

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Hikmah School

Parent/Student Handbook

7701 Lone Tree Way, Brentwood, CA 94513

www.hikmahschool.com

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Mission & Vision of Hikmah School

- ❑ To equip our students with Islamic knowledge, jurisprudence, aqeedah (creed and belief), and akhlaaq (etiquette).**
- ❑ To instill a strong sense of Muslim identity, preparing students for entering the real world of work and higher education.**
- ❑ To provide optimal academic opportunities and educational excellency.**

Hikmah Rules

- ❑ Have Tawaqqul, and Allah will teach you.**
 - ❑ Smile, it's Sunnah.**
- ❑ Treat others the way you want to be treated.**
 - ❑ Speak nicely or keep quiet.**
- ❑ I see, I remember, I practice, I learn, I teach, I master.**

School Administration/Staff

Saadah Galadanci --- Principal

Jahanara Khan --- Vice Principal

Gehan Hadla --- Assistant Principal/Elementary Academic Coach

Gezala Popal --- Middle/High School Academic Coach

Nazia Banu --- Events Coordinator

Imam Abubakar --- Fiqh/Aqeedah Teacher

Maha Elmosallamy --- Quran/Arabic Teacher

Ahlam Saeed --- Quran/Arabic Teacher

Mahtab Ahmad ---Islamic Studies Teacher

Tahani Ashabi --- Kindergarten Teacher

Ameena Irvin --- First Grade Teacher

Jahanara Khan --- Second Grade Teacher

Gehan Hadla --- L.A Teacher for 2nd & 3rd Grade

Sadaf Rashed --- Third Grade Teacher

Nazia Banu --- Fourth Grade Teacher

Hannah Daoudi --- Fifth Grade Teacher

Summer Hadla --- 6th/8th Grade Math Teacher

Saadah Galadanci --- 9th/10th/11th Grade Math Teacher

Gezala Popal --- Middle/High School L.A Teacher

Alyssa Clements --- Middle/High School Science Teacher

A Letter from The Principal

Dear Hikmah Families,

Assalamu Alaikum

What follows in this handbook are the rules, regulations, and goals of our school. Our expectations of our students are aligned first and foremost with the teachings of Islam as stated in the Quran and hadith of our Prophet Muhammad (Peace and blessings of Allah be upon him). This is what distinguishes our teaching philosophy from conventional schooling; our students are encouraged, reminded, and guided to hold steadfast on the path appointed to them by Allah (SWT). With this at the root of our belief system, we can then grow strong branches that lead to academic achievement and success. This academic success is nurtured through love, reliance, and reverence for our Creator and His blessed Prophet, peace and blessings upon him.

With such foundational roots, our students are set off on the straight path towards learning and knowledge. We strive towards establishing a team of educators who are invested in our student's learning. Our educators have been selected because of their dedication and true care in the value of education we provide to each student.

Finally, this handbook has been created to help parents, guardians, and students understand our expectations, behaviorally and academically, as both go hand in hand. I appreciate your time in reading through this and look forward to working with you.

Saadah Galadanci

Islamic & Academic Goals

Islamic, Behavioral and Social Achievement Goals:

Students in Hikmah School are to develop reliance, love and reverence for Allah and Prophet Muhammad (peace be upon him) demonstrated through:

- ★ Comprehending and following the teachings of Islam through Quran and Sunnah and their relation in the daily life of a Muslim
- ★ A clear sense of mission and a strong Muslim identity that portrays pride in being a Muslim.
- ★ Being a positive example and role model for Islam and representation for Muslims.
- ★ Character, values and morals that are aligned with the teachings of Islam.
- ★ Being distinguished in their etiquette, showing respect for themselves reflecting Islamic teachings.

Academic Goals:

Students in Hikmah School are to be:

- ★ High achievers who meet and exceed state educational standards leading to success at their future education.
- ★ Responsible and self-starters in their academic learning styles.
- ★ Researchers who gather information and use critical thinking skills to analyze and present results.
- ★ Achieving exemplary communication skills, both verbal and written, as well as being effective listeners.
- ★ Able to participate and work successfully in groups.

