed.

BOYS grades 5-12: Proper shirts and pants or thobe. Male students who are of age are required to grow out their beard according to the guidelines of the Quran and Sunnah and not shave.

## **Hairstyles**

Boys and girls should avoid hairstyles that may violate Islamic principles. In general, those that are expressly prohibited by Islamic texts such as those clearly imitating popularized styles of non-Muslims, i.e. leaving tufts of hair while shaving the rest of the head, imitations of the opposite gender, using hair extensions, unnatural hair coloring or putting the hair up in a bun to create a camel-like appearance even under a khimaar (scarf).

To avoid confusion and to maintain consistency on this issue all males should have their hair cut from short to medium length (not more than shoulder length for those with straight hair or curly hair), and neatly combed or brushed. Hairstyles should be free from designs and generally cut evenly. Any students with styles outside of these general guidelines may be asked to change them by the school administration and a notice will be sent home to parents notifying them of the request and why.

Girls generally do not uncover their hair while at school; however, they should also avoid the aforementioned styles applicable to them.

If a student does not comply with the request to change a hairstyle, they may not be admitted to classes until the matter has been resolved. Intentional non-compliance will be officially noted as a violation of dress and disciplinary policy.

The VPs will have discretion as disciplinary officers to implement the aforementioned policy and the Principal will decide on any disputes.

## **Dress Code Policy Violations**

The following steps will be taken to enforce the dress code policy:

- 1st warning: Verbal correction of the student.
- 2nd warning: Email/phone call to parent/guardian regarding dress code violation.
- 3rd warning: Referral to the administration (once the above steps have been taken)
- The above steps may be skipped at the discretion of the administration

## **Dress Code at Al-Huda School & Dar-us-Salaam Events**

All students must adhere to the Al-Huda School dress code and code of conduct when attending any and all Dar-us-Salaam and Al-Huda School events. Our mannerisms, behavior, and dress reflect our identity as believers. This includes events such as fundraising dinners, middle and high school graduation, etc.

It is imperative that we carry ourselves with the honor and decorum required by as Muslims who practice the Qur'an and Sunnah at all times in shaa Allah.

Failure to adhere to the Al-Huda School and Dar-us-Salaam standards can result in disciplinary intervention by the school administration. The student may be asked to leave the event immediately. If it is a graduate at graduation who is asked to leave the event, then his/her diploma will be mailed to him/her.



## Off-Campus Behavior

Students are expected to be responsible representatives of the school at all times, whether online, at an in-person school event, or “off-campus”— meaning outside of school activities. Adverse behavior that affects the school’s community or reputation may result in disciplinary action, up to and including dismissal.

AGS reserves the right to address students and their families whose off-campus interactions have impacted the on-campus community.

## Conduct at School-Sponsored Events

AGS expects its students to adhere to its behavior guidelines while at school events, on school trips, and during educational and co-curricular activities offered year round (fall, spring academic terms and summer immersion program).

Safety, civility and respect for the worth of every member of our community remain the philosophical foundation of our school. AGS acknowledges that the family is responsible for a child’s behavior after school hours and on weekends, and our usual policy is to respect a student and family’s privacy in that regard.

It is imperative that we carry ourselves with the honor and decorum required as Muslims who practice the Qur’an and Sunnah at all times in shaa Allah.

## Academic Integrity Policy

### ***Sunan Ibn Majah***

*It was narrated that Abu Hurairah said: "The Messenger of Allah (صلى الله عليه وسلم) passed by a man who was selling food. He put his hand in it and saw that there was something wrong with it. The Messenger of Allah (SAW) said, 'He is not one of us who **cheats**.'" (Sahih) ...*

Being an Islamic school, Al-Huda Global School’s policy on academic integrity and honesty is deeply rooted in the values taught to us by Allah subhanhu’ wa ta’ala in His Book ,the Qur’an and the the Sunnah of the Messenger sallahu ‘alahi wa sallam.

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible to observe standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported to the appropriate administrative authorities,

which may result in a conference with the administration; failure of the course assignment or exam, loss of credit for courses, revoked access to course(s), and suspension or expulsion from AGS.

## **Cheating**

Cheating is the use of another person's work in an attempt to gain an unfair advantage. Cheating occurs when students knowingly submit the coursework, an exam, or assessment of another individual and claim it as their original own.

Examples of cheating include, but are not limited to, the following:

- Copying a classmate's work; this may be an answer to an essay question, any written assignment, or an entire exam
- Copying from course feedback provided by the school
- Copying answers to exams found in other sources (such as entering the question into a search engine and copying the response found online)
- Collaboration between two students which results in submitting identical answers on assignments
- Using online translators for assignments in language courses

## **Plagiarism**

Plagiarism is using an author's work without acknowledging the source of that material. Examples of plagiarism include, but are not limited to, the following:

- Quoting work from an outside source without proper citation and attribution
- Improper paraphrasing of another person's work: maintaining the original text with little alteration or rewording and/or not citing the source
- Copying information from a book, play, speech, article, website, or other written or spoken work without proper citation

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it. AGS recommends using the MLA Style Manual or APA for resource citation.

