

**DRAFT**



**HIRA INSTITUTE**

# STUDENT HANDBOOK

إِنَّ الْمَلَائِكَةَ لَتَضَعُ أجنحتها رِضا لِطالِبِ العِلمِ  
“The angels lower their wings being pleased  
for the seeker of knowledge.” (Abu Dawood)



[www.hirainstitute.org](http://www.hirainstitute.org)



4711 Progress Blvd.,  
Louisville, KY 40218



502.309.HIRA(4472)





In the Name of Allah,  
the Most Beneficent, the Most Merciful.

Reviving Prophetic Legacy



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قُلْ هَلْ يَسْتَوِي الَّذِينَ يَعْلَمُونَ وَالَّذِينَ لَا  
يَعْلَمُونَ <sup>قُلْ</sup> إِنَّمَا يَتَذَكَّرُ أُولُو الْأَلْبَابِ

Say, "Can those who know and those who do not know become equal?" It is only the people of understanding who are receptive of the advice.

(Quran 39:9)



# HIRA Institute: Reviving Prophetic Legacy

Allah has sent the Prophet (S.A.W.) for many purposes, but he had four main responsibilities. He carried out these responsibilities and instructed the Muslims and people coming after him to do the same once he was gone. At HIRA, we have dedicated our lives to carrying out these responsibilities and preparing the next generation to do the same.



## Recite the verses:

One of the responsibilities of the Prophet Muhammad (S.A.W.) was to recite the verses of the Holy Quran. It is HIRA's vision to impart this art of recitation with Tajweed (rules of recitation) to the future generations.

HIRA currently offers a program for children to learn to recite and memorize the Holy Quran. We will insha-Allah continue to add different programs to advance their Quranic knowledge



## Explain the verses:

The second responsibility was to explain the verses of the Holy Quran. HIRA hopes to bring the message of the Holy Quran into the lives of the Muslims so that they are able to adhere to the true Islamic teachings.

HIRA offers alimiyyah classes and is planning to have exclusive classes for adults to help them understand their respective fields and how to fulfill their social responsibilities within the framework of Islamic teachings.



## Teach wisdom:

The third responsibility was to teach humanity, the wisdom of life. HIRA aims to continue that Prophetic legacy through programs to show the world what compassion and wisdom the religion of Islam encompasses.

HIRA has a branch working exclusively with non-Muslims to educate them about the true Islamic values. HIRA works with different churches, schools and community centers to promote and propagate Islam.



## Teach spirituality:

The fourth responsibility was to teach mankind the purity of the inner self. HIRA's objective is to impart this spirituality to the community to help them make right decisions in life based on the correct principles of Islam.

HIRA provides different seminars and conferences to help Muslims especially youth deal with the difficulties of life. We help them navigate through the challenges of today while fulfilling their duties to their community and Allah



# HIRA Institute: Vision Statement



## Profile of a HIRA Instiute Graduate:

A HIRA Institute Graduate will have

1. God Consciousness (Taqwa)
2. Prophetic Character (Akhlaaq and Aadaab)
3. Passion to Continuously Seek Knowledge (Ilm)
4. Leadership Skills (Imarah)
5. Desire to Serve the Community (Khidmah)



## Vision Statement:

We are dedicated to guiding individuals on a journey of personal and academic excellence through God Consciousness (Taqwa), Prophetic Character (Akhlaaq and Aadaab), Passion for Knowledge (Ilm), Leadership Development (Imarah), and Service to the Community (Khidmah).



## Mission Statement:

Our mission is to instill God Consciousness and Prophetic Character through having the students memorize and recite the Qur'an, teaching the meaning of the verses of the Qur'an, teaching about the wisdom of the religion of Islam, and teaching spirituality.

وَأَجْعَلْنَا لِلْمُتَّقِينَ إِمَامًا

“Make us role models for the God-fearing”

(Quran 25:74)



# History

2016

Founded in 2016, HIRA Institute first opened the Weekend and After School Programs at Guiding Light Islamic Center at 6500 Six Mile Lane, Louisville, KY 40218. In 2017, HIRA Institute began the Summer Program at the Louisville Islamic Center for Compassion at 4007 River Rd, St Matthews, KY 40207 and the HIRA Musollah at 1596 10th St, Jeffersonville, IN 47130.

2018

In 2018, HIRA Institute launched the Part-Time Tahfeeth Program in collaboration with Nur Islamic School of Louisville, 6500 Six Mile Lane, Louisville, KY 40218.. The students memorized Qur'an from 6:00 to 9:00 a.m. then joined normal classes at Nur Islamic School from 9:00 a.m. to 3:30 p.m.

2019

In 2019, HIRA Institute established the Full-Time Tahfeeth Program at Guiding Light Islamic Center. The students had tahfeeth from 8:00 a.m. to 12:00 noon. Then they had online secular education from 1:00 to 4:00 p.m. through JCPS online and Calvert Learning.

2020

In 2020, HIRA Institute moved the Full-Time Tahfeeth Program to the American Turkish Friendship Association, 4711 Progress Blvd. Students had tahfeeth from 8:00 a.m. to 12:00 noon. Then in the afternoon, secular education from 1:00 to 4:00 p.m. was taught by in person teachers. HIRA Institute also launched the first Islamic High School in Kentucky in the same location. AP classes were taught in conjunction with the University of California UC Scout Program.

2021

For the 2020/2021 school year, HIRA Institute had 32 students. For the 2021/2022 school year, enrollment increased to 57. In May 2021, HIRA Institute graduated the first high school student who has since continued on to college at Jefferson Community and Technical College. HIRA Institute also graduated the first Hafiz student who was in Eighth Grade.

2022

In May 2022, the school graduated two students. One student has received full scholarships from both Bellarmine University and University of Louisville. The other student completed high school in three years and will attend University of Louisville. This student also completed the memorization of the Qur'an, Masha Allah.

2023

In May 2023, the school graduated four students. One student received a full scholarship to Wayne State University in Michigan. Two students received scholarships at University of Louisville. The last student enrolled in the HIRA Alimiyyah Bachelors in Islamic Studies Program. Two students also completed the memorization of the Qur'an, Alhamdulillah.



# Meet Our Team

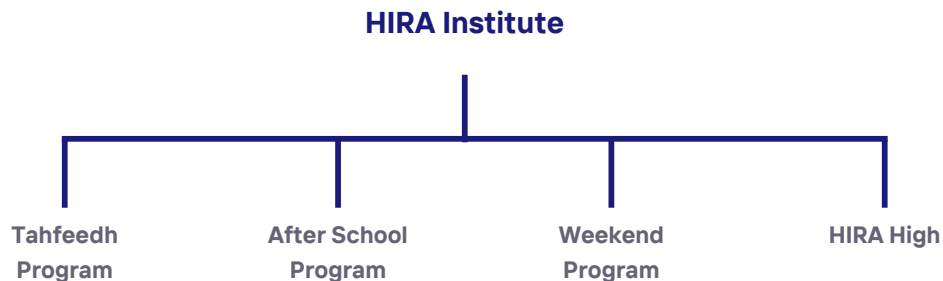
## HIRA Institute Board of Directors

<b>Ammar Shaikh</b>	<b>President</b>
<b>Sofia Sadiq</b>	<b>Treasurer</b>
<b>Nilufar Patel</b>	<b>Secretary</b>
<b>Mohamed Iqbal</b>	<b>Registered Agent</b>

The role of the Board of Directors is to:

1. Ensure the financial stability of the institute.
2. Set the institute's mission and policies with input from faculty and community members.
3. Support the programs in their day-to-day operations.

