



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 silent.
- ❑ I see, I remember, I practice, I learn, I teach, I master.

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



August

SUN	MON	TUE	WED	THU	FRI	SAT
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31						

September

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November

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December

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January

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February

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March

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April

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May

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June

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July

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HIKMAH CALENDAR 25-26

Notes

- 8/26- First Day of School
- 9/1 - Labor Day
- 10/8 - Short Day (Teacher Training)
- 11/17 - 11/20- PT Conferences/Short Days
- 11/24 to 11/28 - Thanksgiving Break
- 12/22 to 1/2- Winter Break

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- 1/7 - Short Day (Teacher Training)
 - 1/19 - Second Semester begins
 - 3/12 - 3/20 - Ramadan/Eid Break
 - 4/1 - Short Day (Teacher Training)
 - 4/14 - 4/15 - PT Conferences/Short Days
 - 5/22- Last Day of School



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.

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, Punctuality Homework	Participation = 30% = 20%	Test & Quizzes	= 50%
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Vision's Grading Policy

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>		

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

- **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	C+	67-69	D+	59 & Below
90-92	A-	83-86	B	73-76	C	63-66	D	
		80-82	B-	70-72	C-	60-62	D-	

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 issuance of Truant letter to the student and subsequently put on probation.

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

- Parents need to notify teachers about a student's absence **BEFORE** 8am in the morning with the reason for the absence. This needs to be done for each day a student is absent. If they fail to do so, it will be considered an unexcused absence.
- Students who are absent for 3 or more consecutive days, due to illness **MUST** bring a doctor's note; if they fail to do so, it will be considered an unexcused absence.
- Students are still required to come to school before or after their CT meetings, failure to do so will be counted as an unexcused absence.
- It is the parents' responsibility to make sure the students make up for any missed work.

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.
- 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.
- Absence due to CT meeting. Please ensure to have the meetings scheduled after school, if it's not possible then return the child promptly to school after the meeting. A whole school day should not be wasted because of an hour-long meeting.
- Regarding late homework due to excused absences, students will be given absent days + 1 additional day to turn in homework (assignments, projects, tests).

Unexcused Absence

- Unexcused Absences include but are not limited to
 - Visiting or out of town
 - Overslept
 - Too cold or raining
 - Parent is ill and no other ride is available
 - Car trouble
 - Take your son/daughter to workday
 - Vacation- if not communicated ahead of time and for longer than 10 days.
 - Visa renewal for any person other than student

Consequence for Extended Absence

10 unexcused absences will result in the child being placed on probation and a Letter of Truancy will be issued to the parents. The same shall be reported to their respective Charter School CT's. If the pattern continues then the school will terminate the students admission and he/she will have to reapply for admission.

Teachers are not responsible for making work packets for any unexcused absences. It is the parent's responsibility to make sure that students complete all the work missed during the absence. Further absences may cause the student to be put on probation.

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.

Hajj & Umrah Leave

Hajj & Umrah: If a family is presented with the opportunity to take the journey of Hajj or Umrah, 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 Hajj or Umrah, 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! All parents are required to follow the drive-through rules that will be communicated.

Please make sure that when you park, you should 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 fines. The invoices will be sent monthly and are to be paid by parents by the 10th of the month, otherwise it will be automatically deducted from their bank account on record.

Late drop -off:

School starts promptly at 8am each morning with the morning adhkar. Students can be dropped off at school anytime between 7:45am to 8:00am. Parents will be charged \$5 for every ten minutes they are late in dropping off the students in the morning.

Late pick-up:

- Preschool & Kindergarten - School is dismissed at 1pm for preschool and kindergarten. Parents are required to pick up the students at 1pm. Students picked up later than 1:15pm will be charged a late fee of \$5, any minute after 1:20pm will incur a fee of \$1 per minute.
- 1st - 12th Grade - School is dismissed at 2:15pm. Parents are required to pick up the students at 2:15pm. Students picked up later than 2:30pm will be charged a late fee of \$5, any minute after 2:35pm will incur a fee of \$1 per minute.

