



*HQA Spring*  
**Student Handbook**  
2025-26

\*Portions of the Handbook are adopted from Houston Quran Academy, Katy.

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## بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, MOST GRACIOUS, MOST MERCIFUL

The purpose of this Student Handbook is to bring together, in one place for easy reference, the various routine policies and procedures of HQA Spring. This handbook will be modified and revised from time to time as deemed necessary.

The Student Handbook is based upon the rules and regulations of the HQA Spring School administration. It should answer many questions that arise in connection with School procedures and should serve as a guide, sufficiently complete to enable staff to uniformly follow the policies of the school. It is not, however, intended to cover all cases nor to limit the use of sound judgment in handling problems within the school. Questions of interpretation of any policy should be discussed with the principal.

Please sign below to acknowledge that you have read the contents of this handbook and fully understand your role as a Student of HQA Spring.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **VISION STATEMENT:**

واجعلنا للمتقين إماما

**“O Our Lord Make Us Leaders for the Righteous”**

To instill the Quran in the hearts of our children so that it acts as the engine that drives all aspects of their lives.

## **MISSION STATEMENT:**

HQA Spring takes all the necessary means to build a generation of committed balanced Muslims who are determined to make the highest academic achievements that enable them to make a positive contribution to their community and the world around them.

## **GOALS:**

We prepare our students to be

1. Committed Balanced Muslims,
2. Knowledgeable scholars, and
3. Contributing citizens and community builders

**In addition, HQA Spring strives to achieve the following:**

1. To strive diligently to develop in each child a positive self-image, personal Islamic identity, strong moral values, and a sense of responsibility for themselves, their families, their community, and their nation.
2. To develop challenging and interesting curricula for Pre-school students through Eighth Grade.
3. To develop good health habits, physical fitness and skills, and understanding of the rules of Islamic personal conduct.
4. To encourage both creative and critical thought to build problem solving and decision-making skills.
5. To develop and expand each student's knowledge of Quran and Sunnah.
6. To foster a joy in learning and thirst for knowledge that will last a lifetime.
7. To promote open, responsible communication between students, parent/legal guardians, faculty and directors.

**KG through HS School**

## **Policies and Expectations**

### **ATTENDANCE POLICY**

1. Attendance Procedure – If your child is going to be absent (this includes any family vacations) or tardy for any reason, please call HQA Spring or email [Admin@hqaspring.org](mailto:Admin@hqaspring.org) by 7:35a.m.
2. Minimum Days of Attendance – The minimum number of days a student is required to be in attendance in order to receive Course Credits is 90% of the school year. A student who is absent for more than 10% (18 days) of the school year is liable for the penalties for the violation of this policy regardless of if the absences are excused or unexcused and regardless of academic performance. Penalties may involve grade, retention or repetition of course(s). This is according to Texas state law. Due to Covid 19, certain exemptions will be enforced.
3. Time Limits – The morning school bell will ring at 7:35 a.m. indicating the start of the morning assembly in the Multipurpose Hall. The first period class will begin at 8:00 a.m. All students not in their seats with the required books, supplies, and assignments at 8:00 a.m. are required to check in with the front desk and receive a tardy slip from the front desk. Attendance is taken every block within the first ten minutes by staff. If students arrive after this time, they are marked absent.
4. Absence Excuse Form – An Absence Excuse Form is available at the front desk and must be completed and submitted to the front desk upon the student's return. A note from a doctor must be attached to the form for it to count as an excused absence within 24 hours on official letterhead from the doctor's office. The front desk should scan the documents and originals to be returned to parent/legal guardian(s). A doctor's note is required for two or more days of consecutive absences upon the student's return to school.
5. Test Make Up – Tests will not be made up unless the student presents an Absence Excuse form to the principal who must approve and sign. The front desk will send an email to all of the respective teachers indicating approval or non-approval to allow students to make up tests. The makeup assignments/assessments should be made up within 5 school days. Credit will not be granted after the 5 assigned days. Exceptions must be approved by the Administration. ECE 1st Period  
Tardiness – If a student arrives late to school six (6) times in a marking period it is counted as one (1) unexcused absence. Above 10 tardies in any marking period will result in appropriate demerit points outlined in the discipline policy.
6. Middle and High School Tardiness- If a student arrives late to class (any block) six (6) times in a marking period it is counted as one (1) unexcused absence. Above 10 tardies in any marking period will result in appropriate demerit points outlined in the discipline policy.
7. Excused Absences – Examples of excused absences include verified illness, death in the immediate family, motor vehicle driver's license test with advanced notice, college visitation with prior notification to the counselor, documented medical appointments, court ordered

appointments and absences for a personal reason excused in advance by the administration.

8. Unexcused Absence – Unexcused absences include truancy, skipping class, excessive tardiness, absences without medical documentation, and absent days accrued prior to parent/legal guardian completion of a withdrawal process.
9. Field Trip Day – On field trip days students who will not participate in the trip should remain at home with the understanding that it will be counted as an unexcused absence.
10. Islamic Conferences – A maximum of two days will be excused for Islamic conference attendance for grades Pre-K-5th if permission is taken from the principal. Students in grades 6th-9th may also be excused for a maximum of two days for attendance if they obtain permission from the principal. The student must show proof of involvement or volunteering upon their return.

## **Tardy Policy**

Tardies affect continuity of instruction and academic success of students; therefore, all students are expected to be on time each school day. Every teacher on campus must adhere to this policy in determining a student's citizenship standing each semester.

Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility, and the HQA Spring Administration deems it important that all students learn the value of being punctual.

Students tardy to school must obtain a Tardy Admission Slip at the front office before going to their class.

Students are considered tardy if they are not in their seat prepared to work before the bell rings for any period.

- Tardies will be excused only for health reasons, family emergencies and justifiable personal reasons deemed by the administration.
- Class participation is an integral part of students' learning experiences. Parents/legal guardians and students are strongly encouraged to schedule medical appointments during non-school hours.
- A written excuse signed by the parent/legal guardian will be necessary if tardy is deemed an unexcused absence by the administration.
- Tardies will accumulate during a marking period. Students begin each marking period with zero accumulated tardies. Five tardies in a marking period equal one day of unexcused absences.

## 2025-26 HQA-Spring Fee Structure

All families are required to have an automatic payment method set up.

### Registration Fees for 2025-26 School Year

Registration Fee <b>(non-refundable) *</b>	\$995/child
Includes:	-Subscriptions and online portals
-Admissions -Curriculum	-Parent-teacher-organization annual membership
-Instructional materials and resources	

Enrollment must be renewed annually at the time of re-enrollment registration. Annual re-enrollment will not be complete until all required fees & forms are received by HQA-Spring. If re-enrollment is not completed, your child may lose their spot in class.

### Tuition Rates for 2025-26 School Year

Grade levels	Rate
Infant Program (3-12 months) & Toddler Program (13 months – 2 years)	\$10,000/year
Pre-School & Pre-K	\$9,500/year
K – 5 <sup>th</sup> grade	\$8,750/year
6 <sup>th</sup> – 12 <sup>th</sup> grade	\$8,500/year

\$500 Annual Sibling Discount

#### Tuition Payment options:

1. Annual full payment due July 1st
2. 12 installments – Automatic recurring payment setup is **mandatory**. Provide either a voided check for ACH (direct withdrawals- 1% processing fee added), credit card details (3% processing fee added) or 12 post-dated checks due June 15th (**first installment will be processed July 1<sup>st</sup>**)

\* An automatic failed payment or late fee of \$40 will be charged to all past due payments.

**Tuition installments must be paid on time, if tuition is not collected over two installment periods, your child(ren) may be disenrolled from HQA-Spring.**

Refer to the payment schedule for installment details

### Tuition installment schedule for 2025-26 School Year

Installments	Due Date	Infant & Toddler	Pre-S & Pre-K	K-5 <sup>th</sup>	6 <sup>th</sup> -12 <sup>th</sup>
1	Jul 1 <sup>st</sup>	\$870	\$810	\$775	\$745
2-12	1 <sup>st</sup> of the month	\$830	\$790	\$725	\$705
	<b>Total</b>	<b>\$10,000</b>	<b>\$9,500</b>	<b>\$8,750</b>	<b>\$8,500</b>

If the 1<sup>st</sup> of the month falls on a weekend or holiday the tuition will be processed the following business day.

#### \*Registration Fee Policy

Please note that all registration fees are **non-refundable**, regardless of the reason for cancellation. These fees are allocated towards academic planning and preparations, which occur prior to the start of the school year. Thank you for your understanding and cooperation.



**For all admission questions please email: [admission@hqaspring.org](mailto:admission@hqaspring.org)**

**For all finance questions please email: [finance@hqaspring.org](mailto:finance@hqaspring.org)**

\*Information may be subject to change without notice.

## **Withdrawal & Tuition Refund Policy**

- For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a forty five-day (45) written notice is required. If a forty five-day (45) notice is not given in writing, parents/guardians are obligated to pay for the next tuition installment. The financial account must be fulfilled for current standing.
- If school is in session at the time of withdrawal and the student has been attending school during that academic year, all textbooks must be returned to the respective teacher directly who will sign off the final withdrawal form, and all library books must be returned to the respective librarian who will also sign off the final withdrawal form.
- No school records will be released to the parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled. The respective Principal will not sign off the withdrawal form until the withdrawal process has been completed.
- Failure to attend class - even at the beginning of the school year - is not a withdrawal and parents/guardians will not receive adjustment of charges (tuition or other fees) if the student does not attend class.
- There will be no refund on the tuition or any other fees for the installment during which withdrawal notice is given.
- Parents/guardians will be financially responsible for the tuition and fees based on the above policy, without regard to the reason why you are withdrawing. There will be no exceptions.
- Registration fees are **non-refundable**, regardless of the reason for cancellation. These fees are allocated towards academic planning and preparations, which occur prior to the start of the school year. Thank you for your understanding and cooperation.

### **Withdrawal Procedure**

Below is the procedure to withdraw a student:

1. Email [admission@hqaspring.org](mailto:admission@hqaspring.org) informing them for request of withdrawal
2. Read and complete the Withdrawal form which will be sent to you once you have notified the school of withdrawal (hard copy or email) or available at the Front Desk. The Withdrawal Packet includes the following:
  - c. Meet with the Principal for an exit interview and the Finance department for any outstanding balance and payment.
  - e. Return all textbooks & library books

### **Family Educational Rights and Privacy Act (FERPA)**

This federal law protects student privacy and gives students the right to review their transcripts, even if they owe money to the school. However, FERPA doesn't apply to private schools that don't receive federal funding.

