

Jackson New World Academy

POLICIES AND PROCEDURES

2024-2025



Jackson New World Academy's policies and procedures are based upon that of Muhammad University of Islam. As we grow, we will become a chartered member of the Muhammad University of Islam network. We are a subsidiary of Respect For Life Re-Education Center of Jackson, Mississippi.

Muhammad University of Islam was established in 1934 by the Honorable Elijah Muhammad in the city of Detroit Michigan. Muhammad University of Islam was born out of the need to re-educate, reform and re-train Black people who suffer from the mis-education and hostility towards Blacks in the public school system.

The Honorable Elijah Muhammad established a vehicle that would enable us to control the education of our children and consequently the direction of our future. For many years, the teaching staff of Muhammad University was composed of individuals who did not have college degrees. However, as believers in the Honorable Elijah Muhammad's vision, they had a sincere interest and determination to educate our children. Gradually, the school began to attract college graduates and experienced teachers until the entire faculty was degree-bearing.

After the departure of the Honorable Elijah Muhammad in 1975 and the dismantling of the Nation of Islam, the Honorable Minister Louis Farrakhan began the laborious task in 1977 of re-building the Nation of Islam, and re-established the University of Islam in 1989 on the foundation built by the Honorable Elijah Muhammad.

Jackson New World Academy, operating as if we are a Muhammad University of Islam, provides our children with the essential knowledge of God and self. The recognition of God is the proper starting point for understanding every discipline.

Our children are taught self-mastery. Master of self is the key to the mastery of all disciplines because every

discipline is present within ourselves. Students are taught to relate the forces with self to the forces that lie outside the self. This connects the student to the subjects that they are studying in a manner that enables them to ultimately master that subject matter.

Jackson New World Academy is proud of its students. We are committed to providing a quality education, in that it connects the student to Allah (God) and makes him or her gain self-mastery and self-discipline. At Jackson New World Academy, students will receive knowledge, wisdom, understanding, cultural refinement, respect for others, good manners and good morals.

We thank Allah (God) for the Honorable Elijah Muhammad, the Honorable Minister Louis Farrakhan, Minister Dr. Abram Muhammad, Respect For Life Re-Education Center, Muhammad Mosque #78, and those, past and present, who have made tremendous sacrifices to establish a school for our children.

Jackson New World Academy offers parents a unique opportunity to have their child(ren) in a righteous and wholesome environment that reinforces the morals, values and standards of Muslim behavior as taught and exemplified by the Most Honorable Elijah Muhammad and the Honorable Minister Louis Farrakhan. These standards are the standards held by all true Muslim followers of Prophet Muhammad (PBUH), the Christian followers of Jesus, the Messiah of the Bible (Isa ibin-Maryam, PBUH), the Jewish followers of Prophet Moses (Musa, PBUH) and all righteous people striving to live a life pleasing to Allah (God).

In addition to an environment that fosters righteous behavior, Jackson New World Academy offers quality curriculum and instruction. We believe that the challenge of educating our children is a **shared responsibility**. As the Honorable Minister Louis Farrakhan expressed, parents and teachers are some of the stewards of the Life Force of the children that Allah (God) gives us charge over. Because we all have a shared part in the nurturing of the Life Force of the child unto perfection, **we must all do our part**.

The vital role that parents play in the education of their children should never be overlooked. Children want to please their parents; this is a natural thing. So, therefore, the social, moral, and spiritual expectations coupled with the educational goals that a parent has for their child sets the standard for the child's performance. It is every parent's desire to see their child successful, but more often than not, this requires much sacrifice and a demand on the parent's time. This is why at Jackson New World Academy we expect **full participation** of the parents/guardians in the child's educational process. Each parent has to commit to spending the time or whatever resources they can afford to ensure their child's success. In today's highly competitive world, no one can afford to be passive as it relates to our children's future. Today's children are tomorrow's leaders therefore they must be prepared. It takes a village to raise a child.

Working together, we will all SUCCEED! The community is as strong as its component parts. *We the student, parents and educators have to rise to the challenge of building a stronger future and make straight (morally correct) in the desert (America) a highway (God's people) for our God.*

SCHOOL FEES AND TUITION

Jackson New World Academy is a private institution of learning. We receive no government funding and maintain our operations through tuition, fees, donations and fundraising efforts by parents, teachers, and patrons of the school.

You are expected to maintain your “independent” school by making your tuition installments in full on the day that it is due. You are also required to participate in the school’s fundraising efforts.

REGISTRATION FEE

An annual registration fee must be paid at or before the beginning of the school year to register your child(ren) in school. The registration fee is \$50 per student. This registration fee is non-refundable. The registration fee must be submitted along with a completed **application**. In the event that your child(ren) are not accepted, your registration fee will be refunded. The registration fee ensures that your child(ren) maintain an open position on the class roll as the class can accommodate limited number of students providing that the student(s) meets the enrollment qualification standards.

MATERIALS FEE

This inaugural year (2024-2025), we do not have an annual materials fee. However, starting the 2025-2026 school year, we will have an annual school fee of \$50.00 that must be paid at the beginning of each semester. This fee is used for classroom material and teacher resource materials.

