

# **Nur Academy**

## **Islamic School**



**Grades K - 8**

# **Student-Parent Handbook**

## **2018-2019**

**4350 N. Lockwood Ridge Rd. Sarasota, FL 34235**

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[www.nuracademy.net](http://www.nuracademy.net)

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## Message from the Director

Dear Students & Parents: Assalamu alaikum wa rahmatullahi wa barakatuhu!

Welcome to the 2018-2019 school year at Nur Academy! This new school year means a new beginning and new future. The administrative team is excited about the coming school year, and the staff at Nur Academy of Science is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of Nur Academy is to foster a culture of treating students as assets, by providing appropriate measures for their mental, physical and spiritual growth.

Nur Academy is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, and activities.

This handbook is an overview of our school's mission, guidelines, and services. It is an essential reference book describing what we expect and how the school operates. Read it carefully, discuss it with your family, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide students and parents with the information that will make this year purposeful and rewarding in every aspect. When you are finished reviewing this handbook, please sign, date and return the Family Contract indicating your understanding and acceptance of its contents. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Nur Academy staff and community, best wishes for a great 2018-2019 school year!

*Wassalamu alaikum,*

*Dr. Mucahit Kocağ*

## **Introduction**

Nur Academy is a Private School co-op dedicated to working with families to provide opportunities for students to draw out their abilities assuring growth in the present and preparing them for the future. Nur Academy is collaborating with Ahlul-Quran Academy to help ensure the students' not only in the state-approved academic areas, but also in Qur'an, Arabic & Islamic Studies.

We eagerly welcome you as active participants in your child's educational development.

The purpose of this Student-Parent Handbook is to provide the families with basic information regarding NUR ACADEMY's instructional program and operating procedures. Parents are encouraged to discuss the information in this handbook with their children.

Family and community support is essential in the development of an effective educational program, and we are confident that both you and your children will have positive and enriching experiences at NUR ACADEMY.

### **The Need for Islamic Education**

According to a *hadith* mentioned by Ibn-Katheer and narrated by Abu Huraira in Musnad Ahmad, some individuals residing in very high levels of paradise would wonder how they reached these levels, when their own deeds were not enough for that. Allah will say to them, "You left behind your children who were praying for you all the time, and this kept raising your levels in paradise higher and higher."

We believe that NUR ACADEMY offers one of the finest Islamic & Academic programs in the nation. We have instructors who are well-qualified in the instruction of Islamic studies that include Qur'an, Islamic Studies, and the Arabic Language. Strong emphasis is placed on building character. Moral principles are taught which will clearly establish within the student the concept of Tawheed (oneness), duty to our fellow men and the difference between right and wrong.

Discipline is fostered, and an appreciation for leadership and family structure is outlined for all students in all grades. NUR ACADEMY believes that education is a comprehensive concept, which encompasses all spheres: spiritual, moral, intellectual and physical. In all these areas, our orientation draws from the Islamic heritage and disciplines as well as modern educational disciplines.

At NUR ACADEMY, we believe we must provide the environment and structure that allow all NUR ACADEMY students to engage in experiences that will help prepare them in full measure to reach their potential and become responsible, contributing individuals.

Elementary education is contingent upon the students meeting their cognitive and intellectual abilities with effective success, thus promoting increased self-esteem. Hence, to improve instruction, a multitude of strategies and techniques is used, and each teacher possesses the knowledge to articulate and apply these strategies in order to positively impact students' education. When teachers teach with a myriad of strategies relative to different learning styles, they will not only improve student achievement, but will also increase the likelihood that students will feel good about themselves and ultimately be more successful in and out of the classroom.

Secondary education builds on the foundation established in the Elementary level and strives to prepare each student for life: academically, socially and Islamically. The goal is to give the students the knowledge and tools they will need to perform successfully in institutions of higher learning, as well as in their jobs, their communities and their homes.

## Academy of Thought Followed By NUR ACADEMY

NUR ACADEMY is a Sunni institution and follows the teachings and tenets of Ahl-us-Sunnah wa-l-Jamaa'ah.

### Vision Statement

NUR ACADEMY's vision is to equip its students with the essential skills and character, enabling them to be the torchbearers for the generations to come.

### Mission Statement

Nur Academy's mission is to foster a culture of treating students as assets, by providing appropriate measures for their mental, physical and spiritual growth.

### Philosophy

Islam enjoins learning from the cradle to the grave. As an Islamic academy, NUR ACADEMY strives to fulfill this command.

NUR ACADEMY's philosophy is rooted in the belief that every student has the right to the best quality of education available, and that education is a process which encompasses all the experiences students encounter in their academy. NUR ACADEMY's philosophy is also rooted in the belief that classroom instruction is only one small aspect of a student's educational experience, and that students learn from the behavior and actions of the adults around them more than they learn from books. Finally, it is rooted in the belief that students' knowledge and pride in their religion and heritage are key to their well-being and success.

It is part of NUR ACADEMY's philosophy that:

1. Each student is a unique individual with different needs.
2. The academy must be able to serve the needs of each and every student accepted into its programs.
3. The academy strives to assist the students in the discovery of their individual potential and their own personal worth.
4. The academy should encompass a balanced curriculum of academics and arts, clubs and activities, competitive sports and community service.
5. The teaching of religious tolerance and ethnic/cultural equality leads to an improved society.
6. The academy should guide its students in their academic and spiritual endeavors and help them become well-balanced individuals.
7. Students achieve more when challenged with high expectations.
8. Problem-solving and critical-thinking skills are essential for the success of students.
9. NUR ACADEMY faculty and staff should all be positive role models for the students.
10. Parents and community members are an integral part of the education process.

### Objectives

1. To instill in our students a real love of learning to make them lifelong learners.
2. To offer the best possible educational opportunities and experiences to allow our students to reach their highest potential.

3. To develop in our students a desire, willingness and ability to be positive, contributing members of their academy community and of the community at large.
4. To instill in our students a real love for and understanding of the teachings and practices of Islam, with particular emphasis on respect, effective communication, and cooperation.
5. To provide an Islamic environment in which each student can develop physically, socially, emotionally, and intellectually.
6. To integrate the curricula with Islamic studies, to show that Islam is a complete way of life.
7. To develop in our student's strong leadership skills by fostering self-discipline, self-motivation, strong work habits, the ability to think critically, and the desire to do one's best.
8. To encourage each student to cherish his/her own cultural values and heritage and to respect individuals with different cultural backgrounds.
9. To develop each student's ability to analyze and solve problems facing individuals in a rapidly changing world.
10. To prepare students to do well on standardized tests.
11. To empower students to seek and succeed in post-secondary education.
12. To hire the most qualified faculty and staff.
13. To provide faculty, staff, and students access to the best possible resources to enable them to reach their highest educational and extracurricular goals.
14. To include parents in the educational process by regularly updating them on activities; including them in special trainings and workshop opportunities dedicated to supporting their parenting duties; and inviting them to participate in all Nur Academy activities.

### Non-Discrimination Policy

NUR ACADEMY is committed to serving students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the academy. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other academy-administered programs.

### Religious & Ethnic Tolerance

All members of NUR ACADEMY's administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students.

Members of NUR ACADEMY's administration, faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by NUR ACADEMY while on NUR ACADEMY property, at NUR ACADEMY events or to NUR ACADEMY students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites.

### No Smoking Policy

As part of NUR ACADEMY's mission to provide a safe and nurturing atmosphere for its students, staff, and parents, smoking is NOT allowed on campus at any time.



## Dismissing Students, Parents and/or Staff

NUR ACADEMY reserves the right to dismiss a student, parent and/or staff-member whose presence in the academy is considered detrimental to the best interest of the student, of fellow students, or of the academy in general.

