

QUBA ACADEMY



Parent & Student Handbook

Updated Fall 2022

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SECTION A - OVERVIEW

A.1. Objective of the Parent & Student Handbook

The purpose of this handbook is to inform parents and students about the policies guiding the staff and administration of Quba Academy in creating an environment for the student body to grow Islamically, educationally, socially, and emotionally; our primary focus is to facilitate students' success in this life and in the hereafter, Insha-Allah. Quba Academy staff is expected to create an environment that is consistent and positive in all aspects of learning and character development. The objective is to be equitable with each and every student, while encouraging and rewarding appropriate behavior, and deterring negative attitudes and poor behavior.

Quba Academy aims to promote a culture of honesty and integrity, Insha-Allah. It is expected that all staff, administration, students, parents, and affiliated community members follow and adopt the Islamic code of character and behavior, as exemplified perfectly by Prophet Muhammad (peace be upon him), his family and companions (may Allah Ta'ala be pleased with them), and all other rightly guided people (may Allah Ta'ala have mercy upon them).

A.2. Status

Quba Academy is not directly affiliated with any local, national, or international organization. The Academy is a non-profit organization, with corresponding legal designation, as per the Internal Revenue Service and the State of Texas. Quba Academy has been in continuous operation since January 25, 2013, Alhamdulillah.

A.3. Location

Quba Academy is located at 730 Farm to Market Road 1959, Houston, Texas 77034. Our telephone number is: (832) 582-7328. Our website address is: www.qubahouston.org and our direct e-mail address is: info@qubahouston.org.

A.4. Vision

To instill hearts and minds with the ultimate love of Allah and His service, positively transcending all facets of everyday life.

A.5. Mission

To create an Institute where students are grounded with sound knowledge of the Quran and academic excellence, while fostering an Islamic identity and awareness to develop into exemplary Muslims and energetic leaders.

A.6. Non-discrimination Policy

Quba Academy admits students and staff of any race or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to members of the school. Quba Academy does not discriminate based upon race, gender, or national and ethnic origin in the administration of its educational guidelines, admission/hiring policies, and other school programs.

A.7. Philosophy

Quba Academy is an institute of learning based upon the principles of the Quran and Sunnah, Alhamdulillah. Along with the memorization of the Holy Quran, understanding of the basic components of the Islamic faith, and the development of principled character, we aim to lay the foundation for our students to strive toward a better existence. Academically, we emphasize scholastic excellence and critical thinking skills, in conjunction with the curriculum standards outlined by the Texas Essential

Knowledge and Skills (TEKS). We aim to prepare our students intellectually, socially, emotionally, and physically for the betterment of family, community, and humanity.

Quba Academy is not merely a place to learn and develop academic skills, it is also a place to study and emulate the best behavior and conduct ever witnessed by humanity through the teachings and practices of Prophet Muhammad (peace be upon him). Through establishing a strong sense of accountability, Quba Academy believes individuals will exercise self-discipline and self-control in all matters, which will, in turn, ensure a better life for themselves and those around them. Quba Academy discipline policy and code of conduct is intended to be universal and designed to train and cultivate students' conduct and character towards excellence.

Quba Academy believes that parents, teachers, and administration members collectively play a key role in building the character and conduct of our students. Parents must understand that teachers are responsible for students' safety and welfare and are therefore given the authority to maintain proper student behavior, as outlined herein. Additionally, it is of utmost importance that parents, teachers, and administration members themselves exemplify the best conduct and character so that students receive a consistent message.

A.8. Parent Participation

Quba Academy implements a policy that is intended to build a vibrant, active community of involved parents. Studies have shown that children whose parents/guardians share in their formal education tend to perform better in school. We encourage our parents to volunteer their time in assisting Quba Academy's Partners in Education (PIE). Relevant activities will be jointly organized or coordinated by PIE, Quba Academy administration, and/or our schoolteachers. Such activities will take into consideration availability of parents and may be scheduled during school hours, before or after school, or on weekends.

A.9. School Visitation

Parents and visitors are welcome to tour and observe Quba Academy students and our school facility, at reasonable times, as long as they have obtained prior permission from the school administration. Quba Academy does not permit unauthorized visitations. Parents who wish to visit Quba Academy should notify the school *at least* one day in advance.

SECTION B - HOURS OF OPERATION

Quba Academy operates *twelve months* throughout the calendar year; however, there are breaks that are announced in advance. Hours of operation during the traditional school year are 7:30 AM to 3:45 PM. On Friday, the hours of operation are 7:30 AM to 2:30 PM. Students are expected to attend daily assembly promptly at 7:45 AM.

Ramadan timings may differ from the normal operating schedule and any such changes in timing will be communicated in advance. Summer school hours are announced during the month of May.

Quba Academy communicates any and all school closings for national holidays, weather related/emergency closures, or any Islamic holidays. We expect both parents and students to remain in touch with the school in this regard either through e-mail, social media posts, and/or the school's SMS messaging service. When possible, students will be given a printed notice during school hours which communicates any upcoming planned closures.