## Organizational Structure



The Tahfeeth Program and HIRA Institute will be located on the same campus: 4711 Progress Blvd, Louisville, KY 40218

## Tahfeeth Program Head

The Tahfeeth Program Head will be responsible for the curriculum and staff supervision for the Qur'an memorization, Islamic Studies and Arabic programs administered in the morning.

## HIRA Institute Principal

The HIRA Institute Principal will be responsible for the curriculum and staff supervision for the secular Elementary, Middle School and High School subjects.





# Our programs

## Tahfeekh Program

### Reciting the verses

One of the responsibilities of the Prophet Muhammad (S.A.W.) was to recite the verses of the Holy Quran. It is HIRA's vision to impart this art of recitation with Tajweed (rules of recitation) to the future generations.

HIRA currently offers a program for children to learn to recite and memorize the Holy Quran. We will insha-Allah continue to add different programs to advance their Quranic knowledge. The Prophet (peace and blessings of Allaah be upon him) said: "It will be said to the companion of the Qur'an: Recite and rise in status, recite as you used to recite in the world, for your status will be at the last verse that you recite." (Al-Tirmidhi and Abu Dawood)

The goal of the Tahfeekh Program is to help facilitate the mission of the school - to develop students into strong Muslims through teachings of Islam. HIRA Institute offers a comprehensive Qur'an memorization program.

### Memorizing the Qur'an

Students focus on memorizing the Qur'an in the morning from 7:45 a.m. to 12:00 noon. The first step is to strengthen the students ability to read Arabic fluently so that the students can begin to read, understand and apply the Qur'an. Students learn the basics of reading Arabic through Al-Qaidah An-Noraniah. They develop fluency in reading Arabic by reading Juz Amma and then reading Juz 1 to 5.

Next, students begin memorization from Juz 30. Every day, they recite: 1) the new verses they memorized, 2) the Juz they are memorizing until the new verses, 3) a previous Juz they have memorized. Some students recite 2 Juz every day, masha Allah.

قَالَ رَسُولُ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ " يُقَالُ لِصَاحِبِ الْقُرْآنِ اقْرَأْ وَارْتَقِ وَرَتِّلْ  
كَأَنَّكَ تُرْتَلُ فِي الدُّنْيَا فَإِنَّ مَنَزِلَكَ عِنْدَ آخِرِ آيَةٍ تَقْرُوهَا "



## Alimiyyah Program

### Explaining the verses

Another responsibility of the Prophet Muhammad (S.A.W.) was to explain the verses of the Holy Quran. At HIRA, it is our vision to impart a comprehensive understanding of Islamic sciences, coupled with accurate explanations, to the next generations.

HIRA currently offers a program for teenagers and adults to delve into the world of Tafseer, Hadith, and other essential Islamic sciences, enriching their understanding of Islam. We will insha-Allah continue to add different programs to advance their Islamic knowledge. The Prophet (peace and blessings of Allaah be upon him) told us, 'For whomever Allah wants good, He gives him understanding in the religion.' (Al-Tirmidhi)

The goal of the Alimiyyah Program is not just about academic learning, it is to develop students into strong Muslims through teachings of Islam. HIRA Institute offers a comprehensive Alimiyyah program that helps understand traditional texts in modern times.

### Understanding the Quran and Hadith

After students complete the memorization of the Qur'an, students can continue on to the Alimiyyah Program. The Alimiyyah Program is normally a six year program that begins in High School and is equivalent to a Masters in Islamic Studies. The Aalim Program covers Arabic, Tafsir (Quranic Exegesis), Hadith (Prophetic Traditions), and Fiqh (Jurisprudence).

In the Alimiyyah Program is from 7:45 a.m. to 4:00 p.m. In the morning they study Islamic subjects from 8:00 to 11:00 a.m. In the middle of the day, they fulfill the rest of the high school graduation requirements. In the afternoon from 1:00 - 4:00 p.m., they study Arabic.

After the Aalim Program, students can continue for 2 more years in the Mufti Program. The Mufti Program completes the equivalent of a PhD in Islamic Jurisprudence.

**قَالَ رَسُولُ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ "مَنْ يُرِدِ اللَّهُ بِهِ خَيْرًا يُفَقِّهْهُ فِي الدِّينِ"**



## Academic Program

### Set up for Success

At HIRA Institute, we believe in a comprehensive approach to education, intertwining academic studies with the values of Islamic teachings. Our academic program, spanning up to 12th grade, is designed to deliver robust education while integrating fundamental Islamic principles.

HIRA Institute's mission is to nurture God-conscious and mindful-Muslims to cultivate a future generation of leaders. HIRA students effect their communities in positive and beneficial ways through the teachings of the Holy Quran and the Sunnah of our beloved Prophet Muhammad peace be upon him.

By adhering to the highest global academic standards combined with the thought-provoking and spiritual design of Islamic education, we strive to develop well-rounded students who are successful in collegiate atmospheres and as well as in the hereafter

### Academic Studies

In the afternoon, from 12:30 to 4:00 p.m. students study Math, Science, Social Studies, and Language Arts. Due to the number of students, the following grades are grouped together as a class:

- 3rd to 5th Grade
- 6th to 8th Grade
- 9th / 10th Grade
- 11th / 12th Grade

Students learn Language Arts, Science, and Social Studies together as a group. In Science and Social Studies, they rotate through various topics aligned to the Kentucky Social Studies Standards and the Next Generation Science Standards. For Language Arts, students are taught comprehension, writing, vocabulary, and grammar according to the Common Core Reading Standards. For Math, students are also grouped by levels and taught according to the Common Core Mathematics Standards. High School students fulfill state graduation requirements as well as take Advanced Placement Courses through the University of California Scout Program.

قَالَ رَسُولُ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ "إِنَّ الْمَلَائِكَةَ لَتَضَعُ أَجْنِحَتَهَا رِضًا لِطَالِبِ الْعِلْمِ"



# School Calendar

## Tahfeeth and Alimiyyah Program

The Tahfeeth Program is year round. In the Fall and Spring, the Tahfeeth Program is Monday to Friday from 8:00 a.m. to 12:00 noon. In the afternoon, the students learn academic subjects such as Math, Science, Social Studies and Language Arts from 12:30 to 4:00 p.m. The students take a break for Fall, Winter, and Spring Break.

