



**Elementary and Middle  
School Parent/Student  
Handbook  
2018-2019**

## MESSAGE FROM THE PRINCIPAL

Dear Parents & Guardians:

Assalamu Alaikum wa Rahmatullahi wa Barakatuh

On behalf of the teachers and staff and the Board of Directors, it is my pleasure to welcome you to Medina Academy.

With hard work, enthusiasm, and strong dedication to the mission of our school, we are committed to serving Allah (SWT) in all our operations and to instilling in our students academic excellence and a lifetime love of learning.

Alhamdulillah, Medina Academy is in its 17<sup>th</sup> year of operation since it opened its doors to our first four preschool students in 2000. We anticipate serving almost 270 students for the 2018-19 school year. We employ many caring and knowledgeable staff members. None of this would be possible without the foresight and generous support of our Board Members, parents, and community. May Allah (SWT) reward them handsomely for their dedication and effort in this noble mission of educating our students and future Muslim leaders.

This handbook will, Insha Allah, provide you with essential information that you need to know about the school and how it operates. It contains policies, procedures, regulations, and other important information about the school. Please read it carefully so that you may become familiar with it.

As the school year progresses, parents will be notified of any changes, amendments, additions to, or deletions from this handbook. I encourage you to keep your copy for future reference and to incorporate any changes.

Thank you for your cooperation and continuing support.

Wassalamu Alaikum wa Rahmatullahi wa Barakatuh

Robert W. Mond  
Principal

## INTRODUCTION

### 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.

### Values

***Dedication to God:*** As an institution, we desire to serve Allah in all of our operations. We also strive to instill in our students a consciousness of Allah and knowledge of Islam’s teachings, to enable them to grow into sincere Muslims.

***Excellence in Learning:*** We aim to grant our students a thorough education in all fields of learning and give them the tools they need to serve at the forefront of society.

***Foundation for the community:*** We seek to embrace our community at all levels, by involving parents in their children’s education, by sharing our facilities for other efforts in the Muslim community, and by participating in selected activities in larger society.

### Program

Medina Academy’s program is designed to cultivate pride, self-confidence and love of learning in each of our children. We are committed to providing a program of learning that is competitive with that offered at area public and private schools, and that enriches our children with Islamic values and teachings. As such, Islam is integrated in the curriculum of Medina Academy and is presented as a comprehensive way of life. Islamic teaching materials are used to reinforce the message and to expose our children to as many positive Islamic themes as possible. The curriculum of all subject areas has been developed to integrate the State of Washington criteria with Islamic principles and knowledge.

### Accreditation

Medina Academy is an approved private school by the Washington State Board of Education. Its Bellevue preschool/prek programs are licensed by the Department of Early Learning. In addition, Medina Academy is a candidate for accreditation by AdvancED, anticipating full accreditation in the 2018-19 school year.

### Statement of Objectives

At Medina Academy, we use Love & Logic principles 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. We expect that each student and adult at Medina Academy will follow the objectives, the 3 B’s, in addition to the Islamic Code of Conduct:

- 1. Be responsible.**
- 2. Be respectful.**
- 3. Be ready.**

#### **1. Follow the Islamic Code of Conduct**

We adhere to the following at Medina Academy:

“Whoever obeys Allah and His Messenger, he indeed achieves a great success” (Al-Quran 33:71)

#### **2. Be the first to greet others with a smiling face.** Say, “Assalam Alaikum (peace be upon you from Allah).

“When you are welcomed with a greeting, then answer back with something better or at least return the same” (Al-Quran 4:86)

The Messenger of Allah said: He who greets first is nearest to Allah...*Tirmidhi*

- ❖Greeting (salaam) is before speaking
- ❖The younger person should greet the elders
- ❖A smaller group should greet the larger group
- ❖The one walking should greet the one sitting
- ❖Give a firm handshake when greeting

**3. Listen to the Speaker**

- ❖Hear and understand what the other person is saying
- ❖Wait for the other person to finish speaking
- ❖Ask questions to clarify, by signaling to speak

**4. Speak politely and in pleasing tones.** “And be moderate in your pace and lower your voice” (Al-Quran 31:19)

**5. Be courteous in manners.**

**6. Treat everyone with respect, the same as you want to be treated.** (Do not make fun of another person). Prophet Mohammed said: He who truly believes in Allah and the last day should speak good words or keep silent...*Bokhari/Muslim*

**7. Be honest and tell the truth.** “Whenever you speak, speak justly, even if a near relative is concerned” (Al-Quran 6:152)

