



*Everest Academy*

*An IEIT Campus*

# Parent and Student Handbook

**Date of Revision: July 18, 2018**

*Ascending to Excellence*



## TABLE OF CONTENTS

<b>TOPIC</b>	<b>PAGE</b>
Welcome	5
Mission and Vision	6
IEIT Locations	7
Academic Calendar	8
<b>OPERATONAL POLICIES AND PROCEDURES</b>	<b>9</b>
Attendance and Absenteeism Policy	9
1. Missed Assignments and Grading Procedures	9
2. Tardiness	10
Cell Phone Policy	11
Discipline Policy	11
1. Introduction	11
2. Policies and information: Maxims of Discipline	12
3. Inappropriate Conduct	12
4. Corrective Measures	13
5. Disciplinary Interventions	13
Dress and Hygiene Policy	15
1. Prekindergarten Dress Code	15
2. Grades DK-8 Dress Code	15
3. School Spirit and Casual Dress Days	15
4. Consequence for Violation of Dress Code	15
Drop off and Dismissal Procedures	16
Expected Student Behavior	16
Enrollment Policy	17
1. Required Documents	17
2. Pre-kindergarten Program	18
Fee Schedule	18
Field Trips	19
Grading and Promotion Policy	20
1. Honor Roll	20
2. Report Cards	20
3. Transcript Legends	21
Guidelines for Acceptable Use of Technology	21
1. Expectations	21
2. Acceptable Use Guidelines	21
3. Unacceptable Conduct	22
4. Consequences for Noncompliance	23
Hours of Operation	23
1. Scheduled and Unscheduled School Openings, closings, Delays	23
P.E. and Outdoor Play	24
1. Outdoor Safety	24

2. Exemption from P.E. and Outdoor Play	24
Photography and Publicity	24
Plagiarism	25
Rest and Naptime	25
Student Lockers	25
Textbook Policy	26
Use of Videos	27
Withdrawal Policy	27

---

**HEALTH AND SAFETY POLICIES** 29

Accident/ Emergency Procedures to an Injured Child	29
Administration of Medication	29
Building and Playground Rules	29
Character Education	30
1. Introduction	30
2. Why Character Education	30
3. Eleven Principles	30
4. Foundations and Underlying Principles	31
5. The Seven E's of Teaching a Character Trait	31
6. Everest Character Education Program	31
7. Monthly Character Traits	31
Crisis Management Plan (CMP)	33
1. Overview	33
2. Current Safety and Security Measures	33
3. Emergency Evacuation	34
4. Fire Safety	34
5. Disaster Management	35
A. Natural Disaster (Flood/ Tornado), Gas Leak	35
Tornado Safety Plan	36
B. Man Made Disasters- Campus Lock-out and Lock-down	36
Inclement Weather Policy	38
Immunization	38
1. Minimum Vaccine Requirements	38
Mandatory Reporting of Child Abuse	39
Out-of-Country Policy	40
Sickness Policy	40
1. Disease Control Measures	40

---

**PARENT INVOLVEMENT** 44

Parent Involvement Policy	44
Parent Responsibilities	44
Authorization for Pick up	45
1. Parents under the influence of drugs or alcohol	45
2. Legal Custody	45
Birthdays and Other Celebrations	46

Contact Information	46
Communication with Parents	46
Grievance Policy	47
Homework Policy	47
1. Definition of Homework	47
2. Purpose of Homework	48
3. Responsibility of the Student	48
4. Responsibility of the Parents	48
5. Responsibility of the Teacher	49
6. Responsibility of the Administration	49
8 7. Late Work Policy	49
8. Homework Help Resources	49
Lunch and Snack Procedures	49
1. Lunch and Recess Detention	50
Messages for Staff	50
Parent Teacher Conferences	50
Student's Personal Property	51
Visitors and Observers	51
Transportation	51

## WELCOME TO EVEREST ACADEMY

Everest Academy is a full-time private Islamic School located at 610 Brand Lane, Stafford, Texas. Neighboring cities include Sugar Land, Missouri City, and Houston. Everest Academy falls under the jurisdiction of both IEIT (Islamic Education Institute of Texas) and ISGH (Islamic Society of Greater Houston). It is accredited by AdvancED, SACSCASI, Texas Education Agency (TEPSAC) and CISNA; and is a member of the Islamic Schools League of America, and Tribes Learning Community.

Everest Academy opened its doors in August 2007 with a nominal number of students. The school has made remarkable progress in a relatively short span of time. The over 33,000 square feet, state of the art, modern building was built in several phases. The first phase of the facility was 6000+ square feet and was built specifically to serve as an elementary school. In 2009, an additional 7,500+ square-feet was added to include early childhood classrooms, a multi-media library and an Arabic lab. In 2014, Everest Academy has added another 20,000 square feet extension, which includes an indoor PE area, Science lab, Hifz lab and classrooms for middle school students. The school is furnished with modern amenities including computers, smart boards, and other audio, video and visual teaching-aids.

Our qualified administrators and teachers are dedicated to using best practices and resources to provide instruction, inspire students to achieve academic excellence, and instill high moral standards. These key tenets are at the heart of Everest Academy's mission and truly prepare students for the challenges of living in the 21<sup>st</sup> century as successful Muslim Americans.

We invite you to contact us to learn more about our school. The opportunities for student success at Everest Academy are plentiful. We have the resources, expertise, and a mission-driven philosophy to offer a school setting that is truly unique, wholesome, and exciting.

## MISSION & VISION

### MISSION STATEMENT

*“Everest Academy shall strive for excellence in preparing its students for tomorrow’s challenges and for the Hereafter by providing them with an exceptional academic experience in an Islamic environment thereby empowering them to become successful Muslim Americans.”*

### OUR MOTTO

*Ascending to Excellence*

### OUR VISION

***Vision 1:*** Students are prepared for tomorrow’s challenges through academic excellence.

***Vision 2:*** School provides a stimulating and wholesome environment based on the principles of Islam.

***Vision 3:*** Students are successful and exemplary citizens.

## IEIT LOCATIONS

### **CORPORATE OFFICE**

6671 Southwest Freeway, Suite 620  
Houston, TX 77074  
Phone :281-502-8310  
Fax: 281-605-5666

### **EVEREST ACADEMY**

610 Brand Lane,  
Stafford, Texas 77477  
Phone: (281) 261 - 3030  
Fax: (281) 806 - 5944  
[www.Everest-Academy.com](http://www.Everest-Academy.com)

### **DARUL ARQAM NORTH**

11815 Adel Road  
Houston, Texas 77067  
Phone: (281) 583- 1984  
Fax: (281) 440- 8024  
[www.darularqamnorth.com](http://www.darularqamnorth.com)

