



**Elementary & Middle School
Parent/Student Handbook
2021-2022**

MESSAGE FROM THE PRINCIPAL

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Assalamu alaikum Warahmatullahi Wabarakatuh Parents & Guardians:

It is an honor and privilege for me to welcome your family to Medina Academy. The 2019-2020 school year has been an unprecedented one and with the help and guidance of Allah SWT, and the work and support of our board, faculty, staff, parents, and students, we continue to persevere and thrive successfully, Alhamdulillah. As we look towards the new school year 2021-2020, we hope that life in general and school will return to some normality as this year progresses, Inshaa Allah.

My philosophy of education is best summed up in this statement: ***To respect, nourish, and guide to fruition the pure nature (fitrah) bestowed by Allah SWT upon every child.***

Leadership is an enormous amanah, it is a bestowed trust. One of Medina's strengths is the collaboration of all stakeholders – board, teachers, staff, parents, students, and the community at large. I look forward to working with all of you and getting to know you better. With hard work, enthusiasm, and strong dedication to the mission of the school, we are committed to serving Allah (SWT) in all our operations and to instilling academic excellence and a lifetime love of learning in our students.

I highly encourage parents to read this handbook carefully and thoroughly. This handbook is an agreement between home and school, it provides essential information that you need to know about the school and how it operates. It contains policies, procedures, and protocols that allow Medina Academy to operate with integrity and efficiency. As the school year progresses, parents will be notified of any changes, amendments, additions to, or deletions from this handbook.

Please keep Medina Academy in your duas and Jazakallah khairan for all the support given to Medina Academy.

Wa alaikum salam,

Aishah Jalani

Acting Principal

Medina Academy

16242 Northup Way, Bellevue, WA 98008

(425)643-2678

Mission Statement:

The mission of Medina Academy is to provide quality academic and Islamic education in a community that nurtures a strong Muslim identity, fosters brotherhood, and strengthens moral character.

Medina Academy is a Washington state nonprofit corporation and is a tax-exempt organization pursuant to section 501(c) (3) of the Internal Revenue Code, Tax ID# 91-2070446.

Accreditation:

Medina Academy is an approved private school by the Washington State Board of Education. Medina Academy is accredited by Cognia Global Commissions (previously known as AdvancED) since February 2020 until 2025.

Core Values:

Excellence in Learning: Prophet Muhammad SAW said: *“Whoever follows a path in search of knowledge, Allah will guide him into a path leading to paradise.”*

Building Community:

- Honor the fitrah of the child
- Be empathetic
- Help others succeed – mutual uplifting
- Show love and care

School Motto:

- Be responsible
- Be respectful
- Be ready

Program:

As an Islamic school, we strive to use the principles of the Prophetic Pedagogy to drive our teaching and learning - we will strive to implement the teaching styles of the Prophet Muhammad (PBUH) as found in the Qur'an and Sunnah and complement them with contemporary research on teaching and learning for an Islamic school context. We use principles of Love & Logic to develop positive teacher-student relationships. We believe in positive approaches in regard to behavior and use encouragement to nurture and to reinforce the expected behavior.

Non-Discrimination Policy:

Medina Academy admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin, or religion in administration of our educational policies, admission policies, financial aid, and other school-administered programs. Moreover, Medina Academy is an Equal Opportunity Employer and prohibits discrimination and harassment against applicants and faculty.

Contact Information:

Mailing address: 16242 Northup Way, Bellevue, WA 98008

Bellevue Campus: 16242 Northup Way Bellevue, WA 98008	Elementary (Bellevue): Phone: 425-643-2678 Email: elementary@medinaacademy.org Office hours: M-F 8:30a.m. - 4:00p.m. School hours: 8:30a.m. - 3:05p.m.
Redmond Campus: <i>Muslim Association of Puget Sound</i> 17550 NE 67th Court Redmond, WA 98052	Middle School (Redmond): Phone: 425-556-2083 (Parents of enrolled students only) Email: elementary@medinaacademy.org School hours: 8:00a.m. - 2:55p.m.

School Operations:

Medina Academy follows the school calendar of the Bellevue and/or Lake Washington school districts. In addition to observing public holidays, Medina Academy observes the Eid holiday(s), exact dates of Eid are subject to the moon sighting. Please refer to the official school calendar on our website for the exact information about days off and vacation schedules.

Medina Academy makes no:

- representations as to kind, quality, or appropriateness of education for a particular student.
- guarantees as to educational outcomes.
- guarantees regarding re-enrollment and classroom composition.

Medina Academy can suspend or modify school operations due to a *force majeure*:

- "Act of God"
- Government action
- Terrorism
- Epidemic/pandemic

We can alter programming as circumstances may warrant, for example, modified curriculum, alternate means of instructions, schedules, policies, procedures, and practices. ***Tuition is non-refundable if there are changes to school operations due to force majeure.***

Hours of Operation:

The Medina Academy elementary office will be open Monday through Friday from 8:00 a.m. to 4:00 p.m.

- The elementary academic school day operates from 8:30 a.m. to 3:05 p.m. - morning drop off is between 8:15 and 8:30a.m.; and dismissal is 3:05-3:20p.m.
- The middle school academic day is from 8:00a.m. to 2:55p.m. - morning drop off is from 7:45-8:00a.m. and pick up is 2:55-3:10p.m.

In Bellevue, students are not allowed in classrooms earlier than 8:15a.m.; please wait with your child in your car until 8:15a.m.

In Redmond, students are not allowed in classrooms earlier than 7:45a.m.; please wait with your child in your car until 7:45a.m.

