

NOBLE LEADERSHIP ACADEMY

Student Handbook

Code of Conduct & Discipline Code

As a private educational institution, Noble Leadership Academy is interested in and concerned with the total development of the individual, including the development of social responsibility and good citizenship. It is recognized, however, that occasionally a student or students will violate the rules and regulations of the institution and that disciplinary action will be needed. Reasonable efforts are made to foster the personal and social development of those students who are held accountable for violations of the Code of Conduct.

Noble Leadership Academy does not list every intervention that may be appropriate for correcting student behavior. For behaviors causing minor disruptions to the educational process, NLA will utilize researched-based interventions in the educational environment before removing the student from class or school. This is not intended to address the entire spectrum of student misbehavior that may occur at school or on school property. Instead, NLA outlines a range of appropriate responses for certain inappropriate behaviors.

Noble Leadership Academy retains the discretion to address student misconduct that is not specifically included in the discipline code. Poor academic achievement is not an act of misconduct, and NLA will not discipline students for poor academic progress or failure to complete assignments. Instead, struggling students will be supported with various academic or behavioral interventions that target specific skills needed to improve performance.

Noble Leadership Academy applies the discipline code of conduct to actions of students during school hours, before and after school, while on school property, while traveling during school activities/trips, at all school-sponsored events, and while using any computer, Information Technology Device, or social networking website. Students may also be subject to discipline for inappropriate behaviors that occur either off campus or during non-school hours, including actions that involve the use of any computer, Information Technology Device or social networking website, when the misconduct disrupts or may disrupt the orderly educational process at NLA and transgresses the mission of the school.

Noble Leadership Academy provides a variety of interventions and consequences to address student misconduct that range from the least severe – intended to be instructive and corrective – to expulsion. NLA intends that instructive and corrective consequences are implemented for initial incidents of misconduct through the Behavior Incident Report, and more severe consequences utilized only for more serious infractions which include repeated

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offenses and/or incidents that seriously disrupt the educational process. Before any intervention or consequence is issued, NLA will consider options that reduce lost instructional time for the student while also maintaining a safe, civil and respectful learning environment for the entire NLA community. NLA staff shall also consider all mitigating circumstances and shall ensure that the student receives the attention that the situation warrants.

Mitigating circumstances include, but are not limited to, the following factors. Please note that appropriate consequences will only be decided by NLA staff and administration

- The student's age, health, maturity, and academic placement;
- The student's prior conduct and record of behavior;
- The student's willingness to acknowledge misconduct;
- The level of parent/guardian cooperation and/or involvement;
- The student's willingness to make restitution;
- The seriousness of the offense.

Students who are suspended or expelled from school may not participate in extracurricular activities or school-sponsored events during the period of the suspension or expulsion. However, students on suspension during the administration of standardized assessments shall be provided an opportunity to enter the school for the purpose of taking the test and may be allowed to participate in related test preparation activities upon the discretion of the administration.

In the case where the parent is an NLA staff member, the involvement of the staff member in implementing the discipline code will not be allowed.

Age Appropriate Discipline

Noble Leadership Academy recognizes that students of different grades and ages are at different developmental and cognitive levels, thus their behavior will be different and may call for different responses. In determining the appropriate level of interventions and consequences, in addition to mitigating circumstances NLA staff will consider the grade level and age of the student. This approach may result in a less severe intervention and consequence for a lower grade or younger student as compared to a higher grade or older student.

Safety Covid Policy Consequences

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Masks must be worn correctly the entire day. If a student is caught not wearing the mask or wearing it incorrectly they will receive a write-up. At the fourth write-up, a student will be required to attend after school detention until 4:00 PM with Sr. Amanny.

INFRACTIONS & CONSEQUENCES

“When you choose your behavior, you choose the consequence.”