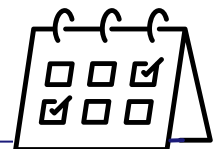
When the academic program ends in May, the students take a two week break before the summer session begins in early June. During the summer session, students have Tahfeeth Mondays to Thursdays from 7:45 a.m. - 12:00 noon. Before the Fall session starts again, students take a break the last two weeks of July. This way, students do not forget the Qur'an they have memorized because they are continuously reviewing.

When the academic program is running, Alimiyyah Program is from 7:45 a.m. to 4:00 p.m. In the morning they study Islamic subjects from 8:00 to 11:00 a.m. In the middle of the day, they fulfill the rest of the high school graduation requirements. In the afternoon from 1:00 - 4:00 p.m., they study Arabic. When the Academic program ends, the timing is from 7:45 a.m. - 12:00 noon.

## Academic Program

The academic program is from 12:30 to 4:00 p.m. for tahfeeth students, and during the afternoon for the alimiyyah students.

The academic program follows the standard state schedule, meaning all federal holidays are observed, along with summer, winter, and spring holidays.





## Vacation Schedule

### First and Last Academic Days for Students

Aug 7, 2023; May 17, 2024  
Aug 12, 2024

### No School for Tahfeeth and Academics

Post Summer Break	July 24 - August 4, 2023
Labor Day	September 4, 2023
Fall Break	Nov 23 - 24, 2023
Winter Break	Dec 25, 2023 - Jan 5, 2024
Martin Luther King Jr. Day	Jan 15, 2024
Eid ul Fitr Break	April 8 - 19, 2024
Pre Summer Break	May 20 - 24, 2024
Memorial Day	May 27, 2024
Eid ul Adha Break	June 17- 21, 2024
Independence Day	July 4 - 5, 2024
Post Summer	July 29 - August 9, 2024

### School for Tahfeeth but Not for Academics

Summer 2024                      May 28 - June 14, June 24 - July 3, July 8 - 26, 2024

### Parent Teacher Conferences

Fall Conferences	Oct 2, 2023
Spring Conferences	Feb 19, 2024

### No School for Students; Professional Development for Teachers

First Aid	Oct 2, 2023
PLC	Feb 19, 2024



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# Elementary School Curriculum

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## Language Arts

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Aligned to the Common Core State Standards for Language Arts, students will read short stories as a class from [Core Knowledge](http://coreknowledge.org) ([coreknowledge.org](http://coreknowledge.org)). Core Knowledge strongly supports systematic phonics instruction as the superior way to teach decoding skills. Core Knowledge builds comprehension and vocabulary skills through the integration of topics in science, history and the arts.

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## Mathematics

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Based on the [Common Core Standards for Mathematics](http://www.corestandards.org/Math) ([www.corestandards.org/Math](http://www.corestandards.org/Math)), students will utilize [Math in Focus Singapore Math](http://hnhco.com/programs/math-in-focus) ([hnhco.com/programs/math-in-focus](http://hnhco.com/programs/math-in-focus)) curriculum resources. Math in Focus helps students learn the language of math through hands-on learning, visualization, and pictorial representations. The Engage-Learn-Try Focus Cycles present a concept step by step so that students can easily grasp it. Students are guided in acquiring and applying concepts and skills to non-routine, open-ended, and real-world problems.

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## Science

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Students will study the [Core Knowledge](http://nextgenscience.org) science sequence which is aligned to the Next Generation [Science](http://nextgenscience.org) Standards (NGSS) ([nextgenscience.org](http://nextgenscience.org)). NGSS prescribes a multi-dimensional approach to science learning and instruction, integrating core ideas, hands-on practices, and crosscutting concepts, as well as applications of scientific knowledge in engineering and technology.

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## Social Studies

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The [Core Knowledge](http://coreknowledge.org) social studies program teaches respect for diverse peoples and cultures and is aligned to the Kentucky [Social Studies](http://coreknowledge.org) Standards. The Core Knowledge Sequence covers a broad range of world and American history—including early and modern Asian, African, Middle Eastern, Western, and Native American civilizations. This historical knowledge is explicitly connected to diverse works of literature, art, and music, as well as contributions by scientists from many cultures and backgrounds

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# Middle School Curriculum

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## Language Arts

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Aligned to the Common Core State Standards for Language Arts, students will read novels as a class from the [Newberry Medal Book Winners](http://bookworm4kids.com/Newbery.html) (bookworm4kids.com/Newbery.html). They will answer comprehension questions and write essays/stories based on the reading. And they will learn vocabulary words from Sadlier Vocabulary, a foremost research-based vocabulary program for KG-12th grade. Students will also develop their writing and grammar by [Glencoe McGraw Hill](#).

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## Mathematics

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Based on the [Common Core Standards for Mathematics](https://openupresources.org/math-curriculum), students will utilize [Open Up Resources 6-8](https://openupresources.org/math-curriculum) (openupresources.org/math-curriculum). The mathematical language routines offer detailed guidance for developing students' ability to communicate mathematical thinking verbally, visually, and in writing. The materials encourage student communication and the development of problem-solving and reasoning skills.

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## Science

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Students will utilize the curriculum designed by CPO Science that is aligned to the [Next Generation Science Standards](#). CPO Science core curriculum programs engage students through active investigation because we believe that mastery of science concepts comes from doing real science. The instructional design begins with an introductory hands-on investigation, followed by reading, applied investigations, and opportunities for re-teaching, challenging, and extending learning.

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## Social Studies

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The [Core Knowledge](#) social studies program teaches respect for diverse peoples and cultures and is aligned to the Kentucky [Social Studies](#) Standards. The Core Knowledge Sequence covers a broad range of world and American history—including early and modern Asian, African, Middle Eastern, Western, and Native American civilizations. This historical knowledge is explicitly connected to diverse works of literature, art, and music, as well as contributions by scientists from many cultures and backgrounds.

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# High School Program

## Courses

Classes at HIRA Institute are taught in cooperation with the University of California Scout Program which will lead to Advanced Placement (AP) classes. AP classes are college level courses offered in high school administered by the College Board. The University of California Scout Program is A-G and College Board approved. This means the curriculum is rigorous to allow successful students entry to college. The program is also approved by the Western Association of Schools and Colleges which accredits schools. Through this program, HIRA Institute teachers will have access to the Learning Management System (LMS). LMS will allow teachers to have assignments graded automatically, upload their own materials, and create new tests and quizzes.

