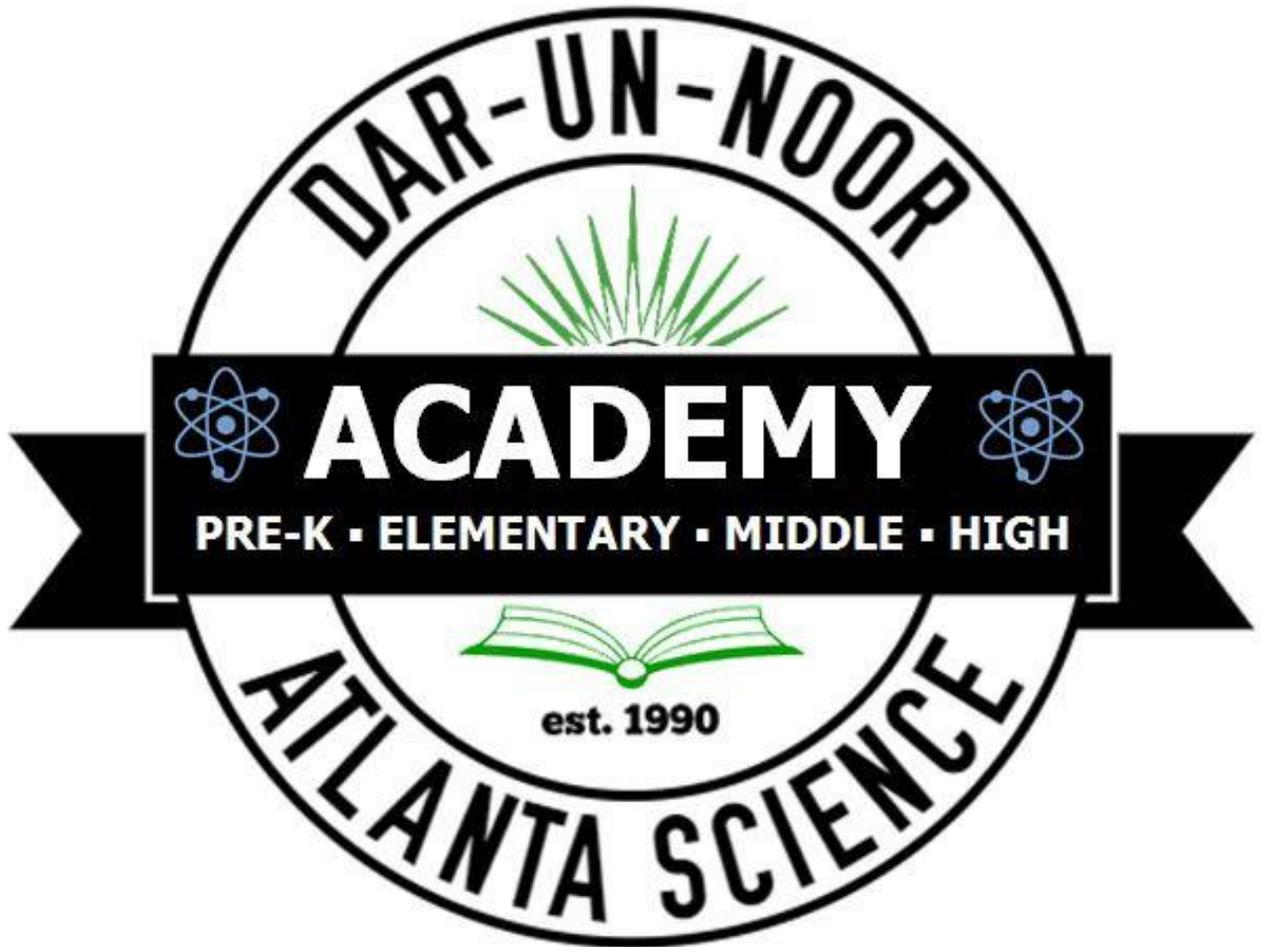


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Dar-un-Noor /
Atlanta Science Academy
Student-Parent Handbook



404—876—9051



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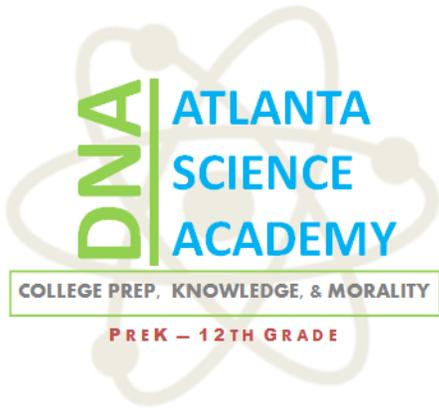


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Mission

Dar-Un-Noor/Atlanta Science Academy (DNA/ASA) will provide a challenging and diverse curriculum that integrates all disciplines in an Islamic environment that will help students to develop the leadership potential and balanced character.

Vision

Dar-Un-Noor/Atlanta Science Academy Vision (I N S P I R E)

- I** – Integrate Islamic values within academic and religious curricula.
- N** – Nurture an environment that empowers the next generation of American Muslim leaders through the study of Quran and Prophetic Teachings in Islam.
- S** – Strengthen our global community through learning experiences.
- P** – Provide sufficient opportunities for parental and other stakeholder involvement.
- I** – Implement higher order thinking skills through the application of technology and 21st century learning.
- R** – Reinforce Islamic Identity while fostering cultural diversity.
- E** – Empower all students to apply lifelong skills to become productive citizens.

Five Critical Messages for Students:

1. You believe that Allah (S) is watching you and that you are accountable to Him.
2. You trust that Allah (S) wants the best for you.
3. With Allah's (S) guidance you can handle life's situations.
4. You are cared for.
5. You are very important to us.



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Governing Board

Dar-Un-Noor/Atlanta Science Academy (DNA/ASA) utilizes the services of community leaders to ensure the school is managed in accordance with Islamic practices as well as exceeding the standards of our local State and other private schools. The governing board meets monthly with the Principal and administration to listen to their feedback and make sound decisions that will enhance the schools academics and impact our students in a positive manner.

Chairman

- Aziz Dhanani

Board Members

- Anis Sherali
- Dr. Ishrat Khan, MD
- Jamal Shaeikh
- Khalid Rashied
- Rahim Shah
- Dr. Khalid Siddiq, MD
- Murat Polat
- Azfar Haque
- Bukhari Nuriddin
- Azhar Mithaiwala
- Musheer Ahmed

School Principal

- Halit Erdogan, M. Ed.



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Parents and Students,

Welcome to the 2019-2020 school year at DNA/Atlanta Science Academy. The new school year means a new beginning and new promise for the future. The administrative team is excited about this school year and the staff at Dar-un-Noor is dedicated and eager to assist you.

We are working very hard to provide the best possible learning environment for our students. We believe that education is a shared responsibility and the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. We all must do our part to make our school a place where we can work together in harmony.

Our policies and procedures are intended to provide a safe and orderly environment that will be conducive to learning. This Handbook is an overview of our school's goals and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission.

We strongly encourage parents and students to become active participants in our school system by getting to know its programs and activities. This Handbook is an overview of our school's goals and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission.

This Handbook is designed to be a reflection of the current Board Policy, and is updated yearly. Changes in policy and procedures that occur during the school year and that affect the Handbook provisions will be made available to students and parents through communications during the school year.

Finally, you must complete and return the last page of the Handbook, which will be placed in each student's file – "Acknowledgement of Student/ Parent Handbook Agreement"

Sincerely,

Halit Erdogdu, Principal



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The handbook is subject to change and may be amended from time-to-time. If the handbook does not cover a specific situation, question, incident or if it is unclear the administration reserves the right to use their discretion.

