

Crescent View Academy

Parent/Student Handbook

2019-2020



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Updated: July 2019

WELCOME

Dear Crescent View Academy families,

Assalamu Alaikum and welcome to the 2019-2020 school year at CVA! We are excited for the new school year and look forward to working with each of you to help each student achieve their dreams, contribute to community, and engage in a lifetime of learning.

This handbook outlines all of the valuable information that will help your student have a fun and successful experience at CVA this year. It provides basic information about school operations and activities, and serves as your official notification of policies, procedures at our school. **We urge parents to read it thoroughly and make sure they and their students are well acquainted with rules and expectations therein.** Should you require further assistance, you are invited to visit the school's web page at www.crescentview.org or to call us at **(303) 745-2245**. We are always happy and pleased to be of assistance.

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 as we work together to provide our children with an excellent education.

Iyad Wazwaz
Principal

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WHO WE ARE: GENERAL INFORMATION

Crescent View Academy (CVA) is a full-time accredited private Islamic school serving PK-12th. Established in 1993 in Aurora, Colorado, CVA serves as the Muslim communities trusted full time Islamic academy in the Denver Metro area. CVA is accredited by AdvancED as well as by the Council for Islamic Schools in North America (CISNA). The early childhood education program is also four-star rated Colorado Shines.



OUR PROGRAMS & ACADEMIC YEAR

We provide our students with a positive and professional learning environment, with the goal of nurturing and developing students into individuals who are academically competitive, and morally sound in their Islamic values and beliefs.

Crescent View Academy offers these academic programs and services:

1. Early Childhood Education (Nursery - Pre-Kindergarten)
2. Elementary School
3. Middle School - High School
4. Fifth Track: Dedicated Quranic Memorization track per request and qualifying test.

Our academic year runs from mid-August until the end of May or beginning of June and is divided into two two-quarter semesters and grading periods. Our school day varies depending on the program(s) a student is enrolled in.

OUR ADMINISTRATION TEAM

The Crescent View Academy administrative team is composed of:

- | | |
|--|--------------------|
| • School Principal | Mr. Iyad Wazwaz |
| • Director of Business Office & School Development | Mr. Anwar Zuraigat |
| • Director of Student Success | Mrs. Mariam Sabr |
| • Director of Student Affairs & Community Engagement | Imam ShemsAdeen |
| • CVA Office Manager | Mrs. Mounia Tazi |
| • Business Office Assistant | Mrs. Sana Qureshi |

PURPOSE

To develop, educate and nurture, empowered and capable generations of leaders rooted in academic and moral excellence, and social responsibility, and are committed to serving their communities and societies.

VISION

“A virtuous community, embodying excellence within all spheres of society”

MISSION

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 (sAaws) with a true sense and pride of their Islamic identity.

CAMPUS MOTTO

“Success for Every Student, Every Chance, Every Day”

SCHOOL COLORS | ACADEMIC SEAL

Midnight Blue & Sandy Brown | CVA Seal of Excellence



CHOOSING CVA: SCHOOL HIGHLIGHTS

As members of the Crescent View Academy community, we value scholarship, character, and leadership manifested through an authentic Islamic environment, world class academics, and diverse extra-curricular activities.

Academic Excellence & Islamic Scholarship

- Lifelong Learners: Instilling in our students a real love of learning.
- Integrated Curriculum: Demonstrating a comprehensive way of life.
- Common Core: 60% of academic program focused on ELA, Math, Science, Social Studies, P.E. and Art Education.
- Islamic Education: Comprising about 40% of weekly instructional time. Quran recitation and memorization, Islamic studies, and Arabic language.
- Islamic Studies: Beliefs, Rituals and Worship, Islamic History, Manners.
- Quran and Arabic Language: Understanding and connecting with the Holy Quran. Taught according to their linguistic background and readiness level.
- Reaching Maximum Potential: By offering the best possible educational opportunities and experiences.