### **DARUL ARQAM SOUTH EAST**

8830 Old Galveston Road  
Houston, Texas 77034  
Phone: (713) 948 - 0094  
Fax: (713) 948 - 0094  
[www.southeast.darularqamschools.org](http://www.southeast.darularqamschools.org)

### **DARUL ARQAM SOUTH WEST**

10415 Synott Road  
Sugar Land, Texas 77498  
Phone: (281) 495 - 4015  
Fax: 281- 495-0118  
[www.southwest.darularqamschools.org](http://www.southwest.darularqamschools.org)

### **ILM ACADEMY**

1209 Conrad Sauer  
Houston, TX 77043  
**Phone:** (713) 464-4720 ext. 300  
**Fax:** (713) 464-4720  
[www.ilmacademy.org](http://www.ilmacademy.org)

### **HOUSTON PEACE ACADEMY**

16700 Old Louetta Rd,  
Spring, TX 77379  
**Phone:** (281) 257-8988  
**Fax:** (281) 257-8981  
[www.houstonpeace.org](http://www.houstonpeace.org)



July 2018						
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**August**  
 2-6..... Campus based Staff Development  
 3..... Open House & Parent Orientation  
 8..... Classes Start/ 1st Term Begins  
 8-24..... Reading and Math Formative Assessment  
 20-22..... Eid ul Adha Break/ School closed

**September**  
 3..... Labor Day—School Closed

**October**  
 1-5..... 1st Benchmark  
 12..... End of 1st Term- Reports issued  
 15..... 2nd Term Begins  
 19..... Parent Teacher Conferences  
 29..... Campus based Staff Development

**November**  
 1-9..... IOWA / ITBS Complete Battery Grades 3-8  
 19-23..... Thanksgiving Break  
 26-Dec 7..... Developmental Reading Assessment

**December**  
 10-14..... 2nd Benchmark  
 21..... Student Event/ 2nd Term Ends  
 24-Jan 6..... Winter Break/School Closed

**January**  
 4..... Campus based Staff Development  
 7..... Classes resume/ 3rd Term Begins  
 21..... MLK Day/ District based Professional Development  
 24..... 100 Days of School Celebration

**February**  
 15..... Staff Development/ Make up Day  
 25-Mar 1..... 3rd Benchmark

**March**  
 8..... 3rd Term Ends/ Reports Issued  
 11-15..... Spring Break/School Closed  
 18..... 4th Term Begins  
 29..... Parent Teacher Conferences

**April**  
 9..... STAAR Gr 4 , 7 Writing, Gr 5,8 Math  
 10..... STAAR Gr 5, 8 Reading  
 15-19..... IOWA / ITBS Complete Battery Grades K-2  
 22..... Campus based Staff Development/ Makeup Day  
 29-May 10..... Developmental Reading Assessment

**May**  
 6..... 1st day of Ramadan TBD  
 6-9..... 4th Benchmark testing  
 13..... STAAR Gr 3, 4, 6, 7 Math  
 14..... STAAR Gr 3,4, 6, 7 Reading  
 15..... STAAR Gr 5, 8 Science  
 16..... STAAR Gr 8 Social Studies  
 21-22..... Graduation Ceremonies

January 2019						
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May 2019						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

**Total Student Days: 176**  
 First Nine Weeks: 44 Days      Second Nine Weeks: 43 Days  
 Third Nine Weeks: 43 Days      Fourth Nine Weeks: 46 Days

- △ Graduation      ⊕ Open House      ◡ End 9 weeks
- Staff Development      ⊕ Parent Orient/Conf      ( ) Begin 9 weeks
- Holiday      ▽ End of Semester      ◇ STAAR
- ▽ Make-up Day

# OPERATIONAL POLICIES AND PROCEDURES

## ATTENDANCE & ABSENTEEISM POLICY

All students are expected to attend school regularly, unless prevented by acceptable reasons per school policy.

Acceptable and excused absence may be due to personal illness, sickness or death in the immediate family. Immediate family includes grandparents, mother, father, sisters, and brothers. A formal excuse for absence note must be submitted within five days of absence in order to be excused. In case the absence is due to health reasons, the excuse note should be signed by the student's doctor. For other reasons, the excuse note should be signed by appropriate organization, parents or guardian, as applicable.

The state's 'Compulsory Attendance Law' allows for legal action, if necessary, for excessive absences. Per FBISD policy, unexcused absences for ten days, or parts of days in a six-month period (semester), or five days or parts of days in a four-week period (quarter) are considered criminal offense.

The following procedure is followed in case a student is absent unexcused for five days in a term or ten days in a semester:

1. A Truancy Diversion Program (TDP) Notice is sent to the parents
2. Students with excessive absences must serve detention on a designated Saturday from 8 - 9 am for 5 or less unexcused absences during a term; and from 8 – 10 am for more than 5 unexcused absences during a term. A \$50 amount is charged to students' account in case detention is not served. Failure to serve detention or pay the fine yields to loss of credit for the year.

### 1. Missed Assignments and Grading Procedures

An absentee student is expected to make up all reports, assignments, tests, etc., missed due to absences within the same number of days the student was absent; unless the schedule is officially lengthened by school staff. Missed assignments that are not completed within the scheduled time result in failing grade on them.

Days missed by a student suspended out of school are considered excused if the student satisfactorily completes missed assignments in the same number of days he/she was suspended. Every grade that is recorded for work that was due on the days of suspension is reduced by 10 percent.

If a student is truant or has cut class, he/she receives a zero on any class assignments, tests, homework, and reports or projects due on that day. The quarterly conduct grade is also marked 'Unsatisfactory' by each teacher whose class was missed due to truancy.

A student who is absent without parent knowledge or who has cut class is assigned detention or suspension as determined by school administration.

The table below summarizes procedures for missed work due to absence:

<i>Grade</i>	<i>Tutoring</i>	<i>Late work</i>	<i>Missed Tests</i>	<i>Retests</i>
All Grades	At the relevant teachers' discretion, students may be pulled occasionally from PE, art, recess or computer for more focused intervention	<p><u>Unexcused absences:</u> All work is due on the date of return.</p> <p><u>Excused absences:</u> Students are allowed as many days as they missed to make up any work (e.g. if the child was absent for 3 days, he/she is allowed 3 extra days to turn in assignments that were due or assigned during the absence). If the child is absent only on the day an assignment is due, they must turn it in the day they return. Teacher may allow exceptions, especially if parents contact teachers with a legitimate reason in advance of the due date.</p>	<p><u>Unexcused Absence:</u> Test is given upon date of return</p> <p><u>Excused absence:</u> Test given up to one week after return. If student missed only the test, he/she can be given the test upon the date of return. If he/she missed lessons, the test must be given within one week and parents should be notified at least 1 day in advance.</p>	Retests are given for scores below 70. Prior to retesting, the teacher will provide at least 1 intervention period (student may be pulled from PE, art, recess or computer) and one informal assessment or HW assignment. The retest will be given within 2 weeks of the original test and during a specials period or before/ after school. The higher of the two scores will be recorded.
1st- 4 <sup>th</sup>		Deduct 5%/day late up to 5 days. Zero after that.		Retests may be given at the teacher's discretion. The retest will have a maximum score of 75.
5 <sup>th</sup> – 8 <sup>th</sup>		Deduct 10%/day late up to 5 days. Zero after that. For projects- 20% off first day late. 5% for each day late after that. Zero will be given eight days after the original due date.		