NUR ACADEMY also reserves the right to terminate or not renew a student's enrollment contract if the academy concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the academy's accomplishment of its mission."

NUR ACADEMY also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the academy's published policies and/or promotes negative advertising against the academy verbally, in writing and/or on any published medium, including social networking sites.

NUR ACADEMY's Board of Directors

The role of the Board of Directors is to:

1. Ensure the financial stability of the academy.
2. Set the academy's mission with input from the Administration, faculty, staff and parents.
3. Set the academy's policies based on recommendations of the Director.
4. Support the Director in her day-to-day operation of the academy.

## Admissions Policy

Admissions Policies

1. Students admitted must submit all required documentation, including academic records and discipline records, as well as birth certificate, health records and shot records.
2. Custody papers or similar legal documentation must be submitted in any cases where there not two parents enrolling the child(ren).
3. No student can be admitted into a grade level if he/she is > 2 years older than the average age of students in that grade level (*grade level + 5*).

Admissions Process

1. The admissions process will include:
  - Review of actual application process
  - Review of documentation required
  - Review of tuition & fees required
  - Tour of the facility
  - Question & Answer
2. Preliminary review of the application and documents to ensure completeness.
3. Notification of the parents via phone AND email if:
  - Application is complete and will be forwarded to the Admissions Committee for review.
  - Application is missing certain items that must be completed before the application can be forwarded to the Admissions Committee for review.

## Registration Requirements

Upon admission to NUR ACADEMY, the following forms must be completed and filed in the office by the first day of classes:

- Emergency Information Form [One per student]  
It is very important, on this form, to list any allergies the child may have.

Also, the following documents are required for any student enrolling in the academy:

- Legible, English copy of the birth certificate
- Copy of the student's report card from the most recent grading period
- Immunization Records [for details of required immunizations, see below]
- Physical Exam
- Where applicable, a copy of court-ordered custody ruling or legal name change

Immunization Requirements:

Florida law requires that every new student enrolling in Florida academies be properly immunized or have a signed waiver on file at the academy. Also, this record must be on a Florida form. The Immunization Record must show that the following vaccines have been administered:

- 5 doses DTP (Diphtheria, Tetanus, and Pertussis)
- Tetanus
- 4 doses Polio
- 2 doses Measles
- 1 dose Rubella and
- 1 dose of Mumps, or 2 doses of MMR.

Children entering or attending the 7<sup>th</sup> grade will be required to have completed, in addition to the above:

- Hepatitis B vaccination series, a
- Second measles vaccination or MMR and a
- Tetanus-Diphtheria booster.

Any student receiving the minimum doses must complete the series within the scheduled time span. If the immunization record or signed waiver is not on file, the student, in accordance with the law, shall not be permitted to attend academy.

Allergies/Special Accommodations

It is extremely important that the office staff and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it be food, an insect, or medicine, it is crucial for us to aware of and educated about this matter.

In the case of any allergy or special accommodations, it is required that the parent obtain and submit to the Office a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and procedures to follow in case of exposure. NUR ACADEMY will cooperate with the family to the best of its ability to ensure the safety of the child.

Any child with a food allergy must also provide the academy with a list of proper nutritional substitutes for the food item.

## Tuition & Fees

Please refer to the web-site ([www.nuracademy.net](http://www.nuracademy.net)) for a detailed explanation of tuition and fees or request a print-out of the Tuition Matrix from the Registrar's office.

## Student Records

The office maintains all student records. Records can be accessed by request. The academy has the right to hold academic records until all financial commitments are paid in full.

## Parent Rules and Regulations

### Responsibility of parents to their child

1. Parents/guardians should remind their child{ren} to follow the School's Discipline Code. Parents/guardians should cooperate with teaches to address any concerns regarding their Child{ren}'s behavior in the School. The rules and regulations regarding student discipline could be found in the Student Handbook. Please read the rules indicated in the handbook and inform and remind your child{ren} about them.
2. Parents/guardians should encourage, help, and monitor their child{ren} to complete homework, test preparation, and other related activities. In case of confusion, parents/guardians should proactively contact a teacher to clarify issues. We encourage parents/guardians to discuss their child's progress when there is any concern. A face-to-face discussion with a child's class teacher is always welcome.
3. To achieve maximum results within the limited teaching time, all students are asked to respect and obey their teacher and the common rules of classrooms. Parents should remind their child{ren} that disruptive behavior inside the classroom is prohibited by the school. Disobeying this rule is a major offense as indicated in the student Discipline Code.
4. Parents/guardians should remind their child{ren} that students are not allowed to go to the areas other than the classroom/s assigned to them.
5. The school should be a quiet environment during class hours. Parents should remind their child{ren} that running, shouting, and loitering in the school halls and other classrooms at any time are prohibited.
6. Students are prohibited to touch and use school property and equipment that the school prohibits students to use. Also, parents/guardians should remind their child{ren} not to use, move, or modify any classroom items. Parents/Guardians are liable to all property damages caused by their child{ren}.
7. Students are only allowed to leave the school after their class is over and when they are being picked up by their parent, guardian, or assigned driver.

### Students Transportation Rules

1. If the parents or legal guardians of the school student do not submit a written request for transportation services, the student shall not be entitled to bus transportation.
2. Parents of bus riders need to remind their children of the bus rules and regulations.
3. Parents/guardians who are responsible for picking up their child{ren} need to be registered with the school. If the registered person cannot pick up the child, the parent/guardian must inform the child's class adviser in advance. Otherwise, the child may not be allowed to leave the school. If parents/guardians cannot reach their child{ren}'s class adviser, the school administration can be informed through telephone. This rule is being implemented for the safety of all students of the school. To register, the parent/guardian must fill the Student Pick up Registration Form at the administration office.

### Student Absences

If the parent's child is going to be absent for any reason, they should observe the following:

1. Call the school and leave a message with student's name, grade, contact number, and reason for the absence.
2. After an absence from school, the student must bring, on the day of return, a note signed by his/her parents/guardian, stating the reason for the absence, and take it to his/her class adviser. In the event of the absence exceeding 2 days, the school should be informed whilst the student is absent from school.
3. Students who are absent for 4 days or more should present a Medical Certificate on the day of return.
4. Parents or legal guardians of students travelling abroad during the school days should inform in writing to the school registrar and a letter of consent must be presented to their Class Adviser. Travelling abroad with permission of parents or legal guardians during the holidays is not included in this clause.

## Parent Notices

### General Parent Notice Procedures

These are the procedures for general parent notices.

1. Students are required to give their parents the notice/s addressed to the latter on the same day that the notice/s has/have been distributed.
2. Students must ask their parents to sign the REPLY SLIP.
3. Students must submit the REPLY SLIP to their Class Adviser the next day.

### Specific Parent Notice Procedures

These are the procedures for notices give to specific parent/s.

1. Students are required to give heir parents the notice addressed to the same day that the notice has been distributed.
2. Students must ask their parents to sign the REPLY SLIP.
3. Students must submit the REPLY SLIP to the faculty member or administration office.

NOTE: Students who do not submit the REPLY SLIP will be given a deduction on the HONESTY category of their VALUES grade.

## School Visitation Rule and Procedures

NUR ACADEMY encourages parents and other community-members to visit the academy and believes there are many potential benefits which can result from increased interaction with the community. At the same time, NUR ACADEMY has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting NUR ACADEMY facilities from misuse and/or vandalism. Therefore, limitations may be placed on visitors to avoid these disruptions. The Director shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students before approving such a visit.

### General Definitions of and Requirements for Academy Visitors

- A visitor is defined as any person seeking to enter the academy premises who is not an employee of the academy or a student NOT currently enrolled at the academy.
- All visitors must report to the front office when arriving and/or leaving the academy premises.

