



# Parent Handbook

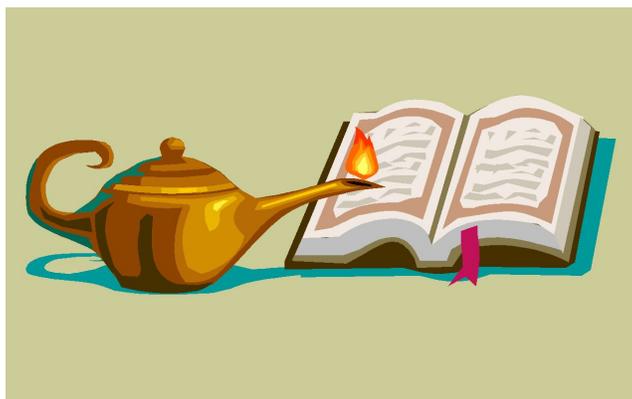
**School Year 2016-2017**

## MISSION STATEMENT OF HAMZA ACADEMY

Hamza Academy seeks to develop in each student a positive identity as a Muslim who is prepared intellectually, socially, emotionally, spiritually, and physically to succeed in tomorrow's world.

Hamza Academy students are expected to gain both academic skills and Qur'anic principles so that they are able to make positive contributions to the global community.

Hamza Academy also aims to develop in each student a balanced character enriched with knowledge, inspired to excellence, and committed to the betterment of self, family and community.



*“Say, Are those who know equal with those who know not?”*  
(Q39:9)

*“He grants knowledge to whomever He pleases; and whoever is granted knowledge is indeed given a great wealth, yet none except people of understanding learn a lesson from it.”*  
(Q2:269)

This handbook provides information on policies and practices that affect the Hamza Academy students. Upon acceptance into the school, parents and students must abide by these rules and regulations. The administration of Hamza Academy reserves the right to enforce the rules and regulations, as well as amend the information in this handbook as deemed necessary at any time.

## **School Board**

Br Abdul-Karim Mozawalla  
Br Sarfraz Ahmed  
Br Suhail Mohammed  
Br Zohaib Mustafa  
Br Hamid Siddiqui

## **Principal**

Sr. Thaslima Thamanna  
Email: [tthamanna@hamzaacademy.com](mailto:tthamanna@hamzaacademy.com)

## **School Contact Information**

Hamza Academy  
202 Stuart Avenue  
Valley Stream, NY 11580

Telephone: 516-285-1440  
Fax: 516-285-8580

## **Hours of Operation:**

Nursery: Mon – Thurs 9:00 am – 1:00 pm  
Pre-Kindergarten: Mon – Thurs 9:00 am -2:30 pm; Fri 9:00 am – 11:30 am  
Kg – 6<sup>th</sup> grade: Mon – Thurs 7:45 am – 2:45 pm; Fri 7:45 am – 11:45 am  
General Office Hours: Mon - Thurs 8:00 am - 3:30 pm

Website: [www.hamzaacademy.com](http://www.hamzaacademy.com)  
General Office Email: [info@hamzaacademy.com](mailto:info@hamzaacademy.com)

## *A Message from the Principal*

Asalamualikum Wa Rahmatullahi Wa Barkatuh Brothers and Sisters,

I hope this letter finds you well.

Alhamdulillah, I am grateful to work as Principal of Hamza Academy and I am thrilled at the opportunity to get to know all of you and engage in the educational process of your child together. Firstly, thank you for entrusting Hamza Academy with your children. InshaAllah, we look forward to engaging your child in learning and fostering a love for Islam and Academics. I am a lifelong educator who brings a firm commitment to students and families as well as a love of learning and Islam.

Alhamdulillah, I have been working in school administrations and leadership teams in various private, public and Islamic schools for the last 7 years. I worked as Hamza Academy's Vice Principal during the 2007-2008 school year and I had a wonderful experience. Most recently, I worked for the City College of New York where I managed an Academic Resource Program for college students. Alhamdulillah, I have extensively trained with the Charter School Network and Department of Education in school management.

InshaAllah, I will be working closely with our highly qualified staff of Hamza Academy, the School Board and school families and community to lead the school forward, InshAllah. This year, we are very pleased to be working with Sr. Sahar Hussain, who is a School District Leader to advance our curriculum and staff development. We are all partners in your child's educational process. As a parent of a child that attends Hamza Academy, I am also personally invested in raising academically strong and Islamically firm leaders of our Ummah.

Research shows that parental involvement in a child's education benefits the child. These benefits are higher levels of academic achievement, positive attitudes, and greater maturity and responsibility. Because the benefits are so solid, I urge you to take part as much as possible in the life of our school. It does take an entire village to raise a child. Your assistance as a volunteer would be extremely valuable to our students. Please consider becoming a part of the Caring Circle Association (CCA). We will notify you to attend the first meeting in the upcoming weeks.

Our staff is committed to working with students and their families as a team. The rigorous curriculum is directly aligned to the NYS Common Core Standards and Islamic Core Values. To help each child achieve to his/her fullest potential, our teachers and staff seek to provide individualized attention to your child. We believe in knowing each child by "name and need." InshaAllah, this year, we will be incorporating STEM into our school curriculum. Alhamdulillah, we have implemented a Guided Reading Program at our school and we hope to inspire a culture of reading and literature!

We welcome all our families back to another exciting and fruitful year. You can always contact your child's teacher with any concerns you may have. Please know that I am also available to meet with you in person or talk to you over the phone to discuss any concerns or questions you may have. If you would like to schedule a meeting with me, please feel free to send me an email at [tthamanna@hamzaacademy.com](mailto:tthamanna@hamzaacademy.com).

