

Palm Grove Academy



*“Planting seeds of knowledge,
cultivating tomorrow's leaders”*

Student - Parent Handbook

2019 - 2020

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Message from the Director

Dear Students & Parents: *Assalamu alaikum wa rahmatullahi wa barakatuh!*

We would like to welcome you to PALM GROVE ACADEMY. We are happy you have chosen us as your school. We hope that we will meet and exceed your expectations in every way: academically and Islamically.

Let us work together to make this year a most successful one!

Wassalamu Alaikum,

Palm Grove Academy Administrative Staff

Introduction

Palm Grove Academy is dedicated to working with families to provide opportunities for students to draw out their abilities assuring growth in the present and preparing them for the future. We will work hard to help ensure the students' success, not only in the state-approved academic areas, but also in Qur'an, Arabic & Islamic Studies. We eagerly welcome you as active participants in your child's educational development.

The purpose of this Student-Parent Handbook is to provide the families with basic information regarding PALM GROVE ACADEMY's instructional program and operating procedures. Parents are encouraged to discuss the information in this handbook with their children.

Family and community support is essential in the development of an effective educational program, and we are confident that both you and your children will have positive and enriching experiences at PALM GROVE ACADEMY.

The Need for Islamic Education

According to a *hadith* mentioned by Ibn-Katheer and narrated by Abu Huraira in Musnad Ahmad, some individuals residing in very high levels of paradise would wonder how they reached these levels, when their own deeds were not enough for that. Allah will say to them, "You left behind your children who were praying for you all the time, and this kept raising your levels in paradise higher and higher."

We have instructors who are well-qualified in the instruction of Islamic studies that include Qur'anic Studies, Aqeedah, Fiqh, Seerah, Hadith, Islamic Civilization and Arabic to Understand Qur'an. Strong emphasis is placed on building character. Moral principles are taught which will clearly establish within the students the concept of Tawheed (oneness), duty to our fellow men and the difference between right and wrong.

Discipline is fostered, and an appreciation for leadership and family structure is outlined for all students in all grades. PALM GROVE ACADEMY believes that education is a comprehensive concept, which encompasses all spheres: spiritual, moral, intellectual and physical. In all these areas, our orientation draws from the Islamic heritage and disciplines as well as modern educational disciplines.

At PALM GROVE ACADEMY, we believe we must provide the environment and structure that allow all PALM GROVE ACADEMY students to engage in experiences that will help prepare them in full measure to reach their potential and become responsible, contributing individuals.

Vision Statement

PALM GROVE ACADEMY will continue striving to provide its students with a sense of place, purpose, and guidance in a safe and stimulating Islamic environment.

Mission Statement

PALM GROVE ACADEMY will provide a safe, spiritually uplifting, and academically rich environment where students can maximize their potential and grow into successful productive Muslim citizens.

Philosophy

Islam enjoins learning from the cradle to the grave. As an Islamic school, PALM GROVE ACADEMY strives to fulfill this command.

PALM GROVE ACADEMY's philosophy is rooted in the belief that every student has the right to the best quality of education available, and that education is a process which encompasses all the experiences students encounter in their school. PALM GROVE ACADEMY's philosophy is also rooted in the belief that classroom instruction is only one small aspect of a student's educational experience, and that students learn from the behavior and actions of the adults around them more than they learn from books. Finally, it is rooted in the belief that students' knowledge and pride in their religion and heritage are key to their well-being and success.

It is part of PALM GROVE ACADEMY's philosophy that:

1. Each student is a unique individual with different needs.
2. The school must be able to serve the needs of each and every student accepted into its programs.
3. The school shall endeavor to assist the students in the discovery of their individual potential and their own personal worth.
4. The school should encompass a balanced curriculum of academics, art, activities, sports and community service.
5. The teaching of religious tolerance and ethnic/cultural equality leads to an improved society.
6. The school should guide its students in their academic and spiritual endeavors and help them become well-balanced individuals.
7. Students achieve more when challenged with high expectations.
8. Problem-solving and critical-thinking skills are essential for the success of students.
9. PALM GROVE ACADEMY faculty and staff should all be positive role models for the students.
10. Parents and community-members are an integral part of the education process.