- All visitors must obtain authorization from the Director in advance of his/her visit, whenever possible.
- All visitors must comply with NUR ACADEMY policies, administrative rules and regulations at all times.
- Visitors are NOT allowed to loiter around the campus, stay in the classrooms, hallways and canteen.
- Visitors are NOT allowed to bring children to the classroom, nor are they allowed to visit a classroom for the purpose of checking a student, or to talk with a teacher while he/she is monitoring his/her students.
- Only bonafide students, faculty, and staff will be allowed inside the campus. No visitors shall be allowed inside the campus during school hours except for valid reasons.
- Only registered parent volunteers/aids or parents who have requested an appointment/meeting with a teacher, faculty, or staff are allowed inside the school campus.

### **Visitor and Identification Procedures**

1. All visitors, which include parents of students, must sign-in at the admin office before proceeding to any other office or classroom in the school. The secretary will provide a visitor pass in exchange for the visitors id. Visitors must wear the visitor pass while they are inside the school. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.
2. All visitors entering the school premises must first report at the reception to inform the Administrative Secretary of the purpose of their visit. Any person who is not a staff or who is not accompanied by a staff member must be offered assistance to find out what their intended business is.
3. Before leaving the school, visitors must again report at the reception for control over entrances and exits.

### **Visitors to Classrooms and/or Other Instructional Areas**

- A. Access to particular classrooms and/or other instructional areas of the academy may be restricted upon the recommendation of a teacher in charge or, as otherwise deemed necessary, by the Director.
- B. Because classrooms and/or other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a) Remaining in a designated place or seat.
  - b) Refraining from speaking to students and/or the teacher while an activity is underway.
  - c) Refraining from entering or leaving the area while an activity is underway.
  - d) Maintaining dress and grooming standards that are consistent with the dress code for students/employees in the building.
  - e) Limiting the duration of the visit to a particular time/length.
  - f) Limiting the activities of the visit to a particular purpose.
  - g) Following designated routes of travel in the building and/or on academy grounds.
  - h) Refraining from the use of cellular phones or other electronic devices during the course of the visit.
- C. Non-academy-age children are prohibited from visiting classrooms and/or other instructional areas.
- D. Visitors wishing to conference with teachers and/or Director during the course of the academy day are encouraged to make arrangements at least three (3) days in advance.

### **Exceptions to Visitor Requirements**

- A. Persons invited to visit the academy as part of a scheduled Open House or special event.
- B. Persons invited to participate in organized and academy-approved activities (i.e. volunteers)

**Academy Visitor Dress Code**

Out of respect for the academy's dress code/uniform policy and the fact that the academy is in such close proximity to the Masjid, academy visitors are asked to dress modestly, even Islamically, if possible. Any visitor refusing to adhere to the NUR ACADEMY Visitor Policy may be subject to criminal trespassing charges in accordance with Florida laws.

**Special Circumstances**

The Director of NUR ACADEMY has the authority to exclude from the academy premises any person who disrupts or appears likely to disrupt NUR ACADEMY's educational processes. Any such individuals will be directed to leave the academy premises immediately, and law enforcement officers may be called if deemed necessary.

**Prospective Students**

Students thinking of enrolling at NUR ACADEMY may request to visit the academy and attend classes with their peers. Such visits must be scheduled by the parent in advance and must be approved by the Director at least one day prior to the scheduled visit. Student visitors are expected to abide by the same rules and regulations that all NUR ACADEMY students are expected to abide to. They may also accompany their peers to lunch and salaah and may purchase lunch from the cafeteria. Each student visitor will receive, in advance of his/her visit, a list of basic rules/policies to follow while on campus. This will include dress code requirements.

**Students Leaving School During School Hours**

Any parent who intends to take a student out of school during school hours for any reason must adhere to the following procedure:

1. Provide a letter stating arrangements or explain arrangements in person on arrival at the Administration Office.
2. Control book must be filled in:
  - Reason for leaving school must be established
  - If possible attach proof to confirm appointment
  - Time of departure and return to school
  - Signature of parent/guardian (on departure and arrival back at school)
3. Parent/guardian must collect learner from Administration Office.
4. If learners need to leave school during the day for educational visits or outings the parent must complete a Consent Form. Permission must be obtained from the parent any time prior to departure before the event takes place. Indemnity forms are to be taken on the trip and staff must have immediate access to these for the duration of the trip.

**Drop-Off, and Pick Up**

Parent should thoroughly familiarize themselves with the map depicting designated pick up and drop off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Also, Parents are expected to drop off and pick up their children in a timely manner and in the proper area.

**Drop-Off Times**                      7:50 am - 8:00 am

Students coming in late must stop by the reception desk with their parents before going to class.

### **Pick-Up Times**

Mondays - Thursdays	3:15 pm
Fridays	12:50 pm

Occasionally, parents need to pick up their children before dismissal time. This may be difficult if the student has not had time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task expediently and with as little disruption as possible. If given prior notice of early pick-up, the office can ensure that the student is waiting in the office when the parent arrives.

Important: Please note that parents will not be allowed to pick up their children from the classrooms before first coming to the office and signing them out.

### **Seat Belts & Child Restraints**

For the safety of your children, we ask that they be in car seats or seat belts at all times when the vehicle is in motion.

### **Parent Conferences and Meeting Policy**

Parent-Teacher conferences are conducted at least once each academy year. Other conferences are to be scheduled by appointments through the office. In order to provide an effective educational program, it is the policy of NUR ACADEMY to maintain close communication between the home and the academy.

- Parents/guardians are welcome to visit the school to attend parent conferences with their child's teacher and the School Principal to learn more about the progress their child is making. However, parents must set an appointment for the preferred conference date to avoid disruption during class hours.
- The School Principal, and Assistant Principal can meet parents of pupils during school hours, by appointment.
- School Faculty and Administrative Staff will not entertain parents who visit the school without an appointment with the faculty and administrative staff that they wish to talk to.
- Teachers are allowed to meet with parents/guardians or entertain visitors only during their off period. Teachers may meet parents outside class hours, by appointment. They are not authorized to ask to meet them during class time.
- Parents who want to visit the school and meet with their child's teachers or the School Principal, must follow the procedures written below.

### **Parent Conference Procedures**

1. Request a Conference Request Form (CRF) from the school Administrative.
2. Complete the CRF and submit it to the school administration.
3. When the request form is submitted, the faculty member/s that the parents requested to see will sign the request form. This will serve as indication that they will be available on your requested time and date. If the faculty member is not available on your requested time, he/she may indicate on the request form the time and/or date he/she will be available to meet you.
4. The request form will be given after it has been approved.

### **Parent Involvement**

It is very important for parents to be involved in Nur Academy in order to:

1. Promote an atmosphere in which children can grow as individuals, each aware of his/ her own worth and value in society.
2. Foster an awareness among parents of the need for their participation in the total education of their children.
3. Develop united efforts between educators and the general public that will secure for every child the highest achievements in religious, mental, social, and physical education.

#### **Classroom Opportunities**

Parents can assist in the following:

- Coordinating special activities
- Creating a phone tree for communication among families
- Supporting parents group activities
- Welcoming new families to the academy

Parents at NUR ACADEMY can also assist with the following:

- **Events:** Volunteers help organize, decorate and clean up academy events such as Qu'ran Competitions, the annual Hajj simulation, and other academy activities.
- **Beautification:** Volunteers improve and maintain the grounds around the academy building. Volunteers help with weeding, pruning, raking, and spreading fertilizer and mulch.
- **Hospitality:** Volunteers help provide refreshments for academy events or help clean up afterwards.