**8. When you promise to do something, keep your word.** “O you who believe! keep your promises”...(Al-Quran 5:1)

**9. Encourage what is right (Maaruf) and forbid what is wrong (Munkar).** “Cooperate with one another for virtue and piety, and do not cooperate with one another for sin and transgression.”...(Al-Quran 2:42)

**10. Be ready to help one another, seeking the reward from Allah (S.W.T.).** Prophet Mohammed said: Believers are like the parts of a building, each part supporting the others...*Bokhari*

**11. Appreciate and thank each other.** Prophet Mohammed said: He who does not thank people, does not thank Allah. *Tirmidhi*

**12. Know & believe that Allah judges our actions by our intentions.** Every **good thought, word, and action** is rewarded by Allah (S.W.T.) ten times or more.

**Medina Academy is a Nonprofit Organization**

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.

**Contact Information**

<p><u>Mailing Address:</u> Medina Academy  16242 Northup Way Bellevue, WA 98008</p>	<p>Phone: (425) 643-2678 Office manager’s email: elementary@medinaacademy.org <a href="http://medinaacademy.org">http://medinaacademy.org</a></p>	<p><u>Elementary/Preschool</u> <u>Location</u> 16242 Northup Way Bellevue, WA 98008</p>
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Preschool (MAPS) 17550 NE 67th Ct Redmond, WA 98052	Middle School (MAPS) 17550 NE 67th Ct Redmond, WA 98052
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### **School Operations**

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

### **Hours of Operation**

The Medina Academy Elementary School 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. Elementary drop off is between 8:15 and 8:30; and dismissal is 3:05-3:20
- The middle school academic day is from 8:00 to 2:55. Drop off is from 7:45-8:00 and pick up is 2:55-3:10.

In Bellevue, students are not allowed in classrooms earlier than 8:15. If you arrive earlier than this, please wait with your child in your car until 8:15. At MAPS, students are not allowed in classrooms earlier than 7:45. In addition, students are to be picked up promptly when classes are dismissed. Parents will be charged \$1 for every minute they are late to pick-up.

### **After School Program**

The Bellevue afterschool program provides a variety of activities offered by independent vendors and our staff, to enrich our students learning. Students may join gymnastics, art, a foreign language class, martial arts, a leadership class, homework club, games club and get extra tutoring in Arabic/Qur'an – programs offered may change each year. After-school programs run from 3:20-4:30. Our Extended Care program is from 4:30-5:30. Students in the afterschool program are required to bring their own snack. Priority in after school programs is given to parents who require the program 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, Old Navy, and Sears. The Medina Academy **logo is not required** to be embroidered on the uniform.

Students who come to school out of dress code in any way will be sent to the office to await their parents' arrival with appropriate clothing or accessories. 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 – Grades Kindergarten to 5<sup>th</sup>**

1. Shirt: A **Solid Light Blue** long or short sleeved dress shirt, turtle neck, 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.

#### **BOYS UNIFORM – Grades 6<sup>th</sup> – 8<sup>th</sup>**

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 – Grades Kindergarten to 3<sup>rd</sup>**

1. Top/Blouse: A **Solid Light Blue** long or short sleeved blouse with collar, polo shirt, or turtleneck top.
2. Pinafore/Jumper: A **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 Pinafore/Jumper**): **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.

#### **GIRLS UNIFORM – Grades 4<sup>th</sup> to 5<sup>th</sup>**

1. Top/Blouse: A **Solid Light Blue Long sleeved** blouse with collar, polo shirt, or turtleneck top.
2. Pinafore/Jumper: A **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 Pinafore/Jumper**): **Navy Blue** Cotton or Jersey Pants (straight or pleated) 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. Hijab (Mandatory): Head scarf is to be worn at all times during school hours.
6. Shoes: Closed toe shoes or sneakers. No sandals allowed.

#### **GIRLS UNIFORM – Grades 6<sup>th</sup> to 8<sup>th</sup>**

1. Tunic: Maroon Tunic (website: [www.eastessence.com](http://www.eastessence.com), school - Medina Academy)
2. Abaya: Maroon (website: [www.eastessence.com](http://www.eastessence.com), school - Medina Academy)
3. Pants: Khaki loose fitting pants, no jeans.
4. Cardigan (optional): **Maroon/burgundy** cardigan, vest or pullover
5. Hijab: 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 when outdoor; if these outwear are to be worn inside the class room, it has to be Solid Navy Blue in color. (**Please label with child's name**).

#### **The Admission Process**

##### **Waitlist Process:**

The first step in the admissions process for students in Preschool through 8<sup>th</sup> grade is to complete the online application. All interested students should have a completed online application on file as soon as the family has decided that they would like to join Medina Academy. The admission process will not continue if the online registration is not complete.

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. Students on the waitlist, in order of application date.

**Medina Academy Admission Committee:**

An admissions committee comprised of both administrators and teachers will make a collective determination as to the child's Readiness to attend Medina Academy. The committee's decision is communicated to the parents at the conclusion of the admissions eligibility process by phone or via email. Medina Academy reserves the right to admit students who are socially, emotionally, and academically prepared for our school setting.

**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
- Predicted inability to demonstrate appropriate Islamic manners and customs

**Kindergarten:**

To be eligible to attend Kindergarten, the child's fifth birthday must fall on or before August 31<sup>st</sup>. 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 consecutive months may request transfer into a similar placement at Medina Academy, providing space is available. 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<sup>st</sup>.
- Grade 2 – age 7 on or before August 31<sup>st</sup>.
- Grade 3 – age 8 on or before August 31<sup>st</sup>.
- Grade 4 – age 9 on or before August 31<sup>st</sup>.
- Grade 5 – age 10 on or before August 31<sup>st</sup>.
- Grade 6 – age 11 on or before August 31<sup>st</sup>.
- Grade 7 – age 12 on or before August 31<sup>st</sup>.
- Grade 8 – age 13 on or before August 31<sup>st</sup>.

**New Student Registration Procedure**

All new students, from preschool and above, are required to pay a non-refundable \$50 application fee. For students registering for grade 3 and above will be required to perform the following in order to be accepted into Medina Academy:

1. Pay a non-refundable \$50 application fee.
2. Take an admissions test which will determine a student's readiness
3. 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.
4. Have an independent interview with the principal and/or teacher(s).

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.

### **Financial and Withdrawal Policy**

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 10<sup>th</sup> of each month. The first tuition is due on August 10<sup>th</sup> and the last one is due on June 10<sup>th</sup>. Tuition is to be mailed directly to SMART. Parents are encouraged to sign up for automatic deduction. Medina Academy depends on prompt payment of all tuitions in order to function efficiently.

### **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) or by letter to the Administration office. 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<sup>st</sup> is the equivalent of one month tuition, based on the plan you are required to pay. If a written notice of withdrawal is submitted prior to August 1<sup>st</sup> there is no withdrawal "penalty," however, the registration fee will not be refunded. This policy is in effect to protect the school from the financial harm caused by late withdrawals.

### **Tuition and Fees:**

Medina Academy School is wholly supported and operated from the income derived from tuitions and donation. Payment of these fees is set up on a monthly basis.

Tuition payments must be made on the date due and announced 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. All tuition accounts must be current by spring break and the end of June or students may not be able to return to school.

When a student's account is not current, no 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. The office has the final jurisdiction in the enforcement of these policies as established by the Board. Every effort is made to ensure fairness in the implementation of the financial policies. An unsatisfactory record of tuition and fees payment, however, is considered a factor in the decision to offer a student a reenrollment contract for the next year. Any family whose financial account is not current will not be extended a reenrollment contract until all accounts are made current.

### **Class Registration Priority**

In grades that have more than one section, parents may inform the school of their preference during the admissions/reenrollment 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 build a more equitable class roster and create a better class dynamic.



**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 established by each teacher. This will be done 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.
4. Homework may be made up in a variety of ways, i.e., staying after school, partial loss of recess.

**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	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 <sup>nd</sup>	30	20	40 with parent/guardian and or independent
3 <sup>rd</sup>	40	25	50 independent
4 <sup>th</sup>	30	30	60 independent
5 <sup>th</sup>	35	35	70 independent
6 <sup>th</sup>	40	40	80 independent
7 <sup>th</sup>	45	45	90 independent
8 <sup>th</sup>	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	percent	KG, 1 <sup>st</sup> , 2 <sup>nd</sup>	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: (Generally used more with 3<sup>rd</sup> to 8<sup>th</sup> grade)**

60% for tests and quizzes.

40% for 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 learning standard. Then it can be counted as a class work assignment.

Grade Expectations: Students are expected to maintain 70% average or above in Math, Science, English and Social Studies. If a student’s overall average falls below 70% he or she 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. Students should neither turn in another student’s work as their own nor give undisclosed assistance to another student. Any student who turns in another student’s work as his or her own, or gives his or her work to another student, or assists another student in an unauthorized manner shall be given a grade of zero on that work. The incident will be reported to the principal and the parents, and appropriate disciplinary measures will apply. Additionally, using the work of others and representing it as one’s own is considered plagiarism and is similarly prohibited. Plagiarism can take various forms, such as not giving credit for information and ideas used in student work. 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 MAP testing through NWEA.org at least twice per year to 2<sup>nd</sup>-8<sup>th</sup> grade students to give students, teachers, and parents an idea how each child is growing academically. The charts below indicate MAP (RIT) scores in Reading and Mathematics at the beginning and end of year.

<b>NWEA MAP Report: Percentiles for Reading (Beginning of Year)</b>													
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 nutritious lunch and snack, as well as ensure a healthy breakfast before school.
- Bring their children on school on time each day.
- Reinforce examples and questions of respect, ready, 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 principal 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 and for teachers to measure their success.** Students who are absent miss important instruction in all their subjects and many times are unable to assimilate the taught concepts they have missed. As a result, they 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. Both preschools begin at 9:00 a.m., elementary at 8:30 and MAPS middle school at 8:00 a.m.

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

1. Parents are expected to email the office at [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 unexcused absences, a conference may be scheduled with the parents to address the absences and parents will be helped to develop a plan to regulate the attendance of their child.

### **Excused Absences**

Excused absences can be planned or unplanned. Parents must submit a written note describing a planned absence at least three 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. 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.) Parents must meet with the principal for planned absences more than 3 days.

### **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. Three tardy days a month will be considered equivalent to one unexcused absence.

**Tardy Policy:** Students are expected to be in their classroom, settled and ready by the start of each class.

**Early School Day Departure Policy:** A student may be released from school at times other than the regular dismissal times with office 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.

Written permission from the parent must be provided if a non-parent is picking up a student early from school.

**Late Pick up Fees:** Parents will be charge a late pick up fee of \$1 for each minute late. The late fee will be added to a family's SMART tuition account unless the school is notified otherwise. The pick-up time for the preschool is 1:00-1:15, elementary Bellevue campus is 3:05-3:20 and MAPS 5<sup>th</sup> grade and middle school is 2:55-3:10.

### **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.

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.

### **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, scholarships and loan programs, and athletic and other school-administered programs. Moreover, Medina Academy is an Equal Opportunity Employer and prohibits discrimination and harassment against applicants and faculty.

### **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, or jackets, shoes or rain gear. Children will not be out more than 25 minutes.

### **Recess policy**

Students are expected to obey the following playground rules:

1. Stay within the playground boundaries. The playground supervisor must see the student 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 gravel, rocks, sticks, and bark.
6. Do not play in water puddles.
7. Settle differences peacefully. Consult the playground supervisor if help is needed.
8. Obey the playground supervisor 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. Student will practice the appropriate behavior.
3. Student may need to practice problem solving with another student or adult.
4. Student may need to have a “time out” in a quiet place chosen by the playground supervisor.
5. If student intentionally and repeatedly violates the rule, playground supervisor will issue the student a warning slip and 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 contact the school office when any of 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 members will determine the severity of the problem and decide whether to call 911 or not. The child’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.

### **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 child has suffered abuse or neglect, she/he is required by law to report such incidents to the proper law enforcement agency. If a child reports that she/he has been abused by a parent/guardian/caregiver, the teacher is required to report this.

### **Health**

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. If a child was vomiting or had loose bowels on the previous evening, pink eye/eye discharge, excessive nasal discharge, runny nose, sore throat or any signs of infection, unexplained skin rashes, they cannot attend school. 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.

### **Medications**

Medication cannot be administered to any 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.

All Medina Academy students must be up to date with all immunizations as required by the State of Washington Department of Health.

### **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. You are kindly asked to include blue ice in the lunchbox. A list of any food allergies needs to be written and presented to your child's teacher. Children 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. Students will not be allowed to heat or have their food heated for them in a microwave oven. We encourage children to bring a bottle of cold water from home. 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.**

### **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. The school will never deny water to a student. If the student forgets his or her bottle, the parents will be charged \$1 for a bottle of water.

**Allergies:** Medina Academy is a **Nut Free Zone**. It is important that we strictly prohibit ANY NUTS (including peanuts) 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 Fatal Food Allergy Only:** If your child has a 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 child 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.

### **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 contributing your time to our school. Please note that Medina Academy requires that all volunteers regularly scheduled in our school or preschool 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 a high priority.

### **Severe Weather**

In case of severe snowy weather; Medina Academy will follow the closing procedures of the Lake Washington School District. Please watch the local news and check for school closure by checking our website or calling our school phone, 425-643-2678 after 7:00 am.



### **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 Administrator explaining your side. The Administrator will contact you to set up a meeting. The Administrator 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 administration 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.

### **Lost and Found**

A "lost and found" is maintained near 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.

### **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) **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 Director/teachers first and make the call in the presence of the Director/teachers.

C) **Emergency situation** - the Director and teachers will assist students in contacting their parents/legal guardians. Students may call 911, and their parents/legal guardians.

E) 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 to private parties unless all students in the classroom are invited.

### **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.

If there are general concerns and suggestions, you may forward them to [feedback@medinaacademy.org](mailto:feedback@medinaacademy.org). Suggestions and concerns are reviewed by the Accreditation Committee which is composed of board members, teachers, and parents.

If there are classroom concerns and/or suggestions, please first start with your child's teacher. 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).

## 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><b>Level I violations include, but are not limited to:</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>● Eating candy, chewing gum, and drinking beverages</li> <li>● Cheating, forgery, or plagiarism</li> <li>● Disrespect of others</li> <li>● Abusive language and profanity</li> <li>● Failure to complete assignments or follow directions</li> <li>● Littering inside/outside of school</li> <li>● Not wearing proper uniform</li> <li>● Bullying and harassment</li> <li>● Throwing objects</li> <li>● Gambling</li> <li>● Truancy or tardiness</li> <li>● Disobedience, disrespect toward staff</li> <li>● Lying</li> <li>● Cell phones and other electronic devices must be turned off while school is in session</li> </ul> <p><b>Level II violations include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Chronic disruptive behavior (repeated level I violations)</li> <li>● Hitting, kicking, punching, fighting, etc</li> <li>● Bullying and harassment*, including sexual harassment</li> <li>● Defiant/ threatening behavior toward staff</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>● Extortion/ blackmail/ coercion</li> <li>● Destruction of school property</li> <li>● Threats</li> <li>● Weapons including toys and look-alike weapons**</li> <li>● Negative community action</li> </ul>	<p><b>Level III violations include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Repetition of Level I and Level II violations.</li> <li>● Intentional hitting, kicking, punching, fighting, etc.</li> <li>● Setting or attempting to set a fire</li> <li>● Possession of pornographic material</li> <li>● Possessing using or selling alcohol and drugs</li> </ul> <p><b>Consequences for level I and II violations can include:</b></p> <ul style="list-style-type: none"> <li>● Call to home</li> <li>● Parent conference</li> <li>● Time-out</li> <li>● Detention</li> <li>● Disciplinary referral to office</li> <li>● Exclusion from extra-curricular activities, including trips</li> <li>● Short term suspension</li> </ul> <p><b>Consequences for III violations can include:</b></p> <ul style="list-style-type: none"> <li>● Suspension for 1 to 10 days</li> <li>● Recommendation for expulsion</li> <li>● Intervention of law enforcement authorities</li> </ul> <p><b><i>*Use only electronic communication (i.e. social networks like Face book) 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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### 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 students' possession.

## **Bullying**

No one, adults or students, like bullying. Bullying can appear in many forms. One form is aggression in relationships and this is unacceptable. The following are examples of Relational aggression:

1. Making clubs and excluding some students from the club.
2. Passing notes
3. Whispering in front of others
4. Talking in a foreign language in front of others when those close to you do not understand the language.
5. Exclusion (see notes below)
6. Mean looks
7. Manipulating friendships
8. The silent treatment
9. Sharing secrets
10. Hostile behavior
11. Eye rolling
12. Smirking
13. Mocking/mimicking
14. 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 way, please go away.” If this does not work, then you must report it to the teacher or the principal.
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) or disrespect (derogatory remarks, phrases, gestures, teasing etc., 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. This is when a person or group of people won't 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.

It is preferred that party invitations are done outside of school through parents emailing/phoning/contacting each other. If they are to be handed out, it is to be done five minutes before the end of the school day. It is allowed if a girl hands out invitations only to girls in her class or boys to boys, but if one girl gives one invitation to a boy in her class, then she must give invitations to all boys. And the same is true with boys.

All children (and adults!) like to fit in, have friends and feel accepted. When we exclude someone we make them feel unlikable and very alone. As you go through school, it's understandable that you won't be great friends with everybody in your class and there are some kids you just won't have things in common with or will have trouble getting along with. However, this is no excuse, for purposefully excluding someone.