## Required Courses (22 credits)

- English (4 credits)
- Math (4 credits)
- Science (3 credits)
- History (3 credits)
- Elective (2 credits)
- Islamic Studies (4 credits)
- Physical Education/Health (1 credit)
- Art (1 credit)

Sample Schedule			
Grade 9	Grade 10	Grade 11	Grade 12
Internship	Internship	Internship	Internship
English I	English II	AP English Literature and Composition	AP English Language and Composition
Algebra I or Geometry	Geometry or Algebra II	Algebra II or Pre-Calculus	Pre-Calculus or AP Calculus AB or Elective
Chemistry	Biology	Physics	Programming
AP Human Geography	AP World History	AP Psychology	AP US Government
Aqeedah I/II	Aqeedah III/Fiqh of Seerah/	Fiqh of Worship I/History of The Rightly Guided Caliphs	Quranic Sciences/Analytical Tafseer I
Art	Physical Education/Health		





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# English

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## English I

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In English I, students will learn the beauty of the English language from short stories, non-fiction, poetry, drama, and the novel by reading some of history's best-known classics. Students will learn grammar, usage, and standard forms of American English. Readings include Call of the Wild, Homer's The Odyssey and poems by Edgar Allan Poe

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## English II

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In this course, students will read novels, plays, short stories, essays, and poetry to analyze the choices authors make to paint a mental picture. Students will learn about different writing styles, from satire to nonfiction, and how literary devices illuminate important nuances in given works. By the end of this course, students will have an appreciation for how they can improve their writing by applying the literary techniques they learned about.

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## AP English Literature and Composition

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This intensive two-semester college-level course immerses students in close reading and analysis of challenging literary works from a range of genres -- novels, short stories, poems, plays, and nonfiction. Composed of challenging reading and writing assignments, the course focuses on intensive reading and discussion of the literature. Students will read at a fast pace and will be required to form independent opinions about the offered materials. Thoughtful analysis of the readings and multi-step writing assignments will be required. The writing component centers on the focused interpretation of high-level texts, with assignments ranging from Discussion Board posts to full, five-paragraph essays. Through course discussion boards, students will have consistent interaction with the teacher and with peers.

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## AP English Language and Composition

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Advanced Placement (AP) English Language and Composition is an intensive two-semester college-level course that equips students to think and write analytically through various modes of discourse (speaking and writing). Because our students live in a highly visual world, we also study the rhetoric of visual media such as photographs, films, advertisements, comic strips, and music videos. Many of the readings and writing assignments will be journalistic in nature and originate from first person memoirs, essays, op/ed. articles, news, and editorials.

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# Math

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## Algebra I

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Through this course, students will learn how to use algebra to solve everyday life problems, from calculating how much gasoline you'll need for your summer road trip to graphing college tuition costs. With an in-depth understanding of algebraic principles, including variables, equations, graphing, number properties, polynomials, and more, students will gain the necessary problem solving skills to practically apply algebra to real life.

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## Geometry

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Students will boost problem-solving skills by applying geometry concepts to calculate angles and intersecting lines, perimeters, polygons, area and volume, and more. Students will learn about shapes and how to measure and divide them.

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## Algebra II

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Students will understand the power and usability of algebraic formulas in business, education and life. In this course, students will dive deep into the realm of algebra, learning mathematical reasoning, probability, polynomial functions, linear functions and much, much more.

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## Pre-Calculus

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Students will master logarithms and trigonometry, as well as radicals, fractional exponents and other topics. Lessons and skill assessments are designed to maximize student understanding and retention of key math concepts.

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## AP Calculus AB

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In this course, students will explore the basics of calculus including functions, graphs, integrals, and more, all while gaining valuable problem solving skills.

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# Science

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## Biology

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Biology is the study of living organisms and the natural world. In this class, students will learn about the processes and chemistry that give life to the world while exploring topics ranging from DNA to evolution, reproduction to taxonomy. Interactive exercises and web labs will help students improve their analytical skills while introducing them to new scientific and algebraic concepts.

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## AP Biology

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Through interactive media, labs, inquiry projects and assignments, this course investigates four big ideas: (1) The process of evolution drives the diversity and unity of life, (2) Biological systems utilize free energy and molecular building blocks to grow, reproduce, and maintain dynamic homeostasis, (3) Living systems store, retrieve, transmit, and respond to information essential to life processes, and (4) Biological systems interact.

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## Chemistry

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In this course the structure, composition, properties and reactions that matter undergoes will be studied through an integrated program of lecture, discussion, demonstrations, laboratory experiments and problem solving sessions. Topics covered include atomic theory, stoichiometry gas laws, mole theory, periodicity and quantitative analysis. Laboratory experiments are an integral part of this course.

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## Introduction to C Sharp

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Algorithmic Thinking involves more than just learning code. It is a problem solving process that involves learning how to code. This course teaches computational and algorithmic thinking for students that know absolutely nothing about computer programming.



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# History

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## AP US History

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Students will delve into the broad body of US history from the First Nations to the turn of the millennium. Students will research original historical documents, explore questions about governmental and religious institutions, beliefs, and actions in a historical context to properly comprehend the significance and continuing impact of past events.

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## AP World History

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AP World History: Modern is modeled after a college-level world history course. Semester 1 covers the time period between 1200 and 1750 and semester 2 covers the time period between 1750 and present. In each course, students investigate significant events, individuals, developments, and processes. Students develop and use skills, practices, and methods such as: analyzing primary and secondary sources; developing historical arguments; making historical connections; and utilizing reasoning about comparison, causation, and continuity and change over time.

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## AP Psychology

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Psychology is the scientific study of the inner workings of humankind's most complex organ: the brain. Designed as a tour through the realm of psychology, students will explore the underlying mental functions and behaviors that govern how we sense, feel, learn, remember, and process language. Students will learn how the mind develops as it ages, and the effects of nature versus nurture. Finally, students learn about psychological disorders, therapy and social psychology. By the end of this course students will have a greater appreciation and understanding of how their own mind works.

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## AP Human Geography

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This year-long course gives students the opportunity to study humanity's historic and contemporary relationship with the physical world and natural resources, along with human innovations in culture, governance, agriculture, and industry. The topics include how humans live, build, farm, govern, communicate, worship, migrate, fight, innovate, design, and compromise across the diverse regions of the earth's surface.

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## College Dual Credit Program

At the end of the year, starting from freshman year, students will take the ACT test. The ACT is an entrance exam used by most colleges and universities to make admissions decisions. It is a multiple-choice, pencil-and-paper test administered by ACT, Inc. A 17 or above ACT Composite Score will allow students at HIRA Institute to enroll in the Dual Credit program at University of Louisville the following year.

In addition to the ACT score, the students must have:

- a) 2.5 or above GPA
- b) A recommendation from
- c) Parent/Student Financial Agreement form
- d) An official transcript from their high school
- e) 90% attendance rate

## Internship Info for Students

HIRA Institute believes in providing students opportunities to explore their interests, participate in research, and gain practical skills through internships. All students engage in an internship two days a week in the morning during the school year. Parents provide transportation to and from the work site.

HIRA Institute partners with companies that are in a wide range of fields. Students work at hospitals, law firms, universities, schools, tech companies, engineering companies, realty firms, accounting firms, nonprofits, pharmaceutical companies, investment firms, and more.

At the end of the Training Camp, the school will hold a job fair. The job fair is where students will meet supervisors and rate what company they would like to be placed with for the year. The companies will also rate what students they would like to have.

All internships are professional, entry-level jobs. Some common first-year duties are answering phones, greeting visitors, filing, data entry, and assisting with events. Every internship will help students with communication, networking, organizational, and time management skills.



