

PARENT/STUDENT

HANDBOOK

2016 - 2017

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***Peace and Blessings of Allah be upon His Messenger and Servant, Muhammad (SA)***

***A Message from AFA Management Committee***

***Dear Parents & Students:***

***Assalaamu Alaikum wa Rahmatullah wa Barakatuh!***

***Welcome to Al-Furqan Acdemy:***

***It is our hopes that your child or children have a satisfying and rewarding experience at Al-Furqan Academy this school term. We encourage you to get involve by working closely with our school’s administrative staff and faculty, and by becoming fully acquainted with the principal and your child's teachers. Cooperation between home and school is essential for the success of all students. AFA is one of the most important Islamic community-building projects in the city of Jacksonville. Whether you are a parent, volunteer, teacher, faculty or staff member of Al-Furqan Academy, you have become a part of the AFA family, joining hands with men and women representing a variety of ethnicities, education and experiences. Yet, all of us are committed wholeheartedly to one cause – the education and upbringing of our students in a way that reflects Islamic morals, values and character.***

***An Islamic educational program can only be effective when it’s reinforced in all areas of the student's life. Parents must remember that learning does not end at school, but actually begins at home. Working together for the benefit of all students, will bring much success, Insha’Allah. Therefore, our parents, faculty/staff, volunteers and the community at large must do their part in making this happen; as we know it takes a village. This handbook contains basic information about Al-Furqan Academy, including your rights and responsibilities as parents(legal guardians). Please keep this handbook available as a reference throughout the school year.***

***AFA is entering a new phase in its process of growth. With growth comes change, and change must be embraced and managed properly. Although we have come a long way since our modest beginnings, we still have a long way to go in achieving our goals of establishing an Islamic school that can serve as a model for other similar institutions around our nation. Insha’Allah Al-Furqan Academy will become stable enough to accommodate future growth of our community. Our undertaking is not without difficulties and hardships, which will require patience and sacrifices on all sides. AFA will need your continued support, cooperation feedback and advice throughout this effort. You will find that Insha’Allah, we are always ready to listen.***

***We pray Allah, The Most Merciful will guide us in our efforts and give us much success every year; and may He bless us to Always remember Him and be grateful.***

***Assalaamu Alaikum wa Rahmatullah wa Barakatuh!***

**1. BACKGROUND:**

Some of the founding members of ICNEF (Islamic Center of Northeast Florida) established Al-Furqan Academy in August of 1997. They saw the immense need for an Islamic elementary school in the city of Jacksonville, and they acted upon it. First, written plans, policies and procedures were set in place, and classrooms were setup within the Masjid. Recruitment to fill positions of teachers and school administrators took place, thereafter numerous other plans and procedures developed. The school has now progressed beyond its modest origins and now comprises of elementary students, ranging in grades preschool thru 5th grade. We expect to in the near future, establish a middle and high school. Our playground is built according to federal safety guidelines. We also have a library with computers for our student’s use, a computer and science lab. It is indeed a blessing for any community to have within its midst a school consisting of a diverse population of children, faculty and administrative staff; where a multitude of ethnic backgrounds, religions, as well as cultural differences coexist and flourish together.

**2. PHILOSOPHY AND PURPOSE:**

The purpose and philosophy of Al-Furqan Academy is to please Allah (The God Almighty), and to approach all issues with the guidance of the Holy Qur’an and the Sunnah of Prophet Muhammad (Peace be upon him). In addition, it is our vision to enact programs that enhance the lives of all students educationally, cognitive, spiritually, honorably, physically, socially and emotionally. Insha’Allah (God willing), Al-Furqan Academy will:

1. Provide an Islamic environment that is conducive to learning for all students in an academically challenging program.
2. Provide a comprehensive program which benefits our students’ within the parameters of Islamic guidance, enabling them to seek knowledge and success in this life and the Hereafter.
3. Provide a faculty and staff that is qualified, competent and flexible enough to meet the needs of all students; and continuously upgrade their skills by attending various professional development workshops and courses.
4. To actively help all students understand and express sound judgment, and become productive members and leaders of the worldwide community.

#### Philosophy of Islamic Education

The main goals of Al-Furqan Academy, with the input from all stakeholders is to provide our students with academically challenging, rigorous and relevant learning experiences that will empower them to become life-long learners. Our desire is that these educational experiences embedded with the tenants of Islam will help our students to fulfill their utmost potentials for both spiritual and intellectual growth. The most distinguishing characteristic of Al-Furqan Academy, is that it also provides an environment that encourages the development and flourishing of an Islamic identity.

**3. SCOPE OF THIS HANDBOOK:**

The purpose of this handbook is to set forth policies and procedures for Al-Furqan Academy’s parents and students. These policies and procedures may be modified, amended and/or eliminated by AFA’s Administrators and/or Management committee as needed. Necessary updates will take place every school term.

1. Parents shall be notified in writing if and when any changes take place. Nothing in this handbook is intended to conflicts with, nor modify the teachings of the Qur’an and the Sunnah of the Prophet Muhammad(pbuh). Nothing in this handbook shall conflict with local, State or Federal laws of Florida.
2. Al-Furqan Academy will adhere to the policies and procedures of the Duval County Public School System, as long as there are no conflicts with the beliefs and/or practices of Islam.

**4. PARENTAL INVOLVEMENT INTRODUCTION:**

The Islamic education of a child must begin at home. From the moment the child is born the home is the first school for children. While the mother’s arms provide the desk from which the child views the world, the father is the next best role model to help prepare the child(ren) for the life outside the home. Therefore, it is very important and beneficial for the child when both parents are actively involved in his/her education and everyday life. Remember, parents do not need a degree in education or psychology to help educate their children.

