



Grades: Kindergarten – 12

# Student-Parent Handbook

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In the Name of Allah, The Most Gracious, The Most Merciful  
“Allah will exalt those of you who believe, and those who are given knowledge, in high degrees;  
and Allah is

Aware of what you do” (58:11)

# **Hifz Academy**

## **Message from the Head of School**

Assalamu Alaikum

Dear Parents and Families,

We would like to welcome both returning and new families to Hifz Academy new academic school year. We are proud to offer your children a safe, engaging learning environment, where they can memorize the Holy Qur'an while achieving academic excellence.

Please see the enclosed information about our school's policies and procedures.

All documents must be signed and returned to complete your child's preliminary registration. If you have any questions, comments, or concerns, please contact us at (813) 628 – 0007 or [Director@hifzacademy.org](mailto:Director@hifzacademy.org).

Jazakumullahu Khairan,  
Professor Sana Chaudry  
Head of School

## **Mission Statement**

Our mission is to provide a healthy and safe Islamic environment that inspires our students to memorize and practice the teachings of the Holy Qur'an while striving to achieve academic excellence.

## **Non-Discrimination Policy**

Hifz Academy is committed to admit students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

## **Religious & Ethnic Tolerance**

All members of Hifz Academy's administration, faculty, staff, and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents, and students. Members of Hifz Academy's administration, faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by Hifz while on Hifz property, at Hifz events, or to Hifz students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites.

## **Parent School Agreement**

Parents are expected to support and uphold Hifz Academy's policies. Without this cooperation and confirmation from the parents, a double standard exists between home and Hifz Academy, which is counter-productive to the student's development and our effectiveness. If at any time misunderstandings develop between the school and home, it becomes the obligation of both to seek clarification and explanation.

All suggestions and comments from the parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of the child. This includes the provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting of student progress, proper student supervision, and communication with the home. In full cooperation with the school, parents are expected to attend Parent/Teacher Conferences and actively support other planned activities, knowing that parental participation is critical to the health and wellbeing of the school and the child.

## **Parent Probation Letter**

Hifz Academy respects the rights of all parents and values their contribution to the school's success; However, parents who cause disruption or spread negative comments in the community or through any social media about Hifz Academy and/or any of its employees, parents or students will be required to meet with the administrators and review all portions of the Student - Parent Handbook. They will be asked to sign a Probation Letter stating that if they continue to cause disruption and/or spread negative comments in the community or through any social media about Hifz and/or any of its employees, parents, or students they, with all their children, will be asked to leave the school immediately and with no further notice.

## **No Smoking Policy**

Smoking is NOT allowed on or around campus at any time.

## **Reporting Educator Misconduct**

Our policy for parents reporting a case of abuse to school administration is as follows:

1. Parent makes the report in writing, or a written record of the complaint is made.
2. An investigation is held by the Head of School/Principal/ chosen personnel.
3. The findings of the investigation are shared with the accused and/or the parent who made the complaint.
4. If warranted, a report is made with the Florida Department of Children and Families hotline via phone or website.
5. If DCF or the Sheriff's office were involved, their final report is added to the student's/school file.

## **Grievance Policy**

Parents or students who have a complaint against any student, teacher or staff-member should follow the procedures below to reach a satisfactory resolution:

1. Submit, in writing, a clear explanation of the issue at hand making sure to include date, specific incidence(s), etc. to the Hifz Academy director.
2. If the complaint is not dealt with in a satisfactory manner, a copy of this written complaint should be submitted to the Head of School.

## **Board of Trustees**

The role of the Board of Trustees is to:

1. Ensure the financial stability of the school.
2. Review and set the school's mission with input from the Administration, faculty, staff and parents.
3. Set the school's policies based on recommendations of the Head of School.
4. Support the Head of School in his/her management of the school.

## **Instructional Staff - Required Employment Qualification**

Hifz Academy strives to employ the most qualified staff to serve our students' educational needs.

One of the following requirements must be present for employment at Hifz Academy:

- Bachelor's Degree or higher in any subject area
- Three or more years or teaching experience
- Special skills, knowledge, or expertise that qualifies the individual to provide instruction in the subject taught (may be demonstrated by any documentation indicating that the teacher has skills to be teaching that subject such as past work experience, certifications, programs completed, professional development, curriculum training, etc.)

Additional documents include but are not limited to the following:

- Resume
- FDLE VECHS Level 2 background screening
- Florida Teaching Certificate (as required for special subject areas)

- Employment history Check
- In field Certification

## **Hifz Academy Parent-Teacher Association (HA-PTA)**

Our HA-PTA is organized every fall with a mission to contribute significantly to the success of all students. Any parent who has children enrolled at Hifz Academy or staff who is a paid employee shall be deemed a member whose standing is based on complying with the purpose and basic policies of Hifz Academy. The role of the HA-PTA is advisory in nature. There are no dues levied. HA-PTA has the following duties:

1. To promote an atmosphere in which children can grow as individuals, each aware of his/ her own worth and value in society.
2. To foster an awareness among parents of the need for their participation in the total education of their children.
3. To develop united efforts between educators and the public that will secure for every child the highest achievements in religious, mental, social, and physical education.
4. To provide a forum for constructive communication between parents, teachers, and administration.
5. To sponsor community, social, and fund-raising activities to promote the general welfare of Hifz Academy and its students.
6. Membership is open to any parent/guardian who has a child enrolled. Classroom opportunities/classroom parent

Each class has two classroom parents that support classroom activities and teachers. This is a full year commitment. Classroom parents will serve as liaisons between the teachers, the HA-PTA, and other classroom parents. Their functions include such duties as:

- To coordinate helpers for special activities
- To create a phone tree for communication among families
- To support parents group activities
- To coordinate celebration events for families
- To welcome new families to the classroom

Classroom parents for each classroom will be selected at the beginning of each school year.

### **School-wide opportunities:**

Hifz Academy also offers school-wide volunteer opportunities.

- **Events:** Volunteers help organize, decorate, and clean up after school events such as Qur'an Competitions, the annual Hajj simulation, and other school activities.
- **Beautification:** Volunteers improve and maintain the beautification of our campus.
- **Hospitality:** Volunteers help provide refreshments for school events or help clean up afterwards.
- **HA-PTA Meetings:** All parents are invited to attend monthly meetings and to learn about and work on school initiatives.
- **Family Fun Day:** Volunteers help coordinate and publicize the Family Fun Day, or volunteer on the day of the fair. Fun booths offer a range of activities.

**Voluntarism** is how parents and community members contribute services to the school. Parent volunteers are very important to the success of the school. Parents are encouraged to volunteer a few hours each month based on their expertise as assistants, homeroom mothers, lunch duty observers,

parent tutors, maintenance work assistants, or in many other valuable services to the students and the operation of the school.

## **Dismissing Students, Parents & or Visitor**

Hifz Academy reserves the right to dismiss a student, parent and/or other person whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.

Hifz Academy also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.

Hifz Academy also reserves the right to dismiss any student, parent and/or visitor who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

## **School / Home Communications**

Hifz Academy believes in the importance of keeping a continuous line of communication with its parents and community.

Means of communication will include:

- RenWeb Student/Parent Portal (Student/Parent must check daily)
- Emails
- Phone calls from teachers to update parents of their children's progress
- Automated emails from RenWeb to update parents if their children's grades drop to or below a C in a class
- Parent-Teacher and Administration conferences
- Parent observations can be made by contacting the administration (by appointment only) • Scheduled appointments with staff and administration.

Parents are encouraged to contact the school and request conferences with their children's teachers if they feel there is a need for such meetings.

## **Emergency Contact Information**

Families are responsible to ensure that the emergency contact information on file are up-to-date and accurate. Parents are encouraged to log into their Parents Portal, view their child(ren) emergency contact information and update as necessary. It is imperative that the office has the parent(s)' cell phone numbers, work numbers, as well as a number where a relative, neighbor, or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency school closing. The office should be notified about any changes in the parent(s)' work or cell phone numbers as soon as they occur.

## **Report Cards**

Report Cards are issued to students four times per year to give parents an indication of their child's progress and to serve as an official document of student progress and achievement. Report Cards for



Quarter 1, 2 & 3 will be emailed to parents at the end of the quarter, additionally, final reports cards will be emailed along with a hard copy sent by US mail to the address on file.

- Students in Kindergarten - Grade. 5 who join the school after the middle of any quarter will not receive a Report Card for that quarter. They will receive an Incomplete.
- Students in Grade. 6 - 12 who join the school in the middle of any quarter will be responsible for all information missed, as they will be tested on that information at the end of the quarter/semester.
- Report Cards will be held in the case that a family has an outstanding financial obligation in the Business Office.

## **Parent - Teacher Conferences**

Parent-Teacher conferences are conducted at least once each quarter. Other conferences are to be scheduled by

appointment through the office. To provide an effective educational program, it is the policy of Hifz Academy, to maintain close communication between the home and the school.

Additionally, Parents' Meetings are at the beginning and end of the school year. These are the times to get acquainted with the teachers, school polices, educational programs and the school in general. The public, family, and friends are invited to these meetings.

## **Admissions Policy**

### **Admissions Committee**

1. The Admissions Committee will be made up of the Administrators, a member of the business office and the Registrar.
2. The Admissions Committee will meet on an as-needed basis throughout the year to review and provide timely feedback to parents.

### **Admissions Policies**

1. Students applying for admission must meet all age requirements.
2. Students admitted must submit all required documentation, including academic records and discipline records, as well as birth certificate, health records and shot records.
3. Custody papers or similar legal documentation must be submitted in any cases where there both parents are not enrolling the child(ren).
4. Registrar must check for an Individualized Education Program (IEP) Plan on any students scoring below the 50<sup>th</sup> % on his/her submitted standardized test scores.
5. Students who are admitted for the new school year, but who do not begin on time, and who do NOT have approval from the Administration to start the school year late, may lose their seat.

