

“Say, Are those who know equal with those who know not?” “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”
[Surah Al-Baqarah Ayah 269]

Family Handbook

FAITH • KNOWLEDGE • SUCCESS

PURSUING ALLAH'S PLEASURE

BUILDING CHARACTER

CONTRIBUTING TO THE GLOBAL COMMUNITY

202 Stuart Avenue

Valley Stream, NY 11580

Telephone 516-285-1440

Fax 516-285-8580

Website www.hamzaacademy.com

Office Email administration@hamzaacademy.org

**This handbook is subject to review, modified and approved by the ADMINISTRATION ,
EDUCATION COMMITTEE and BOARD Of TRUSTEES.
For the most updated version, please visit our website.**

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OUR MISSION

Hamza Academy seeks to develop in each student a positive identity 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 Islamic 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.

OUR HISTORY

Hamza Academy was established in 2001 as an Islamic School with just a few students in a trailer and now 20 years later, we are blessed with a loving and supportive community. We currently serve families from Long Island and Queens. Hamza Academy is not just a school but it has become a part of our community's livelihood and social development, Alhamdulillah (Praise be to Allah).

CONTACT INFORMATION

School Board of Directors	Administration	The Supporters of Hamza Academy
Br. Ahsan Sayed asyed@masjidhamza.com	Sr. Asma Khan Principal principal@hamzaacademy.org	School Board
Br. ZiaudDin info@masjidhamza.com	Sr. Amna Baig Curriculum & Instruction Advisor abaig@hamzaacademy.org	Administrators
Br. Iqbal Motiwala info@masjidhamza.com	Sr Amatul Hiba Fatima Student Services Coordinator ahiba@hamzaacademy.org	Teachers
Br. Waseem Hakeem info@masjidhamza.com	Sr Sabiha Tasnim Staff Coordinator stasnim@hamzaacademy.org	Parents
Br. Hamid Siddiqui info@masjidhamza.com	Sr Farah Hussein Event Coordinator fhussein@hamzaacademy.org	Community Leaders & Members

HOURS OF OPERATION

	Monday - Thursday	Friday
School Hours	7:45am - 2:45pm	7:45am - 11:45am
Office Hours	8:15am - 2:15pm	8:15am - 11:15am

LETTER FROM THE PRINCIPAL

Dear Parents/Guardians,

Assalaamu 'Alaikum wa Rahmatullah Wabarakatuh!

WELCOME to Hamza Academy! We are thankful that you have selected Hamza Academy for your child's education.

We, at Hamza Academy, work very hard to ensure that our students have an opportunity to excel Islamically, academically and socially. The teachers strive to develop meaningful learning activities that promote a positive and healthy environment. Our focus is on character building, to follow the Qur'an and the Sunnah in all respects, at all times. We also give due importance to other subjects as well, especially to acquiring a good understanding of the English Language in terms of speaking, reading and writing. We use Houghton Mifflin Harcourt curriculum for ELA, Math, Science and Social Studies and our staff are strongly dedicated to ensuring that our students excel in whatever they do. Our goal is to achieve an all-round development of our students, with special emphasis on character building.

Our website provides a wonderful glimpse of our programs and activities. We request you to visit our website at www.hamzacademy.org to access more information about our school, staff, academic programs and much more! On our website, you will find some useful information and resources as well as the link to our students' data software, **Gradelink**. This portal is a convenient and user friendly place to interact with our school staff and to monitor the progress of your child in the school. We highly recommend you familiarize yourselves with Gradelink as it will be used throughout the school year. Your login information will be in your welcome folder.

Also, we request you to please download the **Bloomz** app on your phone. Bloomz is an easy and efficient communication app for Parents, Teachers, and Schools to safely communicate, coordinate and plan school events. To join the Hamza community, use the access code **G3SGNS**. Your teachers will share their access codes in their welcome letter. As the first day of school is approaching, please frequently check our Facebook page, website, Bloomz and your emails for important information and announcements.