**Some prerequisite are:**

1. To have the home, school and community working together in a mutually responsible ways that heightens the unity between all; which is the grand achievement of Islam and of Muslims.
2. To remember that the concept of unity is of extreme importance not only for the child’s Islamic education. Parents must consistently show support for the school’s operation and educational programs in a positive way. This will enhance the learning environment of the child with a reciprocal line of communications between the parents and school at large.
3. Parents are encouraged to participate in all school activities and events by joining our PTO Parent/Teacher Organization and help with fundraising for the school; and become actively involved in their child’s academic, social and emotional behavioral progress.
4. To become a part of the mutual teachings of truth, patience, and consistency must be our common goals.
5. That whenever parents have concerns or some problem involving their child(ren’s), teacher(s), etc…a conference may be schedule promptly with the teacher(s) and parent(s) to help establish a solution.
6. To understand that in the event the initial conference does not produce a satisfaction for all concerned, a second conference which includes the principal may be scheduled.
7. That when a second conference which includes the presence of the principal does not bring satisfaction to the situation, he/she may request a conference with the Management Committee of the AFA for an acceptable solution.
8. That parents are responsible for providing a quiet and well-it place at home for the child(ren) to study. It is also the parent’s responsibility to make sure, that daily homework assignment(s) completed and turned in on time. Remember to check your child(ren) planner daily for homework assignments, etc….
9. That when a child fails to complete his/her homework assignment(s) the situation is assess by their teacher(s), thereafter, parent(s) are notified either in writing or a phone call; in some cases both will take place.
10. That it is the sole responsibility of parents to help their child develop good study habits at home. It is essential that home and school work together in a cooperative effort to help with the overall development of our students education; Islamic and formal.
11. That Insha’Allah, this combined effort will help foster in our students, a greater sense of responsibility in making good choices that will allow them to grow stronger and become good citizens and leaders throughout the world.
12. That all children need a disciplined life with the awareness that obedience and submission to Allah (SWT), and respect for authority will help create a strong and successful Mu’min adult.

## 5. LOST AND FOUND:

Lost articles of clothing and other personal items belonging to students may be claimed in the office. Parents, our teachers and staff need your help in identifying your child’s clothing, etc…. by writing your child’s or children’s name on the inside of his/her jackets, sweaters, book bags, lunch boxes, scarves etc…. NOTE: All items remaining in the school’s lost and found at the end of the school term will be donated to the Salvation Army or some other organization.

**6. GOVERNANCE AND ADMINISTRATION:**

The management of Al-Furqan Academy rests with the school’s administrators and AFA Management Committee. Together they’re responsible for governing all school situations and concerns for the best possible solution. Policies and procedures have also been established to help oversee and maintain financial stability of the school. Our school’s administrators and Management committee are the leaders in fundraising for AFA, and support positive promotion of AFA in a professional manner.

**7. ADMISSION AND ENROLLMENT:**

For every school term, Parents of New and Returning students are required to complete an application package for each child, which include signing the Parent/Student Enrollment Agreement and Parent/Student Handbook.

**7a. Application Package and Documents:**

Al-Furqan Academy’s application package consist of several forms that must be completely filled-out, signed and dated by the parents(legal guardians). Other required enrollment documents include:

**Preschool/VPK students**:

* Birth certificate
* Most current immunization
* Physical health reports.

**K – 7th Grade students**:

* Birth certificate
* Most current Immunization & Physical (health) reports, as requested
* Report Card(s), if applicable
* SAT10 or FCAT, if applicable
* Behavioral or Physiological documents

As a rule, all students in grades K and above will be given an oral and written assessment test the first or second week of school. The results of the test will help teachers better understand what the student’s special needs are, if any. Also, the results of the test may affect a student’s current grade placement. If a student does not pass the assessment test the teacher will recommend that the student be placed on probation in the promoted grade for the 1st Quarter or returned to the last grade. All test results will be reviewed by the principal for a final decision; and thereafter a parent-teacher conference will take place to discuss the results of the test and any recommendations.

**Pre-Kindergarten (VPK):**

Children who are **(4) years old by September 1st** of the academic year are eligible for the government funded VPK(Pre-Kindergarten) program. **Preschool children who are (3 ½) years old by September 1st are accepted when seats are available**. Children who qualify for VPK will always be given first preference.

**Kindergarten (KG):**

Children who are five (5) years old by **September 1st** of the academic year are eligible for Kindergarten. **NOTE:** Students are eligible for kindergarten attendance provided they meet the age requirement per Florida law (Section 1003.21(1) (a).2. Florida Statutes) specifies that children who have attained the age of five years on or before September 1 of the school year are eligible for admission to public and private kindergarten during that school year based on rules prescribed by the school board.

**NOTE:** **The Florida Department of Education has set a minimum age requirement for each level of school at both private and public schools. In order to be accepted into first grade, a student must be six years old on or before September 1st of that school year. If the student does not meet that age requirement, she/he will be registered for kindergarten, unless the principal approves her/his admission to first grade based on exceptional circumstances that must be documented and placed on file.**

**1st Grade**

All 1st grade students must be six (6) year old by or before September 1st of the school year to be eligible for first grade. Each student is required to take an entrance assessment exam. If the student does not pass the exam, in most cases he/she will be returned to kindergarten. The teacher has the option of allowing the student to be placed on probation for the 1st quarter. If the student cannot keep up by mastering required skills he/she will be returned to kindergarten.