## 2. Tardiness

Students from grade Kindergarten and up are marked tardy for arriving after 8:05 am; Prekindergarten and Developmental Kindergarten students are marked tardy for arriving after 8:30 am. The tardy time may be extended for 5-15 minutes in case heavy traffic/ accident is reported through official sources. Tardy exceptions are made only for a doctor's note, court notice, or other reason approved by the school administration. Consequences for tardiness for students from Kindergarten and up are as follows:

- 1<sup>st</sup> three unexcused tardies in a school year are attributed to unusual circumstances and thus overlooked, even though they violate both school and state regulations.
- Every unexcused tardy after the third in a term results in one of the following:
  - a. Student is asked to serve detention on a Saturday morning from 8 - 9 am. Date will be communicated at least a week prior.
  - b. For more than 4 tardies, detention time is 8-10 am.
  - c. Failure to show up for the detention results in a fine; @ \$30 for 4 tardies or \$50 for more than 4 tardies.
- In the event that a student has more than 5 Tardies and 5 Absences in a single term, the student must attend 2-hour detention on a Saturday morning and a fee of \$50 will be automatically withdrawn through the monthly ACH payment. If a student does not serve detention, a fee of \$100 will be charged. There is no option for more than 2 hours of weekend detention.

The purpose of our Tardy Policy is not for financial gain to the school, it is to promote an orderly and organized school environment. Excessive tardiness and absence impacts both the students that are missing out on instruction as well as others in the classroom that are disrupted by the late arrival of a classmate.

Please note: Students arriving to school after 10:00 am are marked absent for the day, the same applies to students leaving school before 10:00am.

## **CELL PHONE POLICY**

Students are not allowed to use cell phones during school hours unless teachers have given permission for its instructional use during class. In an effort to keep cell phone distractions out of school, students' cell phones should be kept turned off in their back packs.

Cell phones should not ring or be used in the classrooms without consent from the teacher. In the event a student is caught in the hallways or the classroom using a cell phone or it rings during school hours, phone will be confiscated and kept in the office for parents to pick up. If phone is confiscated for the second time, it will be released to parents only after a fine of \$15 is paid. The \$15 charge is applied after every cell phone confiscation thereafter.

## **DISCIPLINE POLICY**

### **Section 1: Introduction**

The goal of discipline is to help students develop inner controls so that they demonstrate appropriate social behavior. Everest Academy educators teach acceptable behavior to students by helping them develop self-control through positive guidance and the application of easily understood rules. Our procedures for disciplining students are designed to help them develop safe and satisfying relationships and a healthy self-image.

Parents are expected to work closely with their children for development of good disposition and responsible behavior. Students are taught to greet by saying Asalamu Alaikum. Paying due respect to elders and teachers, keeping one's area neat and tidy, taking care of textbooks and personal belongings are also important. Students are expected to observe the etiquette of silence and worship during wudu and prayer. Moreover, they must practice proper ways to use the restroom by sitting down to use the toilet and flush afterwards. Such positive behaviors are encouraged at school and strengthened through practice at home.

## **Section 2: Policies and Information: Maxims of Discipline**

- **Restorative Discipline:** Our educators use restorative discipline practices which are based on respect, responsibility, relationship-building and relationship-repairing. They focus on mediation and agreement rather than punishment in order to create a safe environment where learning can flourish.
- **Positive Reinforcement:** Positive reinforcement is the presentation of something pleasant or rewarding immediately after a student demonstrates desirable behavior. Our educators believe that it is better to acknowledge children for doing something well and thus encourage them to repeat the behavior than to wait for them to error and punish them afterwards.
- **Healthy Interaction:** Potential conflicts are avoided by providing students with a variety of interesting activities at suitable intervals to keep them engaged.
- **Individual Attention:** Our teachers provide differentiated care and instruction to each student based on the student's unique strengths and needs.
- **Firm, Quiet Discipline:** Children are guided calmly towards desirable behavior.
- **Responsibility:** From an early age, children learn responsibility by picking up after themselves and managing their belongings. At our school, children are encouraged to take pride in simple accomplishments like disposing waste in the trash can or putting their material back on the shelf.
- **Redirection:** Children with undesirable behavior are calmly redirected towards activities that enable them to engage in more desirable and socially acceptable behavior.
- **Positive Guidance:** We recognize and work with each child's unique character and physical traits to accomplish immediate and long-term social, emotional, and academic goals.
- **Modeling:** We teach appropriate behavior through example and being good role models.
- **Positive Phrasing.** Our educators promote desirable behavior by using positive and constructive rather than negative language.

## **Section 3: Inappropriate Conduct**

Behavior that goes against the basic Islamic ethical codes is considered inappropriate. Failure to comply with the school dress code, possession of drugs, alcohol, tobacco, weapons or any object that threatens to inflict bodily injury are considered serious offense. Using profanity, vulgar language, making obscene gestures to fellow students, teachers or staff, committing theft, damaging school property, engaging in name calling, ethnic or social slurs, and using indecent, immoral language are some other examples of serious offenses.

Other undesirable conducts include: fighting; running and/or making excessive noise in the building and/or classroom; refusing to follow teacher's directions; refusing to participate in classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; misconduct in cafeteria such as misuse of food; cheating and/or copying the work of other students; chronic tardiness to school; unauthorized leaving of classroom and/or building; disrespectful or discourteous behavior; any other misconduct which may interfere with an orderly school environment.

#### **Section 4: Corrective Measures**

Disciplinary measures are handled according to grade level and nature of seriousness of the misdemeanor. It is our goal to provide a safe and positive educational environment to all our students. Students are expected to behave in an appropriate manner and respect other's rights and property. School administrators, teachers, and parents are responsible for ensuring that all children follow school rules. It is the responsibility of principal and teachers to take corrective action for any inappropriate behavior, particularly if it deprives other students of their right to a healthy and safe environment.

Many discipline problems are avoided by using developmentally appropriate activities, establishing a safe environment, and employing student-centered teaching methods. Positive reinforcement of appropriate behavior, redirection, decision-making strategies, and peaceful resolution of conflicts are practiced.