Students in Hikmah School are to have a sense of physical well being demonstrated by:

- ★ Maintaining personal hygiene according to Islamic standards.
- ★ Performing spiritual duties of prayer, fasting and pilgrimage.
- ★ Displaying modesty in dress and behavior.
- ★ Participating in age-appropriate sports activities.
- ★ Being aware of their civic responsibility, becoming proactive in their school, civic and religious communities, and displaying compassion and tolerance for others.
- ★ Attaining strong leadership skills, prepared for future leadership roles.

Virtual Rules:

Please note that we have modified some of the rules and procedures to accommodate these unusual times of Online Teaching. These modifications are a supplement, rather than in place of the general guidelines. Please assure that your child is following these guidelines so that we may make online teaching as positive and successful an experience as possible.

- Dress code - students have to dress modestly during online virtual classes. They are not allowed to wear pajamas or tank tops. Girls from third grade up are required to wear long sleeved shirts and hijabs during online classes.
- Students are required to have their videos on for all virtual classes unless the teacher directs the student to turn it off.
- Tardiness - students are required to log on to online classes on time. After three tardies, a meeting with the student's parents will be arranged and there will be consequences.
- Study Space - we encourage students to have a dedicated space where they can have their virtual classes everyday.
- Make sure the computer is charged - student's laptops should be charged prior to the beginning of online classes and chargers should be nearby in case the battery dies.
- Snacks - students are not allowed to eat during online classes, if the teacher does allow snack time, snacks will need to be healthy. Students are allowed to have a water bottle during virtual classes.
- Books/materials - students need to have all their textbooks, workbooks, and any other material needed for the class before online classes begin.
- Participation - students are required to participate during virtual classes, **at least five times** per class. Students will be graded for their participation.
- Bathroom - Usage should be left to before classes or during breaks. If it is absolutely necessary to use the bathroom, it cannot be done during instruction. Students must wait for independent class time to go.
- Homework - Homework will need to be submitted on time, as it is 20% of the overall grade for each subject. The platform by which HW will be submitted will be to the discretion of the individual teachers.
- Regular attendance to online classes is as crucial to the success of each student's overall grade as it is in person. Excessive absence will have the same consequences as the in person absences. It is mandatory that students attend their online classes regularly.
- Volunteering is still mandatory for each household (as per the regular agreement). However, it will be requested on a need basis.

Grading Policy

Hikmah Grading Policy

Hikmah Report Cards/Progress Report

All students (KG-12) will be graded according to percentages and letter grades for both Hikmah Progress Report and Hikmah Report Cards. Progress Reports will be given at the middle of each semester, and the Report Cards will be given to students at the end of each semester. The Progress Report will show "in progress" grades for all courses, and it will show if a student is earning a deficient grade (lower than **C**, indicating the student is in jeopardy of failing a course). The teacher will notify the student and parent or guardian of deficiency in any course and discuss the reasons for deficiency and specific ways the student can improve his or her grade(s). It will be mandatory at this point for the student to have tutoring sessions for the specified subject.

Classwork/Participation	&	Test & Quizzes	= 50%
Tardiness	= 30%		
Homework	= 20%		

Vision's Grading Policy

- **Elementary** - Students will be graded according to proficiency level from **1-4** as follows:

1	<i>Beginning/Not Yet Covered</i>		
1+	<i>Beginning/Not Yet Covered</i>		
2-	<i>Approaching Standard</i>	<i>Grade</i>	<i>Level</i>
2	<i>Approaching Standard</i>	<i>Grade</i>	<i>Level</i>
2+	<i>Approaching Standard</i>	<i>Grade</i>	<i>Level</i>
3-	<i>Proficient/At Standard</i>	<i>Grade</i>	<i>Level</i>
3	<i>Proficient/At Standard</i>	<i>Grade</i>	<i>Level</i>
3+	<i>Proficient/At Standard</i>	<i>Grade</i>	<i>Level</i>
4-	<i>Advanced/Exceeds Grade Level</i>		
4	<i>Advanced/Exceeds Grade Level</i>		
4+	<i>Advanced/Exceeds Grade Level</i>		

- **Middle/High** - Students will be graded according to percentages and letter grades.