**2nd – 7th Grade**

All students will be given a grade entrance assessment. In the event the student does not pass the exam, the teacher has the option of recommending that the student be placed on probation during the 1st quarter in the promoted grade, or be returned to last grade. The principal will review all assessment results for final recommendations.

 **7b. Regular School Hours:**

 **PRE-SCHOOL & VPK: Monday – Friday**

 **Session 1: 8:20am – 11:30pm**

 **Session 2: 12n – 3:00pm**

 **KINDERGARTEN – 7TH: Monday – Thursday: 8:00am – 3:00pm Friday: 8:00am – 1:00pm**

**7c. Drop Off/Pick-up Authorization Form & Dismissal:**

1. All students must have a Drop Off/Pick-Up authorization form on file in the AFA office. Kindergarten and above students must report to the Masjid’s multipurpose room upon arrival for morning assembly. Assembly will begin at 8:15am every morning.
2. Students in grade K and above are considered late after 8:30am and must report to the office for a tardy slip.
3. Parents (legal guardians) of preschool/VPK and Kindergarten students must escort their child to the office for a tardy slip prior to escorting them to class.
4. To alleviate EARLY PICK-UP confusions for doctor’s appointment, etc…parents(legal guardians) are required to report directly to the office upon arrival and sign the student(s) out. Thereafter the teacher notified to send the student(s) to the office.
5. In some cases parents (legal guardians) will be given a permission slip allowing him/her to pick-up the student from the classroom.

**7d. Dismissal:**

Students in kindergarten above are dismissed @ **3:00pm** Monday-Thursday and must be picked-up no later than **3:15 pm** from of the Masjid. If for any reason parents (or other authorized persons) cannot pick up their child at the prescribe time, it is the parents’ responsibility to notify the school’s office immediately. **NOTE:** AFA’s administrators will not release students to unauthorized persons without verbal or written permission from parents. **Student safety is one of Al-Furqan Academy’s top priority.**

**7e. After School Care Services:**

After school care services will be provided for the 2015-16 school term at a cost to the parent(s). The fees are as follows:

* VPK/Preschool weekly fee from 11:30–3:00pm is $50.00
* VPK/Preschool weekly fee from 3:00-5:00pm is $30.00
* K-6th Grade weekly fee from 3:00-5:00pm is $30.00

 **7f. Late Pick-Up Fees:**

AFA will charge a late fee for all students not picked up on time. Please note fees below:

* **Zero to 15 minutes** - $3 for 1 child, $5 for 2 children and $7 for 3 or more children
* 15 minutes to 1 hour - $5 for 1 child, $8 for 2 children and $10 for 3 or more children

NOTE: For every additional hour parents are late picking up their child, an extra $5

will be charged. **ALL MONIES MUST BE PAID AT THE TIME OF PICKUP**.

**8. FINANCIAL POLICIES (Out-of-Pocket Tuition):**

Out-of-pocket tuition payments **MUST** be received by or before the 5th of each month.

1. On the 7th day of the month a late fee of $25.00 will be charged and must be paid along with the regular tuition payment.
2. If tuition remains unpaid through 15th day of the month a $50.00 late fee must be paid along with regular tuition payment.
3. Request of bi-monthly tuition payments MUST be approved by the Principal.
4. After a 4th late payment without an acceptable reason, the student(s) may become liable for suspension from the Academy.

**NOTE:** Tuition is a monthly fee, therefore tuition credits do not apply. There are no discounts for students absent due to illness or holidays, religious or not.

**8a. Methods of payment:**

**NOTE**: Each returned check incurs a fee penalty of $35.00 payable to Al-Furqan Academy, unless the error was with the banks. After a second returned check Al-Furqan Academy will no longer accept personal checks from these parents.

1. Money order
2. Personal check
3. Cashier’s check
4. Cash
5. AFA also encourage Electronic Fund Transfer via your checking account to AFA’s checking account.

**8b. NON-Scholarship Discount Tuition (Cap: $1,000.00 a month):**

AFA offers tuition discounts to non-scholarship families enrolling two or more children. In most cases, the discount applies towards the second and third child. Parents of students in grades K and above are required to sign an annual Enrollment Tuition Contract agreement that covers tuition, registration and book fees rules and regulations.

**IMPORTANT SCHOLARSHIP NOTICE**: Parents seeking scholarship assistance for students in grades K and above may apply for the Step Up For Students scholarship online. Our office will notify parents when to apply. Go to the website [www.stepupforstudents.org](http://www.stepupforstudents.org) and then follow the instructions to apply.

**8c. Registration:**

A $100.00 registration fee for new students in grades K and above, and $75.00 for returning students must be paid upon enrollment.

**8d. Book Fee:**

An annual non-refundable book fee of $150.00 is required for all students in grades K and above.

**IMPORTANT NOTICE**:Registration and book fees are required to be paid at the time of enrollment or no later than the first week of school. Non-payment will result in your child’s report card and other official documents being withheld by AFA.

**8e. Financial Aid:**

Financial assistance is available for parents not receiving scholarships. VPK (Voluntary Pre-Kindergarten) and (SUFS) Step Up For Students are the main two government scholarship programs AFA participates in.