Allah (swt) gave me this opportunity at Hamza Academy to serve you and your children and I am confident that InshaAllah, with your partnership, we will have a successful school year!

Please keep Hamza Academy in your Duaa.

Best,  
Sr. Thaslima Thamanna  
Principal

## *Commitments*

### ○ *Mission*

Hamza Academy seeks to develop in each student a positive identity as a Muslim who is prepared intellectually, socially, emotionally, spiritually, and physically to succeed in tomorrow's world.

Our students are expected to gain both academic skills and Qur'anic principles so that they are able to make positive contributions to the global community.

Hamza Academy also aims to develop in each student a balanced character enriched with knowledge, inspired to excellence, and committed to the betterment of self, family, and community.

Hamza Academy is an entity of Hamza Masjid. By enrolling your child at Hamza Academy, families may automatically become members of Hamza Masjid.

### ○ *About the School*

Hamza Academy is a private school that is authorized by the New York State Education Department, to operate Nursery through seventh grade. Its curriculum has been approved by the State Education Department.

The school has the following objectives:

1. To keep all students abreast with their academic studies which exceed the basic mandates of the NYS Board of Education
2. To provide Islamic studies including Qur'an, Arabic, and Islam
3. To provide an Islamic environment and instill Islamic values

### ○ *Our Dedication to You*

Inshallah, we will provide the following level of service in the following ways:

- Provide your child with a clean, safe and loving environment
- Help your child explore the world of social and intellectual development
- Help your child gain self-esteem and confidence
- Provide each child with skills and a positive approach to learning that will guide them for life.
- Provide the best quality education program for your child
- Provide guidance to you concerning your child's development
- Keep you informed on any activities or concerns regarding your child

### ○ *Your Responsibilities*

Your child's creative growth and development will be significantly enhanced with your cooperation and assistance. By following these simple guidelines, you can help your child's development.

We suggest you:

- Read and familiarize yourself with our policies and procedures;
- Maintain regular communication via email, school website, text messages, phone messages, postal mail, *Gradelink*, and notices sent home;
- Keep school up to date on any changes in student or household information;
- Pay all fees on time such as monthly installments, resource fees, trip fees, etc.
- Remove a sick child from the school as soon as possible after being notified (within an hour);
- Pick your child up on time at dismissal;
- Keep your child home if he/she is showing signs of illness or fever;
- Notify the school in writing if someone other than the listed persons indicated on the form is picking up your child or if for any reason, you will be late to pick your child up from school;
- Inform us of any concerns that you may have;
- Attend the parent/teacher conferences.

## *Hamza Academy's School Policies*

### ○ *Attendance*

#### **Absences**

A major factor in a student's success is regular attendance at school. Parents are required by New York State Law to make sure that their students attend school every day.

- If you expect your child to arrive late or be absent from school, you must call and inform the school. Leave a message if the phone is not answered. Messages will be checked regularly.
  - If it's a planned absence, please inform the school in **writing** ahead of time.
- In case of an absence, your child is responsible for obtaining any missed class work and homework assignments from the teacher and making up any missed work.
- Student's absent 3 days in a row must return to school with a note signed by a Physician
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- According to NYS education law, students who accumulate **excessive** absences for the school year may be subjected to being held back from promotion to the next grade or attend summer school at the family's expense.
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- It is **strongly** encouraged that extended leaves of absence are planned around school closures. However, in rare cases, the Principal **must** approve, in advance, absences due to family **emergency**. According to NYS education law, we are required to keep on file documentation of leave. Students who accumulate 15 days of absences for the school year may be subject to **being held back from promotion to the next grade or attend summer school at the family's expense**. A notice of extended leave of absence form must be completed prior to traveling time and tuition installments must be fulfilled prior to leave.

Please consider these policy regulations when planning your family trips during the school year. Homework and classwork will not be provided to students on extended leave. Rather, students are expected to make up ALL work after they return.

#### **Excused Absences**

Be advised that according to the NYS Bureau of Attendance, excused absences will be marked as an absence but **will not** count against your child's academic promotion. Excused absences are:

- Personal illness which must be documented by licensed physician and submitted within three (3) days after absence(s). No doctor's note will be accepted after this time.
- Death in family

- Quarantine (under physician's orders).
- Religious observation
- Temporary extreme emergencies
- Serious illness of parent/guardian/caregiver

### **Lateness**

- Please note, morning assembly is an essential part of your child's education and participation at Hamza Academy. Morning assembly begins at 7:45 AM for all students who are in Kindergarten thru 7<sup>th</sup> grade.
- All children brought to school late after 8:00 AM must be accompanied by the parent(s) to the Main office to obtain a late pass.
  - NO STUDENT WILL BE ADMITTED INTO CLASS WITHOUT A LATE PASS.
- If student (KG-7th Grade) arrives after 8:00 A.M. it is considered as lateness and is officially documented on attendance record.

### **Accumulative lateness and absences**

A summary of your child's attendance record including number of days late and absent can be found on Gradelink.

### **Leaving School During School Hours**

- Children are expected to attend school all day, and every day that school is in session. Parents are asked to cooperate with this expectation and not ask to have children leave before regular dismissal time (2:45 p.m.) Interruptions to the school day should be avoided. Parents are requested to schedule any medical and dental appointments after school hours, so learning time is not disrupted.
- If you need to pick up your child during school hours, please advise the office in the morning or call ahead of time to inform the school.
- When you request early pickup, you must sign the student out in the general office first. Please DO NOT go to your child's classroom directly.
- Please avoid any early dismissals between 2:30 pm and 2:45 pm, unless absolutely necessary.