The following table applies for both Hikmah Grades (K-12) and Visions Grades (Middle/High School level ONLY)

93-100	A	87-89	B+	77-79	67-69	D+	59 & Below
90-92	A-	83-86	B	C+	63-66	D	
		80-82	B-	73-76	60-62	D-	
				C			
				70-72			
				C-			

Attendance/Absence

Your child’s attendance is directly related to their academic success at school. Tardiness to school causes your child to miss instruction and disrupts the rest of the class. It is nearly impossible to replace the key first instruction and educational experiences that a child misses when he/she is absent. Group discussions, projects, activities, and experiential learning cannot be reduced to a written exercise or a worksheet done at home. Excessive absences or tardies will result in mailed letters and phone calls from the school.

Parents make important decisions regarding their child’s attendance. As a guideline for both schools and home, students may be sent home or stay home if they have a temperature of 100 degrees or above and are not feeling well enough to adequately perform normal daily functions. This is supported by both the Centers for Disease Control (CDC) and the American Academy of Pediatrics. If your child has an appointment, please make every effort to schedule it after school hours. Developing patterns of regular school attendance supports learning and establishes patterns that will serve children when they enter the workplace as adults. Please support your child. Parents are responsible for their student’s regular attendance.

Student Absence Procedures

When absence is necessary, Parents are responsible to notify the school of absence by 8:30 am by phone or by email to the student’s teacher, and to include the reason for the absence. If you wish to obtain homework for an absent child, please contact your student’s teacher.

Attendance Records

All attendance records will be supervised by the school administration. Monthly records will be kept for every student and will be kept in permanent record at the

end of the school year. These records will be retained for two years. Daily logs will be disposed of at the end of the year.

Excused Absence

- Absences due to illness, quarantine, medical, dental or optometric services rendered
- Absences which are requested in writing prior to the absence and approved by the Vice-Principal such as: funeral services, appearance in court or special circumstances approved at the discretion of the Vice-Principal.

Unexcused Absence

- Missing class without an excused or warranted reason, whether the absence is student or parent initiated
- Absence for which advanced approval is necessary and approval was not obtained before the absence

Consequence of Extended Absence

If a student is absent from school for more than five consecutive days, parents may be asked to have a meeting with the Principal to discuss any consequences resulting from the absence. Excessive absences will affect the student's grade and can result in a student failing the class.

Regarding late homework due to excused absences, students will be given absent days + 1 additional day to turn in homework (assignments, projects, tests).

Vacation and Hajj Leave

- Vacation: For the benefit of your child's academic progress, Hikmah recommends that all vacations be taken while the school is not in session. However, it is understandable that at times families will opt to take vacations some time during the school year. If a family does decide to take a vacation during the school year, they must notify the school three weeks in advance in regards to the date of departure and return.
- Hajj: If a family is presented with the opportunity to take the journey of Hall, we encourage them to take the once in a lifetime trip. However, we kindly ask that the family give the school three weeks advance notice about the date of the departure and return.

Before going on vacation or Hajj, teachers will prepare homework packets to give to parents before their trip. Teachers will give the parents a general idea about the

chapters to be covered during their absence. Teachers may keep a folder with all handouts so the student can make it up when he returns. It is the parents' responsibility to ensure their child learns the material and the student will get credit for work turned in within the expected time. Students may take all their books with them during their absence.

Arrival And Departure From School

Hikmah School's drop-off and pick-up policy is designed to allow all children to be SAFELY dropped off and picked up from school in the most time efficient manner possible. Safety is our greatest concern!

Please make sure that you park properly in the designated parking areas during drop off and pick up or follow the drop off and pick up loop. It is important that students are dropped off and picked up at the right time everyday. Being late for school or for pick up can result in a tardy which will eventually result in a fee if it happens consistently.