In addition, students are to be picked up promptly when classes are dismissed. Parents will be charged \$1 for every minute they are late for pick-up.

After School Program:

The Bellevue campus after-school program is currently offered by independent vendors. The after-school program operates from 3:20-5:30p.m. Students in the after-school program are required to bring their own snack. Priority in the after-school program is given to parents who require after-school care because of their work schedules.

School Uniforms and Dress Code:

The following are the uniform requirements, Monday through Friday. Uniforms may be purchased from the vendors below or from local stores like Target and Old Navy. The Medina Academy **logo is not required** to be embroidered on the uniform. Chronic and serious violations will be addressed by the principal on a case-by-case basis. The administration will determine whether students are complying with the dress code and may ban other items or practices considered generally inconsistent with the intent of this policy.

Boys Uniform:

Kindergarten to Grade 5:

1. Shirt: A **solid light blue** long or short sleeved dress shirt, turtleneck, or polo shirt with collar.
2. Pants: **Navy blue** trousers or pants. No sport pants or jeans allowed.
3. Cardigan (optional): **Navy blue** cardigan, vest or pullover.
4. Shoes: Closed toe shoes or sneakers. No sandals allowed.

Middle School Grade 6 to 8:

1. Shirt: A **solid maroon/burgundy** long or short sleeved polo shirt with collar.
2. Pants: **Khaki** trousers or pants. No sport pants or jeans allowed.
3. Cardigan (optional): **Maroon/burgundy** cardigan, vest, or pullover.
4. Shoes: Closed toe shoes or sneakers. No sandals allowed.

Girls Uniform:

Kindergarten to Grade 3:

1. Top/Blouse: A **solid light blue** long or short sleeved blouse with collar, polo shirt, or turtleneck top.
2. Pinafore/Jumper: **Navy blue** "round neck" or "V neck" jumper/pinafore with hem length below the knees and wide enough to allow students to sit cross-legged on the floor comfortably (keeping in mind prayer time). No skirts or dresses allowed.
3. Pants (**mandatory to be worn beneath the jumper/pinafore**): **Navy Blue** Cotton or Jersey Pants are to be worn underneath the Pinafore/Jumper. **No tights or stockings allowed**. Keep in mind comfort for kids during active play hours.
4. Cardigan (optional): **Navy blue** cardigan, vest, or pullover.
5. Prayer Scarf/Hijab: Students need to bring a head scarf to wear for prayer.
6. Shoes: Closed toe shoes or sneakers. No sandals allowed.

Grade 4 and 5:

1. Top/Blouse: A **solid light blue long sleeved** blouse with collar, polo shirt, or turtleneck top.
2. Jumper/Pinafore: **Navy blue** “round neck” or “V neck” jumper/pinafore with hem length below the knees and wide enough to allow students to sit on the floor comfortably (keeping in mind prayer time). Loose-fitting and must not reveal the shape of the body. Special length uniform jumper, pinafore, or abaya. No skirts or dresses allowed.
3. Pants (**mandatory to be worn beneath the jumper/pinafore**): **Navy blue** cotton or jersey pants (straight or pleated) are to be worn underneath the jumper/pinafore. **No tights or stockings allowed.** Keep in mind comfort for kids during active play hours.
4. Cardigan (optional): **Navy blue** cardigan, vest or pullover.
5. Hijab (mandatory): Head scarf is to be worn at all times during school hours.
6. Shoes: Closed toe shoes or sneakers. No sandals allowed.

Middle School Grade 6 to 8:

1. Tunic: **Maroon** tunic (website: www.eastessence.com, school - Medina Academy).
2. Abaya: **Maroon** (website: www.eastessence.com, school - Medina Academy), **all-black** plain abaya.
3. Pants: **Khaki** loose-fitting pants.
4. Cardigan (optional): **Maroon/burgundy** cardigan, vest, or pullover.
5. Hijab (mandatory): **White.**
6. Shoes: Closed toe shoes or sneakers. No sandals allowed.

Outerwear:

Blazers, heavy or lightweight jackets, coats or fleece may be worn to school and especially when outdoors - **Please label clothing with your child's name.** A lot of unlabeled outdoor wear ends up in “Lost & Found.”

Lost and Found:

A “lost and found” is maintained in the office. Unclaimed items are given to charitable organizations at the end of each month. Please be sure that all articles of clothing and other items are marked with your child’s name. Small or valuable items are kept in the office and must be identified.

The Admissions Process:

Withholding or misrepresenting information can jeopardize a student's enrollment. Any false, inaccurate, or misleading statements may lead to dismissal of a student. Families need to email the principal, principal@medinaacademy.org all details that may affect a child's experience at school such as, but not limited to, learning styles, medical conditions, behavioral issues, emotional needs, and family context. Families need to notify Medina Academy in writing of any changes.

Waitlist Process:

The first step in the admission process for students in Kindergarten through Grade 8 is to complete the online wait list application. All interested students should have a completed online wait list form as soon as the family has decided that they would like to join Medina Academy.

Medina Academy offers priority enrollment in the following order:

1. Enrolled students in good academic and financial standing.
2. Staff children.
3. Siblings of students already enrolled at Medina Academy.
4. Returning students.
5. Students on the waitlist, in order of application date.

For grades 1 through 8, enrollment or re-enrollment for the next academic year requires the successful completion of the current academic year either at Medina Academy or another recognized or approved program.