Quba Academy observes Islamic holidays in order to enable families to celebrate on such joyous occasions; at the same time, Quba Academy may be closed during conventional American holidays so that families whose members study and/or work in dissimilar settings benefit from time spent with one another. Please refer to the Quba Academy Calendar for specific dates and closures.

SECTION C - ADMISSION

Prospective enrollees at Quba Academy must complete the registration process and adhere to the school's admission policies. Registration may be completed online or in-person. All necessary registration forms must be completed in full, required fees must be paid, and all essential documents must be submitted to Quba Academy in-person or online.

- Early new student registration starts at the beginning of April and ends on the last day of school. However, we do enroll new students throughout the year based upon seat availability and remaining time in the school year. Quba Academy reserves the right to accept or close enrollment at any time.
- Returning families must have paid all balances from the previous school year to be considered for admission to the upcoming year
- Priority is given to returning students and their new siblings
- Quba Academy offers financial aid to families who qualify

C.1. Waiting List Policy

When a classroom opening becomes available, either through a student leaving or by approval of additional enrollment, students on the enrollment waitlist will be notified in chronological order of their registration date.

C.2. Financial Aid

Parents seeking financial aid should submit *two years of federal income tax returns* and any supporting documents that will allow Quba Academy to determine the eligibility of their request.

All aid requests are reviewed; decisions are based upon the availability of funds and the level of need for each student. Aid decisions shall be final, and the parent/guardian will be informed of the decision in writing. To protect the privacy of involved parties, decisions are kept strictly confidential.

C.3. Age Requirements

Legal documentation of age, such as a copy of the student's birth certificate, must be submitted along with the application for enrollment at Quba Academy.

Quba Academy has set **September First** as the birthday cutoff for Pre-K3, Pre-K4, Kindergarten, and First Grades. Students entering Pre-K3 *must* be three years old *by* September First of that school year. Students in Pre-K4 *must* be four years old *by* the age cut-off date of September First. Students in Kindergarten *must* be five years old *by* the age cut-off date of September First.

For all other grade levels, students are admitted based upon the level completed from their previous school.

C.4. Tuition & Payment Options

Registration fees are non-refundable and due immediately upon enrollment. For your convenience, there are several options available for tuition payment; fees may be paid in 10-month installments, 12-

month installments, or on a one-time basis. Upon enrollment, *full* tuition for that month is due; monthly tuition will *not* be prorated.

If a student withdraws during a given month, any fees that have been submitted for that month will not be returned. Further, report cards and test results will not be released until and unless all applicable student fees are made current.

Tuition is due on the *first* of every month. Payment options and methods are provided below:

Registration Fee

Application	Technology & Books	Total
\$50.00	\$325.00	\$375.00

One-Time Tuition Payment

Number of Students	Yearly Tuition
First Child	\$4,900.00 (\$200.00 Discount)
Second Child	\$4,700.00 (\$400.00 Discount)
Third Child	\$4,700.00 (\$400.00 Discount)

Tuition Installment Options

First Child		
Option One	\$495.00/month for 10 months	\$4,950.00
Option Two	\$425.00/month for 12 months	\$5,100.00
Second Child		
Option One	\$474.00/month for 10 months	\$4,740.00
Option Two	\$395.00/month for 12 months	\$4,740.00

Tuition payment may be made using either a credit card, debit card, or personal check. At the time of enrollment, payment information must be submitted to Quba Academy which shall be withdrawn automatically on the first of the month when it is due.

Tuition is calculated on a *twelve-month* basis; hence, fees are due even if a student is missing from class for extended periods of time. No extra fee will be assessed for regularly absent students. Also, tuition will *not* be reduced due to school absences (excused or unexcused), nor for partial days.

Quba Academy reserves the right to adjust tuition and registration rates any time. Any adjustment will be communicated to the parents as soon as it is announced.

C.5. Books & Supplies

Quba Academy orders all textbooks and related curriculum for its students. The charge for this service is reflected in the registration fees assessed to each student. At the conclusion of the academic year, textbooks must be returned to Quba Academy.

Parents/guardians are provided a list of required supplies for their child to attend Quba Academy prior to the commencement of the academic year. Students are required to have the necessary supplies prior to the start of school. There is a possibility that teachers may request additional items during the school year, and parents will be notified if such a need arises. Please navigate to: www.qubahouston.org/parents for an

updated supply list prior to each academic year.

C.6. Student Identification Cards

Quba Academy has instituted a student identification system that is managed by the issuance of identification cards for each student. These cards allow for the school to manage important assets such as books and electronic devices which are assigned to members of the student body.

The fee for initial card issuance is **five dollars**. Each subsequent issuance of card(s) will incur a charge of **ten dollars**.

SECTION D - ACADEMIC PERFORMANCE

D.1. Attendance

Quba Academy's school day begins promptly at 7:45 AM and ends at 3:45 PM from Mondays through Thursdays. On Fridays, the school day for students is from 7:45 AM to 2:30 PM. Please note that in the State of Texas, attendance is *mandatory* for school children. With that in mind, only valid, excused absences will not count against the student during the academic year.