SECTION I: GENERAL INFORMATION

Student Rights - The school aims to allow all students to:

- 1 Feel safe in the school environment.
- 2 Work in an environment free from disruptions and chaos.
- 3 Express opinions, ideas, thoughts, and concerns.
- 4 Have a healthy environment that is smoke, alcohol, and drug free.
- 5 Use school resources and facilities for self-improvement.
- 6 Expect courtesy, fairness, and respect from all members of the community.
- 7 Be informed of all expectations and responsibilities.
- 8 Take part in a variety of school activities.

Equal Education Opportunity:

DNA/ASA does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

School Bullying:

DNA/ASA believes that all students have a right to a safe and healthy school environment. Faculty, parents, and the community have an obligation to promote mutual respect, tolerance, and acceptance.



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Admissions Policies and Procedures:

Admissions Policies and Procedures for DNA/ASA are based on a rolling selective enrollment process. The student(s), parent(s)/guardian(s), and the principal have an interview to discuss academic and behavioral history as well as entrance test results. Students are also required to complete an entrance test (MAP) from 1st grade through 12th grade in order to be considered for admission.

Your Involvement as a Parent:

A student's education succeeds best when there is a strong partnership between home and school. A partnership thrives best with mutual communication therefore your involvement in this partnership may include: 1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. 2. Becoming familiar with all of your student's school activities and the academic programs offered in the school. Discuss with the teacher or Principal any questions you may have about the options and opportunities available to your student. 3. Monitoring your student's academic progress through CoolSis, Study Island, Khan Academy, and more and then contacting teachers as needed. 4. Attending scheduled conferences and requesting additional conferences as needed. 5. Becoming a school volunteer or participating in campus parent organizations.

Parent involvement at school is mandatory. Parents should devote at least 10 hours of volunteer work towards any program or event at the school during the school year per family. In order for our children to receive the best education parents must also be involved in reinforcing the importance of academic, moral, and Islamic education through their own example. If a parent chooses to donate 10 hours of their time then they will be rebated the entire amount of the Volunteer Fee (per family fee) after the hours have been completed.

Admission Process of Returning Students:



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Students who currently attend the school and intend to return the next school year are given priority in admission and in transportation placement. Availability depends entirely on the parents notifying the school of their intent to return for the next school year in advance or when the intention forms are passed out mid-spring semester.

Admission Requirements:

DNA/ASA processes all new student applications based on Admission Committee's evaluation of several factors. A student's file must be complete before it can be reviewed by the Admissions Committee. Tuition policies and rates are established by the Board of Education for any academic year.

New and returning parents/guardians are encouraged to either attend DNA/ASA open houses or meet with a designated DNA/ASA administrator before admissions to learn about the school's mission, teaching philosophy, and how parents can contribute to the school. In these meetings and workshops our staff will explain the expectations from the parents at home to enable their students to comply with the school schedule and homework requirements as well as how parents will participate in the activities of subcommittees that operate the school.

A written application is required for each student along with the fees. Transcripts are required for all applicants for Grades 1-12. We also require recommendation letters from the current school (principal/counselor) and at least one individual familiar with the applicant's scholastic and conduct records. A birth certificate, Georgia Immunization Form 3231 and 3300, a social security card, and Admissions Packet Forms must be submitted for all applicants, PreK-12th grade.

DNA/ASA does not accept any student who has been suspended or expelled at previous schools.

Admissions Process Steps:



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1. Complete an entrance exam (Pre-K and Kindergarten are exempt from testing). There is a New Applicant fee of \$30 due at testing.
2. Submit all of the completed application forms along with all of their required documentation as well as the student's full transcripts, report cards, standardized test results, and discipline records. **Pre-K and Kindergarten** are exempt from testing so please call to schedule an interview when you are ready to submit your application and fees.
3. Students must meet following minimum age requirements: To qualify for Pre-Kindergarten3 (Pre-K3), students must be 3 on or before September 1st of the applied year. To qualify for Pre-Kindergarten4 (Pre-K4), students must be 4 on or before September 1st of the applied year. To qualify for Kindergarten, students must be 5 on or before September 1st of the applied year. To qualify for 1st grade, students must be 6 on or before September 1st of the applied year.
4. After test results have been reviewed by the Admissions Committee you will be contacted to schedule an interview with the parent/guardian and the potential student(s).
5. Submit the necessary fees according to your child's grade level at the time of application submittal even if you are applying for financial aid or a scholarship. **There are no discounts on fees.**

Once all steps 1-5 have been completed and the Admissions Committee has reviewed your child's admissions results then you will receive an email notifying you if your child has been accepted.



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Discounts and Financial Aid:

Financial aid meetings are not scheduled until the student(s) have been accepted to the school.

THERE ARE NO DISCOUNTS/FINANCIAL AID AVAILABLE FOR PRE-K OR KG STUDENTS. SIBLING DISCOUNT WILL NOT BE APPLIED TO PRE-K. FINANCIAL AID IS APPLIED TO TUITION ONLY.

The Volunteer Fee is a per family fee and is eligible for a full rebate upon completion of 10 hours of volunteer service with the PTO or with DNA/ASA. Completion of this rebate program is only until April 1st of the applicable school year. Any waivers for rebate submitted past April 1st will not receive a refund on the Volunteer Fee.

Financial Aid forms should be completed and turned in along with the completed Admissions application in order to be considered.

Once we have received all required documents for the Financial Aid forms and the Admissions application and your child(ren) have completed the entrance exams and the interview then the Administration will schedule a meeting with the Financial Adviser to discuss Financial Aid and Scholarships options. Please understand that Financial Aid and Scholarships are not guaranteed and the availability is extremely limited.

We do not offer financial aid for Pre-K or Kindergarten students.

School Attendance:



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To receive credit in a class, a student must attend at least 90% of the days the class is offered. This includes both excused and unexcused absences. A student who attends at least 75%, but fewer than 90% of the days the class may be referred to the campus Administrators to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

The school recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences:

Students may be excused for temporary absence resulting from any cause acceptable to the principal.

In determining whether there are extenuating circumstances for an absence, the Administrators will use the following guidelines:

The committee will consider whether the absences were for reasons that are excusable:

1. Illness/ Physician Excusal
2. Travel – Which Must be Approved in Advance
3. Family Emergency

School Administrators will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.

School Administrators will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.



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The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences the school principal will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained then the student and/or parent may appeal the decision by filing a written request to the School Principal within 15 days of the last day of the semester. As discussed above, students must provide a written explanation for the absence in order for it to be excused. The excuse will be filed in the front office and become a part of the student's record.

Regular attendance in school is important for a student to make adequate academic progress. If a child is absent then parents or guardians of a child enrolled in the school should follow DNA/ASA policy on Attendance and Absences and report reasons for absences.

The Georgia compulsory attendance law requires that after any student accrues five (5) days of unexcused absences in a given school year, the person, guardian, or other person who has control or charge of said child shall be in violation of O.C.G.A. 20-2-690.1(b) and the child will be considered truant. The law also places notice requirements on Georgia school systems.

The law provides for the penalties and notice as discussed below: Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this code section shall be guilty of a misdemeanor. Any student that has missed more than 30 days in an academic school year will have to enroll for an online summer course; the cost of each class will be the responsibility of the parents. The student has lost valuable instruction time and will need to makeup course requirements as so ordered by Georgia law.



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Tardiness:

School Hours: 8:00am – 3:05pm

A student arriving after 8:01 a.m. must report to the front office and obtain a tardy slip. Tardiness to school will be unexcused unless the student arrives to campus late for one of the following reasons:

1. Personal illness.
2. Attendance at a required court appointment.
3. Appointment with a physician, dentist, or other professional.