As a friendly reminder, we achieve most when we work together for our children. This can be done by staying aware of and following our school policies as well as staying updated through our emails, Bloomz and Facebook account. Strong Parent-Teacher communication is key for student success. Therefore, we humbly request you to stay in close contact with your child's teacher to celebrate your child's learning and achievements.

We hope that you will have a wonderful experience at Hamza Academy and we look forward to working with you throughout the year and watching our students improve academically, spiritually and socially as they become future leaders of our Ummah.

Best Wishes,
Sr Asma Khan

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;
- Stay updated by reading our newsletters, emails, and Bloomz posts;
- Maintain regular communication with teachers via email, Bloomz and Gradelink;
- Make sure your child finishes all the homework and projects before the due date;
- 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 through email or send a note with the child if someone other than the listed persons indicated on the form is picking up your child, you are taking your child off the bus 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.

REGISTRATION, TUITION & FINANCIAL AID

Registration:

There is a non-refundable enrollment 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 could be Paid by Cash, Check or Zelle QuickPay:

Please observe the following standard bank rules when writing out a check or money order:

- Checks **MUST** be written in **blue or black ink only AND MUST BE MADE PAYABLE TO HAMZA ACADEMY.**
- The date should be written in the order of **month, date, and year (EXAMPLE: January 1, 2020).**
- The dollar amount written in the box should match the written word amount, including the cents amount.

Yearly Tuition:

1 child:	\$5,250
2 siblings:	\$10,130
3 siblings:	\$14,600

End of the Year Balance Due:

All outstanding balances must be paid before the end of June, or your student records will be withheld until payment is received.

Tuition Payment Installment Plans:

Please note: Before enrollment, each family **MUST** affirm that you agree with and acknowledge the following:

1. You agree to make **FULL** monthly tuition payments on time for each child involved, for the upcoming school year
2. You understand that your children will be discharged from the school, if 2 payments are missed for the upcoming school year
3. Payments **MUST** be in full, in two installments or monthly by the last Wednesday of every month. Due dates are subject to change and parents will be informed ahead of time.
4. Payment can be made by check, cash or Zelle QuickPay payable to: Hamza Academy.

5. Monthly installment payments are due the last Wednesday of every month to be credited as the following month's installment.
6. **All tuition paid after the due date will incur a \$2.00 per day service fee daily**

Place cash, check or money order in a sealed envelope with the student's name, grade and purpose on it. **For your privacy, please do not write the amount of payment on the envelope.** Write your child's name, grade and purpose of payment in the Memo Section. Please send the tuition with your child or bring it directly to the Main Office. In the event that your child is expected to be absent during the last three weeks 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 School Director 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 for 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 enrollment fees, yearly paid tuition, trip fees, etc. is up to the discretion of school administrators and school board.

Financial Agreement:

A tuition contract between the parent and Hamza Academy must be signed. If the parent reneges on the financial obligation, Hamza Academy reserves the right to **NOT** release any academic records/grades and official letters until payment is received.

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.

REGISTRATION & TRANSPORTATION FOR NEXT YEAR

Our students are our 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 1st 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 district's deadline for applying is **April 1st** 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).

Admission Requirements & Enrollment:

- Enrollment shall be open to any child, provided the school can meet the special needs of that child.
- Enrollment in the school shall be granted without discrimination in regard to sex, race, color, religion, creed and political belief.
- Our enrollment is limited and we may not be able to accept all who apply. Hamza Academy reserves the right to deny registration or to place conditions upon enrollment.
- Enrollment deadline for the forthcoming year is at the end of June, although we continue to accept students on a space-available basis. Preference will be given to students and siblings of students already enrolled in the school and children of employees.

Enrollment Requirements:

- Enrollment form
- Birth certificate, 2 proof of address, passport-size photo
- Immunization documentation, a dental note and latest physical from the child's pediatrician
- An screening interview with the parents and the child
- Application & registration fees payment
- An assessment of the child - to schedule a test, contact the main office
- Kindergarten and up students **MUST** be registered with their home school district
- Kindergarten and up **MUST** request transportation from their home school district if they will be using it (See transportation section)
- Pre-K Children must be potty-trained.