## **Admissions Process**

1. Prospective/Student will meet with our Head of School upon request.
2. Prospective parents will meet with the Registrar to become familiar with the admissions process. This process will include:
  - Introduction to the school
  - Question & Answer
  - Tour of the facility
  - Review of general tuition & fees information

- Review of application process
  - Review of documentation required
  - Question & Answer
  - Receipt of Admissions Checklist with the following four headings. Under each heading, will be a list of items that we have determined are essential for the completion of the admissions process.
    - ✓ Did you receive...?
    - ✓ Did you submit...?
    - ✓ Did you know...?
    - ✓ Did you tell us...?
- 
- Review of tuition & fees required (Pre-Admission Tuition/Fees Worksheet)
3. The Registrar will do a preliminary review of the application and documents to ensure completeness.
  4. The Registrar will notify the parents via phone AND email if:
    - Application is complete and will be forwarded to the Admissions Committee for review.
    - Application is missing certain items that must be completed before the application can be forwarded to the Admissions Committee for review.
  5. Students applying for admission into KG – 10 who do not have standardized test scores must be assessed.
  6. The Registrar will schedule a meeting with a member of the administration and any students applying for admission into Grades 6 – 10 for a review of discipline, understanding of personal responsibilities, rules, regulations, etc.
  7. The Registrar will schedule a meeting between the Academic Advisor and any student applying for admission into Grades 6 – 10 to ensure that the student has the necessary courses to prepare him/her for Hifz Academy's curriculum.
  8. The registrar will coordinate a meeting for student to be assessed by the Qur'an department.
  9. Admission Committee will check off and comment on each student application.
  10. Completed application packet will be forwarded to the Head of School for review and final decision.
  11. Applications who do not meet the minimum requirements will be reviewed by the Admissions Committee and a recommendation will be made to the Head of School.
  12. The parents of the admitted student(s) will need to attend an Orientation Meeting with a member of the Administration and sign an Acknowledgement Form stating that they have received, understand, and agree to abide by Hifz Academy policies and procedures, including Hifz Academy's Promotion & Retention Policy.
  13. Decisions made by the Head of School will be final.
  14. Recommendations made by the Admissions Committee and the final decisions made by the Head of School will be documented and kept in a file for a period of three years.

### **Waiting List Policy**

Given the fact that the number of seats available in a class may be less than the number of students applying for admission into that class, our school will begin a Waiting List for that class. If a seat becomes available, the parents will be notified of this. If they choose not to enroll their child, they may request for their child to remain on the Waiting List to ensure admission for the following year.

## **Registration Requirements**

Upon admission to Hifz Academy, the following forms must be completed and filed in the office by the first day of classes:

- Student Information Form [One per student]  
It is very important, on this form, to list any allergies the child may have.
- Records Release Form [One per student for students previously enrolled in another school]
- Tuition Agreement [One per family]

Also, the following documents are required for any student enrolling in the school:

- Legible, English copy of the birth certificate
- Copy of the student's report card from the most recent grading period
- Results of previous year's standardized exam or FCAT
- Immunization Records [for details of required immunizations, see below]
- Physical Exam
- Copy of Social Security Card (as needed)
- Where applicable, a copy of court-ordered custody ruling or legal name change

## **Immunization Requirements:**

Florida law requires that every new student enrolling in Florida schools be properly immunized or have a signed waiver on file at the school. Also, this record must be on a Florida form. The Immunization Record must show that the following vaccines have been administered:

- 5 doses DTP (Diphtheria, Tetanus, and Pertussis)
- Tetanus
- 4 doses Polio
- 2 doses Measles
- 1 dose Rubella and
- 1 dose of Mumps, or 2 doses of MMR.

Children entering or attending the 7<sup>th</sup> grade will be required to have completed, in addition to the above:

- Hepatitis B vaccination series, a
- Second measles vaccination or MMR and a ➤ Tetanus-Diphtheria booster.

## **Allergies / Special Accommodations**

It is extremely important that the office staff and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it is food, an insect, or medicine, it is crucial for us to be aware of and educated about this matter. In the case of any allergy or special accommodations, it is required that the parent obtain and submit to the Registrar a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and procedures to follow in case of exposure. Hifz Academy will cooperate with the family to the best of its ability to ensure the safety of the child. In the event of any changes to the child(ren) allergy condition parents are responsible to access their Parents Portal

account and update their child(ren)'s allergy medical information as needed in addition to informing the school of any changes.

Any student receiving the minimum doses must complete the series within the scheduled time span. If the immunization record or signed waiver is not on file, the student, in accordance with the law, shall not be permitted to attend school.

### **Age Requirements**

- Kindergarten      Students entering K5 must be five years old by September 1<sup>st</sup>.
- 1<sup>st</sup> Grade      Students entering 1<sup>st</sup> grade must be six years old by September 1<sup>st</sup>.

### **Probation Period**

All new students accepted into Hifz Academy are accepted on a 90-day probationary period. If, at any time during that period, the school feels that they are not a good fit they may be asked to seek another educational facility that is best suited to fulfill their child's needs.

### **Special Education Constraints**

Hifz Academy will not be able to accept any student whose disabilities may be too severe to address due to our limited resources. We will admit only students whose needs can be met based upon the available resources for the year, which may vary from year to year.

### **Tuition & Fees**

Please refer to our website at [www.hifzacademy.org](http://www.hifzacademy.org) for a detailed explanation of tuition and fees or request a print-out of the Tuition Matrix from the Registrar's office.

Fees are non-refundable. Tuition is due on the 1st of each month for each month or any portion thereof, and a late fee of \$35 will be charged for payments received after the 5<sup>th</sup> of the month. Please note that for students transferring in, the tuition for the 1<sup>st</sup> month of enrollment will be based on when they start: Students beginning between the 1<sup>st</sup> & the 15<sup>th</sup> of the month will be required to pay a full month's tuition; students beginning on or after the 16<sup>th</sup> of the month will pay for only half the month. Parents will need to activate their FACTS account and choose a payment plan according to the FACTS payment plan requirement.

### **Step up for Students / McKay Scholarship / AAA Scholarship**

Hifz Academy participates in the following scholarship programs: **Step up for Students / McKay Scholarship / AAA Scholarship**

Parents interested in determining if their children qualify for these scholarships should contact the Registrar's Office for more information. It is the parents' responsibility to ensure that they renew their applications on a timely basis and for ensuring that they provide the necessary documentation needed to determine eligibility.

#### **Access the Website to apply:**

Step Up For Students	<a href="http://www.stepupforstudents.org">www.stepupforstudents.org</a>
McKay Scholarship	<a href="http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay/">www.fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay/</a>
AAA Scholarship	<a href="http://www.aaascholarships.org">www.aaascholarships.org</a>

## **Diplomas for Students Graduating from K5, Gr. 5, Gr. 8 & Gr. 12**

- All Gr. 12 students must submit a Graduation Release Form to the Head of School no later than May 5th, signed off by the Business Office showing all **end of Q4 grades** and showing no **holds**.
- Students graduating from Gr. 12 must have the release form signed off by the Counselor showing no outstanding credits and/or Community Service Hours.
- Any students in K5, Gr. 5, Gr. 8 or Gr. 12 who are not in good financial standing with the Business Office will have a HOLD placed on their account. The account will remain on hold until the account is in good standing. All academic documents (Diplomas and transcripts/Report Cards etc.) will be released once the business office clears the account.

## **Student Records**

The Registrar has student records, and it may be accessed by request. The school has the right to hold academic records if there are any holds.

## **Supplies and Materials**

Although many supplies and materials may be provided by the school, parents should expect to provide consumable items, such as pens, pencils, paper, etc. on an as-needed basis throughout the school year. Supply lists will be given out each summer. Students are expected to bring the required supplies with them to school and are expected to replenish them several times during the year.

## **Transfer Credits**

Hifz Academy will not accept any transfer credits for students entering Gr. 10 – 12 of grades that reflect a score of less than 70%. These credits may have been earned by Hifz Academy students through FLVS or Dual Enrollment or by prospective students applying for admission to Hifz Academy.

## **Drop-Off & Pick-Up/Tardiness**

Parents are expected to drop off and pick up their children in a timely manner and in the designated area.

### **Drop-Off Time: KG-12th 7:45 A.M. - 8:00 A.M. (Breakfast Hall @ 7:45 AM)**

- **No student can be dropped off before 7:45 A.M.** Hifz Academy is not responsible for students dropped off before 7:30 a.m. and picked up after 4:30 p.m. After **8:00 A.M.**, students are considered **tardy** and must be escorted by their parents to the office to be signed in. Parents will be notified; and if it is recurring, they will be asked to meet with the Administration, to discuss best practices and solutions going forward. If this continues to occur afterward, the Administration will meet to discuss the next steps and determine if Hifz Academy is the best fit school for the child and take proper action.
- Excessive tardiness and absences will result in a grade decrease. More than 3 unexcused tardies per month and/or more than 1 unexcused absence per month will result in a 1% decrease from the 1<sup>st</sup> subject of the day.
- **Pick up time for a part time student is 11:30 AM.** After 11:45 AM, students will be escorted to the designated area. Parents will be notified; and if it is recurring, they will be asked to meet with the Administration to discuss best practices and solutions going forward.

If this continues to occur afterwards, the Administration will meet to discuss the next steps and determine if Hifz Academy is the best fit for the child and take proper action.

- **Pick-Up Time for full time students is 4:15 PM Monday – Thursday and 1:05 PM Friday.** After 4:30 and 1:30 respectively, students will be escorted to the designated area. **There is a \$10 charge for every half hour, or any increment thereof.** Parents will be notified; and if it is recurring, they will be asked to meet with the Administration to discuss best practices and solutions going forward. If this continues to occur afterwards, the Administration will meet to discuss the next steps and determine if Hifz Academy is the best fit school for the child and take proper action.

Occasionally, parents need to pick up their children before dismissal time. This may be difficult if the student has not had time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task with as little disruption as possible. If given prior notice of early pick-up, the office informs the teacher accordingly. **Please note that early pickup is not available after 3:30 pm.**

Late Pick Up fees will be assessed to parents if their children are picked up more than 15 minutes after the published Dismissal Time. Fees will be \$10 for every half hour late, or any increment thereof.

Important: Please note that parents must first come into the office, sign their child out and obtain an early dismissal pass. The pass they get from the office must be shown to the teacher and be left with the security guard at the main entrance.