D.2. Absence

As per State law, Quba Academy will closely monitor attendance for all students. Students in kindergarten and upper grade levels receive monthly notices when absences reach or exceed **three** per month. The first notice serves as a reminder of the absence policy. The second notice requests a meeting with the school administrator to identify the cause of absences and to devise a plan for improvement. Lastly, the school will set up a face-to-face meeting with parents of the concerned student to discuss changes in carpool, enrollment, etc.

An absence from school is considered "excused" for the following legal reasons:

- Personal illness of the student
- Serious illness or death of an immediate family member
- Court order
- Religious holiday
- Doctor, dentist, orthodontist, or related health appointments
- Military service of a parent leaving the state
- Hazardous weather conditions (under specific circumstances)

For your child's absence to be considered "excused", a parent or doctor's note must be received by their teacher *within* three days of the child's return to school. Such a note may be handwritten or emailed to the school; however, if no note is received, the student's absence will be considered "unexcused". Verbal notifications in this matter will *not* be accepted.

Extended absences are strongly discouraged. Family vacations are considered an "unexcused absence" and can negatively affect student grades and performance.

D.3. Tardiness

A student is tardy if they arrive *after* 7:45 AM. Chronic tardiness, for any reason, is considered a violation of the terms of this handbook. A tardy student wastes their own precious learning time and interrupts the learning of their fellow classmates. At Quba Academy, we closely monitor tardiness for all students; students from kindergarten to middle school receive monthly notices when tardiness reaches

or exceeds **five** per month. The first notice serves as a reminder of the tardiness policy. The second notice requests a meeting with the school administrator to identify the cause of tardiness and to devise a plan for improvement. Lastly, the third notice requests a face-to-face meeting with parents of the concerned student to discuss changes in carpool, enrollment, etc.

D.4. Early Pick-Up

Parents wishing to pick up their student early for valid reasons, such as doctor's appointments, must sign out their child(ren) at the front desk.

If an individual is not authorized to pick up a child, and the parent did not call to authorize said individual for a one-time pick-up, the parent of the child in question will be contacted directly by the Quba Academy front desk. Please bear in mind that excessive early releases are not permitted, especially on Fridays, as students are already scheduled for early release on that day.

SECTION E - GRADING GUIDELINES

Quba Academy strives for accuracy, consistency, and fairness in its Grading Guidelines for its educators; lofty academic standards are set, and support is provided for struggling students.

E.1. Evaluation Codes

Pre-K3 & Pre-K4: Teachers use an assigned checklist to identify student progress.

Kindergarten:

The school administration, in cooperation with the student's teacher, shall determine the best method of evaluation.

Grades One through Eight:

Numerical grades are required in Reading, English-Language Arts, Mathematics, Social Studies, Science, Islamic Studies, Arabic, and Quran. All grades earned by a student should be recorded as the actual number grade *or* percentage the student answered correctly.

A: 90 - 100 = Excellent

B: 80 - 89 = Good

C: 70 -79 = Fair

F: 69 or below = Failing

E.2. Successful Completion of Grade Level

For **elementary and middle school students** to be promoted to the next grade, students *must* achieve a 70 average or higher in their Second Semester grade (Mathematics, English-Language Arts, Science & Social Studies).

E.3. Homework Guidelines

Goal: Homework reinforces learning, informs and involves parents, and develops student responsibility.

Frequency: daily; Monday - Friday

Pre-K3 & Pre-K4: none, typically

Kindergarten: Up to 30 minutes, combined (Academics and Tahfeez)

Grades One - Two: Up to 30 minutes in Academics
Up to 30 minutes in Tahfeez

Grades Three - Five: 30-45 minutes in Academics
30-45 minutes in Tahfeez

Grades Six - Eight: 45-60 Minutes in Academics
45-60 Minutes in Tahfeez

During exams/finals, we will strive to keep a balance between Academics & Tahfeez, so as to not overburden our students.

E.4. Accelerated Grade-Level Placement

Quba Academy promotes students with the best interests of each individual child in mind. Our teachers distinguish performance in their classrooms by pre-testing, grouping, targeting, learning at different levels, and assessing for comprehension. Students at top levels in their respective class are challenged through differentiated approaches and resources, and thus develop confidence in themselves, as well as leadership skills for the future, in an age-appropriate setting.

- Students are placed into classes based upon their age, with the grade-level birthday cut-off date of **September First**.
- Acceleration (advancement of more than one grade level) will *not* be considered below Second Grade.
- Students in Pre-Kindergarten will not be accelerated out of their level *unless* they reach age five *by* September First. Students in Kindergarten will not be accelerated out of their level *unless* they reach age six *by* September First.
- Students in Second Grade or above will not advance (accelerate) unless a thorough procedure is followed; such a procedure considers the academic, cognitive, social, emotional, and physical readiness of the child. Only one acceleration is allowed per child, if they qualify.

In order to thoroughly consider a request for acceleration, the following criteria must be met:

- A. The request for acceleration must be made in the first semester of the academic year.
- B. The child must, at minimum, score in the 97th percentile for both Reading and Mathematics with in-class assignments and on their previous report card. They must maintain consistently high score levels as the semester progresses, and consistently produce classwork that shows an objectively higher level of learning/critical thinking.
- C. The child's acceleration request must be accompanied by a recommendation from their current teacher, administration member, and their parent.
- D. After meeting the aforementioned criteria, and *if* the child is deemed to qualify for acceleration, they must demonstrate adequate adjustment/progress in their new class for a period no less than two weeks in order to continue in their new class. If they fail to do so, the student will return to their previous grade level.