School Transcript and Most Recent Report Card:

- Transcript (report card, progress report, evaluation report that is printed, written, signed by school personnel to designate grade level). It is the responsibility of the parents to secure this information.

* Hamza Academy reserves the right to expel a student at any time (due to safety, behavioral or academic reasons). Hamza Academy reserves the right to request parents to enroll a special needs student at another facility, in order for the student to receive professional special needs services that Hamza Academy cannot provide.

Enrollment Forms:

Parents will be provided with an enrollment packet including the following:

- Registration Process
- New Student enrollment
- Financial Agreement
- Frequently Asked Questions
- Uniform Guidelines
- Home Language Questionnaire
- Reduced Lunch Fee Application
- Student Health Examination Form

By law, these forms and documents must be on file. Forms must be submitted within 2 weeks of registration or on the first day of attendance, whichever is later. Children with incomplete immunization records will be suspended from school after due notice in order to comply with Public Health Law, Section 2164 and until necessary records are filed. It is the responsibility of each parent to keep enrollment information current. Please let us know of any changes as soon as possible.

Waiting list:

Parents whose child(ren) is/are on a waiting list are responsible for non-refundable application fees. If the child is accepted, the parents have two days to come and pay registration and first month's tuition. Failure to do so will result in the child losing the seat. Registration fee will not be refunded if the parent changes his/her mind. Waiting lists are on a first come, first served basis – seats are limited.

SCHOOL TIMINGS AND DAILY PROCEDURES

Arrival Time:

All students must arrive between 7:45 a.m. - 8:15 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.

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 cold lunches only. Students will not be allowed to use the microwave.

Salat-ul-Dhuhr:

Monday through Thursday, the students will take a break from their studies to offer Salat-ul-Dhuhr in congregation. The students MUST follow the manners of praying at the Masjid and refrain from talking, laughing 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 is a **\$10 fine for every 15 mins** that will be implemented by the school for anyone arriving after dismissal. Repeated lateness will result in disciplinary action.

ATTENDANCE POLICY

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 and send an email. If it's a planned absence, please inform the school in writing ahead of time.

Students absent for 3 days in a row must return to school with a note signed by a Physician. 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.

In case of an absence, your child is responsible for obtaining any missed classwork and homework assignments from the teacher and making up any missed work.

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 a 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 a licensed physician and submitted within three (3) days after an absence(s). No doctor's note will be accepted after this time.
 - Death in family
 - Quarantine (under a Physician's order).
 - Serious illness of parent/guardian/caregiver

Lateness:

- All students brought to school **after 8:15 AM** must be accompanied by the parent(s) to the Main Office to obtain a late pass. STUDENTS WILL NOT BE ADMITTED INTO CLASS WITHOUT A LATE PASS.
- When a student arrives **after 8:15 AM** it is considered lateness and is officially documented on attendance records.
- A summary of your child's attendance record including number of days late and absent can be found on Gradelink and report cards.

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 at least 30 minutes 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.
- Early dismissal will NOT be allowed after 2:15 pm. You must call the office no later than 2 pm for early dismissal.

EMERGENCY SCHOOL CLOSINGS/ANNOUNCEMENTS

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

1. School Website: www.hamzaacademy.com
2. E-mail: administration@hamzaacademy.org
3. In some cases of inclement weather, you may receive a phone call and text message
4. News Channel 12

5. GradeLink
6. Facebook
7. Bloomz
8. Brightarrow

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

UNIFORM GUIDELINES

All students must be in the proper school uniform everyday unless otherwise stated by the class teacher or school office for special events. Students not in uniform will receive the following:

1. **First Incident** - Teachers will notify the parent
2. **Second Incident** - The Main Office will ask the parents to bring a change of clothes
3. **Third Incident** - Student will be sent home

BOYS UNIFORM

- ALL boys MUST wear the following article of clothing together:
 - Burgundy Long Sleeve Polo/Dress Shirt
 - Khaki Pants (No jeans, shorts or sweatpants - MUST be plain with no design or stripes)
 - Black/White Socks
 - Solid Black Rubber Close Toed Sole Shoes/Sneakers (No pictures or lights, no laces)

