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*In the Name of Allah, Most Gracious, Most Merciful
"Allah is the Protector of those who have faith: from the depths of darkness He will lead them forth into light..." Surah Al-Baqarah 2:257*

Parent Memo

Reminder to check your Parent Portal for important updates and documents.

Calendar Events

Monday, 2/1
Tuesday, 2/23

All 7th – 12th Grade Students will return to ON CAMPUS instruction
PSAT Testing Grades 8th, 9th & 10th

Access to Parent Portal – COVID Form

All family MUST access their parent portal to complete the COVID Response Form **daily for your child(ren) who will be on campus**. Once logged into the parent portal, click on **WEB FORMS**, then click on **COVID RESPONSE FORM - FAMILY** link. Keep in mind that the completion of this form helps us to keep your child and others safe while on campus. If your child was exposed to anyone who may be positive or who may be waiting on a result that could be positive, kindly keep your child at home and inform us so we can guide you accordingly.

Instructional Update

Students in grades K - 12th Grade will return to on campus instructions as of Monday, February 1st. Please note that those who chose to remain online may do so only after receiving approval from administration. You may send an email to director@hifzacademy.org should you have any concerns. Students who choose to continue with online learning must have their camera on, arrive to class on time, and remain in class until the end of the class to be considered present. While online, your child will be exposed to the classroom environment, however his/her engagement may be limited while at home. Keep in mind that excessive tardy/absence could affect your child's scholarship.

Student Schedule

There is a slight change in our students' schedule to allow us to have one lunch time for our Elem students and one for secondary students.

LUNCH **Gr. K-5th 11:45 AM – 12:15 AM ***** Gr. 6th – 12th 1:00 PM – 1:35 PM**

Uniform and Dress Code

Please note that upon return to school on Monday, Feb. 1st all students must be in required uniform attire. Please review the Uniform & Dress Code details, which can be found in our parent portal under RESOURCES, to ensure that the appropriate attire and color scheme are implemented.

- **Elem Girls - K-3rd:** Navy Blue jumper, Navy Blue uniform pants and white polo shirt on Non-PE days. Navy Blue solid color Shirt with Navy Blue / Black athletic pants.
- **Elem Boys – K-4th:** Burgundy Polo for Non-PE days; Burgundy T-Shirt on PE Days with Khaki pants. Navy Blue / Black athletic pants needed for PE days.
- **Gr. 4th - 12th Girls PE:** Navy Blue PE Uniform Tops can be purchased from Modest Boutique located across from ISTABA masjid or www.eastessence.com. Girl must wear Black / Navy Blue uniform pants /athletic pants. On Non-PE days students must be in navy blue uniform jilbab, including Fridays. Hijab colors are: White, Grey or Navy Blue.
- **Gr. 4th - 12th Boys PE:** Navy Blue solid color shirt with Black / Navy Blue athletic pants. On Non-PE days student must be in White Polo Shirt and Khaki Pants. No shorts allowed!
- **Grooming Hair**
 - Girls: Please ensure that girl's hair are pulled back in a braid, bun or pony and combed neatly.
 - Boys: Please ensure that boy's hair are cut above the ear and are appropriately groomed. Layered hair should be appropriately layered. Please ensure that your child's hair is combed and groomed nicely.
- **Uniform**

- Please ensure that your child comes into school with the appropriate uniform color, it is clean, ironed and free of rips or stains. Hijab is a must for prayer for grades 1st - 3rd and is mandatory for 4th – 12th grade girls. Hijab must be worn properly, with an inside cap if necessary, to prevent any hair from showing.
- **Outer Wear**
 - Thoub, Jacket, Sweater and Hats must have the child name written on the inside so it can be returned if found.
- **Nails**
 - Both boys' and girls' nails should be cut short without polish (even if you're your child is not praying; she should not have nail polish on while at school).
- **Cell Phone**
 - Students in all grade levels are not allowed to have personal phones on them. If for some reason your child must carry a phone on campus, it must be turned off during school hours. Phones that are in violation will be taken away and will only be returned to a parent. Students may be asked to turn their phone into the front office as deemed necessary.
 - Students may not use their phone during school hours while on campus.

Health & Safety

For the health and safety of everyone, please **KEEP SICK children at home**. If your child was running a fever the night before, please do not send them to school the next day. **A doctor's note with "clearance to return to school" is required for all sick children.**

Parents please pay attention to the items below.

- **Complete the online COVID form daily for your child(ren) who are on campus. If you fail to complete this form, your child will not be allowed to attend class until the form is complete.**
- **Send clean MASKS daily with your child.** Some students are coming in with dirty masks. Parents are encouraged to purchase the cloth masks that can be washed and worn again.
- **A refillable water bottle is required daily** as the children are now actively playing outside and going out for PE.
- Please send a sweater / coat with your child as the weather is getting colder.