Character Development & Moral Excellence

- Instilling love for and understanding of Islamic teachings and practices.
- Character Emphasis: Respect, effective communication, & cooperation.
- Safe Islamic Environment: Students develop and flourish physically, socially, emotionally, and intellectually.
- School calendar incorporates major Islamic events and holidays, as well as standard school breaks within the education system.
- Eid Holidays: Eid Al Fitr and Eid Al Adha celebrated to reinforce the students' sense of Muslim identity.
- Daily Salah + Jumuah: Students attend weekly Friday congregational prayers in adjacent Musallah, as well as offer mid-afternoon (Dhuhur) prayers daily.
- Teaching by example: Instructors and administrators also attend prayers and uphold Islamic teachings and principles show Islam in practice.
- Tarbiyah: Character development 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.
- Assemblies give students the opportunity to perform Islamic songs and skits in front of their peers and helps build a strong Muslim identity.

Individual Leadership & Social Responsibility

- Atmosphere of enthusiasm and confidence to promote student learning. The Crescent View Academy educational program is designed:
- 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 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.

AFFILIATION AND NON-DISCRIMINATION

- 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 parochial 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

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:

Any new enrollment requires admissions testing at CVA

1. Participating Nursery and Preschool students must be the ages as designated by the school program.
2. Participating Kindergarten students must be at least 5 years old by December 31st, 2019
3. Participating 1st Grade students must be at least 6 years old by December 31st, 2019
4. Participating 2nd Grade students must be at least 7 years old by December 31st, 2019

COMPLETED ENROLLMENT PACKET INCLUDES:

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)

1. Copy of Birth Certificate or I-94 if applicable
2. Copy of updated immunization records
3. Proof of guardianship documentation if applicable

FEEES

1. Registration Fees

- *Nursery – PK: \$300.00 non-refundable one-time fee per student*
 - *KG – 12th: \$250.00 non-refundable one-time fee per student*
2. **Admissions Testing Fee:** *\$50.00 for all new incoming KG-12th students*
 3. **First Months Tuition:** [Mandatory by June 3rd]

CVA TUITION SCALE

For latest tuition scale, please visit crescentview.org > Admissions > Tuition & Fees

FINANCIAL HARDSHIP APPLICATIONS

For all applicants applying for CVA's financial hardship "student tuition assistance program", should pick-up a new application when they submit their enrollment packages or can apply online at crescentviewacademy.org under the admissions tab.

Applications must be submitted no later than May 30th prior to the start of the academic school year. Recipients of financial hardship for previous years, will still need to complete and submit a new application and supporting documentation on a yearly basis. ***Families applying for financial hardship must pay the first month of tuition, as well as registration and materials fees in full upon registering their child.***

Recipients of financial hardship must also fulfill CVA volunteer hours: Twenty volunteer hours per semester per family, forty total hours per year per family. Business office will bill unfulfilled volunteer hours at \$10 per hour.

TUITION PAYMENT OPTIONS

- Annual non-refundable registration fee is due at the time of registration.
- Payments from September -May are due monthly on the 3rd of each month.
 - **Option 1:** Set up online auto pay through the Gradelink portal.
 - **Option 2:** Pay monthly online through Gradelink portal.
 - **Option 3:** Pay monthly cash, check, or credit card at front desk. *Note 2% credit card transaction fee paid at front desk.
 - **Option 4:** Pay yearly tuition in full at time of registration.

**Note a \$25.00 fee will be charged for returned checks.

PAYMENT REGULATIONS

- If in the circumstance that a monthly tuition payment has not been received by the 3rd of the month, the Business Office will email a late payment reminder regarding the delinquent account and requesting payment within one week. Tuition delinquency for more than 60 days may result in student disenrollment.
- Parents are responsible for yearly tuition and are expected to keep their accounts balanced with the school.
- Students disenrolled from CVA in the middle of the school month, will still be required to pay full tuition for that month.
- Crescent View Academy does not issue refunds for tuition, registration fees, or any extemporaneous fees including but not limited to (field trips, events, etc.)
- Materials: Students are required to purchase their supplies at the start of each school year.

ATTENDANCE INFORMATION

STUDENT ARRIVAL TIMES & HOURS OF OPERATION

School Hours: 8:00am-3:15pm KG-High & 8:00am-4:00pm Infant, Toddler & PK. *Student*

Arrival Times: No earlier than 7:45 AM and no later than 8:00 AM.

Office Hours: 7:45am - 4:30pm

REPORTING AN ABSENCE

If your child is absent, please call the office by 8:30am to inform them of the absence.

Notifications for absences will be sent through gradelink.