## ***○ Data Privacy***

Records concerning the student such as enrollment forms, health records, observation records, written parent/teacher conference reports and all other information about the student are confidential information and will only be accessible to parents or a legal guardian.

## ***○ Discipline Policy***

Discipline at Hamza Academy is geared towards promoting an atmosphere of well-being and training the children to become compassionate and cooperative members of society. Our simple rules are made to encourage each child to carry out his/her duties to Allah (SWT), self, teachers, and classmates to ensure basic health and safety.

We believe that prevention is the key to almost every discipline situation. We offer positive reinforcement of good behavior and redirection, when necessary, to minimize confrontation. Respect and encouragement are shown for the direct expression of feelings. No one is permitted to physically harm another person or property. Children are expected to treat other children and staff members with respect.

Teachers are required to activate the classroom discipline plan as instructed, which includes:

- a) Establishment and enforcement of classroom rules
- b) Counseling the child
- c) Communicating with parents to inform and seek support
- d) Providing appropriate consequences

The appropriate consequences will be followed if a student continues to disregard the rules. The following steps will be implemented (taken).

- a) Teachers apply their discipline policies and contact parents and administration.
- b) Services of the administration counseling staff will be utilized to assist the student.
- c) A conference with the principal and student will be held. Consequences depend on the severity and recurrence of the problem. \*Examples of possible consequences: school service and in-school suspension. Principal will contact parents by phone at work or home.
- d) An in-school suspension (1-5 days) will occur if problem continues. The student will complete a work packet and/or perform school service. Parents will be notified that the next step is a formal suspension. Any misbehavior during in-school suspension will result in a formal suspension.
- e) Formal suspension (1-5 days) will be imposed. It becomes a part of the student's permanent record and requires a parent conference with the principal / vice principal before the student is allowed to return to class.

### **Infractions and Consequences**

Excessive infractions can affect your child's grade.

#### *Level 1 infraction*

- Incomplete or missing homework
- Coming unprepared to class

#### *Level 2 infraction*

- Disruptive behavior in class
- Improper behavior during salat
- Improper personal hygiene (dirty appearance, etc)
- Improper attire

#### *Level 3 infraction*

- Fighting
- Possessing objects that can cause bodily harm
- Destruction of school property\*
- Disrespect to school personnel
- Abusive language
- Stealing and lying
- Copying or cheating on homework or exam
- Leaving school premises without permission
- Inappropriate use of school property, such as computers and phones
- Serious violations of Hamza Academy School Code and Ethics

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<b>INFRACTION LEVEL</b>	<b>CONSEQUENCE</b>
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1	Note/call to parent Principal-parent conference
2	Note/call to parent Principal-parent conference Disciplinary charges
3	Letter and parent conference Letter, call and 1 day suspension Letter, call and 1 week suspension. Parent must meet with principal before child is allowed to attend school. Letter, call to parents, expulsion.
	*In the event that any school property is damaged or destroyed by student, the respective parents will be held responsible for the repair or damages.

### Suspend able Offenses

A student may be suspended from school if he/she:

- Causes, attempt to cause, or threaten to cause physical injury to another person,
- Disrupts school activities or otherwise willfully defy the valid authority of the staff,
- Commits an obscene act or engages in habitual profanity or vulgarity, and
- Causes, or attempt to cause, damage to school or private property.

All discipline issues to be resolved need to begin with the student, parent, and classroom teacher. It is important for the parent to contact the classroom teacher first when problems or questions arise. Communication between the teacher, parent, and the student is essential for reaching a successful solution.

### ○ *Dress Code*

1. Your child must be in the proper school uniform otherwise he/she will not be allowed to attend school.
2. Students not in uniform will receive the following:
  - a. First time: A reminder will be sent home.
  - b. Second time: A second reminder will be sent home which the parent must sign and return to the main office.
  - c. Third time: A students parents will be called in that day for a change of clothes.

### BOYS

1. Navy blue pants (no jeans or shorts, must be plain with no design or stripes) – boys in Grades Nursery thru 2<sup>nd</sup> grade may want to wear pants with elastic waists for ease of use of bathroom facilities
2. White OR Burgundy Long Sleeve Polo shirts or dress shirts
3. Burgundy Sweater or Vest (pull over or button down) – for winter months
4. Navy blue or black socks

5. Plain black rubber sole shoes / sneakers (no pictures or lights)

**NURSERY-3rd GRADE GIRLS:**

1. Navy blue jumper or blue pants (elastic waists recommended for ease of use of bathroom facilities)
2. White OR Burgundy Long Sleeve Polo shirts or blouse
3. Navy Blue Leggings or Tights
4. Burgundy Sweater (pull over or button down)- for winter months
5. White OR Navy Blue Head Scarf – no designs
6. Navy Blue OR Black socks
7. Plain black rubber sole shoes / sneakers (no pictures or lights)

**4<sup>th</sup> -7<sup>th</sup> GRADE GIRLS**

1. Option 1: Navy blue OR Burgundy Abaya with Navy Blue OR Burgundy pants  
Option 2: Long Navy Blue or Burgundy Shirt *reaching till knees* with Navy Blue or Burgundy pants
2. White or Navy Blue Head Scarf – no designs
3. Navy blue or Black socks.
4. Burgundy Sweater (pull over or button down) – for winter months
5. Plain black rubber sole shoes / sneakers (no pictures or lights)

All students must be in the proper school uniform everyday unless otherwise stated by the class teacher or school office for special events.