Sec. 132.062. WITHHOLDING RECORDS. A career school or college may withhold a student's transcript or certificate of completion of training until the student has fulfilled the student's financial obligation to the school or college.

Finance has to sign off a withdraw form before report cards are given to students (we will hold funds, books, school supplies

For any questions related to the Withdrawal Policy and Procedure, please contact the Admissions department by phone at 346-272-0126 ext. #102 or by email at [admission@hqaspring.org](mailto:admission@hqaspring.org).

I hereby understand and acknowledge that my signature below signifies that I agree to comply with and be subject to HQA-Spring's rules and policies which may be updated from time to time. It is my responsibility as parent/guardian, as well as my child's responsibility as a student, to stay informed on such updates.

## **Admissions & Enrollment**

Each year we receive numerous applications and spots fill up fast. We therefore encourage families to apply and complete their admission process as early as possible.

Parents/guardians are highly encouraged to apply and complete the entire admission process as early as possible. Once the admissions department receives the initial application form and fee, the applicant will be in our system and parents/guardians will start receiving important communications. Parents/guardians are expected to respond to our communications within 5 business days, otherwise the application will be considered inactive. Applications will be withdrawn after 10 business days of inactivity unless a notification and legitimate reason for such inactivity is communicated to the admissions department. The admissions department will primarily communicate by email.

**Annual enrollment** - Enrollment must be renewed annually at the time of re-enrollment registration. Annual re-enrollment will not be complete until all required fees & forms are received by HQA Spring. If re-enrollment is not completed, your child may lose their spot in class.

### **Admission Checklist: Step-By-Step**

**Step 1: Apply for Admission** – Once admissions are open, complete the initial application.

Note: Preschool applicants must be 3 years old by October 1 of the current year. Pre-Kindergarten applicants must be 4 years old by October 1 of the current year; KG applicants must be 5 years old by October 1 of the current year. PS-KG students must be fully potty-trained.

Submitting required documents:

During the initial application process, you will be required to upload several required documents. Note: Copies must be legible and clear.

Documents required: birth certificate, up-to-date immunization records, records release form, academic records (at least previous and current year's report card), official transcript (9<sup>th</sup>-12<sup>th</sup> grade applicants), state testing results (at least previous year's results), and disciplinary/behavioral report.

It can take up to three business days to process an application or required materials. It is the parents/guardians' responsibility to ensure that all required documents have been submitted. Delays might occur if documents are submitted after the priority deadline and especially during the summer. HQA Spring will not be responsible if documents are not submitted on time by the parents/guardians or by the previous/current school.

All High school (if applicable) applicants must submit an official transcript and will have their credits reviewed by the Advisor to ensure that the applicant will be able to meet HQA-Spring's graduation requirements and graduate on time. The Advisor will evaluate at this time if any credit recovery is needed. If accepted at HQA-Spring, any missing or insufficient credits will be made up for by the student at the family's financial responsibility through accredited, approved options.

If additional documents are deemed necessary to assess your child for admission purposes, delays might be experienced in the admission process and/or decision until such documents can be collected.

If documents that are requested by the admissions department are not submitted in a timely manner, long delays might be experienced in the admission process and/or decision until such documents can be collected.

If some required documents are not available, parents/guardians must inform the Admissions department which will consult with the principal to waive the necessity for such documents. Parents/guardians might be requested to provide other documents in their place.

## **Step 2: Registration fee & entrance assessments**

Upon receiving the initial application and required documents, the admission department will contact you via email for the next step in the process. The non-refundable registration fee will be due. Payment of the non-refundable registration fee must be completed to secure your child's spot.

We will also schedule your child's admission assessment. Testing dates are set by the admissions department. These assessments are for teacher observations and student data, and do not impact the admission process.

Please note: The teacher or staff member who conducted the assessment may not be your child's regular teacher. Classroom placements, including section assignments, are determined randomly and will be finalized closer to the start of the school year.

Please refer to the table below regarding the format & location for assessments/testing:

Grade applied for	Test format	Test location
PS-KG	HQA-Spring assessment, one-on-one (motor skills, social skills, visual discrimination, numbers, alphabet)	HQA-Spring
1st - 3rd grade	MAP Math and Reading with audio or Current grades EOY Maximum 2 hours	HQA-Spring
4th + grade	MAP Math and Reading r Current grades EOY Maximum 2 hours	HQA-Spring or virtual option available

MAP = Measure of Academic Progress (standardized test)

EOY = End of Year assessment

Dates and times for onsite testing and virtual testing are set by the admissions department, which strives to accommodate families whenever possible.

It is the applicant's and their parents/guardians' responsibility to appear on time at their scheduled testing/assessment and to inform the admissions department prior to the scheduled testing time if they

need to reschedule. If an applicant is late for testing, the admissions department reserves the right to reschedule the applicant at a later date. If an applicant is a “no-show” (i.e., the applicant does not appear for a scheduled testing and no communication has been made with the admissions department prior to testing or shortly thereafter in emergency situations) at two consecutive scheduled dates for testing, the application may be withdrawn.

If the applicant has taken MAP (Measure for Academic Progress) Growth testing or STAAR within the school year applied for at their school, please provide their results. If satisfactory, they will not need to go through testing.

All applicants coming to HQA-Spring for testing/assessments are expected to follow Islamic etiquette both in clothing and conduct.

### **Step 3: Enrollment application**

Admission decisions will be communicated to the parents/guardians by email to those (of)applicants who meet all of the necessary requirements.

Decisions: Acceptance or Conditional Acceptance

Once the decision for admission has been sent to the parents/guardians of the child(ren), they have 5 business days from the date of the acceptance email to complete the final step of the admissions process or decline the enrollment offer for the child/(ren) at HQA Spring. If it is not completed within 5 business days of receiving the acceptance email, they may risk losing their child/(ren)’s seat. If they complete the final step, that means they agree and accept the offer to enroll their child/(ren) at HQA Spring and they will be held accountable for all finances and tuition that are due.

Parents will be instructed to complete the 2nd step on Sycamore. Please log in to Sycamore to complete Enrollment Application (please see image below). The acceptance letter, language survey and student health information forms will be attached to the email. These forms will be completed and uploaded by the parents to Sycamore when required.

### **Admission Decisions:**

All admission decisions will be communicated by the admission department by email only. Admission decisions made over the phone or in person, or by other entities or persons should not be considered final.

Please note that acceptance at HQA-Spring is never guaranteed.

Our admission decisions are based on the documents and information submitted by the parents/guardians and the applicant’s previous/current school(s), the admission test results, any previous records of the applicant at HQA-Spring and the behavior observed throughout the admission process.

Upon acceptance, parents/guardians must complete the Enrollment process in order to secure their child’s seat in the school. HQA-Spring reserves the right to offer the seat to another applicant if the Enrollment process is not completed in its entirety in a timely manner.

The Enrollment process is as follows:

Submit the registration payment, if not done so prior to the assessment.

Submit the Enrollment application (which includes the enrollment Agreement and Health Information Packet) which accompanies the Acceptance email within 5 business days.

Submit your payment method for tuition.

Parents/guardians who do not wish to accept the seat offered to their child and proceed with enrollment are requested to inform the admission department as soon as possible.

Please note students may not start school until up-to-date immunization records are on file.

### **Admission Information and Requirements**

HQA Spring does not discriminate on the basis of race, color, national origin, age, disability, or sex. The Organization will not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

During the admission and enrollment process, the admissions department may contact the applicant's current and/or previous school(s) for any records needed. Parental permission is no longer required when records are requested by authorized school personnel (FERPA Final Rule on Education Records, Federal Register, June 17, 1976, VOL/ 41 NO. 118, Page 24673).

HQA Spring does not maintain a waiting list for applications. Putting in an application does not guarantee admission and/or enrollment at HQA Spring. The admission process must be complete before an admission decision can be provided to the family.

Applications do not carry over to the following school year.

Students charged by any law enforcement agency for misdemeanor offenses or otherwise cannot be considered for admission at HQA spring.

Finance:

Any previous outstanding balance on the family account must be fulfilled before an admission decision can be given.

The non-refundable annual registration fee is due at the time of application submission and at the time of re-enrollment registration.

### **Transfer Policy**

Students who apply for the school year in session are considered transferring students and fall under the same admission requirements outlined above. The documents required for admission of transfer students will be as follows: birth certificate, up-to-date immunization records, academic records, an official transcript from an accredited school (9<sup>th</sup>-12<sup>th</sup> grade applicants), state testing results, and disciplinary/behavioral report.

### **Montessori student enrollment criteria**

Students starting Pre-School OR Pre-KG must be completely potty trained, meaning no diapers OR pull-ups. and must be able to TELL if they need to use the bathroom. IF a student has more than 4 accidents in a week, they will be sent home for 3 consecutive days to be completely potty trained.

**Please Note:** Montessori students enrolling in Preschool or Pre-Kindergarten are expected to remain in the same class through the completion of Kindergarten, except in cases of exceptional circumstances.

Student class placement

HQA Spring Administration will NOT cater to any requests made for homeroom teacher OR class section.

Siblings and cousins WILL NOT be in the same class, unless only 1 section is available.

For any questions related to Admissions, please contact the admissions department by phone at (346) 272-0126 ext. #102 or by email at [admission@HQAHouston.org](mailto:admission@HQAHouston.org).

### **HQA-Spring Tuition Agreement**

- I understand and agree that HQA-Spring fees are annual, and I have been given options to which I can pay these fees.
- I understand and agree to provide HQA-Spring with my decision to pay the tuition as:

A one-time payment

In twelve installments over the school year at the time the first installment is due July 1<sup>st</sup>, 2025.

- I understand and agree that if I choose the twelve installments, I will provide by July 1<sup>st</sup>, 2025:

A voided check for automatic withdrawals each – 1% processing fee

Credit card details – (credit card payments will incur a 3% processing fee in addition to the amount paid)

Please note: HQA Spring does not accept cash for tuition payments.

Provide twelve postdated checks for the year.