For a tardy to be excused, the student must present a note from the parent explaining the student's late arrival. The school may also require a written note from a physician, dentist, or other professional.

Early Dismissals:

In all instances of early dismissal, the following precautions are taken to ensure student safety:

1. Approval of a parent or guardian is required in all instances of early dismissal.
2. The principal may release a student before the end of a school day only upon written or in person request from a parent or for reasons of emergency.
3. In the case of illness, in which a parent is notified by the school to have the child picked up.
4. Students may be released only to a parent or guardian whose name is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
5. No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the principal and parent.
6. Early Dismissal ends at 1:30 p.m. Monday – Friday.



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Late Pick Up:

Any students picked up after 4:00 p.m. will be assessed a fee that will be added to their account and must be paid before students are able to participate in any activities on or off campus or to receive report cards.

School Hours: Monday – Friday 8:00 a.m. – 3:05 p.m.

Cost is determined by the after school designated personnel (ASP).

Emergency Pickup by Someone Other Than a Parent:

Parents must call the school prior to a person or representative coming to the school to pick up a child. The Representative must show a valid ID to the front office personnel. The Parent must call the school front office again to ensure that the child has arrived safely to their designation. If this does not happen, the parent/representative forfeits the right to use this privilege again. Only a parent, guardian, or authorized release person can pick up a child from school.

Walkers are allowed to leave by themselves ONLY if a parent submits a letter of permission. Walkers cannot check themselves out of school and can leave only at dismissal time.

Friday (Jumu'ah) Dismissal Policy:

Dismissal is 3:05pm EVERY FRIDAY

If an EARLY DISMISSAL is needed, parents must sign their child(ren) out at the front office. Early release ends at 1:30 p.m. Monday – Friday. Parents, guardians, friends, or family CANNOT pick up a child at Al-Farooq Masjid. Students must return to their classrooms after prayer at the masjid and wait for regular dismissal. Failure to comply with this policy will result in disciplinary action.



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Hallway and “Skipping” Policy:

Students cannot walk out of their designated class/building for any reason without staff supervision or a note from their teacher. ANY STUDENT that leaves without permission will serve OUT OF SCHOOL SUSPENSION.

Release from School:

NO Students will be released to UBER / LYFT DRIVERS without parent consent.

Drivers must show a valid ID. Students DRIVERS must have consent from the parent/legal guardian to leave the campus.

Voluntary Withdrawal:

A parent wishing to withdraw a student from school should notify the school at least 24 hours in advance. By providing this information in advance, parents help facilitate the withdrawal process. A withdrawal form may be obtained from the school registrar’s office.

The Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student’s last day, they will receive a withdrawal form and an unofficial transcript (upon request).

The parent is responsible for any fees or past due balances on their child’s account. The school will not release official records until all debts/payments are cleared. Transcripts and report cards will be withheld until all unpaid tuition and fees are received and are subject to further actions as outlined in DNA’s delinquent payment policies as outlined in the school application.



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DNA Refund Policy

The Application Fee and the Registration Fee are non-refundable fees. The Volunteer Fee is refundable until August 31st, after this date the Volunteer Fee will no longer be refundable. The Curriculum Fee is refundable up until the student receives their textbooks. Once the student receives their textbooks the fee is NOT refundable.

After a student has started with the school the refund will be based on the period of time the child has been enrolled less the tuition amount for one month. So, the parent will be paying for the time the child was in school plus one month tuition. If the school didn't start yet and the child withdrew, a full tuition refund might be granted. *If they paid the Early 1 Payment which discounted the tuition (option #1) and the student withdraws then the tuition refund will be less \$500. Refunds processed upon request.

Withdrawal from the school does not automatically terminate your financial contract. A notice must be submitted to the Administration that a parent/guardian wishes to withdraw their child from the school.



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Uniforms:

Students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach proper grooming and hygiene, it creates a safe and orderly environment, instills discipline, and eliminates competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms.

DNA/ASA prohibits any clothing or grooming that, in the administrations' judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations as outlined below and in the separate uniform policy.

1. No jeans, jeggings, leggings, sweatpants, or shorts.
2. Males cannot wear designs cut into their hair, long hair, or dyed hair.
3. Students cannot wear makeup.
4. Pants must be worn properly at waist. Pant legs may not be rolled up and cannot fit tightly. Clothing must be loose and not form-fitting.
5. Belts must fit properly and not hang down when buckled. Belts should be plain with no rhinestones, wording, or designs.
6. Footwear: black dress shoes only. No sandals, mules, Uggs, high heels, boots, or Crocs are allowed.



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Elementary GIRLS (Pre-K through 5th Grade)

JUMPER	Plaid Jumper (Style #194) (Color #41) with Embroidered School Monogram
BLOUSE	Blue Short or Long Sleeve Peter Pan Blouses
SLACKS	Navy Poly Cotton Slacks (Any Style) (Required to be worn under jumper)
SWEATERS *optional item	Navy V-Neck, Crew Neck Cardigan, Zip Hooded Cardigan or Zip Cardigan Sweater with Embroidered School Monogram (Fine Gauge Acceptable) (No PULLOVER style sweaters permitted)
SWEATSHIRTS *optional item	Navy Zip Hooded Sweatshirt with Embroidered School Monogram
OUTERWEAR *optional item	Navy Full or ½ Zip Fleece Jacket Navy Nylon Jacket (Any Style) (If jacket is worn in classroom it must have Embroidered School Monogram)

Elementary BOYS (Pre-K through 5th Grade)

SHIRT	Blue Short or Long Sleeve / Polo Shirt
SLACKS	Navy Poly Cotton Slacks (Any Style)
SWEATERS *optional item	Navy V-Neck, Crew Neck Cardigan, Zip Hooded Cardigan or Zip Cardigan Sweater with Embroidered School Monogram (Fine Gauge Acceptable) (No PULLOVER style sweaters permitted)
SWEATSHIRTS *optional item	Navy Zip Hooded Sweatshirt with Embroidered School Monogram
OUTERWEAR *optional item	Navy Full or ½ Zip Fleece Jacket Navy Nylon Jacket (Any Style) (If jacket is worn in classroom it must have Embroidered School Monogram)



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Middle & High School GIRLS (6th-12th Grade)

SHIRT	WHITE Long Sleeve / Polo Shirt
SLACKS	Navy Poly Cotton Slacks
DRESS	Appropriate Ankle Length Abaya Middle School – School Plaid Jumper TUNIC (Grey or Navy Blue)
SWEATERS	Navy V-Neck, Crew Neck Cardigan, Zip Hooded Cardigan or Zip Cardigan Sweater with Embroidered School Monogram (Fine Gauge Acceptable)
OUTERWEAR *optional item	Navy Full or ½ Zip Fleece Jacket Navy Nylon Jacket (Any Style) (If jacket is worn in classroom it must have Embroidered School Monogram)

Middle & High School BOYS (6th-12th Grade)

SHIRT	WHITE Long Sleeve Button up shirt or White Polo Shirt DNA/ASA Blue Polo Shirt w/ Embroidered School Monogram
SLACKS	Navy Cotton Slacks
SWEATERS	Navy V-Neck, Crew Neck Cardigan, Zip Hooded Cardigan or Zip Cardigan Sweater with Embroidered School Monogram (Fine Gauge Acceptable)
OUTERWEAR *optional item	Navy Full or ½ Zip Fleece Jacket - NO HOODIES in SCHOOL Navy Nylon Jacket (Any Style) (If jacket is worn in classroom it must have Embroidered School Monogram)



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Dress Code Violation Notice to Parents and Students:

If a student arrives at school out of uniform or is groomed inappropriately, the student's parent(s) will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence.