Denials of Admission:

Medina Academy will decline admission to students for the following reasons:

- Scholastic records demonstrate required services and resources that cannot be provided at Medina Academy.
- Disciplinary records from previous school settings, or observed disciplinary concerns in the admissions tour, interview, and/or academic assessment.
- Demonstrated academic achievement does not meet Medina Academy standards.
- Inaccurate or incomplete information that is material to the admissions process.

Class Registration Priority:

In grades that have more than one section, parents may inform the school of their preference during the admissions/re-enrollment process. Priority is given to families who complete registration the earliest, which means they register first online, submit any required additional documents, pay all required fees, and are up to date on tuition. Tuition must be current throughout the year. If, at the end of June, there remains a balance on a family's account for tuition or other fees, priority status will be lost.

Medina Academy reserves the right to assign students to a particular class. This is done to build a more equitable class roster and create a more conducive classroom environment.

Kindergarten:

To be eligible to attend Kindergarten, the child's fifth birthday must ***fall on or before August 31.*** Kindergarten applicants ***NOT*** meeting the age requirement will not be admitted to kindergarten. For kindergarten applicants not meeting the age requirement, assessments will not be given nor accepted from a third party.

First Grade and Above:

Underage children who have previously been enrolled in another school system for a period of not less than four (4) consecutive months may request transfer into a similar placement at Medina Academy, providing space is available. These students will need to be tested to determine eligibility. Otherwise, children will be enrolled in the grade appropriate to their age, based on the following:

- Grade 1 – age 6 on or before August 31
- Grade 2 – age 7 on or before August 31
- Grade 3 – age 8 on or before August 31
- Grade 4 – age 9 on or before August 31
- Grade 5 – age 10 on or before August 31
- Grade 6 – age 11 on or before August 31
- Grade 7 - age 12 on or before August 31
- Grade 8 – age 13 on or before August 31

New Student Registration Procedure:

All new students are required to pay a non-refundable \$50 application fee. Students applying for the 1st to 8th grade will be required to perform the following in order to be accepted into Medina Academy:

1. Take an admission test to determine a student's readiness.
2. Provide copies, at the time of application of a student's previous year's report card and Washington standardized state scores, and any other local or national test scores. Any delay in getting the necessary papers, forms, fees, and application, may cause a student to lose his or her place in the class.
3. Have an independent interview with the principal and/or teacher(s).
4. Pay a non-refundable \$50 application fee.
5. All new students will be on a three-month probationary period. If the school determines that the child is not likely to succeed at Medina Academy, and/or if the child's social or emotional behavior is not appropriate for Medina Academy, then the child's enrollment will be terminated during the probationary period.
6. **Medina Academy reserves the right to test and interview new kindergarten students.**

Tuition and Fees:

Medina Academy's tuition program is administered by an independent tuition service hired by Medina Academy, **SMART TUITION**. The annual tuition is divided into 11 monthly payments due on the 10th or 22nd of each month. The first tuition payment is due in August and the last one is due in June. All parents are encouraged to sign up for automatic deduction or pay in full. Medina Academy depends on prompt payment of all tuition to function efficiently.

We offer an installment plan for the submission of registration and facilities fees. Families who are interested need to contact registration@medinaacademy.org for more information.

Withdrawal Policy:

Parents who plan to withdraw their child must submit their request in writing by email to principal@medinaacademy.org and registration@medinaacademy.org.

The official date of withdrawal is the date the request is acknowledged, in writing, by the Medina Academy administration.

- The withdrawal fee on or after August 1, is the equivalent of one month's tuition, based on the plan you are required to pay.
- If a written notice of withdrawal is submitted prior to August 1, there is no withdrawal penalty.
- The registration fee is not refundable nor transferable.
- If families opt for the installment plan for the registration and facilities fees and withdraws during the academic year, the balance of these fees are due at the time of withdrawal.

Late Payment/Non-Payment:

Medina Academy is supported by and operates from the income derived from tuition and donations. Payment of these fees is set up on a monthly basis. Tuition payments must be made on the date due as stated on the financial contract signed by parents each year. The office will contact any parents whose payments are not received on time. Any extenuating circumstances regarding late payment must be made known to the principal in writing.

Students can be dismissed from school for non-payment or late-payment of tuition. No official school records of any kind, including report cards and test scores will be released on behalf of any student whose account is not current. If the account needs to be turned over to a collection agency the parents are responsible for all associated costs for collection. Medina Academy will notify the student's next school that the student's account is delinquent.

The administration has the final jurisdiction in the enforcement of these policies. Every effort is made to ensure fairness in the implementation of the financial policies. Any family whose financial account is not current will not be extended a re-enrollment contract until all accounts are current.

Returned Checks and Late Payments:

A fee of \$25.00 will be charged for each returned check. A penalty of \$50.00 will be charged for payments not received within ten (10) days of the due date.

Academic Expectations:

Medina Academy Homework Guidelines:

Exact guidelines for late work will be communicated by the principal within the following framework:

1. All work will be completed on time.
2. Points will be taken off for late work and/or this will be reflected on a student’s homework.
3. Parents may be notified if there is a problem in receiving completed homework.

Homework Time Guidelines

The following chart lists the appropriate amount of homework (in minutes) each grade level student should be assigned each day.

Grade Level:	Math, Science, English, and Social Studies:	Arabic/Islamic/ Qur’an:	Number of minutes students should read every day at home:
KG	15	10	20 with parent/guardian
1st	20	15	30 with parent/guardian
2 nd	30	20	40 with parent/guardian and or independent
3 rd	40	25	50 independent
4 th	30	30	60 independent
5 th	35	35	70 independent
6 th	40	40	80 independent
7 th	45	45	90 independent
8 th	50	50	100 independent

Note to parents: If students are spending more than the maximum expected time, please write a quick note or email to your child’s teacher(s).