E.5. Intervention Program

Children join school at various stages of development, and they do not all learn at the same rate or with the same methods of instruction. Because of such differences, many children learn best when they are in small groups and have access to materials and activities which are adjusted to their pace and style of learning. With this in mind, Quba Academy offers additional assistance in Reading and Mathematics to those students who are in need of such specialized attention.

SECTION F - UNIFORM CODE

F.1. Elementary to Middle School Boys & Girls Uniform

Boys: Kindergarten through Eighth Grade	
Shirt	Light Blue, short-sleeved <i>or</i> long-sleeved Oxford shirt
Pants	Navy Blue, straight-legged pants (no jeans or sweatpants)
Sweater/Blazer (During Fall & Winter)	Navy Blue, V-neck pull-over sweater, V-neck vest, blazer, or fleece zip-up (without hoodie)
Shoes & Socks	Black or white, closed-toe shoes; with solid, white or black socks

Girls: Kindergarten through Fifth Grade	
Jumper	Navy Blue, pleated jumper with two buckles
Blouse	KG-3rd Grade: White, short-sleeved <i>or</i> white, long-sleeved Peter Pan blouse 4th-5th Grade: White, long-sleeved Peter Pan blouse
Pants	Navy Blue, straight-legged pants, below ankle-level (no leggings or jeans)
Hijab	White, plain, no-pin hijab (Amira hijab)
Sweater/Blazer (During Fall & Winter)	Navy Blue, cardigan sweater, V-neck vest, blazer, or fleece zip-up (no hoodies)
Shoes & Socks	Black or white, closed-toe shoes; with solid, white or black socks

Girls: Sixth through Eighth Grade	
Option One	Blouse: White, long-sleeved Peter Pan blouse Jumper: Navy Blue, pleated jumper with two buckles, up to knees Pants: Navy Blue, straight-legged pants, below ankle-level (no leggings or jeans) White, plain, no-pin hijab (Amira hijab)
Option Two	Plain, black Abayah (must wear black pants underneath) White, plain, no-pin hijab (Amira hijab)
Sweater/Blazer (During Fall & Winter)	Navy Blue, cardigan sweater, V-neck vest, blazer, or fleece zip-up (no hoodies)
Shoes and Socks	Black or white, closed-toed shoes; with solid, white or black socks

Designated Vendor: Uniforms N More, located inside Almeda Mall: 12200 Gulf Freeway, Houston, Texas 77034.

Additional Uniform Policy Notes: Girls in Fourth and Fifth grades are also permitted to wear an Abayah. All students must wear clean, pressed clothes that adhere to policy guidelines from the very first day of school. Students who do not comply with the Uniform Policy Code will be faced with consequences.

Quba Academy reserves the right to restrict clothing, hairstyles, jewelry, and other ornaments at its discretion.

F.2. Consequences for Violation of Uniform Code

Compliance with the Quba Academy Uniform Code will be confirmed during assembly on a daily basis. All students are required to wear clean, pressed clothes that conform to the Uniform Code from the first day of school.

Students who do not comply with the stated policy will be faced with consequences. Each time a student violates the Code, the violation is recorded in their file.

Listed below are the consequences for each instance of violation:

First Infraction - A verbal warning and phone call reminder to the child's parent.

Second Infraction - A phone call to the parent and a written notice which the student must return to Quba Academy with their parent's signature.

Third Infraction - The parent will be contacted and requested to bring in a change of clothes for their student, as per the Uniform Code. If the parent is unwilling or unable to deliver a change of clothes to the school, a fine of **ten dollars (\$10)** will be assessed.

Fourth Infraction - Out-of-school suspension for one day.

SECTION G - BEHAVIORAL EXPECTATIONS

Quba Academy is both a place to learn and practice various academic skills, and it is also a place for students to understand and observe appropriate Islamic behavior and conduct. Teachers introduce students to the routines and procedures of the classroom in a gradual manner, training them by interactively modeling the routine until students master the procedure. Educators invite students to discuss and participate in the establishment of classroom rules. Furthermore, teachers attempt to distinguish between lack of understanding on how to behave properly versus *willful disregard* for or *disobedience* of behavioral norms and expectations.

Behavior and conduct are based, to a large degree, on a student's ability to exercise self-discipline and self-control. This includes learning to respect the rights and property of others, while following rules and regulations. Disciplinary guidelines have been established to promote an Islamic character and to maintain an atmosphere that encourages learning for all students. These guidelines have been established to ensure fairness and equity among the student body.

Teachers are responsible for the overall welfare and safety of all students; as a result, they are given the authorization to maintain proper student behavior, as outlined herein. This authority is modeled by teachers with an approach that communicates respect and care. Students should show respect for all adults by being considerate and cooperative, and by obeying their teacher's requests, respectfully and completely. Students should further show concern, kindness, responsibility, and appreciation towards others. Courteous behavior and respect for the rights and property of others is expected of every student, throughout the school, on buses during field trips, and at all school events and activities.