The school reserves the right to determine and restrict unbecoming styles. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

Violations of School Uniform:

Students that receive constant discipline referral for uniform infractions CAN NOT and WILL NOT be nominated for National Honor Society nor Junior Beta Club. Students will serve detention for each infraction. If more than 2 times in one week then the student will serve In-School Suspension (ISS).

Gym / Clothing for Outside Activities:

Students are required to wear the official school PE uniform and change at such time when needed. Extra clothing and gym shoes must be stored in the student's locker until instructed by their teacher.

Dress Down:

All general guidelines for dress down are: all garments must be free of holes, tears, inappropriate wording, logos, messages, or advertising. No short or tight-fitting clothing may be worn. Tights cannot be worn unless with knee length or longer loose-fitted top. All dresses must have sleeves and be abaya style. Students may wear jeans for Dress Down, but they cannot be tight or skinny jeans. Clothing items must not depict images of violence. Parents will be called to bring a change of clothes or pick up a child if he or she violates the dress code. (ISLAMIC ATTIRE ONLY)



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Student Fees:

Parents are responsible to pay all of the fees and tuition as outlined in the Parent-School Financial Contract. A supply list is provided by the school and parents are required to provide their students with all of the supplies needed per the grade level. The supplies should be labeled and submitted to the homeroom teacher.

Students may be required to pay certain fees or deposits, including:

1. Fees for additional supplies (i.e. paper, pens, rulers, etc.) that may or may not be mentioned in the supply list.
2. Voluntary student clubs or organizations and admission fees for extracurricular activities.
3. Curriculum Fee/Textbook Fee is a required rental fee for books. Students will also have access to print and use digital resources for one school year.

All non-consumable materials and textbooks will be returned to the school at the end of each school year. If the books are lost or damaged, a charge will be placed on the student's account. This must be paid before official records are released or participation in graduation ceremonies.

All student and teacher classroom materials must be used by the student as directed by the teacher. A student who is issued damaged materials should report the damage, regardless to the degree of damage, to the teacher. Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition will be charged accordingly.



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Homework Policy:

Homework is an essential part of each student’s successful education. Homework assignments help students to develop many valuable skills including good study habits, time management, responsibility, and perseverance. Teachers will assign homework that fosters individual learning and growth and that is level appropriate

Homework is part of all students’ regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher’s record is final in cases of conflict regarding homework assignments. If a student or parent has questions about homework, contact the teacher who assigned it and/or review the class syllabus.

Lost and Found:

Anyone who finds books, clothing, or other personal items left unattended should bring these items to the lost and found located near the teacher’s lounge on the lower level. Items left in lost and found are donated every Friday either to Al Farooq Masjid or various shelters in the midtown area.

Students should label all books, uniforms, and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

Lunch:

All students will remain on-campus during the lunch period. Students are required to bring a packed lunch. Parents are allowed to bring lunch when necessary. Students cannot order their own lunch – parents **MUST** provide lunch for their children. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area, must clear their place, and dispose of all trash appropriately. The lunch area will be monitored daily by teachers.



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Cafeteria Guidelines:

1. Students must dispose of plates and utensils in garbage bins.
2. Students must keep tables, seats, and floors clean.
3. Students must talk in a normal inside voice. No shouting or screaming is allowed.
4. Students must use appropriate language at all times.
5. Students must keep cafeteria lines orderly; no pushing, running, horse playing or cutting in lines.
6. Students may not loiter in the cafeteria and hallways during lunch. Students must remain seated unless otherwise instructed.
7. Students must keep hands, feet, personal belongings and food to themselves
8. Students may not order food from outside restaurants.
9. No open food in the lockers
10. Parents must provide lunch for each of their students.

Students who do not follow these guidelines may be subject to disciplinary action.

Closed Campus:

The school operates a closed campus. Students are not allowed to leave the school for any reason during school class hours or leave their supervisor outside of the campus/at Al Farooq Masjid. Students are escorted by a staff member to the masjid only at designated times as approved by the administration in compliance with the school's policies.

Public Areas:

Hallways, stairways, the cafeteria, and restrooms are used by all students and school employees.



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The Following Rules of Conduct Apply to all Students:

1. Students may not loiter in hallways, stairways, the cafeteria, or restrooms.
2. Students may not eat in the above mentioned area areas except in cafeteria.
3. Students may not run in these areas.
4. Students may not use any profane or vulgar language.
5. Students may not yell, scream, hit lockers or otherwise make excessive noise.
6. Students may not draw graffiti, post fliers, or write on walls, bulletin boards, doors, desks, books or any other school property.
7. Students must keep these areas clean and safe.
8. Students may not leave belongings on the floor, outside of, or on top of lockers.
9. Students must immediately report any leaks, spills or other problems in the restroom to a teacher or the front office.
10. Students may not roughhouse, wrestle with, or trip others.

Students are not permitted in the halls during class periods or during the lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes or who violate the guidelines listed above will be subject to disciplinary action. Additionally, teachers have the authority to submit referrals to the office for the following student conduct:

Use of a Classroom without Teacher Permission:

1. Using or removing any item from a teacher's desk.
2. Using laboratories when no teacher is present.
3. Use of the school phone during the day without permission from authorized school personnel.
4. Presence in construction areas or any other area deemed "off limits" by the Administration.



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Cell Phones & Electronic Devices:

Cell phones and other electronic devices possession and use of cell phones, computers, and other devices capable of electronic communications at school are a privilege and not a right. Possession and use of such devices at/during school or school-related events or activities shall be subject to school approval and regulations.

Unauthorized use of cell phones and electronics will result in confiscation.

Neither the homeroom teacher nor DNA/ASA is responsible for lost or stolen electronic devices. Electronic devices used during the school day will be confiscated and returned to the student at the end of the school day. Upon 3 infractions, a parent will have to pick up the device and in school suspension will be given. The school will not be responsible for damage, loss, or theft of any cellular phone or electronic device a student brings to school.

Devices that are in use without permission will be confiscated. If a school employee observes a student using any cell phone or other electronic device during the school day or on a school bus to or from the school or a school-related activity, the school employee shall confiscate the device and turn it in to the front office.

School administrators shall have the discretion to determine the appropriate use of phones, laptops, and computers, and other electronic devices.

The use of camera phones for video/audio recording is strictly forbidden on the school premises at any time. The school further prohibits students from possessing other electronic devices including but not limited to: radios, tape or CD players, iPods, iPad, electronic games, and other similar devices on school property without instructor permission. These devices disrupt classes and distract others from learning.



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Library:

The library is a resource center used by all students for class assignments and for leisure-time reading of appropriate materials. The resources of the library are available to support and enhance student learning, broaden understanding, and to encourage students to become independent, life-long learners.

Books, magazines, and reserve materials may be checked out for varying times. Desks and carrels are available for studying. Students may perform group work for class if they work quietly. School policy does not allow students to bring food or drink into the library. The total number of students who may use the library at any one time will be limited by the supervisor on duty.

Fundraising:

Sales and advertising may be permitted for approved school-related activities. This may include school newspapers, yearbooks, and other fundraising projects.

Advertising material that promotes the use of alcohol, tobacco, violence, discrimination, or any material not in accordance to Islam is strictly prohibited.

No person may display, solicit, or sell any item or service to students or school personnel while on school property, at school-sponsored events, online outlets, or on school transportation without the written permission of the principal.

Demonstrations or Meetings on School Premises:

(Non-School Sponsored)

Any student who wishes to promote, organize, or participate in a non-school sponsored demonstration or meeting on school premises must obtain prior written approval from the principal at least one week day prior to the requested activity. The written request should clearly state the reason for the request. Permission is not guaranteed.