LEVEL 1 INFRACTIONS: (self-directed minor inappropriate behaviors)

1. Running/screaming in the hallway, classroom or in the cafeteria.
2. Chewing gum.
3. Wearing incorrect clothing and/or uniform: see complete uniform policy for details.
4. Wearing Makeup or Nail Polish
5. Wearing hijab incorrectly: Hijab must be secured on head, all hair, neck and ears covered.
6. Selling or advertising any object(s) on school grounds not authorized by office administration.
7. Using cell phones without supervision or permission.
8. Sleeping during class
9. Unexcused absence/Tardiness from class (between 1-5 minutes).

LEVEL 1 CONSEQUENCES: (for minor inappropriate behavior)

1. Issue verbal warning.
2. Issue written warning on Sycamore. (Alert parents)
3. Issue second written warning on Sycamore (One member of discipline team will call for Parent Conference and warn that one more incident will result in Suspension)
4. Issue third written warning on Sycamore. Student is **suspended** for one day.

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LEVEL 2 INFRACTIONS: (socially inappropriate behavior directed toward policies, others and/or property)

1. Any of the Level 1 behaviors after a verbal warning.
2. Verbal fighting.
3. Cursing (Arabic or cursing substitute; abbreviating the word or using the first letter; or abbreviating)
4. Disrespect towards the staff members in any way; back talk, walking away, refusing to follow rules.
5. Damaging school property (consequence level depends on the damage level).
6. Failure to report to assigned places, such as classroom, salah, lunchroom, or assembly (any time over 6 minutes)
7. Possession of matches or lighters.
8. Speaking during a fire drill or lockdown drill
9. Lying to, giving false information to, and/or misleading school personnel.
10. Engaging in intimidation towards a student or staff member.
11. Engaging in or causing disruptive behavior during class, a school activity or on the school bus during a trip.
12. Knowingly cheating or deliberately assuming other person's homework as your own. You will also get a zero on the assignment.
13. Bringing unauthorized visitors to school or allowing unauthorized visitors to enter school.
14. Progressive Disruption Infractions—A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, recess, or common areas.

LEVEL 2 CONSEQUENCES: (for socially inappropriate behavior directed toward others and/or property)

1. Written warning issued on Sycamore. Parent is contacted
2. Written warning is issued, Parent Conference scheduled with Discipline team. (Student may be included in this conference)
3. Written warning is issued and the student is **suspended** for an appropriate number of days to be decided by the discipline team.

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**** Level 2 infractions that result in a suspension will have the following rule applied: Suspension will be stricken from student record if he/she does not have a repeat suspension for the rest of the school year.**

LEVEL 3 INFRACTIONS: (defiance and/or aggressive behavior directed toward self, others, and/or property)

1. Continuation of any level 2 behaviors.
2. Using slurs, inappropriate language or gestures based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, or disability.
3. Physical assault – the student is a danger to him/herself or others.
4. Physical fight including: Shoving, pushing, or engaging in other similar physical behavior towards students or school personnel (e.g., horseplay or pushing past another person), or throwing an object (e.g., chalk)
5. Spitting at another student.
6. Destruction of personal or school property.
7. Overt defiance and/or insubordinate behavior- direct and/or immediate refusal to comply with a member of the staff or adult authority.
8. Fire alarm pulled with no valid reason.
9. Leaving or cutting class without permission of supervising school personnel.
10. Leaving school premises without permission of supervising school personnel.
11. Knowingly taking or possessing property belonging to another without authorization.
12. Knowingly cheating (giving or accepting answers, allowing others to view your answers) on an assessment of any kind. You will also receive a zero on the assessment.
13. Smoking on or around school property, during lunch when signed out, during a school trip or during school day.
14. Possessing cigarettes, cigars, vapes, or any smoking instrument.
15. Any behavior deemed by a supervisor to be at this level.

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LEVEL 3 CONSEQUENCES: (defiance and/or aggressive behavior directed toward self, others, and/or property)

1. The Discipline Team will investigate and students will be suspended. Team will review the incident and determine an appropriate number of suspension days based on the circumstance and severity of the infraction.