**9. ATTENDANCE POLICY:**

***A student’s Attendance is a LEGAL RECORD. By LAW students in grades K and above must be present in school for 90% of the required instructional days to be promoted to the next grade.*** All students are required to attend class everyday unless there is an acceptable excuse such as: Personal or parent illness, family emergency, or a short leave of absence approved by the Principal. AFA’s faculty and staff believe strongly in regular and punctual attendance of all students. Remember, teachers cannot teach students who are not present. Regular absences will affect any child’s learning experience and disrupt the continuity of the classroom instruction process, not only for the student who is absent on a regular basis, but for the entire class as well.

**9a. Regular and Extended Absences:**

When a student is absent three (3) or more consecutive days during the week, parents (legal guardians) will be reminded that they are required to submit a doctor’s note or other documentation to the office upon the student’s return. However, if there is no doctor’s statement, a letter from the parent stating the reason will only be accepted with the Principal's approval. Too many unexcused absences will affect the student’s attendance record and grades.

**9b. Corrective Action Plan for Extended Absences:**

At the end of every quarter, the administration will examine the attendance record of every student. Parents (legal guardians) of students who do not meet the 90% attendance requirement will be notified, and a meeting will be held with them in order to address their child’s excessive absences, unless it is excused. If by the end of the school year a student is still not meeting the 90% attendance requirement for the whole year, then that student may not be promoted to the next grade level. Any unexcused absences beyond what is permitted must be made up by that student by staying after school on some days for additional instruction time, or by making up those days over the summer before the beginning of the next school year.

**9c. Tardiness:**

Al-Furqan Adacemy stresses the importance of all students arriving to school on time, as this is the prime responsibility of the parents. AFA also requires parents to contact the office when students are going to be late or absent. Again, regular and punctual attendance of all students is the primary responsibility of the parents (legal guardians). When arriving to school late with your child, remember to stop by the office for a tardy slip prior to sending your child to class. Being tardy on a regular basis will affect the student’s attendance record and grades. A letter of concern will be sent home reminding parents (legal guardians) of the adverse effect tardiness has on a child’s educational progress.

**NOTE:** VPK students who arrive to school late by ten (10) minutes or more, and leave school early for any reason are considered absent for the day, per VPK attendance policy. Also, if a VPK child is absent for five (5) consecutive instructional days he will be dismissed from the VPK program, unless the parent (legal guardian) receives approval from the principal, due to “extraordinary circumstances”. **PLEASE REVIEW VPK ATTENDANCE POLICIES at: www.elcofduval.org.**

**9d. Early Release Request:**

All parents are required to report directly to the main office and sign the student out of school. Parents must NOT go to the classroom with a permission slip from the office. The administrative assistant will contact the student’s teacher requesting that said student be sent to the office for early dismissal once the student has been signed out by the parent (legal guardian). Parents may also call ahead of time requesting that said student wait in the office for parent’s (legal guardian’s) arrival. **NOTE:** Students will not be released without the proper signature approval.

#### 9e. Withdrawal Policy:

A two (2) day written notice of intent to withdraw a student from the academy is required, per AFA’s parent/student enrollment contract. This will allow our office to notify the teacher(s) of the parent’s or legal guardian’s request. However, unless all required books are returned and all school fees paid in full, AFA will not release or transfer any student documents.

**9f. Homework Assignments:**

Homework is an integral part of the educational process at Al-Furqan Academy. Therefore, completing homework assignments on a regular basis will help the teacher in assessing the students’ level of understanding and progress. Completing homework assignments willalso help reinforce skills and knowledge acquired in the classrooms. Homework assignments are

very important and given to students to practice skills previously learned in class or to help them prepare for the next lesson. Completion and return of homework assignments in a timely manner is **mandatory.** Islam teaches that all good deeds are loved by Allah (SWT), even when the deed is small, but performed regularly. Parents (legal guardians) are required to provide a quiet, well-lit area for their child to study and perform daily homework assignments. Each child needs

quiet quality time to study without interference from home activities. Below is a recommended amount of time needed per grade level to complete homework assignments every day:

**Written Homework Assignment Schedule**

**VPK(Pre-K) & Pre-school 10-15 minutes**

**Kindergarten 15-20 minutes**

**1st Grade 20-30 minutes**

**2nd/3rd Grades 30-40 minutes**

**4th – 6th Grade 40-60 minutes**

**9g. Make-Up Work:**

All make-up assignments are given at the teacher’s discretion. Students’ who are continually absent may be required to make up homework and classroom assignments. It is the student’s and parent’s responsibility to obtain all required makeup assignments in a timely manner from the teacher(s). All make-up assignments must be completed and returned to the teacher within the time allotted.

**NOTE:** Failure to turn in required make-up work willimpact a student’s grade. In cases involving excused absences for reasons such as illness or a family emergency of three (3) or more days, the parent (legal guardian) may request make-up work by contacting the school’s office. Make-up work must be picked up within a twenty-four (24) hour period after such a request is made.

**10. PROGRESS REPORTS/REPORT CARDS:**

Progress reports and Report cards are sent home once every quarter. There are four (4) quarters in each school term.

**10a. Purpose of the Progress Reports:**

A progress report is intended to communication how well the student is doing in school, showing his/her mid quarter grades, etc..; and to also show the subject area(s) in which the student may need to improve his/her grade(s) before the Quarter ends. A progress report will be sent home once every quarter for student in grades K – 6th. Thereafter is a grace period of two (2) to three (3) weeks remaining in each quarter that allows a student to improve on his/her grade(s) if need be. Parent(s) are welcomed to schedule a parent/teacher to discuss any concerns they may have.