G.1. Conduct on the Playground/Gym

Students are expected to play harmoniously and to avoid rough play and physical aggression. Students

should show kindness and consideration to others as older children are expected to recognize and accommodate the more modest abilities of younger students. Students are expected to follow game rules and otherwise exhibit good sportsmanship. Students are to respect the boundaries of the playground/gym area and should readily obey the adults in charge. Decisions by supervising adults regarding appropriate play are to be respected.

G.2. Conduct on Field Trips

Every Quba Academy grade level travels off campus for either a recreational or educational field trip at least once *each* semester (twice per academic year). These socially developing learning experiences are vital for students' growth, as they allow students to experience the world around them firsthand.

Behavior on field trips affords the same expectations as in the classroom. Students should respect the authority of those in charge, whether teachers, parents, guides, or helpers; students are to listen and obey promptly and attentively. Students are to respect the property of others including such property as cars, buses, personal possessions, and field trip premises. General safety rules include wearing safety belts while traveling, crossing streets with adults, and walking in an orderly fashion. On field trips, students are to wear the Quba Academy primary uniform associated with their grade level, unless otherwise instructed.

G.3. Conduct in Hallways

Students are to walk gently and quietly in school hallways. Students normally will line up at a door as a class and be dismissed only after the line is straight and all students are silent. Students who run, walk too fast, or who make noise will be required to go back to the door and begin again. Repeated offenses constitute disrespect and willful disobedience and will result in further discipline. When walking in the hallway, students are to walk towards the right side to leave room for others.

G.4. Definition of Offense

The distinction between minor and major infractions is necessary to make or assign consequences in a consistent manner. That said, it is impractical and impossible to list every type of offense. As such, the faculty and administration reserve the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and standards of the school.

A small sampling of minor offenses is listed below. Minor offenses escalate into major offences when committed frequently, or in defiance of teacher/administrator instructions.

- A. Chewing gum or eating at inappropriate times
- B. Disrupting the teacher or class by talking without permission
- C. Throwing objects in class/lunchroom/ halls
- D. Tardiness between classes
- E. Disruptive behavior during Salah time
- F. Disobeying specific rules (classroom guidelines)
- G. Behaving in a disruptive manner in the hallway
- H. Passing notes during class

A sampling of major offenses follows:

- A. Lying/Cheating/ Stealing
- B. Use of profanity or verbal slurs, including rude words regarding gender, ethnic, racial, or physical characteristics
- C. Disrespect or disobedience towards authority
- D. Inappropriate gender relations, including physical displays of affection, inappropriate touching, etc.

- E. Inappropriate use of digital devices (unauthorized photographing or videotaping, use of social media in school, visiting unapproved websites, contacting unauthorized persons, etc.)
- F. Abuse or willful destruction of school property
- G. Leaving school grounds without permission
- H. Possession or distribution of alcohol, cigarettes, or any other controlled, prohibited, or banned substance
- I. Threatening violence towards a student or staff member in any form (written, verbal, or electronically)
- J. Possession of a weapon or dangerous substance of any type
- K. Fighting, pushing, tripping, or hurting others in any manner

G.5. Consequences

The goal of logical consequences is to take corrective action that will repair the damage done and to improve student behavior. While students must learn to bear the consequences of their actions, they are encouraged to supplicate, make dua, and ask Allah Ta’ala for forgiveness. Moreover, students will receive in-school discipline to ensure they have reflected and learned from their mistakes. For chronic or serious offenses, parents will be notified.

Students who are victims of inappropriate behavior are warned not to retaliate, lest they also be considered in violation of Quba Academy rules. It is our approach to have students think about how they could make a situation or misunderstanding better, or how they could solve an interpersonal problem. We remind students of relevant Ahadith or Ayaat that should guide Muslim behavior. We consider how Prophet Muhammad (peace be upon him) would react or behave in similar situations. We remind students that even if no witness sees an offense, Allah Ta’ala is All-Seeing, All-Hearing, and that we must learn to accept accountability for our mistakes. We teach students to seek forgiveness, which Allah Ta’ala bestows in abundance to those who admit, regret, attempt to fix their mistake, and ask for His mercy.

Classroom-level Consequences: Such consequences may include reminders and redirections, alternative seating arrangements, reparations for damages, apologies to the aggrieved, student break in a separate classroom to allow the student to reflect and regain composure, isolation from other students during recess or lunch, or other appropriate classroom-level consequences. Teachers will make every effort to correct any misbehavior swiftly so that learning may continue.

After-School Detention: Middle School students who engage in chronic, minor offenses will be required to remain after school for a one-hour detention. If a student receives **three** behavioral notices/referrals from any of their teachers, their parents will be notified as soon as possible. Detention begins at 3:45 PM and ends at 4:45 PM.