TUITION FEE

The school year goes from August to June (10 months). For your convenience, the tuition fee can be paid in 10 installments. The first installment is due on or before the Friday before the first day of school (i.e. August 16, 2024). The remaining 9 installments are due on the 1st of each month. JNWA insists on strict adherence to its financial policies. Failure to pay your tuition will result in the exclusion of your child(ren) from school. Each parent/guardian enrolling a student in school is required to complete and sign a **Tuition Payment Agreement**. A form must be on file for each student enrolled in the school.

For special payment arrangements, a **Tuition Payment Adjustment Form** must be completed the month prior to any changes made. (See program director for this form.)

TUITION FEE SCHEDULE

<u>ANNUAL FEES (K THROUGH 12TH GRADE)</u>			
Single Child - \$2,400 per year			
SCHOOL PAYMENT SCHEDULE			
Number of Children	Monthly	Semi-Annual (August and February) 3% discount	Annual (All paid in August or before) 10% discount
One Child	\$ 240	\$ 1160	\$ 2160
Two Children +	\$ 460, \$220 each add.	\$ 2300, \$1140 each add.	\$ 4300, \$2140 each add.
After School Fee/child (3:30-5:30 PM)	\$125	\$625 (discount does not apply)	\$1250 (discount does not apply)

***Payments can be made monthly at the stated price. For annual payments made in August of each school year, a 10% discount to the annual price will be given. For semi-annual payments, made in August and in January, a 3% discount will be given for each payment. Households may not be combined. These fees apply per household. For additional arrangements (weekly or biweekly payments), please see Directress.**

LATE FEE & NSF FEES

A \$25.00 late fee will be assessed for tuition payments received after the 5th day of each month after the first month. Checks or cards that are processed and returned to us due to non-sufficient funds (NSF) by the payee's bank will result in the payee being assessed a fee of \$25.00 in addition to the late fee, or the current bank fee for returned checks.

Jackson New World Academy and Muhammad University of Islam are maintaining a lower tuition rate than most private schools. In order to meet our financial obligations, strict adherence to financial policies is required.

WITHDRAWAL/DROP POLICY

Before Jackson New World Academy will drop a student from the school rostrum, ALL fees, tuition and or financial obligation MUST be paid in full before issuance of transcripts or report cards.

SCHEDULES FOR BOYS & GIRLS

Jackson New World Academy has established a full-day program for our students.

We must understand that the natures of males and females are different. Therefore, we need separate schools (classes) for boys and girls, kindergarten through middle school.

Due to the differences between the sexes, if we hope to truly develop the person, the school has to train him (male) according to the nature that God gave him and her (female) according to the nature that God gave her.

As our numbers grow, it is the intention of Jackson New World Academy to educate our boys and girls in separate learning environments. They will be separated by either partition or walls. There is something to be said for freeing young minds from unnecessary distractions so that they can be cultivated and mature into the knowledge of self, so that they may relate to others on a mature and respectful level.

The problem in encouraging separate schools (classes) for the sexes is that some believe separation would lead to inequality, and this is a valid concern. Therefore, we ensure that girls are equally exposed to every facet of knowledge that is available. For too long, society has deprived women of certain knowledge and has reduced them, in many instances, to being tools of pleasure.

To this end, we will eventually have separate homeroom classes for the males and females, as well as separate Drill and Health classes, and separate electives for those students that apply. As the population increases the core courses will be separated, however until that time, the males and females will sit segregated from one another as the classroom allows.

Females are the most important element in the Nation of Islam and the world because it is through the female that new life is brought forth. The woman is not only the cornerstone of family, but when you teach a woman you teach a nation.

Until society recognizes the value of women, the society will not be properly educated and civilized. One of the ways to embark society on the path of respecting women is to begin with separate schools (classes), kindergarten through high school.

ATTENDANCE

Regular daily attendance is essential if each student is to reach his/her potential. Therefore, **promptness** to school and to class is a major responsibility of the parent and of each student. It is important to the student's life that he/she develops the discipline required to meet all obligations with regard to time commitments.

If a student must be absent, the school is to be notified by telephone (925-517-3410). On the first morning of the student's return to school, the student must present to the teacher a written excuse from his/her parent/guardian for each day the student was absent. ***It is the responsibility of the student to check with the teacher regarding school work missed during periods of non-attendance.***

Ten (10) unexcused absences per three month period, or thirty absences for the year (including absences due to any disciplinary suspension) will result in failure for the year.

ARRIVAL

Students must not arrive on the school grounds before **7:30 a.m.** The school doors to JNWA officially open at that time for students to eat a nutritious hot breakfast. School personnel will not be held responsible for children arriving before the official arrival time. Upon arriving at school each student will submit to a Check Procedure. (Please see **discipline policy** for prohibited items).

All students must sign-in at the front desk upon arrival after Check Procedure. If the student is late, they must indicate the time of arrival.

Prayer begins promptly at **8:30 a.m.** Students will **not** be admitted between **8:30 a.m.** and **8:45 a.m.** as this will interrupt the prayer and assembly for other students and staff receiving daily instructions. **THIS WILL BE STRICTLY ENFORCED!** Students are considered late after **8:30 a.m.**

Late students will be permitted at **8:45 a.m.** for Check Procedure and to fall in for daily Inspection and Drill. Students arriving later than **8:45 a.m.** will have to **sit out** from Drill. Inspection will be preformed after drill is over. Mind you that **Drill is a class** and missing drill will affect student's grade. **If a student misses Drill class more than ten (10) times in a trimester, it will result in a failing grade.**

Chronic violation of this policy may result in student being dropped from the school register.

DISMISSAL

All students are expected to leave the school upon dismissal at **3:30 p.m.**, unless parent pays the additional \$125/month for after school services. Students who are awaiting rides are expected to be picked up from the front lobby only. Please do not go to your child's class to get them before the time of dismissal.

Transportation arrangements MUST be made in advance. Students will NOT be permitted to use the telephone to call for a ride.

A late fee of \$5.00 per child will be assessed after 3:30 p.m. and is due when students are picked up. NO EXCEPTIONS. If you are going to be late, please contact the school at 925-517-3410.

SAFETY / SECURITY

Students' safety and school security are always of the utmost importance. Muhammad University of Islam

administrators have established and will strictly adhere to the following policies and procedures: • Students are not dismissed early from school unless they are under the supervision of their parents / guardians, or other responsible adults designated by their parents/guardians.

- The parent/ guardian must come to the school office and sign for early dismissal for your child. Students will not be dismissed on their own recognizance. A note to your child's teacher informing him/her of your intentions to pick up, or have your child picked up, early will be acceptable.
- **Students will not be allowed to call parents to check them out of school. It must come through a teacher or administer Only.**
- Parents and visitors entering the school must use the main entrance. Upon entering the building, **you** must report first to the school office. **NO ONE is to proceed through the building at any time without going through the Check Procedure.**

PARENT / TEACHER MEETINGS

Parents are required to attend School Improvement Meetings scheduled every **second Wednesday** of the month starting in September.

Parents are free to make appointments with teachers to schedule individual conferences between 3:30 p.m. – 4:00 p.m. on Tuesday or Thursday. Please make requests through the Office of the Directress (925-517-3410).

Please refer to the school calendar for scheduled parent/ teacher conferences and the dates for issuance of progress reports and report cards.

INCLEMENT WEATHER

If it is necessary to close the school because of severe weather, it will be announced over the radio and television in accordance with Jackson Public School District school closure. In the case of severe weather, parents can use their discretion. Please inform the school of your decision.

LOST & FOUND

The lost and found is in the school's "cubby corner". Jackson New World Academy will not be held responsible for student's personal articles or clothing left at the school. It is advisable to put your child's name on all personal articles and clothing.

We will dispose all lost items at the end of each month.

MEDICATION

No medication is allowed. However, if the child must administer the medication themselves, he or she may do so. No medication is to be administered by the school personnel.

Information regarding any chronic illness (asthma, diabetes, etc.) should be reported to the front office and the child's teacher.

PERSONAL PROPERTY

Students should not bring personal items (MP3 player, headphones, air pods, video games, toys, extra money, and other items not related to classroom activities) to school. If the above items are seen in use during school time, they will be collected and returned at the end of the school day. If the child is a repeat offender, the item will be held until the parent requests the item. Students are advised not to bring these items to school.

High school students are permitted to bring cell phones to school, but they must be face down on the desk in the designated spot, in the morning before school starts and can only be used if it is requested of them by the instructor.

SCHOOL COMMUNICATION

Parents are asked to respond promptly to all communication from the school. Problems generally arise **due to** the lack of communication. **It is the student's responsibility to give all written communication to their parents. Be sure to ask your child(ren) on a regular basis of school correspondence.**

*******Generally, payment receipts will be sent through your child(ren) on the day of or day after a payment is made or instantly if paid electronically.**

SCHOOL TEXTBOOKS

The school textbooks issued to Jackson New World Academy students are either electronic, or the physical property of Jackson New World Academy. Students are required to keep the textbooks issued to them in good repair. If the book is badly damaged beyond regular usage, this will result in a replacement fee.

Although there is a materials fee charged at the beginning of the year, this **fee does not cover the cost of the purchase of all of the student's textbooks**. In fact, the fee only covers a portion of the fee. We use the fee to purchase extra books needed for additional students, consumable books and any in-house published books that each student needs.

All students are required to return to textbooks issued to them at the end of the school year or when instructed to do so. **Failure to return school textbooks will result in the parent being charged for the cost of the textbook. Furthermore, no transcript or report card will be issued until this debt is cleared.**

SCHOOL LUNCH POLICY

For the 2024-2025 school year, Jackson New World Academy **will NOT** offer lunch. You will be required to send it with the child in the morning (stored in the fridge) or bring your child's lunch BEFORE 11:00 AM. The lunch/siesta schedule is from 11:15-1:00 daily. Because we have a small student body, in order for the lunch program to be viable, we need everyone's cooperation. We will provide healthy, wholesome, nutritious, delicious and balanced hot breakfasts for the students. Breakfast is included in your tuition.

ACADEMIC POLICIES

The most important challenge facing educational institutions is to create a course of study, which will prepare our students for the 21st century.

Our core curriculum includes:

- Supreme Mathematics
- Multilingual Language Arts,
- Supreme Science,
- True and Proper History,
- Self-Improvement Course,
- Arts and Culture
- Physical Education/ Drill and Instruction

Each student at Muhammad University of Islam must maintain a C average. Students who do not maintain a C average will be placed on academic probation. A remediation plan will be developed by the parent and teacher to improve the student's work. After careful evaluation, recommendations will be made to the parent.

Muhammad University of Islam will offer after school tutoring for students who is not performing at grade level to attempt to help catch them up.

PROMOTION

Each student must master the skills and goals of each course prescribed for each grade level with a C average, during the school year at Jackson New World Academy in order to register for a new year (strictly enforced.)

Elementary School

Students graduating from the elementary level must meet the minimum grade level determined by diagnostic exams provided on our curriculum website at ixl.com. They must perform on a basic level (Basic) in reading, math, science, and social science on the diagnostic test given in April each school year.

High School

Students graduating from high school level must score proficient on all parts of the end of matriculation diagnostic exam and the graduate equivalency exam. Once our accreditation is achieved and we become a part of the Muhammad University of Islam network, students must complete the MUI Graduate Exam.

STANDARDIZED TESTING

For the 2024-2025 JNWA students in 3rd grade will be required to take and pass a national diagnostic exam that is of the same rigor as the state exam given in public schools. This test will be administered in April 2025..

Beginning at the 2025-2026 school year, JNWA and MUI students nation-wide will start taking the MAP test. The MAP test is administered four (4) times per year. Please see the school calendar for test dates. Go to www.respect4lifecenter.org for calendar updates. The MAP test is a more accurate measure of students' progress because it is administered at the beginning of the school term. The first test is to assess where the students are academically. Then the same test is given in January then again at the end of March and lastly in June.

***The testing fee is part of the book and testing fees paid in the beginning of the school year.**

Students in 7th grade through 12th grade will be encouraged to take the ACT yearly. Part of the success in standardize testing is through test-taking skills. These skills are developed by exposure. In addition, regular standardized testing helps reduce test anxiety.

HOMEWORK

Homework is a necessary part of each student's educational program. Each student is expected to spend adequate time in addition to the schedule class instruction to achieve and maintain high academic standards. Individual teachers will require homework in their classes, and **parent should see to it that their child(ren) spends a minimum of two hours per evening in serious, undistracted study.**

PROGRESS REPORTS & REPORT CARDS

Progress reports are issued every 6 weeks and report cards will be issued ever 12 weeks. We will run a 40- week schedule this school-term divided into trimesters or three (3) grading period.

Progress reports will reflect the **testing, homework, class work** and **conduct** given in Supreme Mathematics, True and Proper History, and Multilingual Language Arts (which includes Reading, Grammar, Spelling,

Composition, and Penmanship). Supreme Science is Integrated Science that includes Biological Science, Physical Science, Earth Science and Astronomy. Also taught is True and Proper History, Self Improvement Course, Arts and Culture, which includes music and drama and Physical Education/ Drill and Instruction.

Report cards will only reflect a letter grade for students 5th– 12th grade, while K-4th grades will receive a detailed Report card similar to the Progress Report.

It is the responsibility of the parents to pick up your child's report card at the scheduled Parent/Teacher Conference. Each report card must be signed by the parent or guardian and returned to the school within three school days. Please see the school calendar for conference dates.

Grades reflect the student's level of progress in academic courses and in the area of personal development. **The grading criterion used for academic courses on the report card is as follows:**

GRADING STANDARDS

Primary 1st - 12th

E=Excellent A=95-100

These students show sufficient mastery of skills, knowledge, and a clear understanding of the material.

Primary 1st - 12th

G=Good B=85-94

These students show evidence of mastery of skills with a few errors. The presentation of the work is basic and not all information is well developed.

Primary 1st - 12th

S=Satisfactory C = 75 – 84

These students have the basic knowledge but make numerous errors without mastering the material. The focus, presentation and organization of information fluctuates. These students require a little more support.

Primary 1st - 12th

N = Needs Improvement D = 70 – 74

These students show little or no understanding of the material. These students require remediation and tutoring. Students who function at this level are placed on academic probation.

EXAMINATION

Each student is given weekly examinations in some courses. If the student misses any examination, he or she will be given an opportunity to make arrangements with the teacher to make up the exam provided that the student has an excused absence. Each student is also expected to complete all assignments and other course requirements such as class projects, research papers, books reports, etc.

HONOR ROLL

An honor roll candidate must be an exemplary student academically and exhibit good conduct and outstanding character during the entire marking period. The honor roll qualifications are as follows:

SUPREME HONOR ROLL = STRAIGHT "A's" HONOR ROLL = "A's" and "B's"

SPORTS / EXTRACURRICULAR ACTIVITY POLICY

We are reaching out and collaborating with corporate sponsored sports programs to offer football, basketball, baseball, soccer, ballet, tae kwon do, and boxing as a part of our extracurricular activities.

- Fall sports (football, basketball) grade eligibility will be determined from the previous years GPA.
- Spring sports eligibility will be determined by grades from the 1st 9 weeks.
- All other sports will be determined by the grading term prior to the season.

It is strongly suggested that parents do not let their children who participate in outside sports programs participate if their grades are not up to par.

*****Having practice IS NOT an excuse for not having homework and will not be tolerated. Repeated violations of this policy will result in suspension.**

Note: The Most Honorable Elijah Muhammad said that the Devil's World is a world of Sport and Play. At Jackson New World Academy, we are here to serve the students and to aid you in developing students' minds and character so that they may grow into gods!!!

STUDENT RECORDS

Permanent and temporary student records are maintained by the school. Records are held in strict confidence in accordance with current professional and legal standards. The records of students, as well as any other information about individuals, are never released to any party unless the proper "consent-to-release" has been obtained or unless the school has been served a subpoena.

School officials are available to explain and interpret records to parents. Official transcripts bear the school seal signed by the director/directress and are ordinarily released to the legitimate parties.

Jackson New World Academy DRESS CODE

Jackson New World Academy students take pride in their appearance. Good dress and work habits reflect a proper school attitude. Students shall arrive and leave in the clothing prescribed in this dress code. The following dress code has been established for Muhammad University of Islam students.

Students are subjected to dress code inspection at any time. See Dress Code Inspection Form in the Appendix of this Policy and Procedure Manual. A student who fails to observe the dress code or who cannot immediately correct a cited infraction of this code will be sent home. **Failure to adhere to the following dress code could result in the child's suspension or expulsion from Jackson New World Academy.**

Sister's Uniform K-Elementary

1. Navy blue uniform dress with matching pants (Grades K-5th)
2. Navy blue tams (Grades K- 5th)
3. White Peter Pan Collar button-down shirts.
4. Navy Cross Tie (provided)

5. White t-shirt or camisole (mandatory) under clothes.
6. Navy socks or white dress socks. NO sports socks.
7. Navy or Black closed shoes with straps or matching shoe strings.

Sister's Uniforms Middle School- High School

- ☐ 1. Navy slacks, or long black or navy uniform skirts
- ☐ 2. White Peter Pan Collar or Tapered-fit Long sleeve or ¾ length sleeve button-down shirts (worn on the outside of the skirt.
- ☐ 3. Navy or black flowing scarves. No wrapped scarves, per the dress code of the M.G.T. and G.C.C.
- ☐ 4. Navy cross tie (provided)
- ☐ 5. White t-shirt or camisole under clothes
- ☐ 6. White long length socks or white stockings ONLY
- ☐ 7. Black dress shoes (paten leather preferably). No sling-back or open-toed shoes. Heel must be no higher than 1 inch.
- ☐ Jewelry must be modest. Only one (1) ring per hand and one (1) earring each ear will be allowed. A watch is permitted. No other wrist jewelry or necklace will be permitted. Earrings permitted are pearl, crystal or gold studs or balls. **NO LOOPS** of any kind. If worn to school, they must be removed and will be returned by the end of the day. Repeated violation will result in write-up and possible suspension.
 - ☐ Sisters improperly dressed will not be admitted into the classroom.
 - ☐ Fingernails must be neatly trimmed and NO fingernail polish (except clear) should be worn. Fingernails must be clean, neatly trimmed (1/4) of an inch in length only and no fingernail polish, or decorative acrylic (fake) nails will be allowed for girls under 16 years old. If girls 16 or older do wear nail tips they must comport with the above regulation (French or American tips ONLY).
 - ☐ Tinted glasses may not be worn in the building at any time unless they are prescribed by a doctor as a medical necessity.

Brother's Uniforms All Grades

1. White oxford button-down shirt (long or short sleeves) **Shirts must be lightly starched and pressed with creases down the middle of the sleeve along with the collar and front button holes starched down.** 2. Black **flat front** slacks
3. Black dress belt (ONLY)
4. Black Military Shoes (paten leather / core-frame shoes preferably) **NO BLACK SNEAKERS OR TENNIS SHOES!!!**
5. **BLACK SOCKS ONLY** (strictly enforced) **ABSOLUTELY NO SPORTS SOCKS OF ANY KIND.**
6. Bow tie (may wear **red, navy, black**)
7. **WHITE t-shirt (ONLY) under clothes. NO WRITING OR PICTURE ON SHIRT!!!!**

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- ☐ All brothers are required to be in a Jackson New World Academy uniform. No other attire is permitted.
- ☐ Belts must be properly worn and fastened. Pants are not to be worn below the hip.
- ☐ Shirts must be worn with school jackets (issued later) in the winter time. All shirts must be properly buttoned and must be worn tucked inside the pants.
- ☐ Black military shoes must be properly worn at all times with black socks. **Shoes must be shined in the morning for inspection and cleaned through-out the day when necessary.** Not work shoes, sandals, work boots (or boots of any kind) or athletic or gym-type shoes.
- ☐ **No jackets may be worn in the classroom or in other rooms in the building unless permitted by the teacher. School jacket permitted by the teacher.**
 - ☐ Scalp and hair must be clean, evenly cut and with only one part extending from the hairline to the middle of the scalp. Stenciled designs of any kind in the scalp are NOT permitted.
 - ☐ Hat and caps may NOT be worn inside the building at any time.
 - ☐ No earrings or any other material may be worn in the ear. Brushes or combs are NOT allowed in the classroom.

- ❑ Tinted glasses may NOT be worn in the building at any time unless they are prescribed by a doctor as a medical necessity.
- ❑ Brothers improperly dressed will not be admitted into the classroom.
- ❑ Fingernails must be clean and neatly trimmed.

STUDENT DISCIPLINE

THE VALUE OF DISCIPLINE

One of the most important lessons education could teach is discipline. While it does not appear as a subject in school without it, the whole educational structure can be undermined. It is the learning of self-discipline by means of guidelines that develops self-control, character, order and efficiency.

Discipline is the key to good conduct and consideration for one's fellow man. With an understanding of the purpose of education and discipline, students will have the proper attitude for academic excellence and will be empowered to succeed in life. Parents are expected to cooperate fully with the rules and disciplinary code of the school which have been designed to foster righteous character and create a conducive learning environment.

Self-Discipline is the ability to curtail one's own actions. Self-discipline is not innate, but is developed through trial. Just as one has to train to run a cross country race or a marathon, one also has to train to develop self-discipline. One of the best ways to develop and nurture self-discipline is through prayer and fasting particularly fasting. Fasting comes in many forms. Fasting from speaking, fasting from television and video games, fasting from texting and talking on the telephone or fasting from junk food are just a few examples of how one can fast. Fasting as the *Holy Qur'an* states is prescribed for us. Surah 2:183. As Muslim followers of The Honorable Minister Louis Farrakhan we fast three days out of the month, which in this case means abstaining from food and we fast during the month of Ramadan in commemoration of the revelation of the *Holy Qur'an*. It is suggested that our children learn the principle of fasting or abstaining from that which we desire at an early age as this develops the quality of self-discipline.

Once a month the students will be asked to abstain from an activity that they really like for three day to begin the development of self-discipline which is the key to all other disciplines. If the child is 16 years or older (without any health conditions which will prohibit them from participation) it is suggested that they engage in the only fast with the entire Nation of Islam starting at Magrib or sundown on the first Thursday of each month and breakfast Sunday at Magrib (4:00 pm). Children under that age should not fast (without eating for an extended period of time).

During the month of Ramadan, it is suggested that children started in the fifth (5th) grade attempt to fast during the daylight hours (abstain from food or drink). In truth fasting during Ramadan for the followers of The Honorable Minister Louis Farrakhan is not a real fast because we are to eat One Meal a Day as he prescribed in his books *How to Eat to Live* Books I and II. This is not to say that they should eat one meal a day! The Most Honorable Elijah Muhammad said that children under the age of 16 years old should eat twice a day. We suggest that the children eat a hearty meal after Fajr (5:00am) prayer and drink plenty of fluids to hydrate them for the day. And for children younger than 5th Grade (9-10 years old), we suggest that they fast from junk foods, sweets, television, video games, etc for the month.

It is imperative that the school and home discuss with our children the importance of self-discipline and how it develops the human being as well as how it brings to us the blessing of All Mighty God Allah. We as stewards of the life-force of our children must engender (stimulate) the love of Allah, His Messenger and our Divine Mercy in our midst as well as the love of righteousness which can only be developed through self-discipline.

This is not meant as nor should fasting and abstaining from the things which are natural and the things we enjoy in this context EVERY be used as punishment. Allah desires ease for us, however struggle is ordained and trials establish truth in our lives. Of course, the final decision lies with the parents as to these decisions, however the purpose of Jackson New World Academy and Muhammad University of **Islam** is to produce **gods and produce Muslim** followers of The Most Honorable Elijah Muhammad and The Honorable Minister Louis Farrakhan and citizens in the Nation of Islam (The Nation of Righteousness). **This is our sole reason for existence.**

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2009-2010 Policies & Procedures

If the home and the school are in one accord the children will incline towards and embrace righteousness and the life that is taught and exemplified through the Teachings of the Most Honorable Elijah Muhammad and The Honorable Minister Louis Farrakhan.

Personal Development.

The student's personal development as a civilized and moral person supports and strengthens their academic development. The areas of development is monitored regularly by the teachers and the council of advisors. The student's level of progress is recorded on their report card to determine if they student:

Listens Well Respects Those in Authority
Follows Directions Relates Well With Others
Comes to Class Prepared Obeys School Rules
Good Penmanship Adheres to Dress Code
Completes Assignments Exercises Self-Control
Works Independently Cares for Books / Materials
Puts Forth Effort Completes Homework
Carries Out Responsibility Conduct

Citizenship Adab (Muslim Manners and Proper Muslim Etiquette)

Students have the responsibility to:

- Know and adhere to the rules, dress and disciplinary codes of the school
- Behave in a manner that permits uninterrupted learning to take place
- Remain drug and alcohol free
- Behave in a civilized manner during extracurricular events and field trips

Students found in violation of the Good Ethics of Righteous Competition or principles of good sportsmanship may be barred from future competition.

IMPLEMENTATION

Discipline is the concern of all members of Jackson New World Academy. Students should be aware that they are accountable to administrators, faculty, staff, visitors, and each other. **Violations of disciplinary codes Jackson New World Academy are divided into two categories— minor and major violations.**

When the disciplinary code is broken by a student, the teacher, directress or council of advisors adjudicates the violation depending on the severity of the violation. In the case of major violation, the Disciplinary Committee, which is headed by the Director and appointed members of the faculty and administration, adjudicated the violation(s). In cases where the violation may result in an expulsion, the council of advisors will be hear the case.

In the case of repeated minor infractions (3) or a major infraction, parents will be notified in writing (Discipline Report Form) and contacted by the office. Failure to adhere to the disciplinary code can result in one or more of the following:

- **Probation**
- **Suspension**
- **Dismissal**
- **Expulsion**
- **Corporal Punishment**

Office of the Dean

The office of the Dean is comprised of the **Dean of Boys** and the **Dean of Girls** at Jackson New World Academy. The Dean's Office is responsible for the day-to-day administration and enforcement of the rules and disciplinary code of Jackson New World Academy, and for the military training and moral development of the student.