Objectives

1. To instill in our students a real love of learning to make them lifelong learners.
2. To offer the best possible educational opportunities and experiences to allow our students to reach their highest potential.
3. To develop in our students a desire, willingness and ability to be positive, contributing members of their school community and of the community at large.
4. To instill in our students a real love for and understanding of the teachings and practices of Islam, with particular emphasis on respect, effective communication, and cooperation.
5. To provide an Islamic environment in which each student can develop physically, socially, emotionally, and intellectually.
6. To integrate the curricula with Islamic studies, to show that Islam is a complete way of life.
7. To develop in our students' strong leadership skills by fostering self-discipline, self-motivation, strong work habits, the ability to think critically, and the desire to do one's best.
8. To encourage each student to cherish his/her own cultural values and heritage and to respect individuals with different cultural backgrounds.
9. To develop each student's ability to analyze and solve problems facing individuals in a rapidly changing world.
10. To prepare students to do well on standardized tests.
11. To empower students to seek and succeed in post-secondary education.
12. To hire the most qualified faculty and staff.
13. To provide faculty, staff, and students access to the best possible resources to enable them to reach their highest educational and extracurricular goals.

14. To include parents in the educational process by regularly updating them on activities; including them in special trainings and workshop opportunities dedicated to supporting their parenting duties; and inviting them to participate in all Palm Grove Academy activities.

Non-Discrimination Policy

PALM GROVE ACADEMY is committed to serving 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 based on 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 PALM GROVE ACADEMY's administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students.

Members of PALM GROVE ACADEMY's administration, 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 PALM GROVE ACADEMY while on PALM GROVE ACADEMY property, at PALM GROVE ACADEMY events or to PALM GROVE ACADEMY 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.

Parent-School Agreement

Parents are expected to support and uphold PALM GROVE ACADEMY's policies. Without this cooperation and confirmation from the parents, a double standard exists between home and PALM GROVE ACADEMY, which is counter-productive to the student's development and our effectiveness. If, at any time, misunderstandings develop between the school and home, it becomes the obligation of both to seek clarification and explanation.

All suggestions and comments from the parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of the child. This includes provision of competent teachers, a full and developmentally-appropriate curriculum, regular reporting of student progress, proper student supervision, and communication with the home. In full cooperation with the school, parents are expected to attend Parent/Teacher Conferences and actively support other planned activities, knowing that parental participation is critical to the health and well-being of the school and the child.

No Smoking Policy

As part of PALM GROVE ACADEMY's mission to provide a safe and nurturing atmosphere for its students, staff, and parents, smoking is NOT allowed on campus at any time or at any school activities.

Dismissing Students, Parents and/or Staff

PALM GROVE ACADEMY 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.

PALM GROVE ACADEMY also reserves the right to terminate or not renew a student's enrollment contract 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.

PALM GROVE ACADEMY 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.

PALM GROVE ACADEMY's Board of Directors

The role of the School Board is to:

1. Ensure the financial stability of the school.
2. Set the school's mission with input from the Administration, faculty, staff and parents.
3. Set the school's policies.
4. Support the Director in their day-to-day operation of the school.

Parent Involvement

It is very important for parents to be involved in Palm Grove Academy to:

1. Promote an atmosphere in which children can grow as individuals, each aware of his/ her own worth and value in society.
2. Foster an awareness among parents of the need for their participation in the total education of their children.
3. Develop united efforts between educators and the general public that will secure for every child the highest achievements in religious, mental, social, and physical education.

Classroom Opportunities

Parents can assist in the following:

- Coordinating special activities
- Supporting parents group activities
- Welcoming new families to the academy

Parents at PALM GROVE ACADEMY can also assist with the following:

- **Events:** Volunteers help organize, decorate and clean up academy events such as Qu'ran Competitions, Spelling Bees, Science Fair, Bake Sales, Fundraising Dinners, Graduations, and other activities.
- **Beautification:** Volunteers improve and maintain the grounds around the school building and campus.
- **Hospitality:** Volunteers help provide refreshments for school events or help clean up afterwards.

Voluntarism is the means by which parents and community members contribute services to the school. Parent volunteers are very important to the success of the school. Parents are encouraged to volunteer a few hours each month based on their expertise as library assistants, homeroom mothers, lunch duty observers, parent tutors, maintenance work assistants, or in many other valuable services to the students and the operation of the school.