**PLEASE LABEL THE TAGS OF ALL SWEATERS, INNER SOLES OF SHOES,  
AND WINTER ACCESSORIES WITH THE STUDENT'S INITIALS.**

- **All students must wear black shoes with rubber soles** – absolutely no sandals and open-toe footwear are allowed.
- Students are permitted to wear sneakers for Physical Education class
- The nails should be clean, clipped short, and filed. Absolutely **no nail polish, jewelry, or make up is allowed.**
- All students must take pride in their appearance and dress neatly. Please teach your child to maintain cleanliness – this will reflect a positive attitude and behavior in your child.
- Uniforms **MUST** be washed frequently and socks changed daily

○ *Educational Curriculum*

Hamza Academy's curriculum meets the standards set forth by the New York State Education Department. It also parallels with the National Standards and Guidelines. The subject areas covered include math, science, reading, writing, grammar, geography, history, Islam, Arabic and technology. Physical education and art are also incorporated into the curriculum. Subjects will be taught from an Islamic perspective.

At Hamza Academy, we believe in meaningful learning by taking a practical approach to teaching – such as using visuals, hands-on demonstrations, correlating ideas to real-life situations, etc. wherever possible.

### **Books**

Students who reside in Nassau County will get textbooks free of charge from the district. Children residing in other districts will have to obtain books from the school district in which they reside or pay a “Book Fee” to Hamza Academy so that books may be purchased for their child. The office will be in communication to inform you.

All parents will have to pay for Islam and Qur’an books (see registration forms) which is included under resource fees.

### **Preparedness**

Students must be well rested and have a healthy breakfast in order to start a successful day. Please make sure your child gets to bed at a regularly scheduled time and eats healthy.

Students must be organized and prepared for school. Please make sure that your child brings all the necessary supplies to school (sharpened pencils, eraser, ruler, necessary books, etc.) Help your child get into the habit of bringing completed assignments to school.

### **Students with Special Needs**

Though Hamza Academy will try to accommodate students with various learning needs or styles if it is deemed that your child needs further services, you will be asked to coordinate an evaluation through the Public School District. If further services need to be provided to meet the students learning needs or styles, parents will be contacted by their classroom teacher and school administrators.

### **School Activities**

#### **Trips**

Students can only go on trips if permission is granted by the parents and teachers in writing. Students need to complete a trip form as well as pay any necessary fees. When teachers are in need of volunteers, parents will be notified individually.

#### **All attending students must:**

- Bring lunch with snack in small disposable plastic or brown paper bags to be thrown away afterwards;
- Wear school uniforms or school t-shirts for easy identification, unless otherwise stated;
- Arrive to school early/on time as usual.  
Under no circumstances will buses wait for late student arrivals.
- Keep all electronic devices at home with the exception of cameras. Cameras are allowed with the condition that students will be solely responsible for their own property.

Students who do not attend any trip must stay at home and they will be marked absent for the day. If a child chooses to not attend a trip, then the teacher may give them an assignment to complete at home. School trips are aligned with classroom instruction and lessons.

### **Newsletter**

A school newsletter will be shared with our families on a quarterly basis. Students will have an opportunity to contribute to the main cover page and student works section. Classroom teachers will post weekly and/or monthly newsletters on Gradelink.

### **Classroom Computers/Laptops/Electronic Devices**

Hamza Academy's computer lab reinforces skills across the curriculum and promotes interactive learning and technology. All students will be introduced to the computer. Older students will be introduced to computer basics, coding, word processing, and more.

### **Library**

Hamza Academy has a library for the use of our students and staff. Students will be encouraged to use the library and take out books for reading enrichment and enjoyment.

All library books must be signed out and returned to the main office within 2 weeks. All overdue books will incur a late fee of 10 cents per day after the due date.

### **Homework**

Here is an outline of our responsibility when it comes to homework:

#### Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

#### Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's folders. Regular backpack clean-ups can be useful in helping students to organize their materials.

#### Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

Homework can include reading a book or reciting Quran every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as Writing, Spelling, Islam, Math, Social Studies, Science, Technology, and long-term projects.

Recommended Time Allotments for Homework

- We know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, you can write to your child's teacher and ask for additional work.

Grade	Total Allotted time (Includes all subjects)/ Day
N/ PreK	Optional
KG	15 minutes
First	25 minutes
Second	35 minutes
Third	35-45 minutes
Fourth	45-60 minutes
Fifth-Seventh	55-70 minutes

## ○ *Emergency School Closings/Announcements*

*School closures and announcements may be posted on the following before the start of the school day:*

1. Our school website: <http://www.hamzaacademy.com>
2. Our texting messaging (33733)
3. Email
4. In some cases of inclement weather, you may receive a phone call
5. News Channel 12
6. Gradelink
7. Facebook

It is a parent's responsibility to notify your student's bus company of any changes in the school schedule due to inclement weather.

## ○ *Food, Nutrition and Halal Diet*

### **Healthy Snacks/Drinks**

We encourage our students to eat healthy. Therefore, please refrain from sending drinks in which the sugar content is excessive (sodas, fruit juices), candies or cookies. Fruit are an excellent snack alternative. Also, each student should bring in some extra water.

ALL forms of nuts including peanuts are not permissible for snack or lunch including Nutella.

**We promote sharing and compassion with our students and we want all our students to be able to do this without restrictions.**

### **Breakfast**

Parents should make sure that your children have adequate time to eat a proper breakfast every day before sending their child to school.

### **Bake Sales**

Bake sales are hosted by each class twice a year. Classroom teachers may ask parents for donations for snack or lunch. Students will have the opportunity to buy lunch during the bake sale. All donations will be given to support the class's activities.