Tardiness

- Students should arrive at school by 7:45 am every morning. Students who arrive at class after 8:00 am are considered tardy.
- The teacher on duty for drop off/pick up will specify tardy on the attendance log.
- 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.

Leaving Campus

If a student needs to leave school, the parent **MUST** check out with the teacher/Administration and sign the Early Dismissal Binder in the school office. Use of cell phones by students 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.

- On Fridays, girls are required to wear a full length abaya. Students are not allowed to wear tights, t-shirts or skinny jeans.
- Boys can either wear a thawb, kurta or a long traditional outfit, fit for Friday prayers.
- All the girls from grade 3 are required to wear a hijab at all times.

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.

Dress Code Violations:

If a student is found wearing inappropriate clothes or not wearing appropriate school uniform, he/she will be cited with a Uniform Compliance notice and asked to wear a coverup abaya for the first two times. If the violation happens for the third time, parent / guardian will be called and the student will be sent home for a proper change of clothes.

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. FACTS/Email/Whatsapp - 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 a student chooses to break the rules, they do so of their own free will and they must accept the repercussions. Each teacher will provide the students with guidelines that cover the rules of the classroom and consequences of behavior. The key issue is RESPECT. Respect for the student him/herself, other students, teachers,

staff, the school, and their property are all critical components of any school atmosphere.

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 and confiscation of items that disrupt the educational process.
2. Cooling off or time out
3. Rewards and incentives
4. Assigned school duties like cleaning the playground, masjid, classroom or masjid bathroom.
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. Detention
9. Behavioral contracts
10. Counseling by teachers, or administrative personnel
11. Counseling by Khalil center
12. Suspension (in-school or out-of-school)
13. School defined and imposed probation
14. Expulsion

No wrestling of any kind is allowed in the school without a licensed wrestling coach. Students are not allowed to wrestle each other for fun.

In an effort to maintain a safe and comfortable environment for our students, we are enforcing a **ZERO TOLERANCE** policy for any unacceptable behavior. This means that students are expected to keep their hands to themselves during class times, to keep a safe distance between each other (more specifically, between opposite genders) and respecting teacher space. No fighting, pushing, shoving, kicking, punching, tackling or any similar action will be tolerated.

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.
- No wrestling even for fun without a licensed coach.
- No Cell phone use during school hours.
- No airpods are allowed during school hours.
- No online chatting during class.
- No flirting or inappropriate behavior in-person or online.

Responsibilities of Parents

Throughout this document, "parents" includes a single parent, legal guardian, or a 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, which include reading and responding to Whatsapp messages, email messages, letters and notices.
9. Pay required fees and fines.
10. Ensure the student is dressed according to school uniform policy and groomed at school related activities.
11. Discuss report cards and school assignments with the student.

- 12.Alert the school authorities of any learning problem or condition that may relate to the student's education.
- 13.Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- 14.We ask parents to please refrain from using inappropriate language (cursing, swearing) whether in English or native tongue at home. Parents need to model the behavior at home so the students have a uniform code of ethics between school and home.
- 15.Parents should not give their children unrestricted use of phones or computers at home. This can lead to immoral behavior of your child and consequently affect the other students of the school.
- 16.Students that are unattended after school but not enrolled in after school programs will be the sole responsibility of the parent(s).
- 17.Parents must schedule an appointment to meet with the teachers or administrators. Parents will not be permitted to enter any class during or after school hours in any school sponsored activity or class. It disrupts classes and the flow of instructions.
- 18.Cooperate with school staff.
- 19.Be sure the student attends school tutorials when required or as the need arises.
- 20.Sign and submit the attached Acknowledgment Statement.
- 21.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.
- 22.Parents must adhere to modest dressing guidelines and wear a hijab when entering the school or mosque premises, as well as during any school-related events.