#### **Additional Dismissal Notes:**

- Students must remain in full uniform (including hijab for girls) until they leave the campus.
- Students in secondary CAN NOT pick up younger siblings from PK - Gr. 5, unless they are approved drivers and can come through the drive-thru.
- Student drivers cannot pick up any students unless they are listed on the Authorized to Pick Up list. ▪ Student drivers must leave campus immediately after dismissal.
- A “Student Walker Waiver” must be on record for ALL student walkers.

### **Attendance**

Even though assignments may be completed later, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties or emergencies. Other absences should be avoided and, in fact, constitute truancy.

- Students are expected to attend class regularly, so that they reap optimal benefit. In case of absence, the parents should call the office at (813) 628-0007 ext. 501 by 9:00 a.m. to explain the reason for the child’s absence.
- Make-up assignments for excused absences only, should be obtained from each teacher by the student and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments.
- With recurring absences, parents will be asked to meet with the Administration, to discuss best practices and solutions going forward. If this continues to occur afterward the Administration will meet

to discuss the next steps and determine if Hifz Academy is the best fit school for the child and take proper action.

### **Unexcused Absence/Tardy Policy**

1. **Morning tardies** are defined as late arrival to class (K2 - Gr. 5) after 8:05 am. Students need to be on campus no later than 8:00 am to ensure that they will be in class on time. Also, students are only issued an Office Tardy Slip if they arrive late to school, not for tardies in between classes.
2. **Tardies between Classes (Gr. 6-12)** Any tardy to class is an unexcused tardy. ▪  
Please note that 5 unexcused tardies = 1 unexcused absence.
  - Students who receive 5 tardies in a quarter will receive a lunch detention.
  - Students who have 2 unexcused absences per quarter will be disqualified from special recognition awards.

### **Extended Leave of Absence**

If students need to take an extended leave of absence, the parents must submit a written request to the office for approval at least two weeks in advance. Without prior approval, the student's seat will not be reserved and may be given to another student. (Must have a valid excuse and admin approval)

### **State Law Regarding Mandatory Attendance Required for Promotion**

According to state law, for a student to be promoted to the next grade level, he/she must attend at least 80% of the school days each year. Any student missing 20% or more is truant and will be retained. Exceptions will be made for home-bound students for medical reasons. In these cases, students will keep up with their work at home and will be responsible for all work being done in the classroom and for all information being tested for on exams.

### **Medical Excuses for Absences**

Students must update their files at the beginning of each quarter with a doctor's note. If absences are excessive, the school may require authorization to contact the physician to get more detailed information.

Grades 6-12: Attendance will be taken for each class/period. If your child is marked absent during his/her Homeroom period, an automatic call and/or text will be sent home at 10:30 AM to let you know that your child is not present.

### **Withdrawal/Moving**

Parents moving/withdrawing their children, should notify the office at least two weeks **in advance**, to make the transition as smooth as possible. If two-week advance notice is not given, parents will be billed for the following month's tuition. All fees including but not limited to annual fees, development fees, and registration fees must be paid in full and are nonrefundable. Students should return all textbooks and collect all personal items, as the school will not be responsible for personal items left behind. Parents will be billed a replacement fee for any textbooks or supplies not returned prior to withdrawal. Parents must take care of any holds, if there are any, before finalizing the move/withdrawal. No records will be released until all holds are taken care of.

## **School Health**

- To maintain the good health of Hifz Academy students and staff, we request that children not be sent to school if they are sick. By keeping them at home when sick, you are giving the child time to heal, and you are helping us prevent the spread of viruses and/or infections to other children. Children must return to school only with written doctor authorization, without a fever, vomiting, or other signs of severe illness.
- In case of accidents or illness at school, school personnel can provide only minimum first aid.
- Students will also be screened upon arrival and during the day. Be ready to pick up kid immediately.
- The parents will be called when a child appears ill enough to go home. If a parent cannot be reached, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, Hifz Academy staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is essential that we have your permission to do so on the forms you filled out when registering your child.
- The school reserves the right to dismiss families if we repeatedly encounter difficulty contacting the parents.
- It is also very important for the school to have insurance information as well as any information related to existing health problems, so that appropriate care can be given.
- In the event of an outbreak of a communicable illness or condition such as chicken pox or head lice, Hifz Academy will use standard procedures for dealing with them. At the same time, every effort will be made to inform the parents as soon as possible. This information will include information on how to recognize as well as treat the problem. Every effort will be made to deal with the affected students in the kindest way and in a manner, which does not attract undue attention to him/her.
- **Medication given at school requires written permission from the parents or legal guardians.**
- School policy prohibits school personnel from administering any medication to students. Students are not allowed to bring medication to school.
- An "Authorization for Medication" form must be completed and is available in the school office. All medication must be kept in the office and administered by the office staff. Each new school year requires a new doctor's permission slip. Please make sure that the school is aware of any allergies your child may have.

## **Emergency Dismissal**

It is the school policy not to dismiss children once school has started, unless there is an extreme emergency, such as a mechanical failure in the building, when inclement weather develops after school is in session, or if the child may cause injury to himself or to others. It is imperative that all parents discuss thoroughly with their children the possibility of an emergency dismissal and make certain **THEY MUST KNOW WHERE TO GO IF/WHEN PARENTS ARE NOT HOME.**

In the case of Emergency Dismissal, parents will be informed by telephone. It is imperative that the school has updated phone numbers on file. Please follow all announcements. However, it should be noted that a telephone system could break down, because persons on the list may not be home, circuits may be busy, etc. Therefore, although an attempt is made, it is impossible for the school



authorities to assure all parents that they will be notified by phone and/or text message of the early dismissal.

In the event of fire, tornado, or other natural disasters, an emergency plan will be put into operation to assure the greatest possible protection for the children. Fire and tornado procedures are posted in each classroom.

Hifz Academy will make its decision to close or evacuate the school due to inclement weather, based on the school board's decision in either of the following counties, if the decision is based on a safety concern and not based on the fact that their schools will be used as shelters: Hillsborough, Manatee, and Pinellas counties.

## **Athletic Program**

Open for all students in Gr. K-12.

- Students who wish to play competitive sports must provide an Athletic Sports Health Form
- Students will not be excused from work or assessments unless noted by the Coach and Head of School.

## **Field Trips**

Field Trips are part of the educational experience provided to Hifz Academy Students. Various field trips will be provided for students by teachers at the school. Any child going on a field trip must have a signed parent authorization on file for the trip. If a teacher does not have such authorization on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class. School uniforms are required for all field trips, with exceptions to be considered on a case-by-case basis. Every effort will be made to have field trips per Elementary class during each year, and field trips per year for Secondary students. *Please note:* Siblings will not be allowed to accompany Hifz Academy students on field trips, even if their parents are chaperones.

## **Chaperone Dress Code**

All chaperones on Hifz Academy Field Trips must abide by Hifz Academy Chaperone dress code.

### **Male Chaperone Dress Code:**

- Loose-fitting modest pants.
- No gold jewelry.
- Socks should be worn.
- Shoes should be close-toed and close-heeled.

### **Female Chaperone Dress Code:**

- Scarf must be worn.
- Long sleeves must be worn at least to the wrist.
- Loose-fitting outfit must be at least ankle-length. (or Jilbab or Abaya)
- Loose-fitting blouse over loose skirt
- Knee-length blouse over loose pants (or Shalwar-Qamees) • Tops worn over pants or skirts must be at least knee-length.
- Clothing must be non-transparent.
- Some type of socks should be worn.

- Shoes should be close-toed and close-heeled.

## **After-School Activities**

Hifz Academy allows students to participate in several sports, which may vary from year to year. Students participating in the after-school sports' programs represent Hifz Academy at sports' competitions, exhibitions, etc. and must adhere to school policies, even off campus for all school events.

## **Suspension from Participation in Activities**

If a student receives a suspension, he/she will be suspended from participating in field trips, clubs and all other extra-curricular activities for a period determined by the school.

## **Curricula**

Hifz Academy is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in Florida's Benchmarks for Excellent Student Thinking (B.E.S.T) for each grade level and course. Students are instructed in the following subjects: Qur'an, Islamic Studies, Arabic, English Language Arts, Mathematics, Science, Social Studies, and Physical Education.

Hifz Academy encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if these books are lost or damaged beyond usual wear and tear.

## **Dual Enrollment**

### **Hillsborough Community College (HCC)**

HCC allows students in Grades 9 - 11, who have at least a 3.0 GPA on their transcript and have passed the Postsecondary Education Readiness Test (PERT) to enroll at any of their campuses in up to three courses per semester. However, 9th grade students will be limited to no more than 2 classes per semester, with the first course being First Year Experience Orientation (SLS 1106) unless waived by an administrator. We require that these classes be taken after school hours. Students may also enroll for courses in the summer. Transportation must be provided by the student and/or his/her parents. All courses taken at HCC must be approved in writing by the Administration.

### **University of South Florida (USF)**

USF requires a 3.5 GPA along with the same as above.

Students in Grade 12 (Seniors) may have the option of attending HCC/USF during a portion of the school day. They must maintain the same grade requirements as those required of students in Grades 10 & 11.

While taking Dual Enrollment classes, students are expected to abide by school policies, including dress code. While on the college campuses and/or while taking the Dual Enrollment courses, they are Hifz Academy students, representing their school, and participating in a school-sponsored activity.

HCC Tuition for Dual Enrollment courses is waived for Hifz Academy students, unless otherwise noted. The students are responsible, however, for covering the cost of textbooks, parking passes and/or any other fees required for specific coursework.

Dual Enrollment is reserved as a privilege for students who are performing at a high level in their Hifz.

Academy courses and can take additional courses at the college level, while maintaining their academic level at school.

- Students with grades below an 80% in any of their classes in the semester or quarter preceding their dual enrollment registration will not be allowed to Dual Enroll until after the following quarter or semester grades come out, and there are no grades below 80%, even if their overall unweighted GPA is at or above 3.0.
- Students must pass at least one section of the PERT before taking any Dual Enrollment courses, including College Success.
- An official transcript showing the completion of College Success must be submitted in order for students to register for classes in subsequent semesters.
- The school counselor will guide students in the process of getting an official transcript.
- For all subsequent semesters, students must submit an Official Transcript of courses completed each semester.
  - It is important to note that there may be a one-semester lag in this process between Fall & Spring Semesters.
  - Students may submit a screen shot of their submitted on-line request until the official transcript is received.