In-School Suspension (ISS): Students who commit an escalated behavior violation will be removed from the classroom. This may last for a short or long period of time, depending on the ability of the student to regain composure and to exhibit their cooperation. If this level of cooperation is not gained within a reasonable amount of time, the penalty of In-School Suspension will be incurred. The offending student will be assigned to complete their classwork in an administrative area of the school for the remainder of the school day. This penalty is limited to the ability of the administrative staff to constantly supervise the student to ensure their safety.

Out-of-School Suspension (OSS): Students who display chronic, escalated behavior will be removed from class and their parents will be called to pick them up immediately; violent behavior, threatening

violent behavior, abusive language, refusal to comply with teacher or administrator instructions, etc., are examples of such escalated violations. This is a very serious stage, and if the situation is not remedied, may lead to the student's expulsion.

Expulsion: Serious and chronic disruptions or misbehavior will result in expulsion from the school. Quba Academy reserves the right to expel a student for chronic and willful disobedience if that student is unresponsive to efforts made by the staff of the school to rectify their behavioral issues.

If a teacher notices that a pattern of inappropriate behavior is developing, they will follow the Intervention Guidelines provided by the school. These guidelines require documentation, observation, enactment of strategies to try to solve the causes of inappropriate behavior, administrator notification, and parent meetings.

Parents, guardians, teachers, administrators, and other school staff are expected to work together to improve student behavior and academic performance. All efforts should be clearly communicated to relevant staff members and parents but should be **held in confidence** from persons not involved in direct supervision of the student.

When a student needs to be counseled regarding their behavior, they will be encouraged to:

- A. REFLECT: Understand how their behavior affects themselves and others
- B. REGRET their inappropriate behavior
- C. RESTORE or repair any damage caused by their bad behavior, when possible, and apologize to those who have been affected. In other words, follow up the bad deed with a good deed
- D. REPENT: Seek Allah's forgiveness and aspire not to repeat their mistakes

SECTION H - OPPORTUNITIES FOR PARENT/EDUCATOR COMMUNICATION

H.1. Open House/Orientation

The administration organizes for parents to meet their child's teachers, learn about the scope and sequence of curricular objectives, examine the resources that are to be used, and hear school-wide announcements regarding routines such as arrival/dismissal, lunch, daily schedule, and key points of the grading and homework policies.

H.2. Parent/Teacher Conference

Throughout the academic year, either the teacher or a parent may request a meeting. The purpose of this meeting should be to gauge the child's progress or address any related concerns. Apart from this, the school may also dedicate a day during the semester for each parent to meet their child's teacher should there be any unaddressed concerns. Such school-sanctioned programs are announced from the school, as the need arises.

H.3. Quarterly Report Cards

Quarterly report cards are available based upon the school calendar dates. For specific end of quarter dates or report card release dates, please review the Quba Academy Calendar.

SECTION I - ARRIVAL & DISMISSAL

Parents/guardians are required to drop-off and pick-up students only during the time specified by the school administration, and from the designated areas. Please contact the school if you are unsure of

Quba Academy arrival and dismissal procedures.

Please note the school does not provide transportation for drop-off and pick-up. Additionally, the school is not responsible for carpool arrangements that parents/guardians make with one another.

I.1. Arrival/Drop-off

- All students must be dropped off between 7:30 AM and 7:45 AM. Any arrivals after 7:45 AM will be marked *tardy*.
- Students should be dropped off from the back of the school at the cafeteria door. Parents are asked to remain in their vehicles while their student enters through the back door directly to the cafeteria. Teachers will be available to assist children out of their vehicles.
- If parents feel more comfortable dropping off their child inside the school, they are asked to park their car in an appropriate parking spot and bring their child inside from the front door. Parents should be careful not to park in a place that may disrupt traffic flow.

I.2. Dismissal/Pick-up:

- Students must be picked up promptly at **3:45 PM**. On Friday, the dismissal time is **2:30 PM**. Students are released only to designated adults. Students will **not** be released to anyone not directly authorized.
- All students will be dismissed from the cafeteria door at the back of the school. Parents will form a car line around the back of the school building and are asked to remain in their vehicles as they wait for a teacher to bring their child to them.
- All students must be picked up by 4:00 PM. If a student is not picked up on time, then for every five minutes after 4:00 PM, a fine of five dollars will be assessed to the child's parent (i.e., if it is 4:10 PM, the fine will be \$10, if it is 4:15 PM, the fine will be \$15, so on and so forth). In the event that this occurs more than three times, offending parties will be called for a conference with the administration.

Please follow the rules listed above and pick-up/drop-off your students only from designated areas to allow for a smooth process that benefits both parents and the school. Thank you for your cooperation in this matter.

SECTION J - HEALTH & EMERGENCY PROCEDURES

J.1. Student Health and Emergencies

Parents/guardians are required to complete emergency & health information upon enrollment, which details basic medical issues such as allergies, requirements to administer prescription medication(s), parent emergency contact information, and permission for the school to transport the student to the nearest hospital and/or medical facility, if, Allah-forbid, such a need arises.

Quba Academy shall designate a staff member to administer both prescription and non-prescription medication(s), if and only if, the parent provides the medication in its original packaging, labeled clearly with the child's name, and provides directions for its use. No common medications, such as headache remedies, cough drops, or antibiotic cream, will be administered to any child unless it is provided in accordance with these guidelines.