To counteract any undesirable student behavior, the school administration does not use physical punishment or harsh language that might frighten or humiliate children. We use Restorative disciplinary practices and refrain from taking actions that might hurt other people or damage equipment. On occasion, it may be necessary for a child to be removed from the group for a short 'quiet time' so that the child can regain control and rejoin the group when it is felt that he/she is ready. At no time, however, a child being disciplined is left unattended by staff. Students in early childhood grades are not punished for toileting accidents or failure to sleep or eat.

Everest Academy makes every effort to work with the family and the student when there are ongoing or severe behavioral challenges. We do this by meeting with the parents and, if needed, referring to the school counselor. We, as parent-school team, develop a plan for working with students demonstrating undesirable behavior persistently at school and at home. For any behavior modification plan to be effective, parent cooperation and participation is essential and therefore expected. If needed, parents are called to pick up the child early or come to the school to be with their child for a short time. In the extremely rare case when all efforts have been exhausted and dangerous, threatening, or extremely disruptive behavior still exists, or cooperation has not been shown on the part of parent(s), the school administration, based on their professional judgment, reserves the right to remove the child from school either temporarily or permanently.

#### **Section 5: Disciplinary Interventions**

Disciplinary interventions are progressive in nature. The severity of behavior determines level of intervention. Procedures are designed to promote positive behavior with emphasis on clear

expectations. The following interventions are used to address identified inappropriate behaviors: (Note: Interventions at Level I and II are handled by the child's teacher. The school principal and other administrators may become involved at any time.

<i>Student Behavior</i>	<i>Intervention</i>
<b>LEVEL I</b>	
Student refuses to follow school and/or classroom rules. (Initial use of profanity, disruptive behavior, etc.)	<p><b>Explain to student:</b></p> <ul style="list-style-type: none"> <li>• What he/she is doing wrong and how it is impacting others.</li> <li>• What is the appropriate behavior</li> <li>• What will be the consequences if behavior is repeated</li> </ul>
<b>LEVEL II</b>	
Student <u>repeatedly</u> fails to follow school and/or classroom rules.	<p><b>The following <u>will</u> occur:</b></p> <ul style="list-style-type: none"> <li>• Parent notification/consultation.</li> <li>• Written essay / letter of apology from student</li> </ul> <p><b>The following <u>may</u> occur</b></p> <ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Behavior contract</li> <li>• Lunch Detention</li> <li>• Temporary placement in another classroom</li> <li>• Mediation / conflict resolution by a school staff</li> </ul>
<b>LEVEL III</b>	
<ul style="list-style-type: none"> <li>• Fighting, physical aggression, and similar disruptive behavior</li> <li>• Insubordination</li> <li>• Threats or intimidating acts, excessive bullying</li> <li>• Theft: Petty cash or valuable items</li> </ul>	<p><b>The following <u>will</u> occur:</b></p> <ul style="list-style-type: none"> <li>• Parent notification/consultation</li> <li>• Loss of privileges based on offense</li> <li>• In-school suspension (1-5 days)</li> <li>• Written essay / letter of apology from student</li> </ul> <p><b>The following <u>may</u> occur</b></p> <ul style="list-style-type: none"> <li>• Referral to Behavioral Therapist/ School Counselor</li> <li>• Behavior contract</li> <li>• Mediation / conflict resolution by a school staff</li> </ul>
<b>LEVEL IV</b>	
<ul style="list-style-type: none"> <li>• Profanity</li> <li>• Excessive disruptive behavior</li> <li>• Repeated failure to follow school rules</li> <li>• Repeated aggression / fighting</li> <li>• Repeated threats, harassment, or intimidating acts</li> <li>• Petty theft</li> <li>• Vandalism - deliberate damage to property</li> <li>• Possession or use of alcohol, tobacco or illegal substances and items</li> </ul>	<p><b>The following <u>will</u> occur:</b></p> <ul style="list-style-type: none"> <li>• Parent, student, and administration conference.</li> <li>• Involvement of appropriate authorities / agencies (such as, law enforcement, youth crisis, social services etc.)</li> <li>• Written essay / apology letter from student</li> <li>• Temporary or short term out of school suspension (1-5 days).</li> <li>• Reparation of damages (when applicable).</li> </ul> <p><b>The following <u>may</u> occur</b></p> <ul style="list-style-type: none"> <li>• Community service.</li> <li>• Referral to Behavioral Therapist</li> <li>• Mediation / conflict resolution</li> <li>• Behavior contract</li> <li>• Expulsion from school</li> </ul>

## DRESS AND HYGIENE POLICY

### **Pre-kindergarten Dress Code:**

Wearing uniform is not compulsory for pre-kindergarten students. They are required to adhere to the general hygiene and dress code for all grades.

- Attire should be modest and comfortable.
- Clothing should preferably not have any pictures or images and inappropriate language.
- Shoes must be easy to wear and not have laces. Closed-toed, Velcro shoes are ideal.
- Sleeveless shirts, tank tops, or spaghetti straps are not allowed. Sleeves may be either short or long.

### **Grades DK-8 Dress Code:**

All school uniform items must be purchased through the School Store Website, except for pants and shoes that may be bought from any vendor. Please note: there is no option for monogram embroidery on pre-purchased items.

Below is the link for ordering uniform.

<https://everestacademy.ecwid.com/>

School attire should be clean, modest, loose fitting, and comfortable. Hair should be clean, free of lice, and well groomed. Nails must be short, clean, and free of polish. Winter/ outer wear must be white, black, gray or navy in solid color.

**Boys:** White or sky blue collared shirt with monogram, blue uniform pants or black athletic pants, white socks, and closed-toed shoes (grey, black or white).

**Girls:** Modest attire, white socks, closed-toed shoes (grey, black or white) – no high heels, no sandals. All jewelry must be small and simple. Hair must be pinned/ tied.

Girls DK-3 may wear white or sky blue collared blouse or shirt with monogram, navy pants. Navy jacket/tunic/ abaya are optional. Wearing scarf is not mandatory for girls DK-3, but they must bring to school to wear for salaah.

Girls 4-8 are required to wear shirts which fall to mid-thigh, have long sleeves, and are loose-fitting. Plain black or navy abayas are optional. Girls 4-8 must wear white, black, or navy solid colored scarves to cover their hair.

**School Spirit and Casual Dress Days:** Students can wear shirts on School Spirit days as communicated by administration. Please note that all other items of clothing such as pants, shoes, and hijab must be in adherence to the school dress code on such days. Jeans are to be worn on Casual Dress Day only; which is the first Wednesday of each month.

Students may dress casually and comfortably on Casual Dress days. They are still required to wear proper PE shoes in order to participate in PE and other activities that require physical movement. Students may wear abayas or thawbs on Fridays to demonstrate Islamic spirit.

**Consequence for Violation of Dress Code:** Parents are contacted to bring in change of clothes per school uniform code and have their student change into it. Each student's dress code violation is documented in school management system. After the third time a student is out of approved dress code, a fine of \$10 is charged per day.