### **Assemblies**

Hifz Academy acknowledge and reward our students' efforts in both Islamic and Academic studies. Students participate in a Baraka celebration at the completion of every Juz. Additionally, award ceremonies are held at the end of each semester, as well as an End of Year ceremony which honors all students for their hard work during the year.

### **Florida Virtual School (FLVS)**

Students in grades 7 – 12 will have the option of enrolling in coursework through the Florida Virtual School. Only students who are highly motivated learners should take such courses. There is no cost for courses or materials for Florida residents. It should be noted that, as with Dual Enrollment courses, coursework taken should be for enrichment and must be reviewed by the academic counselor and approved by the Head of School.

- Students must submit an FLVS Course Request & Acknowledgement to the School Counselor for approval before signing up for any FLVS courses.
- On the FLVS Course Request & Acknowledgement, both the parent and student must sign that they:
  1. Understand that the student cannot take courses on FLVS in lieu of the same courses offered at Hifz Academy. Exception: Grade Recovery (Final Grade of 59% or lower).
- By Florida law, every High School student must complete at least one courses on FLVS.
- Also, by Florida law, students receiving funding from SUFS cannot take more than two classes per academic year.
- Student on FES scholarship is not eligible to participate in FLVS without fee. FLVS assess a fee to all FES student who register.
- Students cannot add/drop without admin approval and may be prevented from full time registration if violated.

## **Honors' Credit**

Credit will be assigned to Hifz Academy courses which are determined to be at an Honors' Level. Honors class designation will be reviewed annually.

## **The Florida Bright Futures Scholarship Program**

This Scholarship is part of the Florida Student Scholarship Grant Programs which provides scholarships to Florida high school graduates. This scholarship may be used at any Florida college or university. Students may be awarded either the Florida Academic Scholars (FAS) or the Florida Academic Scholars (FMS) based on the following criteria:

- FAS: Florida High School Graduation Requirements + 3.50 GPA + 29/1330 ACT/SAT + 100 Service Hours
- FMS: Florida High School Graduation Requirements + 3.00 GPA + 25/1210 ACT/SAT + 75 Service Hours

Hifz Academy requires a minimum of 100 service hours to be completed by the 11<sup>th</sup> Grade year. Service hours are documented starting from 8<sup>th</sup> grade.

Hifz Academy will submit all student coursework, test scores and community service hours to the Florida Department of Education for evaluation for the Bright Future Scholarship.

Seniors are responsible for completing the Demographics portion of the application and for completing the FAFSA application in a timely manner.

It should be noted that, when calculating GPA, the Department of Education only looks at grades in the core academic subjects [English, Math, Science, Social Studies, and Foreign Language (Arabic)] and does not factor in grades for other classes [PE, Islamic Studies, electives, etc.].

More information about the Bright Futures Scholarship can be found at [www.facts.org](http://www.facts.org).

## **Class Rank**

Class rank will be determined based on Weighted GPA earned through the end of Semester 7. No grades earned in courses after Semester 7 will be entered into the Class Rank calculation. It will be the responsibility of the students to ensure that all grades for any classes taken outside of Hifz Academy have been submitted to Hifz Academy within two weeks after the end of Semester 7.

## **Homework**

The purpose of homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class. Please also note that, even if the child is not assigned a specific task for homework, he/she should always spend time each afternoon/evening reading from/reviewing his/her lessons or doing outside reading.

Parents are expected to provide the proper home environment conducive to learning. There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Provide a spacious, quiet, well-lit place to study.
- Provide a space that is free of distractions such as the TV and younger siblings.
- Make available references that will help in doing homework: dictionary, maps, etc.

- Keep supplies on hand: scissors, pencils, pens, etc.
- Work with your child to set a regular homework time.
- Make sure the child brings back assignments clearly written down. Parents of Elementary children should check and initial homework logs and planners daily.
- Encourage the child to do his/her best in spelling, handwriting, neatness, and accuracy.
- Remember that homework is assigned to the child, not the parent. The parent should be available as the guide and support.
- Check your Parents Portal daily to ensure the posted homework is completed.

As a rule, no homework is to be assigned over breaks or vacations. Long term projects may be assigned in order to provide students with additional preparation time. Students are always encouraged to do outside reading during these breaks and/or vacations.

### **Assessment & Testing**

Students at Hifz Academy are assessed in various areas, which include but are not limited to homework, class work, quizzes, tests, exams, projects, reports, oral checks for understanding, etc. Tests on which students score 79% or below must be signed and returned.

### **Exam Exemptions**

- No students will be exempt from Semester I Exams.
- Only Seniors who have at least a 90% average in each quarter individually; Quarters 1, 2, 3 and 4 and do not have excessive tardiness and/or absences will be exempt from Semester II Exams.

Review Sheets and/or study guides will be given out prior to tests and/or exams. Additionally, students are expected to keep their own notes, worksheets, quizzes, tests, and textbooks to study from before exams. They will be told which chapters, sections, etc. will be on the test/exam.

In addition to the regular classroom testing, periodic assessments are made of students' mastery of specific skills in reading, language arts, and math. These assessments allow the school to identify areas of strength and weakness and allow the teachers the opportunity to modify teaching strategies to make sure areas of weakness are strengthened before the end of the year.

### **Academic Dishonesty/Cheating**

Academic Dishonesty/Cheating is defined as any communication, which takes place and will result in a grade of 0% in addition to a Discipline Referral.

### **Standardized Assessment**

The MAP Assessment is an on-line assessment that is administered to all students in Grades KG - Gr. 10. The assessment is administered up to three times per year for the purpose of identifying and strengthening any areas of weakness. Additionally, it helps the school gauge the progress and academic strength of the students and of the school. These scores should correlate with the students' academic abilities and will affect decisions regarding student placement and promotion.

### **PSAT Testing**

Students in grades 9 – 11 take the PSAT in October, and their scores are reviewed with them in December. Students in Gr. 7 & 8 wishing to participate in the Duke TIP program will be allowed to

take the PSAT. Each student in Gr. 7 & 8 wishing to take the PSAT will be required to pay for testing.

### **Accommodations for Students with Documented Disabilities**

Any students with disabilities who require special accommodations must submit documentation from the public school, a physician, or a licensed psychologist. Such documentation must include a full report describing how evaluation was conducted and what special accommodations are required. A doctor's note on an Rx pad is NOT considered adequate or sufficient documentation.

### **Grading System**

The following numerical equivalents will be used when determining values for letter grades: K to 12<sup>th</sup> grade.

Letter	Numerical Range	Description	Letter	Numerical Range	Description
A <sup>+</sup>	97-100	Superior	C <sup>+</sup>	77-79	Average
A	93-96	Outstanding	C	73-76	Average
A <sup>-</sup>	90-92	Excellent	C <sup>-</sup>	70-72	Fair
B <sup>+</sup>	87-89	Very Good	D <sup>+</sup>	67-69	Failing
B	83-86	Good	D	63-66	Failing
B <sup>-</sup>	80-82	Above Average	D <sup>-</sup>	60-62	Failing
			F	Below 60	Failing

Although a 60% is considered passing in the public schools, at Hifz Academy, students are expected to achieve 70% or higher in each class in order to pass to the next grade level. With regular communication between teachers and parents, it should not be difficult for students to maintain this requirement.

### **Summer School, Re-Testing & Promotion/ Retention**

Students who successfully pass all their classes will be promoted to the next grade level the following year without any requirement for Summer School or Re-Testing.

Students whose grades are averaging below 70% during the school year should make plans to be in Summer School and/or re-test over the summer and should NOT plan on traveling away from Tampa during the summer.

If students do not meet the minimum grade requirements after completing Summer School and/or Re-Testing, the following will occur:

Students in Gr. 1 - 5 and students in Regular classes in Gr. 6 - 12 failing two or more classes by the end of the summer will be retained in the lower grade level.

Students in Gr. 6 -11 Honors classes who fail two or more classes will be dropped from the Honors Level to the Regular for the following school year.

## Summer School, Summer Re-Testing & Retention for Gr. 6 - 12

- Students scoring below 70% in one or two classes will be moved from Honors Level to Regular Level for the following year.
- Students scoring below 70% in more than two classes will be retained in their grade level and be placed in Regular Level classes.
- For students in Gr. 9 – 12, failed courses must be recovered through FLVS.

Throughout their high school careers, students in Grades 9 -12 may receive grades, which are lower than what they would have liked to receive. Students in high school can request a maximum of two full credits of grade forgiveness for any grade below 70%.

### Upgrading Policy

**Moving from one grade to a higher grade:** Hifz Academy does not promote students to a higher-grade level, solely based on parent request. If we find that a child has completed the entire curriculum in their current grade and scores 95% or higher on their current grade level standardized assessments and a minimum of 90% in all subjects, they may be considered for possible promotion. In addition, the student must earn a minimum of 80% on the next grade level mathematics and reading exams.

**• Hifz Academy staff will not be required or expected to assist these students to complete the extra year's curricula. Students may require outside tutors and/or assistance to complete this task, which shall be provided by the parents.**

### Early Graduation

Hifz Academy does not graduate students earlier than 12<sup>th</sup> grade.

## Uniform & Dress Code

### General Expectations

Every student KG - 12<sup>th</sup> grade is expected to be neat and clean (including fingernails being short and clean) and is always expected to wear the Hifz Academy uniform while on school campus.

### Hifz Academy Dress Code at all School-Sponsored Events at or away from Campus

Hifz Academy students must abide by all policies, including Hifz Academy dress code, at all Hifz Academy - sponsored events whether on or off campus. This includes while attending Dual-Enrollment courses. Students not willing to follow said policies, including dress code, will be asked to no longer participate.