**10b. Report Cards:**

Report cards are send home on a quarterly basis for all students in grades K and above. Parents are required to review the report card, sign and return to school. There are four (4)

quarters each school term, with the first report card being sent home in October. This is an opportunity for parents to schedule a parent/teacher conference if needed. To schedule a conference, contact the school’s office at (904) 645-0810.

#### 10c. Grading Policy:

**Kindergarten**

**S -** Signifies the student has demonstrated a level of **“Satisfactory”**

**NI -** Signifies that student **“Needs Improvement”** from home**.**

**IM** - Signifies that student has **“Improved”** in his/her performance.

**US-** Signifies that student has demonstrated **“Unsatisfactory”** achievement.

**1st Grade - 5th Grade**

**A = 90-100%** Student has demonstrated a high level of understanding/ achievement.

**B = 80-89%** Student has demonstrated an above average level of understanding/achievement.

**C = 70-79%** Student has fulfilled the basic objectives of the subject in a satisfactory manner.

**D = 60-69%** Student has not achieved the basic objectives of the subject.

**F = 59%** Signifies “failure” to master requirements of the subject, not passing & below level.

**10d. Promotion and Retention of Student:**

Although retention of students has long been debated in the world of academics, Al-Furqan Academy’s faculty and administrative staff have an obligation to provide an excellent academic and Islamic education for all students. Therefore the intention is to be fair to all students emotionally and academically. Kindergarten and above students must meet a certain academic criteria and skills to move onto the next grade. Guidelines and standards regarding promoting students to the next grade or retaining a student in the current grade have been established and placed at the teacher’s discretion; and will be based on the student’s ability to perform or not perform at grade level. Attendance and tardiness will also play a very important role in the deciding factor. Pre-kindergarten students cannot be retained.

## 11. EMERGENCIES:

Bad or unusual weather and/or national/local forecast of expected hurricanes, tornadoes or flooding please call AFA’s office @ (904)645-0810 for confirmation of the emergency and/or the latest update on school closure. **NOTE:** Also monitor the local news for announcements concerning school closures in Duval County and possible evacuations from the city, if necessary.

1. If and when a weather emergency occurs while school is in session, an announcement will be sent from the office to all classrooms informing teachers and other school
2. personnel to evacuate immediately to the safety of the Masjid(building), if possible. Every necessary precaution will take place to ensure that everyone is safe and secure.
3. Parents will be notified of the emergency and requested to pick-up their child(ren) immediately.
4. In the event of a school-wide lock down for any reason, all portables and Masjid doors will be locked until further notice from the principal(school office) and/or Masjid officials.
5. During certain emergency evacuations faculty/staff of AFA are required to remain behind to help in the process of securing all students until picked up by parents(legal guardians) or until the emergency has passed.
6. Parents will be informed of all school-wide emergencies.
7. It is imperative that you(the parents) keep AFA updated when you change your contact information during the school term.

**NOTE: Al-Furqan Academy** will remain open the entire school term with the exception of religious holidays, national non-religious holidays and weekends. However, in the case of an emergency (i.e. severe weather) Al-Furqan Academy will be closed, per compliance with the Duval County Public School System(DCPSS) recommendations.

**11a. Emergency Contact Information:**

AFA requires all parents(legal guardians) to fill out an emergency contact information form every school term.

**12. HEALTH & ILLNESS – Medical Staff:**

AFA does not offer medical or life insurance to its employees or students, nor is there a nurse on the premises. Therefore our office will only provide general first aid to students as needed. Calling 911(emergency) is required for any and all medical emergencies beyond general first aid. Parents needing assistance with giving their child prescription medicine and/or non-prescription medicine MUST sign an AFA **NO Fault Medicine Assistance Form**. This form gives AFA’s administrative staff permission to administer medicine to the student, per instructions of the parents at no liability to them or the school.

## 12a. Illness:

For the protection of everyone do not send your child(ren) to school if he/she has any of the following symptoms:

- High fever

- Nausea or vomiting

- Evidence of a communicable disease

- Severe headache and/or stomach ache

- Spasm or convulsions

- Any severe accident including cuts or bleeding

- Persistent cough

- Rashes or Pink Eye

- Head or Body Lice

There will be cases when parents must show proof in writing that their child has actually received medical attention from a physician and indicating the student’s date of return to school.

**13.FUNDRAISING:**

Al-Furqan Academy receives financial support from two (2) government sources in the form of scholarships. They are VPK(Voluntary Pre-Kindergarten) and SUFS(Step Up for Students. Therefore, AFA depends solely on out-of-pocket tuition fees, along with registration and book

fees; charitable donations from members of our community are always welcome. With help from Allah(SWT) first, and through some fund-raising efforts we strive to keep our tuition fees as moderate as possible. We encourage our parents to join the Parent Teacher Organization(PTO), which assists the school in fund-raising efforts throughout the school term.

**14. ANNUAL SCHOOL CALENDAR:**

Al-Furqan Academy’s annual school calendar contains special events, religious holidays, non-religious holidays and teachers’ planning days, etc…. Please refer to the calendar for monthly activities and events. AFA is a ten-month school term period. **The** **2015-2016 School Term will begin on Monday, August 24th through Friday, June 10th.** For this school term, there are one-hundred eighty instructional days (180) divided into four quarters, with each quarter being approximately forty-four to forty-six days. **SEE ANNUAL CALENDAR online @** [**www.alfurqanacademy.org**](http://www.alfurqanacademy.org)**.**

**AFA’s No School Days are as follows:**

* Labor Day
* Observance of Eid ul-Adha
* Teachers’ Planning Days
* Weather Days
* Veterans Day
* Thanksgiving Break
* Winter Break
* MLK Day
* President’s Day
* Spring Break
* Spring Day
* Memorial Day

**15. DRESS CODE RULES:**

Parents are responsible for sending their child to school clean, tidy, and dressed in the school’s uniform colors each day. It is the teachers’ responsibility to ensure that all students are following the school’s uniform dress code at all times. AFA’s student dress code rules were established for the following:

* To teach good grooming/hygiene;
* To instill good discipline; and
* To teach respect for authority

**15a. School Uniform and Colors:**

Students are not to wear hats, gloves, caps, hoodies, sweatbands, or any kind of clothing with animals or faces on them, at anytime. School uniforms may be purchased from many retail department stores such as: Wal-Mart, K-Mart, Target, Penny’s, Sears & Beall’s Outlet, etc...