Tardiness

- Students should arrive at school by 7:45 am every morning. Students who arrive to class after 8:00 am are considered tardy.
- The teacher on duty for drop off/pick up will specify tardy on the attendance log
- Students who receive more than 5 tardies will have a parent-student meeting with the Vice-Principal.
- To excuse a tardy, a parent/guardian needs to send a written note with an acceptable explanation of the reason. The note must contain a reason for being tardy, date, time and parent signature. Reasons for excused tardy include: illness of the student, medical or legal appointment, or family emergencies. Oversleeping, car/traffic problems, etc. are not acceptable excuses for tardiness.
- Students have 3 days waiver to be late for pick up. If they are late more than 3 times per semester for more than 15 minutes, they have to pay \$5 per 15 minutes.
- Students who arrive after 8:30 am must stop by the front office for a tardy slip. Teachers will not admit students to class after 8:30 am without a tardy slip.

Leaving Campus

If you need to leave school, you **MUST** check out with your teacher and obtain a permit to leave school. Use of cell phones to call home to go home should never happen. The school policy is to simply verify with a parent or guardian that it is ok to leave school.

Dress Code For Students

We want to make sure that all our students adhere to the teachings of our religion. All students are required to wear the school uniform from Monday to Thursday. On Fridays, students are allowed to wear decent, comfortable and islamic clothing. All the girls from grade 3 are required to wear a hijab.

Students are required to wear closed toe and closed heel shoes. Slippers, flip flops, and sandals do not offer safety protection and are prohibited. Elevated platform shoes are not allowed. All students should wear comfortable play shoes (tennis shoes are the best choice) so they can engage in regular outdoor play and PE activities.

We ask that our parents also dress in an Islamic manner when coming to drop off or pick up the students, this is to respect the masjid, and to teach our students the correct Islamic teachings.

Homework Policy

Homework is an important and necessary part of a student's educational day. Learning time is extended when purposeful homework is assigned providing practice needed to reinforce and to supplement concepts and skills taught in class. As an expansion of the school experience, homework supports student initiative and creativity. The education of a child requires close cooperation between school and home. Teachers, parents, and children have responsibilities in making homework a productive learning experience.

Your child's teacher will make every effort to ensure that assignments are reasonable, necessary, and understood by the student. The student must be prepared to ask questions of the teacher in order to gain a clear understanding of the assignment. The student is responsible for taking the assignment home, completing it neatly and with his/her best effort, and returning the assignment on time.

The parent/guardian should provide a consistent time and a quiet place for their children to complete their work. This routine will help students to complete and return assignments. Parents should serve as tutors, monitoring their children's efforts and encouraging good study habits. Homework is assigned by the individual classroom teacher and due on the date given by the teacher. Students who are absent are allowed the number of days absent to make up assignments. Please

contact your child's teacher if you have specific questions regarding homework assignments.

Communication

At Hikmah School, the teachers and other staff know the great influence they have upon a child's formative years: shaping positive student attitudes toward school, building self-esteem, developing student lifelong learning habits, and building a firm foundation of academic skills. We are partners in the growth of your child and want to work together to ensure his/her success in school.

Our teachers, and staff are committed to this partnership with you. We welcome you to contact us if you have any questions or concerns. Teachers maintain the most frequent communication with you in a variety of ways including weekly reports, homework logs, notes, classroom newsletters, telephone calls home and report cards. Please encourage your child to bring all notes and notices home. Your child's teacher will explain at Back to School Night how she/he will provide regular information home.

1. Back to School Night- This is a special event for parents to visit their child's class and meet his/her teachers to get a better idea of how the school year will progress in the classroom. These take place during the month of September.
2. Parent Teacher Conferences - Parent-teacher conferences are scheduled once per semester. These conferences are to provide parents and teachers an opportunity to discuss student progress in school. Conferences are scheduled at the end of the first and second trimesters. Report cards are shared at these conferences.
3. E-mail - For questions or concerns regarding your child's classroom performance, please email or contact your child's teacher. Please remember it is difficult for teachers to be immediately available. Your call will be returned as soon as possible.

Behavioral Expectations

Hikmah School recognizes that all students and staff have the right to attend schools that are safe, secure and conducive to student learning. The administration at Hikmah School accepts discipline as an integral and positive part of your learning process. Our restorative practices are designed to assist you to accept responsibility for your actions and create a safe atmosphere where learning will take place.

