



Elementary & Middle School  
Parent/Student Handbook  
2024-2025

## MESSAGE FROM THE PRINCIPAL

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Assalamu alaikum Warahmatullahi Wabarakatuh Medina Academy families,

It is an honor and privilege for me to welcome your family to Medina Academy. Alhamdulillah, we are blessed with a community that loves our school!

Medina Academy is accredited by COGNIA Global Commissions since 2020 and the Council of Islamic Schools of North America ( 2023). We are globally and nationally recognized as an Islamic educational organization.

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 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. The winning formula: **Home + School = Student Success.**

***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.***

May Allah SWT shower the 2024-2025 school year with barakah and bless all stakeholders and their families with afiyah always, ameen. Jazakallah khairan.

Wa alaikum salam,

***Aishah Jalani***

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 kinship, 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 has dual accreditation - Cognia Global Commissions (previously known as AdvancED) since 2020 and the Council of Islamic School of North America (2023).

**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 regards 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

<b>Bellevue Campus:</b> 16242 Northup Way Bellevue, WA 98008	Elementary (Bellevue): Phone: 425-643-2678 Email: <a href="mailto:elementary@medinaacademy.org">elementary@medinaacademy.org</a> Office hours: M-F 8:30a.m. - 3:45pm. Current school hours: 8:30a.m. - 3:10p.m. School hours may change to: 8:30a.m.- 3:40p.m.
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<b>Redmond Campus:</b> <i>Muslim Association of Puget Sound</i> 17550 NE 67th Court Redmond, WA 98052	Middle School (Redmond): Phone: 425-389-0027 (Parents of enrolled students only) Email: <a href="mailto:elementary@medinaacademy.org">elementary@medinaacademy.org</a> Current school hours: 8:00a.m. - 2:55p.m. School hours may change to: 8a.m.- 3:25p.m.
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**School Operations:**

Medina Academy’s calendar is partially aligned with 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.**

### **Current Hours of Operation:**

The Medina Academy elementary office will be open Monday through Friday from 8:00 a.m. to 3:45 p.m.

- The elementary academic school day operates from 8:30 a.m. to 3:10 p.m. Morning drop off is between 8:15 and 8:30a.m.; and dismissal is 3:10-3:25p.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 from 2:55-3:10p.m.

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

At the Redmond campus, 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 offered by independent vendors. The after-school program operates from 3:25-4:30p.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.

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

We will do our best to notify parents via text message and/or email in a timely manner.

### **School Uniforms and Dress Code:**

The following are the uniform requirements, Monday through Friday. Uniforms may be purchased from the vendors:

#### **Elementary:**

<https://www.frenchtoast.com/store>

Walmart, Target, Old Navy

#### **Middle School:**

Girls (only) - <https://eastessence.com/products/48-inches-length-ladies-uniform-kurti>

Walmart, Target, 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 Grades 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.

### Grades 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 Grades 6 to 8:

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

### Uniform Violations:

Teachers will be monitoring students in class in accordance with the school uniform dress code. If the problem persists:

- Parents will receive a written warning
- Students will receive a formal behavior report
- Students will be referred to the principal.
- Students may be sent home

### 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 unlabelled outdoor wear ends up in “Lost & Found.”

### **The Admissions Process:**

Withholding or misrepresenting information can jeopardize a student's enrollment. Any false, inaccurate, or misleading statements may lead to the dismissal of a student. Families need to email the principal, [principal@medinaacademy.org](mailto: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 completed the 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 (Students who withdrew and would like to re-enroll.)
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.

New or returning students will need to successfully complete an entry test before their enrollment can be confirmed.

### **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.
- Behavior observations and concerns in the admissions tour, interview, and/or academic assessment.
- Disciplinary records from previous school.
- 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 with multiple sections, 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. **Parents with outstanding balances will not be able to register their child/ren for the following school year.**

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:**

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 admissions 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 - **FACTS Tuition Management**. All parents need to sign up for automatic deduction with FACTS Tuition Management or pay in full. Medina Academy depends on prompt payment of all tuition in order to function efficiently.

The tuition is due on the **10th** or **15th** or **25th** of each month based on the date selected.

If your student registers **before July 1st**, the total yearly tuition is divided over **11 months, July through May**. If your student joins **on or after July 1st**, the total yearly tuition will be divided over **10 months, August through May**.

Registration and facilities fees are due annually during the enrollment process. We offer an installment plan for the submission of registration and facilities fees. Families who are interested need to contact [registration@medinaacademy.org](mailto: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](mailto:principal@medinaacademy.org) and [registration@medinaacademy.org](mailto:registration@medinaacademy.org).

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

- If your student withdraws **on or after August 1**, the withdrawal fee is **\$575 per student**.
- If a written notice of withdrawal is submitted prior to August 1, there is no withdrawal fee.
- The registration fee is not refundable nor transferable.
- The facilities fee may be refunded if a student withdraws before the first day of school. After the first day of school, the facilities fee will not be refunded. The facilities fee is not transferable.
- Students who join after the designated first day of school, the facilities fee will be prorated over the remainder of the school year.
- If families opt for the installment plan for the registration and facilities fees, and withdraw 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 or a lump sum submission. 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 may 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 is turned over to a collection agency, families/financially responsible 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:**

A fee of \$40 will be charged for each returned check.

**Financial Assistance:**

Medina Academy offers financial assistance. A substantial portion of our donation for financial aid is Zakat based. Families must complete a Financial Aid application form, submit the required supporting documents and fees. Financial aid is limited and not guaranteed each year; families must apply for financial aid every year.

**Academic Guide:**

**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 can be taken off for late work and/or this will be reflected on a student’s homework.
3. Parents will be notified if there is a problem in receiving completed homework.
4. Late work may not be accepted past the due date. (unless there are extenuating circumstances.)

**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:
KG	15	10
1st	20	15
2 <sup>nd</sup>	30	20
3 <sup>rd</sup>	40	25
4 <sup>th</sup>	30	30
5 <sup>th</sup>	35	35
6 <sup>th</sup>	40	40
7 <sup>th</sup>	45	45
8 <sup>th</sup>	50	50

Note to parents: If students are spending more than the maximum expected time, please let your child’s teacher(s) know.

**Grading Scale:**

Percentage:	Comment:
97-100	Exceeds standards
94-96	Exceeds standards
90-93	Exceeds standards
87-89	Meets standards
84-86	Meets standards
80-83	Meets standards
77-79	Approaches standards – needs additional practice and support
74-76	Approaches standards – needs additional practice and support
70-73	Approaches standards – needs additional practice and support
67-69	Below standard – area of concern
64-66	Below standard – area of concern
60-63	Below standard – area of concern
59 and below	Below standard – area of concern

### **Grading Guidelines - Weighted Grading:**

#### **Kindergarten:**

70% - Tests and quizzes.

30% - Performance Based Assessments (PBA) in-class assignments, projects, homework assignments.

#### **Grades 1 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.

### **Academic Expectations:**

Students are expected to maintain:

- **70%** average or above in the core subjects - Language Arts, Math, Science, and Social Studies and Religious Studies subjects - Qur'an, Islamic Studies, and Arabic
- **40th** percentile in Reading and Math of the Measurement of Academic Progress assessment
- **Level 3** in Reading and Math of the Smarter Balanced test.

If a student's progress report AND/OR standardized test report do not meet the school's academic expectations, 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 school work 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. Measurement of Academic Progress: Grades 1 to 8, at least twice a year in the first and third trimesters.
2. Smarter Balanced (state test): Grades 3 to 8.
3. Kindergarten - WIDA Screener

### **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.

### **Behavior of Parents and Visitors on School Premises and School Hosted Events:**

We value positive relationships and we strive to make our school a place where we model for students the Islamic behavior we teach and expect. We place a high importance on manners, respect, and positive communication. In cases of unacceptable behavior which may include disrespect, verbal and/or physical aggression and abuse, harassment, appropriate action will be taken.

Types of behavior that are considered unacceptable and will not be tolerated at school may include but are not limited to:

- Raising one's voice, shouting at school staff, either in person or on the phone.
- The use of foul language at school - cursing, swearing, vulgar language.
- Verbally or physically intimidating a staff member, board member, parents, students etc.
- The use of aggressive hand gestures and/or shaking or holding a fist towards another person.
- Threatening school staff, board members, parents, students etc.
- Spreading malicious rumors or gossip.
- Writing/emailing derogatory/offensive/hostile messages to or about a staff member, board member, parents, or student.
- Incompliance with school procedures and code of conduct.

### **Parent-Teacher and Student-Led Conferences:**

Parent-Teacher and Student-Led 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. Parents are not allowed to observe recess or PE without prior permission or approval from the school administration.

**Expectations for Meetings between Parents and Medina Academy Staff:**

There are chances that a parent will disagree with the teacher and vice versa. 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.

**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 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.

### **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 their students' teachers and [elementary@medinaacademy.org](mailto: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) consecutive 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, everyday*, 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](http://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](mailto:elementary@medinaacademy.org) . Planned absences include: Doctor or dentist visit, a special one-time, one day event, travel. Unplanned absences include: student illness or injury, illness or injury of a family member, inclement weather. Parents must notify school within 24 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.



**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. 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 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 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 video-tape, 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 e.g. class and school newsletters. 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.

**Parents can take pictures of their student/s only and are prohibited from taking photos of the other students and/or the class without prior permission.****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 "reset" 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 two people who are 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 Student Information System - FACTS. 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 FACTS.

#### **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.

### **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.

Students may be excluded from school if the appropriate immunization documentation is not submitted or the student does not have the required immunizations.

#### **Medications:**

Medication cannot be administered to a student 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.***

### **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)**.

### **Food and Snacks:**

Students must bring their own healthy nutritious snacks and lunches from home. **Gum or soda will NOT 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 students 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.

### **Drinking Water:**

Students are required to bring a full bottle of water from home every day in a reusable bottle. Students can refill their bottles from the water dispensers or the faucet in each classroom during their break time or with the teacher's permission during lesson time. If the student forgets his or her water bottle, students may buy water.

### **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 ziplock-type bag, clearly marked in printed letters with the student's name on it.

### **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, child care, 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.

### **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/s and allow the teacher/s 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 teacher/s 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 to 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, Smart Watches & Electronic Devices:**

Students with cell phones, smart watches, 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 and smart watches - the cell phone and smart watches 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 or smart watch.**

If students need to call their parents on their own cell phone or smart watch, 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 offense - The administrator/teacher will take the computer/cell phone/smart watch away and return it to the student at the end of the day.
2. Second offense - The administrator/teacher will take the computer/cell phone/smart watch away and the parents/guardians will have to come to school to get the items.
3. Continuous violations of computer/cell phone/smart watch use may result in further disciplinary action.

F) Students are responsible for the devices (laptops, cell phones, smart watches etc 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](mailto: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](mailto:principal@medinaacademy.org). If the principal does not adequately address your concerns, you may email the board at [board@medinaacademy.org](mailto:board@medinaacademy.org).

### **Lost and Found:**

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.

## **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.

### **Teacher Removal of Students, Detention, Behavior Probation, Suspension, and Expulsion:**

Teacher Removal of Students:

A teacher may send a student to the office in order to maintain effective discipline in the classroom. The administration shall respond by applying appropriate discipline management strategies in accordance with school policies. A teacher may remove a student from class who has been documented by the teacher:

- to have repeatedly interfered with the ability to communicate effectively with the student in class
- to have repeatedly interfered with the ability of the student's classmates to learn
- whose behavior the teacher determines is unruly, disruptive, or abusive that it seriously interferes with the teachers ability to teach and communicate effectively with the students in the class

The principal may either:

- Notify parents and send the student home
- Place them in another classroom
- Place the student on behavior probation
- Place the student on short-term suspension

The principal may not return the student to the classroom of the teacher who removed the student without the consent of the teacher. A student who is removed from class will be prohibited from attending or participating in school related activities. In cases of severe behavior concerns, students will return to school **after** a teacher-parent meeting and a behavior plan/probation is signed.

Detention: For Level I infractions, the administration or teachers may detain students during recess, lunch, or after-school. Before assigning students to detention, we will inform the student of the conduct that constitutes the violation. When detention is used, parents will be notified.

Behavior Probation: Students with repeated and chronic behavior concerns will be put on behavior probation. This is a formal behavior agreement and failure to meet the agreements may result in the student being asked to leave the school.

Suspension: When a student is faced with suspension, the length of the suspension will be based on the severity and number of offenses. A student may be suspended for any offense designated as a serious offense in accordance with the school's Discipline Policy. A student may request to have an informal hearing. In the informal hearing:

- a) the student will be advised of the conduct with which he/she has violated.
- b) the student is given an opportunity to explain his/her version of the incident.

The terms of the suspension will be determined by the principal in collaboration with teachers. Written notice will be given to parents. During suspension, students are responsible for all missed school work.

Expulsion: If the decision is made to expel a student, written notice will be given to parents.

Because we strive to be proactive in matters of discipline, we must clearly spell out the levels of disciplinary infractions and consequences.

<p><b><u>Level I violations include, but are not limited to:</u></b></p> <ul style="list-style-type: none"><li>● Disruptive behavior in or around school</li><li>● Hallway disturbances: running, no hall pass, tripping, etc.</li><li>● Teasing, taunting, and bullying</li><li>● Pranks and practical jokes</li><li>● Cheating, forgery, or plagiarism</li><li>● Disrespect of others</li><li>● Abusive, offensive, hostile language and profanity</li><li>● Immoral behavior</li><li>● Failure to follow directions or school rules</li><li>● Failure to complete assignments</li><li>● Littering inside/outside of school</li><li>● Not wearing proper uniform</li><li>● Throwing objects</li><li>● Gambling</li><li>● Truancy or tardiness</li><li>● Lying and dishonesty</li><li>● Stealing</li><li>● Cell phone, smart watch, and other electronic devices must be turned off and not in use while school is in session</li><li>● Chewing gum, drinking soda, energy, alcoholic beverages</li></ul> <p><b><u>Level II violations include, but are not limited to:</u></b></p> <ul style="list-style-type: none"><li>● Chronic disruptive behavior (repeated level I violations)</li><li>● Lewd and immoral behavior</li><li>● Violence and physical harm - hitting, kicking, punching, fighting, neck hold, etc</li><li>● Teasing, pranking, taunting, bullying and harassment*, including sexual harassment</li><li>● Defiant and threatening behavior toward staff and others</li><li>● Tampering with the fire alarm</li><li>● Theft</li><li>● Leading/participating in behavior of one or more students with the intention of causing disruption of the school environment</li><li>● Destruction of school property, including graffiti, vandalism etc</li><li>● In possession of items that can be considered as weapons (knife, switchblades, hammer, wrench, file, martial arts items, toys and look-alike weapons**)</li><li>● Negative community action</li></ul>	<p><b><u>Level III violations include, but are not limited to:</u></b></p> <ul style="list-style-type: none"><li>● Repetition of Level I and Level II violations.</li><li>● Violence and physical harm - intentional hitting, kicking, punching, fighting, neck hold etc.</li><li>● Taunting, bullying, harassment, threats, blackmail, coercion, extortion</li><li>● Lewd and immoral behavior</li><li>● Setting or attempting to set a fire</li><li>● Possession of pornographic material</li><li>● Possessing, using, or selling cigarettes, e-cigarettes, alcohol, and drugs</li><li>● Destruction of school property</li><li>● Any activity where the intervention of law enforcement authorities is involved or required</li></ul> <p><b><u>Consequences for Level I and II violations can include:</u></b></p> <ul style="list-style-type: none"><li>● Call to home</li><li>● Parent conference</li><li>● Time-out</li><li>● Disciplinary referral to office</li><li>● Formal behavior report</li><li>● Detention</li><li>● Exclusion from extra-curricular activities, including trips</li><li>● Behavior probation</li><li>● Short term suspension</li><li>● Expulsion - failure to meet the the terms of the behavior probation and/or due to repeated suspensions</li></ul> <p><b><u>Consequences for Level III violations can include:</u></b></p> <ul style="list-style-type: none"><li>● Suspension for one (1) to ten (10) days</li><li>● Expulsion</li><li>● Intervention of law enforcement authorities</li></ul> <p><b>The Principal has the authority to send the student home for any violations and not allow him/her to return to school, when appropriate.</b></p> <p><b><i>*Electronic communication (Microsoft Teams, Discord, Facebook, Instagram, Snapchat etc.) to bully or harass others will be treated as a serious violation and handled accordingly.</i></b></p> <p><b><i>**Possession of toy guns/weapons is a disciplinary infraction and could potentially be treated as a Level III.</i></b></p>
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### **Bullying & Harassment:**

Bullying and harassment are aggressive behaviors that are intentional and can appear in many forms. Medina Academy has a "ZERO TOLERANCE" policy towards bullying and harassment. To maintain a safe and respectful environment at school, after two official behavior reports with the student and parents, if improvement is not observed, the student will be asked to leave the school.

### **Definition of Bullying and Harassment - Verbal, Physical, Visual, Cyber-bullying:**

Bullying and harassment are defined but not limited to the following:

Verbal conduct - name calling, teasing, taunting, derogatory/offensive/hostile comments and/or language, threats, blackmail, coercion, extortion etc.

Visual - practical jokes, pranking, derogatory/offensive/hostile gestures, posters, photography, cartoons, drawings

Violence and physical contact - hitting, kicking, punching, fighting, neck holding etc.

Cyber-bullying - Sending derogatory, offensive, hostile language via the internet, school communication platform, social media

Sexual - being forcibly exposed to pictures with sexual content, pornography, emails with sexual content, social media, inappropriate contact of a person's body

### **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.

### **Student Searches:**

Administrators and teachers 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.

### **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.**