GIRLS UNIFORM

- ALL girls MUST wear the following article of clothing together:
 - Khaki Round Neck Jumper
 - Burgundy Long Sleeve Polo/Dress Shirt
 - Khaki Pants (MUST be plain with no design or stripes)
 - White Plain Headscarf (No designs, print, or sequence - Headscarf is not mandatory for grades PreK to 2nd Grade but they should bring it in their book bags for Quran class and salah time)
 - Black/White Socks
 - Solid Black Rubber Close Toed Sole Shoes/Sneakers (No pictures, lights, no laces, no heels)

FOR BOTH BOYS & GIRLS

- Burgundy Sweater/Vest/Hoodie for Winter Months

Grades Pre-K - 1st grade may want to wear pants with elastic waists for ease of use of the bathroom facilities

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

- Nails should be clean, clipped short, and filed. Absolutely **no nail polish, jewelry, or make up is allowed.**
- Boys' hair should be short and well maintained, and should not cover the eyes.
- 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 the National Standards and Guidelines, Common Core. The subject areas covered include math, science, living environment, reading, literacy, geography, U.S history, global history, Islam, Arabic and technology. Physical education and art are also incorporated into the curriculum. Subjects will be taught from an Islamic perspective while using project based and service learning to create an enriching environment.

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 Packet) which is included under the resource fees.

Preparedness:

Students should 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:

Although Hamza Academy will try to accommodate students with different learning needs or styles. However, 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.

Homework:

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. 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 your child overcome the problem in time.

Students' 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

Family 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.

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

Homework can include reading and reciting the 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, math, social studies, science, 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	Homework/ Content	Total
KG	Families and children spend time together reading books/ Reading or Written HW 15 minutes (Inc AIQ)	5-10 minutes
First	15 minutes- Reading/Written (inc all SS/Sci/Islam/projects) 10 Min- Quran	10 minutes

	5 Min- Arabic	
Second	15 minutes- Reading/Written 10 Min- Quran 5 Min- Arabic	20 minutes[1]
Third	20 Min- Reading/Written (inc all SS/Sci/Islam/projects) 10 Min- Quran 5 Min- Arabic	30 minutes

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.

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.

ALL students receive report cards that reflect their developmental and academic abilities.

E = Exceeds Academic Level

G = Meets Academic Level

S = Progressing Toward Grade Level

I = Improvement Needed

N/A = Not Assessed at This Time

Grading Policy:

Teachers will use the following percentage breakdowns to assess students' overall progress throughout the year:

Tests (30%)

Shows mastery of content learned in class by achieving a score of 65/100 or higher

Quizzes (20%)

At least 3 quizzes will be assigned per semester.

Classwork/Class Participation (25%)

Participates frequently in class discussions and contributes to ideas on a regular basis

Homework/Projects (20%)

Completes and submits homework/project on a timely basis as assigned; meets criteria established by the teacher for project and graded on the basis of completion for homework.

Behavior (5%)

Behaves according to class expectations set at the beginning of the school year by the teacher.

Parents are highly encouraged to attend planned parent-teacher conferences where teachers and parents can discuss the student's progress, strengths, and areas for improvement, 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 by contacting the teacher via the school's email address, sending a note or leaving a message with the office.. Please do not interrupt the class by walking into the classroom. Also, please do not call the teacher's home or cell phone.

SCHOOL ACTIVITIES

School 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.

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:

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 Administration and go through a background check.

SAFETY PROCEDURES

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.

Fire Drills and Lock Down 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 outfit for the weather condition of the building.