Grading Scale:

Letter:	Percentage:	KG, Grades 1 & 2:	Comment:
A+	97-100	4+	Exceeds standards
A	94-96	4	Exceeds standards
A-	90-93	4-	Exceeds standards
B+	87-89	3+	Meets standards
B	84-86	3	Meets standards
B-	80-83	3-	Meets standards
C+	77-79	2+	Approaches standards – needs additional practice and support
C	74-76	2	Approaches standards – needs additional practice and support
C-	70-73	2-	Approaches standards – needs additional practice and support
D+	67-69	1	Below standard – area of concern
D	64-66	1	Below standard – area of concern
D-	60-63	1	Below standard – area of concern
F	59 and below	1	Below standard – area of concern

Grading Guidelines (Grades 3 to 8):

60% - Tests and quizzes.

40% - Performance Based Assessments (PBA) in-class assignments, projects, homework assignments.

Participation - to be noted as effort but not as part of a grade unless it is a Social Studies or English Language Arts learning standard. Then it can be counted as a class work assignment.

Grade Expectations:

Students are expected to maintain **70%** average or above in Language Arts, Math, Science, and Social Studies. If a student's overall average falls below 70%, the student will be placed on academic probation. Following two trimesters of academic probation, the student may not be eligible to return to Medina Academy until academic expectations are met.

Dishonesty in Assigned Work:

Students are expected to do their own work on all tests, papers, projects, or other assignments that are graded on an individual basis. Academic dishonesty includes:

- Cheating - copying answers from a source or someone else's work for all schoolwork.
- Turning in someone else's work as his or her own.
- Doing the work for someone else, gives his or her work to another student, or assists another student in an unauthorized manner.
- Plagiarism - copying and pasting texts, using the work of others, not giving credit for information and ideas used in student work.
- Lying to cover-up.

Students will be given a grade of zero whenever academic dishonesty is deemed. The incident will be reported to the principal and the parents, and appropriate disciplinary measures will apply. While Medina Academy encourages parents and guardians to support and supervise schoolwork completed at home, the work should be done by the student, and not by the assisting parent or guardian. Whether the homework is assigned to practice a skill taught in class or to finish a project begun in class, the teacher uses homework to evaluate the student's understanding of the student's actual level of comprehension or mastery.

Standardized Testing:

Medina Academy uses two forms of standardized tests:

1. Smarter Balance (state test): Grades 3 to 8.
2. Measurement of Academic Progress: Grades 1 to 8, at least twice a year in the first and third trimesters. The charts indicate MAP (RIT) scores in Reading and Mathematics at the beginning and end of year.

NWEA MAP Report: Percentiles for Reading (Beginning of Year)													
Higher Achievement	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms
	163	182	200	214	224	231	236	240	243	246	248	250	95
	155	174	190	204	214	221	226	230	233	236	237	239	84
	148	167	182	196	206	213	218	222	225	228	229	231	69
Rounded Mean	141	161	175	188	198	206	211	214	217	220	220	223	50
Lower Achievement	134	154	167	180	190	198	204	207	209	212	212	214	31
	128	148	159	173	183	191	196	199	202	205	204	206	16
	121	141	152	165	175	183	189	192	194	197	196	198	7
	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms

NWEA MAP Report: Percentiles for Reading (End of Year)													
Higher Achievement	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms
	180	199	214	225	232	237	241	244	246	248	249	249	95
	172	191	204	215	222	227	231	234	236	238	238	228	84
	165	184	196	207	214	219	223	226	228	230	230	230	69
Rounded Mean	158	178	189	199	206	212	216	218	220	222	221	222	50
Lower Achievement	151	171	181	191	198	204	209	211	212	214	213	213	31
	145	165	173	184	191	197	201	203	205	207	205	205	16
	138	158	166	176	183	189	194	196	197	199	197	197	7
	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms

NWEA MAP Report: Percentiles for Mathematics (Beginning of Year)													
Higher Achievement	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms
	165	184	199	212	225	236	243	250	256	260	262	266	95
	155	175	190	203	216	226	233	239	244	248	250	253	84
	248	169	183	197	209	219	225	231	235	239	240	243	69
Rounded Mean	140	162	177	190	202	211	218	223	226	230	230	233	50
Lower Achievement	133	156	170	184	195	204	210	214	217	221	220	223	31
	125	150	164	177	188	197	202	206	209	212	211	213	16
	118	143	157	171	182	190	195	198	200	204	201	204	7
	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms

NWEA MAP Report: Percentiles for Mathematics (End of Year)													
Higher Achievement	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms
	184	203	214	225	237	246	250	256	261	263	264	268	95
	174	194	205	216	228	236	240	245	249	251	252	255	84
	267	188	198	210	221	229	232	237	240	242	242	245	69
Rounded Mean	159	181	192	203	214	221	225	229	231	233	232	235	50
Lower Achievement	152	175	170	197	207	214	217	220	222	224	222	225	31
	144	169	164	190	200	207	209	212	214	215	213	215	16
	137	162	157	184	194	200	202	204	205	207	203	206	7
	K	1	2	3	4	5	6	7	8	9	10	11	2015 Percentile Norms

Parent Expectations:

The school staff asks parents to:

- Ensure that their children are well-rested before coming to school.
- Provide their children with a nutritious lunch and snack, as well as ensure a healthy breakfast before school.
- Drop-off and pick-up their child/ren on time each day.
- Reinforce examples of being ready, respectful, and responsible.
- Place a high priority on education and the importance of school.
- Stay informed regarding school activities by reading all communication sent by the school.
- Participate in PTO activities.
- Volunteer as much as possible.
- Monitor their children’s progress.
- Be a role model for their children.