- I understand and agree that if I do not set up a recurring payment and I am late in paying the fees, I will be charged \$40 late fee for all payments as well as an accumulated charge of \$10/day.
- I understand and agree that tuition is paid in full, no matter the time of year my child is admitted in HQA-Spring.
- That if I decide to withdraw my student(s) during the school year or during the summer, a forty five-day (45) written notice is required. If a forty five-day (45) notice is not given in writing, parents/guardians are obligated to pay for the next tuition installment. The financial account must be fulfilled for current standing.
- I understand that if school is in session at the time of withdrawal and my student has been attending school during that academic year, all textbooks and library books must be returned to the school.
- I understand that no school records will be released to me or to transferring schools until the withdrawal process has been completed and the financial account fulfilled. The respective Principal will not sign off the withdrawal form until the withdrawal process has been completed.

- I understand that failure to attend class - even at the beginning of the school year - is not a withdrawal and parents/guardians will not receive adjustment of charges (tuition or other fees) if the student does not attend class.
- I understand there will be no refund on the tuition or any other fees for the installment during which withdrawal notice is given.
- I understand that I will be financially responsible for the tuition and fees based on the above policy, without regard to the reason why you are withdrawing. There will be no exceptions
- I understand that my child(ren)'s enrollment spot is not secured until HQA Spring has a working payment method on file for their family (for autopay)
- I understand and agree that a sibling discount will not be applied to the highest tuition (first child). There will be an annual discount of \$500 off on the first sibling and all other siblings.
- I understand and agree that if my card declined or my check is returned for nonsufficient funds an extra processing fee of \$50 will be added to the tuition. If a check is returned twice, then the family will be required to pay only via cash, or money order or cashier's check thereafter.
- Payments are due on the 1<sup>st</sup> of each month. Any payment received after the first day of the month is considered late and a charge of \$40.00 will be applied. Any account in arrears will be given a past due notice, followed by a suspension warning for each student of the family, and finally student(s) will be given suspension if the account is not rectified before the fifth school day of the month until the payment is made.

### **2025-26 HQA-Spring Enrollment Agreement**

- For students admitted after the beginning of the school year, the Admissions department will determine the first day of school in agreement with the family. Students accepted before the beginning of the school year will be expected to start on the first day of school.
- I understand that all new students will be on academic probation for the first 9 weeks of attendance in 2025-26. During this time, new students are expected to progress along with their classmates to continue their enrollment with HQA-Spring.
- I understand that any outstanding balance at HQA-Spring must be paid in full by the first day of class of the 2025-26 academic year.
- I understand that any outstanding health records must be submitted to the Health Department by the first day of school. According to Texas State law, students cannot attend school without updated Immunization records or an Affidavit, hearing and vision or other State required medical records.
- I understand that the enrollment of the student is conditioned upon the successful completion of the preceding school year and will be contingent on the submission of the student's final academic records (report card, State testing results and official transcript where applicable) by the end of the second week of classes. HQA-Spring reserves the right to reconsider admission and enrollment based on the final school reports submitted.
- I understand that all section placements for students are decided by HQA-Spring Administration.
- I understand that Pre-School and Pre-Kindergarten students are expected to be fully potty-trained before starting school. No physical assistance can be given to the students.
- I understand that HQA-Spring reserves the right to refuse and/or terminate enrollment of a student at any time at the Administration's discretion.
- I understand that my child's enrollment must be renewed annually at the time of re-enrollment registration. Annual re-enrollment will not be complete until all required fees & forms are received by HQA-Spring. If re-enrollment is not completed, your child may lose their spot in class.

- I understand that to serve my child in case of ACCIDENT OR SUDDEN ILLNESS, parents/guardians must provide HQA-Spring emergency contact information. In the event my child becomes ill or is injured at school, and I cannot be reached, HQA-Spring is authorized to contact the person(s) listed as Emergency Contacts, take my child to the physician indicated on the health records, or to a hospital and is given consent for emergency care depending on the severity of the illness or injury. HQA-Spring does not assume any financial responsibility for any emergency care and/or transportation.
- I Understand that my child may be released to the contacts provided to HQA-Spring authorized for pick-up (in addition to the primary parents/guardians). I understand that in addition to the primary parents/guardians, parents must provide all contacts who will regularly be allowed to pick up your student. Any special requests for pick-up must be made prior to 2:00 PM on the date of at [admin@hqaspring.org](mailto:admin@hqaspring.org)
- I understand that as the student(s) Parents/guardians, I am responsible for keeping pick-up/emergency contact information current. It is a violation of state law to falsify student information.
- I understand and confirm that the student is covered by the insurance information provided to the school. In the event of a medical emergency, I hereby authorize HQA-Spring to consent to the administration to the student any treatment deemed necessary by licensed physician or dentist: and the transfer of the student to any hospital reasonably accessible. I understand that this authorization is intended to empower HQA-Spring to give consent to any diagnosis, treatment, or hospital care, which in the judgment of a licensed physician or dentist, is deemed advisable. I understand that HQA-Spring is not financially responsible for expenses of medical treatment, emergency care or transportation.
- I give my consent for my student to attend any field trips associated with course(s) events in which he/she is enrolled at HQA-Spring.
- I understand my child may have an illness that requires medication for relief or cure that does not prevent his or her attending school. When possible, such medication should be scheduled to be taken at home. However, according to the Texas State Legislature, and ISD Board of Trustee policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service: Prescription or non-prescription drugs that need to be taken at school for 15 days or less.
- I understand that HQA-Spring will not dispense any medication not provided by parents or guardians.
- I give my consent to the administration of medications, prescription and non-prescription, to my student, brought to the school by a parent or guardian, NOT SENT IN STUDENTS BACKPACKS, in the original container, properly labeled with the name of the student, the identification of the medication, the dosage, and the time to be administered by the school nurse or administrative personal. Expired medication will not be accepted. In accordance with Texas law no medication will be given at school without the completed Medication form and signed by parents.
- I understand that all prescription and non-prescription medications to be administered at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing health care provider and the parent or guardian requesting this service.
- I understand all medications will be stored and dispensed in the school clinic. No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours without proper authorization.
- I understand that in accordance with the Board of Nurse Examiners Rule, 22 Texas Administrative Code § 217.11, the school nurse has the responsibility and authority to refuse to administer medications that, in his or her



judgment, are not in the best interest of the student. These restrictions are necessary for the protection of the health and safety of your child. We appreciate your cooperation in this matter.

- I understand that as the parent/guardian, I must provide any health conditions that HQA-Spring should be aware of or any medications that your child is currently taking.
- I understand that to comply with Texas law the following restriction applies to taking medicine by students while in school. School personnel will not give medicine, including Tylenol, unless it is provided by you in the appropriate manner.
- I understand my child's medical information is to be renewed each new school year, as well as each time the information changes.
- In the event physicians, other persons provided to HQA-Spring, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in the judgment and for the health of the aforesaid child. (Section 35.01, Texas Family Code)
- I certify that I am a parent with legal control of the child, the child's legal guardian, or have other court control of the child. I understand that it is my responsibility to contact HQA-Spring if I wish to change any information or to revoke any consent given.
- I will not hold HQA-Spring financially responsible for the emergency care and/or transportation for said child.
- I will not hold the School Nurse and Administrative staff responsible for any adverse reaction to medication when given as stated on the back of this form.
- I understand that as the child's parent/guardian, I will be notified when my student becomes ill at school and are expected to make arrangements to pick up the child.
- I understand that in order to protect all students and staff in the school, my child must be kept home if he/she exhibits any symptoms of contagious diseases such as, but not limited to; Chicken pox, Strep throat, pink eye, Lice, Viral infection or COVID -19
- I understand that if my child develops any of the following symptoms during the day, we will isolate him/her and contact the parent(s) to arrange pick-up: An oral temperature of 100.0 0 F
- degrees, Intestinal disturbance accompanied by diarrhea or vomiting, Any undiagnosed rash, Sore or discharging eyes or ears, Profuse nasal discharge, Identification of nits or lice on child's

hair or clothing, shortness of breath, coughing, loss of sense of smell, or 2 of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat.

- I understand that as the child's parents/guardian, I am required to pick up my child within the hour from notification. If you are unable to or the health department is unable to contact you, the health department will contact and authorize emergency pick up that is on file.
- I understand that if my child is sent home from school because of an illness, HQA-Spring will ask that he/she not return within 24 hours after the symptoms have diminished including the need for fever reducing medication. A child who shows any contagious infections must stay home for a minimum of 48 hours or more depending on the nature of the disease. In addition, in the case of lice, the entire family must treat their hair with a pharmaceutical lice treatment shampoo, disinfect linens, and remove the nits/eggs from the hair of the affected student(s). In all areas students must be seen and cleared by the health office, even with a doctor's note of clearance to be admitted back to class.

- I understand that HQA-Spring does not assume any responsibility for accidents. In consideration of my student being enrolled and permitted to make trips and participate in school activities and athletics, and to full extent allowed by law, I hereby agree to waive and release HQA-Spring, its Trustees, Principal, Faculty, school nurse, agents, and employees from any accident or injury suffered by the above named student while on school trips or participation in school activities or athletics in connection with any or the authorizations described above. School nurse and administrative staff are not responsible for any adverse reaction due to taking medication when given under the above-mentioned requirement.
- I certify that I am a parent with legal control of the child, the child's legal guardian, or have other court control of the child.
- I, the undersigned, certify that the information I have provided to HQA-Spring is true and accurate to the best of my knowledge, and I acknowledge having read and fully understood this Enrollment Agreement as well as any other document referred to in this Agreement.

## ACADEMIC AND BEHAVIORAL EXPECTATIONS AT HQA SPRING

### Standards-Based Instruction and Academic Goals

HQA Spring follows the **Texas Essential Knowledge and Skills (TEKS)** as the foundation for curriculum and instruction. Students are expected to meet grade-level academic standards and participate actively in their learning journey.

All students in **Kindergarten through 12th grade** will participate in school-wide assessments to monitor academic progress. Students in **3rd through 12th grade** will also take part in **STAAR** (State of Texas Assessments of Academic Readiness) exams as mandated by the state, as well as **IOWA, PSAT, SAT, or ACT** standardized testing, where applicable.

### Assessment and Performance Monitoring

HQA Spring places a strong emphasis on using assessment data to support student learning through:

- **Lesson Planning** tailored to student needs
- **Differentiation** in instruction to meet individual student learning styles
- **Response to Intervention (RTI)** processes for struggling learners
- **Individualized learning paths** to help each student meet their full potential

Students will be ranked by assessment performance, and those who require additional support will have **intervention plans** created collaboratively by teachers and school leaders. Parents will be invited for meetings when intervention is necessary, and student progress will be reviewed at regular intervals.