**School Uniform Attire for VPK - 4th Grade Female Students:**

Navy Blue Pants (Navy Blue Jumpers Optional to be worn over Navy Blue Pants. No Tights)

Sky Blue Shirts (Girls in grades 2nd and up must wear long sleeve shirts at all times)

**Plain White Hijab: Required at ALL times for 2nd Grade and UP**

Black, Navy Blue, or Solid White Socks ONLY

Black or White Sneakers **(NO BRIGHT COLORS), NO BOOTS, NO HIGH HEELS AND NO SHORTS**

For PE: Solid Navy Blue Jogging Pants (Pants should be loose)

Navy Blue Jackets with School Logo **(purchased through the school)**

**School Uniform Attire for 5th Grade and Up, Female Students:**

A-Line Navy Blue Abaya (Long sleeves are required at all times)

**Plain White Hijab: Required at ALL times for 2nd Grade and UP**

Black, Navy Blue, or Solid White Socks ONLY

Black or White Sneakers **(NO BRIGHT COLORS), NO BOOTS, NO HIGH HEELS AND NO SHORTS**

For PE: Solid Navy Blue Jogging Pants & Sky Blue long sleeve shirt (Pants & shirt should be loose)

Navy Blue Jackets with School Logo **(purchased through the school)**

**School Uniform Attire for Male Students in VPK - 8th Grade:**

Navy Blue Pants

Sky Blue Shirts

Black, Navy Blue, or Solid White Socks

Black or White Sneakers **(NO BRIGHT COLORS), NO BOOTS NO SHORTS**

For PE: Solid Navy Blue Jogging Pants (Pants should be loose)

Navy Blue Jackets with School Logo **(purchase through the school)**

**15b. Dress Code Violation Rules:**

It is the parents(legal guardians) responsibility to send their child(ren) to school in clean tidy clothes; property dress in the school’s uniform attire and colors.

**1st Violation:** Parents will receive a phone call from the office administrator requesting

the parent to bring the proper dress attire (uniform) to school for the student to put on.

**2nd Violation:** Student will not be allowed to enter the class and the parent will receive a call from the office requesting her/him to bring the proper uniform attire for the student to put on, and that the student will not be allowed to enter the classroom unless he/she is dress as required.

**3rd Violation:** Parents (legal guardians) will be requested to pick-up his/her child and attend a conference with the principal.

 **16. ORIENTATION AND OPEN HOUSE:**

There will be a **school-wide Orientation & Open House (See School Calendar for Date & Time)**. This will be an opportunity for parents (legal guardians) and other family members to meet/greet our faculty and staff for the upcoming school term and have their questions answered. At this time parents will be given an Application Enrollment Package, Annual Calendar and the Parent/Student Handbook to fill-out, sign and return to the office. A classroom supply list will also be available.

**17. USE OF SCHOOL OFFICE PHONE:**

Al-Furqan Academy does not allow the office phone to be used for public usage. Therefore this phone may only be used by administrative staff, faculty and students when required.

**18. CLASSROOM VISITS:**

All classroom visits by parents (legal guardians) must be scheduled through the office and/or by the teacher. All visitors are required to report directly to the office for a visitor’s pass if required, before proceeding to the classroom. Once the appointment has concluded the parent or visitor must return to the office and sign out.

**19. VOLUNTEERS:**

AFA encourages parents (legal guardians) to become involvement in their child(ren’s) education in some of the following ways:

1. Become a homeroom parent
2. Join the PTO
3. Perform volunteer hours in library, etc….
4. Check with your child(ren’s) teachers or the school’s office for other ways of volunteering your services.

Remember Islamic(dressed) modest is required of all volunteers. Volunteers are also required to sign-in/out in the office for every visit.

**20. TOYS AND OTHER DEVICES:**

Students are NOT allowed to bring toys of any kind to school, including electronic and other items such as:

1. CD players; All Collectible Items(cards, action figures)
2. Whistles, Noise Makers, Roller blades & Skates
3. IPods, Ipads or cell phones
4. Musical instruments
5. Hockey sticks; Baseball Bats & Frizz bees

**NOTE:** Whenever found these items must be confiscated immediately by the teacher or any AFA employee and turned into office. Thereafter, the parent(legal guardian) will informed of the incident and have the choice of stopping by the office to retrieve such item(s).

**20a. Items NEVER allowed at school:**

The items are not to be brought to school without approval from the teacher and/or principal:

* Video games
* Computer games
* Non-educational related CD’s

The following items must NEVER be brought to school:

* Knives
* Any and all types of Guns
* Adult magazines, etc…

Any item deemed inappropriate will be confiscated by the teacher and/or other AFA employees and sent to the office. These items will not be returned to the student, and a parent/teacher/principal will be required.