Consequences are not a punishment but rather the acknowledged result of violation of rules. If you choose to break the rules, you do so of your own free will and you must accept the repercussions. Each teacher will provide you with guidelines that

cover the rules of the classroom and consequences of behavior. The key issue to your behavior is RESPECT. Respect for yourself, other students, teachers, staff, the school, and their property are all critical components of any school atmosphere. If you keep this in mind the entire school will benefit.

Discipline Management Techniques

Discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense. Discipline management techniques may include:

1. Verbal correction
2. Cooling off or time out
3. Rewards and incentives
4. Assigned school duties other than class tasks
5. Sending the student to the office or other assigned areas
6. Withdrawal of privileges, including participation in extracurricular activities and honorary positions
7. Parent-teacher conferences
8. Grade adjustment, as provided by local policy
9. Confiscation of items that disrupt the educational process
10. Detention
11. Community service work
12. Behavioral contracts
13. Counseling by teachers, or administrative personnel
14. Suspension (in-school or out-of-school)
15. School defined and imposed probation
16. Expulsion

Student Expectations

- Be responsible for knowing and adhering to all school rules
- Be prompt and in your seat when the bell rings
- Be responsible for bringing necessary materials to class each day
- Be prepared to begin work when the bell rings
- Be excused from class by the instructor, not the bell
- Honor the dress code
- Not disrupt the instruction of any classroom - Students are not allowed to access lockers or be in hallways during classroom time.
- Treat books and Laptops with respect and care. Books and Laptops should be returned in the same condition they were issued. Fines will be charged for all lost, stolen, or damaged issued books and laptops.
- Most importantly, treat all members of the school community with respect
- Behave islamically and responsibly.

- Show proper restraint if confronted by other students and report such incidents and violations to any staff member.
- Obey all school rules, including safety rules.
- Show proper restraint if confronted by other students and report such incidents and violations to any staff member.

Responsibilities of Parents

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

1. Provide for the physical needs of the student.
2. Help students understand that school rules ensure respect and safety for everyone and must be adhered to at all times.
3. Remind students that teachers and staff shall be shown respect during and outside of class.
4. Be sure the student attends school regularly and on time; and promptly report and explain absences and tardiness to the school office.
5. Encourage and lead the students to develop proper study and behavior habits at home.
6. Participate in parent-teacher conferences to discuss the student's progress and welfare.
7. Keep informed about school policies and the academic requirements of school programs.
8. Read all communication materials coming from school: newsletters, email messages, website announcements, etc.
9. Pay required fees and fines.
10. Participate in school-related organizations.
11. Ensure the student is dressed according to school uniform policy and groomed at school related activities.
12. Discuss report cards and school assignments with the student.
13. Alert the school authorities of any learning problem or condition that may relate to the student's education.
14. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
15. Cooperate with school staff.
16. Be sure the student attends school tutorials when required or as the need arises.
17. Sign and submit the attached Acknowledgment Statement.
18. 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.

Offenses & Consequences for Elementary School

Grades	Offences	Consequences
K-2	<p>Category A</p> <ol style="list-style-type: none"> 1. Failing to follow classroom rules and participating in classroom activities. 2. Excessive talking during class. 3. Running in the hallway. 4. 1st and 2nd offense for uniform violation 	<ul style="list-style-type: none"> • Verbal warning • Special assignments or duties • Time-out in the classroom • Withdrawal of privileges • Behavioral contracts
K-2	<p>Category B</p> <ol style="list-style-type: none"> 5. Disrespecting fellow students. 6. Bullying other students. 7. Lying 8. Pushing, shoving, or other forms of horseplay 9. 3rd offense for uniform violation 10. Throwing objects with intent to cause bodily injury or damage to property. 11. Misuse of restroom & school property (including playground) 12. Persistent offenses from Category A or acts of misconduct for which the student has been warned 	<ul style="list-style-type: none"> • Call to the parents • Exclusion from extracurricular activities (clubs, field trips) • Temporary removal from class
K-2	<p>Category C</p> <ol style="list-style-type: none"> 1. Disrespecting teachers and other adults 2. Fighting, physical abuse, or threat of physical abuse 3. Directing profanity, vulgar language, racial slurs or obscene gestures to others 4. Persistent offenses from Category B (more severe and disruptive misbehavior) 	<ul style="list-style-type: none"> • Parent Conference with Principal & Assistant Principal • Removal from class • Exclusion from extracurricular activities (clubs, field trips)
3-5	<p>Category A</p> <ol style="list-style-type: none"> 1. Failing to follow classroom rules and participating in 	<ul style="list-style-type: none"> • Verbal warning • Special assignments or