### Uniform Guidelines

<b>Girls: K – 4<sup>th</sup></b>	<b>Boys: K – 4<sup>th</sup></b>
<ul style="list-style-type: none"><li>- <b>Navy Blue</b> uniform jumper</li><li>- <b>White</b> uniform shirt</li><li>- <b>Navy-Blue</b> uniform pants (no leggings/jeans)</li><li>- <b>White Aameera hijab</b></li></ul>	<ul style="list-style-type: none"><li>- <b>Navy Blue</b> Polo Shirt</li><li>- <b>Navy Blue</b> uniform pants (without excessive pockets, not longer than the ankle, no skinny pants or pants with elastic bottom allowed, no jeans)</li></ul>

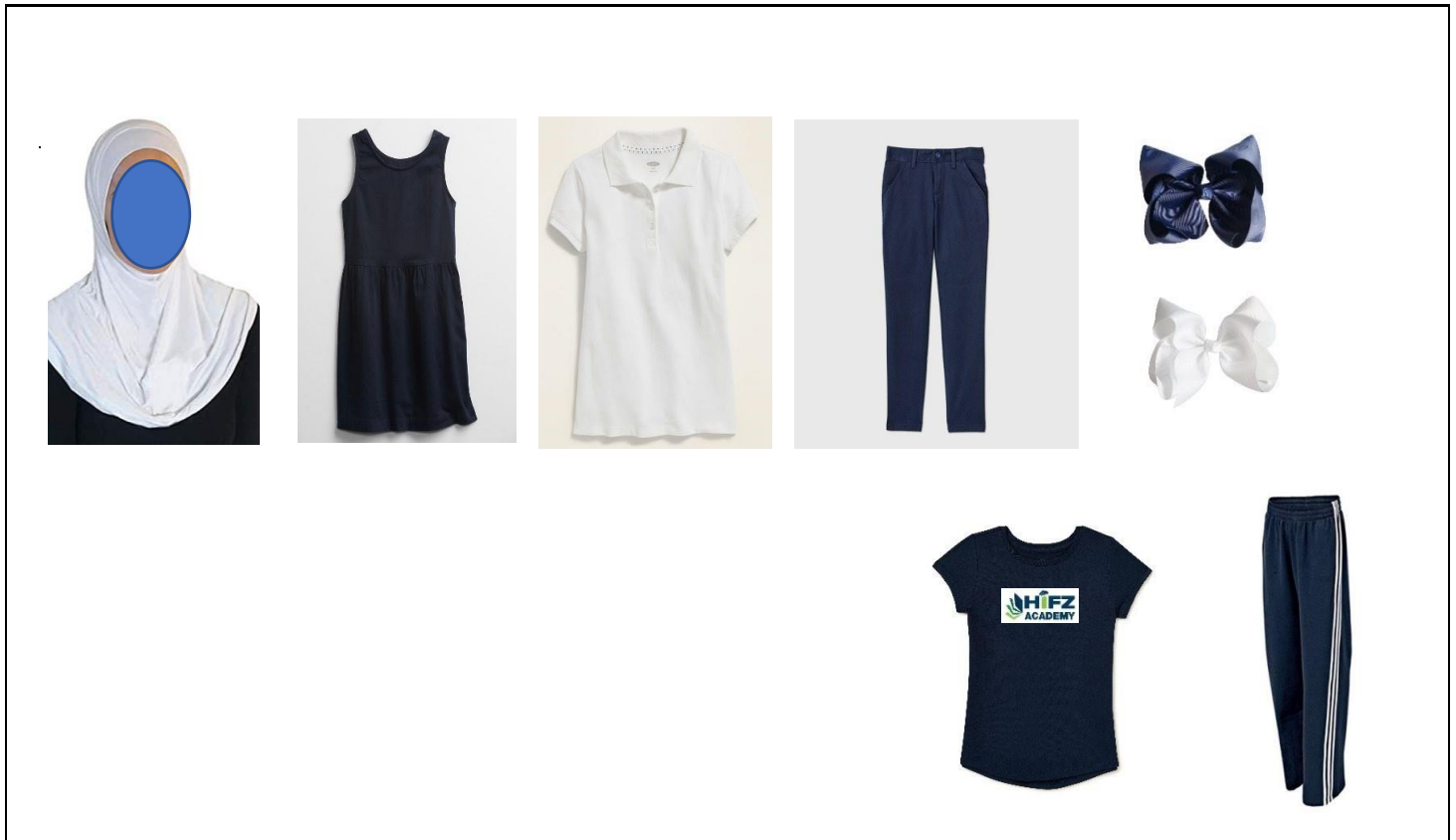
<p><b>PE ATTIRE</b></p> <ul style="list-style-type: none"> <li>- Navy Blue Hifz Academy Logo T-Shirt</li> <li>- Navy-Blue Athletic loose pants (cannot be skinny pants)</li> </ul>	<p><b>PE ATTIRE</b></p> <ul style="list-style-type: none"> <li>- Navy-Blue Hifz Academy Logo T-Shirt</li> <li>- Navy-Blue Athletic loose pants or shorts (must be past knee and cannot be skinny pants)</li> </ul>
<p><b>Girls: 4<sup>th</sup> – 12<sup>th</sup></b></p>	<p><b>Boys: 5<sup>th</sup> – 12<sup>th</sup></b></p>
<p><b>4<sup>th</sup> &amp; 5<sup>th</sup> Grade: Navy Blue</b> Khamis uniform top and Navy Blue uniform pants, <b>White</b> Ameera hijab</p> <p><b>4<sup>th</sup> – 12<sup>th</sup> Grade: Navy Blue</b> Abaya/jilbab</p> <ul style="list-style-type: none"> <li>- Navy Blue Athletic loose pants/uniform pants (no leggings, skinny pants, or jeans)</li> </ul> <p><b>6<sup>th</sup> – 12<sup>th</sup> Grade: Grey</b> Ameera hijab</p>	<ul style="list-style-type: none"> <li>- <b>White</b> Polo Shirt</li> <li>- <b>Navy Blue</b> uniform pants (without excessive pockets, not longer than the ankle, no skinny pants or pants with elastic bottom allowed, no jeans)</li> <li>- <b>White</b> Thoub with <b>White</b> Kufi</li> </ul>
<p><b>PE ATTIRE</b></p> <ul style="list-style-type: none"> <li>- Navy-Blue Athletic knee length top (can be purchased from eastessence.com)</li> <li>- Navy Blue Athletic loose pants (Cannot be skinny pants)</li> </ul>	<p><b>PE ATTIRE</b></p> <ul style="list-style-type: none"> <li>- Navy-Blue Hifz Academy Logo T-Shirt</li> <li>- Navy Blue Athletic loose pants (cannot be skinny pants)</li> </ul>
<p><b>Uniform can be purchased from the following locations:</b></p> <ul style="list-style-type: none"> <li>- Jilbab/ Abaya / Hijab/ 4<sup>th</sup> – 12<sup>th</sup> Navy Blue PE Athletic Top – <a href="http://eastessence.com">eastessence.com</a></li> <li>- White Thoub/White Kufi – <a href="http://eastessence.com">eastessence.com</a></li> <li>- <b>Uniform jumper/ uniform pants &amp; shirt/ athletic shoes and clothing – can be purchased from Walmart, Target, or any other retail or online stores such as frenchtoast.com</b></li> <li>- Hifz Academy Logo T-Shirt</li> </ul>	
<p><b>Shoes for all students:</b>  Closed toe shoes or Athletic shoes (<b>No slides, crocks, or sandals</b>; No boots and heels may NOT exceed a maximum height of 1”). No red footwear is allowed. Clean socks must be worn daily and cover the entire foot and ankle. <b>For safety purposes, students in grades KG - 2<sup>nd</sup> must wear footwear without shoelaces.</b></p>	
<p><b>STUDENT CARE:</b>  Students must be well groomed, face washed, hair neatly combed, and pull back into a braid, bun, or pony, and clothing must be ironed and not torn. Hifz Academy reserve the right to require students to purchase new uniforms if the uniform they have is not in good condition and or they do not come into school with a uniform, or the uniform is too tight or revealing. Parents are responsible to replace clothing as needed, especially if it is torn or ripped.</p> <p><b>Fingernails must be kept short and clean daily. No fake nails or nail polish allowed - No make-up.</b></p> <p><b>Boys Hair Cut: Hair cut must be even, all one length, clean, neat, and groomed. No fades, designs, bleaching, or hair coloring.</b></p> <p><b>Jewelry: Female students are allowed one ring, one bracelet, and no chains. No jewelry for boys.</b></p> <p><b>Water Bottle: Students are asked to carry a water bottle with them throughout the day and especially during P.E.</b></p> <p><b>Cell phones are not allowed during school hours and if seen or heard will be taken away.</b></p>	
<p><b>OUTWEAR FOR ALL STUDENTS: Solid Navy Blue sweater (No Hoodies). Heavy jackets can be any color.</b></p>	
<p><b>Note: All clothing must be Islamically appropriate, loose fitting, and modest for boys and girls. It is the responsibility of all parents/students to ensure that all clothing purchased meets these guidelines.</b></p>	



## Boys KG – 4<sup>th</sup> Grade



## Girls Gr. K-4<sup>th</sup> (White Ameera 2 pieces Hijab for Salaah)



## Boys 5<sup>th</sup> – 12<sup>th</sup> Grade



## Girls 5<sup>th</sup> – 12<sup>th</sup> Grade



## **Field Trip Uniform**

KG – Gr. 4: Regular School Uniform

5<sup>th</sup> – 12<sup>th</sup>: Regular School Uniform or as approved by administration.

### **Uniform Violations 1<sup>st</sup> Violation**

The Office will send an email to parents on the same day of the violation to inform them of the violation and for it to be rectified by the next school day. Student will remain in the classroom.

### **2<sup>nd</sup> Violation**

The Office will call the parents on the same day of the violation to inform them of the violation and require them to immediately bring the correct uniform to the school. Student will return to the class and remain in class until the uniform arrives.

### **3<sup>rd</sup> Violation**

Student will be sent home. Student will not be allowed back on campus unless in the correct uniform.

## **Breakfast, Lunch & After School Snack**

### **Breakfast**

Students must eat a healthy and nutritious breakfast before they arrive to school or may enjoy a free healthy breakfast at school.

### **Lunch**

Student must bring a healthy nutritious meal daily which does not need to be microwaved. Lunch is also provided by the school free of charge. Student may purchase additional a la carte items.