## **○ *Health Issues***

### **Accidents**

In the case of a minor injury, the school will administer first aid. An incident report will be written and posted on Gradelink.

In the case of a serious injury or illness, the child's safety will be attended to first. Emergency agencies will be contacted first and then the parent. If the parent cannot be reached, the emergency contact for your child will be reached. A staff member will stay with your child until you arrive.

### **Emergency Contact Form**

We ask all parents and/or guardians to complete an emergency contact form for each child each year in order for us to contact you or another responsible adult if your child should become ill or injured at school. Notify the school of health problems, medications, allergies and any other pertinent information relating to your child's health that the school should know about. And please keep us updated by letting us know if your address, home phone, business phone or emergency contacts change during the year.

Teachers are trained as to how to detect and treat most minor illnesses, and will notify the administration in the event a student becomes ill. The student's parents will be phoned, and if they cannot be contacted, the contact number from the Emergency contact list will be informed. Children should be picked up from the general office.

### **Health Alerts and Allergies**

If your child is allergic to bee stings, insect bites, milk or any food products, etc., please contact the school administration regarding emergency procedures. This can mean life or death in some instances. Also be sure to notify the Health Office of any problems such as surgery or fractures during the school year so we can meet your child's needs during the school day.

### **Inclusion/ Exclusion Policy for Students Who are Sick**

Children with common cold (sneezing, runny nose, nasal obstruction, sore throat, or mild general symptoms like headache) do not necessarily have to be absent from school since the child has already exposed others before seeming sick. However, please keep the child home if h/she exhibits two or more of the guidelines for exclusion below.

Many illnesses stop being contagious shortly after treatment is started. Ultimately, the administration will decide when an acutely ill child meets the exclusion criteria listed below. Certain symptoms observed in a child may suggest the presence of a communicable disease and require the need for excluding the student from school until

- A licensed physician has certified that the symptoms are not associated with an infectious agent.
- The symptoms have subsided and are no longer a threat to the health of other children at school.

**Guidelines for Exclusion:**

- Fever (a rise in the body temperature above normal): The child has or had one during the previous 24-hour period especially if accompanied by other symptoms such as vomiting, diarrhea, neck stiffness, unusual drowsiness, extreme fussiness, persistent or excessive crying and complaining of severe pain.
- Respiratory Symptoms: The child has difficult or rapid breathing and uncontrolled coughing with or without fever.
- Appearance/ Behavior: The child is unusually tired, pale, confused, irritable, or lacks appetite.
- Heavy Nasal Discharge: With changes in consistency and color (whitish to greenish)
- Pain upon swallowing: Usually swollen glands in the neck are present.
- Diarrhea: an increase in the volume, wateriness, or frequency of bowel movements associated with gas, and cramping.
- Vomiting: Two or more episodes of vomiting within the previous 24 hours.
- Skin Problems: Skin rash, undiagnosed or contagious, unusual yellowish color and any persistent itching of the body.
- Lice: until treatment has been completed and no lice eggs are visible
- Chickenpox: until all the blisters have dried into scabs.
- Pinworms: until treatment has been completed.

Please note: Teachers and administrators must be kept aware of any medical problems that your child may have for the safety of the child as well as the safety for the school. If your child shows signs and symptoms or has been exposed to a possible communicable disease such as H1N1 Virus, chicken pox, strep throat, measles, mumps, conjunctivitis, meningitis, impetigo, lice, etc. it is mandated that you must report it to the general office immediately so that other parents may be informed.

**Medication Policy (mandated by New York State)**

No medication, prescription or over the counter, will be given at school. No medication is to be sent to school with a student.

If for any reason students need medication, parents must come in to school to administer it.

- There must be a note from the parent stating that medication is to be given in school.
- Medication must have the child's name on the prescription. Medication with another child's name (brother or sister) will not be administered.
- There must be a note from the doctor stating the medication is to be given, time it is to be given and the dosage.
- The medication must be in the original, labeled bottle from the pharmacy with the current date.
- Single dose medicine or samples from the physician's office will not be administered.
- The medication must be brought to the Office by an adult.
- No medication is to be sent to school with a student.

Parents should check with their child's physician to see if a dose schedule can be arranged that does not involve the hours the child is at school. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

### **Physical Examinations**

New York State Education Law requires that every child entering school have an annual health examination. We suggest that you have this done by your family physician who knows your child best. If your child is seen by your family physician over the summer, send a copy of this exam to the school. All grade children must have vision, dental and hearing screenings. If any problems or areas of concern are found during these evaluations, you will be notified immediately. All immunization records must be submitted.

In addition, recent changes to the New York State Education Law require that each student's body mass index or 'BMI' and weight status be included as part of the student's school health information. Please obtain from your family pediatrician the BMI and weight status for your child and submit a copy to the school along with his/her other health records.

#### Immunizations Records:

Updated immunization and health records must be provided before the first day of school. Students who have incomplete immunizations must provide a letter of proof from the physician stating the child is in process or exempt and provide proof of an appointment date.

Religious exemptions: Parents who choose not to immunize their child must provide a notarized letter stating the reason for exclusion. This letter must be updated on a yearly basis.

### ○ *Islamic Dress Code for Parents*

- Respecting the masjid and school is mandated upon all Muslims. Please adhere to the Islamic Dress Code when coming into the Masjid/School to drop off and pick up your child. Muslim men and women should **properly** cover **all** parts of the body that is in accordance with the Sunnah of the Prophet Muhammad (saw).

### ○ *Office Guidelines*

#### **Calls and Emails to Teachers**

During class time, all phone messages for teachers should be left with the office. Teachers will be notified and, if necessary, will return the calls during their break or at their earliest convenience. Teachers can also be emailed at their school email addresses.

#### **Use of School Phone**

Please note that the school phone is for emergency use and students are not permitted to make personal phone calls. If you need to call the school to speak with your child, it is emphasized that you please do so only for emergencies. Otherwise, you can request that a message be forwarded to the student.

#### **Various Payments and Class Forms**

When making payments:

- School fees should be paid in cash, check, or money orders made out to “Hamza Academy”
- Please write the student’s name and purpose of the check on the bottom of the check in the section “memo”
- Include exact amount of payment. Otherwise, all leftover change will go toward the school’s donation fund.
- All payments should be placed in envelopes with the students name on it and purpose, All payments must be given to the General office,

\*Parents are expected to read the handbook thoroughly so that they will know the school’s policies and how to abide by them. The handbook addresses various office forms, calendar schedules, education laws, tuition, and much more.

## ○ *Parental Support*

### **Addressing Staff**

We would like our students to address their teachers and/or Staff as ‘Sister’ or ‘Brother’ and their first or family name. It would be of great help if you did the same when meeting with a teacher at school or talking about a teacher at home.

### **Communication & Parent Participation**

The learning experience of your child is complete when school and home support one another. We expect families to encourage the children in their school work and to give verbal approval of their achievements. Islamic values must be encouraged and discussed, keeping in mind that children are most influenced by example.

**Classroom Visits** - We welcome regular opportunities to touch base with you. We recommend that you speak with your child’s teacher and arrange a convenient time to talk.

**School-to-Parent Communications** - Communications from either the administration or your child’s teacher(s) are sent home on an as-needed basis. Please check your child’s backpack daily for letters or notices. In addition, these notices may be sent via e-mail, text message, or updated on the school website.

### **Fundraising and School Events**

Parents’ participation in various school activities is a necessity for the accumulation of funds for ongoing student activities and supplies. Parents are strongly encouraged to participate in all fundraising activities held throughout the year. And as one student said: “I think it is important for parents to be involved and give money so we can have a better school.”

### **Homework**

You must take an active role in checking your child’s completed assignment and help him/her if necessary. If your child is having problems grasping a concept, you must communicate this to the teacher. Together, you and the teacher can help the student overcome the problem in time, the student will become an independent and responsible individual.

### **Calendar Bulletins and Announcements**

You will be notified on a regular basis of upcoming school events and/or activities pertaining to Hamza Academy. Please refer to your emails for weekly updates, as well as the school website for updated news and the school year calendar.

## **School Forms**

Our school strives to function in an organized manner. We strongly stress your cooperation in making sure that all forms that are sent home with a deadline ARE RETURNED ON OR BEFORE THE DEADLINE DATE. Form deadlines include: report cards, trip consents, school forms to go into file, food sale menus.

## **Volunteers**

The parent volunteers are a very important force for our school. Hamza Academy welcomes help in all school activities. To have successful experience as a volunteer, you must follow these procedures:

- Fill out an application for volunteering in the school. Please note what you like to do as a volunteer.
- Teacher or the Office Staff will call or email you regarding what type of volunteer work you will do.
- Be punctual in the time you are asked to come.
- Do not disclose negative comments about the teachers or the school to others if you have any grievances. Please contact the office immediately, if you note anything that needs to be rectified.

We welcome student volunteers and interns. All volunteers must sign up with the Principal/Administrator and go through a background check.

## **○ Registration, Tuition & Financial Aid**

### **Registration**

There is a non-refundable registration fee for each student at the beginning of every school year, which is to be renewed yearly and which may be subject to change. Before registration can be completely processed all requested school documents must be submitted (birth certificate for new enrollees, updated health records, and other requested documents included in the parent package).

It is the parent's responsibility to submit all medical forms and to keep these records up to date as additional tests are given to the child.

### **Registration and Tuition Paid by Check or Money Order**

- Please observe the following standard bank rules when writing out a check or money order: Checks and money orders MUST be written in **blue or black ink only AND MUST BE MADE PAYABLE TO HAMZA ACADEMY**. Please make sure your numbered amount matches your written amount.
- The date should be written in the order of **month, date, and year (EXAMPLE: January 1, 2011)**.
- The dollar amount written in the box should match the written word amount, including the cents amount.

Please be sure to put your child's name, grade and purpose of payment in the memo section.

Nursery tuition: \$4,000

Pre-K tuition: \$ 4,500

### **Tuition for Kindergarten – 6<sup>th</sup> Grade**

1 <sup>st</sup> child:	\$4,500
2 <sup>nd</sup> child:	\$3,750
3 <sup>rd</sup> child:	\$3,000

**Tuition for Kindergarten –7<sup>th</sup> Grade**

1<sup>st</sup> child (All 7<sup>th</sup> graders) \$5,000

**Tuition: End of the Year Balance Due**

All outstanding balances must be paid before the end of June, or your child/ren’s records will be withheld until payment is received.

**Tuition Payment Installment Plans**

Tuition can be paid in full, bulk installments or monthly. Payment can be made by check, cash or money order payable to: Hamza Academy. Monthly installment payments are due the last week of every month to be credited as the following month’s installment.. All tuition paid the first week of the month due or weeks following will incur a \$25.00 late fee.

Place cash, check or money order in sealed envelope with the student’s name and purpose on it. For your privacy, please do not write the amount of payment on the envelope. Please send the tuition with your child or bring it directly to the general office. In the event that your child is expected to be absent during the last three week of the month, please mail the tuition in advance to the school.

Full tuition must be paid regardless of holidays, vacation, or absences.

In the event of planned absences for more than three (3) weeks, parents are required to pay the full tuition for the ongoing month as well as the upcoming month(s), otherwise the student will be discharged from the school immediately. Re-enrollment in this case will be based on receipt of tuition owed and next payment due.

**Tuition Refund for Student Discharge**

Tuition is non-refundable. Tuition credit is only given on the approval of the Principal and School Board. Families sign a contract for a yearly tuition paid in 10 installments. If a family discharges at any time of the year, families will be responsible of paying 2 month installments (whichever amount is the least) instead of the remaining yearly balance.

If a student discharges refund of additional fees such as resource fees, yearly paid tuition, trip fees etc. is up to the discretion of school administrators and school board.

**Financial Aid**

Families approved for financial aid must renew their request per academic year. It is **required** that if your financial situation changes for the better, that then the school be informed of this immediately. Financial aid acceptance is up to the discretion of school board members after review of an application, school and the applicant’s finances. If deemed necessary applicants will be requested to submit W-4 forms and additional documents.

*○ Reporting Periods and Grading Systems*

- Hamza Academy has a Standards-based grading and reporting system. In a standards-based grading and reporting system, grading practices are fair and manageable and support effective teaching and learning. Required procedures for grading are defined, used consistently, and explained clearly to parents.
- Grades based on curriculum standards become triggers for action. Standards based grades help teachers plan their instruction so they can challenge and support all students. This helps parents know the academic areas in which a student meets or exceeds expectations, needs challenge, or needs support.
- Progress reports are sent home informing parents of their child's progress or difficulty in particular subject areas.

### **Gradelink**

Hamza Academy uses an online student management system known as Gradelink. All parents will receive a login ID for their child’s account. Parents can view student’s report cards, grades, comments by the teacher, and attendance record.

Nursery, Pre-K, and Kindergarten receive report cards that reflect their developmental abilities.

### **Nursery, Pre-kindergarten, and Kindergarten**

**M** = Mastered Skill

**S**=Satisfactory Skill

**D** = Developing Skill

**AC** = Area of Concern

**NT** = Not taught this semester

### **1<sup>st</sup> Grade through Grade 7**

Students will use the following effort level codes:

**4 Exceeds Academic Level Expectation**

**3 Meets Academic Level Expectation**

**2 Progressing Towards Grade Level Expectation**

**1 Area of Concern**

**N/A Not assessed at this time**

### **Parent-Teacher Conferences**

If a child is to be successful, parents must take an active role in their child’s life. This includes attending planned parent-teacher conferences where teachers and parents can discuss the student’s progress, strengths, and weaknesses, as well as exchange information that might assist the child in his/her studies.

If you would like to meet with your child’s teacher, please make an appointment with the teacher at a mutually convenient time. Please do not interrupt the class by walking into the classroom. Also do not call the teacher’s home or cell phone. Please send a note or call to leave a message to arrange for a mutually convenient time. You may also contact the teacher via e-mail address if the teacher has given it out.

## ○ *Safety Procedures*

*To ensure safety, all students must abide by the following rules:*

### **Bus Drills**

All students riding local school buses must participate in the quarterly mandated bus drills, which are held on the buses for each bus company.

### **Early Pickups**

If your child must be released early, please send in a note informing the administration. If your child is to be picked up by someone other than the designated person(s), you must inform the administration through writing of the pickup time and the adult who will be picking up the child. Only persons older than 18 years old are permitted to pick up students. We highly discourage pickup 15 minutes before dismissal time.

### **Drills**

We are required by State Law to have regular fire drills and lock down drills during the school year. Fire exits are clearly marked and routes to exit the building are posted in each classroom.

During a fire drill no one is permitted to enter school premises including the parking lot. Also, parents are not permitted to pick up students while a drill is in progress.

Emergency Drills will be conducted on a regular basis. Please send your child with the proper outdoor attire every day so that the child is ensured with the best out fit for the weather condition the building.

### **Parking**

- **Parking lot speed limit is only 5 MILES PER HOUR.**
- **PLEASE DRIVE CAUTIOUSLY AND OBSERVE ALL SCHOOL GROUND SPEED BUMPS.**
- Since many students are using bus services, extra safety precautions must be taken.
- Parents must follow ALL school parking regulations when designated doors for pickup and drop-offs; absolutely no exceptions.
- Do not park either on the road or school ground premise close to the entrance and exit driveways—keep this area free so that the buses have easy clearance to pass. Please be considerate as other parents will be using the same space as you. In all cases, parents are to escort their children to and from the school building, particularly when entering or exiting the school from the parking grounds when it is active.
- The parking lot is locked Monday-Fridays 9:30 am-1:00 pm. Please use street parking.

### **School Outdoor Play**

Students should not wander, run or play unsupervised in or around the building or in the parking lot.

Parents should always remain vigilant when driving through or backing up while students are playing outside in the parking areas during school recess times.

Our students will have outside recess or activities anytime the temperature is above 35 degrees Fahrenheit. Please ensure that your child is dressed for the weather (i.e. snow pants, boots, scarf, hat, etc.) Open toe sandals or flip flops are not to be worn as they do not provide adequate protection.

Students have indoor recess when the temperature and or wind chill are below 20 degrees Fahrenheit. Weather conditions are poor or if it is unsafe for any reason.

### **Visitors in School**

To insure the safety of all students, visitors (including parents) are not allowed in the school building or on the grounds without approval from the principal or designee.

*Please report directly to the school's main office any time you to enter the premises.*

## ○ *School Day Observances*

### **Birthday Parties/Non Muslim Holidays**

- Celebration of birthdays in school are **NOT** permitted (i.e., birthday parties, nor giving out birthday party bags, or bringing a cake.).
- There will be **no** celebrations of non-Muslim holidays (i.e., Halloween, Thanksgiving, etc.).