### Student Data Folders (Blue Folders)

Each student will have a **Blue Student Folder**, which is maintained by the school. This folder includes:

- HQA Spring application
- Parent contact information
- Entrance exam results
- Previous and current report cards
- BOY (Beginning of Year), MOY (Middle of Year), and EOY (End of Year) assessments
- Standardized test scores (STAAR, IOWA, etc.)
- Intervention and RTI documentation
- Parent-teacher conference records
- Records of communication with families (emails, calls, meetings)
- Samples of student work

These folders are essential in helping the school track academic progress and support student learning.

## Communication

- Teachers and staff maintain **regular communication** with parents and guardians using email and the **Classdojo app**, a free messaging platform.
- All families are expected to be enrolled in Classdojo to stay informed about school updates, class news, and important dates.
- Families should check for **weekly newsletters** sent on Sundays by 1:00 PM, which outline classroom learning, assignments, and announcements.

For all student-related matters, we ask that parents follow the appropriate communication channels to ensure the most efficient and effective support for their child.

- **Academic or Behavior Concerns:** Parents should always contact their child's teacher first for any academic progress or behavioral matters. Teachers are the primary point of contact and are best equipped to address classroom-specific concerns.
- **Unresolved Issues or Escalation:** If further assistance is needed after speaking with the teacher, parents may contact the appropriate department head or grade-level coordinator.
- **General Administrative or School Policy Questions:** For questions related to school-wide policies, procedures, or general administration, please reach out to the school front office at [admin@hqaspring.org](mailto:admin@hqaspring.org).
- **Financial Questions (Tuition, Billing, Payments):** Email: [finance@hqaspring.org](mailto:finance@hqaspring.org)
- **Admissions-Related Questions (Enrollment, Tours, Applications):** Email: [admission@hqaspring.org](mailto:admission@hqaspring.org)
- **Employment or HR-Related Questions:** For inquiries related to staff or employment matters, please contact the Human Resources department at [hr@hqaspring.org](mailto:hr@hqaspring.org).

Clear and respectful communication helps us support your child in the best possible way.

## Grievance Procedure

All grievances must be in writing. Parent/legal guardians having a grievance to file with the school should first address it with the appropriate teacher. If the parent/legal guardian is not satisfied, he/she may take their grievances to their respective Principal. If the school Principal is unable to resolve the issue, then the matter will be reported to the Head of the school/ Superintendent.

Defamation of the school or staff is taken seriously. Defamatory remarks published on any social media or social network app will be investigated and may be grounds for a student to be unenrolled from HQA Spring.

- Failure of any visitor to adhere to the visitor policy may be subject to criminal trespassing charges in accordance with Texas State laws.

## **Student Conduct and Classroom Environment**

Students are expected to:

- Arrive on time to every class and be ready to learn.
- Follow uniform guidelines and submit to uniform checks.
- Use electronics responsibly and only as permitted by school policy.
- Remain in class unless given an official hall pass.
- Hall passes are limited to a 5 minute period and allowed only after whole group instruction.
- Treat teachers, classmates, and school property with respect.
- Contribute to a clean, safe, and structured classroom environment.
- Demonstrate positive behavior and participate actively in learning.
- Comply with the school's **Code of Conduct** and **Behavior Management Plan**.

Classroom doors remain open and visible for safety, and students may not leave class to run errands or be unsupervised at any time.

## **Homework Policy**

Homework at HQA Spring is an important tool for reinforcing classroom instruction and developing independent study habits. Homework is assigned to:

- Support and extend learning from the classroom
- Reinforce unmastered skills
- Promote responsibility and time management
- Encourage family involvement in the learning process

Homework is not intended as punishment, but as a means to deepen understanding. Students are expected to complete homework assignments neatly, accurately, and on time.

## **Homework Time Guidelines**

These are suggested maximum homework durations per night. Time may vary based on individual needs:

**Grade Level      Maximum Time (minutes)**

KG	10 minutes
1st–2nd	20 minutes
3rd–4th	50 minutes
5th–6th	60 minutes
7th–8th	70 minutes
9th–12th	90 minutes

Parents are encouraged to create a quiet, distraction-free environment for homework and maintain regular communication with teachers regarding assignments or concerns.

## **Grades and grading periods**

All assignments will be entered on Sycamore/Blackbaud. Parents will be able to see their child's grades when they are posted by teachers. Progress checks are conducted every 3 weeks and report cards at the end of the quarter.

Report Cards will be available 10 days after the end of the grading period. Semester 1 report cards will be available mid-January and final report cards will be available mid-June.

**Grading periods:**

<b>Grading Period</b>	<b>Dates</b>
Quarter 1	Aug 13-Oct 10
Progress Report 1	Aug 29 <sup>th</sup>
Progress Report 2	Sep 18 <sup>th</sup>
<b>Q1 Report Card</b>	<b>Oct 10<sup>th</sup></b>
Quarter 2	Oct 13-Dec 19
Progress Report 3	Oct 31 <sup>st</sup>
Progress Report 4	Nov 21 <sup>st</sup>
<b>Q2 Report Card</b>	<b>Dec 19<sup>th</sup></b>

Quarter 3	Jan 7-Mar 6
Progress Report 5	Jan 23 <sup>rd</sup>
Progress Report 6	Feb 13 <sup>th</sup>
<b>Q3 Report Card</b>	Mar 14 <sup>th</sup>
Quarter 4	Mar 23 -May 22
Progress Report 7	April 10 <sup>th</sup>
Progress Report 8	May 1 <sup>st</sup>
<b>Q4 Report Card</b>	May 22 <sup>nd</sup>

## **Grading Policy**

### **Assignments Categories K-8**

Classwork – 20%

Homework – 10%

Quizzes – 30%

Summative Assessments 40%

## **Toddler, Montessori and Traditional KG**

At HQA Spring, students are placed in a section with a teacher based on the class space, while maintaining appropriate student teacher ratios. Due to the nature of the learning environment, placement decisions are made solely for the purpose of maintaining the quality standards of the program and parent requests may not be honored.

### **HQA-Spring Toddler Program**

Guidelines:

The Toddler environment serves as a stepping-stone into the school's Montessori Program. It focuses on physical, socio-emotional and cognition development of the child. The Toddler room has two groups:

Toddlers (15 Months-22 Months) HQA-Spring considers the admission of children who WILL BE 15 months old, by September 1st of the academic year applied for.

Transitional Toddlers (23 Months -35 Months) Children who WILL BE 23 Months old by September 1st of the academic year applied for are considered for this program.

Students in this age group will begin potty-training with parent teacher collaboration. Our Toddler room is a nurturing environment where students learn to build concentration and independence. We provide an environment where learning is introduced through play and hands-on sensorial experiences. Activities are designed to foster emotional and social development. We provide engaging hands-on and physical activities to build gross and fine motor skills. Students sing rhymes and nasheeds for oral language development and preparation of phonemic awareness.

Transitional toddlers begin to work with phonemic awareness, number quantities, shapes and colors. Art and creative play is used to further enhance development of basic science concepts, culture and language development.

Diapers: HQA-Spring toddler parents will be expected to provide Diapers/Pull-ups with Velcro and wipes for their child(ren). Parents should provide diaper ointment (if needed) for your non potty-trained children. All items must be labeled with the child's first and last name. If you have any questions, please check with the teacher.

### HQA-Spring Montessori Program

Montessori Program Guidelines: (3yrs-5yrs)

HQA-Spring strives for excellence in education while practicing the Montessori Method within an Islamic environment. Our young students are also prepared in Arabic and Quran.

#### Montessori (Year 1: 3 yrs. Old)

HQA-Spring considers the admission of children who WILL BE three years old:

- By September 1st of the academic year applied for.
- Are completely potty-trained. The students should be trained to utilize the bathroom facilities independently. (NO diapers or pull-ups).
- Have passed the testing requirements for admission.

#### Montessori (Year2: 4 yrs. old)

HQA-Spring considers the admission of children who WILL BE four years old:

- By September 1st of the academic year applied for.

- Are completely potty-trained. The students should be trained to utilize the bathroom facilities independently. (NO diapers or pull-ups).
- Have passed the testing requirements for admission.

### Montessori Kindergarten (5 yrs. old)

HQA-Spring considers the admission of children who WILL BE five years old:

- By September 1st of the academic year applied for.
- Have passed the testing requirements for admission.

## **Montessori Program Restrictions : (3yrs-5yrs)**

Siblings and cousins entering the Montessori Program WILL NOT be in the same class.

Students starting Pre-School OR Pre-KG must be able to TELL if they need to use the bathroom. IF a student has more than 4 accidents in a week, they will be sent home for 3 consecutive days to be completely potty-trained.

HQA-Spring will NOT cater to any requests made for homeroom teacher OR class section.

Montessori program is a 2-3 year program that requires students to complete the learning cycle. Our Kindergarten standalone classroom is designed for first year schooling (New admissions to HQA Spring).

### Montessori Program Curriculum : (3yrs-5yrs)

Our Early Childcare classrooms provide a holistic approach to learning, where:

The teacher serves as the guide and encourages order, coordination, concentration, and independence in children. Classroom layouts, Hand-on materials, routines, and freedom of choice feed the natural curiosities of each child. Teachers support a student led environment, initiating self-regulation and a love for lifelong learning. Student learning involves differentiation and introduction of complex learning concepts through hands-on experiences that lead to deeper understanding. Students remain with the same teacher for 3 years (IF they begin as a preschool student), respecting each child's development and potential. Multi-age students in the same environment initiate peer learning and a sense of community.

HQA-Spring's curriculum is supported by various indoor and outdoor activities. Arabic and Quran are part of the Kindergarten daily schedule. PS and PK will be introduced to Islamic studies and Arabic. Kindergarten students will have a program geared towards reading the Quran, learning Islamic principles and Arabic language. Students learn pronunciation of letters, learn surahs and read Quranic text. Islamic manners and values are modeled and practiced in daily routines.



Our Montessori Kindergarten Program is also compliant with the Texas Essential Knowledge and Skills (TEKS) published by the Texas Education Agency. Kindergarten students take a standardized test, twice a year and Progress learning test, three times a year to monitor and assess growth in learning.