### **Cafeteria Policies**

- Pre-Payment will be encouraged for all parents, as the best method of paying for a la carte items.
- Students will not be allowed to purchase any snack items in the cafeteria on credit, unless the parents have authorized the school, in writing, to allow a certain amount of money per month to be on credit specifically for snacks.
- Any unpaid credit at the end of each month will be forwarded to the Business Office to be added to the parents' monthly invoice.
- Students whose parents have not paid off in full the previous month's credit by the 15th of the current month will not be allowed to purchase anything on credit until the balance is paid off in full. Parents who wish to avoid such an incident from occurring should either pre-pay or keep a credit card number on file in the Business Office that can be debited for the amount at hand. On the 5th and 10th of the month, parents with such outstanding balances will receive reminder alerting them of the outstanding balance.
- Parents may give the school staff written notice of any food items their children are NOT allowed to purchase, and a note will be added to the students' account to that effect.
- Students will not be allowed to purchase any items on credit after the end of the first full week of May of each school year.

# **Nutrition**

## **Acceptable food items:**

Food items for lunch and snacks includes cold meals (sandwiches, pasta, salads, etc.), 100% fruit juice, water, white milk, fresh fruit, vegetables etc.

**\* Meals cannot be shared, traded, bought or sold among students. We understand that many students are very giving and sharing, however some students may have an allergy to ingredients which their friends may not be aware of. For the safety of all students, do remind your child(ren) to use caution and be respectful during mealtime.**

## **Prohibited Foods**

Prohibited foods are foods which cannot be sold to or be in the possession of students at any time. These are:

- Soda
- Caffeinated Drinks
- Gum
- Candy (including gummies)
- Non-nutritional drinks, including Yoo-Hoo, Sunny D, Arizona tea, Capri-sun, Kool-Aid, etc.
- Junk food
- Pork Products
- Alcohol or products containing alcohol

## **Student Drivers**

Driving is a privilege for Hifz Academy students that should not be abused. It is a privilege which can be revoked if a student driver does not adhere to the school's policies. Hifz Academy expects students to drive safely and carefully while on and off campus.

Each student driver is responsible for adhering to the following directions and regulations. Each student driver must:

- Register his/her vehicle with the office.
- Provide proof of insurance and a valid FL driver's license.
- Follow school speed regulations. A speed limit of 5 mph will be enforced while on campus.
- NOT dig out, burn off, spin tires, or engage in any similar activities.
- Observe all directional signs: one way, speed limit, stop, etc.
- Practice safe and courteous driving habits.
- Keep his/her car always locked.
- Note that any vehicle on school property is not the responsibility of the school, and that the school is not liable for any damage and/or theft.
- Operate his/her vehicle only.
- Note that the school reserves the right to search any vehicle if reasonable suspicion exists to do so.
- Note that he/she cannot go to his/her car during the school day.

- Sign an acknowledgment form agreeing to abide by these policies.

## **School Visitors**

Hifz Academy encourages parents and other community-members to visit the school and believes there are many potential benefits which can result from increased interaction with the community. At the same time, we would like to minimize disruption to the educational process, protecting the safety and welfare of the students and staff, and protect our facilities from misuse and/or vandalism. Therefore, limitations may be placed on visitors to avoid these disruptions. Administrators shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students before approving such a visit. All visitors must follow the special Covid-19 instructions while on campus. School visitors are required to sign-in at the front office and must have a valid identification card (Driver's License) on them when visiting.

### **General Definitions of and Requirements for School Visitors**

- A. A visitor is defined as any person seeking to enter the school premises who is not an employee of the school, or a student NOT currently enrolled at the school.
- B. All visitors must report to the front office when arriving and/or leaving the school premises.
- C. All visitors are required to wear an appropriate form of identification while on the school premises.
- D. All visitors must obtain authorization from an administrator in advance of his/her visit, whenever possible.
- E. All visitors must comply with school policies, administrative rules, and regulations always.

### **Visitors to Classrooms and/or Other Instructional Areas**

- A. Access to classrooms and/or other instructional areas of the school may be restricted. Because classrooms and/or other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a) Remaining in a designated place or seat.
  - b) Refraining from speaking to students and/or the teacher while an activity is underway.
  - c) Refraining from entering or leaving the area while an activity is underway.
  - d) Maintaining dress and grooming standards that are consistent with the dress code for students/employees in the building.
  - e) Limiting the duration of the visit to a particular time/length.
  - f) Limiting the activities of the visit to a particular purpose.
  - g) Refraining from the use of cellular phones or other electronic devices during the visit.
- B. Non-school-age children are prohibited from visiting classrooms and/or other instructional areas.
- C. Visitors wishing to conference with teachers and/or administrators during the school day are encouraged to plan in advance.

### **Exceptions to Visitor Requirements**

- A. Persons invited to visit the school as part of a scheduled Open House or special event.
- B. Persons invited to participate in organized and school-approved activities (i.e., volunteers)

## **Special Circumstances**

Hifz Academy administrators have the authority to exclude from the school premises any person who disrupts or appears likely to disrupt the educational processes. Any such individuals will be directed to leave the school premises immediately, and law enforcement officers may be called if deemed necessary.

## **Prospective Students**

Students thinking of enrolling at Hifz Academy may request to visit the school and attend classes with their peers. Such visits must be scheduled by the parent in advance and must be approved by the Head of School at least one day prior to the scheduled visit. Student visitors are expected to abide by the same rules and regulations that all Hifz Academy students are expected to abide to. They may also accompany their peers to lunch and salaah and may purchase lunch from the cafeteria.

## **School Visitor Dress Code**

Out of respect for the school's dress code/uniform policy and the fact that the school is in such close proximity to the Masjid, school visitors are asked to dress modestly, even Islamically, if possible. For female visitors, this means that clothing should be loose and should not be revealing. A head covering is recommended for Muslim visitors.

**Any visitor refusing to adhere to the Hifz Academy Visitor Policy may be subject to criminal trespassing charges in accordance with Florida laws.**

## **Pet Policy**

No student can bring any animals to school at any time without first receiving written permission from an administrator.

## **Safety & Security**

Parents and visitors are asked to use extreme care while at school and follow Covid-19 safety instructions. Parents who drive students to and from school should permit walkers the right-of-way. Students should never cross between parked buses or cars. Parents are asked to observe the "NO PARKING" areas in the school ground. There is no parking in the drop-off and pick-up areas and parking must be in one of the designated parking spots. The speed limit while on campus should not exceed 5 miles per hour for the safety of our children.

## **Playground / Designated Play Areas**

Students will be encouraged to play outdoors when weather permits. If a child needs to remain indoors for serious health reasons, the parents must send a detailed note to the teacher explaining why the child needs to remain indoors. If the request exceeds three (3) days in length, a letter from the child's doctor will be required. Students qualified for medical excuse in Grade 8-12 may need to supplement with HOPE credit class via FLVS online, at admin discretion.

Parents and teachers are encouraged to remind their children that play areas are designed for recreation and play. The following are rules/guidelines specific to designated playground areas:

- Students should always remain in the play areas to which they are assigned.
- No equipment other than school issued equipment will be permitted at school during play area use. All other equipment will be confiscated.
- The safety of the entire play area is always to be considered.

- Balls may not be kicked or thrown against buildings, fences, play equipment or other individuals.
- Should a ball be kicked out of the designated play area accidentally, the student kicking it out must inform the teacher/adult on duty immediately.
- If anyone should get injured during recess or any other play time, a student should inform the teacher/adult on duty immediately.

Any behavior deemed to be a deviation from proper playground/play area etiquette will result in the student being removed from the area and disciplined in accordance with the Hifz Academy Discipline Policy.

### **Outdoor Areas**

All outdoor activities on playgrounds are supervised. With that in mind, we also expect that:

- Children should watch where they are running and should play away from school buildings.
- They should not climb trees, poles or fences.
- Students may not leave the school campus during lunch and/or recess without express permission from an administrator.

### **Games, Electronics and Other Non-Instructional Devices/Materials**

CD players, iPods, iPads and/or other tablets, eReaders, laptops, cameras, headphones, toys, wheelie shoes, etc. should not be brought to school, otherwise they will be confiscated. Clothing - All students' outerwear, such as coats, hats, boots and gloves should be labeled. Parents are encouraged not to allow students to carry too much money, which can be lost or misplaced.

### **Use of School Telephones**

The school telephones are for school use only. Therefore, students are not allowed to use them except in an emergency.

### **Security Officer**

The security officer will be based at the main entrance and will be responsible for monitoring traffic into and out of school property. The officer has the right to stop any car or person he does not recognize and require identification. He also has the right to not allow an unknown person/car to enter the property. At this point, he will contact the school office and inquire as to his next action. If he feels it is an emergency, he will call 911 immediately.

The security officer will also collect passes from students as they leave campus and will return passes to the administration at the end of each day.

### **Fire, Tornado & Emergency Drills**

**Fire Drills** will be conducted twice during the first week of the school year and regularly thereafter. Fire escape routes will be posted in all classrooms and/or buildings.

**Tornado & Emergency Evacuation Drills (Hurricane, Bomb Threat and Lock-down)** will be conducted at least once per year.

### **Student Meetings**

All student meetings (for projects, events, etc.) must always be supervised by a teacher or staff-member.

## **Cell Phone Policy**

Students will not be allowed to have cell phones on them during school hours. Students will be required to turn their phone into HR teacher in the morning and pick it up at the end of the day

If students have cell phones during school hours, the phones will be confiscated and kept in the office for parents to pick up. If the phones are confiscated more than once, they will not be returned until the end of the school year.

## **Birthdays**

Birthday cakes, cookies, treats, etc. cannot be brought to school to commemorate student birthdays.

## **Interaction with the Media**

- Any requests made by the media for interviews should be forwarded to the Head of School.
- Hifz Academy personnel, parents and/or students will only answer questions with prior approval from the Head of School.
- If students are to be interviewed, written consent from the parents must be on file.

## **Student Photographs &/or Videos**

Students are photographed/video-taped throughout the year for promotional materials and for use on the web-site. Any parent NOT wanting their children's pictures used for such purposes needs to submit a letter to the administration stating so.