Offenses & Consequences for Elementary School

Grades	Offenses	Consequences
K-2	Category 1: 1. Failing to follow classroom rules and participating in classroom activities. 2. Excessive talking during class. 3. Running in the hallway. 4. Disrespecting fellow students. 5. Bullying other students. 6. Lying 7. Pushing, shoving, or other forms of horseplay	First Strike: Verbal warning Second Strike: Notify parents and send the incident report. Third Strike: Parent Conference with Teacher and Dean. Fourth Strike: Suspension for a day.

	8. Throwing objects with intent to cause bodily injury or damage to property.	Fifth Strike: Parent Conference with V. Principal/Principal and suspension for 3 days. Sixth Strike: Expulsion.
K-2	Category 2: Misuse of restroom & school or masjid property (including playground)	<ul style="list-style-type: none"> • Call to the parents • Exclusion from extracurricular activities. • Parents are required to pay for damage/correction. • Community service by student.
K-2	Category 3: <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 (in person or online) 4. Persistent offenses from Category 1 (more severe and disruptive misbehavior) 	<p>First Strike: Parent notification through call and written incident report.</p> <p>Second Strike: In-class detention for lunch and note home and writing apology letter/I will not... statements.</p> <p>Third Strike: Suspension for 2-3 days(depending on circumstance.</p> <p>Fourth Strike: Referral for Expulsion.</p> <p>Fifth Strike: Expulsion.</p>
3-5	Category 1 <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. Neglecting to bring required material or assigned work to class 5. Disrespecting fellow students. 6. Bullying other students. 7. Lying 8. Pushing, shoving, or other forms of horseplay 9. Throwing objects with intent to cause bodily injury or damage to property. 10. Possession of prohibited items 11. Possessing and/or using nuisance items (including 	<p>First Strike: Verbal warning</p> <p>Second Strike: Notify parents and send the incident report.</p> <p>Third Strike: Parent Conference with Teacher and Dean.</p> <p>Fourth Strike: Suspension for a day.</p> <p>Fifth Strike: Parent Conference with V. Principal/Principal and suspension for 3 days.</p> <p>Sixth Strike: Expulsion.</p>

	balls)	
3-5	Category 2: Misuse of restroom & school or masjid property (including playground)	<ul style="list-style-type: none"> • Call to the parents • Exclusion from extracurricular activities. • Parents are required to pay for damage/correction. • Community service by student.
3-5	Category 3 <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. Stealing 5. Possession of lighter(s) or matches or fireworks on school property 	<p>First Strike: Parent notification through call and written incident report.</p> <p>Second Strike: In-class detention for lunch and note home and writing apology letter/I will not... statements.</p> <p>Third Strike: Suspension for 2-3 days(depending on circumstance.</p> <p>Fourth Strike: Referral for Expulsion.</p> <p>Fifth Strike: Expulsion.</p>

Offenses & Consequences for Middle/High School

Offense	Consequences
Cell Phone / Technology Use: <ol style="list-style-type: none"> 1. Cell phones and their accessories(like airpods etc) are not allowed - students are not allowed to bring their cellphones to school. 2. Online chatting during class on laptops/watches/cell phones. 	<p>First time - the cell phone will be taken away and returned to the student at the end of the day with a verbal warning to the student.</p> <p>Second time - the cell phone will be taken away and returned to the student at the end of the day and a message will be sent to the parents.</p> <p>Third time - the cell phone will be taken away and returned to the student at the end of the day. However, it will only be released to the</p>

