



In the Name of Allah, The Most Gracious, The Most Merciful

Assalamu Alaikum wa rahmatu Allahi wa barakatuhu

Dear Parents and Families,

We would like to welcome you to the 2023-2024 school year At Arqam's Academy. We are proud to offer your children a safe, engaging learning environment, where they will achieve academic excellence while attaining Quranic knowledge and Islamic morals.

Please see the enclosed forms for information about our school's policies and procedures. All documents must be signed and returned to complete your child's preliminary registration. We accept the Step Up for Students scholarship; you can apply at www.stepupforstudents.org. If you have any questions, comments or concerns, please contact us at (727) 592-2149 or arqamsacademy@gmail.com.

Jazakumu Allahu Khairan,

Sr. Gwen Holmes

School Administrator

Arqams's Academy
2401 5th street south
saint petersburg, Fl. 33705
(727) 592-2149
arqamsacademy@gmail.com

Student Enrollment Form

Student Name: _____ Preferred Name: _____

Date of Birth: _____ Date Enrolled: _____

Last 4 digits of SS: _____ Place of Birth: _____

Mother's Name: _____ Father's Name: _____

Occupation: _____ Occupation: _____

Home Number: _____ Home Number: _____

Cell Number: _____ Cell Number: _____

Address: _____

Legal Guardian (if different from above): _____

Primary Email: _____

Secondary Email: _____

Who does the student live with? _____

School year: 2023-2024 Entering grade: ____ Last academic grade completed: _____

PREVIOUS SCHOOL

Name of School: _____

Address: _____ Phone Number: _____

Date of last attendance: _____

Has the student been suspended or expelled from any school? YES ____ NO ____

If "Yes", please explain: _____

Academic records (including standardized test scores and last report card) must be attached to complete registration.

Has the student received special education services in the past? YES _____ NO _____

Has the student received English for speakers of other languages classes? YES _____ NO _____

What language does your child primarily speak at home? _____

Does your child show fluency and command of the English language? _____

Emergency Contacts (other than parents/ legal guardians) Permitted to remove child:

1. _____

Name	Phone #	Relationship to child
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2. _____

Name	Phone #	Relationship to child
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3. _____

Name	Phone #	Relationship to child
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Medical History

4. List any medical issues: _____

5. List any regular medications: _____

6. List any allergies: _____

7. During school hours, does your child require any medication? _____

If yes, please list: _____

Has your child ever experienced any behavioral or disciplinary issues? Yes No (If yes, please explain)

Why are you considering moving your child from his/her current school?

List any information that would be beneficial for the Academy to know about your child:

Authorization for Emergency Medical Treatment

If my child, _____, should become ill or injured at Arqams’s Academy, I understand that the Academy representative will (1) contact me immediately, or (2) contact the person(s) I have designated if I cannot be reached.

Should the Academy be unable to reach me or the person(s) I have designated, they are authorized to arrange for emergency medical treatment. The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child. I will accept responsibility for payment of medical services rendered.

Parent/ Guardian Name: _____

Signature: _____

Parent/ Guardian Name: _____

Signature: _____

Date: _____

Arqam's Academy

2023-2024 Enrollment Agreement

This agreement is between the parents and students listed below, and Arqam's Academy. **This agreement is not a contract.** It can be terminated or amended at any time by Arqam's Academy, if and when deemed necessary.

For our academic year, the 2022-2023 year, our schools k-7th grade program will focus on grade appropriate Al Qaa'ida Nuraniyah (foundations of reading Qur'an with Tajweed), academic excellence and Islamic Adab/ character development, and memorizing of the Quran

To remain enrolled, students must demonstrate acceptable progress in their studies. They are required to stay on the pace set by their teachers. If they cannot maintain the necessary pace, they may be considered for removal from the entire Arqam's Academy program. Students are also required to demonstrate an Islamic character/ behavior which is consistent with expectations for a Hafid/ Hafidah of Qur'an.