Dismissal Procedure

- **Secondary Students (Gr. 6-12):**
 - Students will be dismissed after Jumma Salah on Fridays.
 - Our students will remain on campus and pray Jumma under the supervision of our staff.
 - Students will be dismissed via our normal dismissal procedure after Jumma prayer.
 - While we encourage all parents to pray at the mosque, if you wish to pick up your child(ren) to pray with you here or at a different location, we must be notified **45 minutes prior** so we have ample time to inform your child's teacher and prepare your child for early dismissal.
- **Family Dismissal Number:** There are still a few families **who have not yet picked up their family number** for dismissal. Please see Sr. Olena or Sr. Rafeena. Please have your family number displayed on the vehicle dashboard for easy pick up. If another authorized person will be picking up your child, he/she must have the family number. If not, they must obtain the family number from our front office after they have been verified as an authorized pick-up person for the family. You can add or remove pick-up person by accessing our parent portal at any time.
- **Early Dismissal Procedure**
 - Parents must notify the front office and the child's last period teacher in writing at least 45 minutes prior to early dismissal pick-up.
 - Parents must arrive **before 3:30 pm** for early dismissal
 - Students **will not be dismissed after 3:30 pm** as this causes disruption in the class and does not give our staff ample time to prepare the student for dismissal.

National School Lunch Program (NSLP)

Students must arrive before 7:50 AM to be served breakfast daily.

Absentee

If your child will be absent for the day kindly fill out the Student Absent Excused Form via your Parent Portal and send an email to frontdesk@hifzacademy.org. Once logged into the parent portal, click on **WEB FORMS**, then click on **STUDENT**

ABSENCE EXCUSED link. If your child is absent due to illness or travel, he/she must **provide a COVID test result of NEGATIVE before he/she can return to campus.**

Testing (PSAT/NMSQT)

Alhamdulillah testing has re-opened and the following grade level students are schedule to take their PSAT test on 2/23.

- **PSAT: 8th, 9th, 10th Grade – Tuesday, February 23rd**

Testing will be administered by our staff on campus under strict safety rules to keep everyone safe.

Re-Enrollment

- Many of you have been asking about re-enrollment to secure your child's seat from the 2021-2022 school year. Please note that re-enrollment will be opened by February 15th insha Allah.

Hifz Progress

- Alhamdulillah we are making excellent progress with our students. We ask that you continue to remind and encourage your child(ren) to practice their Qur'an daily at home.

Student Progress

Hifz Academics (K - 12th)

Please log into you Parent Portal daily, view your child(ren) progress, and keep close communication with their child(ren)'s teacher.

Florida Virtual School (FLVS) (7th - 12th)

Please guide your child(ren) so they can remain focus and stay on task. For those who are embarking on Sem II course work we wish them much success.

Hillsborough Community College (HCC) (9th – 12th)

Many of our secondary student (Gr. 9-12) have already registered for Fall classes. We wish those who will be embarking on their HCC classes for the first time and those who are returning students much success this semester. Remember your course grade for HCC courses are weigh heavier, so please do your best.

Before / Afterschool Activities

Walking Club

Walking club will resume after students return to school Insha Allah.

LiTroupe Afterschool Enrichment (Elem. Gr. 1 – 5)

Insha Allah our LiTroupe activities will resume on Monday, January 18th. Students must be registered to join this program.

What: LiTroupe After-School Program – Sem II

Date: Monday, January 18 thru Friday, April 30th.

Time: Monday – Thursday 4:15 – 5:30 PM (KG 4:00 PM) / Friday 1:00 – 3:30 PM

Cost: \$280 (\$70 monthly)

Student Registration: <https://forms.gle/1fieZC4XSDmhmyBfA>

Volunteer Registration: <https://forms.gle/YkpdegioTUj1sGR27>

Contact Sr. Reem at r.hassaen@hifzacademy.org regarding any questions you may have about our LiTroupe program.

Judo

After School Program Monday - Wednesday - Saturday from 4.30 pm - 5.30 pm.

Beginners Class Tuesday - Thursday - Saturday from 5.30 pm - 7.00 pm.

Advanced Group Monday - Wednesday - Friday from 5.30 pm - 7.00 pm.

Contact Coach / Sensei Taalaibek Tynaliev ttaalaibek@yahoo.com.

ISTABA & Hifz Academy are committed to ensuring that all CDC and DOE rules and protocols are followed while on campus.

*Wa jazakumullahu khairan,
Hifz Academy Administration
February 1, 2020*