**Voluntarism** is the means by which parents and community members contribute services to the academy. Parent volunteers are very important to the success of the academy. Parents are encouraged to volunteer a few hours each month based on their expertise as library assistants, homeroom mothers, lunch duty observers, parent tutors, maintenance work assistants, or in many other valuable services to the students and the operation of the academy.

#### **Academy/Home Communications**

NUR ACADEMY believes in the importance of keeping a continuous line of communication with its parents and community. Means of communication will include:

- Phone calls from teachers to update parents of Elementary students of their children's progress
- Phone calls from teachers to update parents of Secondary students if their grades drop below a C- in a class
- Parent-Teacher conferences
- Surveys
- Scheduled appointments with staff and administration.
- Updates on the NUR ACADEMY web site: [www.nuracademy.net](http://www.nuracademy.net)
- Emails
- Text Messages

Parents are encouraged to contact the academy and request conferences with their children's teachers if they feel there is a need for such meetings.

**Emergency Contact Information** on each child must be available and up to date. It is imperative that the office has the parent(s)' work numbers and also a number where a relative, neighbor or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency academy closing. The office should be notified about any changes in the parent(s)' work or home telephone numbers as soon as they occur.

#### **Report Cards**

Report Cards and Skills Mastery Reports will be issued at the end of each quarter.



## **Attendance & Tardis**

Even though assignments may be completed at a later date, a student can never really make up a day missed at academy. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from academy in case of illness, unusual family difficulties or emergencies. Other absences should be avoided and, in fact, constitute truancy.

Students are expected to attend class regularly, so that they reap optimal benefit. In case of absence, the parents should call the academy by 9:00 am to explain the reason for the child's absence.

Make-up assignments should be obtained from each teacher by the student and completed within the same number of days missed. For example, if the student missed two days of academy, he/she would be allowed two days after his/her return to submit the missed assignments.

If students need to take an extended leave of absence, two weeks' notice should be given to the academy to allow the teachers to prepare work for the students to complete in their absence. Please note that parents will be charged regular tuition during this absence. Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the academy cannot guarantee the student's promotion at the end of the academy year. Not all extended leaves will be approved as Excused Absences.

## **Medical Excuses for Absences**

Students must update their files at the beginning of each quarter with an updated doctor's note. If absences are excessive, the academy may require authorization to contact the physician to get more detailed information.

## **Withdrawal/Moving**

Those parents of students withdrawing from the academy should notify the office a few days before moving/withdrawing to give the academy the new address, the date of the move and the name of the new academy, if possible. Students should return all textbooks and collect all personal items. The form must be signed by the Director. Parents should take care of any outstanding balances. Academic records will not be released unless all accounts are cleared through the business office.

## **Academy Health**

In order to maintain the good health of NUR ACADEMY students and staff, we request that children not be sent to academy if they are sick. By keeping them at home when sick, you are helping us prevent the spread of viruses and/or infections to other children.

In case of accidents or illness at academy, only minimum first aid can be provided by academy personnel. The home will be called when a child appears ill enough to go home. If a parent cannot be contacted, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, NUR ACADEMY staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is essential that we have your permission to do so on the forms you filled out when registering your child. It is also very

important for the academy to have insurance information as well as any information related to existing health problems, so that appropriate care can be given.

In the event of an outbreak of a communicable illness or condition such as chicken pox or head lice, NUR ACADEMY staff and teachers will use standard procedures for dealing with them, and every effort will be made to inform the parents as soon as possible. This information will include information on how to recognize as well as treat the problem. Every effort will be made to do deal with the affected students in the kindest way and in a way which does not attract undue attention to him/her.

Medication at academy requires written permission. Academy policy prohibits academy personnel from administering any medication to students without written permission from the parents and written directions from the physician, in the case of prescription medication. An "Authorization for Medication" form must be completed and submitted to the academy office. All medication must be kept in the office and administered by the office staff. Each new academy year requires a new doctor's permission slip.

Please make sure that the academy is aware of any allergies your child may have.

### Emergency Dismissal

It is the academy policy not to dismiss children home once academy has started unless there is an extreme emergency such as a mechanical failure in the building, when inclement weather develops after academy is in session, or if the child may cause injury to himself or to others. It is imperative that all parents discuss thoroughly with their children the possibility of an emergency dismissal and make certain THEY MUST KNOW WHERE TO GO IF/WHEN PARENTS ARE NOT HOME.

In the case of Emergency Dismissal, parents will be informed by telephone. **It is imperative that the academy has updated phone numbers on file.** Please follow the announcements, since some students may have to use the buses for transportation. However, it should be noted that a telephone system can break down, because persons on the list may not be home, circuits may be busy, etc. Therefore, although an attempt is made, it is impossible for the academy authorities to assure all parents that they will be notified by phone and/or text message of the early dismissal.

In the event of Fire, Tornado, or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for the children. Fire and tornado procedures are posted in each classroom, general area rooms, and the Masjid.

It should be noted that NUR ACADEMY will make its decision to close or evacuate the academy due to inclement weather based on the Sarasota/Bradenton County Academy Board decisions as long as the decision is based on a safety concern and not based on the fact that their academy's will be used as shelters.

## Code of Conduct

### Conduct Information

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, students must make choices for themselves and be responsible for their own behavior as well as for their academic performance. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons, involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or

code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

#### Responsibility for Individual Actions or Choices

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither Nur Academy employees nor the Governing Board assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

Nur Academy has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the Nur Academy administrators and teachers shall not allow inappropriate, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. Students who continuously disregard the code of conduct may be recommended to the School Board for expulsion.

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided to foster mutual respect and cooperation within the school setting. Nur Academy takes seriously its responsibility to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students, who violate Nur Academy rules, or State laws related to these offenses, will be suspended or recommended for expulsion from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

#### Minor Violations Discipline Cycle

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct log system. In addition to conduct point system, teachers also document behavior violations on Minor Infraction Form and may contact the parents as necessary. Conduct points can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information on NUR ACADEMY Connect. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1 - 3 conduct points/week	No consequence assigned.
4 - 6 conduct points/week	Warning letter
7 - 9 conduct points/week	Lunch Detention
10 - 12 conduct points/week	Administrative Detention
13 – 15 conduct points/week or more	In School Suspension (I.S.S.)
16 or more conduct points/week: Referral Form for not following school rules	Consequence based upon Class II Offense

Parents will be contacted with an e mail or a letter sent home with the student, or the U.S. Mail, regarding the assigned consequence for administrative detention, ISS, OSS, and disciplinary referrals.

Teachers, in response to minor violations in the classroom, will take the appropriate steps on the Minor Infraction Form when students fail to abide by the established behavioral expectations. Should misbehavior continue or interrupt the instructional environment the teacher will complete a Referral to the Dean of Students Form and send the student to the Dean of Student's Office.

### Minor Violations (Class I Offenses)

Minor violations list below is not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 3.