	<p>classroom activities.</p> <ol style="list-style-type: none"> 2. Excessive talking during class. 3. Running in the hallway. 4. 1st and 2nd offense for uniform violation 5. Neglecting to bring required material or assigned work to class 	<p>duties</p> <ul style="list-style-type: none"> • Time-out in the classroom • Withdrawal of privileges • Behavioral contracts
3-5	<p>Category B</p> <ol style="list-style-type: none"> 1. Disrespecting fellow students. 2. Bullying other students. 3. Lying 4. Pushing, shoving, or other forms of horseplay 5. 3rd offense for uniform violation 6. Throwing objects with intent to cause bodily injury or damage to property. 7. Misuse of restroom & school property (including playground) 8. Persistent offenses from Category A or acts of misconduct for which the student has been warned 9. Possession of prohibited items 10. Possessing and/or using nuisance items (including balls) 	<ul style="list-style-type: none"> • Call to the parents • Exclusion from extracurricular activities (clubs, field trips) • Temporary removal from class • Confiscation of prohibited item • In-school suspension
3-5	<p>Category C</p> <ol style="list-style-type: none"> 1. Disrespecting teachers and other adults 2. Fighting, physical abuse, or threat of physical abuse 3. Directing profanity, vulgar language, racial slurs or obscene gestures to others 4. Persistent offenses from Category B (more severe and disruptive misbehavior) 5. Directing profanity, vulgar language, racial slurs or obscene gestures to others 6. Stealing 7. Possession of lighter(s) or matches or fireworks on school property 	<ul style="list-style-type: none"> • Parent Conference with Principal & Assistant Principal • Removal from class • Exclusion from extracurricular activities (clubs, field trips) • In-school suspension

Offences & Consequences for Middle/High School

Offense	Consequences
<p>Category A</p> <ol style="list-style-type: none"> 1. Neglecting to bring required material or assigned work to class 2. Tardiness 3. Failing to follow classroom rules Failing to participate in classroom activities 4. Eating or drinking in class 5. Running or making excessive noise in the hallway or classroom. 6. 1st and 2nd offense for uniform violation 7. 1st and 2nd offense for cell phone use 	<ul style="list-style-type: none"> • Verbal reprimand / Warning • Time out in the classroom • Special assignments or duties • Behavioral contracts • Withdrawal of privilege(s)
<p>Category B</p> <ol style="list-style-type: none"> 1. Persistent offenses from Category A or acts of misconduct for which the student has been warned 2. Possession of prohibited items 3. Possessing and/or using nuisance items (including balls) 4. Put-downs and other forms of disrespect (including written notes) to fellow students 5. Bullying fellow students, including cyber bullying 6. Pushing, shoving, or other forms of horseplay 7. Throwing objects with intent to cause bodily injury or damage to property. 8. Bullying fellow students 9. Flirting 10. Lying 11. Cheating or copying the work of another student 12. Forgery 13. Skipping class 14. Misuse of restroom Misuse of school property (including playground) 15. 3rd offense for uniform violation 16. 3rd offense for cell phone violation 	<ul style="list-style-type: none"> • Notify parents • Temporary removal from class • In-school suspension • Confiscation of prohibited item • Exclusion from extracurricular activities (clubs, field trips with admin.'s approval) • Restitution (Compensation), if applicable • Community service
<p>Category C</p>	<ul style="list-style-type: none"> • Parent conference with Principal and