	<p>parent/parents when they come into the office.</p> <p>Fourth time - the student will be suspended or recommended for community services.</p> <p>The same consequences will be for Online chatting during class.</p>
<p>Category 1</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. Possessing and/or using nuisance items (including balls) 7. Put-downs and other forms of disrespect (including written notes) to fellow students 8. Bullying fellow students, including cyber bullying 9. Pushing, shoving, or other forms of horseplay 10. Throwing objects with intent to cause bodily injury or damage to property. 11. Flirting 12. Lying 13. Cheating or copying the work of another student 14. Forgery 15. Skipping class 	<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)
<p>Category 2</p> <ul style="list-style-type: none"> • Persistent offenses from Category B (severe and disruptive misbehavior) • Exhibiting disrespect of school employees or other adults • Insubordination, noncompliance with the directives of school staff • Fighting, physical abuse, or threat of physical abuse • Directing profanity, vulgar language, racial slurs or obscene gestures to others • Vandalism, including defacement of 	<ul style="list-style-type: none"> • Parent conference with Principal and Dean • Probation • 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>school property</p> <ul style="list-style-type: none"> • Possession of lighter(s) or matches or fireworks on school property • Possession or use of a stink bomb, smoke bomb, or other noxious chemical • Stealing 	
<p>Category 3 (Name it)</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 Vice Principal’s office or the Principal’s office in the case of unruly, disruptive or abusive behavior. The administrator 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 administrator 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. Upon receipt of those referrals, the administrator shall take the appropriate action required by this Discipline Policy and Procedure.

Non Disciplinary

Emergency Removal- 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 Principal. A student may be suspended for any offense designated as a serious offense in this discipline policy.

Hearing

Notice to Parent before suspending a student, the Principal or Vice Principal will 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 Vice 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.
NOTE: Previously expelled students will not be readmitted to the school.

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 to 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 acknowledgement (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.

Use of Assistive / A.I technology

Use of A.I to complete any written work will be considered a form of academic dishonesty. If the writing does not seem to be aligned with the student's past written work, the teacher has the right to refuse a grade. A zero will be granted, parents will be notified, and the student will NOT be allowed to make up the assignment. A strike will be given to the student and will remain on their Hikmah School record.

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 parent must complete a total of **20** volunteer hours/per student; ten hours of which need to be completed by January 31st (first volunteering period) and the other ten hours by the last day of school (second volunteering period). Your volunteer hours can be completed by working directly with your child’s teachers, or through other opportunities announced by the school in the respective volunteer group.
- If you have more than one student, the volunteer hours will be calculated accordingly.
- Wear a “Volunteer” name tag while you are volunteering at Hikmah.

Guidelines

- Please schedule volunteer hours with the Volunteer coordinator, 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, opportunities will be posted on the Volunteer Whatsapp group.
- Hours can be completed by older siblings, grandparents, aunts and uncles. The minimum age to volunteer on campus is 18 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 \$300, or \$15 per hour. Volunteer fees will be canceled 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.

Healthy Eating Policy

“Eat of the good things which we have provided for you.” (Quran 2:172)

In addition to physical education, the teachers at Hikmah School will continue implementing a "healthy eating policy." We are asking parents to pack healthy lunches for their children which includes fruits, veggies, and lots of water! We are also asking parents to refrain from packing the following items for their kids: ANY soda, chips (Doritos, Cheetos, Potato Chips, etc) except if it's baked chips, candies and chocolate (including chocolate bars, chocolate cookies, etc). Healthier alternatives include low sugar juices, crackers (Cheez-it, Ritz), cheese and lots of fruits and vegetables. If a student is seen eating any unhealthy food or snack, the food or snack will be taken away from the student. Jazak Allah Khair for your cooperation in this effort.

Mandated Reporter Policy

<https://www.cde.ca.gov/ls/ss/ap/childabuserreportingguide.asp>

All Hikmah faculty and staff are considered by profession to be mandated reporters, meaning we are legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. If a student exhibits any signs outlined deemed physical, emotional, or if any signs of neglect are apparent, our staff will contact Child Welfare Services promptly, followed by filing a written report. For specific descriptions on what constitutes abuse, please refer to the Child Welfare Services site for further information.

Virtual Rules: (for purposes of distance learning only):

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.
- Any rule that applies on campus applies online too, such as treating others with respect, no bullying etc
- No visiting different websites during class or chatting with other students online.
- Not allowed to change screens
- Volunteering is still mandatory for each household (as per the regular agreement). However, it will be requested on a need basis.