## **Distribution of Written Materials on Campus**

Any materials (business cards, flyers, marketing material, etc.) must be approved by the administration before distribution.

# **DISCIPLINE POLICY**

## **1.1 GENERAL PROVISIONS**

Hifz Academy believes that all students have the right to obtain an education in an atmosphere that nurtures growth and a positive self-image. Every school needs to have rules and needs to make sure that these rules are followed if children are to be safe and have good opportunities for learning. Teachers will work hard to help ensure that children can plan and organize themselves and their work. It is expected that all students will be honest and courteous, follow the rules of the school, and cooperate with the school staff. Providing children, the opportunity to manage their behavior and supporting them while they learn how to manage it is our aim in developing self-discipline in children.

To help students develop responsibility for their actions, the school must have expectations of acceptable conduct. In addition, every child is required to follow Hifz Academy's expectations while traveling in a vehicle or on the bus [if the service is used], throughout the school day, and during any Hifz Academy-sponsored activity or event. Students will be notified and reminded about all appropriate rules throughout the year from the office, in their classrooms, in the lunchroom, in the Masjid, and on the playground. We, at Hifz Academy, respect each individual child's right to a safe and orderly environment. Those few students who choose to endanger themselves or someone else



will have to accept the consequences. Positive communication between home and school is necessary. When students understand that parents and school are working together and not against each other, most problems are eliminated. Every student is expected to follow the behavior policies set by Hifz Academy. Any violations of the rules will be strictly and immediately met with the proper consequences.

Hifz Academy retains the right to search lockers, desks, book bags, student uniforms and cars if suspicion arises. Reasonable searches of individuals may take place in rare occasions or during emergencies.

Hifz Academy may discipline students:

- On campus during the regular school day.
- While the student is attending any school-related activity regardless of when or where it takes place.
- When a school employee, parent or student is a victim of retaliation regardless of when or where it takes place.
- When criminal mischief is committed on or off school property or at a school-related event that is deemed conduct detrimental to the safety, image and/or well-being of Hifz Academy, its staff, students and/or parents.

Hifz Academy will hold weekly and/or monthly assemblies in which the students will learn about discipline, orderly behavior, and group activity, in addition to a discussion of other topics. All students are required to attend these assemblies.

- a. Our basic rules are for the safety of the children and the enrichment of their learning process. The policy below states what is expected of all students with respect to behavior, but do not limit the disciplinary actions that can be taken by the proper authorities.
- b. The school reserves the right to change, modify, and implement this discipline policy. The parents and students will be informed, in writing, of these changes and, after that point, are expected to abide by the changes/new policies.
- c. The six basic principles of our Discipline System are:
  1. Every student has the right to learn.
  2. Every teacher has a right to teach
  3. A student SHALL NOT in any way prevent a teacher from teaching and/or conducting his/her duty as a teacher as required by these rules and Islamic Guidelines.
  4. A student SHALL NOT in any way prevent another student from learning and/or conducting his/her duty as a student in accordance with these rules and Islamic Guidelines.
  5. Corporal punishment (physical punishment of any kind) will not be allowed and/or used at any time by any staff-member.
- d. Throughout all stages of the discipline plan, students will be Islamically guided and advised on the best way(s) to behave, considering the following Islamic principles: Reverence for Allah, repentance (Taubah), respect, justice and patience. Reverence and

love for Allah will be the guiding principle in correcting and preventing inappropriate behavior. Students will be given opportunities to repent after misbehaving. This includes, seeking forgiveness from Allah and from the people they have wronged and promising not to repeat the misbehavior. Exercising patience may prevent the need for implementing more severe consequences. References will be made to Hifz Academy from the Qur'an and lessons from the sunnah of the Prophet Muhammad SAWS.

- e. Each offense will receive the next level of punishment based on previous offense.
- f. The list of violations in each of the four levels is a sample and therefore is not all-inclusive. The lists are only representative and illustrative.
- g. The Administration reserves the right to impose disciplinary actions outside of the sequence listed in the policy based on the severity of the case.

### **The Rights & Responsibilities of Hifz Academy Students**

<b>Students Have the Right to:</b>	<b>Students Have the Responsibility to:</b>
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive educational environment
	Not interfere with the orderly conduct of classes and activities; not force others to participate, and not violate the rights of persons who may disagree
Privacy in their person and possession unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by student.	Not carry, conceal, or bring onto school property materials which are inappropriate, or which may disrupt the educational process
A copy of the Handbook	Read and abide by the rules and regulations of Hifz Academy and sign the Student Acknowledgement Form.
Receive respect from school personnel and other students	Show respect for school personnel and other students
Due process procedures according to school policies	Read and understand the Due Process rights
Protection and confidentiality when fulfilling responsibility to report violations of the school rules and regulations	Assist school personnel by reporting misconduct

### **Bullying Policy**

- Hifz Academy strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of Hifz Academy to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

- All forms of bullying and cyberbullying by students are prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member
- Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur because of the submission of a complaint.

## **Area Rules**

### 1. Masjid Rules

- Sit properly in the Masjid.
- Keep quiet and respect the Masjid and salaah.
- Be prompt for prayers.

### 2. Classroom Expectations

- Arrive to class on time.
- Bring Tardy Slip if arriving late.
- Be seated and prepared to learn, this includes having sharpened pencils, having homework, books and notebooks ready, etc.
- Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated.
- Listen to the teacher and/or other students without interruption. Wait your turn before speaking.
- Smartwatches are not allowed in KG – 6<sup>th</sup> grades.
- No food or drink in the classroom.
- All electronic devices unless medical devices or approved calculators are forbidden. All electronic watches which emit loud alarms must be turned off.
- Students will also obey all school rules while in the classroom.
- Use the restroom and go to the locker between classes or during lunch. Please do not ask to leave the class unless it is an emergency (6-12 grade).
- Hats and hoodies shall not be worn during class. Please remove hats/hoods upon entering the classroom.
- Follow directions the first time they are given.
- Stay on task.
- Participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Sit upright and do not slouch.
- Leave class, during class time, only with permission from the teacher and with a pass.
- The class is dismissed by the teacher and NOT by the bell.

### 3. Lunchroom Rules

- Walk slowly and in an orderly fashion into and out of the cafeteria.
- Line-up in an orderly and quiet fashion in the serving line.
- Eat only in the cafeteria or assigned area.
- Keep food off the floor.
- Stay at one table until you are finished eating.

- Talk quietly and only with those students at your table.
- Clean up your area after finishing your meal.
- Return to class only when dismissed by your teacher or the teacher on duty.

4. Courtyard/Playground Rules

- Be prompt in leaving the courtyard/playground to get to assembly or class.
- Always stay within the school property.
- Stay off trees and fences.
- Stay out of classrooms before and after school unless you have permission.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep school grounds clean and clear of all personal belongings and/or garbage.
- Remain in dismissal area until pick-up or guided inside by teacher on duty.
- Refrain from bringing gum to school and/or chewing gum on campus before, during & after school hours.
- Treat all students and adults with respect.
- Walk only on the sidewalks.

5. Bathroom Rules

- Clean toilet seat before and after use.
- Boys are to sit, not stand, when using the bathroom.
- Clean yourself with water, as per the sunnah.
- Wash your hands with soap when you are finished.
- Finish your business in the bathroom quickly without socializing and playing.

6. School Property Rules

- Keep all school furniture and property free of damage and graffiti.
- Show responsibility and respect for school equipment: TV's, VCR's, Computers, etc.
- Follow allowed access rules for computers.
- Any damage occurring on the field beyond normal wear must be reimbursed by the perpetrator, who may be expelled indefinitely.

7. Field Rules

- Jumping over the fence for any reason is forbidden.
- Verbal altercations, cursing, and fighting are strictly prohibited.
- Proper athletic clothing always must be worn while using the fields.
- Only playing members are to be admitted to the field. Spectators must use outside seating area.

8. Bus/Transportation Rules

- Arrive on time to the designated area.
- Refrain from eating or drinking on the vehicle.
- Respect and listen to the driver.
- Follow all safety procedures while on the bus.
- Remain seated while the vehicle is in motion.
- Sit in your assigned seat.
- Keep the seats free from damage and/or graffiti.

- Keep head, hands, and arms inside the vehicle always.
- Place trash in wastebasket or waste bag and not on the floor.
- Keep the vehicle clean.

9. Locker Area Rules

- Lockers are to be used to store books, school supplies and personal items deemed necessary for use at school.
- Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state or local laws or school rules, such as drugs (other than medicine for which a student has a current prescription or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapons, any flammable substance (including perfumes), bomb or explosive device, any pungent acid or nauseous chemical, any Library book not properly checked out or overdue, any stolen items, any obscene material, or tobacco products that are banned by school rules and regulations.
- Students will be expected to keep their lockers in a clean and orderly manner.
- Students may go to their lockers at the time designated to them/their class.
- Hifz Academy reserves the right to inspect lockers and locker contents at any time, without notice and without parent/guardian permission or student consent to ensure that they are being maintained in accordance with the rules set by the school.
- Hifz Academy shall not be obligated but may request the assistance of Law Enforcement officials in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.

10. Hallway & Stairway Rules

- Always Follow directions.
- Show respect for others.
- Walk quietly in the hallways and stairways and keep your BODY to yourself.
- No running, shoving, or pushing.
- Keep to the right of the hallway or stairway and walk behind the person in front of you.
- Go directly to your next class.
- Speak in a normal tone of voice; no yelling or screaming.
- Keep hallways and stairways clean, no littering.
- If during class time, always keep your pass visible.

11. Dismissal Rules

- At the end of the last period, exit the building to the designated area.
- Proceed directly to your car as instructed.
- Always follow the directions given by teachers/administrators on duty.
- Always keep personal items with you.
- Students are not permitted to go to the playground areas.
- Students not picked up should report to after-care designated area 15 minutes after Dismissal Time and parents will be charged.
- No food or drinks during dismissal time.
- Students must remain in full uniform (including hijab for girls) until they leave the campus.
- Students in Gr. 6 - 12 CANNOT pick up younger siblings, unless they are approved drivers.

- Student drivers cannot pick up any students unless they are listed on the Authorized to Pick Up list.
- Student drivers must leave campus immediately after dismissal.

