

HAMZAH
SCIENCE
ACADEMY



Spreading the Fruits of Knowledge

**PARENT and STUDENT
HANDBOOK**

LOCATION

665 Tidwell Rd.
Alpharetta, GA 30004

CONTACT

770.558.3500
info@hamzahacademy.com
hamzahacademy.com

HAMZAH
SCIENCE
ACADEMY



PREPARING FUTURE LEADERS...

OUR VISION

To develop strong Muslims, nurtured to excel academically and fostered to be productive members of their community and society at large.

OUR MISSION AND METHODOLOGY

- ❖ **TO EDUCATE** children by engaging them at all learning levels and abilities, utilizing all of their sensory skills, and providing the most up-to-date curriculum and classroom technology available.
- ❖ **TO DEVELOP** all students by having faculty and staff who nurture the highest Islamic values and constantly teach children, by example, how to be strong Muslims and community members
- ❖ **TO PURIFY** the hearts and minds of students by promoting spiritual as well as physical well-being through a foundation of proper Islamic values.

BASED ON THE 3 T's PRINCIPALS:

- ❖ **TALEEM:** to educate children utilizing their sensory skills (seeing, hearing, touching) and other interactive tools.
- ❖ **TAR-BI-YAH:** to have faculty and staff who embody the highest Islamic values who teach children by example on how to be a Muslim.
- ❖ **TAZKIYAH:** To promote physical as well as spiritual wellbeing by focusing on proper Islamic teaching.

Admission

Admission Requirements

Students must meet age requirements by November 1st for each grade level.

PRE-K Three : 3 years old ; potty trained

PRE-K Four: 4 years old

KINDERGARTEN: 5 years

For each grade level from first grade onwards adds one year in age.

New Students

Admission Process for New Students:

A completed Application & Enrollment form must be mailed or returned to the Hamzah Science Academy office along with:

- ❖ Medical Information Form
- ❖ Birth Certificate
- ❖ Eye and Dental Exam Certificate
- ❖ Previous school records (if applicable)

Returning Students (for next year)

Students who are currently enrolled at Hamzah Science Academy and want to continue enrollment for the following year must notify the school during the period of re-enrollment in order to reserve a space.

Returning students must be up to date on tuition and other school financial obligations. Enrollment is contingent upon successful completion of the current grade and satisfactory behavior.

Tuition and Fees

Hamzah Science Academy receives no financial support from government sources and therefore depends solely on tuition, fees and charitable donations from community members.

All tuition rates are after a \$10,000 school voucher is collected from Georgia Tax Credit Funds. If no Voucher is received on your behalf, your child's tuition rate is subjected to a higher rate as determined without the school voucher (unless otherwise excused) and are expected to pay the difference between the original tuition amount and tuition rate received.

Tuition and Academic Fees

Academic fees: One-time Fees separate from Tuition			
Pre-K	Elementary	Hafizah Program	Fees/Description
\$100	\$100	\$100	Application processing Fee
\$150	\$150	\$150	Registration Fee
\$200	\$500	\$600	Textbooks, curriculum, manipulative, software, technology Fee
\$100	\$100	\$100	All Student supplies for the year

Tuition Schedule	
<p>Pre-K 3 and Pre-K 4</p> <p>After School M – Th 3-6pm Fri 12pm-6pm</p>	<p><input type="checkbox"/> \$495 per installment for 10 months – due monthly beginning in August.</p> <p><input type="checkbox"/> \$200 per month for months enrolled in After School Classes between 3:00 pm- 6:00 pm for existing students</p>
<p>Toddler Program</p>	<p><input type="checkbox"/> Please request pricing based on days and times</p>
<p>Elementary (Pre-K to Fifth Grade)</p> <p>Hafizah Prog. (Third to Eighth Grade-</p>	<p><input type="checkbox"/> Elementary tuition is \$495 a month for each student.</p> <p><input type="checkbox"/> Hafizah Program Tuition is \$500 a month for each student.</p>

Once a student is registered at the school, the parents commit to and are responsible for every month's tuition from registration date till the end of the school year regardless of actual student's attendance or any holidays. Failure to abide by policy will result in students' dismissal from school along with the student not being permitted to participate in the end of year Graduation ceremony.

Withdrawal Policy:

- A 30-day notice is required.
- If withdrawn all discounts will be revoked including the full payment and/or siblings discount.
- If tuition is not paid, report card and/or end of the year certificate will not be released.
- For any child withdrawing from grade KG or above, proof of acceptance to another school must be provided, otherwise they will be considered truant after 10 unexcused absences and reported to the proper County/State authorities.

Non-discrimination/ADA Policy

Hamzah Science Academy does not discriminate on the basis of race, color, creed, gender, religion, national origin, or any other prohibited by applicable law in the enrollment of students, hiring of staff, or in the administration of our program or policies. Admission is based on the availability of space in the developmentally appropriate class. Hamzah Science Academy will accept children with physical or mental handicaps only if an appropriate student/teacher ratio can be withheld, and if the staff is properly trained to care for the child. **No qualified individuals as defined under the Americans with Disabilities Act shall, by reason of their disability, be excluded from participation in or be denied the benefits of the services, programs or activities of Hamzah Science Academy or be subjected to discrimination by the Hamzah Science Academy.**

Attendance

Regular school attendance and punctuality are essential for a successful school experience. All students are required to attend school except in the case of illness or absence as reported by the parents. A total of ten (10) unexcused absences will be allowed per academic year. Any absences in excess to the 10 unexcused will be reported to the proper authorities as required by law and the student will be considered truant. The parents bear the responsibility for attendance decisions and accept either positive or negative consequences of those decisions. Consequences of excessive absences always results in lost opportunities for learning. We encourage students to be in school every day to receive the best possible benefits of the educational program.

Tardy Policy

Students who arrive at school after 8:10a.m. will be marked tardy. Students are expected to arrive on time for school. Tardiness is disruptive to the teachers and other students in the class. When students arrive after 8:10a.m., parents must escort the children to the school and obtain a tardy slip from the school office before the child is permitted to enter their classroom. Parents must report a reason for their child's tardiness in order to receive consideration for an "excused tardy". The school will determine the status of the tardy. Typical "excused" tardiness would include: traffic accident, severe-unexpected weather, or other emergency. **Every three unexcused tardies will result in 1 unexcused absence.**

Early Dismissal

After arrival at school, a student will not be allowed to leave school without permission from the office. Parents who need to pick up their child before the regular dismissal time must:

- ❖ Contact the school office to inform them of the early dismissal
- ❖ Enter the school office where the office staff will notify the student to come for dismissal
- ❖ Parents are NOT to pick up their child directly from the classroom.
- ❖ Sign their child out in the appropriate “early dismissal” binder.

Arrival & Dismissal Times

Drop off:

- All students, except those actively enrolled in the Before School are to be dropped off at school between 7:45a.m. and 8:00a.m. The school doors will be locked by school staff promptly at 8:00 a.m. Students, except those actively enrolled in the Before School program may not be dropped off before 7:45 a.m. Please drop children off at the end of the ramp near the main school entrance near the teachers on duty.

Pick-up:

- Pre-K – 5th Grade students will be dismissed promptly at 2:45p.m. to 3:00p.m., unless enrolled in the After School program. If you know you are running late for pick up, please call the school and inform them immediately. Any parents arriving after the pick-up window will be charged a late fee of **\$1 per minute late**. Pick-up procedure will be similar to the drop off procedure.

Important Reminders

- If unable to pick up the child, they must make arrangements for a responsible party to do so. School will release the child to previously authorized persons only.
- Upon enrollment, parents/guardians will be asked to provide the names and telephone numbers of at least two people authorized to pick up their child. **ONLY PEOPLE ON THE AUTHORIZATION FORM MAY PICK UP A CHILD!** Georgia state law is strictly enforced to

ensure that children stay safely in our care until a parent or legal guardian can pick them up.

- Any non-parent or legal guardian authorized to pick up a child must show identification- preferably a driver's license, state identification card, or other government or state- issued photo ID. Children should be picked up at their designated time by parents/legal guardians or an authorized person 18 years of age or older.
- No child will be released to anyone the parent has not designated as an authorized pick up person. If authorized names need to be added or changed, let office know immediately (preferably at the beginning of the day).
- If a child is not picked-up window, we will call the parent or legal guardian first, then continue to call the listed contacts for that child until they are picked up. **If no one is contacted within thirty minutes after the pick-up time, the Department of Family and Child Services will be notified.**
- Georgia law requires that all children 4'9" and shorter must be buckled in a car or booster seat, and we are mandated reporters: we are required by law to report any child safety seat violations. We will remind parents once, then request a conference (if non-compliance continues), and finally notify the authorities. The safety of our students is our absolutely first priority at Hamzah Science Academy.

Visitors

- ❖ Students will not be released to any visitor without written permission from the parents.
- ❖ Parents must notify the office, in writing, if someone else other than the appointed individual is picking up their child.
- ❖ Parents are not to visit classes while classes are in session, unless pre-arranged and approved by the administration; this includes discussing student's progress with the teacher.
- ❖ While we allow prospective student visitors, we ask that the arrangements be made one week in advance. Upon approval from the school administration the visitor may attend a day of classes. While the visitor is on school property or premises he/she must follow the school rules and regulations.

Security

Considering the safety of all students and staff, all school doors will remain locked during school hours. All visitors must enter through the school entrance by ringing the doorbell. The school also has security cameras to monitor the outdoor area of the school at all times.

Emergency Closing

In case of emergency (snow, storms, floods, etc.) the school may close for the day, delay opening, or may dismiss early. Hamzah Science Academy will follow Forsyth county closing decisions so please check your local news channel to check for Forsyth closing announcements. Closing information will also be available on the school's website www.hamzahacademy.com or on our Facebook page, Hamzah Science Academy.

Health

Illness

Because we want to make our school as safe as possible, we must ask that children who are sick be kept home. **A child with a fever (over 100°F) may not attend school.** Any child previously suffering from a fever must be fever free for 24 hours before attending school. Parents will be required to pick up their child if they are in this state of health.

Each parent will be asked to complete a questionnaire in regards to asthma and food/insect allergies to be returned to the teacher. For your child's safety, please update this information throughout the year as needed.

Communicable Disease

If your child has a communicable disease such as lice, chicken pox, strep throat, measles, mumps, etc. a parent of the child must notify the school immediately. Children with communicable diseases must be kept at home, until written approval from a physician is submitted. All students will resume school at school's discretion. All parents must be notified if a student contracts a communicable disease.

Emergencies

If your child should become ill or injured while at school you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with persons to be contacted in lieu of parents. If there is a change in this emergency information, please notify the school immediately so that the records may be updated.

Emergency Response to Life Threatening Asthma or Allergic Reactions

If any employee of Hamzah Science Academy suspects that a student is suffering from a life-threatening asthma attack or allergic reaction, **911 will be called first, and the child's parent or legal guardian will be called second.** All Hamzah Science Academy employees must maintain current CPR and first aid certification, but, in the event that 911 must be called, the affected student will be transported to the nearest emergency room for evaluation and treatment. In order to protect your child's safety, please keep all allergy/illness and medical forms up-to-date throughout the school year.

Administering Medication

Staff will not give medication to a child unless in exceptional circumstances and where there is specific prior written permission from the parent. Each time an over the counter medication is needed to be administered written notification from the parent is required.

A parent/guardian must fill out a new form each time a new prescription is to be administered. All medications (prescription and nonprescription) must be brought to school by the parent/ guardian. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be given. Prescription medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. If medication can be given at home, please do so. Parents/guardians must provide specific instructions (including drugs and related equipment) to the teacher. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A form must be completed by the parent/guardian. New medications will not be given unless a new form is completed. The bottom portion of the form is to be completed by the physician for ANY long-term medication (more than two weeks.) The term "Physician" is used as defined in Article 2 of the Mmedical Practice Act of Georgia. The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye's Syndrome in children under the age of 18, the school will require a physician's signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops. All Medications, herbals, and supplements must be approved by the U.S. Food and Drug Administration and appear in the U.S. Pharmacopeia.

Child Abuse and Neglect

As child care providers, we are mandated by Georgia law to report any suspected or known child abuse or neglect. We cooperate fully to ensure the health and safety of the children. If abuse or neglect is suspected, the staff member will immediately contact the Director/Principal who will contact the Department of Family and Children Services. If an allegation of child abuse or neglect is brought against a staff member, that staff member will immediately be removed from the classroom until allegation has been fully investigated. If allegation is proven to be true, the staff member will be terminated immediately and the situation will be reported to the Department of Early Care and Learning, and the Department of Family and Children Services.

Item Delivery

Items brought during the school day should be dropped off at the front desk. These items will be delivered at scheduled times to minimize interruption to instruction.

Media Center

The Hamzah Science Academy Media Center uses an open program that allows students to access material for assignments, projects, research, and personal reading at any time. Features include an online card catalog, computer workstations, reference materials, and works of fiction and nonfiction. In the media center students will learn about research methods, authors, themes, primary search, and use of media center materials. Students come to the media center for books and materials check-out, to use the computers, and for storytelling. Materials from the media center may be checked out for two weeks. Students are expected to pay for books that are lost or damaged.

Behavioral Standards

Discipline and Student Behavior

Hamzah Science Academy's policies regarding discipline and student behavior set the expectation for high standards of moral conduct and self-control that should be exhibited by every Muslim. The purpose of this code is to provide an atmosphere of order conducive to learning, to develop a sense of responsibility, and to aid student growth in self-discipline. Students and their parents are expected to follow the school rules mentioned below. The school staff provides guidance and reinforcement to achieve these standards.

Student Responsibilities

- ❖ Students are expected to show a polite and respectful attitude towards other students, adults, and school personnel.

- ❖ Students must follow the classroom rules.

- ❖ Students are expected to be honest.
- ❖ Foul language, fighting, or other misconduct will not be tolerated.
- ❖ No gum, candy, or soda is allowed in the classrooms.
- ❖ Every student is required to offer Salah along with other students and school staff.

Parent/Legal Guardian/visitor Responsibilities

- ❖ All parents are required to follow the proper Islamic guidelines and etiquette for interaction between brothers and sisters.
- ❖ Parents should also be respectful towards other parents, community members, Hamzah Science Academy staff, teachers, administration and students.
- ❖ Parents are responsible for providing the student with a nutritious lunch and snack (no junk food please).
- ❖ Parents should offer their child a healthy breakfast before school. Children who eat a nutritious breakfast attain higher achievement.
- ❖ Parents have the responsibility to bring their children to school on time and pick them up on time.
- ❖ Parents have the responsibility to see that their children are well rested before coming to school.

- ❖ Parents are highly encouraged to show support for Hamzah Science Academy by participating in school functions and communicating with school personnel.
- ❖ Parents must review their child's homework and sign any forms requested by the child's teacher.
- ❖ Non-religious holidays are not to be celebrated nor solicited on school property.

- ❖ If a parent desires to speak with a teacher or principal, an appointment should be made with the appropriate individual.

Discipline Code

The classroom teacher is the center of an effective school discipline plan. The major disciplining role of the teacher is to teach and reinforce appropriate school behavior. The teacher is responsible for giving guidelines for appropriate school behavior using the school's code of conduct and rules. The teachers at Hamzah Science Academy put more energy into reinforcing success than into controlling behavior. When students behave appropriately, the teacher will provide positive feedback. When the students behave inappropriately, the teacher will consistently enforce the consequences.

When a behavioral problem occurs, the teacher corrects the student's behavior by using the procedure outlined in the Discipline Policy and Procedure. If one procedure or set of procedures does not work to improve the child's behavior, the teacher tries something else, utilizing school site resources, i.e. aids, office staff, and administrators.

Respect for Property

Students and their families will be held financially responsible for any deliberate destruction or defacing of school property, and parents are expected to offer financial compensation without delay. This includes, but is not limited to desks, chairs, books, computers, and any other school, teacher, staff or student property

Toy/Personal Belongings at School

Any item that is distracting to the learning process, teachers or other students is not allowed on school property. Any such items may be confiscated at the discretion of Hamzah Science Academy, and must be picked up by the offending student's parent or legal guardian **at the end of the school week.** Repeat offenses may result in disciplinary action. We request that our students do not use book bags on wheels, as they are noisy and distracting.

- ❖ Electronic games, headphones, iPads or other electronic device are never allowed in school, and will be immediately confiscated by any teacher or staff member who sees them.
- ❖ Toy weapons, toy resembling weapons, and any items intended to be used as or look like a weapon are never, for any reason, allowed on school property.

Field Trip Transportation Behavioral Standards

All Hamzah Science Academy students are expected to conduct themselves in an appropriate manner during field trips. Continued disruption on field trips may result in expulsion from

attending field trips. Persistent, serious offenses will also warrant school intervention and possible sanction. A more detailed Transportation Discipline Policy is outlined in the Discipline Policy and Procedure section of this handbook.

Academic Standards

Students at Hamzah Science Academy will be expected to achieve academically to the best of their individual ability. Parents will receive a report card for their student at the end of each quarter that will include a report on the student's progress and behavior. Parents will be notified of their child's status quarterly and will be required to take measures that ensure their child's success in order to avoid retention, inshaAllah. Teachers strive to meet the individual needs of academically advance students by providing individualized enrichment activities and customize plans for student in remedial.

Promotion

Promotion from one level to another normally occurs at the end of the school year. It is based upon the student's achievement and performance in the current grade level.

Retention

- ❖ Retention will be considered if the student earns three (3) or more F's or Incompletes for the year.
- ❖ A student who fails any subject must ensure mastery of the material by the end of the summer in order to be considered for promotion into the next grade.
 - Upon parent's request for promotion, a placement test will be considered depending upon the child's aptitude in the previous grade. The Principal and the acting school board members will make the final decision of whether or not a placement test will be administered to the child. Promotion to the next grade level will be dependent on the child's performance in the placement test and teacher's recommendation. If a child transfers to another Islamic, private or public school, Hamzah Science Academy cannot guarantee that the child will be placed in the same grade as promotion policies vary from one school to another.

Grade Skipping

Grade skipping requests will be addressed on a case by case basis and will rely heavily on both teacher and Principal's recommendation.

Award Policy

All students that score all A's along with no un excused absences, no tardiness and no uniform violations, and no more than one behavior violation in one quarter will be placed on the Principal's Honor role. All students that score all A's with no more than two B's and one unexcused absence, one tardy, no uniform violations and two or fewer behavioral violations in

one quarter will be placed on the Honor Roll. All other awards will be granted at the end of the school during the graduation ceremony.

Test Make Up and Re-take Policy

Make up tests and re-take tests **will be administered only in extenuating circumstances** such as, but not limited to the following:

1. Grievances/ Death
2. Sudden sickness/ illness in school.
3. Family Emergency.
4. Excused Absence.
5. At administrator's discretion based on the circumstance.

Note: A retake test will be administered at administrator's discretion and under out of the ordinary circumstances. In the case, a retake is administered an average of the two tests will be the final grade. **No child can receive a 100% on the retake.**

Dress Code/Uniform Policy

The Hamzah Science Academy dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **Students are required to wear uniforms to school every day, unless specifically stated and announced by the Hamzah Science Academy administration.** Uniform requirements are as follows:

Girls: Khaki pants or jumper (with tights or leggings) with a white or navy polo and black closed toe shoes/white socks. **No skirts or scooters allowed.**

Boys: Khaki pants with white or navy polo and black closed toe shoes/white socks.

A Hamzah Science Academy logo, on the upper right corner, IS required on uniform shirts, polos and jumpers.

Field Trips

All field trips organized by Hamzah Science Academy will meet the following guidelines and expectations inshaAllah:

- ❖ The field trip must serve an educational purpose.
- ❖ Students must have written permission from the parent(s)/guardian(s) before being allowed to accompany a class on a field trip.
- ❖ Students are expected to abide by all transportation rules and regulations.
- ❖ Students must always remain with the chaperone.
- ❖ All fees/forms must be submitted by the deadline date or the student will not be allowed to attend the fieldtrip (students in this case will be kept home).

Honesty

Honesty is a value we want to instill in our students of every age. Students may not use, take, or borrow any property that belongs to another without permission. Lying is a violation of Islam; neither lying nor stealing will be tolerated at Hamzah Science Academy. Serious consequences will be levied against violators.

Lunch

Children will need to bring a lunch and snack from home. The lunch should be nutritious and adequate. Lunch should be sent in a lunch box/bag that clearly labels the student's name. Ice packs are recommended if your child's lunch requires refrigeration. Avoid sending lunches that require heating/microwaving. Please pack a nutritious snack and lunch. Nutritional guidelines will be supplied, along with food pyramid. Parents are encouraged to add components of a healthy lunch in their child's lunch. Those components are 2 vegetables, 1 meat, 1 whole grain, 1 fruit and 1 dairy item.

Volunteers

Volunteer helpers are greatly valued and appreciated at Hamzah Science Academy.

Community members and parents who would like to share their expertise with the school are encouraged to do so. In order for the school to fully benefit from your help we must ask you to follow these guidelines when volunteering:

- ❖ Arrive promptly on assigned days.
- ❖ Notify the staff member in advance if you cannot arrive at the appointed time.
- ❖ Sign-in in the office upon arrival and sign out upon leaving.
- ❖ Do not bring other children or adults with you.
- ❖ Volunteers will be assigned duties as deemed necessary by the administration.

- ❖ Volunteers must abide by staff rules and policies.
- ❖ Volunteers are not to enter the planning rooms or conduct parent-teacher meetings during their time.

The school will try to assign responsibilities in areas of interest to the volunteer. However, volunteers should be prepared to be assigned to any varieties of tasks that come up in the day-to-day operation of the school. May Allah subhanahu wa ta'ala reward you for all your efforts. Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer in any capacity, please fill out a volunteer form in the office - specify how you would like to contribute to the school.

Grievance Policy

All grievances should be handled within five days. Generally, grievances should be handled in the following manner:

- ❖ Address your concern to your child's teacher, if no resolution is reached then:
- ❖ Talk to the principal, if still no resolution is reached then:
- ❖ Request a conference with Hamzah Science Academy's Educational Board who may be reached at academyboard@hamzahacademy.com.

Discipline Policy

Philosophy and Purpose

The philosophy of Hamzah Science Academy is to foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, certain disciplinary policies and procedures must exist, relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices within the school. These policies and procedures will be enforced fairly, uniformly and consistently, insha'Allah.

The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior. This Discipline Policy and Procedure shall be distributed to all parents, teachers, and administrators at the beginning of the school year. Parents will be expected to sign a statement outlining their commitment to excellence academically and behaviorally.

School Disciplinarian(s)

The school discipline person(s) shall be the principal or his/her designee. Duties shall include the authority to:

- ❖ Assess and implement the discipline policy.
- ❖ Remove a student from campus for emergency reasons.
- ❖ Suspend a student temporarily depending on severity of incident.
- ❖ Recommend a student for expulsion to the HAS Board.

Parent Responsibilities

Throughout this document, “parents” includes single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to:

- ❖ Provide for the physical needs of the student.
- ❖ Encourage Islamic behavior and character from their child; especially in regards to issues such as, respecting those in authority and maintaining appropriate relations with the opposite gender.
- ❖ Teach the student to listen to teachers and other school personnel and obey school rules.
- ❖ Be sure the student attends school regularly and on time; including promptly reporting and explaining absences and tardiness to the school.
- ❖ Encourage and lead the students to develop proper study habits at home.
- ❖ Participate in meaningful parent-teacher conferences to discuss the student’s school progress and welfare.
- ❖ Paying required fees and fines, unless these are waived (with proper documentation).
- ❖ Participate in school-related organizations and activities.
- ❖ Be sure the student is appropriately dressed and groomed at school and school-related activities.
- ❖ Discuss report cards and school assignments with the student and teacher.
- ❖ Bring to the attention of school authorities any learning problem or condition that may relate to the student’s education.
- ❖ Maintain up-to-date home, work, and emergency telephone numbers and other contact information.
- ❖ Cooperate with school staff.

- ❖ Exercise appropriate parental control and responsibility, which includes being liable for property damage proximately caused by (a) the negligent conduct of the student if the conduct is reasonably attributable to the failure of the parent to exercise their duty to control and reasonably discipline their child, or (b) the willful or malicious conduct of their child.
- ❖ Respect other parents, students, staff, etc.

Student Responsibilities

Student's responsibilities for achieving a positive learning environment at school or school related activities include the following:

- ❖ Attending school regularly and on time.
- ❖ Giving their best effort with every assignment.
- ❖ Being appropriately dressed and groomed.
- ❖ Avoiding confrontations with other students and reporting such incidents to staff members when requested.
- ❖ Respecting other students and teachers.
- ❖ Respecting the masjid and salah times.
- ❖ Following the specific rules in each class.
- ❖ Obeying all safety rules.
- ❖ Respecting school property.

Parent-Teacher Conferences

Two Parent-Teacher Conferences shall be held during each school year between a teacher and the parents of a student. If any of the following circumstances arise more than the two assigned conferences will be scheduled:

- ❖ The student is not maintaining the expected level of performance.
- ❖ The student demonstrates discipline problems, or presents some other problem to the teacher.
- ❖ Other cases the teacher or parent considers necessary.

Student Code of Conduct

Jurisdiction

Hamzah Science Academy Administration has jurisdiction over its students during the school hours of operation and during any school activity regardless of time or location.

Bullying

Hamzah Science Academy forbids bullying. Bullying is defined in the *Code of Conduct* as a willful attempt or threat to inflict injury on another person when accompanied by an apparent intention to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or habitual attempts to cause pain or suffering to other person.

Prohibited Activities

All offenses and acts of misconduct listed under Category 1 through Category 4, as well as other acts of misconduct listed throughout this handbook, are prohibited activities and any student who engages in any of these activities will be subject to appropriate discipline.

General Prohibitions

- ❖ No toy weapons are allowed.
- ❖ Outside toys and games are not allowed unless approved of by a teacher or other supervising staff member.
- ❖ No rock throwing, snowball fighting, or playing with ice.
- ❖ Food, drinks, snack, gum, etc. are not allowed in any classroom except in appropriate times, as allowed by the administration.
- ❖ No student should enter the office (unless emergency) or teacher preparation rooms.
- ❖ No student may leave his or her classroom without permission.

- ❖ No student should cause disturbances while in the masjid.
- ❖ No student should disturb the neighbors around the school.
- ❖ No electronic toys, games, radios, phones, beepers, headphones, etc. are allowed in the classrooms.

Behavioral Probation

A student will be placed on Behavioral Probation when his/her conduct is consistently unacceptable to the school's community. Probation includes the following steps:

- ❖ Probation will be considered after teacher interventions prove unsuccessful and referral to the administration is necessary
- ❖ The student's behavior will be reevaluated after the probation period.

Discipline Management

General Guidelines for Assessing Discipline Penalties

When imposing discipline consequences, Hamzah Science Academy personnel shall adhere to the following guidelines:

- ❖ Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order.
- ❖ Discipline shall be based on a careful and fair assessment of the circumstance of each case; such factors include:
 - ❖ Seriousness of the offense
 - ❖ Student's age
 - ❖ Frequency of misconduct
 - ❖ Student's attitude
 - ❖ Potential effect of the misconduct on the school environment

Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

Offenses

Students violating the Hamzah Science Academy rules and regulations shall receive disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. The consequences are not necessarily in the order of their severity. One or more disciplinary options may be used for a single offense if deemed appropriate.

The staff-person responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the context of the violation.

Offenses: Minor, Persistent and Serious

Minor offenses are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the class or school. Any violation of the Code of Conduct that is listed below as a

Category 1 offense is considered a minor offense. Hamzah Science Academy defines a “persistent” offense to be three or more violations of the Code of Conduct in general or recorded repeated occurrences of the same category violation. Serious Offenses are any offense that is Category 2 or above, or are listed as prohibited conduct in the Code of Conduct.

Classification of Offenses

The following offenses and consequential disciplinary options are listed in order of severity, with Category 1 being the least severe and Category 3 being the most severe. Any offense committed by a student that is not listed below shall be classified at the discretion of the School Disciplinarian(s).

Category 1

Offenses in this category are minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the educational process. The classroom teacher generally manages discipline for Category 1 offenses. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

Offenses

- ❖ Tardiness in the arrival to school.
- ❖ Running or making excessive noise in the hall, classroom, or building

- ❖ Put-downs and other forms of disrespect to other students
- ❖ Failing to follow classroom rules
- ❖ Talking out of turn
- ❖ Getting out of seat without permission
- ❖ Ball or game playing in the building or at inappropriate times
- ❖ Dress Code violation
- ❖ Failing to participate in classroom activities
- ❖ Eating or drinking in an undesignated area or at an undesignated time
- ❖ Possessing and/or using nuisance items
- ❖ Misuse of school property
- ❖ Any offense not listed that the school categorizes as such

Disciplinary Options

- ❖ Remind of Allah, Heaven, Hell, etc.
- ❖ Motivating them to compete each other in doing good deeds.
- ❖ Ignore (if possible)
- ❖ Gentle verbal reprimand
- ❖ Time out in classroom
- ❖ Confiscation of prohibited item(s)
- ❖ Special assignments or duties
- ❖ Discussion

1. Individual (if only one or two students are involved)
2. Class (if many students are involved)

- ❖ Behavioral Contracts
- ❖ Withdrawal of privilege(s)
- ❖ Change seat assignments
- ❖ Owing Time (student owes time for the distraction caused in class. Example: Student disrupts class for 10 minutes by talking out of turn; receives a 10-minute from his/her recess time) consequence for the time waste.

Category 2

Offenses in this category are more severe and disruptive. They interfere with the school's learning environment. Parents will be notified of the offense and may be requested to come for a conference with the teacher and/or school administration to discuss the offenses and the disciplinary action.

Offenses

- ❖ Backbiting and/or slandering others (includes, teachers, students, parents, community members, etc.)
- ❖ Persistent offenses from Category 1 or acts of misconduct for which the student has been warned
- ❖ Cheating or copying the work of another
- ❖ Misbehaving during prayers.
- ❖ Truancy, including leaving school without permission
- ❖ Purposeful physical contact with another (pushing, tripping, bumping, etc.)
- ❖ Vandalism, including defacement of school property
- ❖ Possession of lighter or matches on school property
- ❖ Throwing objects that can cause bodily injury or damage to property (rocks etc.)
- ❖ Directing profanity or vulgar language at others

- ❖ Any offense not listed that the school categorizes as such

Disciplinary Options

- ❖ Remind of Allah, Heaven, Hell and good deeds.
- ❖ 20 minutes recess detention (parent will be notified in writing)
- ❖ Exclusion from extracurricular activities
- ❖ Daily Behavioral Log sent home to parents
- ❖ Behavioral Contract
- ❖ Temporary removal from class
- ❖ One day suspension. (Administration approval and parental notification by telephone)

Category 3

Offenses in this category are serious acts of misbehavior that disrupt the orderly educational process and may pose danger to the student or other students. Parents will be notified and requested to come for a conference with the administration in each instance of Category 3 misbehavior.