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# General Policies

## **Non-Discrimination Policy:**

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

## **Religious & Ethnic Tolerance**

All members of HIRA Institute's faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all faculty, staff, parents and students. Members of HIRA Institute's faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by HIRA Institute while on HIRA Institute property, at HIRA Institute events or to HIRA Institute students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites. Religious symbols of any religion other than Islam cannot be worn or displayed, unless they are being displayed for educational purposes and with administrative approval.

## **Dismissing Students, Parents and/or Staff**

HIRA Institute reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general. HIRA Institute also reserves the right to terminate or not renew a student's enrollment if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission. HIRA Institute also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

## **Child Abuse Policies and Procedures**

As stated in KRS 620.030, "any person who knows or has reasonable cause to believe that a child (anyone under the age of 18) is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet or its designated representative, or the Commonwealth's attorney by telephone or otherwise." In Jefferson County, all reports of suspected abuse or neglect are made to Child Protective Services' (CPS) hotline phone number. CPS is charged with the duty to investigate cases of suspected abuse/neglect and determine what action, if any, should occur to protect the child. If an accusation of child abuse involves an employee/volunteer, the person making the report must notify the Director/Principal immediately after contacting law enforcement.



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# School Regulations, Routines, and Policies

## Pick Up:

Pick up time for Tahfeeth Program students is from 4:50 to 5:00 p.m. The parents of the boys may get a call at around 12:30 p.m. to pick up the students early at 4:00 - 4:10 p.m. if their child finishes all their Tahfeeth work. The parents of girls may get a call at 3:30 p.m. to pick up their child at 4:00 p.m. Otherwise, pick up for all Tahfeeth students is at 4:50 p.m.

Pick up for Alimiyyah Program students will remain 4:00 - 4:10 p.m.

If parents come outside of pick up times, please park the car and come in to pick up your child.

## Timings:

Elementary, Middle, and High School: 8:00 a.m. to 5:00 p.m.

## Fees:

There is a fee of \$5 / 15 minutes for students dropped off early, before 7:45 a.m. or picked up after 5:00 p.m.

## Dress Code:

Uniform for the boys is a thawb and kufi/turban. Boys cannot wear hoodies. Uniforms for girls are abaya and hijab. Abayas can be any color but not printed. Abayas should be loose (not tied) and not transparent. If wearing a cloak or over-garment, the inside garment should be an abaya. Girls are not allowed to wear any kind of makeup including mascara, eyeliner. Girls cannot use perfume, fake nails, nail polish, etc.



## Lunch / Snacks:

Students should bring their lunch and snacks from home every day.

## Food Deliveries for Students:

HIRA Institute does not accept food deliveries for students. Food deliveries disrupt the classes. Parents are permitted to drop food for students for lunch.

## Safety:

- Students should not go out to the front parking lot during the school day.
- Students should not open the door for guests. They should inform a teacher or the front office that there is a guest.

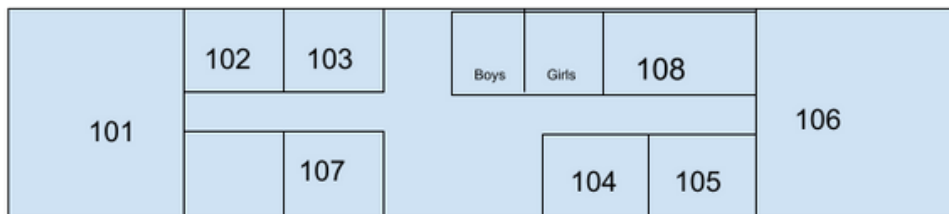
## No Smoking Policy:

As part of HIRA Institute's mission to provide a safe and nurturing atmosphere for its students, staff, and parents, smoking is NOT allowed on campus at any time.

## Schedule and Classrooms:

See below for a diagram of the classrooms, the room numbers for each class, and the next page for a tentative schedule.

### Schedule and Classrooms:







**Schedule for Monday, Wednesday, and alternate Fridays**

ESG	MSG	HS1G	HS2G	ESB	MSB	HS1B	HS2B
7:35 - 7:45 a.m. Arrival							
8:00 - 11:40 a.m. Tahfeeth Sr. Fouzia (106)	8:00 - 8:55 a.m. Hadith 101 Sr. Hafsah		8:00 - 11:45 a.m. Tahfeeth Imam Asif (101)		8:00 - 8:55 a.m. Hadith 101 Imam Ibrahim		
	8:55 - 9:50 a.m. Fiqh 101 Sr. Nafisa				8:55 - 9:50 a.m. Fiqh 101 Imam Wasif		
	9:50 - 9:55 a.m. Restroom				9:50 - 9:55 a.m. Restroom		
	9:55 - 10:50 a.m. Sirah 101 Sr. Hafsa				9:55 - 10:50 a.m. Sirah 101 Sr. Hafsa		
	10:50 - 11:45 a.m. Tajweed 101 Sr. Hafsah / Arabic 101 Sr. Nafisa				10:50 - 11:45 a.m. Tajweed 101 Imam Asif / Arabic 101 Imam Ibrahim		
11:45 a.m. Take in groups to restroom Sr. Rukaya				11:45 a.m. Take in groups to restroom Br. Adam			
11:55 - 12:25 p.m M-Th Islamic Studies Sr. Maysa ES/MS (104), Sr. Nafisa HS (106), Sr. Hafsa HS (105); F Advisory Sr. Rukaya, Sr. Dhahira, Sr. Zainab, Sr. Fatama, Sr. Zina				11:55 - 12:15 p.m. Lunch Br. Adam ES/MS; Br. Amine HS			
12:25 - 12:45 p.m. Lunch Sr. Rukaya ES/MS; Sr. Dhahira HS				12:15 - 12:30 p.m. Recess Br. Adam ES/MS; Br. Amine HS			
				12:30 - 1:00 p.m. M-Th Islamic Studies Imam Ishaq ES (103), Imam Ismail MS (102), Imam Wasif HS (Masjid), Br. Ammar HS (107); F Advisory Br. Amine, Br. Adam, Br. Ahmed, Br. Omar, Br. Anas			
12:45 - 1:00 p.m. Recess Sr. Rukaya ES/MS; Sr. Dhahira HS				12:45 - 1:00 p.m. Recess Sr. Rukaya ES/MS; Sr. Dhahira HS			
1:00 - 2:15 pm Social Studies Sr. Rukaya (104)	1:00 - 2:15 p.m. 6th Sr. Norma, 7th Sr. Alina, 8th Sr. Ikrama (106)	1:00 - 2:15 p.m. Physics Sr. Dhahira (106); Art Sr. Fatama (105)		1:00 - 2:15 p.m. Math 3rd Br. Omar, 4th Br. Ahmed, Sr. Tahoora (103)	2:45 - 4:00 p.m. Science/Social Studies Amine (102)	1:00 - 2:15 p.m AP Psychology Sr. Zina (Masjid); English Muad Br. Bilal	
2:15 p.m. take in groups to restroom Sr. Dhahira				2:15 p.m. take in groups to restroom Br. Amine			
2:30 - 2:45 p.m. Zhuhr Prayer (106)				2:30 - 2:45 p.m. Zhuhr Prayer (101)			
2:45 - 4:00 pm Math Sr. Rukaya, Sr. Tahoora (104)	2:45 - 4:00 pm Science Sr. Dhahira (105)	2:45 - 4:00 p.m. AP Psychology Sr. Zina (106);		2:45 - 4:00 p.m. Social Studies Sr. Bushra (103)	2:45 - 4:00 p.m. Math Br. Amine, Sr. Alina, Br. Omar (102)	2:45 - 4:00 pm Physics Br. Ahmed (107); Art Sr. Fatama (Masjid); Science Muad Br. Bilal	
4:00 - 4:10 p.m. Dismissal Br. Amine							