## **DROP OFF AND DISMISSAL PROCEDURES**

Unless registered for before/after school care, students must be dropped off **not earlier than 7:30; and be picked up within 20 minutes after dismissal time.** Staff supervises student drop-off from 7:35 through 8:00 am; and for the first 20 minutes after the dismissal time. During these times, parents are requested to bring their vehicles to the covered driveway by the front office entrance from where our staff escorts their child in and out of the vehicle. Parents must show the car line sign to pick up, stay in their car, and drive out of the driveway promptly once their students have been picked up or dropped off to allow for smooth traffic flow.

Parents who arrive 20 minutes after the dismissal time need to park their car in the designated parent parking area, walk to the Activity Area and sign out for their students.

First two early drop-off or late pick-up are excused; afterwards a \$5 fee for every 15 minutes of early drop-off or late pick-up is charged.

Students must check out at the office when leaving school early and must check in at the office when returning or arriving late. If this procedure is not followed, the student will receive an unexcused absence for the entire day. Parents are requested not to go directly to the classroom, but wait at the front office for early release or late drop off. **Advance notice of early pick up is required. Students will not be released 15 minutes prior to their scheduled dismissal time unless there is an emergency and appropriate supporting documentation is provided.**

PK, DK students may opt for half-day. PK students can be picked up between 12:45 – 1:00 pm; and DK students may be picked up between 1:30 – 1:45 pm. Parents must submit Early Dismissal Form through Quickschools Parent Portal. Monthly tuition will not be reduced for early dismissal; after-school charges will start applying if students are not picked up within the designated time.

## **EXPECTED STUDENT BEHAVIOR**

Students are expected to put forward their best efforts as follows:

- Adhere to all rules and policies of Everest Academy.
- Maintain oneself in an orderly manner at all times.
- Be on time for school each day.
- Dress according to school dress code.
- Help in keeping the school building and grounds clean.
- Respect others and their property.
- Respect the teachers and those in authority among themselves.
- Do not laugh or talk loud or excessively.
- Refrain from cursing, fighting, and excessive talking. Use inside voice in the school building.
- Complete all assignments in a timely manner.

- Be aware that certain offenses may result in severe disciplinary measures from the school administration

## **ENROLLMENT POLICY**

Enrollment is open to all children, provided space is available in the grade in which admission is sought and school can meet needs of the child. Everest Academy does not discriminate based on sex, race, creed, religion, disability, gender, age, or political belief.

Students applying to Pre-Kindergarten and Developmental Kindergarten must be 3 and 4 years old respectively by September 30th of the academic year for which the student is seeking admission. They must be toilet-trained before starting school.

New enrollees in the middle of the school year must take and pass a placement exam. They are kept on probation for their first grading period.

### **1. Required Documents**

The following documents must be provided in order to enroll a student at school.

- Completed Forms that are provided by the School Office
- Birth certificate
- Complete and updated immunization records validated by a physician or public health clinic.
- Social security card
- Complete records from previous school. These include:
  - Official transcript, report card, or progress report signed by the administration of the previous school
  - A statement, book card, withdrawal form, or computer card clearing the student's records from the previous school

At the time of registration, parents are required to furnish emergency numbers which include parents' work number, doctor's phone number, and a friend's/relative's phone number. This information helps us to contact parents in case of a child's illness or any other emergency. Parents are required to notify the school office immediately for change in address or phone number.

### **Prekindergarten Program**

- Students should be fully toilet trained to be considered eligible for enrollment at Everest. Understanding that with changes in the environment children may regress, each student has a 4 week grace period to adjust to their new surroundings and routine. Parents with children who have regular accidents after the 4 weeks will be asked to keep the student at home for at least a week for toilet training. Students whose skills have not improved afterward will no longer be

eligible for PK enrollment and their applications will be placed back on the waiting list. Such parents will be welcome to re-enroll their child once he/ she is fully toilet trained and space is available.

- Parents desiring to register their student for half day may submit the application via Quickschools Parent Portal; early dismissal window for Prekindergarten and Developmental Kindergarten is 12:45 – 1:00 pm and 1:30 – 1:45 pm respectively. We kindly request parents to adhere to the determined dismissal timing so that regular classroom routines continue with minimal disruption for the full-time students. **Please Note:** Early pickup does not decrease the monthly tuition amount. Students are charged after care rates of \$5 for every 15 minutes the child remains in the classroom past the designated pickup time. Parents who wish to change early dismissal students to full day must notify the office in writing.
- Parents are requested to follow school timings for pick-up and drop off. Morning assembly begins at 7:50 am and is an integral part of transitioning students from their home to classroom setting. Instruction begins promptly at 8:00 am and includes some of the most important lessons of the day as students’ attention levels are highest during the morning hours. Students are expected to participate in the morning assembly and be prepared to engage in their lessons attentively throughout the day.

## FEE SCHEDULE

Tuition can be paid in yearly, quarterly, or ten equal monthly installments.

All families are required to provide information of a bank account from which tuition fee is directly withdrawn; which is processed in the first week of each month. Families who choose to pay the tuition via check or cash and not provide their bank information for direct withdrawal are charged an additional monthly fee of \$20. A charge of \$30 is incurred to their account if monthly tuition fee is not received by the 15<sup>th</sup> of the month.

Tuition schedule for regular students is as follows. Please contact front desk for ESL & Out-of-state students.

GRADE LEVEL	FEE TYPE	AMOUNT DUE
All Grades	Registration Fee	\$50
GRADE LEVEL	FEE TYPE	AMOUNT DUE
All Grades	Annual Book Fee	\$150
All Grades	Annual Supply & Technology Fee	\$100
Pre-K & D-K	Monthly Tuition 1 <sup>st</sup> Child	\$505

Kinder and up	Monthly Tuition 1 <sup>st</sup> Child	\$480
All Grades	Monthly Tuition 2 <sup>nd</sup> Child Discount	-\$55
All Grades	Monthly Tuition 3 <sup>rd</sup> + Child Discount	-\$105

Fee schedule for Extended Day is given below.

GRADE LEVEL	FEE TYPE	AMOUNT DUE
All Grades	Monthly Before School Care Fee ( from 7:00 -7:30)	\$50
PK & DK	Monthly After School Care Fee ( from 3:40 - 4:00 pm)	\$20
All Grades	Monthly After School Care Fee ( from 4:00 - 4:30 pm)	\$50
All Grades	Monthly After School Care Fee ( from 4:00 – 5:00 pm)	\$100
All Grades	Monthly After School Care Fee ( from 4:00 – 5:30 pm)	\$130
All Grades	Monthly After School Care Fee ( from 4:00 – 5:45 pm)	\$160
All Grades	Monthly Before and/ or After School Care Fee 2nd Child	-25%
All Grades	Monthly Before and/ or After School Care Fee 3rd Child	-35%

## FIELD TRIPS

Field trips expand a child's experience through out-of-school learning opportunities, and hence are planned on a regular basis. Transportation is provided by the following two modes:

- School rents a commercial bus or van.
- Staff and/or volunteers provide transportation through their cars with appropriate safety measures.