Parent/Teacher Conferences:

Parent/teacher conferences are scheduled for all Medina Academy students in late November. Each student is provided an opportunity to schedule a conference with the teacher for either one or both parents to attend. Either the teacher or the parents may request a conference at another time.

Parent Classroom Visits:

If a parent would like to visit a classroom, he or she must first make arrangements with the office for the visit. Typical visits are 10 to 20 minutes in duration.

Expectations for Meetings between Parents and Medina Academy Staff:

During parent-teacher/staff meetings, there are chances that a parent will disagree with the teacher. No matter what differences arise, teachers and parents are expected to stay calm and deal with the issue objectively. If a teacher or parent would like to bring up an issue, it should be done without accusation. For example, a parent may ask about a homework policy and how long assignments should take the students, instead of rushing to insist that too much homework is assigned. Avoid the blame game and focus on problem solving. If any meeting involves shouting or disrespect, the meeting is expected to discontinue until all parties are ready to approach the issue again in a calm and objective manner. Remember, we all want the best for the child.

Attendance:

Medina Academy's attendance policy applies to all students in kindergarten and above. **Being present at Medina Academy every day is the best opportunity for students to achieve success and for teachers to measure it.** Students who are absent, miss important lesson instruction time in all their subjects and this can affect their learning and understanding of the concepts taught. As a result, students can be at risk of falling behind. Students are expected to make up missed work if they are absent. It is important and expected that students show up for class on time. Elementary starts at 8:30a.m. and Middle School starts at 8:00 a.m.

Our attendance policy at Medina Academy will be enforced as follows:

1. Parents are expected to email elementary@medinaacademy.org and inform the school office the reason for their child's absence. If a parent does not write, parents may be contacted when their student is absent to determine the reason for the absence.
2. After three (3) unexcused absences, a conference may be scheduled with the parents to address the absences and parents will be asked to develop a plan to regulate the attendance of their children.

A state law called the "Becca Bill" requires all children between ages 8 and 18 to attend school regularly. The law requires parents and legal guardians to make sure that their children are in school regularly. The law requires that students are in *school, full-time, every day*, unless there is a *valid* excuse. If a student *misses school without a valid excuse*, the student may be considered "truant." Parents can choose whether to send their younger children to school. If a parent decides to enroll a child who is six or seven, then the student must attend school regularly, on time, unless there is a valid excuse (or the parents decide to remove them from school). www.oeo.wa.gov

Excused Absences:

Excused absences can be planned or unplanned. Parents must submit a written note describing a planned absence at least three (3) school days in advance to elementary@medinaacademy.org . Planned absences include: Doctor or dentist visit, a special one-time, one day event. Unplanned absences include student illness or injury, illness, or injury of a family member. Parents must notify school within 48 hours after such an absence.

Unexcused Absences:

All absences not mentioned under Excused Absences above are considered unexcused. This includes absences or tardy days resulting from oversleeping or transportation problems. A parent's request to "excuse my child's absence" without a valid reason will cause the child's absence to remain unexcused.

Tardy Policy:

Elementary students must be in the classroom by **8:30a.m.**, after 8:30a.m., they are considered late. Middle School students must be in the classroom by **8a.m.** If you are late with your student or the student/s in your carpool, please ensure your student/s enter the classroom safely. Three (3) unexcused tardy days a month will be considered equivalent to one unexcused absence.

Early School Day Departure Policy:

A student may be released from school at times other than the regular dismissal time with administration approval and sign-out by an authorized adult. Parents must contact the office before departure to ask for the release of their children outside of normal dismissal times. The office will issue an early sign-out slip which must be presented to the classroom teacher before students are released.

Written permission from the parent must be provided. If a non-parent is picking up a student early from school, picture I.D. is required for student release.

Late Pick-Up Fees:

Parents will be charged a late pick-up fee of \$1 for each minute late. The late fee will be added to the family's SMART tuition account unless the school is notified otherwise. The pick-up time for the Bellevue elementary campus is 3:05-3:20p.m. and Redmond middle school campus is 2:55-3:10p.m.

Vacation and Absence Policy:

Families traveling or absent during the school year for any reason are still required to pay the tuition fees, even if their child is not attending classes. Parents/guardians are required to complete a *Long-Term Absences* form if a student/s will be away from school for more than one week.

We have only 180 very short school days to cover an extremely comprehensive and rigorous curriculum. As with any good school, our teachers do not teach straight out of a textbook. They prepare demonstrations, outside learning experiences, experiments, cooperative teaming activities, seminars, discussion groups and all sorts of exciting interactive strategies to help our students master their course work. These experiences cannot be duplicated when a student is absent.

Absenteeism unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom, and it negatively impacts the child who is absent as well as other students in the class. Students not only miss regular class interactions, but often forget what was taught prior to their absence, especially with younger elementary students. This places additional demands on the teacher to provide remedial assistance.

Teachers are not expected to prepare materials prior to a student leaving. Teachers may scan and email homework packets or keep a folder of assignments for the students to pick up upon the student's return to school. Teachers are not expected to remediate missed instruction for students who have missed school for a planned absence. Missed work must be completed at home. Parents must ensure that all missed work is turned in according to the timeline set ahead of time by the individual teacher. If too much time is missed in class(es), a student may be required to take additional outside courses in math and/or reading to make up for time missed to bring the student up to Medina Academy grade level expectations.