	<b>Offense</b>	<b>Description</b>	<b>Point</b>
1.1	<b>Toys/Play Items</b>	Bringing toys, stuffed animals, dolls, toy cars and other play items to school, including fidget spinners unless prescribed specifically in student accommodations	1
1.2	<b>Line Breaking</b>	Line breaking out of place or cutting in front of another student when class is lined up	1
1.3	<b>Chewing Gum</b>	Chewing gum.	1
1.4	<b>Dress Code</b>	Violation of the Uniform Dress Code	2
1.5	<b>Eating or Drinking in an unauthorized area</b>		1
1.6	<b>No Agenda</b>	Not having agenda during school hours.	1
1.7	<b>Refusing Participating in Learning</b>	Refusing or not attempting to participate in-class activities and/or working on assignments given by teacher. If a student has an incomplete assignment due to refusing to participate in learning, it is up to teacher's discretion to apply penalty to the student's assignment including giving a zero. A make-up may not be provided to student.	2
1.8	<b>Unprepared for class</b>	not bringing the necessary items described in the course syllabus to each class	1
1.9	<b>Body Art</b>	Any body art on to include but not limited to temporary tattoos, marker paintings, 1 etc. are not allowed. Student will not be permitted to go the class until cleaned.	1
1.10	<b>Unsafe Act</b>	A careless, unthoughtful behavior that puts safety of self and others' in risk	1
1.11	<b>Cafeteria Disruption</b>	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, 2 cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.12	<b>Classroom Disruption</b>	Any other minor act of misconduct which interferes with the orderly operation of the 2 classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.13	<b>Failure to follow instructions</b>	Failure to follow directions: Insubordination, refusal or failure to comply with a 2 direction or an order from a school employee.	2
1.14	<b>Hallway disruption</b>	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on 2 lockers, and/or running)	2
1.15	<b>Horseplay</b>	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	2
1.16	<b>Tardiness</b>	Repeated late arrival to school or class.	1
1.17	<b>Disrespect</b>	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating <u>another student</u> .	3

1.18	<b>Unprofessional language</b>	Profane, Obscene, or Abusive Language/ Materials: The use of either oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity	3
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Repetitive minor violations recorded in the Conduct Log will result in student being classified as Chronic Disciplinary Problem Student. Appropriate support will be provided to resolve the behavior issues within the Student Support Team (SST) problem solving framework. However, the principal may refer the chronic disciplinary students to the School Board to be expelled from the school to protect the learning environment of other students at any time during the SST process.

### Major Violations Discipline Cycle

Major violations (Class II-IV) of the student code of conduct result in a Referral to the Dean of Students Form. The referrals are investigated and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, notice letter sent by student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step.

Consequence ranges on the Major Violation Discipline Cycle cover most of the major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Private Schools Act. Also, at the discretion of administration heavier or lighter consequences may be assigned if warranted by individual circumstances.

#### Intermediate Violations (Class II Offenses)

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action.

#### Major Violations (Class III Offenses)

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

<b>Infractions</b>	
<b>Intermediate Violations (Class II Offenses)</b>	
<b>Level</b>	<b>Description</b>
2.01	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act

	against his/her will.
<b>2.02</b>	Stealing (under \$50): Taking the property of another person or school without permission.
<b>2.03</b>	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.
<b>2.04</b>	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, and name calling with profanity, purposeful exclusion, slander, and verbal cruelty.
<b>2.05</b>	<b>Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.</b>
<b>2.06</b>	Physical Contact: Offensive, unwanted and/or inappropriate touch
<b>2.07</b>	Dangerous/Unsafe Acts: Behave in such a way as could reasonably cause physical injury to any person or property without intent to do such harm.
<b>2.08</b>	Provoking/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.
<b>2.09</b>	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.
<b>2.10</b>	Simple Battery: Any actual and intentional pushing or striking of another student against the will of the other student.
<b>2.11</b>	Leaving class without permission or not reporting to the designated area on time
<b>2.12</b>	Skipping or cutting class or activity: A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.
<b>2.13</b>	Use of - in employee's presence - opprobrious or abusive words, or obscene language, pictures or gestures
<b>2.14</b>	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages.
<b>2.15</b>	Providing False and/or Misleading Information – Intentionally providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, and readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.
<b>2.16</b>	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, or toy-type replica of a firearm or empty shell.
<b>2.17</b>	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.
<b>2.18</b>	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” offensive touching, indecent exposure, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.
<b>2.19</b>	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.
<b>2.20</b>	Public Display of Affection (PDA) : Kissing, fondling, “dirty dancing” , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel.
<b>2.21</b>	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.
<b>2.22</b>	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
<b>2.23</b>	False and/or Misleading Information: Intentionally providing false or misleading information to, or withholding valid information from a school district employee.
<b>2.24</b>	Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school, but must be out of sight and kept in an “off” mode while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)
<b>2.25</b>	Mistreatment / misuse of school, personal or others’ properties. The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use or unauthorized possession.
<b>Major Violations (Class III Offenses)</b>	
<b>3.01</b>	AWOL: Leaving school grounds or the site of any school activity without permission.
<b>3.02</b>	Technology tempering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.

<b>3.03</b>	Battery: When one student physically attacks another student with the intent to do bodily harm.
<b>3.04</b>	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.
<b>3.05</b>	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.
<b>3.06</b>	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)
<b>3.07</b>	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.
<b>3.08</b>	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.
<b>3.09</b>	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.
<b>3.10</b>	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.
<b>3.11</b>	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.
<b>3.12</b>	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.
<b>3.13</b>	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.
<b>3.14</b>	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.
<b>3.15</b>	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.
<b>3.16</b>	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.
<b>3.17</b>	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.
<b>3.18</b>	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation Services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.
<b>3.19</b>	Bullying/Harassment – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive.
<b>3.20</b>	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear of apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.
<b>3.21</b>	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.
<b>3.22</b>	Directing Obscene, Profane, or Offensive Language or Gestures to a School Employee – Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written,

	electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.
<b>3.23</b>	Possession of a controlled object without intent to harm or use for personal protection
<b>3.24</b>	Entering in an unauthorized area without permission
<b>3.25</b>	Violation of the ISS Rules/Procedures
<b>3.26</b>	Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.
<b>3.27</b>	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking
<b>3.28</b>	Making a false 911 emergency call from school or personal phones.
<b>3.29</b>	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.
<b>3.30</b>	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.
<b>3.31</b>	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature.
<b>3.32</b>	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of employee.
<b>3.33</b>	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession of another person. Included are pocket picking, purse snatching, and theft from a building, theft from a motor vehicle, machine or device which is operated by the use of a coin or token and all other types.
<b>3.34</b>	Provoking/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

### Consequences

The administration team at Nur Academy has the discretion to provide consequences that they believe will help the school promote a safe, secure, and positive learning environment while considering the entire student population and members of its staff. Consequences will increase in severity in accordance with frequency and severity of harm and/or disruption of the learning environment.

Consequences that may be considered for violation of Class II Offenses and higher include the following:

- a. Parent Contact
- b. Lunch Detention
- c. Restitution
- d. In-School Suspension (ISS)
  - 1-3 days for initial violation
  - 3-5 days for second violation
- e. Out-of-School Suspension (OSS)
  - 1-3 days for third violation
  - 3-5 days for fourth violation
  - 5-10 days for fifth violation
  - In the case that there is a sixth violation, the administration team will meet to decide the most appropriate action to be taken.

The NUR ACADEMY administrators may also choose to provide the following consequences:

- a. Work Detail
- b. Withholding of Privileges



- c. Saturday Opportunity School
- d. Friday Detention

**Zero Tolerance Violations (Class IV Offenses)**

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, a school bus, school sponsored transportation or at a school bus stop, or during a school-sponsored function or activity shall be recommended for expulsion by the school principal or designee, receive the most severe consequences and be referred to the appropriate law enforcement agency:

<b>Zero Tolerance Violations (Class IV Offenses)</b>	
<b>4.01</b>	Homicide (murder or manslaughter)
<b>4.02</b>	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others
<b>4.03</b>	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.
<b>4.04</b>	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.
<b>4.05</b>	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
<b>4.06</b>	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
<b>4.07</b>	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.
<b>4.08</b>	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
<b>4.09</b>	Other: Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.
<b>4.10</b>	Drugs/Distribution/Selling/Buying. The transmission or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.

**Searches and Seizures**

As a safety precaution, NUR ACADEMY reserves the right to search a student's purse, backpack, and any other personal possessions brought onto the school's property. Searches may take place if there is a reasonable suspicion or belief that the personal item may contain drugs, alcohol, weapons of any kind, contraband, or other items not permitted to be at school; as well as the reasonable suspicion that the personal item may contain property of the school or another student.