School/Home Communications

PALM GROVE ACADEMY believes in the importance of keeping a continuous line of communication with its parents and community. Means of communication will include:

- Phone calls from teachers to update parents of their children's progress
- Parent-Teacher conferences
- Scheduled appointments with staff and administration.
- Updates on the PALM GROVE ACADEMY Facebook Page and/or Website: www.palmgroveacademy.com
- Emails
- Text Messages

Parents are encouraged to contact the school and request conferences with their children's teachers if they feel there is a need for such meetings.

Emergency Contact/ Student Release Information

Emergency contact information on each child must be available and up to date. It is imperative that the office has the parent(s)' cell phone numbers and a number where a relative, neighbor or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency school closing. The office should be notified about any changes in the parent(s)' cell or home telephone numbers as soon as they occur. **NOTE: PGA has a strict release policy, we will only release children to those listed. Please do not send anyone who isn't listed, PGA staff will**

not release children under any circumstance to anyone not listed. If the child has an older sibling in grades 6 and up then a authorization form must be completed for the child to be released to that sibling.

Report Cards

Report Cards will be issued a week after the end of each quarter.

Parent-Teacher Conferences

Parent-Teacher conferences are conducted at least twice each school year. Other conferences are to be scheduled by appointments through the office. In order to provide an effective educational program, it is the policy of PALM GROVE ACADEMY to maintain close communication between the home and the academy.

Parent Orientation Meetings

Two parent orientation meetings are held each year: One at the end of the school year and the other near the beginning of the next school year. These are the times to get acquainted with the teachers, school polices, educational programs and the school in general

Admissions Policy

Admissions Policies

1. Students applying for admission must meet all age requirements set by the state of Florida and/or the school and must complete the online Registration Form.
2. Students admitted must submit all required documentation, including academic records and discipline records, as well as copies of their birth certificate, health records and immunization records.
3. Custody papers or similar legal documentation must be submitted in any cases where there are not two parents enrolling the child(ren).
4. No student can be admitted into a grade level if he/she is > 2 years older than the average age of students in that grade level (*grade level + 5*).

Admissions Process

1. The admissions process will include reviewing the following with the parents:
 - Application process
 - Required documents
 - Tuition & Fees Matrix
 - Questions parents may have
2. Tour of the Facility
3. Preliminary review of the application and documents to ensure completeness.
4. Notification of the parents via phone AND email if:
 - Application is complete and will be forwarded to the Admissions Committee for review.
 - Application is missing certain items that must be completed before the application can be forwarded to the Admissions Committee for review.

Registration Requirements

Upon admission to PALM GROVE ACADEMY, the following forms must be completed and filed in the office by the first day of classes:

- Emergency Information Form
[One per student] It is very important, on this form, to list any allergies the child may have.

Also, the following documents are required for any student enrolling in the academy:

- Legible, English copy of the birth certificate
- Copy of the student's report card from the most recent grading period
- Immunization Records [for details of required immunizations, see below]
- Physical Exam
- Copy of Social Security Card
- Where applicable, a copy of court-ordered custody ruling or legal name change

- Where applicable, an Individualized Educational Plan (IEP)

Immunization Requirements:

Florida law requires that every new student enrolling in Florida schools be properly immunized or have a signed waiver on file at the school. Also, this record must be on a Florida form. The Immunization Record must show that the following vaccines have been administered. Specific number of each dose are determined based on the age of the student.

- 5 doses DTP (Diphtheria, Tetanus, and Pertussis)
- Tetanus
- 4 doses Polio
- 2 doses Measles
- Hepatitis B vaccination series
- 2 doses Varicella
- 1 dose Rubella and
- 1 dose of Mumps, or 2 doses of MMR.

Children entering or attending the 7th grade will be required to have completed, in addition to the above:

- Second measles vaccination or MMR and a
- Tdap booster.

Any student receiving the minimum doses must complete the series within the scheduled time span. If the immunization record or signed waiver is not on file, the student, **in accordance with the law, shall not be permitted to attend school.**

Allergies/Special Accommodations

It is extremely important that the administrators and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it be food, an insect, or medicine, it is crucial for us to be aware of and educated about this matter.

In the case of any allergy or special accommodations, it is required that the parent obtain and submit to the Office a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and procedures to follow in case of exposure. PALM GROVE ACADEMY will cooperate with the family to the best of its ability to ensure the safety of the child.