**Schedule for Tuesday, Thursday, and alternate Fridays**

ESG	MSG	HS1G	HS2G	ESB	MSB	HS1B	HS2B
7:35 - 7:45 a.m. Arrival							
8:00 - 11:40 a.m. Tahfeeth Sr. Fouzia (106)	8:00 - 8:55 a.m. Hadith Sr. Nafisa/Sr. Hafsa		8:00 - 11:45 a.m. Tahfeeth Imam Asif (101)		8:00 - 8:55 a.m. Hadith Imam Wasif/Imam Ibrahim		
	8:55 - 9:50 a.m. Fiqh Sr. Nafisa/Sr. Hafsa				8:55 - 9:50 a.m. Fiqh Imam Wasif/Imam Ibrahim		
	9:50 - 9:55 a.m. Restroom				9:50 - 9:55 a.m. Restroom		
	9:55 - 10:50 a.m. Sirah Sr. Nafisa/Sr. Hafsa				9:55 - 10:50 a.m. Sirah Imam Wasif/Imam Ibrahim		
	10:50 - 11:45 a.m. Tajweed Sr. Nafisa/ Arabic Sr. Hafsa				10:50 - 11:45 a.m. Tajweed Imam Wasif/ Arabic Imam Ibrahim		
11:45 a.m. Take in groups to restroom Sr. Rukaya				11:45 a.m. Take in groups to restroom Br. Adam			
11:55 - 12:25 p.m. Islamic Studies Sr. Hafsa ES/MS, Sr. Nafisa HS (106)				11:55 - 12:15 p.m. Lunch Br. Adam ES/MS; Br. Amine HS			
12:25 - 12:45 p.m. Lunch Sr. Rukaya ES/MS; Sr. Dhahira HS				12:15 - 12:30 p.m. Recess Br. Adam ES/MS; Br. Amine HS			
				12:30 - 1:00 p.m. Islamic Studies Imam Ibrahim ES/MS; Imam Wasif HS (101)			
12:45 - 1:00 p.m. Recess Sr. Rukaya ES/MS; Sr. Dhahira HS				2:15 p.m. take in groups to restroom Br. Omar			
1:00 - 2:15 pm Science Sr. Rukaya (104)	1:00 - 2:15 pm Social Studies Sr. Clara & Sr. Zainab (106)	1:00 - 2:15 pm Algebra Sr. Alaina; Geometry Sr. Ikrama (Office); Algebra II Sr. Dhahira (105)					
2:15 p.m. take in groups to restroom Sr. Dhahira				2:30 - 2:45 p.m. Zhuhr Prayer (101)			
2:30 - 2:45 p.m. Zhuhr Prayer (106)							
2:45 - 4:00 pm Language Arts Sr. Rukaya (104)	2:45 - 4:00 pm Language Arts Sr. Clara & Sr. Zainab (106)	2:45 - 4:00 pm English Sr. Dhahira (105); AP Literature and Composition Sr. Ikrama (Office)		1:00 - 2:15 p.m. Language Arts Sr. Tahoorah (103)	2:45 - 4:00 p.m. Language Arts Br. Bilal (102)	2:45 - 4:00 p.m. Algebra I Sr. Alaina (Masjid); Geometry Br. Amine (Masjid); Algebra II & Pre-Calculus Br. Ahmed (107); Muad Language Arts Sr. Bushra	
4:00 - 4:10 p.m. Dismissal Sr. Norma							



# Curriculum and Academic Policies

## Homework:

- Homework is intended to reinforce what the student learned in the classroom and to prepare the student for the next day's work.
- Homework is used to help students learn good study habits and attitudes, and to learn how to work independently and develop discipline and a sense of responsibility.
- Acceptable guidelines:
  - Elementary: 60 Minutes per Day
  - Middle School: 90 Minutes per Day
  - High School: 120 Minutes per Day
- Students should plan their time wisely so as not to get behind in their assignments.
- Clearly defined criteria for homework evaluation will be provided.
- Parents will be informed if the student fails to hand in their assigned homework.

## Student Progress Assessment:

- Students will be given defined criteria for student progress, class expectations and semester syllabi.
- Grades will consist of homework assignments, tests, quizzes, projects, and essays to produce the most accurate indication of student effort and progress.
- Semester exams will measure the students' achievement over one semester and long-term retention of information covered.
- Test re-takes and/or postponements will not occur.
- Extra Credit cannot count for more than 5% of a quiz, homework, test or project grade.

## Grade Distributions:

- **A:** 90-100
- **B:** 80-89
- **C:** 70-79
- **D:** 60-69
- **F:** 59 and below



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## Missed Homework, Classwork, Quizzes, Tests or Other Assignments due to Student Absence:

- Teachers cannot allow students to make up any work missed because of absence and receive credit for it, until and unless the absence is excused.
- Students have up to 10 unexcused absences that they can submit without a doctor's note. Afterwards, they must submit a doctor's note or the absence will be marked unexcused.
- Students will have a limited number of days to make up the work: 1 day for each day missed up to a one-week maximum

## Tardies:

Coming to school and class on time is crucial for student academic success. Students who accumulate five tardies will receive lunch detention.

## Tahfeeth Program:

The Tahfeeth Program is a very rigorous and demanding program. Students in the Tahfeeth Program must recite three times to the Imams/teachers.

- The first is Sabaq or new lines.
- The second is Sabqi which is the beginning of the Juz until the new lines.
- The third is Manzil or the previous Juz.

Many students recite almost two Juz every day to the Imams or teachers. In order to successfully recite, students should review their Sabqi, Sabaq and Manzil the night before for homework. Students who fail to recite all their assignments will be required to stay after school the same day. Parents of students who complete their work will be texted through Jupiter that they can come pick up the students at 4:00 p.m. Students who fail to stay for After School Detention will receive a Suspension the next day. Students who consistently fail to recite will begin a contract to help track progress.

In addition to their recitation, students must also keep their academic grades up. Students receiving a D or F in any subject will be dropped from the Tahfeeth Program by the end of the semester.

## Missing Assignments

Students with late assignments will be required to stay after school for homework help the next day. The students will attend after school daily until all missing assignments are made up.