1. Parents are informed via phone, email, or school management system (Quickschools) at least two weeks before the field trip.

2. They are asked to fill and submit Field Trip Consent Form along with medical and emergency information for their student.

3. If approved by school, all parents accompanying students to field trip as chaperons must fulfill the following requirements:

- They must submit Volunteer Application along with proof of identification (for example copy of driver's license, state issued identification card, passport) and completed background check.

- It is preferred that they have First Aid and CPR training.
  - During the trip, they must
    - be easily identifiable through uniform shirts and name tags
    - carry communication device/ cellular phone
    - carry written list of all children and check it frequently
    - one or more chaperons must carry all participating students' emergency contact information and first aid kits
4. Children going to the field trip are required to wear uniform shirts and wrist bands/ name tags with school name and the chaperon's cell number.
5. Appropriate children and chaperon ratio is maintained at all times during the field trip.

## **GRADING AND PROMOTION POLICY**

Promotion from one grade to the next at the end of an academic year is not automatic. To be promoted to the next grade, a student must have a final average of 70 or above in both Mathematics and Language Arts and at least a 'D' overall average. If a student has a final average of less than 70 for any subject other than Mathematics or Language Arts, a remedial Plan of Action is developed mutually by parents, teachers, and principal to ensure that the student reaches the required level of proficiency in that subject.

Students also need to meet the attendance requirement for promotion to next grade level. The state compulsory attendance law allows for legal action, if necessary, for excessive absences. Students absent for more than 20 days during the school year may not be given credit for the academic year, unless proper documentation is provided that validates the reason for absence. Such students may need to attend summer school or provide documentation for certain number of hours of community service as determined by school administration.

### **Honor Roll**

In order to recognize our high-achieving students, the following Honor Roll policy is in place for grades KG and up.

- Students maintaining a GPA (grade point average) of 4 attain "Honor Roll" status. The GPA of 4 must include 90% in all subjects including Conduct/ Behavior.
- Honor roll mention is determined at the end of each term.
- Honor roll students are recognized with certificates of merit and other appropriate rewards.
- Only full-time students are eligible for the honor roll.

Everest Academy does not discriminate in the methods, practices or materials used for determining honor roll/honorable mention status on the basis of sex, race, national origin, ancestry, creed, physical, mental, emotional or learning disability.

### **Report Cards**

Per local school district policy, report cards will be released through Quickschools Parent Portal electronically at the end of each term. Printed report cards will not be distributed.

## Transcript Legends

At the elementary level, the following grading legends are used for all courses; including art, Technology, and Physical Education:

<u>Numerical Grades</u>	<u>Letter Grades</u>	<u>GPA Scale</u>
90-100	A	4
80-89	B	3
75-79	C	2
70-74	D	1
60-69	F	0

Inc = Incomplete

### Conduct Grades

E = Excellent

U = Unsatisfactory

S = Satisfactory

NA = Non-Applicable

N = Need Improvement

## GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

These guidelines are developed to make students and parents aware of the expected student conduct for using Everest Academy owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and Internet access. In general, these guidelines address efficient, ethical, and legal utilization of all technology resources.

### 1. Expectations

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a teacher or campus/district administrator.
- All users are expected to follow existing copyright laws.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to report the details to their teacher or administrators without discussing it with other students.

### 2. Acceptable Use Guidelines

#### a. General Guidelines:

- Students are responsible for using technology for educational purposes only.
- All technology policies and restrictions must be followed.
- Access to the school's computers is a privilege and not a right. Each student is required to adhere to the acceptable use guidelines established by school.
- When placing, removing, or restricting access to data or online services, school officials apply the same criteria of educational suitability as used for other education resources.

(6) Any parent wishing to restrict their children's access to any school computer online services will need to provide this restriction request in writing. Parents reserve the right to impose restrictions on their child.

b. Network Etiquette:

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people) on the Internet.
- (4) Remember that the all of us have different points of view which may be different from your own
- (5) Be discrete when forwarding e-mail, do it only on a need-to-know basis.

c. E-Mail:

- (1) E-mail may be used for educational or administrative purposes. Students may be provided login info for their account in the school management system from which they can email teachers.
- (2) E-mail transmissions, stored data, transmitted data, or any other use of school-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.

### **3. Unacceptable Conduct**

Includes but is not limited to the following:

- a. Using network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- f. Unauthorized or non-curricular use of online video, music or streaming content.
- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access their account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on a school-owned system.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.

- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

#### **4. Consequences for Noncompliance to Acceptable Use Policy**

Students who obtain system account and/or computer hardware are responsible for their appropriate use. Noncompliance with the guidelines in the Student Handbook may result in suspension or termination of technology usage privileges.

Use or possession of hacking software is strictly prohibited and violators will be subject to consequences. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the school.

Everest Academy cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of e-mail and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual will be considered an act of vandalism and subject to disciplinary action at the discretion of school administration.

#### **HOURS OF OPERATION**

Regular school hours are Monday - Friday from 7:50 a.m. to 3:15 p.m. for Prekindergarten and Developmental Kindergarten and from 7:50 a.m. to 3:40 p.m. for Kindergarten and up. For half days, school releases at 12:00 p.m. **Students are not to arrive at school prior to 7:30 a.m. and are to be picked up within 20 minutes after dismissal time;** unless they are registered in the Extended Day Program.

Any students not picked up within 20 minutes past regular/ full-time dismissal time need to be picked up directly from the Activity Area. First two early drop-off or late pick-up are excused; afterwards \$5 fee for every 15 minutes of early drop-off or late pick-up is charged.

#### **Scheduled and unscheduled school openings, closings, and delays**

1. Scheduled No-School Days, Delayed Openings, or Early Dismissals - The annual school calendar lists all scheduled school closings. Parents are notified if Extended Day Program is available on scheduled early dismissal days.
2. Unscheduled No-School Days, Delayed Openings or Early Dismissals- School can be closed, open late, or dismissed early due to unfavorable circumstances such as disruption in water or power supply, heating failure, electrical problems, inclement weather, etc. As soon as a decision

for unscheduled school closing is made, parents are notified through posting on school website, email, text message, and/ or phone call.

## **P. E. AND OUTDOOR PLAY**

Our Physical Education program is geared towards development of fine and gross motor skills, stamina, and an enhanced appreciation of social, emotional, and psychological health in daily living. Students get a minimum of 15 minutes recess every day, and Physical Education lessons from a qualified instructor at least thrice a week. They receive recess and PE lessons outdoors, if weather permits.