Any child with a food allergy must also provide the academy with a list of proper nutritional substitutes for the food item.

Tuition & Fees

Please refer to the application form for a detailed explanation of tuition and fees or request a print-out of the Tuition Matrix from one of the administrators or by emailing info@palmgroveacademy.com

Fees are non-refundable. Tuition is due for each month or any portion thereof, and a late fee of \$25 will be charged for payments received after the 5th of the month. Please note that for students transferring in to PALM GROVE ACADEMY, the tuition for the 1st month of enrollment will be based on when they start: Students beginning between the 1st & the 15th of the month will be required to pay a full month's tuition; students beginning on or after the 16th of the month will pay for only half the month.

Parents have the option of paying for tuition using cash, check, credit card, money order or on our website under PayPal Button on our Support Us page. Please indicate that the money being sent is for tuition. Parents wishing to pay by credit card should provide the school with a completed Credit Card Authorization Form allowing the school to charge the card on the 1st of each month.

Step up for Students Scholarship

PALM GROVE ACADEMY is approved to accept Step up for Students. Parents are responsible for paying the school any tuition and/or fees not covered by the scholarship.

Student Records

The administration department keeps all student records. Records can be accessed by request. The school has the right to hold academic records until all financial commitments are paid in full.

Drop-Off & Pick-Up

Parents are expected to drop off and pick up their children in a timely manner and in the proper area.

Drop-Off Times

7:30 – 8:20 am

Pick-Up Times

3:35 – 4:00 pm

Early Pick-Up

Occasionally, parents need to pick up their children before dismissal time. This may be difficult if the student has not had time to prepare for the early pick-up. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task expediently and with as little disruption as possible. If given prior notice of early pick-up, the administrators can ensure that the student is waiting in the reception area when the parent arrives.

Important: Please note that parents will not be allowed to pick up their children from the classrooms.

Attendance & Late Arrival

Even though assignments may be completed at a later date, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties/circumstances or emergencies. Vacations/trips should be planned during published school holidays.

Students are expected to attend class regularly, so that they reap optimal benefit. In case of absence, the parents should call Administration by 9:00 am to explain the reason for the child's absence.

Make-up assignments should be obtained from each teacher by the student and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments. All missed work and assessments must be submitted/completed no later than one week after a student's return to school.

If students need to take an extended leave of absence, two weeks' written notice should be emailed to info@palmgroveacademy.com to allow the teachers to prepare work for the students to complete in their absence. All missed work and assessments must be submitted/completed no later than one week after a student's return to school. Please note that parents will be charged regular tuition during this absence. Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student's promotion at the end of the school year. Not all extended leaves will be approved as Excused Absences.

In the case of an extended absence, all missed work and assessments must be completed within one week after the student's return, in order for the student to receive credit for their assignments/assessments.

Medical Excuses for Absences

Up-to-date doctors' notes must be on file for any student missing school for Medical reasons or requiring special accommodations. Such notes must state when a student is able to return to school or is no longer in need of special accommodations. If absences are excessive, or extended special accommodations are requested by the parents, the school may require authorization to contact the physician to get more detailed information.

Withdrawal/Moving

Those parents of students withdrawing from the school should notify the Administration's office at least two weeks before moving/withdrawing to give the school the new address, the date of the move and the name of the new school, if possible.

Parents must request a Withdrawal Form that must be signed by the Director. Parents should take care of any outstanding balances, and students should return all textbooks and collect all personal items. Academic records will not be released unless all school property is returned, and accounts are cleared through the financial department.

School Health

In order to maintain the good health of PALM GROVE ACADEMY students and staff, we request that children not be sent to school if they are sick. By keeping them at home when sick, you are helping us prevent the spread of viruses and/or infections to other children.

In case of accidents or illness at school, only minimum first aid can be provided by school personnel. The parents will be called when a child appears ill enough to go home. If a parent cannot be contacted, the designated emergency person will be contacted. If the illness or accident is serious, and the parent and/or emergency cannot be reached, PALM GROVE ACADEMY staff may make the decision to contact Emergency Medical Services and, if necessary, have the child transported to the nearest hospital for care. It is essential that we have your permission to do so on the forms you filled out when registering your child. It is also very important for the school to have insurance information as well as any information related to existing health problems, so that appropriate care can be given.