Offenses

- ❖ Fighting, physical abuse, or threat of physical abuse
- ❖ Stealing
- ❖ Vandalism
- ❖ Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward school employees or other adults.
- ❖ Dangerous pranks.

Disciplinary Options

- ❖ Remind of Allah, Heaven, Hell and good deeds.

- ❖ Behavioral Contract
- ❖ Daily Behavioral Log sent home to parents
- ❖ Exclusion from extracurricular activities
- ❖ Suspension (administration approval and parental notification by telephone)

Discipline Plans

In addition to this discipline policy and procedure, Hamzah Science Academy's staff may establish more specific, detailed discipline plans for their individual classes. These detailed plans shall conform to all provisions of this discipline policy and procedures. Hamzah Science Academy staff is responsible for developing, updating, and re-evaluating these plans on a monthly basis for effectiveness. Any revisions shall not conflict with any provision of this discipline policy and procedure.

Detention

For Category 2 or higher-level infractions of the code of conduct or other policies and regulations, teachers may detain students during school or recess time. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident. When detention is used, a notice shall be sent to the student's parents or legal guardian.

Teacher Removal of Students

A teacher may send a student to the disciplinarian in order to maintain effective discipline in the classroom. This is always done as a last disciplinary resort. The disciplinarian shall respond by employing appropriate discipline management techniques consistent with school policy and the code of conduct. A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, or has hindered the ability of the student's classmates to learn, or whose behavior the teacher determines is excessively unruly, disruptive, or abusive. All documented cases involving the student should accompany the student when referred as well as a detailed account of the current situation that allegedly warranted the student's removal.

A teacher will also remove a student from his or her class if the student engages in an offense for which expulsion referral is expected (Category 3). Upon receipt of those referrals, the disciplinarian shall take the appropriate action required by this Discipline Policy and Procedure. Students removed from their classes are prohibited from attending or participating in school sponsored or school related activities.

Non-Disciplinary Emergency Removals

Students may be removed from the Hamzah Science Academy premises for non-disciplinary health, welfare, and safety reasons when the principal determines that an emergency exists. An example of a reason constituting an emergency would be suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above, who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to medical personnel.

Notice to Parent

Hamzah Science Academy shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal.

Parent Conference

When the disciplinarian suspends a student, he/she shall, within 3 school days, schedule a conference with the student's parent to discuss the disciplinary action and/or the student's misbehavior.

Physical Restraint

Any Hamzah Science Academy employee may, within the scope of the employee's duties, use and apply physical restraint to a student in order to:

- ❖ Protect a person, including the person using physical restraint, from physical injury.
- ❖ Obtain possession of a dangerous object.
- ❖ Protect property from serious damage.
- ❖ Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.

- ❖ Restrain an irrational student.

Corporal Punishment

Hamzah Science Academy teachers, aids, other employees or volunteers will not hit, kick, punch, push, pinch, pull ears or physically punish any student under any circumstance, or use foul or indecent language/ tone to express their displeasure.

Cheating/Academic Dishonesty

- ❖ Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed.
- ❖ Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

Emergency Evacuation of Campus

In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured, traffic control is established and checkout preparations are made, parents/guardians will be notified as described above about family reunification procedure.

Amendments/Addendum

Amendments and addendum may be added periodically to these policies as the need arises. Such amendments and /or addendum should be added to the Parent & Student handbook to be referred to as needed and will be made a permanent part of handbook for the following school year.

*We reserve the right to change this policy based on the needs of the school at any time and without notice.

Hamzah Science Academy
PARENTAL AGREEMENT AND ACKNOWLEDGEMENT FORM

I, _____ am the parent/legal guardian of the following

Hamzah Academy student(s):

1. Name and Grade: _____

2. Name and Grade: _____

3. Name and Grade: _____

I acknowledge that I have read, understood, and consent to the Policies and Procedures stated in the Hamzah Science Academy Parent-Student Handbook.

Parent/Legal Guardian Signature _____ Date _____

****Note: Please detach this sheet and submit to your child's teacher by August 13, 2019***