It is important that children be properly dressed for PE and outdoor activities. They should wear appropriate outer wear and shoes in order to participate in PE lessons. Gym shoes with laces or Velcro closure may be worn. Shoes must have good white rubber soles for traction and offer good support for the foot. Shoes must be plain and white, black, navy, or grey in color; light-up shoes are not allowed.

### **1. Outdoor Safety**

In order to ensure outdoor safety, appropriate precautions are taken, and procedures are established and followed. Routine procedures include:

- Teachers count the number of students before going outdoors, count again when they arrive on the playground. The same procedure is followed prior to returning inside the building.
- Teachers carry cell phones or walkie-talkies to alert the administration should an emergency occur.
- The TDFPS mandated caregiver and child ratios are maintained at all times.
- Each classroom has a scheduled playground time in order to ensure playground is not overcrowded.

### **2. Exemption from P. E. and Outdoor Play:**

Physical Education is a required part of school curriculum. Children who cannot participate in the physical education program must submit a written statement from a doctor stating the nature of the illness or disability and the dates for exemption from physical activity.

## **PHOTOGRAPHY AND PUBLICITY**

Everest Academy photographs students participating in school activities. Upon enrollment, parents are asked to sign a photography consent form that is kept in their student's file. With the parent/guardian's permission, the school may publish students' photographs, and/or work on the school website.

## **PLAGIARISM**

Everest Academy maintains high standards of academic integrity, requires students to refrain from plagiarism, and produce original works with appropriate identification of the sources of information. Plagiarism refers to presenting ideas or statements of another without crediting the original source. Plagiarized sources include written word, pictures, photographs, music, internet sources, works of art, and the spoken word.

Students are expected to

1. Demonstrate academic integrity
2. Cite sources of information via appropriate bibliographic methodology
3. Provide further clarification of the submitted assignment upon request
4. Provide all original sources for the assignment upon request

In order to prevent plagiarism, our teachers

1. Instruct students on plagiarism and acceptable methods of citing sources
2. Teach age-appropriate bibliographic methodology
3. Utilize instructional strategies for prevention
4. Monitor student work on ongoing basis

Plagiarism is considered a serious offence and any violation results in disciplinary actions based on the severity of the infraction; repeated violations lead to progressively severe disciplinary consequences. Disciplinary actions include, but are not limited to

1. Conference with student, parents, teachers and/or school administrators
2. Re-do of the assignment
3. A failing grade for the assignment, grading period, or subject
4. Loss of participation in extra-curricular activities
5. Impact on letters of recommendation

## **REST AND NAP TIME**

Pre-kindergarten and Developmental-kindergarten students have a regular daily rest or nap time, when children rest on their own mats. These mats are to be provided by parents along with a small blanket and pillow case for their child to use. All bedding items are sent home on Fridays for washing.

## **STUDENT LOCKERS**

Lockers will be assigned to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students only upon submitting 'Locker Use Agreement' through Quickschools Parent Portal. Each student is assigned one locker which is to be used solely for storage of outerwear and school related materials. The locker is NOT student property and school officials have the right to open and inspect the locker at any time. Locker

inspections will be held on a regular basis. School authorities for any reason, may conduct periodic inspections at any time, without notice, without student consent, and without a search warrant.

Students are expected to keep lockers clean, free from any stickers; otherwise a \$10 fine will be assigned. Students cannot put any type of lock on their lockers.

School is not responsible for any valuables left inside the lockers. This includes cell phones, iPods, mp3 players, jewelry, cash, etc. Students may use their lockers before school, before break, and after school only. They may use their lockers between each of their classes; however, they must adhere to the three-minute passing period and seated in their classes on time. If a student is chronically late due to locker usage, it may result in having his or her locker revoked.

## **TEXTBOOK POLICY**

Students are responsible for the school textbooks checked out to them: Students should

- Write their book copy & barcode numbers in their agenda or notebook immediately after they check them out; and write their name inside the front cover of their book in the signature box.
- Be sure they always have their own book. If they turn in another student's book they will still be responsible for the copy number checked out to them.
- Students are issued ONE textbook to use in class and at home. We do not have enough textbooks to issue a double set of books to every student. We cannot check out additional textbooks to students who forget to bring their book to class.
- At the end of the year, students whose textbooks have been lost, unreturned or damaged beyond repair will be placed on the obligation list and charged for a replacement book @ \$75 each. If payment is not received within the designated deadline then school may withhold the student's report card until the student or parent/guardian has paid all damages.

Students are expected to:

- Be responsible for the school property loaned to them.
- Do not write, highlight or draw in school textbooks.
- Keep their books in their possession and not loan their book to anyone.
- Keep a book cover on their books.
- Keep their books away from all liquids (e.g. rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students will receive an obligation.
- Keep books in a safe place at home, out of the reach of pets and small children.
- Return textbooks in good condition on or before the last day of class or as instructed by the

teachers.

- Remove any tape, labels or post-it note papers.

## USE OF VIDEOS

Videos are occasionally incorporated into classroom lessons to expand learning or as a substitute for outdoor activities during periods of extreme cold or heat, heavy precipitation, or to help children experience a gradual decrease in physical activity in the late afternoon. The videos chosen are previewed by staff, have an educational content, are entertaining at the children's level of understanding, contain no commercials, and are nonviolent. Other activities are always available for children during that time.

## WITHDRAWAL POLICY

School reserves the right to revoke enrolment of a student at any time due to reasons such as disciplinary issues, poor academic performance, outstanding dues, or lack of cooperation from parents.

Parents must adhere to the policy below for withdrawing a student from Everest Academy:

- One withdrawal form must be filled out per student withdrawing.
- For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a **30-day written notice is required**. If 30-day notice is not given **in writing**, parents/guardians are obligated for the next tuition installment. The financial account must be fulfilled for current standing.
- If school is in session at the time of withdrawal and the student has been attending school during that academic year, **all textbooks must be returned to the respective teacher directly** who will sign off the final withdrawal form, and all library books must be returned to the respective librarian who will also sign off the final withdrawal form.
- **School records will not be released** to parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled. The Principal will **not** sign off the withdrawal form until the withdrawal process has been completed.
- The student will remain in the School's system (Quickschools) until the withdrawal date is provided by the parents/guardians either on the withdrawal notice or the withdrawal form.
- There will be **no refund** on the tuition or any other fees for the month during which withdrawal notice is given.
- Parents/guardians will be financially responsible for the tuition and fees based on the above policy, without regard to the reason for withdrawal. **There will be no exceptions.**

## Withdrawal Procedure

- Fill out a Withdrawal Form electronically (emailed upon request) OR provide a **written** notice to the school administration (by email or paper)
- If needed, meet with a School Administrator for an **exit interview**. (Note: The meeting can be over the phone or in person).
- Meet with the Financial Administrator for any **outstanding balance and payment** (if needed). (Note: The meeting can be over the phone or in person).
- Return **all textbooks and any other checked out materials to the respective teacher** who will sign off the withdrawal form
- Return **all library books** checked out to the respective library (if applicable)