Photo and Video:

Medina Academy may record the image and/or voice and use the artwork and/or written work of a student on videotape, on film, in photographs, in digital media, and in any other form of electronic and print media, and to edit such recordings at our discretion.

Medina Academy offers school pictures once a year and families are under no obligation to purchase the photos that are taken of your student or pictures that your student may be in. Medina Academy may take pictures and record videos of the students that are sometimes used to help show parents what their student is doing at school. The photos may be displayed in the classroom and school premises from time-to-time and could possibly include your student. It is possible that a particular picture sent home with the other student may include your student.

Recess:

Recess is an important part of the school day for children. Students at Medina Academy will get fresh air almost every day except during severe rain, snow, lightning, or high winds. Students should be dressed for our northwest weather, including appropriate coats, jackets, shoes, or rain gear. Children will not be out more than 25 minutes.

Students are expected to obey the following playground rules:

1. Stay within the playground boundaries. The playground supervisor must see the student at all times.
2. Do not leave the playground for any reason without a pass or permission from the playground supervisor.
3. Show respect for other students, adults, and property. Offensive language and fighting is not allowed.
4. The playground supervisor may, at any time, determine a game to be unsafe and request the student to choose a different activity.
5. Do not play with plants, gravel, rocks, sticks, and bark.
6. Do not play in water puddles.
7. Settle differences peacefully. Consult the playground supervisor/s if help is needed.
8. Obey the playground supervisor/s in any matter.

If a student does not follow the playground rules, they may face the following consequences, in order of application:

1. Playground supervisor will remind the student of the rule.
2. Students will practice the appropriate behavior.
3. Students may need to practice problem solving with another student or adult.
4. Students may need to have a “cool off” in a quiet place chosen by the playground supervisor.
5. If a student intentionally and repeatedly violates the rule, the playground supervisor will issue the student a warning slip and the student’s teacher will be notified.

Student Health and Well-Being:**Medical Emergency Policy:**

All parents need to complete and return an **Emergency Information** form. In filling out the form, parents must provide the contact information of at least one other person who is available during school hours. This form will be used when your child is ill or if there is an emergency at school. In either case, we will first attempt to contact the parents/guardians at the listed numbers. If we are unable to reach them, we will leave a message if possible, and proceed down the emergency contact list in the order given. It is important for parents to inform the school office when the emergency contact information changes.

In case of injuries at school, the child will be treated according to the first aid and CPR training given to the staff. Using their judgment, the staff will determine the severity of the problem and decide whether to call 911 or not. The student’s caregiver will be notified as soon as possible. In case of a fever, flu-like symptoms, or other health concerns, the child will be separated from the rest of the students until his or her guardian picks him or her up.

Student Emergency Information:

All parents must provide complete, up-to-date student emergency information through Medina Academy's Renweb system. Each student must have at least two non-parents listed as emergency contacts in case neither parent is accessible. Parents are responsible for informing the office of any changes regarding the child's address, phone number, or other vital contact information. All changes should be made by parents directly through Renweb.

Health:

Immunizations:

All Medina Academy students must be up to date with all immunizations as required by the State of Washington Department of Health. For unvaccinated and partially vaccinated students, parents must show proof of exemption.

Illness:

Students need to stay at home if they have a fever of 100 or higher the previous evening. Students should be fever free for 24 hours before returning to school. When a student is determined to have a fever while at school, she/he needs to be picked up within half an hour. A student cannot attend school and will be asked to be picked up if any of these conditions occurs:

- vomiting
- diarrhea/ loose bowels
- pink eye/eye discharge
- runny nose (excessive or green mucus), sore throat or any signs of infection
- unexplained skin rashes
- lice (must be nit-free)
- any contagious illness (measles, mumps, chicken pox etc.)

Students at school who experience loose bowels or vomiting or any of the above symptoms will have to be **picked up within half an hour (30 minutes).**

Medications:

Any medication cannot be administered to a student that needs it unless a health plan is put in writing and a **Medication Authorization** form is filled by both the parent and health care practitioner. **Medication must be brought to school in the original pharmacy container with the printed date, dosage instructions, physician and patient's name.**

Allergies:

Medina Academy is a **Nut Free Zone**. It is important that we strictly prohibit ANY NUTS - peanuts, hazelnuts (Nutella), pistachios, almonds, cashews etc. in order to prevent a life-threatening allergic reaction. We are asking your help to provide students with a safe school environment.

Parents of Children with a Severe/Fatal Food Allergy Only:

If your child has a severe/fatal food allergy and keeps an Epi-pen at school, you will need to provide an extra snack to be stored at Medina Academy. It will have to be replaced when it expires. The parents of the student are expected to keep track of expiration dates. The backup food supply should be brought to school in a Ziploc-type bag, clearly marked in printed letters with the student's name on it.

Food and Snacks:

Students must bring their own healthy nutritious snacks and lunches from home. **No candy, gum, fast food, or soda will be allowed.** A list of any food allergies needs to be written and given to your child's teacher. We encourage you to develop healthy eating habits and provide your student with nutritious snacks/lunches rich in protein, calcium, fruits, and vegetables, limiting sugar, fat intake, and sodium.

Students will not be allowed:

- to share lunches with others in order to prevent allergic reactions and the ingestion of food of which other parents may not approve.
- to heat or have their food heated for them in a microwave oven.