Toys: HQA Spring Montessori has a variety of beautiful materials for their students to work on in the classroom. Montessori classes have Show and Tell one day of the week. Students may bring an item related to show and tell ONLY on that day. Personal toys are not permitted otherwise as they can be broken, cause personal disputes, or get lost. HQA Montessori is not responsible for any lost or broken toys.

Supplies: The school has published a supply list through EPI. Parents may either purchase the supplies through EPI or use the list to purchase the required items themselves. Please mark all personal items sent to school clearly with your child's name. Additional personal items which are needed include: 1. A small blanket that fits a gallon size Ziploc bag for Preschool and Pre- kindergarten students for rest time. 2) Two sets of extra clothing for 3-5yr olds.

Ground Rules: All Montessori classroom follow the same ground rules in addition to the HQA-Spring's discipline and behavior policy:

- Walk gently. Students may not run in the classrooms or hallways.
- Talk softly.
- Be courteous
- Everything in its right place.

Volunteer: The successful operation of our school depends on the efforts of parents like you. Our Montessori classroom has a variety of parent involvement opportunities. Some Possible opportunities based on program needs: Reading Parent, Ramadan Décor, Rug washing etc. All classrooms choose one or two homeroom parents depending on classroom size. Homeroom parents assist the teachers with activities and events. We encourage parent participation. Please get in touch with your homeroom teacher if you wish to help out. All volunteers must sign in at the front desk and get a "Visitor" badge. Parent volunteers do not monitor or correct behavior. During classroom observation or volunteering, all information must be kept confidential. Volunteer access is limited to the classroom or place of volunteering. No Volunteering during testing dates/closed campus days. If a parent chaperones a field trip, a background check and signed statement is required.

Playground rules: Rules are to keep our young students safe. All Montessori students slide one way. Students must refrain from climbing on the slide. Students may not throw mulch.

School Day: Toddlers, PS and PK students should be in the building by 8:30 am. KG students need to be in school no later than 8:00am. Consistent attendance is very important for academic growth. Students are expected to be in school every day unless they are ill. Please schedule vacations and appointments outside of school time. If your student will be late or absent please email the homeroom teacher and front desk. Make every effort to be on time for drop-off and pickup. Tardiness and late pickups are disruptive to the group, may cause your child to miss an important lesson, are unsettling to your child, and put a burden on staff. If a student is habitually tardy, parents will be contacted by their child's guide to discuss ways to

improve their situation. If tardiness continues, parents will be contacted by the Head of School to find a workable solution.

Toddlers, PS and PK dress needs to be comfortable, simple and appropriate for activities in school. To foster self esteem and independence, clothing that can be managed by the child is necessary. Students need to be dressed modestly. Students need to wear a cardigan for sleeveless dresses. Closed toe shoes are important.

KG students are required to dress in school uniform and dress code.

Students are required to have 90% attendance during the school year. Please read the updates from the office & all class communications. Please call or email the office in advance if a student will be picked up by someone who is not on their emergency form.

Exercise caution in our parking lot. Do not allow children to cross the parking lot unattended. Never exceed the 5 mph speed limit.

### **Kindergarten ( 5 years):**

New enrollments of 5 year olds are admitted to our Kindergarten program after passing the admission test. Our KG program is compliant with TEKS. Students work in centers, small group or whole group lessons to complete a year of kindergarten education. The ground rules, discipline and policies set for Montessori KG program. KG students attend Arabic and Quran classes.

### **Tardies:**

10 tardies/early pick = 1 absence.

### **Parent Communication:**

Teachers communicate with the parent via Classdojo and Email. To request a meeting, an email must be sent to the teacher. Teachers have conference times that are stated in the class newsletter. We welcome any questions, comments or compliments. All questions and concerns about your child's classroom should be taken directly to the head guide of that classroom. If a problem arises in the classroom, your child's guide will contact you. If resolution of a classroom problem is not achieved between guide and parent, either one may bring the matter to the Principal for further discussion. We make it a policy never to discuss your child in front of them. We may, at a parent or teacher's request, offer referral to an outside resource. The school does not cover these costs. If you have a concern you would like to discuss with someone on the staff, please contact the office and the appropriate person will get back to you. Questions and concerns of an administrative nature can be brought directly to the attention of the Head of School.

## **EXTRACURRICULAR SCHOOL ACTIVITIES, FIELD TRIPS, AND CLUBS & ORGANIZATIONS**

As a general policy, all organizations, clubs, extracurricular activities, athletics and competitions will relate to, support, improve the school curriculum, Islamic morals and standards of student life. Gaining a better understanding of human relationships and a sense of personal pride in accomplishment are benefits

frequently derived from a good program of student activities. Every organization must have the explicit approval of the administration in order to be a part of the school.

### **Extracurricular Coordinator**

All school organizations, clubs and activities (student and parent/legal guardian) will be under the direction of HQA Spring's Extracurricular Coordinator. All meetings, projects, activities and social functions must be approved by the Operations Manager and administration using the "Special Events Request Form." Funds from all organizations are to be deposited in the school's bank account via the Finance office.

### **Student Participation**

A student will be suspended from participation in any extracurricular activity sponsored or sanctioned by HQA Spring after a grade reporting period in which the student received a grade lower than 70 in any academic class. A suspension continues during the interim reporting period and is not removed during the school year until one of the following conditions are met:

- The student's grade in each class is equal to or greater than 70 at the end of the following interim review period.
- The principal and each of the student's teachers will make the determination concerning the student's grades. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
- A grade restriction for extracurricular activities does not apply to summer activities or activities during the first 4 weeks of each school year.
- A student receiving an out of school suspension for a Level 2 or higher misconduct will be suspended from participation for that semester in any extracurricular activity sponsored or sanctioned by HQA Spring.

### **Student Involvement in More than One Activity**

- A student may be enrolled in more than one extracurricular activity. Conflicts in meetings, rehearsal/practice and/or performance times should be resolved with the sponsors.
- No penalty for grades, position, etc. is to be assessed because a student chooses to be involved in more than a single activity.

### **Teacher Sponsorship**

Teacher sponsorship of student activities is assigned according to aligned curriculum and objectives to conduct a relevant activity and total teacher load. The activities are recognized as part of the total educational program.

### **Extracurricular/Co-Curricular Field Trip Policy and Guidelines**

Field trips are an important adjunct to the learning process of children. Administration approval is required before any definite plans are made and sent to the parents/legal guardians.

- Approved Day/Extended/Overnight Trips: Field trips will be limited to experiences of an educational nature, seminars, conventions and contests. (Pleasure and entertainment type experiences are not to be interpreted as being educational.) Parents/legal guardians will receive information of a planned trip via a 'Field Trip Permission Form' at least 3 working days in advance, generally two to three weeks prior to a trip. A signed permission form must be returned, with the appropriate fees, for each trip for a student to be permitted to attend. Deadlines on these forms must be adhered to. No approvals will be secured the day of the trip. Permission can only be granted via the form and not via email or text messages.
- Safety and health issues: Student will be checked on and off the bus at each stop to ensure the safety and presence of each student involved.
- A list of students involved on a field trip will be kept by the front office and the lead teacher/sponsor.
- Lead teacher/sponsor is responsible for keeping and securing on the field trip:
  - A first aid kit signed-out from HQA Spring's health supervisor.
  - Any prescription medications and/or equipment signed out from HQA Spring's health supervisor.
  - "Parent Authorization and Release Form" and "Emergency Card" for each and every student, signed out from school's health supervisor.
  - c. A student receiving In School Suspension (ISS), or Detention or Out of School Suspension (OSS) is ineligible to participate in any field trips that occur in the same marking period.

## **CLASS PARTIES POLICY**

To keep our learning environment focused and organized, class parties are limited and must follow specific guidelines:

- Class parties are allowed only with permission from school administration, and your teacher must get approval at least one week in advance.
- Classes may have no more than one party per semester, not including Juz parties for Quran class.
- If a movie is shown during a party, it must be school-appropriate and approved by administration.
- Parents will be notified at least three days before a scheduled party.
- Parent-initiated parties are not allowed, and birthday celebrations—including bringing in treats or decorations—will not be permitted at school.

## **Juz Parties**

At HQA Spring, we love to celebrate your hard work in Quran memorization! When you complete memorizing a full Juz, your teacher will help organize a Juz party to honor your achievement.

Here's what you need to know:

- Your teacher will send a Juz Party Form home for your parent or guardian to sign. This must be returned the day before the party.
- 1st–6th grade students will have their Juz parties on Thursdays.
- 7th grade and up will have their Juz parties on Fridays.
- You may bring only two items (such as snacks or decorations) to your Juz party.

We are proud of your efforts and want to celebrate your success in a meaningful way!

## **MEDICAL & HEALTH**

### **Medicine**

All medicine must be left in the nurse's room unless written permission from your doctor is received for the student to carry it (i.e., Inhalers or Epi Pens). For the protection of your child and all of our students, Parents/legal guardians are required to walk into the school with the medication and hand deliver it to HQA Spring's Health Supervisor. **PLEASE DO NOT SEND MEDICINE IN BACKPACKS or WITH STUDENTS.** If a student brings medication to school, it will be confiscated & given to the front office. HQA Spring will assist students with medication required only during school operating hours and with a written doctor's note. It is the parent/legal guardian's responsibility to inform HQA Spring of any ongoing medical concerns that require daily maintenance and/or long-term care. This includes life-threatening allergies.

- HQA Spring will NOT dispense any medication not provided by parent/legal guardians.
- Medicine will be administered only according to the written and signed instructions from the parent/legal guardian – valid for 15 days only. After 15 days, a doctor's written permission is required.
- All prescribed medicine or Over the Counter (OTC) medication **MUST** be in its original container.
- Parent/legal guardians may request the pharmacist to divide prescribed medication for school and home use. Medication prescribed twice a day will not be given at HQA Spring unless the doctor prescribes it specifically during school hours.
- No expired medication will be accepted
- Written Requests Required - Completed a Medical Consent form with student's name, dosage, phone and signature of parent/legal guardian, phone and fax of doctor must accompany any medication dropped off at HQA Spring.

***Incomplete forms will not be accepted, and medicine will not be given.***

### **Urgent Care/Urgent Pick-up**

Parent/legal guardians are notified when a student becomes ill or is injured at school and are expected to make arrangements to pick up the child within an hour. Please note that the student will be kept in the nurse's office or in the front waiting for parent/legal guardian pick-up. They will not be sent back to class. This is to ensure that the students are not exposed to the illness and/or receive proper medical treatment.