WORK MISSED DURING ABSENCES

All work missed during absences must be made up by the student. It is the parent's and student's responsibility to find out what work was missed and find out from their teacher(s) when the work is due. For planned absences, students may arrange with the teacher to take work in advance and complete it during an absence, provided the teacher is given sufficient notice (2 weeks in advance).

DROP-OFF

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.**

TARDINESS

It is important for children to arrive to school no later than 8:00 AM every day. Arrriving 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. 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.
4. 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 TO PARENT/GUARDIAN

Students will only be released to their parents/guardians. If at any time a parent or legal guardian would like someone else to pick up their child, they may do so only with written parent/guardian authorization in the child's registration packet.

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

There are no exceptions to this rule, even when children are going home with friends, relatives, etc. All students are dismissed from the drive thru dismissal only, not from the front office.

DISMISSAL TIME

Dismissal time is 3:15pm every day for KG-12th students and 4:00pm for students enrolled in the full-time ECE program. Please be prompt in picking up your child.

EARLY PICK-UP

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


1. Call the office at least 60 minutes prior to early dismissal to inform them of the time of the child's departure.
2. Upon arrival, please visit main office to sign out your child.
3. After sign-out, Office Manager will call your child from class and have them sent you in the office.
4. Teachers, who are informed of early pick-up one day in advance, will be able to prepare for missed student work.
5. Students may not be picked up for early dismissal on a regular basis, or after 2:45pm. Parents instead are asked to wait till normal dismissal time.
6. Students returning to school same-day, must be signed in at main office.

DISMISSAL AREA

All KG-8th grade students will be dismissed in the exterior dismissal area. Parents are asked to carefully drive into school dismissal area at east gate, stop briefly to allow your child to board, then proceed toward exit gate. Kindly follow directions of CVA staff directing traffic to ensure safe, smooth and timely dismissal.

LATE PICK-UP & AFTER SCHOOL CARE

Students KG -8th grade and ECE student who have not been picked up by 3:45pm & 4:15pm respectively will be taken to the after school care program to wait for parent pick-up. After School Care is available Monday-Friday from 3:15pm - 6:15pm for families needing additional time between the end of the school day and pick-up. (See website, Parents > Extra Curricular Activities)

Activity	Description	Dates	Instructor(s)	Fee
After School Care 	After School Care is available for families that need additional time between the end of the school day and pick-up.	Monday-Friday 3:15 PM-6:15 PM	Mrs. Giornazi	\$5.00/hour 1 st child max \$10.00/day \$2.50/hour additional child max \$5.00/day \$10.00 per hour/child if not contracted or pre-arranged.

Dismissal time is very busy for staff & teachers supervising the safe dismissal of all children to their parents. **Kindly avoid using dismissal time to discuss concerns with teachers. Pressing concerns**, can be discussed by appointment.

STUDENT WITHDRAWAL POLICY

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.

SCHOOL UNIFORM

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 & Grade	Option 1	Option 2	Option 3
PK- 12th Boys & Young Men	Pants: Khaki Shirt: Burgundy Polo Top or White Dress Shirt with Burgundy Sweater Vest	Pants: Khaki Shirt: Forest Green Polo Top or White Dress Shirt with Green Sweater Vest	
PK - 4th Girls	Pants: Khaki Shirt: Burgundy or Forest Green Polo or Long Sleeve	Jumpers: Burgundy or Forest Green Jumper with White Blouse or White Dress Shirt. They are required wear white or charcoal Tights or Leggings under their jumpers ONLY.	Hijab required only for young women grades 5 th - 12 th grades
5th – 12th Young Women	Skirt: Long (A-Line); hem may not exceed 2 inches above the ankle. Blouse: Long-sleeved white blouse Sweater/Vest: Forest Green or Burgundy Plain white hijab is mandatory for girls in 5th – 12th grades	Tunic: Burgundy Tunic Only available at www.eastessence.com Pant: Khaki Uniform pants Plain white hijab is mandatory for girls in 5th – 12th grades	Uniform Khaki Abaya: Available at www.alhannah.com If you chose to wear abaya, you only have one option as listed above. Plain white hijab is mandatory for girls in 5th – 12th grades

- ❖ 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 (Kufis) and Hijabs are permissible to be worn on students' heads.