Parking Lot/Playground Area Policy:

- 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 pickups 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
- No loitering, waiting, or socializing of any parents in the parking lot/playground during school hours
- If you must enter the school during drop off or pick up timings, you may **NOT** block the exit points. You **MUST** park before entering or you will be asked to move
- Dedicated spots will be reserved for a brief period in the morning to give access to parents for urgent needs in the building during those timings
- Any issues or complaints about other parents must **ONLY** be addressed to the School Administration and **NOT** to other parents directly
- The parking lot is locked Monday through Fridays 9:30 am-1:00 pm. Please use street parking

School Outdoor Play:

Our students will have outside recess or activities anytime the temperature is above 20 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
- 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

Visitors in School:

To ensure 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 enter the premises.

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:

- be 18 years of age and over, and
- present valid photo identification before a child is released.

In most cases when parents are divorced, both mother and father continue 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.

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 Prophet Muhammad (SAW).

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/ Early Dismissal:

There is a half day on Fridays. Students will be dismissed at 11:45 am. The school calendar contains some half days/ early dismissal days for students. On these days students are dismissed following the Friday schedule. Please make sure you pick up your child on time. Bus companies have already scheduled in our half days

Late pick-up: \$10 for increments of 15 minutes

STUDENT'S PERSONAL PROPERTY

Items Not Allowed in School:

- Toys / Balls
- Electronic Equipment (Unless it has been verified that the device is an AAC)
- Cell Phones/Tablets (including accessories -- headphones, chargers etc)*
- Skates / Skateboards
- Apple Watches
- Gum / Candy
- Trading Cards
- DVDs
- Soda
- 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 from the office. If a child brings a **“distractor”** to school (i.e., toy of little value), the child will be asked to put it in their backpack to take home.

Cell Phones: Students who have cell phones **MUST** turn them off completely before entrance into the building and must keep it in the book bag instead of carrying it in the pocket. Any student caught using his/her cell phone or the will have it **confiscated by the Teacher or Administration.**

- **1st Warning :** A verbal warning to the student.
- **2nd Warning:** A parent will need to come into the school to pick up the phone returned.
- **3rd Warning:** The cell phone will be returned to the parents after 3 days.

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 office. 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!

Non-Discrimination Policy:

Hamza Academy is committed to admit students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

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. Please send in healthy lunches and snacks. Fruits are an excellent snack alternative. Also, each student should bring extra water bottles.

Please note that Hamza Academy is **not a nut free school** but we highly discourage nuts from school and other noted allergen causing foods and ingredients. We kindly request parents to **not** send nuts and questionable foods to school that may provoke noted allergies in our students. We have a running list of allergies for our students and therefore, we maintain that environment as strictly as possible. Please notify the school/teachers of any known allergies for your child and more preventative measures will be taken to ensure a healthy and safe space for your child. A doctor's note is required in the case of life-threatening allergies and a prescribed emergency treatment plan in the case of exposure to noted allergies. We do not have a school nurse on site, but our staff are CPR/AED/1st Aid Certified and will comply accordingly. All treats, favors, class parties have to be approved by the school office to ensure health and safety for all students.

Class Treats/Parties Policy:

Parents are **NOT ALLOWED** to host class parties and bring in food, candies, goody bag items or cupcakes as birthday/other parties favor, unless requested by the teacher or administration. If there is a party in the class held by the teacher, the teacher will inform the students what they can bring. Parents can then decide what they would like their children to eat and not eat.

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 snacks or lunch. Students will have the opportunity to buy lunch during the bake sale. 100% of donations will be given to support class activities.

HEALTH AND SAFETY POLICIES

Inclusion/ Exclusion Policy for Illness:

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. 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:

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

Please keep the child home if he/she exhibits two or more of the guidelines for exclusion below:

- Failure to comply with New York State Immunization laws.
- Fever of 100.4 or higher: 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.

A note is required from your child's health care provider, stating the child has received medical treatment and is allowed to return back to school for the following:

- Conjunctivitis/Pink Eye: Child must be treated for 24 hours, with no drainage from the eye.
- Undiagnosed rash
- Impetigo, until 24 hours after treatment has been initiated.
- Scabies/Head Lice: First treatment must be initiated.
- Ringworm: Treatment has to be initiated. Area must be covered while in school.
- Strep Throat/Scarlet Fever/Chicken Pox, until six days after onset of rash or all lesions have dried and crusted.
- Molluscum Contagiosum: Area must be covered while in school.