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## After School Detention for Low Grades:

Students averaging a D or F in a class will automatically attend After School Homework Help until the grades are improved. After School Homework Help is from 4:00 - 5:00 p.m. Students should utilize this time to make up their assignments or study for tests.

## Parent Teacher Conferences:

- Parent Teacher Conferences are on October and February
- Parents will be informed about their child's abilities, skill levels, achievements and behavior, report cards, attendance, MAP testing results, portfolio writing pieces, projects, and assessments

## Gmail:

All students have a school Gmail account.

**Username:** firstname@HIRAinstitute.org

**Password:** HIRAInstitute

## Jupiter:

The school utilizes Jupiter to assign classwork, post grades, and take assignments. In Tahfeeth, students will receive a grade for sabaq, sabqi and manzil every day. Tahfeeth students who finish their sabaq, sabqi, and manzil will have their parents texted through Jupiter to be picked up at 4:00 p.m. Please confirm with the office to ensure you are receiving text messages from Jupiter.

## Agenda:

Students will receive an agenda in the beginning of the year. Please make sure you remind the students to write their homework in the agenda and bring the agenda to school every day. Students who lose their agendas will be charged \$10 and given another agenda.

## ID:

We will be giving IDs to the students this week. All students and teachers are required to wear their IDs at all times. Students who lose their IDs will be charged \$5 and be given another ID.



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# Islamic Character and Behavior Policies

## Character Development as a Preventative Measure:

- Tahfeeth students have a halaqah every morning on the blessings of memorizing the Qur'an
- Students have an all school halaqah after Zhuhr Monday to Thursdays
- All students have Islamic Studies Monday to Thursday
- The class and halaqas focus on developing the characters of their students through the teachings of Islam.
- Students will be engaged in conversations that will help them understand their behaviors and how to improve them.
- Students will participate in presentations to share original work stressing the importance and benefits of good moral character.

## Arrival:

- Students should arrive in school at 7:45 a.m.
- Students who are late may receive lunch detention.

## Tahfeeth:

- Students must complete sabaq, sabqi and manzil every day.
- Students who do not complete their tasks will receive lunch detention that day.
- Students who complete all their tasks from Friday the previous week to Thursday will have extended recess on Friday. 11:00 - 11:45 a.m. for the girls and 3:00 - 3:45 p.m. for the boys.
- Students caught cheating will receive after school detention. After three after school detentions they will be suspended.



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## Classroom Behavior Expectations:

- Students should come to class prepared with their computer, notebooks, workbooks, pencil and other materials.
- Students should sit at a desk or in a circle with their computer on a bench. The students cannot lean on the wall or lay down while on the floor.
- Students should stay on task and utilize their classroom time wisely.
- Students should not open any windows in the classroom.
- After class, students should clean their classroom before transitioning to the next class.

## Restroom:

- There are specific times when students can use the restroom. During these times, the students must be supervised by a teacher.
- While students transition between classes, students should not stop to use the restroom.
- The boys restroom door should not be closed while students are in the restroom.
- Teachers will walk the students to the restroom. The teacher will send three students at a time to wash hands or use the restroom. Students who are finished using the restroom wait at the end of the line.
- Teachers should make sure students flush the toilet and leave the bathroom clean.
- There is no talking in the restroom.

## Masjid Behavior Expectations:

- After the azan is made until the last student and teacher prays sunnah, there is no talking in the masjid.
- Students should keep their hands to themselves and minimize movement in the masjid.
- Students talking or playing with other students in the masjid will receive lunch detention.
- The teacher must pick the students up in the masjid and walk the students to class.

## Lunch Time Expectations:

- Boys lunch 102 MS, 103 ES, outside HS
- Girls lunch 104 ES, 105 MS, outside HS
- Teachers must pick up the students from the backyard or their class.
- Students stop at their lockers to pick up their lunch box.
- Students during lunch must remain sitting.
- Students cannot use the laptops during lunch.
- After lunch, students should be given rotating chores to sweep and pick up garbage.
- All students must wipe their table and pick up garbage under their table.
- Students in the restroom unsupervised will receive after school detention.



## Recess Expectations:

- Students cannot be released early for recess during class time.
- Only students who completed all their work can have extra recess on Fridays.
- Students who are released early during class time must go to the masjid for tahfeeth.
- Students should not play-fight at any time during the school day. Play fighting will result in after school detention.
- Fighting will result in suspension.

## Dismissal Expectations:

- At 3:45 p.m., students can go to their locker to get their bag and put away their computer.
- Teachers must supervise students if they use the restroom before 3:55 p.m.
- At 3:55 p.m., students should be in the room for dismissal.
- Students cannot use the restroom during dismissal from 3:55 - 4:05 p.m.
- Students should not be in the office or hallway during dismissal.

## Remember the Three Golden Rules:

✓ **Be responsible**

✓ **Be respectful**

✓ **Be safe**







	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Safe</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Arrive to class on time</li> <li>• Bring all materials to class</li> <li>• Follow directions</li> <li>• Stay on task</li> <li>• Participate</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful to others</li> <li>• Have a positive attitude</li> <li>• Ask permission</li> <li>• Keep furniture and property free of damage</li> <li>• Follow computer rules</li> <li>• <b>Voice level 0-2</b></li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Keep hands to self</li> </ul>
<b>Masjid</b>	<ul style="list-style-type: none"> <li>• Pray obligatory and sunnah prayers</li> <li>• Make dua after prayer</li> </ul>	<ul style="list-style-type: none"> <li>• Be prompt</li> <li>• Keep quiet</li> <li>• Line up and exit quietly</li> <li>• <b>Voice level 0 – 2</b></li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Keep hands to self</li> </ul>
<b>Lunch Time</b>	<ul style="list-style-type: none"> <li>• Clean up area after finishing</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food off floor</li> <li>• Talk quietly</li> <li>• <b>Voice level 2</b></li> </ul>	<ul style="list-style-type: none"> <li>• Walk slowly</li> <li>• Line up</li> <li>• Stay seated</li> <li>• Keep hands to self</li> </ul>
<b>Field</b>	<ul style="list-style-type: none"> <li>• Promptly line up when called</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others with respect</li> <li>• Keep school grounds clean</li> <li>• <b>Voice level 2-3</b></li> </ul>	<ul style="list-style-type: none"> <li>• Stay within school property</li> <li>• Stay off trees and fences</li> <li>• Stay out of parking areas</li> <li>• Do not throw branches/rocks</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Wash hands with soap</li> <li>• Leave restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Sit when using bathroom</li> <li>• <b>Voice level 1</b></li> </ul>	<ul style="list-style-type: none"> <li>• No playing in bathroom</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Go directly to class</li> <li>• Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly</li> <li>• Keep to the right and behind the person in front of you</li> <li>• <b>Voice level 0 – 1</b></li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to self</li> <li>• No running</li> </ul>

**0 = no talking; 1 = whisper; 2 = normal voice; 3 = outside**

### Gender Relations:

HIRA Institute teaches the students that interaction between the students should always be appropriate. All classes for males and females are separate. Male and female students who interact with each other may receive after school detention.