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Bulletin Boards:

Students must obtain permission from teachers to post materials on classroom bulletin boards and from the Principal to post materials on hallway bulletin boards.

Materials should not be taped to glass surfaces, and students should not damage any surface by using thumbtacks or pins to post materials. After the event, it is the responsibility of the event sponsor to remove and clean the all areas used to advertise.

Deliveries:

All deliveries must be reported to the DNA/ASA front office.

Flowers, balloons, food items etc. should not be delivered to students. These are not permitted to be delivered to the classroom. Students may not receive any form of delivery (balloons, food, flowers etc.) except by a parent/guardian in person and as necessary for the school day at the front office. Food items including, but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to students. However, parents are welcome to join students for a cafeteria lunch in our school cafeteria.

Parents who want to organize activities in school/in class such as parties must receive prior approval from the principal or his/her designee.

School Activities:

The school offers a wide range of activities to enrich student learning during and after school hours. Students participating in such activities are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee.



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Field Trips:

Field trips offer exciting ways to learn. Students will have the opportunity to go on field trips at various times during the school year and parents will be given sufficient notice prior to the field trip.

The following rules apply to all field trips:

1. Students must return a field trip permission slip signed by his or her parent(s) by the specified date.
2. Phone calls will not be accepted as permission, paper field trip permission slips must be turned in for each child attending.
3. Students must exhibit their best possible behavior with the understanding that they are representing Allah's deen, DNA/ASA, themselves, and their families.
4. Students must wear their school uniforms, unless otherwise specified.
5. Students will be responsible to make up any missed assignments if applicable.

After Hours Field Trips:

When a group returns from a field trip, the school is not responsible for students who are not picked up at their designated time. Parents are required to have a designee for their child's transportation.

After-School Activities:

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. Students who stay for after-school activities are expected to follow these rules:

1. Students must be with a teacher or other staff member at all times.
2. Students must arrange for their own transportation; the student's ride should arrive promptly at the end of the activity.



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3. Students must abide by the Student Code of Conduct while participating in the activity.

Students are required to remain in the area where their activity is scheduled to take place; unless the teacher or sponsor overseeing the activity gives permission. A student will not be permitted to go to another area of the building or campus after dismissal of school in the afternoon, unless involved in an activity under the supervision of a teacher. Students must leave campus immediately.

STEM Activities (Science, Technology, Engineering, Math):

Due to the school's high expectations in mathematics, science, and technology each student is required to complete an individual or group research project in one of these areas which includes competitions, clubs, and project based learning.

Students participating in arts and activity groups will be evaluated on both practice and performance. Students and parents should be aware of possible conflicts with other activities, within and out of the school.

Transportation (General Field Trips/ Arrival to & From School):

Students who participate in school-sponsored trips may be required to ride a school vehicle to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with a him/her (the parent) or if the parent presents a written request that the student be permitted to ride with an adult designated by the parent, so long as the written request is presented before the scheduled trip.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. Students are expected to assist school staff in ensuring that school vehicles remain in good condition. Male students and female students are not permitted to sit together unless siblings.



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When riding a school vehicle, students are held to behavioral standards established in this Handbook. Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the vehicle in an orderly manner.
3. Be seated while the vehicle is moving.
4. Fasten seat belts.
5. Keep hands, feet, books, instrument cases, and other objects out of the aisle.
6. Do not put head, hands, arms, legs, or any object out of any window, or throw objects within or out of the vehicle.
7. Do not deface the vehicle or its equipment.
8. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in school vehicles. Students may neither ride the vehicle to a different location nor have friends ride the vehicle for any reason. Any changes or a reason for additional students to ride on the bus will be determined by the school principal.

Misconduct will be punished in accordance with the Student Code of Conduct, and the student's bus-riding privileges may be suspended.

Damage to School Property:

Students shall not vandalize or otherwise damage or deface any property belonging to or used by the school including furniture, any equipment, textbooks, and library books.

To ensure that school facilities can serve those for whom they are intended, both this year and in the coming years, littering, defacing, or damaging school property will not be tolerated.



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SECTION 2: SAFETY POLICIES AND PROCEDURES

In addition to disciplinary sanctions under the Student Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for the damages in accordance with the school policy and the dollar amount will be assessed to the students(s).

Student Safety:

Student health and safety is a high priority of DNA/ASA. Student cooperation is essential to ensuring their safety. Students should:

1. Avoid conduct that is likely to put the student or other students at risk.
2. Follow the behavioral standards in this Handbook as well as any additional rules for behavior and safety set by the principal, teachers, and other school staff.
3. Know the emergency evacuation routes and signals.
4. Immediately follow instructions from staff members who are overseeing student welfare.

Student Safety Policies and Procedures:

❖ Chain of Command

During an actual crisis the following personnel are in charge of all actions of the Crisis Management Plan which will be carried out in its entirety. This responsibility normally falls on the first person listed, and will move down the chain of command if more senior people are not present in the building at the time of the crisis.

1. The Principal
2. The Assistant Principal & Office Admin
3. Dept. Heads / Lead Teachers



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DNA/ASA Conducts the following Safety Drills:

1. Fire Drills
2. Intruder Alert
3. Tornado Drills
4. Hurricane Drills
5. Active Shooter Drills

❖ Fire Drill Procedures:

At the sound of the alarm the following actions should be taken:

1. STUDENTS MUST ALWAYS LISTEN TO STAFF
2. Teachers should have their attendance sheet in hand.
3. Teachers should lead students outside to the assigned gathering point using the assigned door.
4. Students should not bring anything with them.
5. The room lights should be turned off and the door closed when the last student is out of the room. Students should walk in single file with no talking.
6. Any student who is in the front office when the alarm sounds will remain in the office and proceed outside with the office personnel. Any student who is in the bathroom or hallway should immediately proceed outside and rejoin their class. Students should know where their class should be.
7. When the class reaches its assigned gathering point, the teacher immediately takes attendance. If a student is missing, the teacher should notify the administration immediately so that the student can be located.
8. Teachers and students stand quietly in line until directions are given from the administration that it is safe to re-enter the building.



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9. In the event there is an obstacle blocking your escape route, go to the closest exit. Once outside, the teacher should proceed to their assigned gathering point.
 10. In the event that the route to the assigned gathering point is blocked, immediately proceed to the alternate gathering point.
 11. In the event that an alarm sounds before, between, or after class or during lunch, students and teachers should immediately exit the building and proceed to the gathering point using the closest exit. Once there, the students should gather with their grade level. If teachers are in the immediate vicinity of their room and are able to safely retrieve their attendance sheet they should do so. Regardless of whether or not they have their attendance sheet teachers (class sponsors) should take attendance to the best of their ability and inform the administration if they are missing a student.
- ❖ The designated staff members are assigned the following responsibilities during a fire emergency:
1. The Assistant Principals and Coach/Athletic Director will check that the building is clear.
 2. The Administrative Assistant will check with teachers to ensure all students are accounted for and then report to the Administrator.

Fire, lock-down, evacuation, and tornado drill instruction will be discussed during the first week of each semester. Students need to understand and follow these procedures. Instructions will be posted on the bulletin board in each teacher's room. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Student Safety – Medication:

Parents are responsible for advising the school office of any medication that their child must take, what time, and under what conditions (ex. if they must eat first,



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etc.). All medication must be self-administer prescription medication while on school property or at school-related events and must be accompanied by a doctor’s note.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student’s physician or other licensed health care provider.

Requirements also include written authorization from the student’s parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication.

Medication in a student’s possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Tobacco, Alcohol, and Drug-Free School Notice:

Smoking, ecigarettes, and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 1000 feet from school property, or at school-related or school-sanctioned events off school property.