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 Covid-19, 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 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:

The 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 (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.

Immunization 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.

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.

Bathroom Policy:

Students must be potty trained before attending Hamza Academy. If there are more than 3 bathroom accidents throughout the school year during school hours, students will be discharged until they are ready to re-enroll after being potty trained, as this is a serious health and safety issue for the student as well as other students and staff.

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.

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.

MINIMUM STATE VACCINE REQUIREMENTS
FOR NY CHILDREN

Vaccine	Required Doses
Pre-K (ages 3-4)	
Diphtheria Tetanus	4 doses
Toxoid and Pertussis	
Vaccine (DPT, DTaP, DT, Td)	
Hib	1 dose on or after 15 months of age OR Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose
Polio	3 doses
(IPV, OPV)	
Measles	1 dose on or after the 1 st birthday

Mumps	1 dose on or after the 1 st birthday
Rubella	1 dose on or after the 1 st birthday
Varicella	1 dose on or after the 1 st birthday
Hepatitis A	2 doses
Hepatitis B	3 doses
Pneumococcal	1 dose on or after 12 months of age OR Completed series of 2 or 3 doses with booster after 12 months

Regulations

Diphtheria Tetanus Toxoid and Pertussis Vaccine (DPT, DTaP, DT, Td)	Five doses of any combination DTaP/DTP including one dose on or after 4 th birthday. Students 7 years or older * Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including one dose on or after 4 th birthday (Pertussis vaccine is not required) * One dose of Td required ten years after last dose of DTP/DTaP/DT
Polio	Four doses unless the 3 rd dose was on or after 4 th birthday
(IPV, OPV)	
Measles, Mumps, Rubella (MMR)	Two doses of a measles-containing vaccine; with the first dose on or after the 1 st birthday; second dose by age 5 or entry into kindergarten.
Varicella	1 dose on or after the 1 st birthday. If the first dose of Varicella is received after age 13, two doses are required.
Hepatitis B	3 doses

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.

CODE OF CONDUCT

Hamza Academy is committed to providing a safe and orderly school environment where students may receive quality educational services without disruption or interference. Responsible behavior by administration, students, teachers, staff, parents and other visitors is essential to achieving this goal. These expectations are based on the principles of civility, mutual respect, citizenship, tolerance, honesty and integrity. Hamza Academy has adopted a code of conduct (“code”). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. It will, therefore, be communicated in writing annually to all members of the school community. Its success depends upon the commitment and support of all concerned. Teachers are responsible for initiating this code in their classrooms, and all professional staff members have the responsibility of applying the code in all parts of the school and on its grounds.

- **(Level 1) Classroom Teachers** - always the first and primary intervention specialists for the students. When minor infractions are repetitive or more severe infractions occur, the classroom teacher submits a referral to the Principal.
- **(Level 2) School Principal** - Teacher refers the matter to the School Principal for administering disciplinary procedures in accordance with Hamza Academy policies.

Academic Integrity:

- A. Cheating includes, but is not limited to:
1. Using cheat sheets or study aids during testing situations.
 2. Looking at another student’s paper during testing situations.
 3. Allowing one student to copy from another student’s test, quiz, assignment or homework.
 4. Attempting to seek or give help during a grade assignment or test.
 5. Possession and/or distribution of test or quiz materials prior to or during the test or quiz.
 6. Inappropriate use of graphing calculators, programmable watches, palm pilots and other computer or electronic devices during a grade assignment or test/quiz.
 7. Submission of work that is not the student’s own for papers, assignments or exams.
 8. Submission or use of falsified data.

B. "Plagiarism" means using someone else's information, work, graphics, data, ideas or phrases without indicating the source of the information with quotation marks and citations where appropriate.

C. The Consequences if a student is found cheating is as follows:

1. Teacher will assign a zero as a grade for the assignment or test with no chance for make-up or extra credit.
2. Teacher will notify parents.
3. Academic Integrity Incident Report will be placed in the student's discipline folder.
4. School Principal will be notified for possible disciplinary action

Reporting Violations:

All students are expected to promptly report violations of the code of conduct to a teacher, an office administrator or the school Principal. Any student observing another student possessing a weapon or illegal substance on school property or at a school function shall report this information immediately. Any weapon or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

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 have a zero tolerance bullying policy.

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

Infractions and Consequences:

Any conduct that goes against the basic Islamic ethical codes will be considered inappropriate and will have a consequence. Please note that excessive infractions can affect your child's grade.

Level 1 Infraction

- Coming unprepared to class (more than 50% of the time)
- Improper personal hygiene (dirty appearance, etc)
- Improper attire

Level 2 Infraction

- Disruptive behavior on school premises or school bus (if applicable)
- Improper behavior during salat
- Copying or cheating on homework or exam
- Making obscene gestures to fellow students, teachers or staff
- Abusive language or name calling
- Fighting
- Stealing and lying

Level 3 Infraction

- Using profanity, vulgar language
- Ethnic or racial slurs
- Bullying
- Possessing objects that can cause bodily harm (such as weapons, drugs, alcoholic beverages, any chemical intoxicants etc.)
- Destruction of school property*
- Disrespect to school personnel
- Leaving school premises without permission
- Inappropriate use of school property, such as computers and phone

LEVEL Of CONSEQUENCES

1	Verbal warning to student from teacher
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2	A call to the parent from teacher
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And/or

	a Verbal Warning from the Principal to the student
3	Parent conference with the School Principal 1-3 days of after school detention or 1-3 days of suspension
4	Letter, call to parents, expulsion.

Suspendable 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 defied the valid authority of the staff
- Commits an obscene act or engaged in habitual profanity or vulgarity
- Causes, or attempt to cause, damage to school or private property

Student Searches And Interrogations:

To ensure safety in the school environment, any school official is authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parents before questioning the student. However, school officials will tell all students why they are being questioned.

Discipline of Students With Disabilities:

Hamza Academy recognizes that it may be necessary to remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Hamza Academy also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them and is committed to ensuring that the procedures are consistent with the procedural safeguards required by applicable laws and regulations.

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 or be messaged through Bloomz.

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 Zelle QuickPay (at administration@hamzaacademy.org) 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 the exact amount of payment. Otherwise, all leftover change will go toward the school's donation fund.
- If you are sending a payment with your child, all payments should be placed in envelopes with the student's name and purpose. Please notify the Main Office that you are sending the payment with your child.

PARENTAL SUPPORT

Addressing Teachers and 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 email, text message, Bloomz message or updated on the school website. Please refer to your emails for weekly updates, as well as Bloomz and the school website for updated news and the school year calendar.

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."

ZERO TOLERANCE POLICY**Dignity For All Students Act (DASA):**

Hamza Academy is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also the individuals who participate and witness such acts. To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, and bullying on school grounds, school buses and at all school sponsored activities, programs, and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds such as cyberbullying, which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

Definitions:

Bullying: Bullying, under the amended Dignity for all Students Act, has the same meaning as harassment (see below). The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

Cyberbullying: Cyberbullying is defined as harassment (see below) through any form of electronic communication.

Discrimination: Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs. Discrimination is discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender.

Hazing: Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Harassment: Harassment has been defined in various ways in federal and state law and regulation. The School Board recognizes that these definitions are important standards, but the School Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse including cyberbullying that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be used on any characteristic including but not limited to a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression). For the purpose of this definition the term "threat intimidation or abuse" shall include verbal and non verbal actions.

In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protections.

Prevention:

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur.

Intervention:

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building. Successful intervention may involve remediation. Remedial responses to bullying and harassment include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target. Remediation may be targeted to the individual(s) involved in the bullying behavior or environmental approaches which are targeted to the school or district as a whole. In addition, intervention will focus on safety of the target. Staff is expected, when aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy and regulation.