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# Internet Regulations

## **Technology and Internet Acceptable Use Policy:**

Electronic information research skills are fundamental to preparing citizens and employees for the Information Age. HIRA Institute uses a web filtering system to filter out inappropriate sites. No filtering system, however, is foolproof. Therefore, students should behave responsibly when using these resources. Internet access at HIRA Institute is provided for students to conduct educational research, and individual email accounts are provided to facilitate communication for academic and school-related purposes. Use of these network services will be available to students who agree to act in a responsible and considerate manner.

Students are responsible for appropriate behavior on the Internet just as they are in the school building. School rules and policies regarding behavior and communication apply. Network storage areas and individual email accounts provided by the school remain the property of HIRA Institute, similar to school-provided lockers; administrators and other appropriate school personnel may review the files and communications to maintain system integrity and to ensure that users are using the system responsibly and within school guidelines. Users should not expect that files or communications are private.

## **Social Media:**

Social media can help us to feel closer to one another, creating a sense of unity of the human family which can in turn inspire solidarity and serious efforts to ensure a more dignified life for all. The following guiding principles and policies provide a foundation for appropriate online communication at HIRA Institute with integrity and responsibility at the forefront. Students who participate in online interactions must remember that their posts reflect on the entire HIRA community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and the Acceptable Use Policy. Both in school and out of school (including online and/or via social media), students are required to show respect for other students, and the faculty, staff, and administration.



## Cyber Bullying:

Cyber bullying/harassment is never acceptable. It includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, social media posts, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

## Suggestions for Parents:

As partners in the education of our children, HIRA asks parents to monitor their children's social media use.

- Always have your child be in a public room in the home while they access the internet (phone, laptop or desktop, iPad, PS1,2,3,4,5, etc.).
- Do not allow your child to have a device in their room at night. Have your child return the devices to you in the evening.
- Regularly check the device and review your child's friends list.

## Cell Phones:

Students are not permitted to have cell phones in their locker, backpack, or person during the school day from 7:45 a.m. to 4:00 p.m. They should leave the cell phone in the office at 7:45 a.m. and take the cell phone at 4:00 p.m. Students found having a cell phone during the school day will receive after school detention the first offense and suspension in subsequent offenses





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# Disciplinary Actions:

## Behavior Management:

- Students committing major offenses will be subjected to a variety of disciplinary actions, which may include, but will not be limited to, in-school detention, work assignment, and/or Suspension.
- If the student continues to disregard the discipline policy and the school code of conduct, he/she will be referred to the Principal for further assessment.
- When necessary, disciplinary conferences with parents will be scheduled to discuss the matter and to devise an action plan to modify the students' behavior and attitude. Parent conferences have consistently produced an improvement in student behavior.

## Disciplinary Consequences:

A system of disciplinary consequences is the means by which a student is held accountable and given feedback on his/her behavior that may violate procedures and regulations.

### Lunch Detention

Lunch detention is the first level. Students receive lunch detention for the following infractions:

- Leaving computers or chargers in classrooms instead of locker
- Leaving items on the top of the lockers
- Not in uniform
- Late to class
- Opening the front door without permission to visitor
- Using laptops during recess or lunch time for non-educational activities.

### After School Detention

After school detention is the second level. Infractions that will result in detention include:

- Being late the class
- Being late to prayer
- Not completing recitation assignments even after receiving lunch detention
- Having a D or F in any class
- Talking during prayer or Jumuah khutbah
- Eating in masjid
- Having food delivered to school

(Continued on next page)

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(Cont'd)

- Disruptive behavior, talking in class
- Plagiarism, cheating
- Verbal swearing
- Threatening
- Inciting other students to fight
- Play fighting
- First offense of having a cell phone
- Not appearing for lunch detention
- Talking during lunch or after school detention
- Talking with the opposite gender

### **Saturday School**

Students who receive repeated detentions will receive Saturday School for the fourth infraction. Saturday School will be from 7:45 am to 12:00 noon.

### **Suspension**

Suspension is the fourth level. Students who are suspended cannot make up for missing work while suspended. Some behaviors that will result in suspension include

- Disrespect/defiance
- Fighting
- Bullying
- Stealing
- Inappropriate use of technology
- Written profanity
- Second offense of having a cell phone
- Drug use
- Pornography
- Destruction of property

### **Expulsion**

Students who receive three detentions for any infraction, for the fourth infraction that would normally result in detention, they will receive Saturday School instead. If they receive another infraction that would normally result in a detention, they would receive a one day suspension instead. The next infraction would receive a three day suspension then a five day suspension. Another infraction would result in the student to be considered for expulsion.

**Infractions 1 - 3:** Detention; **Infraction 4:** Saturday school; **Infraction 5-7:** Suspension of one, three, or five days; **Infraction 8:** Expulsion.



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# Health/Safety Policies

## Communicable Illnesses:

- If a child complains of being sick or if a teacher feels that the child is sick, the parents are to be contacted and the child is not to be sent back to class.
- Teachers fill out a Medical Incident Form
- Office staff should regularly check on the student until the parent picks up the child and fill out the Observation Form
- If an illness reaches epidemic proportions, the school is to be canceled for a few days.
- If the health problem or the disease is communicable (i.e. chicken pox), all parents are to be alerted in writing to watch for any symptoms or changes in their children's health.

## Medical Emergencies:

- In case of life-threatening emergencies, if a student passes out, or if there is severe bleeding, the parent will be contacted.
- Teachers fill out a Medical Incident Form
- When there is a need to transfer an injured student to the nearest hospital, a staff member will accompany the student if the parents are not able to arrive on time.
- A signed release form allowing the school to treat the student must accompany the student to the hospital

## Fire, Emergency & All Other Drills:

- Stay calm and never make students panic.
- Make sure that students are listening and following directions calmly.
- Check if any student is using the bathroom and to take account for all absent students.
- Be the last person to leave the building/classroom and to close the doors behind them to contain the fire, in the case that there is an actual fire.
- Follow the fire escape/emergency evac route posted in their classroom to the designated Assembly Area.
- Take attendance when arriving at the Assembly Area and inform the office if a student is missing.
- Make sure that their students take this procedure seriously and follow all details even during fire drills.
- Stay with their classes in the designated assembly area until they are informed to go back to class.
- Escort their students back to class, when they are informed that it is safe to do so.
- Discuss with their students any problems in their responses after each fire or emergency drill.
- Return the fire/emergency drill attendance record form to the office.

أَقْرَأْ وَرَبُّكَ الْأَكْرَمُ ۝  
الَّذِي عَلَّمَ بِالْقَلَمِ ۝  
عَلَّمَ الْإِنْسَانَ مَا لَمْ يَعْلَمْ ۝



Read! And your Lord is the Most Generous (3)  
Who taught knowledge by use of the pen (4)  
He taught mankind what they did not know (5)



(Quran 96:3-5)

REVIVING  
PROPHETIC  
LEGACY



# HIRA Institute

## CONTACT US



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