OUTERWEAR FOR COLD WEATHER

During cold weather, students may wear outerwear over their uniform which coincides with uniform colors and standards. Only forest green and burgundy outerwear will be allowed. Jackets with hoodies need to be worn with the hood down/off on campus at all times

*Please write your child's name on a label in the jacket to avoid unclaimed jackets being sent to Lost and Found.

HAIR/EARRINGS/JEWELRY

Girls and Young Women:

No nail polish or color should be used on nails.

No excessive makeup including but not limited to foundation, eye color, lipstick mascara, and eye liner.

No exaggerated jewelry including but not limited to large chains, rings, bracelets and hijab or hair accessories.

Girls' grades K-4 should have hair that is neat, clean, moderate and natural in color. No exaggerated hair styles or extensions is allowed and no use of excessive gels and hairsprays. Hair should not be in the child's eyes and must be neat and clean.

Girls' grades 5-12 are to be wearing their hijab at all times.

Boys and Young Men:

Boys are not to wear hats, caps, head gear, makeup or jewelry of any kind on campus.

No goatees, exaggerated or inappropriate beard or sideburn styles.

Boys' hair should be neat, clean, natural in color, and moderately cut (above the collar in the back and above the eyebrows in front and above the middle of the earlobes on the sides). Hair must be neat and clean with no use of excessive gels and hairsprays and no exaggerated hair styles or extensions.

No body-art or piercings temporary or otherwise is allowed for any students at CVA.

ITEMS NOT PERMITTED

School is a place where students come to be educated. We believe that there are certain items which disrupt the educational process, and therefore are not permitted. The following is a representative list including, but not limited to those, items that will not be allowed for a student to carry on him/herself or in the backpack at school:

- ◆ Video Cameras
- ◆ Smart watches
- ◆ Game-boys, Nintendo, iPods, MP3 players, Air and other personal devices.
- ◆ Anything deemed inappropriate for the learning environment
- ◆ Laser Pointers or similar devices
- ◆ Pets/Animals
- ◆ Skateboards/roller-skates/in-line skates/ “heelies”
- ◆ Water guns/aerosol cans
- ◆ Pocketknives
- ◆ Large dollar bills more than \$20. Field trips in most cases require less than \$20.
- ◆ Medications and all kinds of medicine. These must be handed over to the front office to be administered by the School Nurse or Office Manager.
- ◆ Exceptions may be made for special activities or classes that require any of the above. All items considered unacceptable will be confiscated and will not be returned till the end of the month or current quarter as determined by administration. CVA accepts no liability in loss, cost, replacement or revenue of confiscated items. Administration reserves the right to use discretion in defining unacceptable items.

CELLULAR PHONES/ PERSONAL ELECTRONIC POLICY

In our learning environment it is important that students stay focused on their learning. Items that interrupt the learning process or violate CVA policy may be confiscated by staff. This may include but is not limited to all phones, iPads, headphones, video game consoles etc. Repeat offenses can result in administrative consequences and confiscation. Use of electronics during class is at the discretion of the individual teacher however the following facts must be taken into consideration:

Personal Electronics Use:

- ◆ Any non-permitted use or possession of a cell phone or personal electronics during educational time may result in confiscation of the phone and disciplinary action. Only parents or legal guardians may retrieve confiscated phones/electronics, and must do so during school hours from the main office.
- ◆ Testing areas are electronics and cell phone-free zones; students must leave their cell phones in the designated area during testing, and may only use approved devices i.e. calculators etc.
- ◆ In addition to the implementation of cell phone policy, students may face other consequences that might be associated with the cell phone/electronics use on campus such as technology misuse, cheating, bullying, intimidation etc.
- ◆ CVA is not responsible for lost or stolen items, including all electronic devices. Any loss is the responsibility of the students. We advise leaving all electronic devices and valuables at home.

TECHNOLOGY & NETWORK ACCEPTABLE USE POLICY

Rationale:

Crescent View Academy provides computers, networks, and Internet access to enhance learning and teaching opportunities. The Internet may be used as a powerful research tool in a school setting. It can provide information beyond what is available in local print resources. This global

network provides students the opportunity to explore and examine vast amounts of local, national, and international resources. The information available touches on every area of the curriculum. In order to become lifelong learners, it is important for students to gain electronic information retrieval skills.

Students who wish to take advantage of the opportunities at CVA must agree to abide by the school policies for electronic resources and equipment use.