**21. DISCIPLINE PHILOSOPHY AND PURPOSE:**

AL-Furqan Academy’s philosophy on discipline is to foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive in attaining the highest quality of' education, there must exist certain disciplinary policies and procedures relating to student conduct. Enforcement of these policies and procedures will be fair, uniform and based on the nature of the incident. The purpose of this information is to outline the policy and administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior. ALL parents(legal guardians) are required to sign the annual three(3) page agreement at the end of this document acknowledging receipt and with intent to adhere to all policies and procedures therein; as well as explaining these policies and procedures to their child(ren). Once all three (3) pages are signed by the parents(legal guardian(s), they must be return to the office asap! **Remember, disciplining your child(ren) when necessary starts at home.** Al-Furqan Academy’s first disciplinarian shall be the student’s teacher. The Principal and other school administrators will serve as disciplinarians as well. However, it is the Principal that shall have full authority to implement any and all discipline policies and procedures within the document, with exception of expulsion of the student. This suggestion or recommendation will require a meeting with school board officials.

**22a. Discipline & Behavior Expectations:**

As a private school, Al-Furqan Academy’s primary goals are to educate its students while fostering their personal growth. In order to make these goals possible, the faculty and administrative staff, with the cooperation of our students and parents must create and maintain an environment that is safe and orderly for everyone. All students are expected to adhere to the following rules and policies:

Attend class regularly and on time.

Be in your assigned seat with all necessary materials before the class begins.

Give every assignment your best effort.

Treat every student and teacher with respect.

Treat the Masjid and Salat(prayer) times with respect.

Follow the specific classroom rules.

Help maintain the building and all school property, equipment

and materials.

Follow all School Rules, including Discipline Policies and Procedures

There are four (4) basic principles listed below that are set in place to guide the student’s behavior at all times:

1. Students will come to class prepared and participate fully in class activities.
2. Students will follow teachers’, principal and staff directions, including classroom rules.
3. Students will not interfere with the teacher’s right to teach other students and their right to learn.
4. Students will not engage in any behavior that violates the school or personal rights of other individuals.

**22b. Discipline Offenses & Consequences:**

AFA will not tolerate deliberate misbehavior. Tolerating misbehavior will send the wrong message, and adversely affect his/her future concepts and attitudes. It is the duty of the faculty and staff to enforce good behavior on students, and kindly guide them away from bad behavior. Repeated and deliberate misbehavior will be subject to a scale of disciplinary steps according to its severity and impact of the incident.

1. **Verbal Warning:**

First time offenses of misconduct may be considered non-deliberate, and the teacher will render (advice) to the student and teach him/her the Islamic school rules of conduct.

1. **Written Warning:**

Continuous offenses of misconduct will warrant a written note sent home to the parents. This might also include any of the following consequences:

1. **Teachers Reprimand (Disciplinary Report):**

The reprimand will specify the offense and the disciplinary action taken by the teacher.

* Examples of the major misconduct/offenses deserving a teacher’s reprimand are: Missing homework, Disrupting the class (verbal disruption), and defying the teacher or classroom rules, offending others, rough playing or physically abusing other students, and Destroying school property or equipments.
* **Examples of reprimands by Teachers**:
	+ In Class suspension, especially from fun class activities.
	+ After class or after hours detention (in which case the parents must be called and notified and asked to pick up the student after detention)
	+ Extra class work or cleanup work may also be used, providing the student is healthy.
	+ Lunch detention
1. **Holding a Conference with the Parents:**

If misconduct continues and the student does not rectify his/her behavior, the teacher will hold a conference with the student’s parent(s) and arrive at a resolution or plan of action.

1. **Probation, Suspension, or Expulsion:**

If the misconduct of the student persists, the teacher may hold a conference with the Principal to discuss possible action such as placing the student on probation, or expelling him/her.

1. **Referring Student(s) to the Principal**:

Major misconduct requires a disciplinary report. Send the report along with the student to the administrative office. The Principal will review the report, speak with the student(s), sign the document, send a copy home notifying the parent (legal guardian) of the situation, give one a copy to the teacher, and lastly have a copy placed in the student’s file maintained in the office. In some cases, the parent’s (legal guardian) signature must be obtained before student can return to school.

The following are examples of major offenses that would require going to the office for possible suspension:

* Verbal abuse of faculty/staff members or profanity toward anyone
* Committing or threatening physical abuse of a student, faculty or staff member
* Damaging school property or the property of others
* Violating a local or federal laws such as: carrying a weapon or possessing drugs etc.
* NOTE: Minor offenses should be handled by the teacher in the classroom, and steps 1-5 stated above should be followed.
1. **Probation:**

The principal may place a student on probation for an identified period of time, after which the student may be expelled. This is at the discretion of the Principal.

#### Expulsion:

**In certain cases, and at the discretion of the Principal, he/she may suspend or expel a student from the school at any time without the prior knowledge, consent, or notification of the parents, if the Principal deems such action is in the best interest of the other student(s), staff, or the school as a whole.**

#### Due Process:

Each student is entitled to due process, as outlined above. A Parent or guardian has the right to appeal a decision of permanent expulsion to the Management Committee through AFA Parent Teacher Association.

**22c. Disciplinary Process (Credit):**

Students shall receive full credit for assignments completed in an alternative program, including in-school and at-home suspension. Students’ suspended from school will notreceive an excused absence, evenif he/she adequately completes the assignments for the period of suspension within a time frame designated by the teacher.