Corporal Punishment

Corporal punishment is an accepted form of disciplinary action at Jackson New World Academy. There are two levels of corporal punishment: one when a teacher or staff needs to regulate repeated breaking of classroom policies. See teacher's classroom policy. This form of corporal punishment is administered to the hand. The second form of corporal punishment is an action is administered when the student is in serious violation of the rules and disciplinary code, is a repeat offender and refuses to adhere to the rules, laws and regulations of the school, for example, willfully disobedient. This punishment will be administered on the buttocks in front of the school at the end of the school day by the Directress, Dean of Boys, Dean of Girls or parents. Corporal Punishment of this type will not be administered on children 6 years old or younger. It will be the responsibility of the teacher and parent to resolve discipline problems for children 6 years old and younger.

Before the second form of corporal punishment is administered an investigation will be done, and incident report will be written and the parent/guardian will be notified.

Other Forms of Discipline

Other forms of discipline may include:

1. Writing lines or "Why Must I Disrupt" essays.
2. Physical activities such as time-out, standing, squats, push-ups, holding books, etc. These forms of discipline will be administered as is age-appropriate.
3. Student may not be allowed to participate in Fun Day or go on Field Trip.
4. Student may have any free time taken away.
5. Student may have computer privileges revoked, etc.

Suspension

Suspension will result if a parent refuses corporal punishment as a punishment or the student is a repeat offender of a major infraction two (2) or more times. This policy is under review by the Council of Advisors. Muhammad University Chicago does not have this as an option for its students and is under review at this time.

****Every student will be treated with respect and equity!** We must run a disciplined school in order to have a safe and disciplined environment wherein our children can grow and thrive mentally, morally, socially, and academically so that we can associated with the Best of Civilized Society.

VIOLATIONS OF THE JNWA DISCIPLINARY CODE

Minor Infraction

1. Loitering or horseplay in the washroom, hallways, or any place in or around the school building.
2. Failure to report to the teacher when tardy or absent from school.
3. Littering and general un-cleanliness.
4. Minor violations of the dress code (e.g. no bow tie, cross tie, headpiece, improper shirts/ blouses, jackets, etc)
5. Wearing improper uniform or dress code violations.
6. Chewing gum anywhere on campus.
7. Violating classroom rules, policies and procedures.
8. Violation of lunchroom rules, policies and procedures.
9. Breaking of certain Restrictive Laws of Islam.
 - a. Slack talk and gossip
 - b. Report all slackness, weakness and wrongs doings

Major Infractions

1. Truancy for a particular class, school, or required school function.
2. Destroying or defacing school property, or the property of others. Parents will be assessed a fee.
3. Cheating
4. Flagrant disobedience.
5. Disruptive behavior.
6. Offensive language
7. Flagrant disrespect to the faculty/ administration of the school.
8. Use, possession, or selling of illicit drugs,
9. Use, possession or selling of alcoholic beverages on school grounds or at any school function. 10. Smoking in the school building or on the school grounds and possession of cigars, cigarettes or any form of tobacco is prohibited on the school premises.
11. Theft
12. Vandalism
13. Fighting or afflicting any bodily harm to an individual.
14. Any gang activity (recruitment, harassment, intimidation, graffiti or throwing gang signs) in the school building or on school grounds.
15. Gambling
16. Any intimidation or threats, physical assault or serious verbal abuse of any student.
17. Breaking of certain Restrictive Laws of Islam.
 - a. Honor, Respect and Obey Allah and respect His Messengers (The Most Honorable Elijah Muhammad and the Honorable Minister Louis Farrakhan)
 - b. Insubordination or disrespect for authority
 - c. Sexual acts including rubbing, patting or watching brothers/sister body movements
 - d. Lying
 - e. Stealing
 - f. Fighting or acts of violence
 - g. Eating pork or its by-products
18. Any sexual harassment, display of sexual behavior (actual, expressed, verbal or physical). This includes inappropriate touching, kissing or any activity that is sexual in nature.

Our policies on field trips, t-shirts for field trips, and other requirements will be discussed with you by the ad hoc committees formed for those topics as they arise.

I have read and I comply with the above stated policies of Jackson New World Academy.

Parent/ Guardian Signature

Parent of : _____

Student:
Home Room Teacher:

APPENDIX A

2024-2025
Student Report Card

Grading Scale: **A** = 95- 100, **B** = 85 - 94, **C** = 75 - 84, **D** = 70 – 74, **F** = 69 – 0

Skills: **M** = Mastery, **PM** = Partial Mastery, **I**=Improvement, **N** = Needs Improvement, **X** = Does not apply at time See Policy and Procedure Manual for further explanation of the grading scale.

SUBJECT	Progress I	Progress II	Trimester I	Progress III	Progress IV	Trimester 2	Progress IV	Progress V	Trimester 3
THEOLOGICAL (ISLAMIC) STUDIES									
Test									
Quizzes									
Homework									
Notebook Organization									
Subject Comprehension									
Islamic Behavior (Conduct)									
Class Participation									
Recites Prayer (English)									
Recites Prayers (Arabic)									
Comments:									
MATHEMATICAL THEOLOGY (MATHEMATICS)									
Test									
Quizzes									
Homework									

Study Habits									
Notebook Organization									
Subject Comprehension									
Class Participation									
Comments:									
MATHEMATICAL LANGUAGE ARTS (LANGUAGE ARTS)									
GRAMMAR									
MECHANICS									
COMPOSITION									
Test									
Quizzes									
Homework									
Study Habits									
SPELLING									
Test									
Quizzes									
Understanding Word Meaning									
Homework									
Study Habits									
READING:									
Comprehension									
Reading Fluency									
Reading Speed									

