



Montessori | Elementary | Middle School

PARENT HANDBOOK

& Middle School Code of Conduct

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Introduction

Welcome to Minaret Academy

Minaret Academy dedicates itself to "Exemplary Education in an Islamic Environment." Our school helps shape the children's first and lasting ideas about themselves, their religion, their country, their culture, and the world. We help preserve their Muslim identity, give structure, substance, and meaning to basic knowledge, and encourage our children's interest in further learning. Our school's mission is crucial to the growth of Islam, especially in helping to instill a love of Islam and learning through a balanced and a comprehensive curriculum that aims to educate the whole child.

Mission Statement

The mission of Minaret Academy is to provide a unique and exemplary education in an Islamic environment. We instill a love of Islam and learning through a balanced and a comprehensive curriculum that aims to educate the whole child. We strive to inspire our students to become responsible, honest, learned, and respectful future leaders.

Minaret Academy places great emphasis on academic excellence through a rigorous program. We encourage each student to achieve his/her personal best. Our caring teachers foster excellence, creativity, independence, and critical thinking. They create environments where students take ownership of their education to become lifelong learners in accordance with Islam.

Minaret Academy is committed to a global vision that is inherent in Islam. We respect the diversity and equality of all human beings, always mindful that Islam is for all people and all times. We aim to foster compassion, cooperation, and integrity in our students so that they will be living examples of the beauty of Islam.

Expected School Wide Learning Results (ESLRs)

Committed to the education of the whole child, Minaret Academy strives to provide each student with the tools and experiences needed to become informed, compassionate persons who are able to make a positive difference in the world. With this in mind, we developed Expected School-wide Learning Results as guidelines to help us attain this goal.

Minaret Academy graduates will demonstrate sound **Islamic Identity and Vision** through:

- Living the beauty of Islam in a pluralistic society by displaying honesty and fairness.
- A respect for the dignity and sanctity of life of all persons and the environment.
- Exhibit commitment to the balance of a healthy mind and body.

Minaret Academy graduates will be **Globally Responsible Citizens** who:

- Demonstrate knowledge and acceptance of different cultures and religions.
- Demonstrate knowledge of global issues and humanitarian responsibilities.
- Participate in global humanitarian projects.

Minaret Academy graduates will be **Critical Thinkers** who:

- Comprehend and articulate concepts in written, oral, and artistic forms.
- Collaborate and work effectively within diverse groups to enhance understanding.
- Demonstrate the ability to think objectively to analyze and evaluate information.

Minaret Academy graduates will be **Life-long Learners** who:

- Are open to discover and develop an enthusiasm for learning.
- Understand the importance of continual goal setting.
- Demonstrate strong work ethics.

The Montessori Program

Minaret Academy is one of the only Islamic schools to offer a certified Montessori Program for preschool-kindergarten students. The program was opened in 2003 with one classroom of only 15 students and has flourished to a maximum of 82 students in 4 well equipped classrooms.

MONTESSORI PHILOSOPHY

Dr. Maria Montessori intended to better the world by nurturing the spirit of each child and to create a balanced learning environment where a child can learn through discovery. In a Montessori Classroom, the dynamics is in the co-existence of harmony and peace. "Love is Universal. In our classrooms, this love for the child is unconditional, yet its functions have conditions," said Dr. Montessori.

The adults in a Montessori Program must understand the child's internal need for success yet allow them to learn independently and confidently at their own pace. We, as teachers, respect the child who has the need to develop, and also respect the child who needs solace, and most of all, must respect the child who cries out to us in rebellion.

The children progress steadily from one success to another, prepare for academic challenges, learn to master their skills & abilities, learn to cooperate with their peers, experience the wonder of nature and science, imagine, draw, and grow in their prepared environment, "The Montessori Classroom."

"Just as a Butterfly emerges from a mere caterpillar, the little child is not only forming his intelligence and his physique, but at the same time, building his character as well. We call this 'THE WILL'."

BENEFITS OF MIXED AGES

The Montessori ideology adopted by Minaret Academy strategically chooses to mix the ages of students in each classroom. The rosters are balanced by placing small groups of students from age 3-5 years old in the same class to benefit from each other's learning experience:

- This mixture allows older children to help the younger ones with various activities.
- The younger children become more independent without totally relying on adults.
- The older children learn patience and tolerance as the younger children learn proper social behaviors. They also love to share their knowledge with others, and in the process, they reiterate what they have already learned.
- By watching the older children work, the younger children strive to challenge themselves and look forward to future activities.

CURRICULUM OVERVIEW

Minaret Academy believes that the best way to serve children and families is to provide a supportive educational environment. Our school believes that a warm and nurturing atmosphere is the best environment for both children and adults to learn and grow. Therefore, our focus is to provide age-appropriate activities for children in a positive environment and to provide opportunities for parents to enhance their parental skill. The environment is structured to provide skills which are the first step in the child's academic life.

The Montessori program's philosophy, curriculum and objectives are based upon the following beliefs:

- Children learn best by doing, through discovery.
- Children benefit from planned educational activities.
- For children, play is work.
- Each child is unique; therefore his/her special qualities must be respected.

The areas of development around which our curriculum is organized are as follows:

- 1) **Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- 2) **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- 3) **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- 4) **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.
- 5) **Spiritual:** to help children develop a good feeling about God and about who they are, as Muslims.

KINDERGARTEN TO 1ST GRADE READINESS

Because Minaret Academy's Montessori Program is an influential building block to our Elementary Program, it is important to prepare our younger students for success. In addition to the many hands-on Montessori activities and materials that help our students develop strong academic and social skills, time is allotted for older students to prepare for a traditionally structured first grade by working in comprehensive workbooks, visiting the library for reading assessments, completing weekly homework packets, and practicing more seat time while listening to the teacher's instructions. Upon graduation of Kindergarten in the Montessori Program, students are expected to have mastered the all age appropriate standards as designed by the school curriculum. Detailed readiness skills can be further discussed with the school principal or the child's teacher.

The Elementary & Middle School Program

CURRICULUM OVERVIEW

Our curriculum is organized to provide a loving and unique Islamic environment for the care and education of our children. It reflects the necessary components for a quality program. We focus on:

- Social Awareness (respect, cooperation, and ability to share)
- Communication Skills (verbal and non-verbal)
- Self-esteem (self-awareness and positive self-image)
- Cognitive Growth (comprehension, critical thinking, and problem solving)
- Physical Growth (fine motor skills)

The key to our program is the knowledge that children are busy learning every moment, and our responsibility is to influence this learning process toward achieving excellence. Minaret Academy places great emphasis on academic excellence through a rigorous program. We encourage each student to achieve his/her personal best.

CORE SUBJECTS

Minaret Academy's elementary curriculum consists of 7 core subjects: Language Arts, Math, Science, Social Studies, Arabic Language, Islamic Studies, and Qur'anic Studies.

The school curriculum follows the State of California's frameworks, National Educational Standards and uses state-adopted textbooks. Our elementary school curriculum provides young learners with a solid educational foundation in the language arts (reading, spelling, creative writing, penmanship, and grammar), mathematics, science, and social studies. A strong emphasis is placed on the importance of critical thinking in all of the above areas.

ELECTIVES AND ENRICHMENT

The school has several different electives: Creative Art, Photography, Home Economics, Public Speaking, and many more.

Minaret Academy offers a variety of enrichment activities to supplement the core of our academic program. These include:

- Library
- Field Trips
- Book Fair
- Science Fair
- Sports Day
- Student organized charity efforts

Arabic Language Program

Minaret Academy has taken a lead role and is a pioneer in implementing effective teaching methodologies for teaching Arabic as a foreign language. Minaret Academy has been recognized for its success in teaching Arabic Language to Native and Non-Native speakers. Minaret Academy Arabic Department is innovative and creative in its approach to teaching and designing age-appropriate material for its students. Interactive technology and custom hands-on materials are utilized daily in the classroom.

The Arabic curriculum is based on developing thematic units that are based on standards instruction. Teachers use authentic materials that are age-appropriate. Teachers' use of technology to engage students is a growing trend in our classrooms. In the classroom, the teacher utilizes a variety of assessment tools to monitor each student's progress. The assessment tools may include rubrics, oral and/or written assessment.

Minaret Academy Arabic Department's objective is to design and develop a motivating and advanced curriculum to benefit each student. The Arabic program at Minaret Academy focuses on building student's language. We design Arabic programs that are standards-based that focus on what students should know and be able to do with the language. The program is thematically oriented. Performance tasks are designed to provide evidence of students achieving the curriculum learning outcomes. Culture is embedded in teaching the language and connects to other subject areas studied in school. The Arabic curriculum includes various units that have many fun and age-appropriate activities.

Religious Studies

It is our goal to develop in each child a love for and understanding of God and Islam and to nurture an identity in each child as a confident and faithful Muslim. We strive to accomplish these goals through appropriate instruction in three basic areas (Islamic Studies, Qur'an, and Arabic Language) and through the creation of an environment conducive to the promotion of Islamic values and beliefs.

Montessori Program

In this program, teachers follow a set of themes for each month related to Islamic beliefs and values. A set of duas, Qur'anic verses and short suras are selected to correspond with these themes for the children to talk about and to memorize. In their first introduction to religious concepts, students are offered a loving and exciting approach to

this subject in order to instill positive feelings about God and about who they are as little Muslims. We nurture their positive growth through developmentally appropriate learning.

Elementary & Middle School Program

In grades 1 through 8, students receive instruction in Islamic Studies 3 times a week. During this 40-minute class, the instructor emphasizes on basic Islamic beliefs and practices, stories of the Prophets, leadership and charity, and moral values and ethics.

In addition, students receive instruction in the proper pronunciation and recitation of the Qur'an during a 40-minute period, 4 days a week. Chapters from the Qur'an are taught in a manner that is approachable and easy to comprehend.

PRAYERS

Elementary & Middle School students assemble daily for Dhuhr prayer in the Mosque and attend weekly Jum'a (Friday) Prayer. Guest speakers are invited to give the Khutbah (lecture), which may often correlate with our value or theme of the week. Students participate in a discussion related to the Khutbah in the classroom after the prayer.

Montessori students begin learning the basics of prayer as early as age three in their classroom during the morning Islamic Studies and Qur'an lessons. Students who are not napping during the time of prayer will gather together for Dhuhr prayer in the classroom each day.

All elementary & middle school age girls must wear white scarves for prayer every day. Girls in grades 2-8 grade must wear a complete set of white prayer clothing that covers their entire body (2 piece set including long white skirt and long hijab).

Library/Tech Center

The library contains approximately two thousand books and a large collection of audio-visual media. Books and materials are digitally cataloged and new books are added every year. Currently we have approximately 2,000 titles total, in Arabic and English. There are also state-of-the-art desktop computer workstations equipped with audio-visual equipment.

Faculty and Staff

Minaret Academy has highly qualified and accomplished teachers to ensure high academic standards. All teachers are experienced and hold full academic degrees and must undergo a rigorous and thorough hiring process. All Montessori homeroom and co-teachers are Montessori certified.

RATIO OF TEACHERS TO STUDENTS

Research has confirmed that one of the most significant factors in providing a quality learning environment for children in a group setting is the number of educated staff available with whom the children can interact. Not only do more staff provide better supervision and care, but also a greater variety of personalities so that the children will find a "special someone" to bond with. The high ratio of adults to children encourages the best in teacher competencies. Each of our teachers brings energy, enthusiasm, and dedication to the program. The Elementary and Middle School maintains an average of 20 students per class.

Montessori Ratio Requirement: CA Child Care Licensing requires Teacher to Child ratio in our Montessori program to not exceed 1:12. Minaret Academy staffs its Montessori classrooms with a ratio of 1:10. (Title 22 Regulation: 101216.3)

STAFF MEETINGS

Size and training of staff are not enough to assure a quality program unless that staff has adequate opportunity to plan, coordinate and evaluate program goals and activities. To facilitate our operation, we conduct weekly staff meetings for all teachers with the Principal.

STAFF GROWTH AND DEVELOPMENT

Staff development is the key to a quality school. Our on-going training program includes:

- Annual orientation
- Interactive workshops
- In-service seminars

These training programs are designed to meet the needs of the teachers. They will cover a variety of topics the teachers will need, such as instructional techniques, classroom management, and discipline. Islamic education workshops are conducted by Muslim educators, activists and scholars of religion.

Minaret Academy teachers are encouraged to pursue further education to enhance their career goals by enrolling in post-graduate education programs in recognized universities.

Admissions Policies and Procedures

ADMISSION POLICIES

The primary concern of Minaret Academy is always the welfare of its students and the admission applicants. Minaret Academy enrolls a diverse student body, welcoming students of all races, creeds, national or ethnic origins, and socio-economic backgrounds. We do not discriminate between children in the administration of our education policies, admission policies, and other school-administered programs. Our main consideration is to ensure that any student admitted is capable of handling a unique academic curriculum successfully and happily. We look for families whose goals for their children are compatible with the school's goals.

ADMISSION OBJECTIVES

Minaret Academy seeks students with the potential to benefit from and to succeed in the school's unique academic and enrichment programs. Those students who benefit most from the school are the intellectually inquisitive, strongly motivated, and those highly committed to the challenges and opportunities the school offers. Admission to Minaret Academy, therefore, involves a highly selective process. The administrative team considers the benefit of both the applicant as an individual as well as the Minaret Academy community as a whole.

GENERAL ADMISSION PROCEDURES

The primary goal throughout the admissions process is to provide information about the school while learning as much as possible about the prospective student. During a set time period each year, the school will conduct the admissions procedures for applicants. The office provides updated information of the current timetable for the admissions process.

To apply for admission, families must follow these steps:

- 1) Contact the school office for information and space availability.
 - 2) Schedule a tour. Tours are given between 9:00 AM and 12:00 PM. Appointments are appreciated.
 - 3) Read, complete and submit all necessary paperwork for registration to the school office with the non-refundable application fee of \$200.
 - 4) Schedule an appointment for a readiness assessment and interview given by an administrative team member.
 - 5) Entrance assessment exams are required for students entering Grades 1-8 and are administered by a qualified Minaret Academy instructor.
- Spaces are limited; therefore, Minaret Academy does not hold spaces without a non-refundable annual fee.
 - Priority is given to returning students and their siblings by offering early registration in the first quarter of each year. Registration is opened to new families a month later.

- Once registration has opened for all, classes are filled on a first-come-first-serve basis according to the date of enrollment and the assessment of readiness skills.
- When a class is at its enrollment capacity, students will be placed on a waiting list. All registration paperwork must be completed in order for a child to be placed on a waiting list.
- As vacancies occur during the year, they are filled from the waiting list, or from new registrations.

After the student/family assessment interviews and exams (if applicable) are completed, the administrative team will make the decision after screening the qualified applicants according to space availability. The administrative team will review all applicants and determine those who will be accepted, those who will be on the waiting list, and those who cannot be accepted. Applicants are contacted and advised of the decision. When accepted, a registration fee is due to secure the student's place for the next school year. This fee is non-refundable.

SIBLINGS

Minaret Academy has established a policy, which accords preference to siblings in the admission process when all other significant criteria are judged by the Administrative Team to be equal. All other factors being equal, siblings will be admitted in preference to non-sibling applicants. However, this policy does not guarantee automatic admission.

MONTESSORI PROGRAM ADMISSION CRITERIA

Minaret Academy is licensed through the Department of Social Services as a Child Care Center who may enroll students from age 2 1/2 to 6 years old. Candidates for admission to Preschool, Pre-Kindergarten and Kindergarten are considered on the basis of readiness for entry to each level and chronological age.

Age Requirement:

<u>Age of child by December 2nd</u>	<u>Entry Level</u>
3	Preschool
4	Pre-Kindergarten
5	Kindergarten

Preschool Putty Training Requirement:

- Potty-trained 2 ½ year olds may be accepted to Preschool if they have the readiness skills.
- Children must be able to independently use the toilet and practice appropriate self-help skills.

- An occasional accident during the first 2 weeks of school is understandable as the child gets used to the daily routine. A child who has 3 or more accidents in one week will be required to stay home for the following week to practice the skill.
- Only when the child is confirmed in potty training, can he or she return to class.

SEPARATION

Starting school is an exciting experience for a young child, but it can also be a difficult one. Whatever the child's personality, there will be a moment when the child suddenly realizes that his/her parents are not going to be there. The fear that follows this realization is a normal reaction. We encourage parent and child to visit the school after the first visit and prior to actual enrollment. If you are able to make more visits during various activities, it will help make your child's first few days much easier.

PRESCHOOL - KINDERGARTEN ASSESSMENT CRITERIA:

During the entrance interview with the School Principal or the Montessori Director, each child will be assessed on age-related criteria. This assessment is intended to measure the child's expected development, and not what the child has been previously taught.

The assessment measures the following 6 main areas of a child's development based on standards of the age:

- Number Concepts
- Auditory Skills
- Paper/Pencil Skills (KG only)
- Language Concepts
- Visual Skills
- Motor Skills

ELEMENTARY & MIDDLE SCHOOL PROGRAM ADMISSION CRITERIA

Minaret Academy has a unique and comprehensive curriculum that can be demanding at times. Admission to the Elementary & Middle School Program, therefore, involves a highly selective process.

The academic performance level and child development skills of new students entering the elementary & middle school program are assessed based on the following criteria:

- Scores on placement test or similar evaluations.
- Scholastic achievement or transcript of grades.
- Citizenship as demonstrated by previous school records and recommendations.
- Personal qualifications as reported by teacher or counselor.
- Academic and Behavioral data will be evaluated in Math, Reading and Writing.

Assessment Exam Fee is \$75 (non-refundable) and due on the day of the assessment.

RE-ASSESSMENT POLICY

If a potential student being evaluated for admissions does not initially pass the assessment exam or meet all criteria for enrollment, he or she is welcome to be reassessed after a 60-day period. A potential student may not be assessed more than twice during each school year. Each assessment costs \$75 regardless of the outcome.

RE-ADMISSION POLICY

The administration team has the right to refuse re-enrollment for any student or family who habitually exhibits one or more of the following:

- Academic difficulties, as seen by assessments, examinations and teacher evaluations that cannot be accommodated in the classroom.
- Behavioral difficulties that continue despite teacher, administrative and/or parent intervention.
- Parental refusal to acknowledge or intervene with regards to the academic or behavioral difficulties observed and documented by school personnel.
- A history of reoccurring non-compliance to the school's policies and procedures as stated in the parent handbook.

Policies of Operation

OFFICE HOURS

The administrative office is open from 7:00AM to 4:00PM, Monday through Friday throughout the school year. The office remains open during the summer from 9:00AM to 2:00PM unless otherwise announced. The office is closed during national and Islamic holidays as well as during spring break and winter break as scheduled on the annual student calendar.

SCHOOL HOURS

Class start times and dismissal times vary by grade level, but to make it easier for parents, siblings of different grades will be dismissed at the same time.

See Drop Off/ Pick Up Procedures for details. Elementary and Middle School students arrive at 7:45AM

Preschool/Pre-Kindergarten Students (without older siblings): 8:30AM– 3:00PM

Kindergarten (without older siblings): 8:00AM – 3:00PM

Pre School- Kindergarten with older siblings: 8:30AM– 3:15PM

First Grade through Fifth Grade (and younger siblings): 8:00AM – 3:30PM

(After 8:05 AM considered tardy)

**Middle School (grades 6 – 8): Homeroom 7:45AM – 7:55AM, Dismissal: 3:30PM (8:00am)
(After 8:00 am considered tardy)**

- Parents must pick their child up at the assigned dismissal time or register with our Homework Club or after school activities at least 24 hours in advance.
- **Minaret Academy does not allow anyone to pick up a child unless the adult is listed on the child's authorized/ emergency contact form on file in the school office. All changes to this list must be made in writing by the parent. We do not accept emergency form changes/additions over the phone or via email. No verbal request to release a child from the facility will be granted.**
- Parents are given a **15-minute grace period** after their child's scheduled dismissal time.
 - All Montessori students need to be picked up no later than 3:15PM
 - All Elementary & Middle School students Grades 1-8 must be picked up by 3:45PM
- All students picked up after that time will be charged a **late pick-up fee of \$20. If a student has not been picked up 25 minutes after dismissal, then an additional fee of \$10 will be added to the late pick-up fee.**

**Montessori Extended Care Hours: 7:00AM – 7:55AM and 3:30PM – 6:00PM
(Monday – Friday except on Minimum Days)**

**Homework Club (Grades 1 – 8): 3:45PM – 5:00PM
Monday – Friday except Wednesdays (4 days only) and Minimum Days**

AFTER-SCHOOL ENRICHMENT PROGRAMS

The school offers a variety of activities after regular school hours. These may include but are not limited to Martial Arts, Sports, Chess Club, Arabic & Qur'an, Girl Scouts, or Creative Art. These services may be organized by the PTO or school administration and are provided for an additional fee. The approximate duration is one hour after school.

**It is important that students be picked up promptly at the assigned dismissal time for all after-school activities otherwise a late pick up fee of \$20 will be charged to the family account. If a child is picked up late 3 or more times during any after-school activity then he or she will be dismissed from that program. **

HOMEWORK CLUB GUIDELINES AND EXPECTATIONS

Homework Club is designed to provide a quiet academic environment for students to study and complete their homework. It is not to be considered a tutoring session. Although the 1½-hour time allotment should be enough for younger students to complete their homework, parents should be aware that some children will need additional time at home to complete their assignments.

In order to maximize the benefits of Homework Club (HW), the following guidelines have been established:

Expectation of Students: Students are to arrive to Homework Club quietly and prepared with all books and supplies needed to work on their homework. Students are expected

to work individually on assignments. They must follow the directions of the Homework Club instructor. When necessary, students may ask general questions about their assignments but specific questions should be directed to their own teachers prior to HW Club. Students will not be allowed to go to other classrooms and/or teachers during Homework Club.

Expectation of the Instructor: The HW Club Instructor's responsibility is to make sure students work on assignments and assist them if needed. The teacher may spot check the work but may not be able to fully check the work due to time restraints.

Expectation of Parents: Parents are responsible for following up with their children on homework assignments by checking if it is completed and ready to be turned in on time. Parents may also need to assist them in studying for tests at times. Parents are also expected to pick up their children on time from Homework Club. If a child is picked up late 3 or more times during any after-school activity then he or she will be dismissed from that program.

DAILY ATTENDANCE

Regular and punctual attendance is critical to the maximum academic achievement of our children. In case of absence, parents must call the school office between 7:00AM and 9:00AM to inform the school of the absence. Upon returning to school, the child must bring a note signed by the parent or physician indicating the reason for absence.

MORNING DROP OFF AND DISMISSAL POLICY AND PROCEDURES

At Minaret Academy, emergency and lock down procedures are taken very seriously and are often rehearsed. All school entrance and exit doors are locked and monitored at all times. However, the most vulnerable times adhered by a school are morning drop off and dismissal times. As Minaret Academy continues to look for ways to improve campus safety and a quality academic environment, the following policies will remain in effect:

Drop-off Drive-Thru System for the Elementary & Middle School students instead of requiring parents to park and escort their children inside the building. Parents will be able to drive up to a designated area in the back parking lot to drop off their children. The school is committed to safety; therefore, teachers and administrators will assist in the following procedures. It is important to thoroughly read and understand all drop off/ pick up procedures, tardy policy/procedures and traffic guidelines in this handbook.

ELEMENTARY & MIDDLE SCHOOL MORNING DROP OFF PROCEDURE:

7:45AM – 7:55AM: Grades 1- 5 students will be received in the back parking lot area by their teachers via a drive through drop off system.

1. Parents will enter from State College Blvd. **ONLY** and make a right turn into the back parking lot area next the playground. Designated areas will be marked with traffic cones and signs.
2. In the interest of safety, we ask parents to drop off students in the drop off area zones only when it is safe for children to get out of the car. There will be a total of 3 or 4 zone areas with Minaret staff waiting to assist your child(ren).
3. Pull your car up as far as possible in the next available zone before stopping.
4. Do not stop in the middle of the driveway and do not park and exit your car.
5. Teachers may assist your children out of the car.
6. Once your child(ren) has safely exited the car and returned to the sidewalk, cars may exit the gate. No parking is allowed in the drop off area.

7:55 AM - Grade 6 – Grade 8 classroom instruction begins

8:00AM - The back doors close. Teachers will guide students towards the classrooms

8:05AM - Grade 1 – Grade 5 classroom instruction begins

***All students arriving after 8:05AM are considered tardy and** will enter the school through the main school office and **proceed to their assigned classroom.** A designated staff member will escort tardy students to the classroom.

8:00AM MONTESSORI MORNING DROP OFF PROCEDURE:

7:45AM – 8:05AM: All Montessori **Kindergarten** students will enter the school through the main school office and proceed to the Montessori entrance area.

- Upon arrival, parents are required to sign in their child on the appropriate classroom roster sign-in sheets.
- Teachers will then assist students with their belongings and escort them to the classrooms.
- If there is a morning assembly, parents are invited to attend the 5 minute assembly from 8:00AM – 8:05AM.
- Socializing groups of parents are not allowed to remain inside the school building after classes are in session. We kindly ask parents to exit to the mosque lobby or parking lot area after dropping off their children. We support and encourage a sense of community among the parents but the security of the campus and safety of our students is a top priority.

8:00AM: Kindergarten instruction begins.

8:30AM MONTESSORI MORNING DROP OFF PROCEDURE:

8:20AM – 8:35AM – Montessori **Preschool and Pre-Kindergarten** students will be received in the hallway directly outside of the preschool entrance.

- To help our newest and youngest students adjust to their new school routine, parents can assist their child to the classroom during the first week of school. Once acclimated to the environment, Minaret staff members will be there to assist your children and their belongings to the classroom after parents sign in the child.
- Parents are also invited to attend morning assembly from 8:30AM – 8:35AM in the preschool area.
- Socializing groups of parents are not allowed to remain inside the school building after classes are in session. We kindly ask parents to exit to the mosque lobby or parking lot area after dropping off their children. We support and encourage a sense of community among the parents but the security of the campus and safety of our students is a top priority.
- All parent volunteers scheduled to stay on campus must sign in at the front office and wear a volunteer badge after dropping off their child(ren).

DISMISSAL TIMES AND PROCEDURE:

2:45PM - 3:00PM:

PS and Pre-K students will be dismissed and signed out in the preschool entrance area, **not** via a drive- thru pick up system. This dismissal time is only for students who do not have older siblings and who are not enrolled in extended care. Parents arriving after 3:15PM will be charged a late pick up fee of \$20. Kindly, plan to arrive early.

3:00PM – 3:15PM:

KG students will be dismissed with younger siblings in the preschool entrance area.

3:30PM – 3:45PM:

Grades 1 - 8 students will be dismissed with younger elementary siblings in the back parking lot area via a drive- thru pick up system.

*****Due to regulations set by the Department of Social Services Montessori students will not be dismissed via the drive-thru system with their siblings. Please pick up your youngest child, then proceed to the drive-thru to pick up your elementary & middle school age child(ren).**

All students will be allowed to leave campus with an authorized adult only, identified by parents on the registration form. Emails or Phone requests will not be accepted.

PICK UP FOR SIBLINGS:

Minaret Academy recognizes the challenges of staggered dismissal times. For convenience purposes, all students with siblings will be dismissed at times in close proximity to each other. Younger siblings in the first grade will remain in the classroom until the oldest sibling dismisses from school. Siblings from Grades 1-8 will wait together in the designated pick-up area.

Families with children in both the Montessori and Elementary/Middle School program will have 2 pick-up areas. Please pick up your youngest child in the preschool entrance area no later than 3:15PM, then proceed to the drive- thru area to pick up your elementary child(ren) via the multipurpose room to the outside or preferably return to your car and use the drive-thru system for pick-up. Parents with Montessori children may wait in the MPR for upper grade dismissal until 3:30PM

MONTESSORI SIGN IN/OUT REQUIREMENT

As a state requirement*, all Montessori students must be signed in and out upon entrance and exiting of the classroom. Parents must both print and sign their full name in the designated area. Sign-in sheets will be available in the preschool entrance area upon arrival and exiting the school.

Reference from DSS: * Child Care Center Licensing Regulations - Section 101229

LATE PICK-UP PENALTY FEES

Children anxiously anticipate the expected arrival of a parent, and we appreciate your promptness in picking your child(ren) up from school. Additionally, our staff frequently has meetings, classes, and families waiting for them immediately after operating hours. The late pick-up charge is \$20.00 for pick-ups after a 15-minute grace period. **There is no grace period granted for after school activities.**

PLEASE CALL THE SCHOOL IF AN EMERGENCY SHOULD ARISE THAT WILL PREVENT YOU FROM PICKING UP YOUR CHILD ON TIME.

TARDY POLICY (UPDATED)

Minaret Academy is devoted to maintain an educational environment where students can learn with enjoyment and minimal distractions. All teachers need 100% attendance in every period in order to proficiently educate your child. Multiple absences hinder the students' academic potential and will most likely lower their performance level. In order to teach our students the value of time management and respect for others, it is necessary to follow the following tardy policy:

- Kindergarten through 5th Grade students arriving to school after 8:05AM and Middle School students arriving to school after 7:55AM are considered tardy and are required to enter their classroom and settle in without disturbing the teacher or disrupting the lesson.
- The following program will be implemented at the school to facilitate promptness in our students and families.
 - Students who are late must check in at the main office before going to class. Late is considered any time after 8:05AM. We appreciate the parent or adult accompanying the student to the office when he/she is late.
 - Only illness, family emergency, inclement weather and **major** traffic conditions will be considered as an excused tardy.
 - Attendance records, including tardies, are maintained in the Gradelink Records System.

- If a student is tardy 3 or more times during the trimester, each tardy following the 3rd tardy will be assessed a tardy fee of \$10.00 per tardy and will be applied to your account.
- Parents of students with excessive tardies will be required to meet with the Principal.
- If the issue becomes chronic and without regard, then disciplinary action may be taken including contract termination.

EARLY DISMISSAL

The Minaret Academy curriculum is a demanding one; we view class attendance as crucial to student success. To minimize the penalty of missed classes, we ask that elective medical and dental appointments be scheduled outside the school day, whenever possible. If necessary, parents must follow the following guidelines for early dismissal:

- Parents must inform the office and teacher of any medical or other appointments for their child at least one day in advance.
- Parents must sign the child out in a designated sign-out book in the office.
- Parents should come to the office first to pick up their child.
- To prevent unnecessary interruption and distraction, parents may not walk directly to the classroom to pick up the child.
- Other early dismissal requests should be made in the morning to prepare the teacher and administration for the dismissal. Non-emergency early dismissals without prior notice will not be granted.

EXCUSED ABSENCES

In accordance to the CA Education Code 46014, excused absences are those due to illness, injury, family emergency or religious commitments. However, all absences are recorded. All work may be made up in a timely manner for full credit. The school requires a doctor's note after an absence of three consecutive days or more. Any plans of extended absences must be submitted to the administrative office prior to the absence.

UNEXCUSED ABSENCES

An unexcused absence is defined as an unauthorized absence due to early departure for (or late return from) vacations, or any absence that is not excused by the school. In such cases, teachers are under no obligation to help the student make up missed work. Parents should not excuse students to avoid tests or paper deadlines. Such action is unfair to other students and undermines school standards.

EXTENDED ABSENCE POLICY

According to the Education Code EC48200, each person between the ages of 6 and 18 years is subject to compulsory full-time education. According to EC84260, any pupil absent from school without valid excuse, 3 full days in one school year or tardy or absent more than any 30 minute period during the school day without a valid excuse on 3 occasions in one school year, is truant and shall be reported to the proper authorities.

In the circumstance that a family finds it necessary to remove a child from school for an extended period of time, then the parents bear the responsibility to continue the child's education. By law, the child must be enrolled in a learning facility, tutored by a qualified

instructor or home schooled between the ages of 6 and 18. During an extended absence, Minaret Academy is under no obligation to provide missed class work during that time.

Finally, the parent remains financially responsible to continue tuition payments as stated in the Financial and Enrollment Agreements signed upon the child's enrollment.

WITHDRAWAL FROM THE SCHOOL

If a family withdraws their child from Minaret Academy without giving a full 30-day notice, they are responsible to pay for the balance of the month after the written notice is received by an administrator of Minaret Academy.

To give an opportunity for your child to say good-bye and have a sense of closure when he or she leaves the school, please let your child and staff know in advance of your child's last day, so that the transition can be a positive experience for your child, his or her friends, and the teachers.

MAKE-UP WORK

Students are responsible for getting assignments and making up all missed class work. On the second day of absence, parents may pick up missed assignments from 2:00 pm – 4:00 pm from the school office provided that they have requested them from the teacher before 9:00 a.m. that morning.

FAMILY TRIPS

The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips during school days which result in students missing school. Such absences undermine the commitment and interrupt the student's work. Notification for such absences must be arranged in advance.

Regular tuition is charged when school is open, including holidays and family vacations, whether or not your child is in attendance. The tuition holds a place for your child in the school. We are unable to fill your child's space for a brief vacation period while our operating expenses remain constant.

SCHOOL HOLIDAYS

The school takes certain holidays each year. On these days the school remains closed. The following holidays are observed during the academic year:

Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday and Friday in November
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Eid-ul-Fitr	Two days
Eid-ul-Adha	Two days

STUDENT VACATION

Winter break: Two-week break during part of December and January. Office is closed.

Spring break: One week break during March/April. Office is closed.

Summer vacation: Mid to Late June to late August. Office is open on modified schedule.

Traffic Guidelines and Safety

The following guidelines are established to minimize the traffic congestion during arrival and dismissal time as well as increase the level of safety for our students, families and neighbors.

DROP OFF and DISMISSAL TRAFFIC FLOW. (7:30AM – 9:00AM & 2:30PM – 3:45PM)

- **ENTER GATE FROM STATE COLLEGE BLVD ONLY**
- **EXIT GATE ONTO PLACENTIA AVE ONLY**
- Follow the direction of traffic set by the orange cones and/or as directed by the security officer on duty.
- Be attentive and patient when following all pick up and drop off procedures.
- Speed Limit is 5 MPH; pedestrians have the right of way.
- Do not permit your child to cross the street/driveway without an adult.
- Do not leave children unattended in the car.
- Do not drive while talking on your cell phone. This is a strict state law.
- The rolling gate and the back gate close by 4:00 PM. If you plan to stay for after school activities, please park in the front lot.

Montessori Only

A parent or guardian must park in a designated area (Front parking lot) and accompany their child(ren) to the preschool entrance area to sign in and sign out.

Students will be released only after proper sign out procedures have been followed.

Parking Violations

Violations of the parking rules at Minaret Academy will result in a \$100.00 monetary fine that will be automatically added to your tuition invoice. We understand that your time is important, but the safety and security of our students is much more valuable. Please follow the parking rules, the directions, and instructions of the security personnel and take a few extra minutes in safely dropping off and picking up your children.

Specific parking reminders and guidelines about handicap parking and parking in front of the emergency gate are listed below:

Handicapped Parking

- Please only park in the handicap parking spaces if you have a permit or authorized decals.
- Individuals with the proper decals have not found spaces because unauthorized cars are parked there.

Parking in front of the Emergency Gate

- Emergency gate is directly opposite the main Masjid entrance.
- There is a sign that states “no stopping any time”.
- Please come early and find a proper place to park and pick up your children.
- If the parking area is full in front of the school, please come back towards the entrance and you will be directed on where to park.

Volunteer and Visitor Policy and Guidelines

VISITOR POLICY AND PROCEDURE

To ensure the campus safety and efficient communication, the following procedure has been established for any person visiting or volunteering at the school:

1. **All visitors must sign in at the front office.**
2. **Give a general reason for their visit.**
3. **Wear a Visitor Badge.**

The badge serves as an indication that the visitor has been authorized by the office, and therefore it must be worn in a visible place while on campus.

Types of Visitors may include, but are not limited to the following:

- Current Parents with a scheduled appointment with teachers or administrators.
- Prospective Parents taking a tour of the facility (must be accompanied by an administrative staff member).
- School Board Members.
- PTO Officers and Volunteers.
- Maintenance Personnel (authorized by IIOC or Minaret Academy).

For school safety purposes, the school reserves the right to deny access to any visitor who is not a family member.

VOLUNTEER AND INTERN GUIDELINES

- **Schedule an appointment** with a teacher or office staff to volunteer.
- Notify the teacher or office if you cannot make your volunteer time.
- **Sign in and out** at the front office and **wear a “Volunteer” badge while on campus.**
- **Follow the cell phone rule.** Please turn the phone off or set to “vibrate” when working in the classroom.
- Discipline and Grading are solely the responsibility of teachers, not volunteers.
- **All information regarding students, staff and /or parents must be kept confidential.**

ADDITIONAL GUIDELINES FOR PARENT VOLUNTEERS

- **Volunteer time is not conference time.** Please do not discuss your child's performance or homework with the classroom teacher during your volunteer time.
- As a matter of safety, **younger siblings and/or non-Minareet Academy students are not allowed to be in the classrooms** during your scheduled volunteer time (including class parties).

VOLUNTEER REQUIREMENTS (STATE REQUIREMENT)

- **TB Test required for all volunteers working with the children (state requirement).** Once on file, volunteers may work in the classroom with students **ONLY** in the presence of a Minareet Academy staff member.
- **Background checks are required for volunteers working with Elementary & Middle School Students without the supervision of a Minareet Academy staff** (This is for parents conducting AR and other online assessments or activities).
- Montessori volunteers can never be left unsupervised.

Academic Policies

CLASS SIZE AND GROUPINGS

The child shall be placed in a group of peers based on age or grade level and/or special needs as determined by the administration and staff. Elementary & Middle School classes will be formed consisting of between 15 to 20 students. Additional staffing is provided for larger class sizes.

HOMEWORK POLICY

Parents are responsible for providing a quiet, well-lit comfortable place for the child to complete his/her homework assignments. Parents should make sure children give proper attention to neatness and accuracy. However, parents must not do the children's work for them. Homework is an independent activity in which the child reinforces skills learned at school. Parents may assist their children in a limited way. Parents should be prepared to sign homework papers at the teachers' request. Parents must also follow through with homework assignments that require their direct involvement. Teachers may send special notes home indicating when this is necessary and parents are expected to respond accordingly.

Students at the lower elementary level will be given special folders or binders in which to keep their homework assignments. These folders or binders must be returned daily to school. Important school reminders are often sent inside of them for parents. Guiding one's children in using the time appropriately is also an important responsibility of the parent. Setting limits on watching TV and video games will help a child to develop responsible work habits for homework and a better attention level for school work and school activities.

MIDDLE SCHOOL LATE HOMEWORK POLICY

If an assignment is not turned in on the due date, students will be responsible to complete the assignment the following day with 10% off the final grade, 50% off the second day, and on the third day the assignment is required to be completed with minimum credit.

TEXTBOOK POLICY

Students will use the textbooks in class under teacher-directed instruction. They may also use these books for homework assignments that reinforce the learning that takes place in the classroom. Students are not to use the textbooks beyond the planned course of instruction prepared by the teacher. Books lost or damaged by the student will be the responsibility of the parents.

For additional reinforcement in a particular subject area, students are encouraged to read supplemental materials from the school or local library. To improve overall reading skills, students are also advised to read literature on a daily basis.

GRADING AND REPORT CARDS (ELEMENTARY & MIDDLE SCHOOL)

Report cards are issued three times a year in the Elementary Program. Parents of 1st through 8th grade students will collect report cards directly from the homeroom teacher at a designated time each trimester. Parents must sign the original copy to be kept in the school files in order to retain a parent copy.

Student academic achievement in grades 1-8 is evaluated by letter grades (A-F) in each core subject, with plus (+) and minus (-) noted and recorded on transcripts and calculated for the Grade Point Average (GPA).

Grade point averages for honors and class ranks are determined using the following chart:

<u>Letter Grade</u>	<u>% Grade</u>	<u>Grade Points</u>
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	59 & below	0.0

To give parents a better understanding of the student's progress toward grade-level standards within the subject of language arts and mathematics, the following numerical scale has been implemented for Grades 1 and 2.

Numerical Progress toward Grade Level Standards

- 4 = Exceeds grade level
- 3 = Meets grade level
- 2 = Approaching grade level
- 1 = Below grade level
- X = Has not been assessed

A three-point scale is used to grade student achievement in social habits and electives such as art, technology and physical education.

Letter Grade for Electives and Social Habits

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

ACADEMIC PROBATION

Students in grades 4 - 8 can be placed on academic probation if they have a C-, D, or F on a progress report or trimester report card in two or more core subjects.

Students on academic probation will be excluded from Minaret Academy electives, extracurricular activities, Field trips, and Senior Fun Week.

RETENTION POLICY

Minaret Academy requires that students must meet grade level standards in order to be promoted. Students not meeting standards will be retained. The criteria used to determine whether a student is eligible for promotion includes achieving a minimum of a C+ in all seven core subjects by the end of the school year. At the end of each trimester, teachers will view grades and determine if students are at risk and parents will be notified of the student's status for promotion via email and conference. Teachers will notify students and parents of a student's risk of retention by February of each year.

ASSESSMENTS IN MONTESSORI PROGRAM

There are no traditional grades, or other forms of reward or punishment, in the Montessori system. Assessment is by student portfolios and the teacher's observation and record keeping. The test of whether or not the system is working lies in the accomplishment and behavior of the children, their happiness, maturity, kindness, and love of learning and level of work.

However, at Minaret Academy progress reports are sent home three times a year. Detailed reports are sent once as a mid-year report in December and a year-end report in June. A simple, one page, progress report is sent home at the end of the second trimester in March.

The terminologies used to assess a child's progress in this report are as follows:

Mastered: Indication that child understands the subject matter completely with confidence and independence.

Improved: Indication that the child is improving in the subject while gaining more confidence and independence.

Practicing: The subject matter has been presented to the child and he/she is learning through practice and repetition.

Presented: Indication that the teacher has presented the material or subject to the child.

School Rules

GENERAL RULES

- Everyone is expected to follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Use appropriate language at all times. Teasing or name-calling is inappropriate.
- Students are expected to show respect for school property. Littering and/or defacing school property is not allowed.
- Students are not to bring electronic goods, sharp objects, expensive toys, gum, candy, sunflower seeds, etc. to school.
- All students are to follow uniform guidelines daily. Extreme hair styles, excessive jewelry, nail polish, fake nails, and make-up are not allowed.

PLAYGROUND RULES

- Students are expected to follow directions of the playground teachers on duty.
- Students must use equipment according to safety rules.
- Students are not to throw rocks or other harmful objects.
- Students must show respect toward people. Fighting, teasing or name-calling is not allowed.

LUNCH TIME RULES

- Students must follow directions of staff.
- Students must speak in soft voices.
- Students must not throw food.
- Students must walk, not run, in the lunch area.
- Students must clean up their space after eating.
- **Students are required to bring two (2) fabric napkins from home for use during morning snack and lunch.**

PRAYER HALL RULES

- Enter and leave the hall respectfully and quietly.
- Sit down and remain quiet.
- Listen attentively.
- Keep hands, feet and objects to yourself.
- Concentrate on your prayer.
- All girls are required to bring white scarf/special prayer outfit for daily Dhuhur prayer.

HALLWAY RULES

- Follow directions of staff.
- Students are to walk to/from class.
- Use hall passes at all times except when accompanied by a teacher.
- Students are to remain quiet in the hallway.

BUS RULES DURING FIELD TRIPS

- Follow directions of the driver.
- Stay in your seat and have seat belts on at all times.
- Keep all parts of your body and all objects in the bus.
- Pushing, shoving, or fighting is **not** allowed at any time.
- Eating, drinking or spitting is **not** permitted.
- Use low voices when talking inside the bus.

CLASSROOM RULES

- Students are to follow classroom rules given by their teachers.

Discipline Policies

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. The purpose of our disciplinary policy is to ensure that the rights of each student to attend school in a safe, positive, and productive learning environment.

Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case:

- Seriousness of the offense.
- Student's age.
- Frequency of misconduct.
- Student's attitude.
- Potential effect of the misconduct on the school environment.

Discipline is considered a direct consequence of a personal choice on the part of an individual. Students are taught that they have the ultimate responsibility for controlling behavior and they should always carefully consider the consequences before they act. Students know clearly that they will be held accountable for their actions at all times and the standards are clear. The ability to act responsibly, and independent of adult direction, is considered the greatest achievement.

Courtesy, self-control, and personal development are desired goals of good discipline. In addition, good discipline will provide a classroom situation conducive to learning for all. Discipline is considered as an aspect of moral guidance and not a form of punishment.

A safe and orderly environment is crucial to an optimum learning situation for all the children. Our school believes in a positive discipline approach where school, playground, and classroom expectations are discussed and reviewed with the students. Our primary expectation is respect for all involved in the school programs: staff, students and parents.

The Parents' Responsibilities

- Reviewing school rules with students to ensure that everyone is familiar with the standards and guidelines set by the school.
- Cooperating with school staff in enforcing the school's disciplinary measures when necessary.
- Reinforcing appropriate behavior by students in the home.
- Developing an interest in the student's academic and other school-related activities.

The Students' Responsibilities

- Behaving in the classroom and in the school in a manner that does not disturb or interfere with the rights of others.
- Respecting the authority of teachers and other school personnel to enforce school policies and rules.
- The appropriate care and use of school property.

The Teachers' Responsibilities

- Establishing "Classroom Rules and Consequences" and classroom management atmosphere which encourages proper behavior and gives each student the chance to learn.
- Assisting in the development and enforcement of school rules.
- Communicating with parents and students regarding students' performance.
- Recognition for progress and excellence, as well as generating possible solutions.

The Administration's Responsibilities

- Enforcing the discipline policy within the existing school policies and state and federal laws.
- Supporting teachers by holding conferences with students who need guidance and, when necessary, with their parents to obtain commitments to improve behavior.
- Advising students and parents of possible consequences for continued violation of school rules and policies.
- Ensuring that the due process rights of students are observed.

POSITIVE DISCIPLINE

Minaret Academy has implemented the “positive discipline” method into its classrooms and it is now the core of the school’s discipline policy. The following information is a direct excerpt from www.positivediscipline.com

What is Positive Discipline?

Positive Discipline is a program based on the work of Alfred Adler and Rudolf Dreikurs and is designed to teach young people to become responsible, respectful and resourceful members of their communities. Based on the best-selling Positive Discipline books by Dr. Jane Nelsen and co-authors Lynn Lott, Cheryl Erwin, Kate Ortolano, Mary Hughes, Mike Brock, Lisa Larson and others, it teaches important social and life skills in a manner that is deeply respectful and encouraging for both children and adults (including parents, teachers, childcare providers, youth workers, and others).

Recent research tells us that children are “hardwired” from birth to connect with others, and that children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills. Positive Discipline is based on the understanding that discipline must be taught and that discipline teaches.

Jane Nelsen gives the following criteria for “effective discipline that teaches”:

5 CRITERIA FOR POSITIVE DISCIPLINE

1. Helps children feel a sense of connection (belonging and significance).
2. Is mutually respectful and encouraging (kind and firm at the same time).
3. Is long-term effective (considers what the child is thinking, feeling, learning, and deciding about himself and his world – and what to do in the future to survive or to thrive).
4. Teaches important social and life skills (respect, concern for others, problem solving, and cooperation, as well as the skills to contribute to the home, school or larger community).
5. Invites children to discover how capable they are (encourages the constructive use of personal power and autonomy).

OFFENSES AND PROBLEM SOLVING

The rules and discipline procedures at Minaret Academy have been established for the protection of all students. Students are expected to respect the rules as well as the people responsible for carrying them out. Our goal is for each student to learn to be responsible for their actions.

Students are disciplined with positive discipline methods. Teachers will normally handle minor offenses and some major offenses. Major offenses and severe offenses will be referred to the office. Referrals must be specific and briefly review previous actions taken.

Problem Solving

Positive Discipline uses a 'wheel of choice' to help students understand their behavior and actions and to solve any problem that may arrive in the classroom. Students are involved in creating the wheel of choice. Some of the choices may include: conduct a class meeting to discuss the issue, apologize to the person who is hurt, share and take turns, etc. Parent/teacher conferences are always a method used by teachers to solve problems.

SUSPENSION POLICY

Students may be suspended at the Principal's discretion due to the severity of the violation. This misconduct could include repeat offenses. The Principal may suspend the student or place the student in an in-school suspension.

Uniform Policies

To create an atmosphere conducive for learning, Minaret Academy students are expected to dress according to the uniform policy. Students are required to be in uniform at all times during the school day. On certain days (which will be announced), students will be allowed to have Free Dress. Otherwise, students are expected to dress in clothes appropriate to a school setting. **All uniform items must be purchased from Norman's School Uniforms only.** Students not coming to school in proper attire will not be allowed in class and parents will be required to take their child home. The regular uniform code consists of the following:

REGULAR UNIFORM DAYS (Preschool – Grade 8)

BOYS

- Navy blue pants (Required on Friday Prayer Day & Formal Occasion)
- Navy blue shorts
- Light blue polo/oxford shirt, Short and Long Sleeve
- White knit polo/oxford shirt, Short and Long Sleeve
- White Oxford Shirt, Long Sleeve (Required on Friday Prayer Day & Formal Occasion)
- V- Neck Sweaters (grades 6-8 ONLY), Cardigan and/or navy polar fleece jacket or hooded jacket
- Black shoes (**solid black, no white soles**)
- White or Navy socks
- Track pants for P.E. (grades 1-8, must ONLY be worn on P.E. days ONLY)
- Tie for boys (grades 6-8)
- Boys shirts must be tucked in

GIRLS

Option 1:

- Plaid jumper (Required on Friday Prayer Day & Formal Occasion)
- White blouse with round collar, long sleeved (Required on Friday Prayer Day & Formal Occasion)
- White blouse with round collar, short sleeved
- Plaid skirt/or pleated pants, Flat front pants
- White or Navy tights (Required on Friday Prayer Day & Formal Occasion)
- White or Navy knee-high socks
- Navy blue Cardigan, V-neck sweater / or V neck vest (grades 1-8, must ONLY) /or Navy polar fleece jacket or Hooded Nylon Jacket

Option 2:

- Navy Blue Pants
- Light Blue Polo/Oxford Shirt, Short/Long Sleeve with pants only
- White Polo/Oxford Shirt, Short/Long Sleeve with pants only
- White or Navy socks
- Track pants for P.E. (grades 1-8, must ONLY be worn on P.E. days)
- Tie for girls (grades 6-8)
- Sleeveless vest in Navy Blue (6-8 grade girls)
- Black shoes (solid black)
-

Please Note: Girls may not wear any excessive jewelry, nail polish or fancy hair accessories

FULL UNIFORM DAYS

Fridays are full uniform days. Students must wear the mandatory uniform items as listed below. **The first day of school is a Full Uniform Day.** Other days throughout the year may be designated as Full Uniform Days.

Boys

Navy Blue pants
White Oxford, long- sleeved shirt + Tie
Boys V- neck sweaters
Black belts
White Socks
Black dress shoes
Grade 6 - 8 (requirements below)
Full Sleeve Oxford Shirt + Tie

Girls

Plaid jumper w/ white tights and Navy Blue Bike Shorts
White blouses, Round Collar, long-sleeved
Girls V-neck vest
White or Navy tights
Closed toe black shoes
Grade 6 - 8 (requirements below)
Long Skirt (measurement required by Norman's)
Full Sleeve Oxford Shirt , Navy Blue Vest + Tie

ELEMENTARY& MIDDLE SCHOOL P.E. DAYS

Each class has a P.E. schedule. On the days when P.E. is offered, the items listed below must to be worn with the uniform.

Boys

Track Jacket/Pants & Black athletic shoes

Girls

Track Jacket/Pants & Black athletic shoes

SCARVES / WHITE PRAYER SKIRTS

All elementary and middle school girls must wear white scarves for prayer every day. Girls in grades 2-8 must wear a complete set of white prayer clothing that covers their entire body (2-piece set including long white skirt and long white hijab). Girls who choose to wear a scarf throughout the day must wear a white scarf.

CLEANLINESS

A code of cleanliness is expected for all students. Hair must be properly combed or brushed. Students should bathe or shower every day. Nails should be trimmed. Teeth must be brushed. Clothing should be clean and free from noticeable stains. Shirts and blouses should be neatly pressed. Shoes should be cleaned and shined regularly.

REMEMBER TO LABEL THE FOLLOWING ITEMS: Sweaters, Fleece Jackets and Shoes

“FREE DRESS” DRESS CODE

Students will have an opportunity to wear their Free Dress on school spirit days, annual Sports Day, and other days designated by the school. Free dress, however, depends on the student’s responsibility when choosing appropriate clothing. The following guidelines must be followed to insure that this privilege will continue:

- Mid-arm or long-sleeved shirts (no tank tops)
- Loose-fitting shirts
- No short shorts (should be below the knee)
- No short skirts
- No tight jeans or leggings
- No (very) baggy pants
- No slogans on attire

If a student does not follow the dress code according to our values, he/she will be given a uniform notice, and free dress privileges will be suspended.

UNIFORM NOTICES AND COMPLIANCE

With every uniform code come the expectations of compliance by all students. The parents’ support in reminding children of the expectations of the school dress code is necessary. In the event a child is out of uniform, a uniform notice will be given. The child will then have one week to comply with the policy. After this grace period has ended, the child will not be allowed to attend school without proper uniform. If uniform items are on back order from Normans Uniforms, a copy of the order slip is needed in order for the child to attend school.

LOST AND FOUND ITEMS

Expensive or irreplaceable items such as jewelry, watches, or cameras **should not** be brought to school. The school has designated a place to briefly store lost and found items. **If lost and found items are not claimed at the end of each month, they will be discarded (donated to charity). The best way to avoid losing sweaters and jackets is by labeling them.**

Financial Policies

TUITION PAYMENT PROCEDURES

Minaret Academy is a non-profit organization that operates primarily on the tuition fees from each child, yet it only partially covers the school's general operating costs. Our school provides care and education throughout a 10-month academic year; therefore, it is essential that fees be paid promptly and regularly. *(Refer to Appendix A–Annual Tuition)*

- Tuition payments are due on the first of the month as payment in advance for the next month. Parents have from the 1st to the 10th to pay tuition. Tuition payments begin in August and are completed in May.
- There are no refunds or adjustments for days missed. Parents may choose from different payment options.
- Extended care fees are not included in the tuition amount.
- Parents are required to pay application, registration as well as book and supply fees every year.
- Mail or hand deliver tuition payments to school office or deposit it in our tuition box located in the main office.
- If you need a receipt other than your check, please let us know.
- Online payments can be made through your online bill pay accounts. We encourage parents to use this option to avoid forgetting to pay tuition and accruing late fees.

LATE PAYMENT PENALTY

Parents will be charged a \$20.00 late fee after the 10th day of every month. Failure to pay tuition and the late payment charge within 15 days will result in a written notice indicating that the parent will have 5 final days for full payment. **If payment is not received by the end of the month, the student will be dismissed from the school program.**

BOOK SERVICE AND SUPPLY FEES

Hardbound books for these grade levels are loaned to the student each year for a small fee. Any consumable items are sold to the parent. Book fees for the consumable items are due the first week of school. Students will be able to take books home only when the book fee is paid. The book fee lists will be sent home with the student. The annual book fee also includes a supply fee. The school provides the students and teachers with many supplies including cursive writing paper, worksheets and booklets, arts and crafts supplies, etc.

ACTIVITY FEES

Fees for all field trips and special school events are charged prior to the activity on a given due date. The administrative office will send the details of the trip/expense prior to the activity. This fee is due before the activity and the assigned due date. Failure to meet the payment due date will result in the student not attending the field trip or activity.

FINANCIAL ASSISTANCE

In general, Minaret Academy does not offer Financial Assistance to its students at this time; however, generous donations sometimes are given for this purpose. Therefore, assistance is granted on a need basis. All inquiries regarding financial assistance should be directed to the school administration.

Emergency Procedures

Minaret Academy is prepared to handle any emergency situations that may arise. In the event of an emergency, the school will follow the procedures below:

1. Activate the emergency phone tree in each classroom to notify parents of school and student status, send text message update via School Messenger.
2. If communication is interrupted due to an earthquake of 6.0 or greater, centering within a 15-mile radius of the school, parents are encouraged to pick up their children as soon as possible **only** if roads are clear and safe to travel on.
3. If the conditions of the roads would make the above very difficult, the school is prepared to take care of the students' needs for 72 hours.
4. As the phone lines need to remain open for emergency assistance, any calls to the school would be limited.
5. The school will also notify the Islamic Institute of Orange County at (714) 533-6271 of the status of the school and students so parents may divert their calls to that location when necessary.
6. If an evacuation is necessary, students would be taken to:
Arbor Park (located in front of the school)
1219 N. State College Blvd Anaheim, CA 92806 - (714) 533-7200
We would remain there until parents could arrive to pick up their children.
If the city would need us to evacuate to another location, we would leave a sign at the school and inform our phone liaisons if possible.
7. If any medical emergencies occur, we would call 911 and await professional assistance. If the situation warranted (unavailability of medical personnel), we would transport the injured child to Anaheim Memorial Hospital which is located at 111 West La Palma Ave Anaheim, CA. The hospital's phone number is (714-774-1450.)

EVACUATIONS, FIRE ALARMS, AND EMERGENCY PREPAREDNESS

There will be monthly fire drills and earthquake drills during the school year. No prior notice will be given. Teachers are responsible for teaching and instructing students to react appropriately in any situation during evacuation practice drills.

All individuals in the school building are expected to immediately evacuate the building when the alarm goes off. Evacuation maps and procedures are posted in each classroom near the door and will be reviewed by teachers.

Any student who pulls an alarm without a valid or compelling reason such as a fire or other endangering situation in the building will face police referral.

Earthquake Kits

California State requires schools to be equipped with the proper emergency kits and procedures. Each teacher is fully prepared with CPR training and Basic First Aid training/an emergency backpack of first aid kits, full student/parent rosters and emergency response materials accompanies the teacher in the classroom and during recess. The school offers each child an emergency kit complete with water, food and a thermal blanket. The cost of the kit is \$10 and is required for every student. The student kits are stored in an outside storage area to be easily accessible in case of an emergency.

Student Emergency Information

All students are required to have up-to-date emergency information on file in the main office and must be kept current. If there are emergency number changes, the school's main office should be notified immediately. There should also be a three-day supply of any medication regularly taken by your child complete with instructions and dosage information. The emergency forms are kept on file in the office to ensure proper medical treatment in case of emergency and to meet the requirements of the State of California.

Nutrition (Hot Lunch and Snack Procedures)

NUTRITION

Scientific research has proven the advantages of limiting sugar consumption in young children. Concentration is improved and children are physically calmer and more willing to learn. Accordingly, Minaret Academy has a "**no junk food**" policy discouraging any food where sugar or sweetener is listed as the first, second, or third ingredient. Parents will be notified of occasional exceptions when a class celebration is planned.

MORNING SNACK

Students are given a rejuvenating morning snack and recess time every day. Parents are expected to provide a nutritious morning snack for their child(ren) every day. Snack foods should include fruit slices, cheese, vegetables, crackers and other food requested by the teacher. Children registered for Extended Care or Homework Club should bring extra snack for the afternoon.

MONTESSORI SNACK ONLY

As a convenience, parents rotate in providing snacks for their child's classroom every week. The teacher will guide them with a food items list and snack schedule. Parents will then sign up for the week of their choice. Providing snack for the Montessori classrooms is considered a volunteer service and can be applied to the parent volunteer requirement.

LUNCH: STAY HEALTHY AND GO GREEN

Elementary and Middle School students eat lunch in the Multipurpose Room (MPR) daily except for Fridays and on days where special events are held in the MPR. Remember that the school has a no junk food policy and in general high sugar foods such as iced cakes and cookies are not allowed in the classroom.

In the school's efforts to "go green," students are required to bring a cloth napkin and reusable water bottles in their lunch pails daily.

HOT LUNCH PROCEDURES

Students are expected to bring a healthy, nutritious lunch to school each day. Minaret Academy offers the option of halal hot lunches to students for an additional cost.

To order hot lunch for your child, the following procedures have been implemented:

- The school office sends a Hot Lunch Menu via email every month. The form is also available at the front office.
- Parents must complete a form for each child and return it to the school office with full payment by a stated deadline.
- Cash or check lunch payments are payable to Minaret Academy PTO.
- Lunches are ordered only once month, therefore no same-day orders will be granted.
- If your child is absent from school, parents must notify the school office before 9:00 AM in order to receive a lunch credit. It is too late to cancel lunch orders after this time; therefore, no refund will be given without prior notice.

BIRTHDAY CELEBRATIONS

Each child is special and needs a time to feel very important every day. We recognize that everyone has a special day when they are born and should take it as an opportunity to give thanks to Allah. Birthdays are a family event and should remain the responsibility of the parents and family. **Therefore, birthday celebrations are not allowed at school. Please do not bring cupcakes, cookies or cakes. Goody bags or gift items are also not allowed.**

Montessori teachers have a tradition of allowing the birthday student to be the center of a special circle time presentation where he or she holds the globe and walks around the circle of calendar months representing a year has passed. Then the students sing a song to praise Allah and the children love this tradition.

Health and Safety Policies

CHILD WELFARE

The school head, director or any other staff member will report to the Children's Protective Services or the Police Department, as required by the State Penal Code, if there is any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

HYGIENE

Students must bathe or shower daily. Proper washing of the hair is important. Brushing one's teeth should also be done on a daily basis. Students should clip fingernails as needed. Girls should keep their hair neat with bands or barrettes. Boys should brush their hair neatly and cut it regularly.

ILLNESS – HEALTH POLICY

Your child's health is of major importance to the school. Upon enrollment, you must file with us a health form signed by a physician. We also require that the child has certain standard immunizations and a tuberculin clearance.

In order to ensure a healthy atmosphere and to prevent the spread of contagious conditions at Minaret Academy, we cannot admit children who have symptoms of illness. Children who develop symptoms while at our school are removed from their group, supervised, and placed in the quarantine room next to the main office. Their parents are then notified and required to pick their children up as soon as possible. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency.

We are required by state law to follow these procedures. If your child develops one of the highly contagious diseases or conditions listed below, or a similar disease or condition requiring care of a physician, a statement from your physician stating that your child may safely return is required before your child may be brought back to the school.

Mumps	Varicella Virus (chicken pox)	Influenza	Bronchitis
Measles	Impetigo	Pneumonia	Rosella
Rubella	Conjunctivitis (pink eye)		

Keep your child home if he or she:

1. Has a fever (over 98.9).
2. Has signs of a new cold: cough, sore throat, watery eyes, green mucus.
3. Has a headache or head pain.
4. Has a loss of appetite.
5. Is vomiting.
6. Has diarrhea.
7. Is excessively irritable or shows unusual passivity.
8. Has inflammation of the eye(s).

9. Has abscess or draining sores.
10. Has a rash, unless the cause is determined to be non-contagious.
11. His/her behavior is not normal.
12. Has abdominal pain.

Your child may come to school only if:

1. A cold is over, but a minor nasal drip remains.
2. Your child has been free of fever for 24 hours.
3. There has been an exposure to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home. A doctor's note must accompany the child when he/she returns from a long illness.

COMMUNICABLE DISEASES

If a student develops symptoms of illness during school hours, parents will be notified and asked to pick up their child as soon as possible. In cases where children develop or are exposed to communicable diseases such as chicken pox, measles, mumps, or hepatitis, we ask parents to notify the school immediately. Before any student may return to school after recuperating from a communicable illness, the school must receive a doctor's statement certifying the child's health.

HEAD LICE POLICY

Parents are required to inform the school in any case that lice have been found on their child while attending Minaret Academy. If the school finds any sign of lice in a child's hair, he or she will be immediately sent home and not allowed to attend school for at least 24 hours and when all signs of lice are gone. The school may provide routine screenings by a nurse or health care personnel. In this case, all parents will be notified and parent permission will be obtained.

Guidelines to Treatment

- If you suspect that your child might have either nits (eggs) or lice, it is strongly recommended that you discuss treatment with your health care provider or pharmacist.
- The use of lice shampoos without evidence of nits will not prevent your child from getting lice.
- Lice can spread easily, so you will want to inspect the hair and scalp of your child for nits (eggs) for a period of ten (10) days, which is the length of time it takes for eggs to hatch.

ADMINISTERING MEDICATION

The child will be administered physician-prescribed medication only upon the written request of the child's parents or guardians. The school will not administer non-prescription medication unless it is accompanied by a physician's request. The school is not responsible for failure to provide requested prescription medication nor for adverse reactions, which are caused by the administration of such prescription medication.

1. Make sure it is in a child-proof container (inform the doctor before he authorizes the prescription).
2. Fill out a Medical Dosage Release Form stating what the medicine is, when it is to be given, and how much. This must be done for each day the child is to receive medicine. Forms are available in the office or can be obtained from your child's teacher.
3. Make sure the container is labeled by the pharmacy with the child's name and dosage.
4. Hand any medication that needs to be refrigerated directly to the office staff.
5. At the end of the day, it is your responsibility to make sure you get your child's medicine.

If you have given your child medicine before coming to school, be sure to let us know because often children's behaviors are directly related to reactions to medicine.

FIRST AID

The school will give appropriate first aid to an injured child. A parent or guardian will be contacted if the schools' staff feels that immediate medical attention is necessary. If Minaret Academy staff feels that the injury is of an emergency nature, paramedics will be called to the school and a parent or guardian will be contacted.

INJURY (OUCH) REPORTS

As children will be children, occasionally injuries occur while playing. In the event of minor cuts and scrapes, the teacher or administrative staff will provide basic first aid and emotional support for the child. An "ouch" report will be sent home informing you of the incident. In case of a major injury, you will be contacted immediately and emergency procedures will be followed.

PARENT INVOLVEMENT

We encourage our parents to participate in our school events and be part of our school community. The following guidelines are in place so that the volunteer experience is comfortable and rewarding for the volunteer, the child, and the school. We appreciate your cooperation and support by following these guidelines. The following guidelines are based on standards from surrounding school districts and are in compliance with regulations for Licensed Child Centers set by the Department of Social Services.

PARENT TEACHER ORGANIZATION (P.T.O.)

P.T.O. is a service-organization established to aid and enrich the school. We recognize that the education and welfare of our children is not just the job of one or two interested groups, but the responsibility of everyone. Studies report that those students, whose parents are active and involved with their school, have a much better chance of achievement. Active and involved parents are communicating to their children and to their school that education is very important. We encourage our parents and friends to join the P.T.O.

REQUIREMENT OF VOLUNTEER HOURS

Every family has been assigned 30 volunteer hours per year or 3 hours a month to be completed by the end of the school year. You may choose to fulfill this requirement in a way best suited to your skill set. Minaret Academy has a list in the administrative office of areas that need your help. If you are unable to volunteer your time, you have the option of paying for your time at the rate of \$10.00 per hour. Please remember this is all for your child.

Communication Policy

Minaret Academy recognizes how important it is for parents to know about what is happening with their children during school. Open communication is the foundation of a harmonious school. Please make use of our willingness to listen by communicating your needs and concerns as they arise. To be able to have a productive meeting, please make an appointment.

PARENT CONCERNS AND FEEDBACK

We care about your concerns for your children. We have found that, when such concerns arise, a scheduled conference time works best for sharing between parent and teacher. If you desire a conference, please schedule one with your child's teacher. Additionally, you may request the principal's presence; or, if the need arises, you may schedule a conference with the principal alone. We are here to meet your needs concerning you and your children. Please don't hesitate to make use of our services.

Although it is encouraged to communicate all feedback and concerns with the teacher and principal first, if parents wish to express their concerns with the School Board, they may contact them via email at board@minaretacademy.net.

Every year, the School Board encourages direct feedback from parents through an annual parent survey that is emailed to all parents during the school year and an annual Open Board Meeting. The primary goal of the Board meeting is to discuss the school's current progress, annual budget, and goals for the future. This meeting time and date will be announced by the school administration.

EMAIL CORRESPONDENCE

The primary form of communication is by sending announcements and notices electronically through our parent email lists. Although it is our policy to inform parents at least a week in advance, it is important that parents check their emails on a daily basis in case of any changes or reminders. All teachers and administrators check their emails daily; therefore, this is a great way to communicate with your child's teacher and administrators without disturbing class time.

CLASSROOM PHONES

In order for the school to ensure quality and quick communication between its staff members, phones have been installed in every classroom. This service is primarily used in case of an emergency and for communication between administrators and teachers.

Parents are welcome to call the school office at any time, but will not be transferred to their child's classroom if class is in session; calls will be transferred in case of an emergency.

CHILD ASSESSMENTS

Teachers assess children on a regular basis. Our assessment forms and report cards are non-judgmental, but still give the teacher and parent many areas to discuss as well as specific behaviors to be aware of. Report Cards are given 3 times a year after the end of each trimester. Students in grade 1-8 complete a grade level exam (CTP5) at the end of the school year as an assessment for the entire year.

PARENT-TEACHER CONFERENCES

Parent Conferences give you and your child's teacher the opportunity to discuss your child's development, progress, personality, or problems. Formal parent conferences are given in December and near the end of the school year, as needed. Teachers meet with parents during the teachers' working hours. The teacher may schedule meetings during early morning, lunch time, or late afternoon depending on his/her scheduled hours. Since parent-teacher meetings are held only two times each year, please try to arrange your schedule to meet with your child's teacher.

BULLETIN BOARD

Parent bulletin boards are conveniently located at the front entrance of the school and outside each preschool classroom. Please check the boards daily for routines, activities, schedules, and other important information pertaining to the preschool program and general school information.

SCHOOL NEWSLETTER

Our school newsletter is published every trimester and is a unique means of communicating Minaret Academy news to you. Other notices will be distributed or posted as necessary. Parents are expected to carefully read all printed material that is sent home with their child or via email. Occasionally, students will have an opportunity to have their work published in the school newsletter.

SCHOOL WEBSITE/SOCIAL MEDIA

Minaret Academy has established a website, Instagram page, and Facebook page to highlight daily school activities and upcoming events on the school calendar. Visit us at www.MinaretAcademy.net

Parent Conflict Resolution Policy

If a parent of Minaret Academy has differences with other parents of Minaret Academy, the matter must be settled outside of the school premises. Minaret Academy is not responsible for any incident that occurs outside the school campus. It is the responsibility of the parents involved in the incident to resolve the matter off campus. Minaret Academy does not condone the use of improper language by any individual on school campus.

Minaret Academy School Board of Trustees is not a grievance body. All conflicts related to school matters involving parents, students and employees must be addressed by the school. The school may seek advice from the Board of Trustees. The Principal, as head of the institution, will promptly and thoroughly investigate the incident and address the matter with the parties concerned.

School/Parent Partnership Agreement

It is the philosophy of Minaret Academy that we enroll families, not just students. Parents, legal guardians, grandparents, and all other family members play an integral role in every child's education. Children prosper when the people who care for them are united.

Maintaining a warm, nurturing environment for children, parents and staff is a mutual effort. As information about children is shared, we expect both staff and parents to keep honest and respectful lines of communication open. If we all work together with honesty, respect and sincerity, it will benefit the students and all parties involved. We look forward to your partnership.

Through a school/parent partnership, a mutual code of conduct has been established. The following behaviors are not acceptable of either party in this partnership.

- Continued non-compliance of all school policies related but not limited to uniform, traffic, and financial responsibilities.
- Lack of supportive attitude towards school and its employees.
- Lack of cooperation to assume the ultimate responsibility for changing and for addressing unacceptable school behavior for their child.
- Facilitating disruptive behavior towards the school and its employees.
- Using violence or acting in any way that causes an employee, student or other parents to feel threatened, harassed or disrespected.
- Quarreling or using inappropriate language with other parents or staff members.
- Interfering with staff doing their job.
- Violating the confidentiality rights of every child and adult at Minaret Academy.
- Spreading gossip that is detrimental to the school community.

The Board of Trustees of Minaret Academy developed this policy to confirm and clarify a partnership between the school and the parents of its students. The school reserves the right to refuse service and terminate any student enrollment contracts if the above agreement is breached.

Additional Information for Montessori Program Only

NAP TIME

All 3 and 4 year old students are given the opportunity to nap after lunch from approximately 1:00 pm until 2:00 pm. Preschool children really need this rest time to help them relax and unwind from their busy morning schedule. This quiet time enables them to have a more positive afternoon and be a happier child at home with you at the end of the day. Restful Qur'anic recitations are played during nap time, and a staff member will give back rubs to the resting children. Occasionally, children will not be sleepy, however, they will be required to rest quietly and not disturb the sleep of other children.

COT SHEETS

DSS Licensing Center requires fitted sheets to cover our nap cots. These must be purchased through the school office for \$15. Parents are responsible for washing the bedding every week. All bedding must be returned at the beginning of every school week. Please note that a child may not nap without proper bedding. This is a State requirement. If a cot sheet is lost, replacement sheets are \$15.

SHARE DAY ITEMS

The purpose of Share Day is to encourage interest in life, build self-esteem, self-image, self-discovery, awareness, social skills, and enhance vocabulary and knowledge. The teacher will determine which day of the week is share day. On that day, each child may bring something to class where they will "show and tell" about their item. Children may choose to allow, or not allow, others to touch their property. However, we encourage sharing and responsibility towards other's property.

- The items are stored in each child's cubby and must be taken home the same day.
- Toys from home are not allowed in the classroom except on Share Day.
- Remember to label each item with your child's name.
- Children are not allowed to bring toys that promote violence (toy weapons, military toys, toys that are related to violent TV shows) or hazardous toys such as skateboards, at any time. They are not suitable in a playgroup.

CUBBIES & FILE BOX

Each child has a cubby in the classroom in which their personal items are kept. Children may bring small backpacks, lunch pails, and wet wipes for their cubby. Spare clothes will be kept there in a labeled bag. Soiled clothes are returned there (or in another specified place). Children also keep their "sharing items" there for Share Day. The school is not responsible for lost items or personal items left over the weekend. Please do not send valuable items to school.

SPARE SET OF CLOTHING

In the event that a child has soiled his/her clothes, parents are asked to bring a spare set of clothing on the first day of school to remain in school until the last day before summer break. Clothing items should include a comfortable shirt, pair of pants, underwear and socks. All items must fit into a large Ziploc bag and be labeled with the child's name.

Middle School Code of Conduct

Student Expectations

Students are expected to follow the Student Code of Conduct. More importantly, students are expected to maintain their Islamic Identity by displaying the morals and ethics of their faith on a daily basis and at all times. Every student must read the following information thoroughly and follow the guidelines listed. Should any student have a question concerning any of the rules listed in the following pages, he/she should immediately contact the Homeroom Teacher for a complete explanation. **"I did not know what that rule meant"** is not an excuse for breaking any rule.

All students must:

- Exhibit exemplary Islamic conduct and behavior.
- Arrive on time and attend school daily (morning arrival time 7:45 am – 7:55am).
- Dress in clean school uniform.
- Use computers and the internet for official school activities only (**Minaret Technology Agreement Form – must be completed and turned in to your homeroom teacher by the end of the second week in September**).
- Only bring items to school required for instructional and/or school sponsored extracurricular activities.
- Be honest in all dealings with other students and school personnel.
- Show respect toward others.
- Conduct oneself in a responsible manner.
- Comply with reasonable requests from teachers and school administration. Allow school officials to conduct a reasonable search of backpacks and lockers.
- Cooperate with staff members in the investigation of disciplinary matters.
- Use acceptable language in the spoken and written word.
- Participate appropriately in class such that instruction will not be disrupted.
- Treat school property with respect
- Refrain from hitting, kicking, spitting, shoving, fighting, assaulting, or threatening anyone.
- Refrain from bullying and/or harassing anyone.
- Lockers are a privilege – they must be kept organized and clean at all times.
- All field trips are a privilege and are earned with consistent **academic performance and strong Islamic behavior and conduct**
- Follow the all rules, guidelines, and policies during field trips

Descriptions of the Standards of Conduct

The following are standards of student conduct established by the Minaret Academy school administration. Levels of misconduct are determined by the number of infractions and severity. The school administrator shall have final authority to determine if any conduct violates these policies.

Student Uniform

A student's dress and appearance shall be such that it does not cause disruption, distract others from the educational process or create a health or safety problem. Students must comply with specific dress code/ uniform regulations of which students will be given prior notice. **Three infractions will constitute a lunch time detention** (refer to pages 28-30 of Handbook for details about the school uniform).

Unexcused Absence or Tardiness

Students should not be absent from school or report late to class without a valid excuse. Middle students arriving to school after 7:55 am are considered tardy and are required to enter their classroom and settle in without disturbing the teacher or disrupting the lesson. After the 3rd tardy, a fee of \$10.00 will be applied per tardy per trimester. An unexcused absence is defined as an unauthorized absence due to early departure for (or late return from) vacations, or any absence that is not excused by the school. In such cases, teachers are under no obligation to help the student make up missed work. Parents should not excuse students to avoid tests or paper deadlines. Such action is unfair to other students and undermines school standards.

Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others. No buying, selling, or trading of any items on campus. **Three infractions will constitute a lunch time detention.**

Profane or Abusive Language

Students shall not use language or gestures that are vulgar, obscene, or disrupt teaching and learning.

Threats or Intimidation

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason. Hit lists are forbidden.

Bomb Threats

Students shall not make any verbal or written bomb threat. Students shall not make any verbal or written false fire alarm nor shall they tamper with fire alarm covers, fire alarms, and/or fire extinguishers.

Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force by a person to another.

School Pranks

A school prank is considered a “practical joke” pulled at school or school event by a student or group of students against another student, teacher or school property; usually with the intent to produce a humorous outcome or suffering at the expense of another student, teacher or the school. A school prank includes the willful and malicious act to deface, damage, or destroy school property. Since the set up or deception usually reveals a victim, the school prank is therefore, considered an intent to make the other student, teacher or school appear inferior or victimized. If a prank produces sufficient emotional or physical injury, the act may be legally treated as Assault. Such assault may include harassment or a violent crime. Any student found in violation of any school prank will be subjected to disciplinary action, criminal prosecution, and banishment from school property. Students may also be financially liable to the fullest extent of the law for any damage incurred.

Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school.

Theft

A student shall not intentionally take the personal property of another person without consent, under duress, threat, or otherwise.

Field Trips / Behavior on the School Bus

Students shall not behave in a disruptive manner or otherwise violate the Middle School Code of Conduct while waiting for a school bus or while on a school bus and/or during the field trip.

Cheating

Students shall not cheat, plagiarize, or knowingly make false statements with respect to any assigned school work or tests.

Trespassing

The student shall not trespass on school property or use school facilities without proper authority or permission.

Gang/Gang-like Activity

A student shall not engage in gang/gang like activities including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang/gang like activity, which may include inappropriate congregating, bullying, and harassment.

Sexual Harassment

A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions. Harassment is defined as behavior or words that:

- Are directed at a person because of his or her gender.
- Are uninvited, unwanted, and unwelcome.
- Cause a person to feel uncomfortable or offended.
- Create an environment that makes learning difficult.
- May be repeated and become offensive or may be very offensive on a first time basis.

Personal Property

Students, not the school, are responsible for personal property. Electronic devices, with the exception of cell phones, are permitted with the completion of the Personal Device User Agreement Form. Loss of such items is the sole responsibility of the student. Further, these items are subject to confiscation by staff members and will be returned only to a parent or guardian with proper identification.

Internet Policy/Penalty

Students shall not download any information from the computer without permission of the teacher. The following activities are not permitted: using personal email, instant messaging or gaming, surfing the net for non-school related topics, giving personal information, damaging or modifying displays, computers, computer systems, computer networks, or downloading software, using others' passwords or trespassing in others' folders, work or files, sending, modifying, or displaying offensive messages or pictures, using inappropriate language. Violations may result in a loss of access as well as other disciplinary action.

Bullying

"Bullying" means any aggressive and unwanted behavior that is intended to harm or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes behavior motivated by a real or perceived differentiating characteristic of the victim and cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict. Students, either individually or as part of a group, shall not harass or bully others. The following conditions are illustrative of bullying behavior: physical intimidation, taunting, name calling, making insulting comments regarding race, gender, religion, physical abilities or characteristics associated with the targeted person; sending cruel or inappropriate email or instant messages and falsifying statements about other persons.

Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law.

Levels of Student Misconduct and Disciplinary Options

Level I: Violation of Classroom Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Most behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include:

- Violations of rules or procedures established by the teacher.
- Failure to participate in classroom activities.
- Failure to bring required classroom materials or assigned work to class.
- General misbehavior, such as eating in class, horseplay, making excessive noise, or any other act that disrupts the classroom or interrupts the operation of the class.
- Violating the uniform policy.
- Failure to deliver or return written communications between home and school.
- Disruptive or noncompliant behavior on school field trips.
- Failure to protect individual computer-account passwords and locker combinations from disclosure.

Disciplinary Options:

- Oral correction.
- Teacher–student meeting.
- Recess and/or lunch detention.
- Parent contact: Email or telephone call to parents.
- Restriction of class activities and privileges.

Level II: Administrator Intervention

Some infractions will result in a referral to the Principal. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school. A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline/referral form for the principal or other appropriate administrator. The principal will forward an oral or written report to the parent.

Disciplinary Options:

- Parental contact by phone and written or oral notification to parent or guardian.
- Required administrator/student/parent conference.
- Lunch Time Detention for a week.
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies.
- Create “behavior,” “behavioral,” and/or “conduct” contracts with the students.
- Any other appropriate disciplinary actions determined by the administration.

Level III: Suspension/Expulsion

Level III acts include misconduct for which an administrator may suspend, place the student in-school suspension, or expel. This misconduct could include repeat offenses in regards to level II issues.

Appendix A

Statement of Annual Tuition for 2021-2022

Tuition & Annual Fees 2021-2022

Montessori Tuition	\$725 month / \$7,250 yr	School Hours
Preschool: Must be 2½ years old and fully potty trained (Part-time option: 3 days a week \$550 per month / \$5,500 yr.) Pre-K: Must turn 4 years old on or before December 2 nd Kindergarten: Must turn 5 years old on or before December 2 nd		Montessori (PS, Pre-K, and KG) 8:30am - 3:00pm Elementary (grades 1-5) 8:00am - 3:30pm Middle School (grades 6-8) 7:55am - 3:30pm <hr style="border: 1px solid yellow;"/> Morning Ext. Care 7:00am - 7:55am Afternoon Ext. Care 3:15pm - 6:00pm HW Club 3:45pm - 5:15pm
Grades 1-8 Tuition	\$700 month / \$7,000 yr	
Sibling Discount	\$50 (applied to each additional <u>full-time</u> child)	
Late Payment Fee	\$20 (charged after the 10 th of each month)	
Morning Extended Care	\$150 per month or \$50 per day	
Afternoon Extended Care	\$400 per month or \$50 per day	
Homework Club (1st-8th)	\$250 per month or \$50 per day (Every day except Wednesday)	
Late Pick-Up Fee	\$20 (After 15 minutes grace, go to HW Club or Ext. Care)	

Returning Student Annual Fees	
Grades 1-8	
Application	\$100
Registration	\$200
PTO Membership	\$30
Earthquake Kit	\$10
Books/Resources	\$650
Safety Measure Fee	\$100
	Total \$1,090 <i>(Non-Refundable)</i>
Montessori	
Application	\$100
Registration	\$200
PTO Membership	\$30
Earthquake Kit	\$10
Supplies	\$450
Safety Measure Fee	\$100
	Total \$890 <i>(Non-Refundable)</i>
Cot Sheet (PS & Pre-K)	\$15

New Student Annual Fees	
Grades 1-8	
Application	\$200
Registration	\$250
PTO Membership	\$30
Earthquake Kit	\$10
Books/Resources	\$650
Entrance Exam	\$75
Safety Measure Fee	\$100
	Total \$1,315 <i>(Non-Refundable)</i>
Montessori	
Application	\$200
Registration	\$250
PTO Membership	\$30
Earthquake Kit	\$10
Supplies	\$450
Safety Measure Fee	\$100
	Total \$1,040 <i>(Non-Refundable)</i>
Cot Sheet (PS & Pre-K)	\$15

Payment Plans	
PLAN A	Apply 3% discount to full annual tuition. Annual payment due August 1, 2021
PLAN B	Apply 2% discount to bi-annual tuition with ½ due on August 1, 2021 and ½ due on January 1, 2022
PLAN C	Ten-Month payment plan with first payment due August 1, 2021 and last payment due May 1, 2022
- Sponsorship Fund (Optional) \$500 per family due September 2021 -	

Appendix B

Parent Acknowledgement Form

PARENT HANDBOOK ACKNOWLEDGEMENT

2021-2022 Academic School Year

I acknowledge that I have read the Minaret Academy Parent Handbook.
I agree to abide with all guidelines and policies established by the school.

Parent's Signature

Parent's Name (Printed)

Student's Name (Printed)

Date