In the event of an outbreak of a communicable illness or condition such as chicken pox or head lice, PALM GROVE ACADEMY staff and teachers will use standard procedures for dealing with them, and every effort will be made to inform the parents as soon as possible. This information will include information on how to recognize as well as treat the problem. Every effort will be made to deal with the affected students in the kindest way and in a way, which does not attract undue attention to him/her.

Medication at school requires written permission. School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from the physician, in the case of prescription medication. An "Authorization for Medication" form must be completed and submitted to the school office. All medication must be kept in the office and administered by the office staff. Each new school year requires a new doctor's permission slip.

Please make sure that the school is aware of any allergies your child may have.

Emergency Dismissal

It is the school's policy not to dismiss children home once school has started, unless there is an extreme emergency such as a mechanical failure in the building, when inclement weather develops after school is in session, or if the child may cause injury to himself or to others. It is imperative that all parents discuss thoroughly with their children the possibility of an emergency dismissal and make certain **THEY MUST KNOW WHERE TO GO IF/WHEN PARENTS ARE NOT HOME.**

In the case of Emergency Dismissal, parents will be informed by phone (Text Message or Call). **It is imperative that the school has updated phone numbers on file.**

In the event of Fire, Tornado, or other disasters, an emergency plan will be put into operation to assure the greatest possible protection for the children. Fire and tornado procedures are posted in each classroom and general area rooms.

It should be noted that PALM GROVE ACADEMY will make its decision to close or evacuate due to inclement weather based on the Marion County School Board decisions, as long as the decision is based on a safety concern and not based on the fact that their schools will be used as shelters.

Field Trips

Field trips are part of the educational experience provided to PALM GROVE ACADEMY students, and various field trips will be provided for students throughout the year. Any child going on a field trip must have a signed Permission Slip on file for the trip. If a teacher does not have such Permission Slip on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class or will be sent home. School uniforms are required for all field trips, with exceptions to be considered on a case-by-case basis.

Chaperon Dress Code on Field Trips

All chaperones on PALM GROVE ACADEMY Field Trips must abide by PALM GROVE ACADEMY Staff dress code.

Muslim and Non-Muslim Male Staff Dress Code:

- Loose-fitting modest shirts and pants or jeans.

Muslim Female Staff Dress Code:

- Scarf must be worn, which covers all hair, ears and neck.
- Long sleeves must be worn at least to the wrist.
- Loose-fitting outfit must be at least ankle-length.

Options:

- Jilbab or abaya
 - Loose-fitting blouse over loose skirt
 - loose -fitted blouse over loose pants
 - Sharwaal-Qamees
-
- Clothing must be non-transparent.

Non-Muslim Female Staff Dress Code:

- Clothes must be loose-fitting and non-transparent.
- Sleeves must be at least to the elbow.
- Pants must be at least ankle length.
- Tops cannot be low cut.
- Dresses and/or skirts must be at ankle-length. No slits.

Curricula

PALM GROVE ACADEMY is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in the Florida Sunshine State Standards for each grade level. Students are instructed in the following academic subjects: Language Arts/English, Math, Science, Social Studies, Arabic, Qur'an, Islamic Studies, Art, Physical Education and Computer courses at various skill levels.

PALM GROVE ACADEMY encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if books are lost or damaged beyond usual wear and tear.

Homework

The purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class. Homework shall not be assigned on a mass basis just to give the children something to do. On average, the total time for all subjects assigned Academic should be as follows:

- 1st Grade 30 – 60 Minutes per Day (A + H ≤ 60 Minutes)
- 2nd & 3rd Grades 45 - 75 Minutes per Day (A + H ≤ 75 Minutes)
- 5th Grade 60 – 90 Minutes per Day (A + H ≤ 90 Minutes)
- 6-12th Grade 90 – 120 Minutes per Day (A + H ≤ 2 Hours)

Please note that these times are based on the time needed by the average students; some students may require more time, others less. They are also based on the assumption that classwork has been completed in class. If classwork has not been completed in class, it may need to be completed at home and will add to the time needed for homework.

Please also note that, even if the child is not assigned a specific task for homework, he/she should always spend time each afternoon/evening reading from/reviewing his/her textbooks/Qur'an or doing outside reading.

Parents are expected to provide the proper home environment conducive to learning. There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Providing a spacious, quiet, well-lit place to study.
- Making available references that will help in doing homework: dictionary, maps, etc.