Students may not possess tobacco products in any form, violators are subject to the disciplinary terms of the Student Code of Conduct.

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Violators are subject to disciplinary action and/or legal action.

The school believes that student use of illegal drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct and immediate dismissal from DNA/ASA.



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Freedom from Discrimination, Harassment, and Retaliation:

DNA/ASA believes that all students learn best in an environment free from harassment, and that student welfare is best served when students can work free from discrimination. Students are expected to treat other students and School employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

DNA/ASA prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Prohibited Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or Other-wise adversely affects the student's educational opportunities.

Derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property will not be tolerated.



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Sexual Harassment:

In compliance with the Georgia State Laws- DNA/ASA does not discriminate on the basis of sex in its educational programs or activities.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances such as:

- Touching intimate body parts or coercing physical contact that is sexual in nature; jokes, gestures, or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

DNA/ASA does not tolerate sexual harassment of a student by employees or other students. Romantic or inappropriate social relationships between students and School employees are prohibited. Sexual relationships between students and School employees are always prohibited, even if consensual. Sexual harassment of a student by a School employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature.

Any incidents should be reported to the principal or school personnel immediately. The above actions will have severe consequences and can be punishable by GA law. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, is subject to appropriate discipline.

Bullying and Cyber-bullying:

DNA/ASA has ZERO TOLERANCE for bullying as defined in this Handbook, as well as retaliation against anyone involved in the complaint process. DNA/ASA also prohibits cyber-bullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation of other person(s).

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that occurs on school property, at a school-sponsored or school-related activity, in a vehicle operated by the school, or by internet/social media/chat rooms/etc.



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Student Reporting Procedures:

Any student who believes that he or she has experienced bullying or cyber-bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives a report of potential bullying or cyber-bullying must immediately relay the report to the Principal

Any student who believes that he or she has experienced prohibited discrimination or harassment or believes that another student has experienced prohibited discrimination or harassment should immediately report the alleged acts to a teacher, the Principal, or a school faculty member.

Any school employee who receives a report of prohibited discrimination or harassment must immediately relay the report to the principal. Upon receipt of a report of prohibited discrimination or harassment, the principal will assign the report to the appropriate designees to investigate the complaint.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, the School shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its reoccurrence.

The School may take disciplinary action based on the results of an investigation, even if the School concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

The principal, faculty member, or teacher will hold private meetings with the parents of the student accused as well as the parents of the student accusing to discuss transgressions.



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Investigations of Reports:

The Principal will determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. The Principal will conduct an appropriate investigation based on the allegations in the report, and will take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate. Following completion of the investigation, the Principal will prepare a written decision regarding the complaint. If the results of an investigation indicated that bullying occurred, the School shall promptly respond. All findings are reported to the parent/guardian as well as consequences.

Confidentiality:

To the greatest extent possible, DNA/ASA will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with the applicable law.

Child Abuse Reporting:

All faculty members of DNA/ASA are required by law to report and cooperate with official Child Abuse Investigators upon request of law enforcement.

Division of Family and Children Services (DFCS)

School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect per Georgia State laws regarding “Investigations of Abuse in a School Setting.” School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Sexual Abuse Definition:

According to the American Psychological Association, Sexual abuse is unwanted sexual activity, with perpetrators using force, making threats or taking advantage of victims not able to give consent. Most victims and perpetrators know each other. Immediate reactions to sexual abuse include shock, fear or disbelief.



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Reporting Obligation:

Anyone who suspects that a child is or may have been abused or neglected has a legal responsibility under state law to report the suspected abuse or neglect to law enforcement or to the Division of Family and Children Services (DFCS).

Interrogations and Searches:

Lockers are school property and can be searched if deemed necessary. In the interest of promoting student safety and attempting to ensure that the school is safe and drug free, school officials may from time to time conduct searches without notification.

Such searches are conducted without a warrant and as permitted by law. Administrators, teachers and other professional personnel may have a concern regarding the content of a student's locker and a search will be conducted. Lockers and desks assigned to students must remain at all times under the control and jurisdiction of the school. The school will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Lockers:

Lockers are to be used to store books, coats, and personal items. Valuable items should not be stored in lockers or desks. Cell phones and electronics should be given to the homeroom teacher. The school is not liable for any personal items stored in lockers, backpacks, desks, or anywhere within school property. The use of lockers is strongly encouraged. The school will provide a lock for each locker.

Students may not put a personal lock on their lockers and all students must keep their locker combinations private. Students may not trade or share lockers. Students are responsible to make sure that lockers are kept locked at all times.

Any damage, vandalism, or other problems with lockers or desks should be reported to the front office. Students will be held responsible for the condition of their lockers if such damage, vandalism, or other problems are not reported.



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Students may go to their lockers during the following designated times only:

1. Before class begins in the morning.
2. During the five-minute passing periods between classes.
3. During lunch time.
4. Dismissal (before dismissal)

School Visitors:

Visitors for educational purposes are welcome at the school. Visitors must sign in/out at the front office and present a valid photo ID upon arrival. Parents, volunteers, and guests must also check in at the front office.

Emergency School/Campus Closings:

Weather conditions may occur at any time which will make it necessary for the campus to be closed. Parents and students are advised to view the school website, social media accounts, check their emails and text messages, as well as their Remind App for school announcements and safety updates.

Videotaping of Students:

For safety purposes, video/audio equipment may be used to monitor student behavior in classrooms and hallways, on buses, and in common areas on campus. Students will not be told when the equipment is being used. The principal may review the tapes routinely to document student misconduct. Discipline for any occurrence will be in accordance with the Student Code of Conduct.



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SECTION 3: FAMILY-SCHOOL COMMUNICATION

CoolSis:

CoolSis is DNA/ASA’s electronic School Information System (SIS) to provide parents access to gradebook, attendance, disciplinary records, assignments, and more. School staff and parents are required to utilize CoolSis on a consistent basis. Teachers have to announce their assignments and post grades on CoolSis in a timely manner. Parents must follow up their children’s assignments, grading, behavioral status, and attendance. Students have access to CoolSis as well. Each parent and student has a username and password given by the school, so that they are informed of their child’s academic and behavioral performance. CoolSis also has a mobile app, available on all smartphones.

Communication between parents and school staff is a key component of student success. Parents are responsible for notifying the school of any change of address, telephone number, e-mail address, and any other related information. Parents may contact school staff by using several methods, including: 1. Sending an e-mail to homeroom teachers; teacher e-mail addresses are available at the front desk. 2. Emailing an administrator. 3. Calling the front office. 4. Sending a written note.

Remind 101 School Announcement System:

To enroll in receiving messages from DNA/ASA via Remind please contact the front office. It is mandatory that all parents and staff are enrolled to receive messages. You can download the app from your phone’s application provider. There are no fees to use Remind and you can choose how you receive school communications.



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Teacher-Parent Communication:

During open house at the beginning of the school year all teachers will provide you their contact information and the best time to contact them. It is, however, prohibited to visit your child’s class between 8 a.m. – 3 p.m. as these are hours in which they will be teaching/supervising students (unless you have arrangements to meet with a teacher during a planning period).

Parent-Teacher Conferences:

DNA/ASA has a fall and a spring semester with four (4) reporting periods (quarters) throughout the year. Students are issued a report card at the end of each quarter. In order to increase parent-teacher communication, which is critical to the success of the student, report cards will not be issued to the students to take home. The parents will have to pick up the report cards from the homeroom teachers during scheduled parent-teacher conferences. You will receive a date and time from the school regarding each conference appointment to be made in advance in order for parents/guardians to plan accordingly to attend.