Rights & Responsibilities:

Computers and Internet access are provided so that students may conduct research and communicate with others. Access to these tools will be provided only to those students who act in a responsible manner. Use of computers and the Internet is a privilege, not a right. This policy has been developed to outline responsibilities students must adhere to in order to maintain user privileges. Crescent View Academy does not endorse any material that is available over the network. The school takes no responsibility for the content of these resources over which it has no control. All users shall assume full liability, legal, financial, or otherwise, for their actions.

Guidelines for Internet and Computer Use:

Responsible, ethical, and legal behavior is expected from each user. Each user must respect the rights of all other users on the Internet and must be responsible for his/her actions involving school computers, networks, files, passwords, and accounts.

Before students may use the Internet, they must have the following:

1. A completed user agreement signed by both the student and the parent/guardian.
2. Permission and supervision of a staff member during the use of electronic resources.
3. Training in appropriate and ethical use on the internet.

All students will have access to a school email address and online document collaboration through Google Docs as well as a variety of other web tools. Staff and students are expected to abide by the tenets of digital citizenship when using any form of network communication which include but are not limited to: **Etiquette, communication, literacy, access, commerce, law, rights and responsibility, health and wellness, and security.** Students and staff should be polite and only use appropriate language. All resources must be used in compliance with copyright laws. **Students are not allowed to play unapproved and unsupervised computer games at school.**

Unacceptable use will result in the loss of access privileges. Examples of unacceptable Internet and computer use include, but is not limited to, the following:

Examples of Unacceptable Internet and Network Use:

- Committing plagiarism, the act of copying from the Internet with the intent of presenting that information as your own work.
- Revealing personal information about yourself or others (i.e. last name, home address, name of school, e-mail address, or telephone number).
- Typing or using inappropriate language including language that is profane, vulgar, threatening, discriminatory, harassing or otherwise inappropriate for the school environment.

- Accessing, sending, or displaying inappropriate images or videos including media content that is offensive, violent, obscene, or sexually explicit.
- Using the school's network and Internet resources for any illegal activity.
- Violating copyright laws by downloading copyrighted materials without the owner's permission.
- Using Chat or Instant Messaging software not approved by teacher or CVA.

Examples of Unacceptable Computer and Electronics Use:

- Playing games not specifically authorized by a teacher.
- Degrading or damaging computer equipment or software.
- Deleting or altering files or file contents that do not belong to you.
- Copying or installing software or plug-ins.
- Changing system configuration settings or preferences.

STUDENT SOCIAL MEDIA POLICY & GUIDELINES

This social media policy applies to all students posting on school sponsored social media as well as personal. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

Student Guidelines:

- Be aware of what you post online. Social media venues including wikis, blogs and blog pages, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. **Do not post anything you wouldn't want friends, enemies, parents, teachers or a future employer to see.**
- Follow the CVA Acceptable Use Policy and Safety when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents. For details about online safety, be sure to check out <http://www.onguardonline.gov/>.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- **Do your own work!** Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing 2 another's idea(s) be sure to cite your source with the URL or web address. It is good practice to hyperlink your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else’s work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Any unauthorized online posting of other students, staff, or school property without explicit consent is not permitted.
- Any incident of cyberbullying should be reported immediately to a teacher, parent or counselor. Cyberbullying should always be taken seriously.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Cyberbullying:

Cyberbullying by a CVA student directed toward another CVA student or school staff member is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment.

CVA prohibits acts of cyberbullying by CVA students through the use of any CVA owned, operated, and supervised technologies. The school principal or designee may report allegations of cyberbullying to law enforcement authorities.

Any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual’s property; has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the school principal or designee.

CVA has a zero tolerance against cyberbullying and each reported instance will be handled in accordance with district, local and state rules, policies and guidelines.