- Keeping supplies on hand: scissors, pencils, pens, etc.
- Working with the child to set a regular homework time.
- Making sure the child brings back assignments clearly written down.
- Encouraging the child to do his/her best in spelling, handwriting, neatness and accuracy.
- Remembering that homework is assigned to the child, not the parent. The parent should be available as the guide and support.

As a general rule, no homework is to be assigned over breaks or vacations. Students will be encouraged, however, to do outside reading during these breaks and/or vacations.

Assessment & Testing

Students at PALM GROVE ACADEMY are assessed in various areas, which include but are not limited to: Classwork, homework, quizzes, tests, exams, projects, reports, oral checks for understanding, etc. Tests on which students score less than 70% must be signed and returned.

Standardized Testing

All PALM GROVE ACADEMY students will be required to take standardized tests.

Academic Dishonesty/Cheating is defined as any communication which takes place during a test/exam and will result in a grade of 0% in addition to a Discipline Referral.

Awards' Assemblies

At the end of each Semester/ Honor Roll Assemblies will be held. At these assemblies, students will be recognized for their achievements in both academics and character. At the Assemblies, there will be student presentations highlighting what they have learned in Academics.

Principal's Honor Roll	All A's
High Honor Roll	A's and up to Two B's
Honor Roll	All A's and B's

Uniform & Dress Code

General Expectations

Every student is expected to be neat and clean [*includes fingernails being short and clean*] and is expected to wear the PALM GROVE ACADEMY uniform at all times, as long as they are on school campus. Please contact the Administration's Office if you have any questions about the uniforms.

PALM GROVE ACADEMY students must abide by all PALM GROVE ACADEMY policies, including PALM GROVE ACADEMY dress code, at all PALM GROVE ACADEMY and PALM GROVE ACADEMY-sponsored events whether on or off campus. Students not willing to follow said policies, including dress code, will be asked to no longer participate.

All Students:

- Shoes:** Any color, solid or mixed.
- Socks:** Any color, solid or mixed.
- Fingernails:** Must be cut and clean at all times.
- Boys' Haircuts:** Must be neat. Hair must be cut above the brows, above the ears and above the collars.

The following are NOT allowed at any time for any of the grade levels, even on Picture Days:

Open-Toed &/or Open-Back Shoes; High Heel Shoes; Jeans; Shorts; Stretch Pants; Tights & Make-Up (*including kohl eyeliner, nail polish, lip gloss, etc.*) Jewelry must be kept at a minimum.

Boys (Gr. KG - Gr.12)

- Khaki Pants (plain or pleated)
- Navy Polo Shirts
- Gr. 5 - Gr.12 Boys wear Thoubes Fridays.

Girls (Gr. KG – Gr.5):

- Khaki Loose Pants (Leggings are not allowed)
- Navy Polo Shirts
- Jumpers (Leggings to be worn underneath)
- White Hijab for Salaat (Must be one- or two-piece Amira hijabs)
- No jewelry except tiny earrings or studs in ears.

Girls (Gr. 6 – Gr.12):

- Navy Tunic above the knee length
- Khaki Loose Pants
- Khaki Colored Floor length skirt
- Navy Abaya (with leggings underneath)
- White Hijab
- Gr. 5 girls must wear one- or two-piece Amira hijabs

Snacks/Lunch

Palm Grove Academy does not provide lunch. Students need to bring lunch daily, however the school snack shop will offer a variety of snack items for sale ranging from .50¢ to \$2.50.

School Visitors

PALM GROVE ACADEMY encourages parents and other community-members to visit the school and believes there are many potential benefits which can result from increased interaction with the community. At the same time, PALM GROVE ACADEMY has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting PALM GROVE ACADEMY facilities from misuse and/or vandalism. Therefore, limitations may be placed on visitors to avoid these disruptions. The Administration's Office 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 before approving such a visit.

General Definitions of and Requirements for School Visitors

- A. A visitor is defined as any person seeking to enter the academy premises who is not an employee of the school or a student NOT currently enrolled at the school.
- B. All visitors must report to the front office when arriving and/or leaving the school premises.
- C. All visitors must obtain authorization from the Administration's Office in advance of his/her visit, whenever possible.
- D. All visitors must comply with PALM GROVE ACADEMY policies, administrative rules and regulations at all times.