### **Friday Schedule**

Kindergarten through 7<sup>th</sup> Grade are dismissed at 11:45 a.m. Pre-K is dismissed at 11:30 am.

### **Staff Development and Early Dismissal**

The school calendar contains several days indicated as Staff Development Days for teachers and Early Dismissal Days for students. On these days students are dismissed as Friday schedule. The Staff Development is a very critical aspect for the success of our school. Please make sure you pick up your child on time. Bus companies have already scheduled in our half days.

## ○ *School Timings and Daily Procedures*

### **Arrival time**

All students from KG – 7<sup>th</sup> Grade students **must** arrive between 7:30 a.m.-7:45 a.m. Frequent tardiness and excessive absences will adversely affect your child's progress. Continuous lateness may result in a late fee. In order to receive maximum instruction and avoid penalties, make sure your child arrives at school on time.

### **Assembly**

There will be daily general assembly held at the school at 7:45 a.m. All students in KG-7th grade **MUST** attend the assembly.

### **Lunch/Snack break**

You may send in a healthy snack and lunch with your child every day. Students will have a 30-minute lunch break. Please provide food that is healthy and that will not make a mess and is easily manageable by your child. Please provide only cold lunches. Teachers, administrators, or students are unable to use the microwave.

### **Salat-ul Zuhr**

Monday through Thursday, the students will take a break from their studies to offer salat-ul-Zuhr in congregation. There should be no talking or misbehaving before, during, or after salah.

## **Dismissal**

Please arrive five (5) minutes before dismissal time to pick up your child. Do not be late – you must be on the school grounds when your child is dismissed. If you're late due to an unexpected circumstance, please call and inform the school. There will be a \$25 fine implemented by the school for anyone arriving after dismissal. Repeated lateness will result in disciplinary action.

## ○ *Student Pick-up Information & Custody Rights*

All students must have a completed Authorized Release form in their file. For the safety and welfare of the child, any person that is not listed on the form will not be allowed to take your child. If you have someone picking up your child that is not on the list, please contact the school before the pick-up, and send a written note, allowing that person to pick the child up. The person must present valid photo identification before child is released.

In most cases when parents are divorced, both mother and father continues to have equal rights where the child is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights to both parents.

## ○ *Student's Personal Property*

### **Items Not Allowed in School**

- Toys / Balls
- Electronic Equipment / Cell Phones
- Skateboards
- Gum / Candy
- Trading Cards
- Videos / DVDs
- Soda
- CDs / Cassette Tapes
- Skates
- IPOD/MP3 players

If a child brings any of the above mentioned items to school, or any other item deemed to be of value, the teacher shall confiscate the item in question and send it to the office immediately. The teacher will call the parents that same day and let them know about the item and that they can pick it up in the office. If a child brings a “**distracter**” to school (i.e., toy of little value), the child will be asked to put it in their back pack to take home.

**Cell Phones:** Students who have cell phones **MUST** turn them off before entrance into the building. Any student caught using his/her cell phone will have it **confiscated by the Principal**. A parent will need to come in to the school to have the phone returned.

## **Lost & Found**

Please remind your child to check here first if he/she notices something missing. Items may be placed in either the classroom or in the main basement hall. Be sure to label all items that your child brings to school. It saves time and money from searching/replacing items.

### **Missing Objects**

Please check your young child's pockets daily for unusual items! These treasures are often hard to replace. Never feel embarrassed about returning one of our odds and ends. The children are very honest. Sometimes they forget, or just cannot help taking a little bit of their classroom home with them!

### ○ *Student Conduct*

1. Treat peers and teachers with respect and speak politely.
2. Be in class on time and occupy assigned seats.
3. Come prepared to school – i.e. bring in notebooks, textbooks, pens, sharpened pencils, erasers, and other material as required by their teacher.
4. Complete all homework (including memorizing the sabak – Qur'an lesson) and class work.
5. Do not eat, talk, or cause disturbance during class time or during salat.
6. Do not chew gum in school at any time.
7. Obtain permission to leave classroom.
8. Do not get up and walk around classroom.
9. Raise hands to get permission for speaking in class.
10. Work independently unless specified by teacher.
11. Copy all work including homework assignments.
12. Walk quietly and carefully and do not run in the school at any given time.
13. Respect and take care of the school property.
14. Do not fight – keep your hands to yourselves.
15. Dispose of garbage properly and in proper receptacles.
16. Keep the school and masjid premises clean.

### ○ *Registration & Transportation for Next Year*

- This year's students are a priority at Hamza Academy. Therefore, our students and their families get the first opportunity to register for the next school year. **Registration forms for next year will be issued during the 1<sup>st</sup> week of March.** To guarantee seating for your child next year, please mark your calendar as a reminder to ensure prompt response time.
  - Parents of students residing in Long Island may qualify for free transportation from the school district in which they live. Parents must call the school district to inquire about eligibility. The school districts' deadline for applying is **April 1<sup>st</sup>** of each year. Please check your local phone directory for a listing of Nassau or Suffolk school districts and their phone numbers (state the reason that you're calling and ask for the district's transportation office phone number).

### ○ *Requirements by Law Regarding Child Abuse*

- Hamza Academy staff is **REQUIRED** by New York State Law and licensing requirements to report immediately any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff is not required to

notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

*Jazakum Allahu Khairan*

*Your child's well-being is our highest priority. We are always happy to discuss our policies and procedures with you and we welcome your suggestions and support.*