**23d. Discipline Plans:**

In addition to this discipline policy and procedure manual, the AFA administrative staff may establish more specific detailed discipline plans for various grades and classes. These detailed plans shall conform to all provisions of this manual. AFA administrative staff and Management committee are responsible for developing, amending, updating and re-evaluating these plans on an annual basis for effectiveness.

**24e. Record Keeping and Tracking - Major Offenses:**

Each teacher shall be responsible for recording and tracking student offenses committed during class. Teachers shall maintain a folder for each student of offenses and submit a copy of

these documents to the administrative office on a regular basis. These documents shall be maintained in student’s personal file in our office. The following information must be included on offense form or document:

* Date of offense
* Description of offense
* Name of teacher who observed offense
* Category of offense
* Disciplinary action taken/recommended

**25f. Detention:**

Parents (legal guardians) will not receive advanced notice when in school or at home detention is used. However, the Principal will notify parents of the offense in writing or by phone.

**26g. Suspension:**

A teacher may have a student removed from class for improper behavior and disruption. An in school or away from school suspension may exceed a period of five (5) consecutive school

days. The principal or his/her assistant will inform the student of his/her offense that caused the suspension and grant the student an opportunity to give his/her version of the incident. The parents (legal guardians) of the student shall be notified by telephone or other appropriate means, as soon as reasonably possible of the suspension.

A contract between the school, students and parents(legal guardians) will be drawn up, detailing how the student will improve his/her behavior and indicating his/her return to school. Parents (legal guardians) of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension. All suspensions will be documented and placed in student’s permanent file.

**27h. Expulsion:**

The Principal may expel a student at any time if he/she deems such action necessary for the student or the well being of the other students and school as a whole. This is done at the discretion of the Principal at any time without the prior knowledge, consent, or notification of the parents. Parents (legal guardians) will be notified and given the opportunity to schedule an appeals hearing. The request must be in writing, and delivered to the Principal within five school days after receiving the Notice of Expulsion.

**28i. Physical Restraint:**

Any AFA employee may, within the scope of the employee’s duties, use and apply physical restraint on a student that the principal or employee believes is necessary to:

1. Protect a person, including the person using physical restraint from physical injury.
2. Obtain possession of a dangerous object.
3. Protect property from serious damage.
4. Remove a student from a specific location, including the classroom, or any other area of the school’s property; who is refusing a lawful command of a school employee, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

**29. Waiver of Liability**

I am enrolling my child(ren) at Al-Furqan Academy, and hereby hold AFA Management Committee, Faculty, Administration Staff, Parents and Students harmless and exempt of any and all liabilities. For any dispute I might have with the Al-Furqan Academy, I hereby waive my right to litigate or petition any court of law of the local or federal authority, and shall accept the arbitration of one of the leaders of the local mosques agreed upon as an arbiter. If the arbiter has not reached an agreement, then I accept the arbitration of the Imam of the Islamic Center of North East Florida, Jacksonville, FL Masjid.

**30. GRIEVANCE POLICY:**

In order to create an atmosphere of mutual respect and cooperation at AFA, a grievance procedure is established to protect the rights of parents, staff, principal and other administrators.

**30a. Definition of Grievance:**

A grievance is a circumstance regarded as a cause for protest or complaint, as it pertains to the application or interpretation of any provision of the AFA policies. Included therein shall be

situations where a parent, staff, principal and/or other administrators, feels that he/she has been unfairly treated, harassed, and/or discriminated by any employee of Al-Furqan Academy or AFA’s Management committee.

**30b. Grievance Committee:**

1. New panel members will be selected annually to represent this board. The three
2. Members would include the Imam, and two members of the AFA Management committee. At least one of the three will be female.
3. AFA Management chairperson shall be the Grievance Coordinator to receive written grievances and initiate the grievance process.

**30c. Grievance Resolution:**

1. Direct discussion of the Grievant with the Respondent. If no satisfactory resolution is

achieved after discussion of the problem, the Grievant may proceed to step II. **(Documented discussion signed by parties involved).**

1. Direct discussion of the Grievant with the Principal or direct discussion of the Grievant

and the Respondent (together or individually) with the Principal. If no resolution is achieve after continued discussion, to the Grievant satisfaction, the Grievant may proceed to step III.

**(Documented discussions and signed by parties involved).**

1. If the Grievance remains unresolved, the Grievant would write a formal complaint (using

 AFA Approved Form) and submit it to the AFA Chairperson. The Grievance Committee shall

investigate in order to verify the facts and propose an equitable resolution. The Grievance

committee shall prepare a report of its findings, and recommendations and submit it to the

AFA Education Council. The decision made by the AFA’s Management committee shall be final.

 All parties involved will receive written notification of the board’s decision. The Grievant may

 withdraw his/her grievance, without prejudice at any stage of the process by making a written

request to the Grievance committee.

 2333 St. John’s Bluff Road South,

 Jacksonville, Florida 32246

 Phone: 904-645-0810

 Fax: 904/646-3214

[www.alfurqanacademy.org](http://www.alfurqanacademy.org)

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# Parent Acknowledgement Statement

I (We):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parents or legal guardians of the following Al-Furqan Academy student(s).

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (We) acknowledge that we have **read**, **understood**, **accepted** and will **adhere** to Al-Furqan Academy’s 2016-2017 Parent/Student Manual and Discipline Policies and Procedures.

I (We) have also reviewed this manual with our child. Please select one:

**I, we attended the School-wide Orientation** Yes □ No □

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Print name of Father(legal guardian) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

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Print name of Mother(legal guardian) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature