



# **Parent-Student Handbook**

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## **2016-2017**

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## CONTENTS

OVERVIEW	6
INTRODUCTION	7
Purpose	7
Vision	8
Mission Statement PK-8th Full-Time Private Islamic School	8
Why Choose CVA	8
Affiliation and Non-discrimination	9
ADMISSION & TUITION	10
Eligibility Requirements:	10
Completed Enrollment packet includes:	10
Documents Needed: (New Students Only)	10
Fees	10
CVA Tuition Scale	11
Financial Hardship Applications	11
Tuition Payment Options	11
Payment Regulations	12
ATTENDANCE INFORMATION	12
Hours of Operation	12
Reporting Absence	12
Work Missed During Absence	12
Student Withdrawal Policy	13
Drop-Off	13
Tardiness	13
Release of Students	14
Dismissal Time	14

Early Pick-Up	14
Dismissal Area	14
Late Pick-Up	15
SCHOOL UNIFORM	15
ACADEMIC AND PROGRAM SUPPORT ACTIVITIES	17
Common Core	17
Core Curriculum	18
Grading Guidelines	18
Homework	19
Special Education Services	21
Birthdays and Parties	21
Field Trips	21
Prayer	22
NUTRITIONAL NEEDS	22
Lunch	22
Water	22
Snacks	22
HEALTH AND SAFETY INFORMATION	22
Visitors	23
Extra security measures	23
Emergencies	24
Illness	24
Medication	24
Immunizations	25
Child Abuse	25
Fire Drills	25

Tornado Procedures	25
Delayed Start and Snow Days	26
Lock Down (Code Red or Code Yellow)	26
PARENTAL INVOLVEMENT	27
Parent/Teacher Conferences	27
Quarterly Report Cards	27
Progress Reports	27
Phone Calls, Notes	27
School Communications	27
PARENT VOLUNTEERS	28
Volunteer Process	28
Volunteer Opportunities	29
Volunteer Fees	29
Volunteer Guidelines	29
Parent Teacher Organization (PTO)	29
SCHOOL COMMUNICATION POLICY	29
Academic Concerns	30
School Policy and Procedures	30
Matters not resolved at the school level	30
Admission Inquiry	30
Parent/Teacher Conference	30
Code of Conduct	30
Inappropriate Conduct	31
Relationship between Staff and Parents, in the School Community	31
SCHOOL DISCIPLINARY POLICY	32
Level 1 Teacher Intervention	32

Level 2 Administrative Support	33
Level 3 Suspension/Referral for Expulsion	33
Suspensions	33
Expulsions	33
Ladder of Discipline	34
STUDENT EXPECTATIONS	35
Cafeteria Expectations	35
Playground Expectations	35
Hallway Expectations	35
Musala Expectations	36
Computer Lab	36
Restroom Expectations	36
GENERAL SAFETY AND GUIDELINES	37
Strangers in the Building	37
Violence on School Property	37
Incidents Involving an Adult	38
QUESTIONS AND CONCERNS	39
APPENDIX: CRESCENT VIEW ACADEMY	41
Family Guidelines Handbook Acknowledgement Form	41

## OVERVIEW

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Dear Students and Parents,

Assalamu Alaikum. Welcome to the new school year at Crescent View Academy. We hope you have had a restful summer and are all set for an exciting and productive new year.

This Parent-Student Handbook outlines all the important information you need to know about the policies, procedures and expectations at our school. **We urge parents to read it thoroughly and acquaint their children with the relevant rules and policies.** Should you require further assistance, you are invited to visit the school's web page at [www.crescentview.org](http://www.crescentview.org) or to call us at **(303) 745-2245**. We will be happy to assist you.

Please remember to sign and return the "Parent-Student Handbook Acknowledgement Form" at the back of this booklet.

We look forward to your participation in the Crescent View Academy community. Together we can work together to provide our children with an excellent education.

***Crescent View Academy Administration***

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## INTRODUCTION

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Crescent View Academy (CVA) is a full-time accredited private Islamic school PK through eighth grade, established in 1993. CVA is accredited by AdvancED and the North Central Association of Colleges and Schools (NCA), as well as by the Council for Islamic Schools in North America (CISNA).

At Crescent View Academy, we strive to achieve academic and moral excellence by commitment to continued learning, team work, professionalism and building a positive environment. We provide our students with a structured learning environment with the goal of nurturing students into individuals who are academically competitive and morally sound in their Islamic values and beliefs.

Crescent View Academy has three educational programs:

1. PK-8th Grade Full-Time Private Islamic School
2. Hifz Program

Crescent View Academy has an administrative team (the Principal, Assistant Principal, Business Manager and Office Manager) that reports to the 5-7 member School Board of appointed community members and parents.

Our academic year goes from the end of August until the end of May or beginning of June and is divided into four quarter grading periods. Our school day varies depending on the program a student is enrolled in.

## PURPOSE

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Islam enjoins learning from the cradle to the grave. As an Islamic school, CVA strives to fulfill this command. CVA's purpose is rooted in the belief that every student has the right to the best quality of education available, and that education is a process which encompasses all experiences students encounter in their school. CVA's philosophy is also entrenched in the belief that classroom instruction is only one small aspect of a student's educational experience, and that students learn from the behavior and actions of the adults around them more than they learn from books. Finally, it is rooted in the belief that students' knowledge and pride in their religion and heritage are essential to their well-being and success.

## VISION

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Crescent View Academy will provide an atmosphere of enthusiasm and confidence to promote student learning. The Crescent View Academy educational program is designed:

- To instill in our students a real love of learning to make them lifelong learners.
- To offer the best possible educational opportunities and experiences to allow our students to reach their highest potential.
- To develop in our students a desire, willingness and ability to be positive, contributing members of their school community and of the community at large.
- To instill in our students a real love for and understanding of the teachings and practices of Islam, with particular emphasis on respect, effective communication, and cooperation.
- To provide an Islamic environment in which each student can develop physically, socially, emotionally, and intellectually.
- To integrate the curricula with Islamic studies, to show that Islam is a complete way of life.
- To develop in our students strong leadership skills by fostering self-discipline, self-motivation, strong work habits, the ability to think critically, and the desire to do one's best.
- To encourage each student to cherish his/her own cultural values and heritage and to respect individuals with different cultural backgrounds.

## MISSION STATEMENT PK-8TH FULL-TIME PRIVATE ISLAMIC SCHOOL

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Crescent View Academy's private Islamic School's mission is to provide a safe, nurturing and stimulating Islamic atmosphere to enable students to achieve a solid foundation of Islamic understanding according to the Quran, and life of Prophet Mohamed (SAW) with a true sense and pride of their Islamic identity.

We want our students to achieve academic excellence and prepare our students to be morally and socially responsible citizens.

## WHY CHOOSE CVA

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Islamic education is a major part of CVA's life. This is manifested in the academic classes taught, the school calendar, character education program and extra-curricular activities.

At Crescent View Academy 60% of our academic program is focused on the Common Core for ELA and Math as well as Science, Social Studies, P.E. and Art Education. The Islamic Education classes comprise about 40% of weekly



instructional time for all students. Islamic education is divided into three components: Quran reading and memorization, Islamic studies and Arabic language. Quran memorization and tajweed recitation is emphasized. Islamic Studies curriculum consists of three major parts: beliefs and rituals of Muslims, Islamic History, and morals and manners. The Arabic language is taught in all grades using texts designed for foreign language acquisition. Students in grades 1st-8th are divided into two according to their linguistic background and readiness level.

In support of Islamic studies curriculum, the school calendar is designed to incorporate major holidays celebrated in the United States as well as major Islamic events. Students in Grades Kg to 8th attend a Friday congregational prayer in the adjacent Musala. Students visit the Musala on a daily basis, to offer the mid-afternoon group prayer.

Teachers and administrators attend the prayer with the students and instruct them on proper manners of being in the prayer hall and observing group prayer. All the above activities help the students to learn Islamic teachings and practice them in real life situations.

Tarbiyah or Character education is infused with Islamic studies lessons and school-wide event planning. Tarbiyah objectives include helping students connect beliefs with practice, providing opportunities for experiential learning, introducing topics in age-specific ways, and recognizing social emotional needs of Muslim American children.

School assemblies give students the opportunity to perform Islamic songs and skits in front of their peers and helps build a strong Muslim identity. In addition, Eid Celebrations (for the two major Islamic holidays) are designed to celebrate Muslim holidays and reinforce the students' sense of Muslim identity.

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## AFFILIATION AND NON-DISCRIMINATION

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- Crescent View Academy extends equal treatment and access of services to all individuals regardless of race, religion, national origin or sex.
- Crescent View Academy reserves the right to dismiss a student based on the student's failure to abide by the school's rules and policies and/or inability to benefit from the program of studies.
- Crescent View Academy is a parachiol school operated in accordance with the tenants of the Islamic faith. The School reserves the right to refuse service or employment to any person based upon religious needs or principles.

## ADMISSION & TUITION

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The CVA is a Full-Day Islamic School Program. It offers the core classes following the common core standards while integrating Islamic teachings. Daily Quran, Arabic and Islamic studies will be taught by a specialized teacher.

### ELIGIBILITY REQUIREMENTS:

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- Participating Nursery and Preschool students must be the ages as designated by the school program.
- Participating Kindergarten students must be at least 5 years old by December 31<sup>st</sup>, 2016
- Participating 1<sup>st</sup> Grade students must be at least 6 years old by December 31<sup>st</sup>, 2016
- Participating 2<sup>nd</sup> Grade students must be at least 7 years old by December 31<sup>st</sup>, 2016

### COMPLETED ENROLLMENT PACKET INCLUDES:

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1. Student Information and Annual Waivers
2. Parent OR Legal Guardian Information
3. Student Emergency Contact Information
4. Student Health Form

### DOCUMENTS NEEDED: (NEW STUDENTS ONLY)

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1. Copy of Birth Certificate or I-94 if applicable
2. Copy of updated Immunization Records
3. Proof of Guardianship documentation if applicable

### FEEES

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1. Registration Fee: *\$250.00 per student KG-8th (Non-refundable – one-time fee)*  
*Registration Fee: \$300.00 per student Nursery – PK (Non-refundable – one-time fee)*
2. Admission Testing Fee: *\$50.00 for all new incoming KG-8<sup>th</sup> Students*
3. First Month Tuition [Mandatory by June 1st]

## CVA TUITION SCALE

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<input checked="" type="checkbox"/>	Program	Age Requirements	Annual Tuition	Annual Registration (non-refundable)	Payment Plan		
					12	10	Full
	Nursery	0-18 months (Infants)	\$8,328.00	\$300.00	<input type="checkbox"/> \$694.00	<input type="checkbox"/> \$833.00	<input type="checkbox"/> \$8,328.00
	Toddler	19-35 months (Toddlers)	\$8,328.00	\$300.00	<input type="checkbox"/> \$694.00	<input type="checkbox"/> \$833.00	<input type="checkbox"/> \$8,328.00
	Preschool (FT)	36-50 months	\$5,616.00	\$300.00	<input type="checkbox"/> \$468.00	<input type="checkbox"/> \$562.00	<input type="checkbox"/> \$5,616.00
	Preschool (PT)	36-50 months	\$4,164.00	\$300.00	<input type="checkbox"/> \$347.00	<input type="checkbox"/> \$417.00	<input type="checkbox"/> \$4164.00
	KG-8 <sup>th</sup> 1 <sup>st</sup> Child	See Enrollment Policy	\$5,616.00	\$250.00	<input type="checkbox"/> \$468.00	<input type="checkbox"/> \$562.00	<input type="checkbox"/> \$5,616.00
	KG-8 <sup>th</sup> 2 <sup>nd</sup> Child	See Enrollment Policy	\$3,336.00	\$250.00	<input type="checkbox"/> \$280.00	<input type="checkbox"/> \$336.00	<input type="checkbox"/> \$3,336.00
	KG-8 <sup>th</sup> 3 <sup>rd</sup> Child	See Enrollment Policy	\$2,496.00	\$250.00	<input type="checkbox"/> \$208.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$2,496.00
	KG-8 <sup>th</sup> 4 <sup>th</sup> Child	See Enrollment Policy	\$2,496.00	\$250.00	<input type="checkbox"/> \$208.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$2,496.00

## FINANCIAL HARDSHIP APPLICATIONS

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For 2015-2017, all applicants applying for CVA's Financial Hardship (the student tuition assistance program) should pick-up a new application when they submit their Enrollment Packages. Be sure to complete and submit no later than May 30, 2016. If you received Financial Hardship assistance for 2015-2016 you will still need to complete and submit a new application and supporting documentation. *Families applying for Financial Hardship must pay the first month tuition and registration and materials fee in full upon registering their child.*

## TUITION PAYMENT OPTIONS

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- Registration Fee is due at the time of registration and is non-refundable.
- Payments from September 2016-May 2017 are due by the 3rd of each month.
- **Option 1:** Prepare 10-12 post dated checks to be deposited on the 1st of every month.
- **Option 2:** Pay monthly at the Front Desk
- **Option 3:** Pay tuition in full at time of registration.

- **Option 4:** Set up an auto-pay with the Business Manager to be deducted from your credit card each month.

Please note that there will be a **\$25.00** charge for returned checks.

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## PAYMENT REGULATIONS

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- If a monthly payment has not been received by the 3rd of the month, the school will send you a late payment letter informing you that your account is delinquent. Payment must be made within one week of the date of the letter. If the late payment letter is ignored, your child will not be allowed to attend class.
- Parents are responsible for yearly tuition. Parents must balance their accounts with the school.
- If you remove your child from the school in the middle of the school month, you are still required to pay full tuition for that month.
- Crescent View Academy does not issue refunds on tuition, registration, or any fees charged (field trips, events, etc.).
- Materials: Students are required to purchase their supplies or to pay a fee for supplies at the start of each school year.

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## ATTENDANCE INFORMATION

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### HOURS OF OPERATION

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School hours are from 8:00 AM to 3:15 PM KG-8<sup>th</sup> and 8:00 AM – 4:00 PM Infant, Todder, PK. Students should arrive to school no earlier than 7:45 AM and no later than 8:00 AM. Office hours are from 7:45 AM to 4:30 PM. Calls to the school will be answered during these hours and messages left before or after hours will be promptly returned.

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### REPORTING ABSENCE

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If your child is absent, please call the office by 8:30 AM to inform them of the absence. If you have not called by 10:00 AM, the a representative from the school will call to verify if the absences is excused or unexcused.

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### WORK MISSED DURING ABSENCE

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All work missed during absence must be made up by the student. It is the parent's and student's responsibility to find out what work was missed. For planned absences, students may arrange with the teacher to take work in advance and

complete it during absence, provided the teacher is given sufficient notice (2 weeks in advance). Students must arrange with the teacher when the missed work is due.

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## STUDENT WITHDRAWAL POLICY

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If a student withdraws from the school, we ask that you inform us as far in advance as possible. Parents must fill out a "Withdrawal Form" at the office stating the day of withdrawal and the reasons for withdrawal. Parents must also close their accounts with the school.

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## DROP-OFF

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Please drive through the east gate play ground area to drop off the students . Please do not leave your car, even momentarily. If you wish to come inside the, please park your car in the visitor's parking lot at the side of the building **only**. Do not block the teachers parking lot. **Please do not block the parking area at all time espieccly drop off and dismissal times; you will delay teachers and principal from getting in school on time.**

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## TARDINESS

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It is important for children to arrive to school no later than 8:00 AM every day. Arriving on time teaches children responsibility and discipline and ensures that they get the full benefit of their education. Late arrival is also disruptive to the class teacher and other students. The following is our policy on tardiness:

1. If a student arrives to school after 8:05 AM, the parents must sign the student in at the office. The student must get a dated pass before he/she is able to proceed to class.
2. On snowy or bad weather days, you are not required to sign in your student. Students should get a pass from the office then go to class if they are more than 15 minutes late.
3. Students are allowed two "tardies" (late arrivals) a month. Three "tardies" shall be considered one absence.
4. If a teacher finds that a student is frequently tardy to the extent that this interferes with his/her academic progress, the teacher and Principal will arrange to meet with the parents to advise them of the consequences of tardiness on the student's work.
5. The school will be considerate of legitimate excuses for tardiness such as flat tires, unexpected heavy traffic or bad weather. Oversleeping, late night parties or visiting guests are not legitimate excuses for tardiness.

**Please make every effort to have your child in school on time every day.**

## RELEASE OF STUDENTS

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Students will only be released to their parents/guardians. If on any day, or on a regular basis, you would like someone other than the parent or legal guardian who registered the child to pick up your child, those people may do so only if they have written authorization from you to do so in your child's registration packet at school.

Anyone who has not signed the registration documents, or is not listed as an person authorized to pick up a child, will not be allowed to take any child from school.

There is no exception to this rule, even when children are going home with friends, relatives, etc.

All students needs to be picked up from the drive throw dismissal only, no students will be dismissed from the front office.

## DISMISSAL TIME

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Dismissal time is 3:15 PM every day. Please be prompt in picking up your child.

## EARLY PICK-UP

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If you need to pick up your child before 3:15 PM on a particular day, **please follow the following procedure:**

1. Call the office at least 60 minutes prior to early dismissal to inform them of the time of the child's departure.
2. When you arrive, please go to the office to sign out your child.
3. Upon your arrival, the Office Manager will call your child from class and have them sent you in the office.
4. If the teacher is informed of this early pick-up one day in advance, he/she will be able to prepare for the student work that will be missed. A note with the student is usually sufficient to inform the teacher.
5. Students may not be picked up early on a regular basis.
6. If the student returns to school on the same day, parents must sign him/her in at the office.

## DISMISSAL AREA

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All KG-8<sup>th</sup> Grade students will be dismissed in the exterior dismissal area. Please drive carefully into the school through the east gate and exit through the gate closer to the school building. Please do not park. You may stop briefly in the playground to allow your child to board then proceed toward the exit gate. Please

follow the directions of the individuals directing traffic. Student will be called out by school assigned family numbers.

### LATE PICK-UP

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At 4:20 PM any children who have not been picked up will be taken to the office to wait for their parents. Parents are asked to pick them up there. At this time, our school does not offer after-school child care services. Therefore, if a child is picked up at 4:20 PM or later, the parent will be charged a late pick-up fee of \$10.00 at the start of every half hour that the child is late. For example, a parent arriving after 4:21 PM will be charged \$10.00, per family. A parent arriving at 5:00 PM will be charged \$20.00 per family and a parent arriving after 5:30 will be charged \$30.00 per family. These charges will be placed on your monthly bill and must be paid at the next tuition installment if not paid at the time of pick-up.

Dismissal time is very busy and teachers are to supervise that all children are released safely to their parents. **Please do not use dismissal time for discussing your concerns with a teacher.** If you have a **pressing concern**, please call for an appointment.

### SCHOOL UNIFORM

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Crescent View Academy students are all required to be in uniform, on all school days, unless a letter has been sent home with permission to attend school out of uniform for a special event. Students who are not in correct uniform will receive a warning note for each violation of uniform.

Gender and Grade	Option 1	Option 2	Option 3
<b>PK-8<sup>th</sup> Boys</b>	<b>Pants:</b> Khaki  <b>Shirt:</b> Burgundy Polo Top or White Dress Shirt with Burgundy Sweater Vest	<b>Pants:</b> Khaki  <b>Shirt:</b> Forest Green Polo Top or White Dress Shirt with Green Sweater Vest	
<b>PK-4<sup>th</sup> Girls</b>	<b>Pants:</b> Khaki  <b>Shirt:</b> Burgundy or Forest Green Polo or Long Sleeve	<b>Jumpers:</b> Burgundy or Forest Green Jumper with White Blouse or White Dress Shirt. They are required wear white	Hijab is only required for 5 <sup>th</sup> -8 <sup>th</sup> grade girls.

		or charcoal Tights or Leggings under their jumpers <b>ONLY</b> .	
<b>5<sup>th</sup> -8<sup>th</sup> Girls</b>	<p><b>Skirt:</b> Long (A-Line); hem may not exceed 2 inches above the ankle.</p> <p><b>Blouse:</b> Long-sleeved white blouse</p> <p><b>Sweater/Vest:</b> Forest Green or Burgundy</p> <p><b>Plain white hijab is mandatory for girls in 5<sup>th</sup> -8th</b></p>	<p><b>Tunic:</b> Burgundy Tunic Only available at <a href="http://www.eastessence.com">www.eastessence.com</a></p> <p><b>Pant:</b> Khaki Uniform pants</p> <p><b>Plain white hijab is mandatory for girls in 5<sup>th</sup> -8th</b></p>	<p><b>Uniform Khaki Abaya:</b> Available at <a href="http://www.alhannah.com">www.alhannah.com</a></p> <p>If you chose to wear abaya, you only have one option as listed above.</p> <p><b>Plain white hijab is mandatory for girls in 5<sup>th</sup> -8th</b></p>

- ❖ Students are expected to be in Uniform at all times unless otherwise directed by school administration
- ❖ Students are not allowed to wear heels or sandals of any kind. This includes and is not limited to wheelies and strapped sandals.
- ❖ Uniform shirts, pants and abayas should have no pictures, designs or commercial products printed, embroidered or sewn on the material, other than what is provided by the school as part of the uniform.
- ❖ Uniforms should always be clean and well maintained.
- ❖ Only Skull Caps and Hijabs are permissible to be worn on the students head.



## ACADEMIC AND PROGRAM SUPPORT ACTIVITIES

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Crescent View Academy's educational program is committed to ensuring that every student will be prepared for college or other post-secondary options. The educational programs provide academic experiences for all students to meet or exceed expectations beyond the Colorado Academic Standards (which include the common core). In order to meet the needs of all students, a variety of programs and instructional practices are offered.

The CVA Instructional Framework provides the foundation for pedagogical excellence. It outlines the essential components of teaching and learning while giving teachers the flexibility to exercise their professional judgment to meet the needs of individual students. This framework is a cycle with four key components: plan, teach, monitor, and adjust. While these components overlap to a degree, the framework outlines the key ideas and best instructional practices to achieve our mission.

## COMMON CORE

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The Common Core is a set of high-quality academic standards in mathematics and English language arts/literacy (ELA). These learning goals outline what a student should know and be able to do at the end of each grade. The standards were created to ensure that all students graduate from high school with the skills and knowledge necessary to succeed in college, career, and life, regardless of where they live.

The Common Core is informed by the highest, most effective standards from states across the United States and countries around the world. The standards define the knowledge and skills students should gain throughout their K-12 education in order to graduate high school prepared to succeed in entry-level careers, introductory academic college courses, and workforce training programs.

### **The standards are:**

- Research- and evidence-based
- Clear, understandable, and consistent
- Aligned with college and career expectations
- Based on rigorous content and application of knowledge through higher-order thinking skills
- Built upon the strengths and lessons of current state standards
- Informed by other top performing countries in order to prepare all students for success in our global economy and society

## CORE CURRICULUM

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All Crescent View Academy instruction is geared toward the Colorado Standards of Education. Teachers are required to gear each lesson taught towards one or more of the standards, and to have covered all grade-appropriate standards by the end of each year.

All students will receive instruction in the following core subjects:

- Language Arts
- Mathematics
- Science
- Social Studies
- Arabic Language
- Islamic Studies
- Qur'an
- Physical education
- Computer and Technology

## GRADING GUIDELINES

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Student mastery of subject matter may be assessed in a variety of ways. It is not necessary, therefore, for all grades their source written paperwork. Nor is it always necessary to receive a grade for every paper produced. Although the teacher will monitor and provide feedback to students for any activity, which they assign, the feedback does not always need to be in a form of a grade. Assessments should always follow a period of guided practice and/or independent practice.

Assessments/Test/Quizzes are major grades and serve to evaluate the mastery of standards and objectives as outlined by curriculum goals and objectives and/or common core standards. They provide opportunities to demonstrate certain knowledge or skills. Types of examinations may include, but are not limited to the following:

- End of Quarter Final Exams
- End of Unit Tests
- End of Chapter Test
- Projects
- Selection Tests
- Teacher Tests

Performance Assessments/daily grades are measures of a student's progress toward mastery of curriculum goals and objectives and/or common core

standards. Types of performance assessments may include; but are not limited to the following:

- Classroom participation
- Classroom discussions
- Oral responses
- Written responses
- Experiments
- Teacher Observation
- Research projects
- Checklists of skills
- Portfolios
- Enrichment
- Group work/projects
- Peer editing
- Online Technology Assignments
- Class Activities
- Cooperative Learning Activities
- Signal Response

## HOMEWORK

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Homework is work that is assigned to be completed at home. No new concepts should be included in homework.

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the child's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and direction for the assignments need to be clearly communicated and should be preceded by instruction that adequately prepares the child to do the task independently and successfully.

1. Homework is not to be assigned on weekend or before holidays with the exception of previously scheduled special reports and or/projects.
2. The table below show the estimated time for daily homework. (Time incorporates reading)

❖ *For grades K-1 each students is expected to read or be read to at least 20 minutes. If two or more teacher are working with a student, the homework should be coordinated to adhere to the estimated daily homework schedule.*

3. Grades Kg-1<sup>st</sup> Homework Guidelines
  - Grades reported as class work should be completed in classroom.
  - Grades reported as homework should be completed at home.
  - Each student is expected to read or be read to 20 minutes each school night in addition to assigned homework.
4. Grades 2<sup>nd</sup> -8<sup>th</sup> Homework Guidelines
  - Grades reported as class work should be completed in classroom.
  - Grades reported as homework should be completed at home.
  - Homework should be a review or reinforcement of skills already covered in the classroom. It should not be new information for the student.
  - Home will constitute 15% of the overall grade for each subject.
  - Students are expected to complete all homework assignments. The total homework should never exceed one hour. If two or more teachers are working with a student the homework should be coordinated to adhere to the not to exceed the one-hour time frame.
5. Teacher Responsibilities
  - To provide meaningful tasks that enrich and supplement work introduced in class
  - To communicate homework assignments, both regular and long-range in an appropriate framework.
  - To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully.
  - To provide course requirements and expectations at the beginning of each grading period to students and parents.
  - To consider available resources, materials and home situations when assigning a task.
  - To review and return homework to students within a timeframe which enhances instruction and provides a benefit to the student.
6. Parent Responsibilities
  - To establish a specific time, place and manner for homework to be completed
  - To provide students with the supplies and materials necessary to complete homework.
  - To monitor as needed, but not do homework for the student
  - To assist the student in planning a time schedule for long-term assignments
  - To initiate communication with the teacher when concerns arise

- To promote 20 minutes of reading each night.
7. Student Responsibilities
- To complete assigned work on time and return it to the teacher.
  - To plan to carefully schedule work on long-term assignments so that assignments will be completed on time.
  - To communicate with the teacher when he/she does not understand the assignment or is experiencing difficulty prior to due date.
  - To read 20 minutes per night.
  - Late work penalties are up to five points deducted each day for the first three days that work is late. A zero is recorded after the third day.
  - Parents may see their child's grade on the online grade book, and request to see the checklist, anecdotal records, etc.
  - Lesson plans serve as documentation of teaching the common core and curriculum goals and objectives
  - Students' work may be evaluated for more than one subject area as appropriate.
  - Nor more than 5 points may be deducted for failure to follow directions or assigned procedures.

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## SPECIAL EDUCATION SERVICES

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Crescent View Academy is not equipped to meet the needs of students with special educational needs. In Colorado, the educational needs of students may be assessed, free of charge, by public schools.

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## BIRTHDAYS AND PARTIES

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The two Eid celebrations are the only holidays we celebrate as a school. Decorations and activities that celebrate Eid are encouraged.

Students in all grades are not allowed to celebrate birthday parties at school, or to bring in items related to birthdays such as cakes, candles, invitations or balloons. We appreciate your cooperation.

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## FIELD TRIPS

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Students may participate in field trips related to topics covered in class. Parents who would like their children to participate must sign permission slips sent home before the field trip. Any child who does not have a signed permission slip will not be allowed to go on the trip. A child who is late to school on the day of a trip and misses departure with the other students will be kept at school.

## PRAYER

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Prayer is a daily practice at our school and is mandatory for students KG-8<sup>th</sup> grade. The school administration will schedule prayer sessions.

## NUTRITIONAL NEEDS

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### LUNCH

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Please pack a nutritious lunch and drink for your child. Fast Food deliveries will not be accepted at the front office.

**The following items are not allowed at any time at Crescent View Academy:**

- ❖ Soda and pop are not to be brought to school. Children are asked to bring fruit juices or other healthy drinks.
- ❖ Gum and candy should not be brought to school.
- ❖ All pork products and liquor are strictly prohibited.
- ❖ If your child has forgotten to bring lunch, you will be called to deliver it to school.

### WATER

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All children should bring a water bottle every day to school. It may be taken to all classes and children must be encouraged to drink often in our dry climate.

### SNACKS

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In addition to lunch, children should pack a healthy snack to bring to school. Snacks should be quick and easy to eat with one hand as snack time often accompanies work. Please pack snacks that cause minimal crumbs and mess.

Thank you for helping us develop healthy eating habits in our children.

## HEALTH AND SAFETY INFORMATION

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## VISITORS

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If you are planning to visit a classroom or other area of the school building during the school day, you should call the front office and pre-schedule an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member (Not Administration) should be made at least 48 hours in advance to allow the school sufficient time to make arrangements for substitute coverage, as necessary.

- Upon arrival at the school building, all visitors must register in the front office before proceeding to any other part of the building.
- As part of the registration process in the front office, all visitors will be asked to sign the visitor register and provide their driver's license or other state-issued photo-identification, which may be held by the building office for the duration of the visit. Car keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the front office, sign out on the Visitor Register and return the visitor badge. Once the visitor has checked out, the building office will return the visitor's driver's license, ID or keys, as applicable.

Please note that parents and guardians who are dropping off items for a student in the front office, and who will not otherwise be proceeding into the school building proper, may do so without advance registration.

The school reserves the right to deny an individual entry to any school building, when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

## EXTRA SECURITY MEASURES

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In order to keep our students and employees safe CVA will no longer allow parents access during morning arrival or dismissal, unless the students are enrolled in the Nursery, Pre School or Private Kindergarten Program. These parents are authorized to drop-off and pick-up their children. There is a policy that the students have to be signed in and signed out daily. (*See Arrival and Dismissal Policy and Procedures*)

Students enrolled in KG-8<sup>th</sup> may only be dropped-off and picked-up in the back gate area. Students who are also enrolled in the CVA Quran and Islamic Studies Program must also be picked-up from the back gate area. *(See Arrival and Dismissal Policy and Procedures)*

Students enrolled in activities after 3:15 PM are required to have a permission waiver completed to ensure that the school is released of any security violations or breeches as well as any injuries that may occur during the after school activity. Parents and siblings waiting for participants in activities after school may sit in the school atrium and have minimum access to the remaining parts of the building.

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## EMERGENCIES

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In case of a serious injury or a major emergency, the school will call 911 and request an ambulance to transport the child to the emergency room. Parents are responsible for all emergency-related costs. **Make sure the school has your current numbers so you can be contacted in an emergency.**

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## ILLNESS

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If your child becomes ill or injured during the school day, you will be called and asked to pick up your child as soon as possible. If your child contracts a contagious illness such as strep throat, chicken pox, conjunctivitis or other illness, please inform the school immediately. Please do not send a sick child to school. While attendance is important, the health and safety of your child and other children is the main concern.

Children who exhibit symptoms of contagious illness, including colds, may be sent home.

**A student needs to have been on antibiotics for at least 24 hours before returning to school. If a child has had a fever or has been vomiting, please do not send them to school until they have been well for 24 hours. Your cooperation in this matter is greatly appreciated.**

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## MEDICATION

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Most medication can be administered before and after school. If a child needs to have medication administered to him/her during school hours, parents need to follow this procedure:

1. Parents fill out a "Permission to Administer Medication" form signed by the child's physician and the parent.



2.The medication is brought to school in the original container and left with the Office Manager. Students are not allowed to have the medication in their possession at any time.

Parents must specify the dosage, time the last dose was taken, time to administer the next dose, and the number of days it is to be administered. Unused medication must be picked up by the parent or will be discarded by the school within a week.

Over the counter medication may be administered to a child if the parents bring it to the Office Manager in the original container, and a “Permission to Administer Medication” form is filled out, including the signature of the child’s physician.

**You must inform the School if your child/children have special medical needs. If your child/children develop a special medical need during the school year, inform the Office Manager and your child's teacher at once .** The School will not administer medications to students without a doctor’s and a parent’s written permission. Students may never administer medication to another student at any time, including a sibling.

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## IMMUNIZATIONS

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Colorado State Law requires all students to have had all age-required immunizations before entering school. Immunization records must be filed with the school showing the dates when children received DPT, Polio, MMR, Varicella 1, Hepatitis B and Tetanus shots.

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## CHILD ABUSE

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Under the Child Protection Act of 1987 (C.R.S. 19-3-301) in Colorado Children’s Code, School staff and employees are required by law to report suspected child abuse or neglect. It is not the School's or the staff’s role to investigate suspected abuse – only to report it. If such a situation occurs, the school administration will call DDHS, Child Abuse Hotline, the County Department of Social Services or local enforcement agencies and report the suspected abuse or neglect.

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## FIRE DRILLS

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Fire drills are regularly conducted at the school. Students will practice following exit routes to an assigned area outside the building. They are to do this in a quiet and orderly manner.

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## TORNADO PROCEDURES

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If a tornado warning is in effect in the school area at dismissal time, students will not be dismissed until the warning is lifted. The only exception is that a parent may pick up his or her child/children, or if a parent has notified the school specifically that their child may leave with someone else the school knows to be related or known to the child and who is listed on the student's file as a person authorized to pick up the student. *In these cases, the parent or guardian will be required to enter the building to get their student(s).*

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## DELAYED START AND SNOW DAYS

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Delayed start or snow days due to bad weather will be broadcast on TV Channels 2, 4 and 9 by 7:00 AM. CVA will also use the Emergency Alert System to notify families of any weather alerts.

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## EMERGENCY PREPAREDNESS AND NATURAL DISASTERS

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- All students and staff are expected to stay in school.
- All breaks, planned excursions and outdoor activities will be canceled.
- All doors must be closed.

In the event of an emergency, it is often best if parents do not rush to the school. The school has procedures to handle emergencies and often the school will be "locked down" as part of those procedures.

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## LOCK DOWN (CODE RED OR CODE YELLOW)

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When the school has been locked down, all doors will be locked and persons not known *by sight* to the school staff *will not be admitted for any reason. DO NOT SEND ANYONE TO PICK UP YOUR CHILD IN THE EVENT OF AN EMERGENCY WHO IS NOT KNOWN BY SIGHT TO THE SCHOOL STAFF -- they will not be admitted to the school, they will not be allowed to pick up your child, and if they persist in an attempt to enter the Police will be called.*

## PARENTAL INVOLVEMENT

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### PARENT/TEACHER CONFERENCES

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These are scheduled twice a year. Parents meet with teachers to be informed of their child's progress, achievements, and problems. Parents are encouraged to share their questions and concerns.

### QUARTERLY REPORT CARDS

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These reports are sent home at the end of every quarter with grades, test results, comments and concerns of the teacher. Reports must be signed by the parent and returned to school.

### PROGRESS REPORTS

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Close to the mid point of each academic quarter, teachers will send home progress reports to inform parents of the child's progress. These should be signed by a parent and returned to school.

### PHONE CALLS, NOTES

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If the teacher has a special concern about your child at any time, you will be contacted. At any time you have a concern that needs to be addressed, please do not hesitate to call the school to make an appointment with the teacher. Your calls will be promptly returned by the teacher. The school telephone number is **(303) 745-2245**. Your call will be answered or you may leave a message.

If you need to inform the teacher or school of something, you may also send a note with the student or leave a message at the teacher's extension.

### SCHOOL COMMUNICATIONS

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Parents will be informed of school events through flyers or letters sent home with the students. Please check your child's backpack regularly to make sure you are getting the information. Each Monday, your child's teachers will send home a newsletter to inform you of the activities of the week. At the beginning of each month, The CVA Newsletter, will keep you abreast of school events. In addition, our school website is [www.crescentview.org](http://www.crescentview.org).

To ensure the safety and security of our students and staff and the orderly operation of Crescent View Academy's Learning Center and other educational programs, all parents and guardians and other individuals planning to visit our schools during the school day are required to follow the school registration and checking in/check out procedures. Please take time to review the visitation procedures.

All visiting persons must have specific school related issue for their visit. Crescent View Academy does not entertain non-school related visits.

If you need to meet with a member of the Administration, call in advance to schedule an appointment. Meetings with administration usually require a 24 hours in advance unless there is an urgency or emergency.

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## PARENT VOLUNTEERS

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The CVA Volunteer Program was implemented as a means of obtaining parental support of all the activities necessary to enrich the school experience for its students. Many programs such as hot lunch, Eid Celebrations, Movie Nights, and Science Fair etc. simply cannot continue without dependable volunteer support. Additionally, we want parents to be actively involved in the school as effective partners in our development and success.

Each CVA family must complete a total of 20 volunteer hours; ten of which need to be completed by January 31<sup>st</sup> (first volunteering period) and the other ten by May 31<sup>st</sup> (second volunteering period). Your volunteer hour can be completed by working directly with your child's teachers, through the PTO, board committees, school project and events, etc.

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## VOLUNTEER PROCESS

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- ❖ Pick-up Volunteer Hour Log (card) from the front office
- ❖ Sign in at the reception desk each time you come to volunteer
- ❖ Wear the card while you are volunteering at CVA
- ❖ Get the card initialed by the person you volunteer for
- ❖ Keep your card with you until the end of each volunteering period
- ❖ Hand in your card to the front office by the first week of January for tabulation of first volunteering period. Cards turned in late will not be tabulated
- ❖ You may collect your card in mid-January for the second volunteering period
- ❖ A list of parents who have completed their 10 hours will be posted on the website.

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## VOLUNTEER OPPORTUNITIES

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- ❖ Volunteer opportunities are communicated on the CVA Website.
  - ❖ Parents can check with their child's teacher or the school representative for volunteer opportunities.
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## VOLUNTEER FEES

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The front office will keep track of volunteer hours through the Volunteer Hour Log. If you do not submit your completed volunteer log by the deadline, you will be charged a volunteer fee. For administrative east, the 10 hours is an all or nothing requirement; the full 10 hours must be met by the end of each volunteering period. If you do not complete the 10 hours in each period you will be charged a fee of \$100.00 per volunteering session.

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## VOLUNTEER GUIDELINES

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- ❖ Please schedule with the school/teacher ahead of time before you come to volunteer. We want to ensure that we have a project ready for you when you come in and cannot accommodate "walk-ins".
  - ❖ Hours can be completed by siblings (age 16+), grandparents, aunts, uncles.
  - ❖ Please do not bring younger siblings. Try to make babysitting arrangements with other parents. Please remember that your participation is an important part of your child's development. Although you can satisfy your 20 hours by paying the volunteer fee, we prefer to see all of our parents involved in the school community.
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## PARENT TEACHER ORGANIZATION (PTO)

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All parents automatically become members of the PTO when they enroll their children. The purpose of the PTO is to bring school and parent efforts together to better our school. PTO meetings are held regularly at the school and all parents are invited. At PTO meetings, parents and teachers discuss their concerns and suggestions about school policies and activities and try to come up with ways to improve the school. You will be receiving separate mailing and communication from the PTO.

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## SCHOOL COMMUNICATION POLICY

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A student's success at Crescent View Academy depends in large part upon two-way communication between the family and the school, requiring effort on the part of both parties. When questions or problems arise contact the principal

immediately. In order to resolve any conflicts CVA has developed certain guidelines.

Although ideas are always open to criticism, people are not. Any student, teacher, parent, or staff member engaging in faultfinding, gossip, rumor spreading or personal attacks will be in violation of this policy.

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### ACADEMIC CONCERNS

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When you have a question, want more information, or need clarification of a situation concerning classroom matters or social problems, contact your child's homeroom teacher. Please make an appointment so that the teacher can arrange for a time to adequately discuss the situation. If, after the meeting you still have concerns, you can bring the concern to the Principal's attention.

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### SCHOOL POLICY AND PROCEDURES

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Concerns over matters such as dress code, after-school pickup of children, any safety matter, major concerns with the curriculum, conflicts with staff or faculty, should be discussed with the Principal. Please make an appointment to discuss the matter.

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### MATTERS NOT RESOLVED AT THE SCHOOL LEVEL

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The CVA School Board's primary functions are to advise the Principal, set overall policy, and assure the overall integrity of the school. If there are concerns these should be brought to the attention of the Board president. A written complaint will be encouraged.

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### ADMISSION INQUIRY

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The Principal will answer questions concerning the admission policy to the school.

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### PARENT/TEACHER CONFERENCE

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Parent-teacher conference is scheduled for three times during the school year. This is a valuable opportunity to meet with your child's teacher(s), ask questions, review work, and receive evaluation.

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### CODE OF CONDUCT

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For the development of good responsible behavior, the parents are requested to work closely with their children. It is good to teach them to say Assalamu Alaikum when leaving or entering the classroom, office and/or home. Paying due respect to elders and teachers is a part of worship. To keep their school neat and tidy and

to take care of their textbooks is important too. To observe the etiquette of silence and worship during the wudu and prayer will teach them discipline in their daily life. Moreover, the students should conduct themselves in a responsible manner and be aware of all school rules and regulations.

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### INAPPROPRIATE CONDUCT

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Conduct that goes against the basic Islamic ethical codes will be considered a serious offense. Failure to comply with the Crescent View Academy dress code is a serious offense.

The possession of drugs, alcohol, tobacco, or any object that is a weapon or threatens or any violent behavior or behavior that threatens the inflict bodily injury will be dealt with very seriously. It should be expected that such behavior will result in expulsion.

Using profanity, vulgar language or making obscene gestures to fellow students, teachers or staff, committing theft or damaging school property, engaging in name-calling, ethnic or social slurs, or using indecent, immoral language are also serious offenses.

Other undesirable conducts include but are not limited to: fighting; running and/or making excessive noise in the building and/or classroom; refusing to obey the teacher's instructions; refusing to use classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; cafeteria misconduct (like misuse of food); cheating and/or copying the work of other students; chronic class tardiness, unauthorized leaving of classroom and or building; disrespectful or discourteous general behavior or any other misconduct which may interfere with the orderly educational process.

If a student is charged with an infraction of the disciplinary rules, the teacher will inform the office and the parents of that charge and of the disciplinary action taken as a consequence.

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### RELATIONSHIP BETWEEN STAFF AND PARENTS, IN THE SCHOOL COMMUNITY

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For the success of any school, cooperation and support of the parents is necessary. We should make every effort to accept the parents as co-workers in the education of their children. Teachers should feel free to call parents for a conference on behalf of their child's interest. On the other hand, parents may request a conference with the child's teacher should the situation warrant such a step. These conferences should be arranged well in advance so that the proper preparations can be made.

**Friendliness** – Maintaining a friendly, yet at the same time, professional relationship between parents and co-workers.

**Respect** – Respect other’s rights to their individual points of views and ideas.

**Integrity** – Maintain confidentiality of information.

**Tolerance** – Equal Treatment, not showing favoritism, accepting all at their individual levels. Support cultural differences in designing the curriculum.

**Helpfulness** – Work in a comfortable manner between Staff, parent helpers, volunteers, and assistant teachers, offering guidance in positive ways.

**Receptiveness** – Be receptive to new ideas.

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## SCHOOL DISCIPLINARY POLICY

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The teaching of Islamic self-discipline and responsibility for one's behavior, along with the development of an Islamic personality, is one of the prime objectives of the school. When changes of student behavior become necessary, every effort will be made to afford the student, parent, and staff member "due process" pursuant to Islamic values.

Students who violate school protocol will be subject to discipline according to the guidelines listed in this policy. Every incident will be treated as an individual case and judged on its own merit. The seriousness of an offense, the conditions under which it occurs, and the student's past school record and attitude are factors to be considered. The Principal has the right to decide what course of action will be taken pursuant to the present document.

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## LEVEL 1 TEACHER INTERVENTION

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Through clear expectations, positive example, and appropriate, consistent consequences, our Pre-Kindergarten and Kindergarten students learn respect for themselves and others. Teacher responses to negative or inappropriate behaviors may include the following elements as necessary and appropriate:

1. **Conferencing:** The teacher explains the inappropriateness of the behavior in terms of its effect on self and others. More appropriate behaviors are identified and discussed. The child is encouraged to assume responsibility as needed.
2. **Logical consequences:** The teacher applies appropriate, logical consequences to the student (e.g.: picking up, sharing and apologizing, etc.)
3. **Redirection/Distraction:** The teacher presents alternatives to children engaged in conflict (e.g.: presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or different peer, encouraging independent play).
4. **Take a break:** The child is separated from his peers for an appropriate period of time. The child rejoins peers after a silent time and following a conference with teacher.



## LEVEL 2 ADMINISTRATIVE SUPPORT

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If inappropriate behavior is frequent or severe, teacher and/or administration will conference with parents to identify and implement a plan to address the child's needs. When advisable, families will be referred to a professional.

## LEVEL 3 SUSPENSION/REFERRAL FOR EXPULSION

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For serious violations of school rules, such as behavior that potentially jeopardizes the safety or well-being of others, the school policy is as follows:

- We have a **ZERO TOLERANCE** policy for fighting, bullying, threatening, or physical or verbal abuse of others.
- We have a **ZERO TOLERANCE** policy regarding any type of violence.
- We have a **ZERO TOLERANCE** policy regarding the possession of any type of weapon.
- Other offenses which the teacher considers serious should be dealt with in the same way.
- Any student engaging in any such behavior should be sent to the Principal or Assistant Principal immediately and his/her parents will be contacted.
- The consequences of such behavior may include immediate expulsion from the school.
- Other offenses which the school considers serious will be dealt with in the same way.

## SUSPENSIONS

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The Principal or the Principal's designee will hold a conference with the student, parent/guardian, and if practical, the school employee who referred the student to the office. At this time, the student and parent/guardian will be informed of the reason for the disciplinary action and the evidence against the student. The student will be given the opportunity to present his/her side of the case prior to the suspension being finalized.

At the end of the conference, parents/guardians will be given a written notification stating the reason for the suspension and the date the student can return back to school. If a parent/guardian cannot be reached for a conference, a written notice will be sent home with the student, as well as mailed home, indicating the offense committed and the date the student may return back to school.

Suspensions will not exceed five (5) consecutive school days per suspension.

## EXPULSIONS

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If the Principal or Principal's Designee feels that the student has committed an act that requires expulsion from the school, he/she will provide written notification to the student's parent/guardian ten (10) days prior to the hearing in front of the Board of Directors.

The Board of Directors will have thirty (30) days to hear the case and make a determination whether or not the student committed an expellable act once they have been notified by the Principal or the Principal’s Designee. At the hearing the student will have the right to representation, the right to present evidence, and cross examine any witnesses. Prior to the hearing, the student and his/her parent/guardian will be apprised of his/her rights. The Board of Directors will make their decision within a twenty-four (24) hour timeframe. All decisions made by the Board of Directors will be final. The student will not have the right to appeal the decision to be expelled from CVA, since all expulsion decisions are deemed absolute by the Board.

Students who have been expelled from CVA will be given a written plan by the Board of Directors to follow in order to be readmitted into CVA at a later date. Prior to readmission, the Principal or Principal’s Designee and the Board of Directors, must meet with the student and parent/guardian to determine if the plan has been successfully followed and that the student no longer poses a threat to the educational environment. Readmission into the School, however, is contingent on the School’s capacity.

**LADDER OF DISCIPLINE**

<b>Level 1 Offenses</b>	<b>Level 2 Offenses</b>	<b>Level 3 Offenses</b>
<ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Not prepared for class</li> <li>• Minor disrespectful behavior</li> <li>• Talking in class</li> <li>• Out of seat without permission</li> <li>• Chewing gum</li> <li>• Refusal to do work</li> </ul>	<ul style="list-style-type: none"> <li>• Repetition of Level 1 offenses</li> <li>• Leaving class without permission</li> <li>• Obscenities/Profanity</li> <li>• Technology misuse</li> <li>• Uniform infraction</li> <li>• Defiance</li> <li>• Cheating</li> <li>• Lying</li> <li>• Instigating a fight</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Gang paraphernalia</li> <li>• Pushing</li> <li>• Hitting</li> <li>• Tripping</li> <li>• Stealing</li> <li>• Vandalism/Destroying property</li> <li>• Sexual Harassment</li> <li>• Throwing Object in unwarranted places</li> </ul>
<b>Level 1 Consequences and Remediation</b>	<b>Level 2 Consequences and Remediation</b>	<b>Level 3 Consequences and Remediation</b>
<ul style="list-style-type: none"> <li>• Reminders/Verbal warning</li> <li>• Detention/ Time out</li> <li>• Redirection/Think Sheet</li> </ul>	<p><b><u>First Offense:</u></b> Dismissal for remainder of the day or 1 day suspension</p>	<p><b><u>First Offense:</u></b> 3 day suspension</p>

<ul style="list-style-type: none"> <li>• Loss of privilege</li> <li>• Phone call/Conference with Parent</li> <li>• Individual time with teacher to re-teach appropriate behavior</li> </ul>	<p><b><u>Second Offense:</u></b> 3 Day Suspension</p> <p><b><u>Third Offense:</u></b> 5 day Suspension</p>	<p><b><u>Second Offense:</u></b> 5 day suspension</p> <p><b><u>Third Offense:</u></b> 5 day suspension or recommendation for expulsion</p>
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## STUDENT EXPECTATIONS

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At Crescent View Academy we believe that all students are capable of making choices. Students can choose to follow the rules or they can choose to break them. Students who choose to follow the rules will be recognized and rewarded as outlined in our Character Counts –Caught being Good System. And Students who break the rules will be held accountable to our Ladder of Discipline. Students quickly learn that when they do good things, good things happen, and when they do bad things, bad things happen. For every positive contribution results a positive motivator and conversely for every negative infraction results a negative consequence. This is the basis of our expectation policies and one of the key contributors to our school culture and safe environment.

### CAFETERIA EXPECTATIONS

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1. Be prepared for lunch
2. Sit down at assigned table
3. Sharing snacks and lunch items is not permissible
4. Speak with an indoor voice
5. Raise your hand for permission when you would like to get out of your seat
6. Clean-up you table and eating area
7. Line-up when instructed by an adult

6. Use kind words
7. Share and take turns
8. Listening to recess supervisors
9. Boundaries
10. Stay within playground perimeter
11. Get permission to use restroom or get a drink of water
12. Avoid interrupting other activities
13. Clean-up
14. Pick up personal belongings
15. All litter goes into the trash can
16. Routines
17. Listen for whistle
  - \*1<sup>st</sup> whistle (attention needed)
  - \*2<sup>nd</sup> whistle (line-up)

### PLAYGROUND EXPECTATIONS

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1. Always be safe
2. Use equipment properly and be responsible
3. Hands and feet to self
4. Two-Hand touch football only
5. Respect others

### HALLWAY EXPECTATIONS

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1. Always walk
2. Always use indoor voices
3. Be Responsible
4. When in a group be in straight line and quiet
5. Pay attention to others

6. Keep hands to yourself and respect others and the school property
7. When addressed by a school employee stop and respond respectfully
8. Restroom and water fountain breaks should be by permission only
9. Eating and drinking are only allowed in designated areas

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#### MUSALA EXPECTATIONS

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1. Have Wudu before entering the Musala at prayer times
2. Put shoes on shelves
3. Enter quietly and respectfully
4. Sit quietly and wait for directions
5. Food and drink items are never permissible

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#### COMPUTER LAB

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1. Enter quietly and only when accompanied by a school staff member
2. Sit where assigned as directed by a school staff member
3. Use equipment responsibly
4. Clean your assigned area before leaving
5. Log in and log out as instructed and promptly
6. Work efficiently and stay on task as directed
7. Raise your hand and wait patiently if you need assistance
8. Always ask before printing
9. Food and drinks are never permissible

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#### ARRIVAL AND DISMISSAL

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1. Stay in assigned area
2. Follow directions
3. Be on time
4. Be responsible for your belongings

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#### RESTROOM EXPECTATIONS

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1. Talking is not permissible when in the bathroom
2. Respect the privacy of others
3. No more than 6 students in the restroom at a time
4. Be responsible and use restroom as intended
5. Keep the area clean after use
6. Use toilets properly
7. Dispose items correctly
8. When applicable Apply Islamic hygiene and manners at all times.
9. Always wash your hands with soap and water before exiting.

## GENERAL SAFETY AND GUIDELINES

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### STRANGERS IN THE BUILDING

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Students are instructed to never open any of the school doors for any person. They are told to get the Office Manager or the Principal. Please do not ask a child to allow you into the building. Do not attempt to enter the school except by the main entrance. If you enter the building, you must check in at the office. No parent or guardian or other person is permitted to deliver a lunch box, homework, or other personal items directly to a student or a class room. Please deliver them to the Office.

Our Teachers, Employees and Staff are **required** to call the Police if they suspect that a visitor does not belong in the building, is suspicious or if that person refuses to proceed immediately and without protest to the Office. **If a person enters the building over a staff member's objection, including a parent or guardian, the staff will immediately call 911 and report an unauthorized trespasser.**

These policies are designed to protect our children and our staff. Violations of these policies will be dealt with the seriousness they deserve.

### VIOLENCE ON SCHOOL PROPERTY

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**Crescent View Academy has a zero tolerance policy for any type of violence, whether verbal, emotional or physical. If you or someone else is in danger of physical injury, DO NOT HESITATE, CALL 911.** The School is a safe haven where students, staff and visitors can always feel safe and free from violence or the threat of violence. Actions or conduct which violates this policy is unacceptable and will be dealt with firmly. Enrollment of any student at Crescent View Academy is agreement by that student and by all adults in the student's household that they understand this Policy and agree to abide by this Policy.

Our commitment is to promote a safe learning and working environment for the School's students and staff. The School is committed to working with its students and their parents to maintain an environment free from violence, threats of violence, bullying, harassment, intimidation and other disruptive behavior. While this kind of conduct is not pervasive in our School, no environment is immune. In order to ensure an emotionally and physically safe environment in our School community we will do our best to stop any behavior that is threatening, harassing, bullying, or dangerous. **If any student, parent, or staff member feels threatened, upset, or endangered by someone's behavior, that person has both the right and the responsibility to report the incident or conduct.** Complaints may be made to the class room teacher, to the office personnel, or to

the Principal. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior, please report it without delay.

Violence, threats, harassment, bullying, intimidation and other disruptive behavior in our School will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or emotional. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Our goal is to prevent problems whenever possible. We offer conflict resolution training and self-protection and boundary-setting training through our School community. We ask parents to discuss our expectations with their children. We ask parents to review these policies and understand them thoroughly. Even though we cannot make children feel happy and safe all the time, it is important that they get in the habit of talking problems over with their parents and teachers. If children feel unhappy or unsafe, we don't want them to feel alone and we do want them to have adult help in figuring out what to do. Moreover, School staff members have a right to be free from violence or threat of violence from any source, including parents or visitors.

**This policy also applies to parents of students and all visitors to the School as well as to the staff and students.**

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#### INCIDENTS INVOLVING AN ADULT

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**If you or someone else is in danger of physical injury, DO NOT HESITATE, CALL 911.**

If a problem occurs with an adult involving violence or the threat of violence, regardless of whether the person is a parent, visitor or staff member, then the School will consider the incident to be a major incident.

**In the event of a major incident**, where the School officials believe that the matter can be handled by a conference between the parties to the incident or by speaking directly with the individuals involved, the following process may be used. If the problem or incident is then the School will notify the appropriate authorities.

**NOTE:**

Physical violence by an adult is more than a major incident and will be handled in only one way by the School. **PHYSICAL VIOLENCE IS A CRIME.** *Whenever an incident involves a physical assault by an adult, School officials will call the police. Whenever an incident involves a physical contact or extreme verbal harassment or emotional assault by an adult on a child, School officials will call the police.* When the Police are called, the School will make a Criminal Complaint. There are no exceptions.

In cases of all major incidents the following process **may** take place **but in the sole and absolute discretion of the School may be eliminated altogether.**

1. The School Principal or a person designated by the Board of Directors will meet with the Principal and those other persons deemed necessary for the meeting. A plan will be made so that persons involved will understand what happened and decisions can be made about remedies, apologies, or other solutions or steps to deal with whatever happened and to prevent future problems. The goal will be to resolve the situation in a solution-oriented, fair, and respectful fashion for everyone involved. Every effort will be made to protect everyone from concerns about retaliation.
2. A letter will be sent to the persons involved informing them of the actions which the School has determined are appropriate. The letter will describe the steps taken to resolve the matter and any remedies which may be determined by the School to be necessary to insure that the incident or problem does not recur. Such remedies may include barring a person from the building and School grounds, requiring that a person obtain prior permission to enter the building or attend School functions, expulsion or suspension of children of adults involved in such an incident, or any other remedy which in the sole opinion of the School's officials might be useful in avoiding repetition of unacceptable behavior.
3. When necessary the School may decide to hold a meeting will be held so parents can discuss their concerns and get help in how to talk to their children.
4. Where appropriate, training and/or counseling will be offered to the parents, teachers, and students involved in the incident.
5. At all times, the School reserves the absolute right to call outside authorities, including the Police Department, if in the sole opinion of the School officials the situation warrants referral to outside authorities. In such cases, one or more of the steps stated above may be eliminated, skipped, delayed or modified.

Any type of violence, including bullying in Schools, in addition to other forms of violence and abuse, affects the safety, well-being, and academic success of all the students. By working together to address the problem, adults can create a safer, more positive learning environment.

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## QUESTIONS AND CONCERNS

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Should a student or a parent have any questions or concerns at any time, please contact the school at (303) 745-2245. For concerns related to academics, behavior, curriculum or field trips, contact the class teacher. For concerns related to registration, accounts or health, contact the Office Manager. For concerns about the building, administration or other issues, contact the Principal.

We hope you have a happy and productive year at Crescent View Academy. See you at school!



FAMILY GUIDELINES HANDBOOK ACKNOWLEDGEMENT FORM

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Dear Parents,

Please read through this handbook and discuss appropriate sections of it with your child. It is intended to answer your questions about school policies and guidelines and prepare your child for a smooth entry into the new academic year. It is a good idea to keep it handy, for we are sure you will find it a useful reference throughout the year.

The policies, procedures and rules contained in the handbook are required to be adhered to by all students, parents and guardians.

Please sign below to acknowledge that you have received a Student/Parent Handbook 2011-2012, and that you have read it and agree that you and your child will comply with all the policies and procedures within.

Please return this page to the school. Thank you.

Parent's Signature.....Date.....

Name of Students at CVA:

Grade:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_