**** Level 3 infractions that result in a suspension will have the following rule applied: Suspension may be stricken from student record if he/she serves 6 volunteer hours in a place, time and with an organization of the schools choosing and/or approval.**

LEVEL 4 INFRACTIONS: (behavior that is unsafe or a threat to the well-being of students/staff/organization)

Any behavior listed under Level 4 Infractions, whether committed in school or not, done at any time during the year, or in any place, may result in expulsion from Noble Leadership Academy.

1. Sexual or inappropriate actions or comments (engaging in inappropriate physical contact or touching someone in a private part of the body).
2. Exposing private parts.
3. Tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means.
4. Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others.
5. Engaging in illegal acts, including but not limited to drinking, taking or distributing tobacco products, drugs, paraphernalia, etc, theft, vandalism.
6. Posting or distributing libelous material or literature that defames staff, student or any member of the Noble community.

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7. Posting or distributing, (via email, Facebook, Twitter, Pinterest, google groups and any other social network), displaying, or sharing literature or material containing a threat of violence, injury or harm, or depicting violent actions against or obscene, vulgar or lewd pictures of students or staff.
8. Engaging in an act of coercion or threatening violence, injury or harm to another or others.
9. Engaging in intimidating behavior, including bullying – threatening, stalking or seeking to coerce or compel a student or staff member to do something; engaging in verbal or physical conduct that threatens another with harm; taunting and/or intimidation including through the use of epithets or slurs involving actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, religious practices, gender, or disability.
10. Making sexually suggestive comments, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g. touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images).
11. Causing a serious injury by either recklessly engaging in behavior, and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer).
12. Using force against, or inflicting or attempting to inflict serious injury against school personnel or school safety agents.
13. Using extreme force against or inflicting or attempting to inflict serious injury upon students or others.
14. Planning, instigating, or participating with another or others, in an incident of group violence.
15. Engaging in threatening, dangerous or violent behavior.

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LEVEL 4 CONSEQUENCES: (behavior that is unsafe or a threat to the well-being of students/staff/organization)

1. Student(s) involved in Level 4 infraction will be suspended from school immediately, pending school investigation.
2. All level 4 infractions may result in an **expulsion** from the school. The Discipline Team will investigate the circumstance and severity of the incident and infraction. The Discipline Team will recommend an appropriate consequence to the School Board. Upon board approval, consequences will be administered.

APPEALS PROCESS:

Any parent or guardian who would like to appeal a disciplinary decision may exercise the right to do so.

Appeals Process is as follows:

1. Parents or guardians may schedule a meeting with The Discipline Team to discuss the infraction and the consequences, and an appeal may be made for reconsideration.
2. If the meeting does not render an amicable reconsideration decision, or a mutual understanding, parent or guardian may email their concerns and appeal to the Board. Email address will be provided upon request.

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Anti-Bullying Policy:

Bullying will not be tolerated in our community.

Bullying is prohibited:

1. during any school-sponsored or school-sanctioned program or activity;
2. in school, on school property
3. through the transmission of information via electronic communication from a NLA computer or computer network, or other electronic school equipment;
4. when the behavior or communication occurs off campus or through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by the school.

Definitions:

“Bullying,” including “cyberbullying,” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically (i.e., cyberbullying), directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

1. placing the student in reasonable fear of harm to the student’s person or property;
2. causing a substantially detrimental effect on the student’s physical or mental health;
3. substantially interfering with the student’s academic performance; or
4. substantially interfering with the student’s ability to participate in or benefit from the services activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: cyberbullying, harassment, threats, intimidation, stalking, physical violence, harassment, violence, theft, public humiliation, ostracism, destruction of

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property, or retaliation for asserting, opposing or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

What is NOT Considered Bullying:

This incidents on this list are NOT considered bullying:

1. Not liking someone – It is very natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of “I don’t like you” are not acts of bullying.
2. Being excluded – It is very natural for people to gather around a group of friends and we cannot be friends with everyone, so it is acceptable that when kids have a party or play a game at the playground, they will include their friends and exclude others. We encourage students to possess the qualities of our Prophet Muhammad (SAW) and that they should not exclude people from an activity or treat them unkindly. As a school, we can encourage healthy friendships but we will not “force” students to befriend one another.