## Discipline Plan

### School Wide Classroom Management Plan

#### Teacher Intervention Process for Classroom Misconduct

NUR ACADEMY uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

The teacher, in response to **minor** disciplinary problems in the classroom, will take the following steps when students fail to abide by the established behavioral expectations:

#### **Warning (Information of the rule, non-verbal, verbal or written warnings)**

Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, instructed how they need correct the situation. Verbal Warnings will be entered on NUR ACADEMY Connect for parental viewing.

#### Isolation in Classroom or Private conference with pupil

Students who do not properly respond to the first step of a verbal warning may be placed in isolation within the classroom or neighboring classroom. Upon being placed in isolation, the student may be required to sign in on the Behavior Log – should they refuse to sign the Behavior Log, they will be given Referral to the Dean of Students Form for defiance of authority or failure to follow direction. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation. Isolations will be entered on NUR ACADEMY Connect for parental viewing and students will receive 1 Conduct Point after each Isolation in Classroom or Private Conference.

#### Referral to the Dean of Students Forms

Should misbehavior continue after the second intervention step on minor infraction form, the teacher will complete the third step, which includes the Office Referral Form, and send the student to dean of students' office. Based on the majority of the violation, the dean may send the student to ISS room where the student may remain in for the rest of the period/day. The ISS Room is considered an extension of the classroom, and during the student's visit, the Intervention Specialist will counsel the student with regard to the cited offense. If the Intervention Specialist determines that additional counsel or parent contact is needed, he/she may do any one, or all of the following:

1. Refer the student back to the Dean of Students
2. Contact the parent(s)/guardian(s)

These **Referral to the Dean of Students Forms** may be noted on a student's permanent discipline transcript. However, they will be entered on NUR ACADEMY Connect for parental viewing.

Minor Violations that may result in a Verbal Warning, Isolation, or Referral
1. Excessive talking
2. Pencil pops, spit balls
3. Throwing objects in class
4. Verbal exchanges, arguing
5. Failure to follow classroom instructions
6. Classroom disruptions (out of seat, not participating, etc.)
7. Unprepared for class

## General Behavior Guidelines

### School-wide Rules:

- Respect yourself and others
- Follow directions the first time
- Be prepared for each class
- Keep yourself to yourself
- Transition quickly and quietly

### In the Cafeteria/Kitchen

- Eat only in assigned areas.
- Keep food off the floor.
- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Clean up your area after finishing your meal or snack.
- Return to class only when dismissed by your teacher or the teacher on duty.
- No loitering in the cafeteria
- Push chairs back after eating
- Keep hands, feet, personal belongings and food to yourself
- Keep cafeteria lines orderly: no pushing, running, or cutting in line
- No food or drink should be taken outside of the assigned areas

### Masjid Rules

- Sit properly in the Masjid.
- Keep quiet and respect the Masjid and salaah.
- No running.
- Keep in mind that this is the house of Allah.

### Classroom Rules

- Arrive to class on time.
- Be seated and prepared to learn when class starts, this includes having sharpened pencils, having homework, books and notebooks ready, etc.
- Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated.
- Listen to the teacher and/or other students without interruption. Wait your turn before speaking.
- When in doubt, always ask questions.
- No food or drink in the classroom, including gum, candy, Gatorade and water.
- Students will obey all academy rules while in the classroom.
- Use the restroom and go to locker between classes or during lunch. Please do not ask to leave the class unless it is an emergency.
- Have a positive attitude.
- Hats and hoodies shall not be worn during class. Please remove hats/hoods upon entering the classroom.
- Stay on task and participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off academy furniture.
- Sit upright and do not slouch.
- The class is dismissed by the teacher and NOT by the clock.

### Yard/Playground Rules

- Be prompt in leaving the yard/playground to get to salaah or class.

- Always stay within the academy property.
- Speak to others politely and without raising your voices.
- Stay off of trees and fences.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep academy grounds clean and clear of all personal belongings and/or garbage.
- Treat all students and adults with respect.

#### **Bathroom Rules**

- Clean toilet seat after use.
- Boys are to sit, not stand, when using the bathroom.
- Clean yourself with water, as per the sunnah.
- Wash your hands with soap when you are finished.
- Finish your business in the bathroom quickly without socializing and playing.

#### **Academy Property Rules**

- Keep all academy furniture and property free of damage.
- Keep all academy furniture and property free of graffiti.
- Show responsibility and respect for academy equipment: TV's, VCR's, Computers, etc.
- Follow allowed access rules for computers.

#### **Hallway Rules**

- Follow directions at all times.
- Show respect for others.
- Walk quietly in the hallways and keep your body to yourself.
- No running, shoving or pushing.
- Keep to the right of the hallway or stairway and walk behind the person in front of you.
- Do directly to your next class.
- Speak in a normal tone of voice; no yelling or screaming.
- Keep hallways clean; no littering.

#### **Dismissal Rules**

- Exit the building with your teacher or a designated adult to the designated area.
- Proceed directly to your car upon arrival.
- Follow the directions given by teachers/adults on duty at all times.
- Keep personal items with you at all times.
- Do not go to the playground areas.
- Bad weather dismissal will be from inside.
- No food or drinks during dismissal time.
- Students must remain in full uniform (including hijab for girls) until they leave the campus.

#### **At Group Assemblies**

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of, and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future. Students who receive an out-of-school suspension will not be able to participate in any assemblies for the rest of the school year.

#### **Regarding Technology Equipment in Computer Labs**

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including

suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs or visit personal websites on school computers. Students should not bring food items or beverages into the classroom setting.

## Description of Discipline Options

### **Withholding of Privileges (WP):**

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an assistant principal of discipline or by teacher if it is a classroom activity.

### **Lunch Detention (LD):**

The assistant principal of discipline may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be notified when administrative lunch detention is assigned.

### **Work Detail (WD):**

Student is assigned a task to be completed within a given time frame or until the objective of the task has been met. Examples might include picking up trash or cleaning an assigned area.

### **In-School Suspension (ISS):**

In-School Suspension is a formal disciplinary action that can only be assigned by the NUR ACADEMY administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. Students are required to bring and do academic work or may be assigned work detail during ISS.

### **Out-of-School Suspension (OSS):**

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the NUR ACADEMY administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator may be required prior to the return to NUR ACADEMY of any student serving an out-of-school suspension.** All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. Students who receive an out- of-school suspension will not be able to participate on any field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on student's permanent discipline transcript.

### **Academic and/or Behavioral Contract:**

Students who have been given consequences based on Step 4 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

### **Option to Withdraw (OW):**

A student may withdraw without penalty from a Private school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended from a Private school as a result of a disciplinary action taken by a Private school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension.

### **Expulsion from NUR ACADEMY (EXP)**

Expulsion from NUR ACADEMY is a formal disciplinary action that can only be approved by the School Board of Sarasota County after receiving a recommendation by the NUR ACADEMY administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offenses. A written correspondence containing the recommendation information will be mailed to the students' parents within ten days of suspension.

### **Reward System**

Students at NUR ACADEMY are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for "doing good." Some examples are, but not limited to:

- Assisting someone in need.
- Volunteering to do an unwanted task.
- Cleaning up after others.
- Consistently having a cooperative spirit.
- Exceeding requirements on an assigned task or assignment.