### **Home Isolation**

To protect all students and staff, your child must be kept at home if he/she exhibits any symptoms of contagious diseases. Below are some common illness/diseases:

- ❖ Chicken Pox
- ❖ Strep Throat
- ❖ Viral Infection
- ❖ Pink Eye
- ❖ Flu or Cold Symptoms (throwing up, fever over 100.4 degrees, etc.)
- ❖ COVID-19
- ❖ Intestinal disturbance accompanied by diarrhea or vomiting
- ❖ Any undiagnosed rash
- ❖ Sore or discharging eyes or ears
- ❖ Profuse nasal discharge
- ❖ Nits or lice on child's
- ❖ Shortness of breath, coughing, loss of sense of smell or 2 of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat

If a student exhibit any of the symptoms listed above at school, they must be picked up within an hour of notification. All children must be fever-free and throw-up free for 24 hours before attending school.

### **Texas-Required Immunizations for School Records**

Up to date immunizations are required to enter and remain enrolled in schools in Texas. Parent/legal guardians of a HQA Spring student may see the Required Immunization Charts and Affidavit of Exemption information at [www.immunizetexas.com](http://www.immunizetexas.com). Affidavits of Exemptions for immunizations must be renewed every 2 years and must be notarized.

- Wait list candidates are expected to show proof of required immunizations as part of the enrollment process.
- Returning students are expected to have updated immunization documentation on the first day of school. This can be checked online by our School's Health supervisor for the students in Texas. For out of state, applicants' parent/legal guardians must provide adequate immunization records.
- Records are reviewed every 30 days. Reminders are sent by email, copies of emails are sent with students, phone messages are made. Final deadlines are sent by mail in the last week of the month. Students may not return to school until the record of the required shots is received. Parent/legal guardians will be called to pick up students if dropped off past the request.

### **Screenings (Hearing, Vision, Spinal, and Acanthosis Nigricans (AN))**

Screenings conducted at HQA Spring and are mandated by the State of Texas for the following students:

- Hearing and Vision
  - Students aged 4 years old by September 1, and grades KG, 1, 3, 5, & 7.
- Spinal
  - Grades 6 and 9.
- Acanthosis Nigricans (AN)
  - Grades 1, 3, 5, 7, & 9

Parent/legal guardians are requested to bring documentation of these screenings performed by their child's doctor.

Affidavit of Exemption forms for each screening is available on Sycamore.

Affidavits for screening are a one-time must if you do not want HQA Spring to screen your child.

Affidavits must be notarized in the State of Texas.

[admin@hqaspring.org](mailto:admin@hqaspring.org) – Parent/legal guardians and students are responsible for being aware of information posted.

## **ZERO TOLERANCE IMMUNIZATION POLICY**

The Texas Administrative Code Title Health Services Chapter 97 6-97.72 concerning Minimum State Vaccine Requirements for Texas Child-Care Facilities, K- 12 for Texas School Entrance/Attendance, and Conscientious Exemption is to be in compliance.

- An Immunization Audit Form sent home with students when shots are due.
- Parent/legal guardians will receive phone reminders of the due date.
- Shots 30 days past due: Parent/legal guardians are notified by phone call and certified letter requiring student to remain home until shots have been received, or a written doctors' statement why shots are contraindicated at this time, or a notarized Conscientious Exemption Form from the state of Texas ([www.immunizeTexas.com](http://www.immunizeTexas.com)).
- State immunization requirements are posted on the Nurse office building for viewing.
- Parent/legal guardians are strongly advised to visit the above-mentioned website for valuable additional information.
- All families are to be given access to required vaccination charts.
- A PARENT/LEGAL GUARDIAN SIGNED copy of the HQA Spring ZERO TOLERANCE Immunization Policy is to remain on file. MEDICAL & HEALTH POLICY Medicine – All medication must be left in the Health Office unless written permission from your doctor is received for the student to carry it. For the protection of your child and all our students' parents/legal guardians are requested to walk into the school with medication. DO NOT SEND IN BACKPACKS. HQA Spring will assist students with medication required only during school operation hours.
- HQA Spring will not dispense any medication not provided by parent/legal guardians.
- Medicine will be administered only according to the written and signed instructions from the parent/legal guardians. OTC medication valid only 15 days then doctor's signature required.

- All Prescribed medication or Over the Counter Medication (OTC) MUST be in its original container.
- Parent/legal guardians may request pharmacists to divide prescribed medication for school and home use. Medication prescribed twice a day will not be given at HQA Spring unless the doctor prescribes it specifically during school hours.
- No expired medication will be accepted.

### **Inherent Risk / Emergency Medical Release**

As the parent/legal guardian of the student named on this form, I consent for his/her participation in school events including field trips, physical education classes, and organized athletics. I recognize that such activities involve the potential for injury, which is inherent in all school activities. On behalf of my child, any other parent/legal guardian, and myself, I covenant not to sue and hereby release HQA Spring and any and all of its successors, assigns, officers, directors, employees, agents, volunteers, insurers, and insureds (collectively, "the school"), of and from any and all liability, claims, demands, and causes of action of whatever kind, including negligence.

This covenant not to sue and release applies to all losses, damages, or injuries, and the consequences thereof, whether known or unknown, foreseen or unforeseen, arising from or related to my child's participation in School events.

Specifically, but without limiting the foregoing, on behalf of my child, any other parent/legal guardian for my child, and myself, I release, discharge, and covenant not to sue the school for any reason relating to the Coronavirus and agree to hold them harmless from any and all claims whatsoever arising from or related to the Coronavirus.

This agreement does not release or hold harmless the school from claims arising from intentional misconduct or gross negligence on the part of the school.

I accept responsibility for promptly notifying the school if my child or someone with whom my child has recently had close contact:

(1) exhibits symptoms of the Coronavirus, including but not limited to fever, chills, cough, trouble breathing, muscle pain, headache, sore throat, and/or new loss of taste or smell;

(2) is exposed to a confirmed outbreak of the Coronavirus or a person who has tested positive for the Coronavirus; or

(3) has recently traveled from somewhere outside the U.S. or on a cruise ship or riverboat.

If my child is injured or becomes ill while under the supervision of the school, and a parent/legal guardian is unavailable to give permission for treatment, with my signature below, I hereby give permission to an agent of the school to authorize any emergency action necessary to ensure the safety of the child. I will not hold the school financially responsible for any medical care given.



# TECHNOLOGY POLICY

## Parent technology Agreement

We are excited to be able to provide your student with use of a chromebook while he or she is enrolled at HQA-Spring for the 2025-26 school year. These technology options are to be used by the student for learning purposes only and are the property of HQA-Spring. Please note the following conditions of the program:

Please read the agreement of HQA-Spring technology policy carefully with your child. Be sure that both you and he/she understand the guidelines. Failure to comply with all guidelines, terms and expectations in the HQA-Spring technology policies may subject you to financial responsibility for costs, fees, fines and other monetary consequences.

## Student Laptop Agreement

A signed copy of this form must be turned in to a school designee at the Parent/Student Orientation. This form must be signed and turned into the school and the Laptop Fee paid prior to receiving the laptop.

- 1) I understand chromebooks and computers are the property of HQA-Spring
- 2) I will use chromebooks and computers appropriately for school purposes.
- 3) I will care for chromebooks assigned to me, and it will remain in the classroom.
- 4) I will not loan the chromebook to another individual. I will not use another users account, password, or ID.
- 5) I will not use chromebooks and computers near food or drinks.
- 7) I will not disassemble any part of the chromebook or computer or attempt any repairs.
- 8) I will not download any software on school chromebooks and computers.
- 9) I will not place stickers, drawings, markers, etc. on the chromebook. I will not deface the serial number sticker on the chromebook.
- 10) I understand that chromebooks and computers and their contents may be inspected at any time because they are school property.
- 11) I agree to return the chromebook at the end of the period in good working condition.
- 12) I will follow the policies, procedures, and guidelines always outlined in the HQA-Spring

## **CELL PHONE POLICY**

Parent/legal guardians who need to contact their child during school hours should go through the school office. We are more than happy to assist you in providing access to your child, yet we also must guard against multiple interruptions to instruction due to incoming calls on communication devices. Below is a list of devices and consequences:

- Cell phones and other such communication devices on campus are not allowed to be used during school hours. They must be turned off and stowed in backpacks, bags and/or lockers. No communication device may be used as a camera or to send text messages or to listen to music or to place phone calls on campus during school hours. If a student's device is visible, a teacher, administrator or staff member will confiscate them. A confiscated device will only be released to a parent/legal guardian. The first offense will result in a warning, but further instances will result in conduct grade adjustment based on the policies listed in THE BOOK section of the handbook.
- The use of i-Watches, iPods, MP3 players and other such devices is not allowed on campus during the school day. If a student's device is visible, a teacher, administrator or staff member will confiscate them. A confiscated device will only be released to a parent/legal guardian. The first offense will result in a warning, but further instances will result in conduct grade adjustment based on the policies listed in THE BOOK section of the handbook.
- Students must submit their devices as requested while taking an assessment. If a student's device is visible, a teacher, administrator or staff member will confiscate them. A confiscated device will only be released to a parent/legal guardian. The first offense will result in a warning, but further instances will result in conduct grade adjustment based on the policies listed in THE BOOK section of the handbook.
- Any variance to this policy must be granted by the administration.
- HQA Spring does not assume any responsibility for lost, stolen or damaged devices brought to campus.
- Refusal to relinquish the electronic device may result in an escalation from a level-one offense to a level-two offense.

## **EARLY DISMISSAL**

Early release timings for the school are limited up to 2:45pm. No early releases will be allowed after this time. All parents/legal guardians must present a valid picture identification for early release pick.

Parent/legal guardian(s) should complete the HQA Spring Authorized Release Form if they wish to allow a non-parent or to pick-up the student.

Any student who leaves campus during HQA Spring class days, without parent/legal guardian notification of early dismissal and without signing out at the front desk, will receive a zero for all missed work, including homework, class work, quizzes, tests, or projects.

Notification of early dismissal should be sent prior to dismissal to be accepted. Without prior notification,

students may not be given credit for any missed work or assessments. HQA Spring is not responsible for students who fail to sign out at the Front Desk.