<ol style="list-style-type: none"> 1. Persistent offenses from Category B (severe and disruptive misbehavior) 2. Exhibiting disrespect of school employees or other adults 3. Insubordination, noncompliance with the directives of school staff 4. Fighting, physical abuse, or threat of physical abuse 5. Directing profanity, vulgar language, racial slurs or obscene gestures to others 6. Vandalism, including defacement of school property 7. Possession of lighter(s) or matches or fireworks on school property 8. Possession or use of a stink bomb, smoke bomb, or other noxious chemical 9. Stealing 	<p>Assistant Principal</p> <ul style="list-style-type: none"> • Suspension • Grade penalty for copying or cheating • Exclusion from extracurricular activities (clubs, field trips with admin.'s approval) • Restitution (Compensation), if applicable • Referral for counseling • Referral for Expulsion
<p>Category D</p> <ol style="list-style-type: none"> 1. Persistent offenses from Category C (more severe and disruptive misbehavior) 2. Starting a fire 3. Possession of weapons (firearms including shotgun/rifle, handgun, knife with a blade longer than 2½ inches, or any other type of weapon) 4. Possession of exploding fireworks 5. Possession of illegal drugs 6. Possession of pornographic material 	<ul style="list-style-type: none"> • Referral for Expulsion

Teacher Removal of Students

A teacher may send a student to the Assistant Principal's office in the case of unruly, disruptive or abusive behavior. The Assistant Principal shall respond by applying appropriate discipline methods consistent with Hikmah School policy and the code of conduct. A teacher may remove from class a student whose persistent misbehavior has been documented to interfere with the teacher's ability to communicate effectively, or with the ability of the student's classmates to learn. The Assistant Principal may either:

1. Place the student in another appropriate classroom;
2. Place the student in school suspension; or
3. Send the student home with his/her parents.

A teacher will also remove a student from his or her class if the student engages in an offense for which expulsion referral is required (Category D). Upon receipt of those referrals, the Assistant Principal shall take the appropriate action required by this Discipline Policy and Procedure.

Non Disciplinary

Emergency Removals Students may be removed from regular classes for non-disciplinary health, welfare, and safety reasons when the teacher or the school administration determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being highly agitated.
2. 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. Such removal shall be for as short a time as is reasonable under the circumstances.

Hikmah 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.

Suspension

A student may be removed from school and placed on suspension for a period not to exceed five (5) consecutive school days. There is no limit to the times per school year that a student may be suspended, so long as each term of suspension does not exceed five (5) school days. The length of the suspension will be based on the severity and number of offenses, and shall be determined by the Assistant Principal. A student may be suspended for any offense designated as a serious offense in this discipline policy (Category C or above).

Hearing

Notice to Parent before suspending a student, the Principal or Assistant Principal conduct an informal hearing at which:

1. The student is advised of the conduct with which he or she is charged.
 2. The student is given the opportunity to explain his or her version of the incident.
- The student's parent shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension

Parent Conference

When the Principal or Assistant principal suspends a student for more than one day, he/she shall, within three school days, schedule a conference with the student's parent to discuss the disciplinary action and/or the student's misbehavior.

Expulsion

The Principal shall make referrals for expulsion to the Administration Team for their consideration. The Administration Team shall meet within three days of receiving this referral to evaluate the situation and schedule a hearing with the parents.

Due Process

Before a student is expelled, the Administration Team shall provide the student an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Administration Team.
3. Right to an adult representative.
4. Opportunity to testify and present evidence and witnesses in his or her defense
5. Opportunity to examine the evidence presented by the school administration and questions the administration's witnesses. The decision shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated promptly, and in writing, to the student and parent within 5 school days of the hearing date.

Physical Restraint

Any Hikmah employee may, within the scope of the employee's duties, use and apply physical restraint on a student that the employee reasonably believes is necessary 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 Hikmah employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- Restrain an irrational student.

Cheating/Academic Dishonesty

Academic dishonesty is any act that enhances a student's grade unethically and unfairly. Academic dishonesty includes cheating and using unauthorized material on examinations, recycling of your own work without acknowledgment (e.g. submitting

the same paper for different classes); fabricating information or making up sources; collaborating improperly; and plagiarizing. Academic dishonesty is taken very seriously at Hikmah, with consequences ranging from failing the assignment or the course to being expelled by the School.