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SECTION 4: ACADEMICS AND GRADING

Report Cards and Grading Scales:

Report cards for all students are issued at the end of each quarter reporting period within a semester. All classes will follow a standard scale for assigning letter grades for quarter and semester work. Individual teachers will follow the DNA Grading practices/guidelines for their classes, with grades corresponding to the following scale:

A = 90–100% B = 80–89% C = 70–79% F – 69% and below

Regular & Pre-AP academic course letter grades have the following GPA weights:

A = 4.0 B = 3.0 C = 2.0 F = 0.0

Dual Credit course letter grades have the following GPA weights:

A = 5.0 B = 4.0 C = 3.0 F = 0.0

Advanced Placement (AP) academic course letter grades have the following GPA weights

(if the student takes and passes the AP Exam at the end of the school year):

A = 5.0 B = 4.0 C = 3.0 F = 0.0

The report card for Pre-K & Kindergarten is evaluation style and does not follow the traditional grading system. For Kindergarten Grades the following system will be used;

MS = Meets Standards, AS = Approaching Standards, NS = Needs Support, XS = Not Assessed at this time



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Progress Reports:

Progress reports are individual student's reports of grades accumulated over a period of five (5) weeks. In the middle of each quarter a progress report is issued and parents will be notified via Remind.

Academic Honors:

- A. The Principal's Honor Award is given to students achieving all A's during the Quarter.
- B. The Honor Roll award is given to students who have achieved all A's and B's during the Quarter.
- C. Honorable Mention Award is given to students who have a GPA of 3.0 with some C's.

Academic Dishonesty:

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. High school students may be kept out of advanced courses such as Pre-AP, AP, Dual credit, etc. courses for repeated offenses.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during any examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.



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SECTION 5: HIGH SCHOOL-SPECIFIC TOPICS

Atlanta Science Academy

(Dar-Un-Noor Academy's High School):

- 28+ Credits (Georgia requires 23 credits)
- AP, Dual Enrollment, & Honor Courses
- 100 Volunteer Hours
- CRMP (College Readiness and Mentorship Program)
- Scholastic Aptitude Test (SAT) Prep Courses
- PSAT (offered every year to track the progress)

High School Graduation Requirements:

Below are some of the prerequisites of graduating from Atlanta Science Academy.

1. Credits: 28 credits should be earned in order to graduate from Atlanta Science Academy (A.S.A).
 - The high school courses which are taken during middle school such as Accelerated Algebra I and Geometry A are counted as high school credits if they are successfully completed.
 - Advanced Placement (A.P) courses, Dual Enrollment courses, and Online (GA Virtual School) high school courses are also counted towards 28 credits if the course requirements are successfully fulfilled.
2. Volunteer Hours: 100 volunteer hours should be earned during the high school for graduating from ASA. Students can volunteer only for tasks which are approved by the Principal or his designee.
3. College Acceptance: The student has to be accepted by a four year college in order to be able to graduate from the high school (ASA).
 - Offers from community colleges, two-year colleges, vocational schools, etc. are not accepted for granting graduation from ASA.



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ACT, SAT, and PSAT Testing:

The PSAT/SAT and American College Testing (ACT) are important tests a high school student must take in order to be able to apply for college. DNA/ASA has SAT prep courses embedded in the schedule as well as online tools to track the student progress. Preliminary SAT (PSAT) is a very similar test to SAT which is also developed by College Board. We offer PSAT tests twice a year at our campus to follow up the students' progress. The PSAT 8/9, PSAT 10, and the PSAT/NMSQT tests are mandatory for our 8th – 11th grade students. Parents are responsible to pay the charges of fees for PSAT 8/9, PSAT 10, PSAT, SAT, and AP testing. DNA/ASA administration will notify parents with the price of each test or cumulative fees in advance.

Students take the PSAT not only as preparation for the SAT taken in senior year and widely used as a major criterion for college admissions, but also to qualify for the National Merit Scholarship program. As with the SAT, the PSAT has separate math and verbal sections and a third section testing English grammar. Each subject is scored on a scale of 20 to 80 and these scores are combined to create the National Merit Scholarship selection index.

All ASA students have to take the PSAT during their junior year. The most common reasons for taking the PSAT/NMSQT are:

1. To receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
2. To see how your performance on an admissions test might compare with that of others applying to college.
3. To enter the competition for scholarships from the National Merit Scholarship Corporation (grade 11).
4. To help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
5. To receive information from colleges when you check "yes" to Student Search Service.
6. To determine which AP courses the student is ready to take.



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College Readiness & Mentorship Program (CRMP):

Teachers mentor students outside of the classroom setting. Mentors provide students with help in academics as well as building good character and essential skills that will lead to a smooth transition to college.

Promotion to the Next Grade Level Requirements:

A student may be promoted to the next grade level on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit, a student must demonstrate mastery on grade-level standards for all state and DNA/ASA required subjects and meet the school's requirements for attendance.

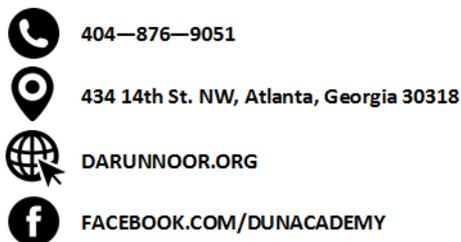
Furthermore, a student's promotion to the next grade shall be based on the following: evidence of satisfactory progress with an emphasis on Language Arts, Mathematics, Science, and Social Studies.

Evidence for promotion includes assessment of the student's reading level, phonics assessment, curriculum assessments, information from the student's daily work or portfolio, anecdotal records, and checklists.

AP & Dual Enrollment:

Advanced Placement (AP) and Dual Enrollment Courses are very crucial for college admission. DNA/ASA offers a variety of AP courses such as AP English Language and Composition, AP World History, AP U.S. History, AP Human Geography, AP Environmental Science, AP Computer Science, AP U.S. Government, and more.

Dual Enrollment courses are a great opportunity for high school students to earn college credits and to get used to a higher education atmosphere while they are still in high school. Our students are able to take Dual Enrollment courses at the college campuses for credit towards both high school and college. However, students may not enroll in more than two (2) dual credit courses per semester.



A student may be exempt from this requirement only through approval by the principal if the student demonstrates outstanding academic performance and capability. Courses may be taken at DNA/ASA during the school day or at the college campus. In order to receive the high school credit portion of dual credit, the course grade must be at least a “B.”

AP Courses:

Students may enroll in AP classes so long as prerequisite courses have been successfully completed and the student is willing to devote sufficient time and effort to participate in college-level classes. AP examinations are structured to measure depth of knowledge, completeness of thought, and synthesis of ideas. Exams are graded on a five-point scale, with college credit usually given for scores of three or higher.

Information about score requirements and credit/placement awards for specific universities can be accessed at www.collegeboard.com/ap/creditpolicy. AP exams are administered in May of each school year.

National Honor Society and National Beta Club:

At minimum, high school students who have maintained a cumulative GPA of 3.50 are eligible for nomination to the school’s local chapter of the National Honor Society. Students seeking admission should contact the sponsor for admission guidelines. The student must have been enrolled in the current school for at least one semester.

Selection for membership is based upon a student’s evidence of scholarship, service, citizenship, leadership, and character. Selection will be made by a faculty council appointed by the Principal.

Discipline referrals and excessive absences will constitute evidence of deficiencies in character and leadership. Service contributions are determined by completion of a



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service form by the nominee and scored by the faculty council. Induction is held only once during each academic year.

Students on the Principal Honor Roll and Honor Roll in middle school (6th – 8th) may apply for National Junior Honor Society and elementary students may apply for National Beta Club grades 4th – 12th.

Behavior violations, misconduct, and failing grades are all cause for dismissal of any Beta or NHS Student from the program and will reflect their status on a national level.