# TurnItIn

The software program TurnItIn is an important tool to ensure academic integrity. The program helps prevent cheating for some written assignments and tests. Prior to submitting a written assignment or taking an assessment, students may be prompted to install and/or use academic integrity software on their computer.

Students will be required to install this software before continuing on to take the assessment. Once students access the test, they will be unable to copy, paste, or open new browser windows or programs during the assessment.

## Use of Copyrighted Materials

All course materials are copyrighted and provided for use exclusively to enrolled students. Enrolled students may print or photocopy material from the AGS website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, or materials protected by trade secrets, or other protections using AGS computer resources. This restriction includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

## Academic Integrity Violations

All students who violate principles of academic integrity will be reprimanded. Depending on the nature of the offense, a student's grade or ability to earn credit for a course may be affected at the discretion of the student's teacher and AGS administration. Violations of academic integrity will be reprimanded according to the following guidelines:

- The first offense will be handled between the teacher, administrator, student, and parent; the teacher will provide additional instruction as to what constitutes plagiarism and/or cheating, and the student will receive a zero on the assignment. Depending on the severity of the infraction, the student may have an opportunity to make up the assignment at the discretion of the teacher. The student will be required to attend a meeting with an AGS teacher and administrator regarding plagiarism. If more than one violation is discovered at the same time, it will be considered the student's second offense.

- A second infraction will result in a meeting with the school administration. The student's teacher will call the student and family providing additional instruction and feedback regarding the incident. A live session will then be scheduled with the student, family, teacher, and administration. Students will have no opportunity to make-up questionable work and a zero grade will remain. Further action may be taken as needed following the discipline policy.
- In the case of a third infraction, a meeting will be held with an AGS administrator, teacher, student, and family. This meeting will result in the student being removed from all AGS courses with loss of credit and denial of re-admission.
- Repeated offenses are cause for expulsion.
- If a student is expelled for cheating, a notation of 'XF' will be made on the report card and/or the transcript.

## **Responsible Use of Technology**

All students are expected to be responsible representatives of the school at all times, whether on or off campus and whether school is in or out of session. This expectation includes students' behavior in the electronic world. Parents are responsible for supporting the school's standards when students use Internet resources. The Responsible Use of Technology Policies are in effect for as long as students have a valid network account and password, including the summer months and/or any time students use the school's technology resources.

- Students are responsible and liable for maintaining the confidentiality of their assigned passwords and access codes. They agree not to disclose assigned passwords and access codes or allow other persons or students to use them or attempt to circumvent the school's security system.
- Students may not interfere with other users' ability to access AGS or disclose anyone's password or allow them to use another user's account.
- All students will receive an email account. Students will use their assigned email account for all academic work and only for legitimate and responsible communication between students and faculty. Harassing, discriminatory, or otherwise objectionable remarks and any other antisocial activities are prohibited on all communications, including email.
- Students may only access information that belongs to them, or that they have been given permission to access by the owner.
- Malicious use of the network to download, store, or develop programs that embarrass, harass, or are otherwise objectionable to other users is prohibited.

Activities to infiltrate or overburden a computer or computing system and/or damage computer software or a computing system are prohibited.

- Using technology resources to access, purchase, or download products or services that could subject the school's technology to viruses, malicious code, back doors, or other malware designed to harm technology resources are prohibited.
- Encryption of files is prohibited.
- Posting images, video, or audio of any student, visitor, staff member, faculty member, or administrator on the Internet without receiving permission from the individual(s) is prohibited.
- Students must not publicly post their personal contact information (address and phone number) or personal messages from websites or blogs intended for personal gain or profit, as well as audio files or compressed video, any non-instructional files, or any material not approved by AGS administration.
- Using any recording device, including, but not limited to, video and digital cameras or camera phones to record videos or take pictures to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off campus at any time is prohibited.
- Unauthorized access to the school's website is strictly prohibited.

Failure to adhere to the Responsible Use of Technology Policies or other misuse of a computer or the network is a violation of the Student Code of Conduct and will result in disciplinary action. Information relating to illegal or inappropriate activities must be reported to a faculty member.

## **Technology Requirements**

Parents and students are required to install any software in their own personal computer that the school deems necessary, appropriate, and safe, in order to conduct the various functions of the school. This would include something like Proctorio or any other software that we may want them to install.

Students are required to turn cameras on while class is in session and to participate in class discussions and activities.

# Materials and Technology

Each student enrolled in AGS will be required to have their own individual computer to fully participate in class discussions and activities. See technology requirements section in AGS website.

Factors to consider with multiple computers in the house:

- If you have a dial-up modem Internet connection, an extra phone line is needed for each additional computer in order to access the online learning system.
- If you have a cable or DSL Internet connection, a router or other network device is needed to enable an Internet connection to all of the computers.
- Maintenance is required for each computer, including software upgrades and regular computer virus checks.

## Computer Use Policy

Families need to ensure that their child has access to reliable internet connection.