In the case of a student developing a non-emergency health issue, the school staff will attempt to contact the parent/guardian to inform them of the situation and discuss further steps. In the case of a student falling ill and possessing the potential of spreading their illness to others, the staff will place said student in the front office until the parent arrives to pick up their student.

In the case of a student developing an emergency health issue, Quba Academy school staff shall *first* call emergency services and *then* contact the student's parents. If Quba Academy is unable to reach the student's parents even *after* the arrival of emergency medical personnel, the child will be transported to the nearest emergency medical facility.

Please provide up-to-date information about any food restrictions which your child may have. Kindly adhere to classroom restrictions on donated food items, to ensure the safety of all students. Students with food allergies are noted, and requirements are observed at all times.

If there is an outbreak of a communicable disease (lice, chicken pox, etc.) in the school, parents will be notified in writing, either through e-mail or written notice, about such contact, and they will be informed of the necessary steps to prevent further spread of the illness.

J.2. Healthy Lunch & Snacks

Quba Academy permits students to eat in their classroom, at teacher-designated times (snack time, lunch time). The foods students bring should be nutritious, easily accessible, and not detract from the learning environment.

Parents/guardians are encouraged to donate healthy, homemade food for approved celebrations, such as classroom Eid parties or celebrations of achievement.

In addition to the hard work our teachers and staff do every day to prepare students for success in the classroom, we can also work to encourage healthy eating habits and frequent physical activity, in order to achieve lifelong success, Insha-Allah. By inspiring students to build healthy habits early in life, we can do our best to reduce students' health risks, helping them to lead productive and wholesome lives, Insha-Allah.

Parents/guardians should:

- Ensure all food sent to school for lunch, snack, or school/classroom celebrations reflects healthy food choices.
- Ask the child's teacher what non-food or healthy rewards/incentives they are utilizing in the classroom.
- Become involved in planning school holiday parties that include games, crafts, and nutritious foods and beverages.
- Participate in brainstorming ideas for healthy, non-food focused fundraisers for the school.

Students are discouraged from bringing junk food items to school such as chips, candy, sugary drinks, etc. for their lunch or snack break.

Our aim is not to cut out all treats, but to make sure they are eaten in moderation and do not become the focus of daily meals and snacks. The list below provides healthy suggestions for your child's lunchbox.

Healthy Options:

- 100% fruit juice or boxed milk
- Trail mix
- Fruits or vegetables
- Popcorn (low salt and butter)

- Dried fruits
- String cheese
- Pretzel products

As educators, caregivers, and loved ones we all want the best for our students. Thank you for joining us in giving students healthy opportunities to celebrate important events and achievements.

J.3. Quba Academy Hot Lunch Program

At the discretion of the administration of Quba Academy, and in conjunction with Partners in Education, the school may provide access to hot lunches to individuals throughout the school year. By participating in the Quba Academy Hot Lunch Program, parents, students, guardians, and employees agree that they will not engage in any legal action against the school, other parents, or food providers in relation to their involvement in the Quba Academy Hot Lunch Program. By placing an order in the program, it is assumed that participants have agreement to the aforementioned terms of service.

SECTION K - SCHOOL CULTURE

K.1. In-class Parties

Any in-class parties must be approved in writing by the school or an assigned designee. The plan should include purpose/goal, date/time and what will be provided at said in-class party, including food. Typically, approval is given only in cases in which the members of a class have achieved a certain milestone or high merit, such as the completion of Qaidah Nooraniyah, the memorization of a Juz of the Quran, or a classmate's or class members' achievement in an academic or sports competition. *All* classes participate in the designated school-wide Eid celebrations; however, any special celebration for a class must be approved prior to planning.

If food is being arranged, and if any student in the class has special health needs, Quba Academy staff will take all the necessary precautions to ensure the safety of that student by informing their parents of the upcoming event as well as avoiding any food that may be harmful to the student.

K.2. Birthday Parties

While there is nothing wrong with recognizing the fact that a child has reached a certain age matched with greater responsibility, Quba Academy does not promote or permit birthday parties or celebrations.

SECTION L - TECHNOLOGY USE POLICY

L.1. Mobile Device Policy

Personal communication devices (PCDs) and personal electronic devices may be stored in backpacks, purses, or personal bags. The use of the devices during class-time is strictly forbidden unless approved for an academic activity by the principal or the principal's designee.

Improper use or storage of the devices may result in confiscation of the device until it can be released directly to a student's parents or guardians.

Use by students in Pre-K to 5th Grade

Students may possess PCDs while on school property. However, the PCD must be turned off and must be kept in a backpack, purse, or similar personal carry-all, and may not be used unless the principal or the principal's designee grants a student permission to do so. The principal or the principal's designee

may specifically grant permission for a student to use a PCD during class time for a particular academic purpose or at other times for other purposes as the principal deems appropriate.

Use by students in 6th to 8th Grade

Students may possess PCDs while on school property. The devices may be used before and after school. At all other times, the PCD must be turned off. The principal or the principal's designee may specifically grant permission for a student to use a PCD during class time for a particular academic purpose or at other times for other purposes as the principal deems appropriate.