Community Service - Graduation Requirement of 100 Hours:

Community service is not only a requirement for graduation; it is our responsibilities as servants of Allah (S) to help others. All high school students must show proof of 100 hours of service before graduation.

Graduation Ceremony:

Students completing the requirements for graduation will be granted a high school diploma. DNA/ASA annually sponsors a graduation ceremony for students who have completed requirements established by both the DNA/ASA and the State. Commencement ceremonies are held for Kindergarten, 5th grade, 8th grade and 12th grade.

Valedictorian/Salutatorian Selection:



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A. Elementary:

The highest in the following criteria will be valedictorian and the second student will be salutatorian:

1. GPA for 4th-5th grades. If there is a tie in GPA, the average grade out of 100 will be counted.
2. The student has to be enrolled in the school in 4th and 5th grade.

B. Middle School:

The highest in the following criteria will be valedictorian and the second student will be salutatorian:

1. GPA for 6th-8th grades.
2. High school credits will be weighted in ranking calculation.
3. If there is a tie in GPA, the average grade out of 100 will be counted.
4. The student has to be enrolled in school in 7th and 8th grade.

C. High School:

Valedictorian/Salutatorian selection method for a graduating senior class is stated below. The high school senior who comes first based on the criteria in this method will be valedictorian and the one who comes second will be salutatorian.



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A student who hasn't finished their required credits by the last day of the school year in which the class is graduating may not be selected as valedictorian or salutatorian and is not eligible for any honors diplomas.

The student must have been enrolled with the school campus for no less than four semesters or all semesters the school has been opened if less than four semesters.

GPA score: 60% (GPA score is obtained by multiplying Cumulative GPA by 400 for 1st Quarter in 9th grade until the end of 3rd Quarter in 12th grade. The high school credits taken in Middle School will be included)

SAT score: 20% (The SAT scores whose reports are obtained by May 1st of graduation year)

College Acceptance score: 20% (Until May 1st of graduation year the student needs to be accepted by a four year college. The college rankings and associated scores will be as follows: Rank 1st-50th: 1600, Rank 51st-100th: 1400, Rank 101st-150th: 1200, Rank 151st -250th: 1000, Rank 251st and up: 800)

Credit Recovery:

Credit recovery options include retaking the class, either on site or on-line.

A high school student who fails the first semester of any core course with a grade no lower than 60, but who passes the second semester of the course, may receive credit if the average of the two semesters results in a grade of 70 or above.



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Students with Disabilities & ADA:

No animals are permitted to be on campus except for service dogs, which is a federally protected right for those with a disability. All service animals must be kept under control while on campus. Under the Americans with Disabilities Act (ADA), service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

With administrative permission, the school must be notified in a timely manner to provide the necessary accommodations for the student and the service dog.

Under the ADA, schools must allow service dogs who accompany a student with a disability access. Service dogs must be cleared with the following:

- Adequately trained.
- Pass the Public Access Test.
- Be a registered service dog.
- Maintain current vaccinations.

SECTION 6: DISCIPLINE AND CODE OF CONDUCT

Discipline Code of Conduct:

DNA/ASA is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, DNA/ASA has established this Student Code of Conduct (further referenced as the "Code").

The Code outlines prohibited behaviors and consequences for such behavior.



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Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

DNA/ASA does not have corporal punishment in its discipline system.

A teacher may send a student to the assistant principal's office to maintain effective discipline in the classroom. However, this should not be used often. In addition, a teacher may remove a student from class:

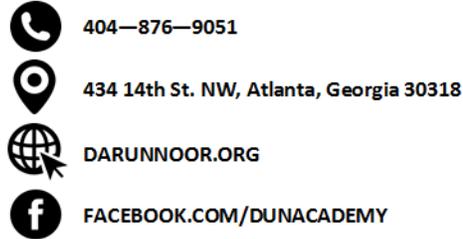
1. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. School administration is authorized to give detention, in-school and out-of-school suspension, and expulsion as methods of disciplinary action.

Behavior Violations will be reported in CoolSis. This record will be kept in each student's file and repeated violations will lead to higher consequences. If the behavior does not change, students could lose their scholarship, be placed on academic probation, or dismissal from DNA/ASA.

Parent Appeal Process:

All parents have the right to appeal a decision by meeting with the principal or his/her designee.

The principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.



Level I Offenses:

One Day Detention; the following behaviors are prohibited at all school and school related activities:

1. Excessive talking in class/during teacher instruction as well as disturbing the class and/or being distracting.
2. Out of uniform
3. Horse playing
4. Eating in class
5. Unauthorized use of electronic device(s)
6. Bullying

Level II Offenses:

3 – 5 Days In School Suspension; the following behaviors are prohibited at all School and School related activities:

1. Inappropriate physical contact such as pushing someone.
2. Missing class or tutorial sessions without an excuse.
3. Offensive language orally or in writing.
4. Horse-play leading to physical harm.
5. Inappropriate behavior in the Masjid.
6. Repeatedly violating Level I offenses.



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Level III Offenses:

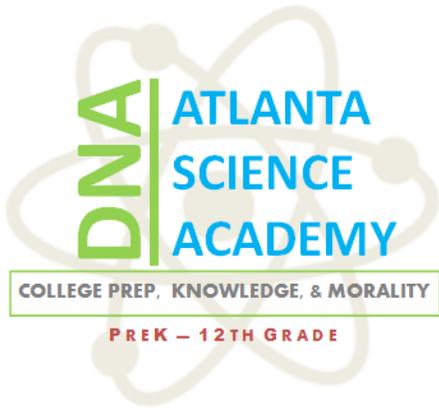
1-5 days Out of School Suspension; the following behaviors are prohibited at all School and School related activities:

1. Undignified behavior on a school bus.
2. Fighting.
3. Gross disrespect to staff or students.
4. Leaving school grounds without parental supervision/walker pass.
5. Property damage (under \$100).
6. Gambling.
7. Cheating (academic work).
8. Displaying, soliciting, or selling any item or service.
9. Excessive littering or indecent littering on school grounds or in the masjid.
10. Repeatedly violating Level I-II offenses.

Level IV Offenses:

Expulsion; the following behaviors are prohibited at all school and school related activities:

1. The use, sale, and/or possession of a weapon, drugs, tobacco, alcohol, or anything that is made to resemble these items.
2. Pornography
3. Property damage (over \$100)
4. Indecent exposure/sexual harassment
5. Theft
6. Physical or otherwise intimidation or harassment of staff or students.
7. Repeatedly violating Level I-II-III offenses.



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Acknowledgement of Student-Parent Handbook Agreement:

Acknowledgement of review and understanding Dar-Un-Noor/Atlanta Science Academy (DNA/ASA)’s Student-Parent Handbook. The Student-Parent Handbook provides important information related to student learning, expectations for student behavior, and other information related to student and parent rights. DNA/ASA requires that a parent/guardian of each student sign this form to acknowledge that they have received a digital or paper copy of the handbook or know that the handbook is available on the school website, darunnoor.org.

I recognize that it is my responsibility, as the parent/guardian, to read and understand the policies, provisions, and procedures contained in the Student-Parent Handbook. In addition, I understand that the contents of the Student-Parent Handbook are subject to change. I acknowledge that the Student-Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for educational entities, or at the discretion of the Board of Education of DNA/ASA. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Handbook. I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Handbook, which will be posted on the DNA/ASA web site at darunnoor.org. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Handbook upon request to the school. Moreover, I recognize that it is my responsibility to contact the school for any questions I might have about the contents of the Handbook now and in the future.

Student’s Name (Print Clearly) Grade

Parent’s Name (Print Clearly)

Parent’s Signature Date