ACADEMIC AND PROGRAM SUPPORT ACTIVITIES

Crescent View Academy’s educational program is committed to ensuring that every student will be prepared for college and other post-secondary options. Educational programs at CVA 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

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

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
- Physical Education
- Computers and Technology
- The Holy Qur'an
- Arabic Language
- Islamic Studies

GRADING GUIDELINES

Student mastery of subject matter may be assessed in a variety of ways. It is not necessary, therefore, for all grades to require 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/Tests/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 Tests
- 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

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 weekends 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 student is expected to read or be read to at least 20 minutes. If two or more teachers are working with a student, the homework should be coordinated to adhere to the estimated daily homework schedule.*

3. Grades KG-4th 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 5th -8th Homework Guidelines
 - Grades reported as class work should be completed in classroom.
 - Grades reported as homework should be completed at home.
 - Homework will constitute 15% of the overall grade for each subject.
 - Students are expected to complete all homework assignments. Total homework should never exceed one hour and a half.
 5. Grades 9th -12th Homework Guidelines
 - Grades reported as class work should be completed in classroom.
 - Grades reported as homework should be completed at home.
 - Homework will constitute 15%-20% of the overall grade for each subject.
 - Students are expected to complete all homework assignments. Total homework will range from 1.5 – 3 hours a day.
 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 at least 20 minutes of reading each night.
 - Parents can see their child’s grades at any time via gradelink portal.
 7. Student Responsibilities
 - To complete assigned work on time and return it to the teacher.
 - To carefully schedule work on long-term assignments, for on time completion.
 - To communicate with the teacher when student does not understand the assignment or is experiencing difficulty prior to due date.
 - To read at least 20 minutes per night.
 - Late work penalties are up to five percent deducted each day for the first three days that work is late.

SPECIAL EDUCATION SERVICES

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.

BIRTHDAYS AND PARTIES

The two Eid celebrations are the only holidays we celebrate as a school. Decorations, activities, and holidays off, emphasize these special days of Eid.

Students in all grades are not allowed to celebrate birthday parties at school, or other non-recognized holidays or celebrations, and should not bring in items related to birthdays or other non-recognized school holidays, such as cakes, candy, candles, invitations or balloons. We appreciate your cooperation.

FIELD TRIPS

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. Parents who volunteer to chaperone on field trips, must remain with their class/group throughout the duration of the entire field trip. Your cooperation is appreciated.

PRAYER (SALAH)

Daily prayers play a foundational role in Islam and in a Muslim's life. Prayers are a daily practice at our school and required for students KG-12th grade. Prayer sessions are scheduled school administration accordingly.

NUTRITION AND WELLNESS

LUNCH

Please pack a nutritious lunch and drink for your child. Fast Food deliveries will not be accepted at the front office. For health purposes, sharing snacks and lunches is not allowed.

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, candy, popcorn should not be brought to school.
- ❖ Sugary snacks should be greatly reduced or eliminated for best health and learning at school .
- ❖ If your child has forgotten to bring lunch, you will be called to deliver it to school.
- ❖ All pork products and liquor are strictly prohibited.



WATER

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

In addition to lunch, children should pack a **healthy** snack to bring to school. Healthy snacks may include fruits and vegetables, cheeses, yoghurt, and non-processed and not sugary foods. Chips, hard candies, gum, are all foods that should be avoided. Popcorn is not allowed. Please pack snacks that are quick and easy to eat, and that cause minimal crumbs and mess.

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

GENERAL SAFETY AND HEALTH

VISITORS

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.

- All visitors must register in the front office before proceeding to any other part of the building.
- 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.

STRANGERS IN THE BUILDING

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.

EXTRA SECURITY MEASURES

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-8th 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 breaches 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.

EMERGENCIES

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.**

ILLNESS

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.

MEDICATION

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.

IMMUNIZATIONS

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.

CHILD ABUSE

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.

FIRE DRILLS

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. 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).*

DELAYED START AND SNOW DAYS

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.

EMERGENCY PREPAREDNESS AND NATURAL DISASTERS

- 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.

TORNADO PROCEDURES

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(ren), or if a parent has notified the school specifically that their child may leave with.

LOCK DOWN (CODE RED OR CODE YELLOW)

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.*

VIOLENCE ON SCHOOL PROPERTY

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.

INCIDENTS INVOLVING AN ADULT

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 or 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.

STUDENT EXPECTATIONS

At Crescent View Academy we believe that all students are capable of making their own decisions and choices. Students can choose to follow the rules or they can choose to break them. Students quickly learn that when they do good things, good things happen, and when they do bad things, bad things happen. Positive contributions result in positive motivators, and conversely, negative infractions result in negative consequences. This is the basis of our expectation policies and one of the key contributors to our school culture and safe environment.

HALLWAY EXPECTATIONS

1. Always walk and use indoor voices.
2. When in a group be in a straight line, keep your hands to yourself.
3. Be responsible by respecting others and school property.

4. When addressed by a school employee, stop and respond respectfully.
5. Eating and drinking are not allowed in hallways or by lockers, and are allowed in the cafeteria and other designated areas only.

LOCKERS AND SCHOOL PROPERTY

The administration has the right to search school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. CVA has the right to seize anything inappropriate at any time.

Items provided by CVA for storage (desk, lockers) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students should have no reasonable expectancy of privacy as lockers, desks, storage areas, etc., may be inspected at any time, with or without reason, and with or without notice by school personnel. Lockers are to be kept neat, clean, and free of stickers, decals, and food items, etc. Students are responsible for buying their own locks for the lockers. Students will need to bring a combination lock to receive the privilege of locker use. Lockers are to be kept locked at all times.

CVA is not responsible for materials lost or stolen from lockers. Entering or attempting to enter or break in a student's locker can be interpreted as an attempted theft and is subject to disciplinary action. Infractions of locker rules will result in disciplinary action.

***Further information on the CVA locker policy can be found in the policy addendum, and must be signed prior to use of locker by students.

CAFETERIA AND LUNCH

All food and snacks need to be eaten in the cafeteria. Lunches may either be brought from home or purchased from the cafeteria (per availability). The present cafeteria has only been approved as a "warm-up kitchen" where food may only be reheated in the microwave or served and eaten cold. Please remember that often times a microwave is not available due to the number of students waiting in line. We recommend sending ready-to-eat snacks and lunches like sandwiches etc. that do not require re-heating.

Students in the cafeteria, whether they eat or not, are asked to share responsibilities for keeping the lunchroom clean. All students are expected to clean up their eating space and dispose of their own trash. Students who run in the hallways, cut in front of others, display disruptive or inappropriate behavior, or refuse to listen to and cooperate with staff in cleaning etc. will result in disciplinary action which may include but is not limited to, loss of recess, detention, an assigned lunch seat, suspension and other consequences and loss of privileges.

1. Be prepared for snack and lunch and sit down at assigned table.
2. **Sharing snacks and lunch items is not permissible.**
3. Speak with an indoor voice & raise your hand for permission to get out of your seat.
4. Clean-up your table and eating area & line-up when instructed by an adult for dismissal.

PLAYGROUND

Always be safe

1. Use equipment properly and responsibly
2. Keep hands and feet to yourself
3. Two-hand touch football only
4. Respect others & use kind words
5. Share and take turns
6. Listen to recess supervisors at all times

Boundaries

7. Stay within playground perimeter
8. Permission needed to use restroom or drink of water
9. Avoid interrupting other activities
10. Clean-up
11. Pick up personal belongings
12. All litter goes into the trash can

Routines

13. Listen for whistle
 - *1st whistle (attention needed)
 - *2nd whistle (line-up)

MUSALLAH EXPECTATIONS

1. Make wudu before entering musallah for prayer.
2. Place shoes on shelves, do not leave shoes in the hallway on the floor.
3. Enter musallah in your best clean clothes and socks, and smelling your best.
4. Enter musallah quietly and respectfully, sit and wait for directions.
5. The musallah is a place for quiet contemplation and prayer, avoid running and socializing.
6. Replace Qurans neatly on the same shelves where they were taken from.
7. Food and drink items are never permissible in musallah.

RESTROOM EXPECTATIONS

1. Talking and socializing is not permissible when in the bathroom.
2. No more than 6 students in the restroom at a time.
3. Be responsible and use restroom as intended, respect the privacy of others.
4. Keep the area clean after use.
5. Use toilets properly (**SITTING DOWN**).
6. Use Islamic hygiene and manners at all times. (**MAKE ISTINJA**).
7. Always wash your hands with soap and water before exiting.
8. Keep the area clean after use, throw trash away.

SCHOOL DISCIPLINARY POLICY

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.