Provisions For Students Who Do Not Feel Safe At School:

Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should help ensure the safety of the student and bring this to the attention of the building principal or their designee. The principal, other appropriate staff, the student and the student's parents will work together to define and implement any needed accommodations.

Each case will be handled individually. The student, parent/guardian, and school administration will collaborate to establish provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Reporting And Investigation:

Although it can be difficult to step forward, the district can't effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with State Law, to make an oral report to the School Director, or DAC within one school day and to fill out the district reporting form within three school days. At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy, or, if applicable, and the school's Code of Conduct. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with their supervisor. Incidents will be included in the Violent and Disruptive Incident Reporting (VADIR) system when applicable. The School Director, BPC, DAC will prepare a report for the Superintendent based on the complaints filed.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to their building principals or other administrators who supervise their employment. Supervisors will refer the information to

appropriate district staff for investigation as designated in regulation. A district employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

The result of the investigation shall be reported back to both the target and the accused in accordance with the accompanying regulation. If either of the parties disagrees with the results of the investigation, they can appeal the findings in accordance with the regulations that accompany this policy.

Anti-Racism Policy:

Hamza Academy aims to create an inclusive school culture that fosters acceptance and respect for diversity. In doing so, we seek to deepen understanding and knowledge, promote student and staff wellbeing and help everyone achieve their full potential. Our school is enriched by and celebrates the diversity of our whole school community. Hamza Academy therefore, rejects all forms of racist behaviour and is committed to the elimination of racial discrimination (including direct and indirect racism, racial vilification and harassment) in its organisation, curriculum and in the learning and working environment. Our school is committed to ensuring that individuals and groups are not disadvantaged because of their race, culture, ethnicity, national or religious background. No student, employee, parent or community member should experience racism within the learning or working environment of the school. Eradicating expressions of racism and discrimination in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all. Racial discrimination and harassment is against the law.

Disciplinary Consequences/Remediation:

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the school's Code of Conduct, as applicable.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student's history of problem behaviors, and must be consistent with the school's Code of Conduct.

Non-Retaliation:

All complaints and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Dissemination, Monitoring, Review, And Reporting:

This policy, or a plain language summary, shall be published in student registration materials, student, parent, and employee handbooks, and posted on the district's website. A bullying complaint form will be available on the district's website. The school will ensure that the process of reporting bullying is clearly explained. Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

Dignity For All Students Act (DASA) - Reporting Summary Sheet:

Anyone can report an act of student to student or adult to student bullying, harassment, discrimination or cyberbullying to a school employee. The school employee is **MANDATED** to do the following:

- All employees must report incidents and issues **DISCLOSED** to them
- All employees must report incidents they **SEE, HEAR, or WITNESS**
- Report **ORALLY** to Dignity Act Coordinator (DAC), Administrator or Superintendent within **ONE DAY**
- File a **WRITTEN REPORT** within **TWO DAYS** after the oral report the DAC
- Use the school designated report form
- No one can be retaliated against for reporting an incident

The Dignity Act Coordinator:

- At least one employee in every school building shall be designated as the Dignity Act Coordinator
- He/She will be approved by the Board of Education
- The school must publicize the name of the DAC and their contact information
- This information must also be shared with school personnel, students and persons in parent relations
- In the event that a DAC vacates their position the school must immediately designate an interim appointment Dignity Act Coordinator
- The DAC must decide whether a complaint falls under the Dignity Act
- If it does, he/she must investigate, address safety concerns, develop an action plan, intervene, monitor and if necessary, report alleged crimes to law enforcement
- The DAC must also keep written documentation
- All verified acts must be reported to NYSED yearly

Hamza Academy Dignity Act Coordinator (DAC):

Sr. Asma Khan

Contact: principal@hamzaacademy.org

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.

Sexual Harassment

Hamza Academy is committed to safeguarding the right of all students and employees to learn and work in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. Hamza Academy also strongly opposed any retaliatory behavior against complainants or witnesses.

Any person who believes he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant will not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will ensure that an investigation is promptly commenced by the appropriate individuals.

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.

Jazakum Allahu Khairan!