If students forget or do not have lunch, parents will be contacted to bring in lunch or the school will provide a granola-type bar, fruit leather, and/or juice for a fee.

Water Policy:

Students are expected to bring a full bottle of water from home every day in a reusable bottle. Students can refill their bottles from the faucets in each classroom. If the student forgets his or her water bottle, students may buy water.

Child Abuse and Neglect Policy:

Washington Administrative Code (WAC) states that we must report child abuse, neglect, or exploitation to Child Protective Services (CPS). If any teacher has a reasonable cause to believe that a student has suffered abuse or neglect, she/he is required by law to report such incidents to the proper law enforcement agency. If a student reports that she/he has been abused by a parent/guardian/caregiver, the teacher is required to report this.

Mandatory Reporting:

All school employees who have knowledge or reasonable cause to believe that a student has been a victim of abuse or neglect are mandatory reporters under the law. Employees shall report such incident(s) to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency and the Department of Social and Health Services (DSHS)/Child Protective Services (CPS). Failure to report such incidents may be considered a misdemeanor under Washington State law.

Detection:

Child abuse and neglect are violations of children's human rights and an obstacle to their educational development. Staff shall be alert for any evidence of such abuse or neglect. For purposes of this policy, 'child abuse or neglect' shall mean:

- Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Creating a substantial risk of physical harm to a child's bodily functioning.
- Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus, or breasts of a child for other than hygiene, childcare, or health care purposes.
- Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- Assaulting or criminally mistreating a child as defined by the criminal code.

- Failing to provide food, shelter, clothing, supervision, or health care necessary to a child's health or safety.
- Engaging in actions or omissions resulting in injury to or creating a substantial risk to the physical or mental health or development of a child.
- Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Volunteer Policy:

Medina Academy is fortunate to have many classroom volunteers, both from the parent community and the greater Eastside community. Parent volunteers are appreciated in the classrooms, on the playground, in the lunchroom, on field trips and at other special classroom events. Inquire at the office if you are interested in volunteering your time to benefit our school. Please note that Medina Academy requires that all volunteers regularly scheduled in our school to go through a screening process.

Visitors:

In keeping with school policies and as a safety measure, we require that all visitors and volunteers sign in at the office as soon as they arrive at the school. Visitors will be given a badge to wear to identify them. If a visitor does not wear a badge, a staff member will direct the visitor to the office to get one. We appreciate your support and want you to feel welcome at Medina Academy. Thank you for realizing that the safety of all students is our highest priority.

Inclement Weather:

In case of inclement weather, Medina Academy will follow the Bellevue and/or Lake Washington school districts. If it snows, please follow these steps:

1. Check our website, <http://www.medinacademy.org> .
2. If BSD or LWSD is closed, we will be closed.
3. If BSD has a delay but LWSD is closed, we will be closed, and vice versa.
4. If BSD and LWSD have a delayed start (1 hour/2-hour late start), we will have a delayed start.

We will do our best to notify parents via email in a timely manner.

Grievance Policy:

Medina Academy's administration has put together a Grievance Escalation Procedure that is to be followed if need arises. In case a parent has serious concerns or complaints to address, the following procedure needs to be followed:

1. Request an appointment with the teacher and allow him/her some time to get back to you.
2. Discuss concern and issue in an Islamic manner, without hurting feelings or getting personal. Constructive feedback is always welcomed.
3. If the issue has not been resolved and you or the teachers feel that you cannot reach consensus, then you should request in writing an appointment with the principal explaining your side. The principal will contact you to set up a meeting. The principal will act as an arbitrator/ counselor in resolving the issue in accordance with Medina Academy preset rules and policies.
4. As a last resort, and if the principal is unable to reach any consensus with all constituencies or if the conflict is with the administration itself, then the issue will be escalated to the Board of Directors who will make the final decision.

Cell Phones & Electronic Devices:

Students with cell phones or computers on school property or while attending school-sponsored or school-related activities will observe the following:

- A) Computers – students will use their computers for academic purposes only - **Qur'an memorization, reading on their kindle, internet research on websites, or any website authorized by teachers.**
- B) Computers will stay in the classroom - students will not be able to use computers during gym, lunch, recess, prayer, or any other time outside of the classroom.
- C) Cell phones - the cell phone must remain turned ***OFF, OUT of SIGHT*** and kept on their person during the school day. Students must have teacher permission to use the cell phone, for example, as a calculator, for listening to Qur'an, or for reading.
- If students need to call their parents on their own cell phone, they need to ask the administrator/teacher first and make the call in the presence of the administrator/teacher.
- D) Emergency situation - the administrator and teacher will assist students in contacting their parents/legal guardians. Students may call 911, and their parents/legal guardians.
- E) Consequences of violation of policy:

1. First offence - The administrator/teacher will take the computer/cell phone away and return it to the student at the end of the day.
2. Second offence - The administrator/teacher will take the computer/cell phone away and the parents/guardians will have to come in to get the items.
3. Continuous violations of computer/cell phone use may result in further disciplinary action.

F) Students are responsible for the cell phones and other electronics they bring to school. Medina Academy will not be responsible for loss, theft, or destruction of students' electronics brought onto school property, or to school sponsored events.

Birthdays and Party Invitations:

Following the Islamic tradition, Medina Academy does not celebrate birthdays. Instead, teachers will recognize student accomplishments and contributions to the well-being of the classroom. To facilitate appropriate classroom courtesies, please do not pass out invitations in class.