It is important that students become familiar with the policy: Ignorance of the rules will not be accepted as an excuse when a student is caught in an act of academic dishonesty.

Health and Illness

Illnesses

For the protection of the child and other students, parents should not send their child to school if he/she shows any of the following symptoms.

- High Fever
- Nausea or Vomiting
- Evidence of a communicable disease
- Severe headache and/or stomachache
- Spasm or convulsions
- Any severe accident including cuts or bleeding
- Persistent cough
- Rashes

Should any student develop any of these symptoms during school hours, parents will be notified, and they need to make arrangements to pick up their child as soon as possible. In some cases, a student will not be allowed to return to school unless the student presents a written medical report from his/her doctor stating that it is permissible for him/her to go back to school.

If your child is injured at school, every effort will be made to contact you or the person(s) you designate on your child's emergency form. Therefore, it is vitally important that you notify the school of any changes to this information.

Head Lice

The "no nit" policy requires the sending home and barring of all children who have nits on their hair from controlled settings such as school, summer camp or day care facilities. We opted for this policy to be more proactive in looking for the wellbeing of the entire student body. We believe the school and home need to work together for early detection and efficient solutions before spreading occurs.

As prevention and for early detection, the school encourages parents to check their children for lice before sending them back to school after long breaks and

out-of-country vacations. Students cannot attend school if they have head lice and/or nits in their hair.

If lice is detected in a student, parents will be called and encouraged to pick students up as soon as possible. Parents need to treat or have the students treated before students can come back to school. Parents must bring students to the front office to be privately checked first. Their hair must be completely free of lice and nits before being allowed back in the classroom. Notices will be sent to students in the same grade level to advise other parents to check their children.

Field Trips

At various times throughout the year, teachers plan field trips to enhance and supplement classroom learning. Field trips will utilize volunteer parent drivers. Teachers will send home information, a permission slip, a request for parent chaperones, and the amount of requested donation. Each student must return a signed slip in order to participate. Donations are requested to cover transportation, entry fees, and other related costs.

Standardized Testing

The statewide test is given in the spring to students in grades three through eight. The test consists of a standards-based assessment that provides information as to the child's level of proficiency in achieving the state content standards. The results are shared with parents after they are received by the school. The results of these tests are used to help understand and address individual learning needs as well as look at school-wide and grade level patterns.

Volunteer Program

The Hikmah School Volunteer Program was implemented as a means of providing parental support for activities which enrich the school experience for our students. This program is in need of active parent volunteers who are eager to support their children's learning. Many of our programs and activities simply cannot continue without dependable volunteer support. Additionally, we want parents to be actively involved at school as effective partners in supporting the development of our students.

Procedure

- Each family must complete a total of **20** volunteer hours; ten hours of which need to be completed by January 31 (first volunteering period) and the other ten hours by the last day of school, June 2 (second volunteering period).

Your volunteer hours can be completed by working directly with your child's teachers, through the board committees, school projects, etc.

- Wear a "Volunteer" name tag while you are volunteering at Hikmah.

Guidelines

- Please schedule volunteer hours with your child's teacher or with the Vice Principal, at least one week in advance. We want to ensure that we have a project ready for you and cannot accommodate "walk-ins."
- Keep an eye out for volunteer opportunities will be posted on bulletin boards, in e-mails, and on the school website.
- Hours can be completed by older siblings, grandparents, aunts and uncles. The minimum age to volunteer on campus is 16 years.
- Please be sure to get your volunteer hour log initiated before you leave Hikmah.
- Please do not bring younger siblings.

Volunteer Fees

If you do not complete your volunteer hours, you will be charged a volunteer fee of \$200, or \$10 per hour. Volunteer fees will be cancelled for those who meet the required volunteer hours.

Please remember that your participation is an important part of your child's development. Although you can satisfy your 20 hours by paying the volunteer fee, we prefer to see all of our parents involved in the school community. The purpose of this program is to encourage parental involvement and to enhance the learning environment for our students.

Celebrating Holidays

We adhere strongly to the teachings and Sunnah of our Prophet Muhammad (peace be upon him), therefore we do not celebrate holidays such as Christmas, Halloween, or birthdays in the school.