LEVEL 1 TEACHER INTERVENTION

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

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

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

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

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

Level 1 Offenses	Level 2 Offenses	Level 3 Offenses
<ul style="list-style-type: none"> • Not following directions • Not prepared for class • Minor disrespectful behavior • Talking in class • Out of seat without permission • Chewing gum • Refusal to do work • Uniform Violation • Possession of item not permitted at school • Smart Phone/Tablet/iPod • Running inside the building • Screaming and shouting inside the building • Not following the rules in the Prayer Hall • Not following the rules in the Atrium during snack and lunch • Selling items for personal/individual profit that was not authorized by the school • Tardy/Late to school/class • Placing items on top or below lockers 	<ul style="list-style-type: none"> • Repetition of Level 1 offenses [More than twice] • Leaving class without permission • Obscenities/Profanity • Misuse of Technology • Major Disrespect, Defiance • Insubordination • Cheating/Plagiarism • Lying • Teasing, Name-calling • Instigating a fight • Isolating classmates or friends (borderline bullying) • Inappropriate use of the restroom or not using the restroom correctly • Not participating in scheduled job tasks • Hiding or wasting time during Prayer Time • Leaving garbage in locker causing odor • Tampering with someone else's locker 	<ul style="list-style-type: none"> • Repetition of Level 1 and/or Level 2 offenses • Play Fighting • Pushing • Hitting • Tripping • Bullying • Stealing • Vandalism/Destroying property • Sexual Harassment • Throwing Object in unwarranted places • Gang paraphernalia • Tampering with surveillance cameras • Spreading rumors or gossip that is unwarranted or not appropriate • Weapons • Causing unsafe or life threatening situation • Opening doors for strangers • Leaving school campus without proper procedures or guardian
Level 1 Consequences and Remediation	Level 2 Consequences and Remediation	Level 3 Consequences and Remediation
<ul style="list-style-type: none"> • Reminders/Verbal warning • Time out • Redirection/Think Sheet • Loss of privilege • Lunch Detention • Trash Pickup • Lunch Table Cleanup • After School Detention • Study Hall • Phone call/Conference with Parent • Individual time with teacher to re-teach appropriate behavior • Confiscation for 30 –days 	<p>First Offense: Dismissal for remainder of the day or 1 day suspension/Weekend Detention</p> <ul style="list-style-type: none"> • Phone call/Conference with Parent <p>Second Offense: 3 Day Suspension/Weekend Detention</p> <ul style="list-style-type: none"> • Phone call/Conference with Parent <p>Third Offense: 5 day Suspension</p> <ul style="list-style-type: none"> • Phone call/Conference with Parent 	<p>First Offense: 3 day suspension</p> <ul style="list-style-type: none"> • Phone call/Conference with Parent <p>Second Offense: 5 day suspension</p> <ul style="list-style-type: none"> • Phone call/Conference with Parent <p>Third Offense: 5 day suspension or recommendation for expulsion</p> <ul style="list-style-type: none"> • Phone call/Conference with Parent

PARENTAL INVOLVEMENT & VOLUNTEERISM

PARENT/TEACHER CONFERENCES

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

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

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

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

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.

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.

PARENT VOLUNTEER PROCESS

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 31st (first volunteering period) and the other ten by May 31st (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.

PROCESS:

- ❖ 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.

VOLUNTEER OPPORTUNITIES

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

VOLUNTEER FEES

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 ease, 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.

VOLUNTEER GUIDELINES

- ❖ 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.

PARENT TEACHER ORGANIZATION (PTO)

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.

SCHOOL COMMUNICATION POLICY

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.

ACADEMIC CONCERNS

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.

SCHOOL POLICY AND PROCEDURES

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.

MATTERS NOT RESOLVED AT THE SCHOOL LEVEL

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.

ADMISSION INQUIRIES

Admission inquiries concerning school admission policies etc. can be addressed by the Principal.

PARENT/TEACHER CONFERENCE

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.

CODE OF CONDUCT

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.

INAPPROPRIATE CONDUCT

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 or any form of bullying and 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.

STAFF AND PARENTS RELATIONSHIP, IN THE SCHOOL COMMUNITY

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.

QUESTIONS AND CONCERNS

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!

AGREEMENT STATEMENT

Agreement Statement I acknowledge that I have received the Crescent View Academy Parent and Student Handbook for the current year either as a hard copy, or online access through the school website at crescentview.org. I have been given the opportunity to read it and review it with my child/children. I understand that I may call the school office if I have any questions about the information contained in the handbook. I hereby agree to cooperate and abide by all the rules and regulations provided in the Crescent View Academy Parent/Student Handbook. I acknowledge that by enrolling in my child in Crescent View Academy, I acknowledge and agree to terms, conditions, and regulations.