Visitors to Classrooms and/or Other Instructional Areas

- A. Access to particular classrooms and/or other instructional areas of the school may be restricted upon the recommendation of a teacher in charge or, as otherwise deemed necessary, by the Administration.
- B. Because classrooms and/or other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - a) Remaining in a designated place or seat.
 - b) Refraining from speaking to students and/or the teacher while an activity is underway.
 - c) Refraining from entering or leaving the area while an activity is underway.
 - d) Maintaining dress and grooming standards that are consistent with the dress code for students/employees in the building.
 - e) Limiting the duration of the visit to a particular time/length.
 - f) Limiting the activities of the visit to a particular purpose.

- g) Following designated routes of travel in the building and/or on academy grounds.
- h) Refraining from the use of cellular phones or other electronic devices during the course of the visit.
- C. Non-school-age children are prohibited from visiting classrooms and/or other instructional areas.
- D. Visitors wishing to conference with teachers and/or Director during the course of the school day are encouraged to make arrangements at least three (3) days in advance.

Exceptions to Visitor Requirements

- A. Persons invited to visit the school as part of a scheduled Open House or special event.
- B. Persons invited to participate in organized and school-approved activities (i.e. volunteers)

Special Circumstances

The Director of PALM GROVE ACADEMY have the authority to exclude from the school premises any person who disrupts or appears likely to disrupt PALM GROVE ACADEMY's educational processes. Any such individuals will be directed to leave the school premises immediately, and law enforcement officers may be called if deemed necessary.

Prospective Students

Students thinking of enrolling at PALM GROVE ACADEMY may request to visit the school and attend classes with their peers. Such visits must be scheduled by the parent in advance and must be approved by the Administration's Office at least one day prior to the scheduled visit. Student visitors are expected to abide by the same rules and regulations that all PALM GROVE ACADEMY students are expected to abide to. They may also accompany their peers to lunch and salaah. Each student visitor will receive, in advance of his/her visit, a list of basic rules/policies to follow while on campus. This will include dress code requirements.

School Visitor Dress Code

Out of respect for the school's dress code/uniform policy, school visitors are asked to dress modestly, even Islamically, if possible. For female visitors, this means that clothing should be loose and should not be revealing. A head covering is recommended for Muslim visitors.

Pet Policy

No student is allowed to bring any animals and/or pets to school at any time without first receiving written permission from the Administration's Office.

Safety & Security

School Driveways and Parking Areas

Parents and visitors are asked to use extreme care in the school parking areas. Parents who drive students to and from school should permit walkers the right-of-way.

Outdoor Areas

All outdoor activities on PALM GROVE ACADEMY playgrounds/fields are supervised. With that in mind, we also expect that:

- Children should watch where they are running and should play away from school buildings.
- They should not climb trees, poles or fences.
- Students may not leave the school campus during lunch and/or recess.

Playground / Designated Play Areas

- Students will be encouraged to play outdoors when weather permits. If a child needs to remain indoors for serious health reasons, the parents must send a detailed note to the teacher explaining why the child needs to remain indoors. If the request extends three (3) days in length, a letter from the child's doctor will be required.
- Parents and teachers are encouraged to remind their children that play areas are designed for recreation and play. The following are rules/guidelines specific to designated playground areas:
 - Students should always remain in the play areas to which they are assigned.
 - The safety of the entire play area is to be considered at all times.
 - Balls may not be kicked or thrown against buildings, fences, play equipment or other individuals.

- Should a ball be kicked out of the designated play area accidentally, the student kicking it out must inform the teacher/adult on duty immediately.
- If anyone should get injured during recess or any other play time, a student should inform the teacher/adult on duty immediately.

Any behavior deemed to be a deviation from proper playground/play area etiquette will result in the student being removed from the area and disciplined in accordance with the PALM GROVE ACADEMY Discipline Policy.

Non-Instructional Devices/Materials

Games, electronics, trading cards, and other non-instructional materials **should not** be brought to school. Students can carry enough money for snacks or lunch items; however, Parents are encouraged not to allow too much money which, can be lost or misplaced.

Use of School Telephone and/or Staff/Administrator Cell Phones

The school and staff/administrator phones should be used only for school purposes. For this reason, children are not allowed to use them except in an emergency.

Fire & Emergency Drills

Fire Drills will be conducted once a month during the school year.