### **Positive Behavior**

Students may be able to participate incentive activities to recognize such behaviors based on the number of Light Bucks they have accumulated. Incentive activities includes but not limited to followings:

- Dress down
- Special Activities and Drawings
- Tangible Items

### **School – Wide Positive Behavior Rewards**

A system of rewards to students who earn a certain amount of Light Bucks for exceptional behavior has been put in place to recognize those students for their achievements. Students can use their Light Bucks to purchase rewards of their own choosing at the NUR ACADEMY School Store. Some of the **School-Wide Rewards** available for purchase using the Light Bucks will be, but are not limited to:

- **Dress Down Days** – these will be scheduled by Dean of Students. Eligibility for participating in these **Dress Down Days** is based on receiving no disciplinary referrals, Lunch detention, Administrative detention or ISS due to excessive conduct points. Students participating must follow the NUR ACADEMY guidelines listed under the section **Dress Code**.
- **Special Activities** – Students who receive commendations will be eligible to participate special activities such as field trips, and movie days.

Designing such reward activities at school is intended to encourage students to be responsible and make right choices. Creating and maintaining a positive school environment where students are recognized for their contribution to their community and excellence in positive behavior, nurtures student's social emotional and academic well-being.

### **Student of the Month**

Students who have not received conduct points, lunch detentions, or referrals and are observed exhibiting "**above and beyond**" expected behavior during each month are nominated by his/her teachers to receive the **Student of the Month Award** for excellence in behavior.

## Curricula

NUR ACADEMY is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in the Florida Sunshine State Standards for each grade level. Students are instructed in the following academic subjects: Language Arts/English, Math, Science, Social Studies, Arabic, Qur'an, Islamic Studies, Art, Physical Education and Computer courses at various skill levels.

Parents should expect to receive a Quarterly Syllabus for each subject by the end of the second week of each quarter. These syllabi will include, but are not limited to including, the topics to be covered per week, scheduled tests and/or projects, teacher expectations and the grade distribution for the class. Textbooks/programs used in Language Arts/English, Math, Science and Social Studies are approved by the Florida Department of Education.

NUR ACADEMY encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other academy equipment and supplies. A charge will be assessed if books are lost or damaged beyond usual wear and tear.

## Homework

The purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class. Homework shall not be assigned on a mass basis just to give the children something to do. On average, the total time for all subjects assigned should be as follows:

- |  |                         |
|--|-------------------------|
| • 2 <sup>nd</sup> & 3 <sup>rd</sup> Grades | 15 – 45 Minutes per Day |
| • 4 <sup>th</sup> & 5 <sup>th</sup> Grades | 30 - 60 Minutes per Day |
| • 6 <sup>th</sup> & 7 <sup>th</sup> Grades | 60 - 90 Minutes per Day |

Please note that these times are based on the time needed by the average students; some students may require more time, others less. They are also based on the assumption that classwork has been completed in class. If classwork has not been completed in class, it may need to be completed at home and will add to the time needed for homework.

Please also note that, even if the child is not assigned a specific task for homework, he/she should always spend time each afternoon/evening reading from/reviewing his/her textbooks or doing outside reading.

Parents are expected to provide the proper home environment conducive to learning. There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Providing a spacious, quiet, well-lit place to study.
- Making available references that will help in doing homework: dictionary, maps, etc.
- Keeping supplies on hand: scissors, pencils, pens, etc.
- Working with the child to set a regular homework time.
- Making sure the child brings back assignments clearly written down. Parents of Elementary children should check and initial homework planners on a daily basis.
- Encouraging the child to do his/her best in spelling, handwriting, neatness and accuracy.
- Remembering that homework is assigned to the child, not the parent. The parent should be available as the guide and support.

As a general rule, no homework is to be assigned over breaks or vacations. Students will be encouraged, however, to do outside reading during these breaks and/or vacations.

## Assessment & Testing

Students at NUR ACADEMY are assessed in various areas, which include but are not limited to: Classwork, homework, quizzes, tests, exams, projects, reports, oral checks for understanding, etc. Tests on which students score less than 70% must be signed and returned.

In order to assess the strengths and/or weaknesses of the academy, Satisfaction Surveys will be completed by parents, students and staff. Results of these surveys will be publicized through the Parents' Memo and/or academy newsletter. In order for these surveys to be effective, it is very important that everyone respond to these surveys as honestly and as completely as possible.

**Academic Dishonesty/Cheating** is defined as any communication which takes place during a test/exam and will result in a grade of 0% in addition to a Discipline Referral.

## Field Trips

**Field trips** are part of the educational experience provided to NUR ACADEMY students. Various field trips will be provided for students by teachers at the academy. Any child going on a field trip must have a signed parent authorization on file for the trip. If a teacher does not have such authorization on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class. Academy uniforms are required for all field trips, with exceptions to be considered on a case-by-case basis. **Please note:** Siblings will not be allowed to accompany NUR ACADEMY students on the field trips, even if their parents are chaperones.

## Uniform and Dress Code

### Nur Academy Uniforms

Nur Academy is a school of choice, which means parents of our students have made a careful and committed decision about where to send their child. Students are expected to wear the NUR ACADEMY uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, grooming and accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. *Students are not permitted to change out of their uniforms during or after school unless participating in P.E. or an after-school activity that requires non uniform clothing.*

### **Girls:** White Polo or Dress Shirt

Navy Blue Jumper

Navy Blue Pants

Hijab Colors: Light Pink, White or Blue

### **Boys:** Khaki Long Pants

White or Navy Polo

## Dress Code Violation

Administration will determine the appropriateness of the dress. Parents choose NUR ACADEMY because we set higher standards in all aspects of the educational environment.

- **First offense:** A phone call home will be made by the office staff regarding the dress code violation.



- **Second Offense:** A conference with teacher, administration, and the parents will be held to discuss the dress code violation.
- **Third Offense:** The student will be sent to office to call home regarding the dress code violation and parents will be expected to provide an appropriate change of clothing for the student that fits within the NUR ACADEMY dress code policy. The student will be isolated from the classroom for the remainder of the school day until he/she is in proper uniform.

**Guidelines for clarification are as follows:**

1. **Uniforms must be worn properly at all times while at NUR ACADEMY:**
  - a. Students must be in complete uniform when they arrive at NUR ACADEMY. Belts must be worn with all pants. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
  - b. Students must remain in full uniform until after they leave NUR ACADEMY. Shirts must remain tucked in even after school, until they leave the school campus. This includes club times and waiting in the dismissal areas.
2. **Top Options:**
  - a. **Polo shirts**
  - b. **Sweatshirts Long Sleeve/Turtlenecks**
  - c. **Vests & Sweaters**
  - d. **Polo Fleece**

All listed above must be red, navy blue, or white. These clothing options can be either short sleeve or long sleeve. All shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, or skirt the student is wearing. If the student chooses to wear any of the items listed above expect the polo, the student should still be wearing another NUR ACADEMY shirt underneath. Clothing items will not be permitted to be worn (tied) around the waist. **Hoods on jackets or sweatshirts are not permitted to be worn over the student's head while in the school building.**

3. **Pants:**
  - a. All pants must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pant or short – NO OUTSIDE POCKETS (CARGOES), PATCH POCKETS, NOR ADDITIONAL POCKETS ARE PERMITTED.
  - b. Pants may not have rivets or brads, split seams at the bottom of the legs, nor flaps on the pockets.
  - c. Pants must be worn properly at the waist and not sag below the top of the hips. Pants may not be rolled up or folded up. Pants must not fit too snugly, skinny leg style pant are not permitted. Students wearing the top of their pants below their buttocks will be given an Office Referral Form for improper exposure.
  - d. Physical Education shorts are not permitted during regular school hours. Physical Education shorts must align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing.
4. **Shoes:**

- a. Shoes must be closed toed dress shoes or athletic shoes. Shoes must be worn at all times.
- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroid – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, flip-flops, or open-toed shoes are not permitted
- c. BOOTS, UGGS, AND HIGH-HEELED SHOES ARE NOT PERMITTED - Heels on shoes may not be higher than one (1) inch.
- d. ROLLER SHOES, “WHEELIES” or shoes with wheels are not permitted.