### **Elementary Discipline Referrals & Consequences**

Students exhibiting discipline challenges will be referred to the Head of School for consequences. Each student will be dealt with on an individual basis, with communication taking place between the Head of School, the referring teachers and the parents, when necessary.

### **Secondary Discipline Referrals & Consequences**

Referrals for Secondary students will be submitted to the Head of School for follow-up.

### **Detention & Suspension**

Detentions will be held during and after school. During detentions, students will not be allowed to interact with students from their class or from other classes.

Suspensions will be in-school or at-home, depending on administrative decision. Students will be expected to complete and submit all missed work and will be expected to make up any missed quizzes or tests upon their return to the regular classroom. If the students are in In-School Suspension, quizzes and tests will be taken on the same day as the other students but in the ISS room.

Out-of-School Suspensions will not be given unless and until students have received counseling from one of the school's administrators.

### **Expulsion**

After certain severe infractions, or after multiple in-home suspensions, expulsion may be recommended. Expulsion is for the remainder of the academic year. If the expelled student wishes to return the following academic year, he/she must re-apply and meet all the conditions for admission.

**Disciplinary Records** are part of the student's confidential records and are not available for access by other than the student, his/her parents, the administration. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

# **BEHAVIORS & CONSEQUENCES: Level 1**

## **Conduct that hinders orderly operations of the school or classroom**

**For Grades 6 – 12: Orientation will count as the first warning.**

A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to Hifz Academy's discretion.

### **Consequences for these offenses will be as follows:**

1. 1<sup>st</sup> Minor Infraction: Warning.
2. 2<sup>nd</sup> Minor Infraction: Recess Detentions and/or losing break.
3. 3<sup>rd</sup> Minor Infraction: Parent Conference with Teacher and lunch detention.
4. 4<sup>th</sup> Minor Infraction: Parent Conference with Head of School; determination of consequence.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 1 CONSEQUENCES In addition to those listed above</b>
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	
2. Tardiness to (Class/ Salaah etc.)	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher/not reporting to the prayer on time	
3. Violating Classroom and Area Rules	Not following the classroom and/or area rules	
4. Verbal Altercation with students	Engaging in minor verbal confrontation including insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	
5. Make-up Possession and/or Use	Possessing cosmetic products scented lotions, oils, perfumes, nail polish, body spray, Kohl/eye liner, etc.)	Make-up products will be confiscated and kept in office until picked up by parent

6. Violating Uniform Code	<p>Being out of uniform:</p> <ul style="list-style-type: none"> <li>✓ Not wearing the required uniforms (even after dismissal, but still on campus or during school activities)</li> <li>✓ Not being clean</li> <li>✓ Sloppy in appearance (loose hijab, torn clothing, etc.)</li> <li>✓ Wearing unapproved jewelry and/or accessories</li> <li>✓ Not having short, clean fingernails</li> <li>✓ Not having a short haircut</li> </ul>	<p><b>Jewelry &amp;/or Accessories Violations</b></p> <ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> Time: Jewelry and/or accessories will be confiscated and kept in office until picked up by parents (1st Offense).</li> <li>✓ 2<sup>nd</sup> Time: Items will be kept until end of year.</li> </ul> <p><b>Uniform Violations</b></p> <ul style="list-style-type: none"> <li>✓ 1<sup>st</sup>: Warning</li> <li>✓ 2<sup>nd</sup> and subsequent: return home and bring the correct uniform</li> </ul>
7. Outside of class without permission	Being out of class without authorization	
8. Lying/Concealing the Truth w/out Causing Harm to Others	Not causing harm to others This would include failure to cooperate with the administration with regards to discipline investigations.	
9. Chewing Gum / Eating Candy / Drinking Soda	Eating/Drinking inside/outside the classrooms during school time excluding lunch time in lunch areas.	
10. Using other students' belongings without permission		
11. Minor pushing/shoving		
12. Use of or possession of electronic devices, balls, playing cards, poppers, etc.		The device will be confiscated and kept in office until picked up by parent(s). Repeated offenses may result in confiscation until end of year.
13. Littering	Throwing or dropping paper, trash, or other material on the floor	Student will be required to pick up/clean any litter up any spilled/dropped
14. Using Offensive Language	Using offensive language in any language including physical body/sign language	
15. Parking in Undesignated Area		Student will be asked to move his/her car. If this is repeated, driving privileges may be revoked.



## **BEHAVIOR & CONSEQUENCES: LEVEL 2**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seem to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented. In any case, parent/guardian contact will be made either through a personal conference, phone conference, and, in the event the previous are not possible, through written communication. All such contact will be documented.

Teachers making an office referral must do so either at the time of the violation or as soon as possible thereafter. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

Consequences for these offenses will be as follows:

1. Parent conference with Teacher (consequence to be determined)
2. Parent conference with Head of School (consequence to be determined)

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 2 CONSEQUENCES In addition to those listed above</b>
18. Academic Misconduct	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Grade of zero applied to work in question
19. Cursing	Using inappropriate language in any language	
20. Defiance	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, labs, projects, or other assignments given by the teacher	
21. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	Property must be cleaned and/or repaired by the student or at the student's expense.

22. Forgery	Knowingly forging a signature other than their own on any document	.
23. Displaying, Distributing, Buying &/or Selling Items w/out Authorization		
24. Skipping Assembly, Class, Lunch, Salaah or any Other Required Activity	Intentionally missing class or salaah without excuse or permission.	.1. Meet with the Head of School and one day of out of school suspension 2. Expulsion

## **BEHAVIOR & CONSEQUENCES: LEVEL 3**

### **Conduct that is serious or illegal and is potentially threatening to life, health, or morality**

- a. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seems to warrant a more severe penalty. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 3 may be placed on students' permanent records.
- b. Consequences for these offenses will be as follows:
1. Level 2 consequence + additional consequence as decided by the administration.
  2. Conference with Head of School; determination of continuance at school.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 3 CONSEQUENCES In addition to those listed above</b>
25. Bullying / Intimidation/ Extortion  Implicit and/or Complicit	Threatening another person verbally or non- verbally by inflicting fear, damage to property, or instigating or encouraging misconduct	
26. Lying/Concealing the Truth & Causing Harm to Others	Lying or concealing the truth which may lead to damage to others. Includes making false accusations &/or refusing to confess wrong- doing	
27. Fighting or Assault Implicit and/or Complicit	Hitting, pushing, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her	
28. False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	
29. Leaving Campus during school hours or school related activities	Exiting the school campus without proper authorization	

30. Reckless Driving / Driving without a license on school property	Operating a car in a reckless manner or operating a vehicle without a license	Possibility of losing all driving privileges to Hifz, and expulsion.
31. Using Staff Belongings w/out Permission	Taking, borrowing books, pencils, pens, notebooks, etc. without permission. This will include using a computer that has not been logged off.	Replacement of any damaged or lost property required
32. Unauthorized entry into a class, building, vehicle or elevator	Entering forcibly or nonforcibly into a classroom, building, vehicle or elevator	
44. Using Language and/or Engaging in Behavior that is Discriminatory	Language that is spoken, written or gestured against another person's ethnic or social background or another person's abilities	

## **BEHAVIOR & CONSEQUENCES: LEVEL 4**

### **Conduct that is illegal and is threatening to life, health, or in clear violation of basic Islamic principles**

- a. Hifz Academy has a zero-tolerance policy for all Level 4 misconduct. A student charged with a Level 4 violation will be subject to immediate expulsion. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with Academy personnel and the proper authorities. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.
  
- b. Out of School Suspensions: Any student serving an out of school suspension is not allowed on school property or to attend any on or off campus school activity. Such students may only return to class after the completion of the suspension period if the Disciplinary Action form has both parent and student signatures and has been submitted to the issuing administrative official. Failure to do so will result in accumulating unexcused absences that could result in no credit for assignments issued after the suspension period has been completed, reduction in graduation program status, and/or possible retention.
  
- c. Student must sign the Discipline Action Report. Student's and parent's signatures on this report do not necessarily represent approval or acceptance of content. Signatures indicate that they have discussed and received this report. See following pages.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>LEVEL 4 CONSEQUENCES</b>
33. Alcohol, Drugs, or Intoxicants Possession	Possession or consumption of alcohol, drugs, or intoxicating substances	1. Immediate Suspension 2. Possibility of Expulsion 3. Possibility of no future enrollment 4. Possibility of notification of Sheriff's Dept.  Immediate Confiscation of any weapon if present
34. Arson or Attempted Arson	Intentionally burning or attempting to burn any school property	
35. Assault on Teacher/Staff	Threatening &/or Striking with the intent to inflict or inflicting bodily &/or emotional harm	
36. Smoking  37. Assault Weapons, knife or Gun Possession	Possession or consumption of tobacco or any such products  Having, displaying, or pretending to have an assault weapon, knife or gun	
38. Stealing	Includes accessing tests, quizzes, records, documents, etc.	_____
39. Intentionally Accessing Unauthorized information on the computers	This will include unauthorized use of another students' or of a staff- member's password.	All computer privileges will be revoked. Law Enforcement will be contacted if hacking is involved.
40. Using emails, cell phones, (or other technologies) Facebook, Twitter, or any other social medium to harm Hifz, its students, its staff and/or its parents in any form or fashion.		
41. Pornographic Materials Possession or Accessing	Bringing, possession, accessing, or displaying of pornographic materials including but not limited to pictures, magazines, books, or web sites	
42. Inappropriate Intermingling	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/teasing/joking/passing notes/non-academic conversation between boys & girls	
43. Immodest Behavior or Physical Contact	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter including vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activities.	

# Hifz Academy

## Student Parent Handbook

### Acknowledgment and Agreement to Policies and Procedures

I/We, the undersigned parent(s)/legal guardian(s) of the child or children listed below, acknowledge that I/We have received a copy of Hifz Academy’s Handbook and have been given the opportunity to read the manual, ask questions about, and understand the policies contained therein.

Furthermore, I/We agree to abide by the policies set forth in the manual.

Hifz Academy reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Child/Children’s Name(s)/Grade:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please log into your parent portal, click on [Web Forms](#), click [Hifz Academy Student-Parent Handbook](#) and enter the required data to complete the acknowledgement.***