Tornado & Emergency Evacuation Drills (Hurricane, Bomb Threat and Lock-down) will be conducted at least once per year.

Birthdays

Birthday cakes, cookies, treats, etc. **cannot** be brought to school to commemorate student birthdays, nor can invitations to birthday parties.

Interaction with the Media

- Any requests made by the media for interviews should be forwarded to the School Board.
- PALM GROVE ACADEMY personnel, parents and/or students will only answer questions with prior approval from the School Board.
- If students are to be interviewed, written consent from the parents should be on file.

Musical Instrumentation

Musical instrumentation on tapes, videos, etc. will not be allowed unless necessary for the educational process.

Restricted Foods

Restricted foods are foods which cannot be given to or be in the possession of students at any time. These are:

- Gum
- Pork Products
- Alcohol or products containing alcohol

Student Photographs &/or Videos

Students are photographed/video-taped throughout the year for promotional materials and for use on the web-site and/or the Palm Grove Academy Facebook page. Any parent **NOT** wanting their children's pictures used for such purposes needs to submit a letter to the administration so stating.

Distribution of Written Materials on Campus

Any materials (business cards, flyers, etc.) must be approved by the School Board before distribution.

Area Rules

Classroom Rules

- Arrive to class on time.
- Be seated and prepared to learn when class starts, this includes having sharpened pencils, having homework, books and notebooks ready, etc.
- Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated.
- Listen to the teacher and/or other students without interruption. Wait your turn before speaking.
- When in doubt, always ask questions.
- No food or drink in the classroom, including gum.
- Students are required to bring water bottles labeled with their names to class
- Students will obey all school rules while in the classroom.
- Use the restroom and go to locker between classes or during lunch. Please do not ask to leave the class unless it is an emergency.
- Have a positive attitude.
- Hats and hoodies shall not be worn during class. Please remove hats/hoods upon entering the classroom.
- Stay on task and participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Sit upright and do not slouch.
- The class is dismissed by the teacher and **NOT** by the clock.

Lunch Rules

- Eat only in assigned areas.
- Keep food off the floor.
- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Clean up your area after finishing your meal.
- Return to class only when dismissed by your teacher or the teacher on duty.

Yard/Playground Rules

- Be prompt in leaving the yard/playground to get to salaah or class.
- Always stay within the school property.
- Speak to others politely and without raising your voices.
- Stay off of trees and fences.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep school grounds clean and clear of all personal belongings and/or garbage.
- Treat all students and adults with respect.

Bathroom Rules

- Clean toilet seat after use.
- Boys are to sit, not stand, when using the bathroom.
- Clean yourself with water, as per the sunnah.
- Wash your hands with soap when you are finished.
- Finish your business in the bathroom quickly.

School Property Rules

- Keep all school furniture and property free of damage.
- Keep all school furniture and property free of graffiti.
- Show responsibility and respect for school equipment: TV's & Computers, etc.
- Follow allowed access rules for computers.

- Textbooks provided by the school are school property, if damaged, torn or written in parents will be billed for their replacements.

Hallway Rules

- Follow directions at all times.
- Show respect for others.
- Walk quietly in the hallways and keep your body to yourself.
- No running, shoving or pushing.
- Speak in a normal tone of voice; no yelling or screaming.
- Keep hallways clean; no littering.

Dismissal Rules

- Exit the building with your parent or designated adult.
- Proceed directly to your car upon leaving.
- Follow the directions given by teachers/adults on duty at all times.
- Keep personal items with you at all times.
- Do not go to the playground areas.
- No food or drinks during dismissal time.
- Students must remain in full uniform (including hijab for girls) until they leave the campus.

Discipline Referrals & Consequences

Students exhibiting discipline problems will be referred to the Director for consequences. Each student will be dealt with on an individual basis, with communication taking place between the Director, the referring teachers and the parents, when necessary. If required, depending on the severity of the offense, the student may then be referred to the Director.

Due Process

Any student whose conduct may warrant suspension or expulsion will be provided due process.

Students:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

Parents:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four-hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the academy day.

Disciplinary Records are part of the student's confidential records and are not available for access by other than the student, his/her parents, the Director and the Board of PALM GROVE ACADEMY. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

Amendments &/or Addendums

Amendments may need to be made during the school or addendums added. If this occurs, written notice will be sent to parents, so that they are aware of these changes.