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3. Accidentally bumping into someone – When people bump into others, the reaction depends mostly on the bumped person's mood. If they have had a bad day, they think it was an act of aggressive behavior, but if they are in the good mood, they smile back and attract an apology. This is also relevant for playing sports, like when kids throwing the ball at each other hit someone on the head. Some accidents happen without any bad intention and it is important not to create a big conflict, because it was NOT an act of bullying.
4. Making other kids play things a certain way – Again, this is very natural behavior. Wanting things to be done our way is normal and is not an act of bullying. To make sure kids do not fall into considering it as an aggressive or “bossy” behavior, we need to teach them assertiveness. If your kids come home and complain that Jane is very bossy and she always wants things to be done her way, you can show them that they want it too and that Jane is miserable, because she is not flexible enough and she will suffer in life for insisting that things be done her way. Again, although it is not fun or pleasant, this is NOT bullying.
5. A single act of telling a joke about someone – Making fun of other people is not fun for them, but the difference between having a sense of humor and making fun of someone is very fine. It is important to teach kids (and grownups) that things they say as jokes should also be amusing for others. If not, they should stop. Unless it happens over and over again and done deliberately to hurt someone, telling jokes about people is NOT bullying.
6. Arguments – Arguments are just heated disagreements between two (or more) people (or groups). It is natural that people have different interests and disagree on many things. Think about it, most of us have disagreements with ourselves, so it is very understandable to have disagreements with others. The argument itself is NOT a form of bullying, although some people turn arguments into bullying, because they want to win the argument so much. They use every means to get what they want and find a weakness in the other person, abuse knowledge or trust they have gained and use it against the other person. It is very important to distinguish between natural disagreements and bullying during an argument.
7. Expression of unpleasant thoughts or feelings regarding others – Again, communication requires at least two players. Although it may be unpleasant to hear what someone thinks about you, it is NOT a form of

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bullying but a very natural thing. In every communication, there are disagreements and some form of judgment about each other's attitude and behavior. If someone says to you, "I think this was not a nice gesture" or "You insulted me when you said this", this is NOT bullying but an expression of thoughts and feelings.

8. Isolated acts of harassment, aggressive behavior, intimidation or meanness – The definition of bullying states that there is repetition in the behavior. Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Therefore, anything that happens once is NOT an act of bullying. As a parent, it is important that you pay attention to what your kids are telling you and find out if things are happening more than once.

Reporting:

If a student believes they or a peer has been the victim of bullying, they should report the situation to an advisor, teacher, or school administrator. Parents should report the situation directly to the Head of Discipline. Anonymous reports are also accepted. No disciplinary action will be taken solely on the basis of an anonymous report that has not been substantiated in the course of an investigation. The source of an anonymous report cannot be and will not be exposed. Students and parents/guardians should also report violations of the bullying policy to school personnel.

Investigation:

When a report is received, school personnel will investigate and arrive upon a course of action and will work as quickly as possible to ensure the safety of students, gather information, and clarify facts. School personnel will make all reasonable efforts to complete the investigation within 10 school days after the date of the report and take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. Appropriate school personnel will be involved, as needed. School personnel will provide parents and students involved in the bullying incident with information about the investigation and an opportunity to meet with the Head of Discipline or other

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administrator to discuss the investigation, the findings, and the actions taken to address any bullying that is found to have occurred.

Interventions may be provided, as needed, to the parties involved in the bullying, including but not limited to restorative measures, counseling, disciplinary interventions and others and may result in interventions outlined previously.

No Retaliation:

Reprisal or retaliation against any person who reports an act of bullying is a violation of NLA's policy and will be treated as bullying for purposes of determining interventions and consequences according to this Policy. A student will not be punished for reporting bullying or supplying information, even if an investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining and consequences or other appropriate remedial actions.

Consequences:

If a student is determined to have engaged in bullying behavior, they will be subject to disciplinary actions appropriate to the offense, the student's age and past behavior, and the circumstances surrounding the events. Disciplinary actions may include a series of graduated consequences and, in severe cases, suspension or expulsion. Disciplinary actions will be thoughtfully taken in an attempt to promote student safety and well-being, change and improve behavior, and uphold the school's Mission, Philosophy, and Core Values.

Regarding rude, mean, or bullying behaviors exhibited outside of school and among students, teachers and administrators may get involved if students' actions impact the school experience, be it academic or social, for individuals or the community. In such instances, school personnel will work thoughtfully to determine the best course of action. Consequences may also include previously outlined consequences.

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Attendance Policy

Please be reminded that school attendance is the legal responsibility of every parent and/or guardian.

Attendance Expectations

1. Students are expected to report to school every day on time.
2. Students should only be absent or late if an emergency or unforeseen illness/event prevents them from attending school.
3. Students, once in attendance, are expected to remain for the entire school day unless deemed unfit by the school nurse or removed from school for administrative purposes.
4. Parents and students are expected to make every attempt to schedule doctor/dentist appointments when school is not in session, i.e., after school, on weekends, or when school is closed.
5. In the event that an appointment cannot be scheduled during non-school hours, parents are expected to scan and email the doctor's note to all subject teachers.
6. Parents and students are expected to notify the school within 48 hours if the said student is absent because of a medical emergency or illness. Notification should be presented on a doctor's prescription pad with the diagnosis and doctor's orders. Parents should scan and send the note to all subject teachers. Long term medical absences (5 or more consecutive days) will be evaluated by the school nurse. The nurse will then notify the Administration if the absences are, or are not, to be counted toward the allotted number. In the event that a student suffers from a chronic illness diagnosed by a licensed physician, it is expected that the parents and student will submit proper documentation from the diagnosing physician.
7. Parents and students are expected to make every attempt to schedule college visitations when school is not in session, i.e., after school, on weekends, or when school is closed, etc.

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Attendance Accommodations

1. The Attendance Accommodation is in place for those students who suffer from a chronic illness, or prolonged medical issue which prevents them from attending school.
2. Attendance accommodations will not be made for travel.
3. Accommodations may be made by contacting the school administration.

The following is the absence/tardiness allotment guide:

1. Students are afforded an allotted number of absent days each trimester.
2. These allotted days include sick, personal days, college visits, placements tests, funeral days, etc.
3. Students will not be afforded additional days for SAT, ACT or AP preparation.
4. If a student is more than 10 minutes late, the students will be marked absent.
5. On the 6th late arrival to class, a student will be counted as absent for that class
6. Students absent more than 7 times from the class, will be deducted half a letter grade from their final semester/trimester or marking period average. (Example: a 90 to an 85; an 89 to an 84...etc). These days continue to accumulate and points will be taken off on every 8th absence.
7. Students absent during a test, including and especially midterm(s) and final(s) must present a doctor's note or a student Excuse Form signed by a parent or guardian.
8. Students who attend an extracurricular activity after school hours (After 3:15) shall be awarded the following expiation if needed:
 - a. If the activity required their attendance for more than 3 hours after school, they will be excused from Homework, Tests and Quizzes given the following day if the following day is a school day. (This does not apply for Friday activities). This also applies to midterms and/or finals. Work must be completed within 3 school days and the responsibility falls on the student to complete and schedule the missing work.
 - b. If the activity requires attendance for more than 14 hours and/or requires two days of attendance on the weekend, then all work due on the following Monday will be excused. Work must be completed within 3 school days.
 - c. It is the full responsibility of the student to make arrangements with the teacher to retake or re-submit any work/tests/quizzes/projects.
 - d. Work must be completed within 3 school days, regardless of other due dates that may fall within those dates

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Noble Leadership Academy Uniform Policy

Grades K through 12th are required to wear a uniform daily. As partners in your child's educational experience, we hope that our parents can assist us with the adherence of the uniform policy by monitoring that all students are in the correct uniform daily.

Our expectation as a school is that we are working together to ensure this policy is followed and minimize all issues with uniforms. Parents should be checking uniforms daily prior to your child/children leaving for school to avoid any issues concerning the uniform once the student is in school. We encourage all parents to print out the policy for easy reference.

Homeroom teachers will be checking uniforms in the morning. Students wearing incorrect uniforms will be subject to appropriate consequences.

Quick Guide Chart: Detailed policy below

	Boys Regular	Boys Gym	Girls Regular	Girls Gym
Prek3-Prek4	No Uniform	No Uniform	No Uniform	No Uniform
KG-5th	Khaki Dress Pants with Hunter Green Polo Shirt. Black, navy, gray, brown, or white Shoes	Grey Sweatpants and Hunter Green T-Shirts. Sneakers	Hunter Green Plaid Jumper with White Shirt or long or short-sleeve Hunter Green Mesh polo dress. Navy Blue or Hunter Green tights. Black, navy, gray, brown, or white Shoes.	Grey Sweatpants and Hunter Green T-Shirts. Sneakers

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6th-12th	<p>Khaki Dress Pants with Hunter Green Polo Shirt.</p> <p>Black, navy, gray, brown, or white Shoes</p>	<p>Grey Sweatpants and Hunter Green T-Shirts.</p> <p>Sneakers</p>	<p>Hunter green Abaya or hunter green tunic with Khaki Dress Pants.</p> <p>*Available at Bent Al-Sultan as of August 1, 2019.*</p> <p>White or Black Hijab</p> <p>Black, navy, gray, brown, or white Shoes.</p>	<p>Grey sweatpants</p> <p>Long-sleeved Hunter Green T-Shirt offered by Bent Al-Sultan.</p> <p>White or Black Hijab</p> <p>Sneakers.</p>
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Detailed policy is as follows

KG-5th Grade Girls Standard Uniform:

- Hunter Green Plaid Jumper with White Shirt or long- or short-sleeve Hunter Green Mesh polo dress.
- Navy Blue or Hunter Green tights
- Black, navy, gray, brown, or white shoes

KG-5th Grade Boys Standard Uniform:

- Khaki dress pants
- Hunter green shirt
- Black, navy, gray, brown, or white shoes

KG-5th Grade Gym Uniform

Boys and Girls:

- Grey Sweatpants and Hunter Green T-Shirts
- Sneakers

Lands End: You may purchase all the aforementioned items from:

http://www.landsend.com/shop/school-uniforms/-/N-g54?cm_re=nav_-schooluniform_-main

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6th-12th Girls Standard Uniform:

- Hunter green Abaya or Hunter Green Tunic (*Available at Bent Al-Sultan starting August 1, 2019 ONLY*) [Any length alterations on the tunic can be made at Bent Al-Sultan up to the knee]
- Khaki Dress Pants
- Black, navy, gray, brown, or white shoes
- Black or White Hijab Only

6th - 12th Boys Regular Uniform:

- Khaki dress pants
- Hunter green shirt
- Black, navy, gray, brown, or white shoes

6th-12th Girls Gym Uniform:

- Grey Sweatpants
- Long-sleeved Hunter Green T-shirt offered by Bent Al-Sultan as of August 1, 2019 OR Green Shirt offered by Land's End.
- Black or White Hijab
- Sneakers

This will alleviate the need for students to change for gym class. We also encourage the girls to purchase this option as it serves the dual function of trip uniform anytime the students attend active trips such as museums, parks, monuments, etc.

Bent Al-Sultan website and address:

<https://www.bentalsultan.com/>

Please be aware that girls will only be allowed to wear the tunic shirt offered by Bent Al-Sultan. Girls are not allowed to substitute for any other long sleeved hunter green shirt. The Bent Al-Sultan shirt was approved for its cut, material and length.

6th-12th Boys Gym:

- Grey sweatpants
- Hunter green t-shirt
- Sports sneakers ONLY. Converse and dress sneakers are not allowed.
- Please be aware that T-Shirts with brand logos or prints on them will not be allowed under any circumstances. **The only logo that can show is the Noble Leadership Academy Logo.** If you come to school with a brand logo on your shirt, you will be breaking school code and will be subject to consequences.

Lands End: You may purchase all these items from:

http://www.landsend.com/shop/school-uniforms/-/N-g54?cm_re=nav_-_schooluniform_-_main

Boys who prefer open bottom sweatpants may find them on the non-uniform section of the Lands End website.

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12th Grade Privileges Boys & Girls

- Senior students are allowed to wear Islamically appropriate clothing of their choosing every Friday.
- Senior girls are allowed to wear any color hijab every day of the week.

Friday Exceptions

- Girls
 - o Abaya of their choosing
- Boys
 - o Jalabiya of their choosing

Accessories & Outerwear Policy

Sweater Policy: The sweater policy will be strictly enforced. Please ensure your child/children follow the policy. Students are also not to use the sweater to cover up incorrect uniform. Students caught doing so will face appropriate consequences. ***ONLY Solid colored sweaters of the following colors will be allowed:***

- Hunter green
- Navy Blue
- Black
- White

Sweaters must be solid colored, with no patterns, logos (other than Noble Logo), stitching or other adornment. Students may not wear single sweaters that mix two allowable colors (such as wearing a white and navy sweater. The sweater should either be ONLY navy or ONLY white, for example) Sweaters should be purchased through Lands End Only. Students wearing their sweaters as jackets (throughout the school day) must also adhere to these colors.

NO HOODED SWEATSHIRTS ALLOWED

Jackets/Coats: Jackets/Coats can be any color. However, students who prefer to wear their jackets during the day must adhere to the colors specified for sweaters.

Shoes/Boots: Please note all girls must wear low heeled shoes. Only solid black and brown boots are allowed during the winter for all students. They must be a solid black color with no sparkles, pompoms or loose threads. No sandals are allowed during any time of the year. To emphasize the importance of modesty, any student *wearing a jumper must wear thick tights/pants underneath.* ***All shoes must be closed toe and closed-back.***

Non-Uniform Days:

On days students are given permission not to wear their uniforms to school the following are the guidelines.

Boys: Can wear any clothing that is loose fitting. T-Shirts must have appropriate logos. Shorts are never allowed in school.

Girls: Shirts that are the length of their knee with loose fitting dress pants or long skirts with loose fitting shirts. **No skinny jeans or dress pants are allowed at any time.** All girls in 6th-12th grade older must bring their jilbab with them on these days as a precaution if they do not meet the guidelines.

Lands End: You may purchase all the aforementioned items from:

http://www.landsend.com/shop/school-uniforms/-/N-g54?cm_re=nav--schooluniform--main

NOBLE LEADERSHIP ACADEMY

Student Handbook

When We Go Virtual..... Learner Expectations:

1. Arrive to class on time. If the teacher is late, be patient. If class is canceled, you will hear from the teacher or office directly. At times, teachers may experience technical difficulties that delay their arrival to class.
2. Dress appropriately. Do not show up in pajamas, inappropriate clothing or with a sloppy appearance. Girls must wear hijab correctly.
3. Sit upright on a chair. Do not lay back in bed.
4. Turn the camera on and have it pointed towards your face at all times.
5. Do not fall asleep in class.
6. Do not engage in side conversations on the zoom or chats.
7. You must be in a space that is conducive to learning and engagement. You can not be wandering around the malls or shops or in a car.

This policy is a fluid document that is subject to change.