L.2. Acceptable Use

The use of the Internet must be for educational, research activities and be consistent with the objectives of Quba Academy. All illegal activity such as transmission of any material in violation of any United States or State of Texas regulation is prohibited. This includes, but is not limited to copyrighted material, threatening material, or any unacceptable or objectionable information, language, or images.

Quba Academy retains the right to monitor user data and internet access and examine the contents of any electronic device brought onto the school's premises or at any official school event. This statement covers (but is not limited to) the use of electronic devices owned by the school or by students that are brought onto the school's premises, or on field studies, camps, or other official school functions - including computers, laptops, tablets, digital video and music players, recording devices, mobile phones, and gaming devices.

L.3. Privileges

The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges as well as any school-based disciplinary consequence and/or legal action, if necessary. School administrators will deem what is inappropriate use of the Internet, and their decision is final. Also, the administration, faculty, and staff of Quba Academy may request a school administrator to deny, revoke, or suspend the Internet privileges of a student or group of students.

L.4. Sanctions

Each violation will be evaluated on a case-by-case basis. Potential sanctions include (but are not limited to):

- Confiscation of the offending student's device for a defined period
- Withdrawal of the offending student's privilege to use electronic devices in school
- Temporary removal of the student from the group, such as through detention and/or suspension, with severe violations resulting in expulsion from the school
- Law enforcement officials may need to be involved in extreme matters

Be a Good Digital Citizen

Accept the responsibility of using the internet in productive and socially responsible ways. The internet is not some new world in which anything goes, but rather another dimension or extension of our existing society. In simpler terms, this means that the values society has in place against such things as hate speech, bigotry, copyright violations, or verbal abuse remain fully intact. Likewise, values such as courtesy, kindness, and treating others with the same respect we wish to receive retain their importance in our online interactions.

Practice Netiquette (set of rules for acceptable behavior online)

- **No Trespassing**
 - Do not touch another person's device unless permitted by the owner

- Do not play with, use, or change another person's user account
- Do not access another person's files or resources
- Only access areas of the network you have been given permission to access
- **No Hogging**
 - Do not store movies, music, pictures, or files on school computers, not connected to your learning
 - Do not download and install programs to any school computer without prior permission from the network administrator. This would include such items as music files, software demonstrations, upgrades, patches, plug-ins, etc.
- **No Stealing or Vandalizing**
 - Do not download any illegal materials (e.g., pirated music or movies, copyrighted materials, or cracked software) or intellectual property that was not purchased by you or that you do not have the rights to use
 - Do not plagiarize, or present anybody else's work as your own
 - Do not forward or send any content not directly associated with your learning (e.g., advertisements, games, pictures)
 - Do not deliberately or negligently spread viruses, malware, or spyware
 - Do not run a business or seek to make profit using the school network
 - Do not play games at school, unless permitted by staff
 - Do not access inappropriate websites (e.g., obscene, violent, etc.)
 - Do not chat online or play music or videos unless given permission by your teacher
 - Do not post or send any message, picture, sound, or video that is obscene, rude, harassing, or insulting to anyone
 - Do not reveal your last name, personal address, or phone number or those of other students
 - Do not take pictures or post pictures of others without their permission, and only do so for legitimate academic purposes (e.g., it is permissible to photograph the authors of a student project with their permission. It is **not** permissible to post a photo of a classmate and comment on their looks)
 - Do not invite a non-school member into a chat or interaction with you or anyone else at the school
 - Do not invite strangers to interact with you, nor respond to strangers if they contact you first. Report any breach of our safety "fence" to prevent any harm from strangers to any student or to the school
 - Do not use inappropriate language
 - Do not spam, hack, or troll
- **No Cyberbullying**
 - Do not post mean messages, rumors, or embarrassing pictures of anyone
 - Do not set up fake profiles intended to tease anyone
 - Do not use obscene or abusive language; if you encounter such language, sign off and report it to an adult, so others are not exposed to the same
 - When a chat becomes inflamed with insults or accusations, do not respond. Instead, sign off and, if necessary, address the issue with a parent or school authority in order to resolve it. If someone sends you a mean message or insults you, notify an adult, such as your parent if you are at home, or a teacher, counselor, or administrator if you are at school.
 - Any staff member who observes students participating in any unlawful activity must report it as a discipline case. Offending students will be subject to appropriate disciplinary measures, as defined in this handbook.

- Any negative student interactions which may have initiated online, beyond school campus, and have an adverse impact on Quba Academy students or the school, will be subject to investigation. During such an investigation, any device may be examined for evidence of chats or other encounters that could be interpreted as insulting, obscene, harassing, or threatening, whether they originated on school grounds or beyond campus.
- Quba Academy reserves the right to discipline any student for actions taken off-campus if they adversely affect the safety or well-being of a student while in school.

SECTION M - AMENDMENTS AND UPDATES

Quba Academy may update the terms and policies of this handbook to reflect changes in the services we provide or how we operate. If we substantively change these terms, we will attempt to provide you with reasonable advance notice and the opportunity to review those changes, Insha-Allah.