2009-2010 Policies & Procedures

Book Reports									
Tests									
Quizzes									

Execution									
Accuracy									
Comments:									

2009-2010 Policies & Procedures

INSPECTION									
Uniform and Person									
OVERALL ACADEMIC GROWTH									
OVERALL PERSONAL GROWTH									
AGE MATURITY									
PERSONAL AND SOCIAL DEVELOPMENT									
Is well rested and alert									
Is self-confident									
Understands and follows directions									
Interacts cooperatively									
Accepts responsibility for own behavior									
Follows school and classroom rules									
Completes tasks without being distracted									
Takes pride in work									

COMMENTS: 1. Strong student 8. Disrespectful to others
 2. Student effort if average 9. Immaturity affecting behavior
 3. Student is not putting forth effort 10. Irresponsibility
 4. Study habits need improvement 11. Inattentive in class
 5. Student behavior is barrier to learning 12. Needs more assistance at home
 6. Too talkative in class 13. Needs additional tutoring
 7. Disruptive behavior 14. Other _____

GROWTH = (+) PROGRESSION, (-) REGRESSION, (0) MAINTAIN CURRENT LEVEL

AGE MATURITY: 4 = Advanced, 3 = On Pace, 2 = Developing, 1 = Behind Pace

Moving towards being independent (initiating responsibility without prompting), Able to resolve problems without intervention, Neatness about person and space, organizational skills. Developing study skills and work habits, Appropriate social behavior (able to appropriately interact with others).

INSPECTION AND PERSONAL/SOCIAL DEVELOPMENT:

5 = Strongly Agree, 4 = Agree, 3 Somewhat Agree, 2 = Disagree, 1 =Strongly Disagree

ATTENDANCE	T ARDY - ABSENT -
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Student:

Directress:

DISCIPLINE FORM

Date _____ Time _____ Location _____ Violation () Minor () Major Description _____ Teacher Name _____

_____ Student Name _____ Parent _____

Contacted: () Yes () No. Time _____ Incident _____

_ Action Taken _____

_____ Is follow up needed? () Yes () No When _____

Signature Date _____ Teacher's _____

Signature Date _____ Principal's _____

Parent Agreement

Date _____

This is a parent agreement with Muhammad University of Islam Board of Directors, Teachers and Staff for the purpose of forging an alliance for the purpose of educating your child or children

Child(ren)'s Name(s) _____

Parent's Name _____ (father)

_____ (mother)

Please check ☐ I agree ☐ I disagree ☐ I am not sure

1. I will have my child (children) at school on time.

☐ I agree ☐ I disagree ☐ I am not sure

2. I will make sure that my child (children) arrive at school prepared for the school day with all of their school work, school supplies and a great attitude.

☐ I agree ☐ I disagree ☐ I am not sure

3. I will make sure that my child (children) has adequate rest each night so that they will be in alert in class.

☐ I agree ☐ I disagree ☐ I am not sure

4. I will make sure that my child (children) will complete their homework and study each night.

☐ I agree ☐ I disagree ☐ I am not sure

5. I will make sure that I dialog with my child (children) about what he/she learned in school each day.

☐ I agree ☐ I disagree ☐ I am not sure

6. I will make sure that my child (children) has nutritious meals for breakfast and lunch each day.

☐ I agree ☐ I disagree ☐ I am not sure

7. I will support and reinforce lessons of moral and civilized behavior learned in school.

☐ I agree ☐ I disagree ☐ I am not sure

8. I will model the type of proper moral behavior that I want my child (children) to display.

☐ I agree ☐ I disagree ☐ I am not sure

9. I will encourage my child (children) in the ways of Islam in word and deed.

☐ I agree ☐ I disagree ☐ I am not sure

10. I will communicate with my child's (children's) teacher on a regular basis about their progress in school: their academic progress, social and moral behavior and their overall growth.

☐ I agree ☐ I disagree ☐ I am not sure

11. I will support Muhammad University of Islam fundraising projects.

☐ I agree ☐ I disagree ☐ I am not sure

12. I will volunteer whenever and wherever I can.

☐ I agree ☐ I disagree ☐ I am not sure

CHECKLIST FOR YOUR CHILD

Remember that your child is inspected daily as part of his/ her personal development and military training. Make sure your child is ready for school. We have prepared the following checklist to assist you.

- ✓ Had a bath or shower (check behind their ears)**
- ✓ Teeth are brushed**
- ✓ Deodorant applied**
- ✓ Fingernails are cleaned and trimmed**
- ✓ Lotion applied (If skin is dry)**
- ✓ Hair is brushed and or combed)**
- ✓ Clean undergarments**
- ✓ Uniform is clean and pressed**
- ✓ White shirt / blouse is clean, pressed and is the proper size**
- ✓ Shoes are shinned**
- ✓ Has a bowtie/ cross tie**
- ✓ Flowing Scarf / Tam**
- ✓ Book bag**
- ✓ Homework completed**
- ✓ On time arrival**

YOUR CHILD IS NOW READY FOR SCHOOL!!!



Field Trip Permission Form

Your child’s class will be attending a field trip to:

Date		Time	
Location			
Cost			
Transportation			
Notes			

Please return this permission slip by:

I give permission for my child in room
to attend the field trip to on
from to
Enclosed is \$ to cover the cost of the trip. (Exact cash or check made payable to school.)

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an
emergency, please contact:
Name Phone

Parent/Guardian Signature Date