Academics:

Students are required to maintain adequate academic progress. They are required to attend classes regularly with all required materials, on time and with proper uniform. They must complete their own work (no plagiarism or shared work) to the best of their ability. All work must be completed in the prescribed time, there is no extra time for makeup work. Any work missed due to absences or tardies must be completed at home and in the same amount of time that was missed. Excessive tardies and absences, consistent low academic grades, and lack of effort on the part of the student are all causes for dismissal from the entire Arqam's Academy program. If the school determines that the student may be in need of extra academic instruction, it is the parents' responsibility to obtain a tutor to assist their child. If this is not done in the prescribed time period, the student will be terminated from the Arqam's Academy program and referred to a local public or Islamic school, which offers additional ESOL or intensive academic instruction.

Tuition:

Tuition is due on the 1st of each month from August to the next July. It must be paid monthly. Tuition is late on or after the 5th of the month. If you need to pay on a date or after the 5th of the month, please submit a request in writing. You will be notified if the request has been approved. If your request has been approved, payment will be due on that date every month, or the next business day afterwards, if it falls on a weekend or school holiday. Payment can be made by cash, check, money order, or Zelle. There is a \$50 fee for any returned checks; additionally, you will no longer be able to pay by check once a check has been returned.

Behavior:

Acceptable behavior is outlined in the discipline policy and the student handbook. Students who do not meet the minimum levels of accepted behavior at any time during the school year, will be terminated from the program. This includes behavior done outside of school time and premises, which are against school rules, Islamic Adab and/or the law of the United States.

Uniform:

School uniform is listed in the school handbook and is required for all classes and all school events (including field trips) except with school mandated exceptions. Parents and students will be notified of any exceptions as they occur. Parents of students who arrive without proper uniform will be called to bring in the correct uniform or pick up the child. Excessive uniform violations will result in disciplinary action, up to and including termination from the entire Arqam’s Academy program.

Note: Changes may be made to this agreement at any time during the school year. Parents and students will be notified and held accountable for any changes made.

Student Name

Parent Name

Signature of Notary

Parent Signature

Notary Stamp:

Date

Arqam's Academy

Academic Consent Letter

The role of the Academic Teacher:

8. To teach the students using curriculum provided, including supplementary presentations, videos, and various other tools.
9. Assigning work (class assignments, quizzes, tests, homework) to ensure the student has mastered the material they learned.
10. Grading all assigned work regularly.
11. Updating the parents regularly on the student's progress.
12. Teaching the students good Islamic character through guidance and discipline, according to school policies.

Role of the students:

13. To come to class prepared, with all books and all other materials.
14. To conduct themselves with respect for others, themselves, and their environment, using good Islamic characteristics.
15. To complete assigned work to the best of their ability, honestly (no cheating or sharing work), and in the assigned time period. Late assignments will not be accepted, except in extreme circumstances. Work that is suspected to be plagiarized, may earn a 0. More than one instance of cheating may result in suspension or expulsion from the school.
16. To participate in class (discussions, etc.) with awareness, intent to learn and respect for all.
17. To be responsible for your own learning and grades. This includes coming with an attitude of learning.

Role of the parents:

18. Regularly communicating with your child's teacher. (As a parent, it is recommended that you do this a minimum of once a week).
19. Responding to any messages from your child's teacher punctually.
20. Checking your email / Whats App daily and responding if necessary.
21. Maintaining a relationship with your child's teacher.
22. If you are troubled about any particular grades, contact your child's teacher immediately.
23. If a student is doing poorly in a particular class, we will do our best to assist them in class. However, if that is not enough it may be necessary for the parent to work with them at home.

Retake Policy: Exam may be retaken in extreme circumstances only, at the discretion of the school administration.

Parental Consent:

I have read and understood all the above stated information:

Parent Signature: _____ Date: _____

Student Name: _____

Arqam's Academy
Attendance Policy

Tardiness:

- School start time is at 8:00 am sharp.
- Upon arrival at school, the student must report immediately to their classroom. A student is considered tardy if he does not report by 8:00 am.
- Tardiness will be excused, as long as the parent calls or sends a message with a valid excuse (a list of what is considered excused is posted below). If a parent does not do so, the tardy will be automatically unexcused.
- If a student continues to be tardy for the same valid reason excessively (3 per month is considered excessive), we will then request proper documentation for the situation (i.e. if a student continues to be tardy because of an illness we will request a statement from a physician).
- The maximum number of tardies allowed is 3 per month.
- Once the student has received 4 tardies in the same month, the student will be sent home; additionally, the parents of the student will have to schedule a meeting with the Principal of the school (Professor Sana Chaudry). The student will not be allowed to return to school until this meeting has taken place.

Excused Tardy Includes:

- Illness
- Medical or Dental Appointments
- Automobile Accident
- Car Problems (flat tire, battery, etc.)
- Death or Funerals
- Emergency situations accepted to the Principal or designee
- Required court appearance (subpoena required)
- Severe weather

Unexcused Tardy Includes:

- Heavy Traffic
- Overslept
- Returned for forgotten items
- Non-educational appointments

Absences:

- An absence will be excused as long as the parent calls or sends a message with a valid excuse (a list of what is considered excused is posted below). If a parent does not communicate with the school staff, the absence will automatically be unexcused.
- If a student continues to be absent for the same valid reason excessively (3 per month is considered excessive), we will request proper documentation (i.e. if a student continues to be absent because of an illness we will request a statement from his physician).
- The maximum number of unexcused absences allowed is one (1) per month.
- Once a student reaches 4 absences in a month, disciplinary action will result. The parents of the student will have to schedule a meeting with the principal of the school (Professor Sana Chaudry). The students will not be allowed to return to school until this meeting has taken place.
- Because of the importance of consistent class attendance, the school does not endorse absences requested for the purpose of family convenience, outside social activities or extended vacation time. If unavoidable circumstances necessitate such an absence, parents must submit a written request to the administration **two weeks** in advance. Requests will be reviewed on a case by case basis. Unapproved absences are considered unexcused.
- Students are required to make up all work they missed during an absence.
- **Excused absences include:**
- Student illness or medical appointment; doctor's note is required for each instance
- Accident resulting in injury to the student
- Major illness or death in the student's immediate family
- Pre-planned absence with school approval
- Required court appearance
- Emergency such as:
 - Severe weather conditions
 - Major personal or family problem
 - Major damage to home
 - Accident on the way to school

State Law Regarding Mandatory Attendance Required for Promotion:

According to state law, in order for a student to be promoted to the next grade level, he/she must attend at least 80% of the school days each year. Any student missing 20% or more days will be retained.

Withdrawal/Moving:

Those parents of students withdrawing from the school should notify the office at least one week before moving/withdrawing to give the school the new address, the date of the move and the name of the new school, if possible. Students should return all textbooks and collect all personal items. The school is not responsible for personal items left behind. Parents must take care of any outstanding balances. Academic records will not be released unless all accounts are cleared through the business office.

We hereby acknowledge that we have read the information above and we agree to abide by the school's policies.

Student Name

Student Signature

Parent Name

Parent Signature

Date

Arqam's Academy
Parental Consent Form

Student Name: _____

Grade: _____

Parent Name: _____

Date: _____

Transportation

I hereby give my consent for my child to be removed from the school by the following persons (legal ID is required):

24. _____

25. _____

26. _____

27. _____

28. _____

Website/ Advertising Photos

I hereby give my consent to place photographs/video of my child on (initial next to the option you approve):

_____ I.S.S.P. website

_____ Arqam's Academy website

_____ Arqam's Academy newsletter (school or class)

_____ Advertisements for Arqam's Academy

Food/Meals

I hereby give my consent for my child to purchase food from vendors at the school or Masjid (I.S.S.P) premises. I understand that the school and Masjid (I.S.S.P) are not responsible for the vendors and/or any health or other results from purchasing and/or eating this food.

Parent Signature

Date

Arqam’s Academy

Discipline Policy

It is the goal of the Arqam’s Academy administration, staff and parents to encourage students to exercise self-discipline. Students share the responsibility for creating an atmosphere that is conducive to learning.

Student Responsibility

It is the responsibility of each student to attend school regularly, to show conscientious effort in classroom work, and to abide by school rules, policies and procedures. Students also share responsibility in developing a climate within the school that is conducive to learning. No student has the right to interfere with the education of fellow students.

To fulfill this responsibility, the student should:

- 29. Conduct themselves in an Islamic manner, giving respect to themselves and others.
- 30. Respect and protect the rights of teachers, staff, other students, and everyone else involved in the educational process.
- 31. Practice academic honesty.
- 32. Express ideas and opinions in a respectful manner which does not offend or slander others.
- 33. Be aware of all rules and abide by them.
- 34. Be willing to assist in investigations of disciplinary offenses.
- 35. Follow all dress codes.
- 36. Assist school staff in running a safe school for all students.
- 37. Protect and take care of school property.
- 38. Attend school daily and be on time to all classes and other school functions.
- 39. Make up work when absent or suspended from school.
- 40. Complete all course work in a timely manner.
- 41. Abstain from indecent or obscene language and behavior. This includes language or behavior that is offensive, harmful and otherwise disruptive to the school atmosphere.

Students are further required to maintain an acceptable manner of behavior even when off school premises or after school hours.

Failure to follow school rules will result in disciplinary actions, including detention, suspension and even expulsion from the Arqam’s Academy program.

I agree to follow all school rules, policies and procedures.

Student Name

Parent Name

Date

Parent Signature

Arqam's Academy

Policy on Cleanliness, Grooming and Dress Code

Modesty, cleanliness, and good personal hygiene are important values that reflect the personal dignity and integrity through which students and staff represent the principles and standards of Islam.

Uniform:

Boys:

42. Boys are required to wear Navy Blue pants, a Green polo shirt (with collar), and closed shoes (white, black, brown in color) with socks (white or black in color).
43. During the hours of Quran memorization and Salah students are required to wear a white (only) thobe free of patterns or designs.
44. On P.E. days, appropriate gym clothes may be brought in for P.E. times only.

Girls:

45. Girls are required to wear navy blue jumpers (girls 8 and younger), or navy blue abayas/ jilbabs (girls 9 and older), with a hijab (navy blue, white or gray) and loose pants, with closed shoes and socks.
46. On P.E. days, appropriate gym clothes may be brought in for P.E. times only. Shirts must be long sleeved and come to the knees. All clothes should be loose fitting and should not show the shape of the body.

General:

- All clothing items, including the thobe, must be washed, clean, and ironed.
- All clothing items must be stain free, odor free, and without holes. This applies to shoes and socks as well.
- Hair must be short (boys), clean, neat, and combed back. There should be no hair in the student's face as this is a distraction. Please do not delay haircuts. Young girls may use a headband, ponytail or braids to keep hair out of their face.
- Fingernails must be cut and clean. Nail polish is not allowed.
- Students must shower regularly and deodorize properly. Perfume is not allowed at school.

The first failure to follow the above stated conditions of the school policy will result in a warning followed by parental contact. Second and subsequent violations will result in the student returning home to correct the violation and then returning to school.

Student Name

Parent Name

Date

Parent Signature

Arqam's Academy
 2401 5th street south
 saint petersburg, Fl. 33705
 (727) 592-2149
arqamsacademy@gmail.com

Tuition and Fees for the 2023-2024 Academic School Year

Annual Base Tuition Per

Student (non-refundable)

	Elementary (K – 5 th Grade)	Secondary (6 th – 12 th Grade)
1 st Child	\$8,000.00	\$8,000.00

Itemized Annual Fees (non-refundable)

One Time Yearly Fee Per

Student

Fees	Elementary (K – 5 th Grade)	Secondary (6 th – 12 th Grade)
Registration	\$30.00	\$30.00
Security	\$125.00	\$125.00
Technology	\$150.00	\$150.00
Book Usage	\$100.00	\$100.00
Standardized Test	\$35.00	\$35.00
Supplies	\$30.00	\$30.00
Graduation/ End of Year Ceremony	\$30.00	\$30.00
Total	\$500.00	\$500.00