If a parent arrives to pick up their child without prior notice, please allow 15–20 minutes for the student to be brought to the front.

## **EMERGENCY PROCEDURE**

Emergency Pick-Up -- In case of an emergency requiring the evacuation of HQA Spring, pick-up of students will be conducted from the HQA Spring parking lot on the Northwest side of Gosling Road.

Emergency Closing Notice --To determine if an emergency closing has occurred or will occur, call the Main Building.

Other options for closure information may include, but are not limited to, the school website, Sycamore, local news stations, and text messaging.

## **EARLY DEPARTURES PRIOR TO SCHOOL-WIDE ASSESSMENTS/EXAMS**

Early administration of BOY/MOY/EOY or exams are discouraged and should only be administered in emergency situations. However, in the event an early departure cannot be avoided, the following procedures must be followed:

- Written notification and additional request documentation of the early departure must be made with the office fifteen (15) business days prior to scheduled departure. Requests after 15 days may not be accepted.
- A schoolwide assessment/exam will not be administered without final approval from the Administration.
- Assessment will be administered no more than five (5) days prior to day that it is on the school/class schedule.
- Students are responsible for study guides as prescribed by the teachers.
- A fee will be assessed for each scheduled exam and must be paid prior to administration.

a. \$50 fee for BOY/MOY/EOY (MS students only)

b. \$50 fee for final exams or BOY/MOY/EOY (HS students only)

6. A maximum of \$600 per family will be charged.

7. Failure to follow procedures will result in receiving no credit for any assessment missed.

## **Interaction With the Media/Social Media**

1. Any requests made by the media for interviews should be forwarded to the principal immediately.
2. If students are to be interviewed, written consent from the parent/legal guardian(s) must be on file.

### **Academic Integrity Policy:**

Students are strictly prohibited from copying and pasting content directly from any published source or from AI generation platforms. All submitted work must be original and reflect the student's own understanding and effort. A student who is found to be cheating, plagiarizing, or using AI tools to produce or represent work as their own will face disciplinary action, receive a zero on the assignment, and be placed on Academic Probation.

Maintaining academic honesty is essential to personal growth and the integrity of our learning environment.

## **SCHOOL VISITORS' POLICY**

HQA Spring encourages parent/legal guardian(s) and other community members to visit and believes there are many potential benefits, which can result from increased interaction with the community. At the same time HQA Spring has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect HQA Spring's personnel from verbal/physical abuse and facilities from misuse or vandalism. Therefore, limitations may be placed on visitors to avoid disruption to school operations. Administration officials shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students.

A visitor is defined as any person seeking to enter the school building who is not an employee of the school, or a student currently not enrolled in that building.

### **General Requirements and Expectations for School Visitors**

- All visitors shall report to the school office when arriving and/or leaving the school premises. All visitors are required to have their driver's license scanned. This will generate the picture ID required to be worn on school premises.
- All school visitors must comply at all times with HQA Spring policies, administrative rules, and school regulations.
- Actively support the Islamic and academic mission of the school.
- Serve as role models.
- Unite with personnel as student advocates within which students will have the best possible learning experience.
- Address school personnel with professionalism. Any staff member will not tolerate rude or belligerent behavior.
- Not addressing any school personnel in a threatening or condescending manner.
- Have input in major decisions related to their child's education.
- Be made aware of teacher expectations, and they should actively support teachers' efforts.
- Set high expectations for their children and positively reinforce their child's efforts.

- Establish education as a high priority and take an active interest in their child's learning.
- Have the responsibility to seek assistance if their child requires help.
- Provide opportunities for their children to become self-disciplined.
- Always experience professional contacts with school personnel and they should be treated as valued partners.
- Participate in the planning process of the school via volunteering in various capacities.
- Communicate its expectations for the school.
- Take an active interest in the welfare and education of all children and should work with the school in harmony on issues of mutual concern.
- Serve as a resource for student learning and join the school in providing enriching educational activities during and outside the regular school day and school year.
- Serve on the PTO with the required 10 hours of service or pay the \$50/semester in lieu of.
- Recognize the school as a valuable community asset.

#### A. Visitors to Classrooms or Other Instructional Areas

- Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
- Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - Remaining in a designated place or seat
  - Refraining from speaking to students while the class is in session
  - Refraining from entering or leaving the area while an activity is underway
  - Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building
  - Requiring that the visitors are chaperoned
  - Limiting the duration of the visit to particular times or length of time
  - Limiting the activities of the visitor to a particular purpose
  - Designating particular routes of travel in the building or upon school grounds
  - Refraining from the use of cellular telephones or other electronic devices
- Non-school aged children are prohibited from visiting classrooms or other instructional areas.
- Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make mutual arrangements prior to the visit.
- Visitors for school events, PTO related activities, and/or volunteers are not allowed to walk throughout the school. They are to remain in the designated area for where the purpose of their visit is to take place.
- All visitors must be respectful to Staff and Students while visiting HQA Spring campus.
- Visitors may not approach staff nor conference with staff if it is not mutually agreed upon.

#### B. Student Visitors

- Parent/legal guardians of potential enrollees must obtain written permission from an administration official. Administrative approval must be obtained prior to the visit.
- No student who is under out of school suspension/expulsion or other form of discipline or absent from this or any other school district shall be permitted to visit HQA Spring.

### C. Exceptions to Visitor Requirements

- Persons invited to visit the school as part of a scheduled open house, special events, or adult participation in organized and school approved activities (i.e., volunteers, guest speakers, etc.). All visitors must obtain a picture ID from the front desk by having their driver's license scanned. For out-of state visitors, a background check may be requested.

### D. Special Circumstances

- The school administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational process of HQA Spring. Any such individual shall be directed to leave the school premises immediately by security and law enforcement authorities may be called if necessary.

The following procedures may be enforced if there is non-compliance to avoid disruption to school operations. Administration officials shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students.

Staff members may choose to end the interaction immediately if they feel threatened or verbally abused. Any visitor that does not adhere to the visitor policy and/or to the expectations outlined in said policy can/will be subject to the following (after the administration is notified of the incident. Administration will take action depending on the severity of the situation and the below is not a specific sequence to administrative action):

1. Meeting will be arranged with the offending party.
2. A warning letter will be issued to visitors in question to inform them of the specific violation.
3. Communication will be sent to inform the offending party that they are no longer allowed on the school premises/activities. School Security will be informed to enforce the restriction and criminal trespassing charges may be applied.
4. Depending on the severity of the situation the family may be removed from HQA Spring.
5. In extreme circumstances criminal charges will be filed with the Houston Police Department and any of the above consequences may apply.

## **PLAYGROUND AND SCHOOL GROUNDS**

- School staff supervises all outdoor activities on school grounds. Students should always be in the play areas they are assigned.
- No equipment other than what school permits for recess use is allowed. All other equipment will be confiscated. The safety of the entire playground is to be considered at all times. Balls may not be kicked or thrown against any building or fence. Should a playground ball be accidentally kicked out of the play

area, the student responsible must inform the school staff on duty immediately. Students are not allowed to go off school grounds to retrieve balls/equipment.

- If someone should get hurt during recess, a student should inform the school staff on duty immediately. Students should be encouraged to play outdoors when the weather permits. If your child needs to remain indoors for serious health reasons, please send a detailed note—but let this be the exception.
- Parent/legal guardians are encouraged to educate their children that the playground is an area designed for recreation and play. Any behavior deemed a deviation from proper playground etiquette will result in the student being removed from the area and disciplined in accordance with the HQA Spring's Discipline Policy.

\*HQA Spring uses the following school-wide behavior and discipline system

## **APPENDIX A: THE BOOK**

### **Student Code of Conduct**

#### ***Introduction***

Discipline is an essential aspect of the Islamic way of life, where Muslims are expected to exhibit their best behavior at all times. At HQA Spring, the purpose of discipline is to help students acquire the skills and habits necessary to become well-adjusted and successful individuals. Our discipline rules are rooted in Islamic guidance, understanding, and concern. We recognize that young students need guidance in learning self-discipline and that mistakes are part of this process. Students are encouraged to learn the code of conduct and adhere to the rules and regulations. Our goal is to collaborate with students and their parent/legal guardians to develop individuals who make us all proud as exemplary Muslims.

#### ***Conduct Expectations***

All students are expected to demonstrate a high standard of Islamic conduct at all times. Any behavior that violates HQA Spring's code of conduct is not tolerated. Students must take responsibility for their behavior, and parent/legal guardians are expected to train and discipline their children at home to support the school's efforts. HQA Spring expects parent/legal guardians to take corrective measures for any breach of discipline. Any student whose behavior detracts from the well-being of the class or the Islamic environment of the school will face appropriate consequences, including possible expulsion from the school.

#### ***Conduct Grade Breakdown***

Conduct grades are assigned based on the total points remaining every 9 weeks from incident deductions, following the grade breakdown in Sycamore:

- **A:** 100 - 90
- **B:** 89 - 80
- **C:** 79 - 75
- **D:** 74 - 70
- **F:** Below 70

#### ***Conduct Grade Policy***

To maintain a positive and productive learning environment, student conduct violations are classified into three levels with corresponding point values:

- **Level 1 Incident:** Minor disruptions, tardiness, dress code violations, etc. (3 points per incident)

#### **Level 1: Classroom Level Consequences**



## Incident

- o Not following the General Rules on Student Behavior expectation (refer to list above)
- o Repeated class disruption
- o Being out of class without permission
- o Teasing others, including probable bullying and/or cyber-bullying
- o Chewing gum, eating candy or food at unauthorized times
- o Loud conduct
- o Littering

**Actions:** Warnings, student should sign The Book, record in the Sycamore Behavior Log with a notification for Behavior Managers and parents, and up to 3-minutes time-out from recess with a reflection sheet. Conduct grade will be reduced by:

## Preventative measures for future behaviors:

- o Consistent implementation of class rules and expectations.
- o Planned ignoring
- o Recognizing those students who are following class rules and expectations (short and sweet) resist the temptation of calling students out for not following class rules and expectations. *Ex: Thank you, Firas for being the first to line-up. Thank you, Sarah and Ibrahim, for lining-up and being patient.*
- o Private consultation/reminder of classroom and expectations. *Ex: Sarah, could I see you at my desk. (Whisper) Sarah honey, I have noticed you are not focused today. I know it can be hard if there are people around you who distract you, so if it will help you to stay focused, I can move you to another spot for today.*
- o Discreate gestures or proximity control. *Ex (walk up to the group and stand to listen. Walk by the student's desk and point to the question they should be working on. Use silent gestures that are discrete to re-direct students or remind them to focus).*
- o Redirection of behavior. *(If Sarah is constantly talking to other students, I would call on her and say Sarah could you read the next problem or Sarah honey how would approach this problem? Would you identify the key words in the problem first or would you go straight to setting up a model to represent the word problem?)*
- **Level 2 Incident:** Repeated Level 1 incidents, disrespect towards peers or staff, minor vandalism, use of inappropriate language, etc. (5 points per incident)

## Level 2: Escalation of Level 1 Offense or First-time Level 2 Offense

### Incidents:

- o Exhausted all Level 1 incidents in the quarter and the behaviors has continued
  - Not following the General Rules on Student Behavior expectation (refer to list above)

- Repeated class disruption
- Being out of class without permission
- Teasing others, including probable bullying and/or cyber-bullying
- Chewing gum, eating candy or food at unauthorized times
- Loud conduct
- Littering
- o Cheating or inappropriate copying of others' work
- o Disturbing student's property
- o Disrespect to an adult
- o Backbiting and spreading rumors amounting to bullying and/or cyber-bullying
- o Instigating others amounting to bullying and/or cyber-bullying
- o Inappropriate physical contact, including play fighting and/or bullying
- o Throwing an object at a person and/or throwing a heavy object
- o Repeated refusal to follow directions

**Actions:** Student should sign The Book and record in the Sycamore Behavior Log with a notification for Behavior Managers and parents, phone call with a request for a parent conference. Teacher can assign 5-minutes time-out from recess with a reflection sheet or a 5-minutes silent lunch.

- **Level 3 Incident:** Serious misconduct such as fighting, bullying, major vandalism, theft, etc. (10 points per incident)

### **Level 3: Escalation of Level 2 Offences or First-time Level 3 Offence**

- **Incidents:**
  - o Obscene or otherwise inappropriate language, including bullying and cyber-bullying
  - o Using slurs, profanity in language or gesture, whether written, verbal, or electronic (cyber-bullying)
  - o Fighting, including bullying and cyber-bullying
  - o Hurting another person or threatening to do so, including bullying and cyber-bullying
  - o Bringing a dangerous object to school
  - o Intentional damage to school or others' property, including bullying
  - o Running away from or skipping school or class
  - o Unlawful entry of the school

**Actions:** The student will be removed from the instructional environment and be expected to complete assigned work. The teacher and principal will speak with parent to schedule a meeting within 24 hours to include the student, parent, a representative of the school discipline committee, and an administrator to discuss additional steps such as a behavior contract, lunch detention, in or out-of-school suspension. The student should be referred to the principal with a referral.

- **Level 4 Incident: Serious misconduct such as bringing a weapon to school or threatening to harm someone with a weapon. Level 4 incidents may result in a student's expulsion from the school. (15 points per incident)**

#### **Level 4: Escalation of Level 3 Offences or First-time Level 4 Offence**

- **Incidents:**
  - **Bringing a firearm, weapon, or other form of explosive to school**
  - **Harming or attempting to harm another person with a weapon**
  - **Possessing, selling, or distributing controlled substances, including cigarettes**

**Actions:** Principal and teacher will contact parent for an immediate meeting. The student will be removed from the instructional environment immediately and placed with the school security. The student will be suspended immediately pending a review by the school discipline committee and principal to meet within 24 hours. The committee may assign further consequences, including long-term suspension or expulsion.

Each incident must be documented by the teacher in Sycamore by completing a Discipline Log entry. The violation will be sent to all discipline managers, parent/legal guardians, and students to ensure clear communication and transparency.

#### ***Conduct enforcement***

The School Discipline Code applies in the following situations:

1. Violation of Islamic rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while the student is registered at HQA Spring.
2. During regular school hours.
3. On the school van or other transportation sanctioned by the school.
4. During school-sponsored events and field trips.
5. During events and activities associated with the school.
6. Regarding any personal misconduct directed at others that violates this discipline policy, whether on or off school premises.

The administration is authorized to take disciplinary action when a student's misconduct away from school negatively impacts other students or the orderly educational process. This includes violations directly connected to prior school violations, those likely to result in further violations at school, or those posing a danger to the health and welfare of students or school personnel.

#### ***Due Process Rights***

Any student whose conduct may warrant suspension or expulsion will be provided the following due process:

**Students:**

1. Notification of the violation.
2. An opportunity to present their side of the occurrence to the appropriate school personnel.

**Parents/legal guardians:**

1. Written notification of the violation and the consequence decided by the school.
2. 24 hours notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that they cannot complete the school day.

**General Rules on Student Behavior**

- **Punctuality and Attendance:** Arrive on time and attend regularly.
- **Preparedness:** Bring all necessary materials to school and class.
- **Prohibited Items:** Do not bring toys, radios, cell phones, smart watches, unrelated books or technology to school or classrooms. All staff members are required to confiscate items that are prohibited. The student's teacher or administration will contact parent/legal guardians to pick-up confiscated items. The first offense will be result in a warning, all offenses after that would be considered a Level 1 offense.
- **Dress Code:** Adhere to the school dress code at all times.
- **Travel Conduct:** Follow the code of conduct while traveling in school transportation to and from school.
- **Respectfulness:** Treat others with kindness, courtesy, and respect, keeping hands to yourself.
- **Authority and Attentiveness:** Respect authority and stay attentive at all times.
- **Proper Language:** Use appropriate language and display good manners.
- **Personal Space:** Stay out of other students' lockers, backpacks, and desks, respecting personal space and property.
- **Classroom Cleanliness:** Put materials away neatly, pick up scraps, put up chairs, and file out quietly at the end of the school day.
- **Homework:** Complete all homework assignments neatly and submit them on time.
- **Restroom Behavior:** Behave appropriately in the restroom and take necessary safety precautions.

**Importance of Tarbiya**

Tarbiya, rooted in the values and beliefs of Islam, is essential for nurturing well-rounded individuals who embody the teachings of the Quran and the Prophet Mohammad, peace be upon him. Islam provides a comprehensive way of life, serving as the foundation for our morals and etiquettes. An Islamic environment is crucial for youth to learn, practice, and grow up as proud Muslims. Islam emphasizes the importance of learning and excelling in every field, recognizing that each child is a unique treasure with distinct talents. Education is a fundamental right. A

sound education nurtures the mind, body, and soul, encouraging creativity and critical thinking. Parent/legal guardians, teachers, and administrators serve as role models, working in partnership to provide an exemplary education system supported by strong curricula, qualified staff, and efficient processes. The community shares a collective responsibility to raise its children, viewing youth as valuable assets. Respecting diverse learning styles and paces, every student deserves love and respect. We denounce discrimination, extremism, and bigotry, embracing cultural, religious, and value-based differences as part of humanity. Living in harmony, we must cooperate with noble causes, stand for justice for all, and ensure every voice is heard and respected. By acknowledging our imperfections and striving to make better choices, we improve ourselves and our community.

### **Importance of Classroom Rules and Consistency in Procedures:**

Maintaining consistent classroom rules and procedures is crucial for creating a stable and predictable learning environment. Consistency helps students understand expectations, reduces confusion, and promotes fairness. Clear guidelines and consistent enforcement prevent misunderstandings and ensure that all students are held to the same standards.

### **The Importance of Using the Growth Mindset in the Classroom**

The growth mindset, a concept developed by psychologist Carol Dweck, posits that intelligence and abilities can be developed through dedication and hard work. This mindset contrasts with a fixed mindset, which views talents and intelligence as static traits. Embracing a growth mindset has a profound impact on student behaviors, fostering resilience, perseverance, and a love for learning. It encourages students to view challenges as opportunities for growth, resulting in increased motivation and improved academic performance. At HQA Spring, by cultivating a growth mindset, teachers can create a supportive and dynamic classroom environment that promotes continuous improvement and a positive attitude towards learning. Please review the Growth Mindset Appendix C.

### **Behavior Specific Praise and the Good Behavior Game**

Using behavior-specific praise is an effective strategy to reinforce positive behavior. By acknowledging and rewarding specific actions, students are more likely to repeat those behaviors. The Good Behavior Game is another tool that promotes good conduct by encouraging teamwork and self-regulation. Implementing these strategies helps create a supportive classroom atmosphere where positive behavior is recognized and valued. Please review Behavior Specific Praise Appendix A and the Good Behavior Game Appendix B.

### **Impact on Honor Roll, Student Council, School Sponsored Events and Field Trips**

Conduct grades are considered for quarterly Honor Roll eligibility, Student Council, school-sponsored events and field trip participation. Students with higher conduct grades are more likely to qualify for these honors, as they exemplify the standards of behavior and leadership expected in our school community. Serious code of conduct incidents may result in a student being excluded from school-sponsored events and/or field trips unless a parent/legal guardian accompanies the student to such events to support the maintenance of student behavior expectations.

## APPENDIX B: HQA Spring Parent-Teacher Conference Agreement

As part of your child's enrollment at **HQA Spring**, parent engagement and communication are foundational to their success. To ensure every student receives the support they need both academically and socially, we require all parents/guardians to participate in Parent-Teacher Conferences (PTCs) throughout the school year.

### Parent Teacher Conference Agreement Terms:

**1. Required Conferences:**

- Parents/guardians are required to attend a **minimum of two (2) Parent-Teacher Conferences** per academic year—typically one in the **Fall** and one in the **Spring**.
- These conferences are scheduled school-wide and aim to review student progress, behavior, assessments, and learning goals.

**2. Additional Conferences:**

- Teachers and/or the Principal may request additional conferences as needed to address academic performance, behavior concerns, or to develop/support individualized learning or intervention plans.
- Parents may also request a meeting at any time to discuss their child's progress.

**3. Attendance Expectations:**

- Attendance at scheduled Parent-Teacher Conferences is **mandatory**.
- In cases of unavoidable scheduling conflicts, parents/guardians must contact the school administration in advance to reschedule within a reasonable timeframe.

**4. Purpose and Partnership:**

- PTCs are vital for maintaining strong school-home partnerships.
- During conferences, we will review data from assessments, student work samples, classroom observations, and any necessary intervention plans.

By signing below, you acknowledge your understanding of and commitment to the HQA Spring Parent-Teacher Conference policy.

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**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_