**5. Accessories:**

- a. Belts must be leather, braided leather, or fabric in the solid colors of black, brown or khaki only. Belts are required to be worn properly with all pants – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student’s pants from sagging below the hips. Large, decorative, or elaborate belt buckles are not permitted.
- b. Socks, stockings, tights or leggings may only be in school solid colors. Clear or skin-colored tights are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student’s legs and feet – leg warmers are not permitted.

**6. Miscellaneous Guidelines:**

- a. Clothing should be neat and clean.
- b. Clothing may not be worn inside out or backwards.
- c. Undergarments must not be exposed.
- d. Hair, face, body paint, and tattoo are inappropriate for school and not permitted.
- e. Athletic outfits are not permitted in the school building, except in P. E. classes and Dress Down Days.
- f. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention. Neutral/subtle/skin tone shades of make-up are only permitted.
- g. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- h. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercing other than earrings are prohibited. Hair accessories must not attract attention.
- i. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention. Students are not permitted to have designs shaved into the hair.
- j. Hats, caps, curlers, bandanas, doo-rags, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers and coats are not to be worn during school hours (even on dress down days).

- k. On dress down days, clothing that is revealing, such as short mini-skirts, shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school). Shirts must be worn buttoned up to second from top.
- l. On dress down days, all t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for middle/high school students - i.e., alcohol and tobacco products, etc.).

## Safety & Security

### Academy Driveways and Parking Areas

Parents and visitors are asked to use extreme care in the academy driveway and parking areas. Parents who drive students to and from academy should permit walkers the right-of-way. Students should never cross between parked buses or cars. Parents are asked to observe the "NO PARKING" areas in the academy ground: There is to be no parking in the drop-off and pick-up areas; there is to be no parking on the grass; parking must be in one of the designated parking spots.

### Outdoor Areas

All outdoor activities on NUR ACADEMY playgrounds are supervised. With that in mind, we also expect that:

- Children should watch where they are running and should play away from academy buildings.
- They should not climb trees, poles or fences.
- Students may not leave the academy campus during lunch and/or recess without express permission from an office staff member or the Director.

### Playground / Designated Play Areas

- Students will be encouraged to play outdoors when weather permits. If a child needs to remain indoors for serious health reasons, the parents must send a detailed note to the teacher explaining why the child needs to remain indoors. If the request extends three (3) days in length, a letter from the child's doctor will be required.
- Parents and teachers are encouraged to remind their children that play areas are designed for recreation and play. The following are rules/guidelines specific to designated playground areas:
  - Students should always be in the play areas to which they are assigned.
  - No equipment other than academy issue will be permitted at academy during play area use. All other equipment will be confiscated.
  - The safety of the entire play area is to be considered at all times.
  - Balls may not be kicked or thrown against buildings, fences, play equipment or other individuals.
  - Should a ball be kicked out of the designated play area accidentally, the student kicking it out must inform the teacher/adult on duty immediately.
  - If anyone should get injured during recess or any other play time, a student should inform the teacher/adult on duty immediately.

Any behavior deemed to be a deviation from proper playground/play area etiquette will result in the student being removed from the area and disciplined in accordance with the NUR ACADEMY Discipline Policy.

#### Games, Electronics and Other Non-Instructional Devices/Materials

CD players, iPods, iPads and/or other tablets, eReaders, laptops, cameras, headphones, toys, wheelie shoes, etc. should not be brought to academy, unless so authorized by the Director. Clothing - All students' outerwear, such as coats, hats, boots and gloves should be labeled. Parents are encouraged not to allow students to carry too much money, which can be lost or misplaced.

#### Use of Academy Telephone

The academy telephone is basically a business telephone. Therefore, children are not allowed to use it except in an emergency. Parents, also, should not help themselves to the use of the phone without seeking permission from office staff.

**Fire Drills** will be conducted at least twice during the academy year.

**Tornado & Emergency Evacuation Drills (Hurricane, Bomb Threat and Lock-down)** will be conducted at least once per year.

#### Snacks

NO SNACKS will be provided by the academy. Snacks should be nutritious and CANNOT include: Candy, Chocolate, Soda or Gum.

#### Restricted Foods

Restricted foods are foods which cannot be given to or be in the possession of students at any time. These are:

- Soda
- Caffeinated Drinks
- Gum
- Candy
- Pork Products
- Alcohol or products containing alcohol

#### Interaction with the Media

- Any requests made by the media for interviews should be forwarded to the Director.
- NUR ACADEMY personnel, parents and/or students will only answer questions with prior approval from the Director.
- If students are to be interviewed, written consent from the parents must be on file.

#### Musical Instrumentation

Musical instrumentation on tapes, videos, etc. will not be allowed unless necessary for the educational process.

#### Student Photographs &/or Videos

Students are photographed/video-taped throughout the year for promotional materials and for use on the web-site. Any parent NOT wanting their children's pictures used for such purposes needs to submit a letter to the administration so stating.

### Distribution of Written Materials on Campus

Any materials (business cards, flyers, etc.) must be approved by the administration before distribution.

### Pet Policy

No student is allowed to bring any animals and/or pets to academy at any time without first receiving written permission from the Director.

### Birthdays

Birthday cakes, cookies, treats, etc. cannot be brought to academy to commemorate student birthdays.

# NUR ACADEMY FAMILY CONTRACT 2018-2019

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

I/WE, THE PARENT(S)/GUARDIAN(S) OF THE ABOVE-NAMED STUDENT, IN CONSIDERATION OF THE ENROLLMENT OF MY/OUR CHILD IN NUR ACADEMY DO HEREBY AGREE TO THE FOLLOWING:

- I will help the school to make learning a primary occupation for my child.
- I will send my child to school on time, healthy, clean and prepared to learn.
- I will ensure that my child is dressed and groomed according to the dress code of NUR ACADEMY.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep NUR ACADEMY informed of a phone number and address where I can be reached during daytime hours.
- I will encourage my child to participate in the school-organized, community volunteering activities, since these kinds of activities are an important part of the learning experience.
- I will meet with my child's teacher and/or the administration as requested.
- I will take responsibility for the behavior of my child in the school.
- I understand that NUR ACADEMY is governed by a Board of Directors.
- I understand that the NUR ACADEMY administration has the authority to suspend or to recommend expelling the student from NUR ACADEMY if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student and/or fails to cooperate with NUR ACADEMY to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through the NUR ACADEMY weekly newsletter and/or the NUR ACADEMY website at [www.DiscoveryAcademy.info](http://www.DiscoveryAcademy.info).
- I understand that it is my responsibility to review my child's report cards issued by the school.
- I understand that this contract is an agreement with all other parents in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.
- I will ensure that my child is carrying this student agenda every day at school.

## PARENT(S)/GUARDIAN()

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the NUR ACADEMY Student & Parent Handbook with my/our child. I/We have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I/We agree to support NUR ACADEMY by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school related projects. I/We have received the NUR ACADEMY Contact Information Sheet that was supplied with my/our child's student agenda.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## STUDENT

I have thoroughly reviewed and agree to abide by each of the policies, procedures and expectations outlined in the NUR ACADEMY Student & Parent Handbook. I have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I understand that failure to do so may result in my expulsion.

Student's Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(If 10 years of age or older)

**Directions:** Families are expected to read and discuss the NUR ACADEMY Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and this document and indicate both understanding and acceptance of these by signing, dating, and **returning this completed contract to the student's homeroom teacher by Friday, August 17, 2018.**