Suggestions and Concerns:

Medina Academy is a school that consistently strives for improvement in all areas. All members of the school body – students, parents, volunteers, assistants, teachers, administrators, and visitors – are welcome to provide suggestions for improvement. Also, if there is a concern or complaint, it should be brought to the appropriate person/s:

- If there are general concerns and suggestions, you may forward them to principal@medinaacademy.org.
- If there are classroom concerns and/or suggestions, please first start with your child's teacher/s.
- If your concerns are not addressed by the teacher, you may email the principal at principal@medinaacademy.org. If the principal does not adequately address your concerns, you may email the board at board@medinaacademy.org.

Medina Academy Discipline Policy:

Medina Academy empowers students to become agents of their own lifelong learning. This effort also extends to the area of school discipline. Each teacher is charged with co-creating class rules that reflect respect, fairness, and conflict resolution. Because we strive to be proactive in matters of discipline, we must clearly spell out the levels of disciplinary infractions and consequences.

<p><u>Level I violations include, but are not limited to:</u></p> <ul style="list-style-type: none">● Disruptive behavior in or around school● Hallway disturbances: running, no hall pass, tripping, etc.● Eating candy, chewing gum, and drinking beverages● Cheating, forgery, or plagiarism● Disrespect of others● Abusive language and profanity● Failure to complete assignments or follow directions● Littering inside/outside of school● Not wearing proper uniform● Bullying and harassment● Throwing objects● Gambling● Truancy or tardiness● Disobedience, disrespect toward staff● Lying● Cell phones and other electronic devices must be turned off while school is in session	<p><u>Level III violations include, but are not limited to:</u></p> <ul style="list-style-type: none">● Repetition of Level I and Level II violations● Intentional hitting, kicking, punching, fighting, etc.● Setting or attempting to set a fire● Possession of pornographic material● Possessing using or selling alcohol and drugs <p><u>Consequences for Level I and II violations can include:</u></p> <ul style="list-style-type: none">● Call to home● Parent conference● Time-out● Detention● Disciplinary referral to office● Exclusion from extra-curricular activities, including trips● Short term suspension <p><u>Consequences for Level III violations can include:</u></p> <ul style="list-style-type: none">● Suspension for one (1) to ten (10) days● Recommendation for expulsion● Intervention of law enforcement authorities
<p><u>Level II violations include, but are not limited to:</u></p> <ul style="list-style-type: none">● Chronic disruptive behavior (repeated level I violations)● Hitting, kicking, punching, fighting, etc.● Bullying and harassment*, including sexual harassment● Defiant/ threatening behavior toward staff● Tampering with the fire alarm● Theft● Leading/participating in behavior of one or more students with the intention of causing disruption of the school environment● Extortion/ blackmail/ coercion● Destruction of school property● Threats● Weapons including toys and look-alike weapons**● Negative community action	<p><i>*Electronic communication (i.e. social media like Facebook, Instagram, Snapchat etc) to bully or harass others will be treated as a serious violation and handled accordingly.</i></p> <p><i>**Possession of toy guns/weapons is a disciplinary infraction and could potentially be treated as a Level III.</i></p>

Student Searches:

Administrators may make general searches of students, his/her property, student desks or storage areas without prior notice given to students if there is reasonable suspicion of contraband or other evidence of a student's violation of the law or school rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Bullying:

Bullying can appear in many forms. One form is aggression in relationships, and this is unacceptable. The following are examples of relational aggression:

- Making clubs and excluding some students from the club
- Passing notes
- Whispering in front of others
- Talking in a foreign language in front of others when those close to you do not understand the language
- Exclusion
- Mean looks
- Manipulating friendships
- The silent treatment
- Sharing secrets
- Hostile behavior
- Eye rolling
- Smirking
- Mocking/mimicking
- Teasing/laughing about – hair, name, height, clothes, weight, intelligence, athletic ability, answers to questions, comments in class discussions, etc.

Tips if you are bullied:

1. Remember that you are not alone. Many people are bullied. If you are bullied, it is not your fault. Nobody should be bullied. You must report this to a teacher or the principal.
2. Tell the person who is bullying you to stop. Repeat yourself many times. Say, "Please stop, please stop, please stop" or "Please go away, please go away, please go away." If this does not work, then you must report it to the teacher or the principal immediately.
3. Make a promise not to bully and to report bullying.
4. Do not hurt yourself if you feel bad because someone bullies you. You must report it to a teacher or to the principal.
5. Do not bully back. Do not get yourself in trouble because you are bullied. You must report it to a teacher or the principal.

Definition of Harassment - Verbal, Physical, Visual:

Intimidation/bullying: name calling, teasing, exclusion, physical, threatening, cyber-bullying etc.
Disrespect: derogatory remarks, phrases, gestures, teasing which demeans the race, ethnic background, gender or individuality of a person, or inappropriate touching. Also, words, actions, or electronic communications that create a hostile environment or disrupt school operations.

Definition of Exclusion:

Exclusion, or leaving someone out, is another form of bullying, it hurts! This is when a person or group of people will not let someone play with them, join a group activity, or will invite everyone to come to a party or take part in a game except for one person on purpose. Arrangements for social gatherings, play dates, party invitations etc. will be done outside of school through parents emailing/phoning/contacting each other.

Agreement:

By reading this handbook, parents and students agree to comply with the school's policies and regulations and standards of academic and social behavior as stated in this handbook. Medina Academy may deviate from guidelines and expectations in the handbook in its discretion as circumstances may warrant. The school may alter, interpret, and implement its rules, policies, and procedures including those in this handbook at any time. Medina Academy will inform parents of the amendments to the handbook in email.