## **HEALTH AND SAFETY POLICIES**

### **ACCIDENT/ EMERGENCY PROCEDURES FOR AN INJURED CHILD**

1. If an accident happens to a child at school premises, teachers or teacher's aides immediately attend to the child and notify the school administration.
2. The injured child is not left alone. If the school administrators are not within access of voice, teacher may send another child to notify him/her.
3. Appropriate first aid treatment is given to the child, and parents are called as needed.
4. 911 is called in case of a serious accident. If the injured child needs to be taken to emergency room and parents are unavailable, a staff member accompanies him/ her.
5. A staff member supervises class in case the teacher steps out to attend to the injured child.
6. The injured child is kept under supervision and moved to a quiet area as appropriate.
7. A Student Accident Report is completed, signed by relevant staff, and given to the parents.

### **ADMINISTRATION OF MEDICATION**

Everest Academy staff administers medication to students only after a formal parent request is submitted. Parents are required to provide the medication and directions for dosage. In case circumstances are questionable, school personnel reserve the right to deny a parent's request.

When administering prescription medicines, parents are to provide a written statement from a physician or licensed health care provider. The prescription must be filled by a pharmacist licensed to practice in United States and must be in its original container, where it will be kept in locked storage in the school office and administered by designated school personnel. School may accept sufficient quantity of medicine for one month. Only prescription medication that is needed for the student to remain in school will be administered. No vitamins, health food, or herbal preparations are given by school personnel.

Students should not carry or take any medication to school without informing the teachers. In case they need to take any medication during school hours, parents must notify school office.

### **BUILDING AND PLAYGROUND RULES**

Inside school building, students must:

- Use soft, indoor voice.
- Avoid climbing on school furniture.
- Walk quietly and avoid running.
- Use supplies and equipment appropriately.
- Eat only in designated areas.
- Remain under visible supervision of a staff member at all times.
- Follow staff directions and school signals.
- Notify appropriate staff if sanitary clean-up is needed.

On the Playground, students must:

- Keep clear of moving swings.
- Maintain appropriate distance from other students behind and ahead when using slides.
- Dress appropriately for outdoor play.
- Stay indoors in case of severe weather conditions.
- Follow directions given by staff and teachers.
- Keep hands and feet to themselves.
- Be courteous, respectful, and share with others.
- Stay within the playground boundaries set by teacher.

## **CHARACTER EDUCATION**

### **Introduction**

Character Education is the intentional, proactive effort to instill students with important core and ethical values. Character Education traits

- Affirm human dignity
- Promote well-being and happiness of the individual
- Serve the common good
- Define everyone's rights and obligations

### **Why is Character Education crucial and urgent today?**

- Children are bombarded with multiple negative influences through media and other external sources in the society.
- There has been an increase in incidents of violence, drugs, alcoholism, and other negative influences in schools.
- Research shows that children spend only 38.5 minutes a week (33.4 hours a year) in meaningful conversation with their parents, while they spend 1,500 hours a year watching television.
- There is a lack of focused guidance and moral education by parents due to both parents working outside the home and spending less time with their children.
- There is a nationwide urgency and awareness for the need for character education.
- Thirty-one states mandate or encourage character education by statute.

It is, therefore, critical that we recognize this urgent need.

### **Eleven Principles of Effective Character Education**

Character Education Partnership (CEP) ([Www.Character.Org](http://www.Character.Org)), a national advocate for character education, suggests that a comprehensive and effective character education curriculum must follow eleven basic principles:

- Promote core ethical values as the basis of good character
- Teach students to understand, care about, and act upon these core ethical values

- Encompass all aspects of the school culture in promoting said values
- Foster a caring school community
- Offer opportunities for moral action
- Support academic achievement
- Develop intrinsic motivation and awareness of how their behavior affects others
- Involve all staff members
- Ensure positive leadership for staff and students
- Involve parents and community members
- Periodically assess results and strive to improve

### **Foundations and Underlying Principles of Character Education:**

- Good character is not formed automatically
- Good character is developed over time through a sustained process of teaching through example, learning by doing, and practice.
- It is developed through a focused teaching of character traits and their manifestations.

### **The 7 E's of Teaching a Character Trait by Dr. Thomas Lickona**

1. Explain it - define it, illustrate it, and discuss its importance.
2. Examine it - in literature, history, and current events.
3. Exhibit it - through personal example.
4. Expect it - through codes, rules, contracts and consequences.
5. Experience it - directly.
6. Encourage it - through goal setting, practice and self-assessment.
7. Evaluate it - give feedback.

### **Everest Academy Character Education Program**

Everest Character Education Program aims to build students' character by incorporating desirable traits into daily lessons. Character traits thus become the language and culture of classrooms and entire school. The approach of introducing a trait and then not following through with it would be the same as introducing a new lesson and then never building it into the next one. A school wide activity is done as possible to reinforce the monthly character trait.

### **Monthly Character Traits**

For the 2018-19 year, Everest Academy is incorporating Allah Subhanahu Wa Ta'la's attributes and effective habits into character education program. Every month, students will be learning about a certain character trait, its corresponding habit, and how our Rabb has taken it to the highest level. The table below summarizes character education program for 2017-18.

<i>Month</i>	<i>Allah's Name</i>	<i>Character Trait &amp; Effective Habit</i>
August	<b>Ar-Rauf</b> The Compassionate, The One with extreme Mercy. The Mercy of Allah is His will to endow upon whoever He chooses among His creatures.	<b>Caring</b> Displaying kindness and concern for others.
September	<b>As-Sabur</b> The Patient, The One who does not quickly punish for mistakes.	<b>Patience</b> The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset.
October	<b>Ar-Rahman</b> He who wills goodness and mercy for all His creatures	<b>Compassion</b> Sympathetic pity and concern for the sufferings or misfortunes of others.
November	<b>A—A'dl</b> The Just, The One who is entitled to do what He does	<b>Fairness</b> Impartial and just treatment or behavior without favoritism or discrimination.
December	<b>Ar-Rasheed</b> The Guide to the Right Path,	<b>Modesty</b> The quality or state of being unassuming or moderate in the estimation of one's abilities; behavior, manner, or appearance intended to avoid impropriety or indecency.
January	<b>Al-Muqtadir</b> The Powerful, The Dominant, The One with the perfect Power that nothing is withheld from Him.	<b>Self-Control</b> The ability to control oneself, in particular one's emotions and desires or the expression of them in one's behavior, especially in difficult situations.
February	<b>Al-Mu'min</b> The One who witnessed for Himself that no one is God but Him. And He witnessed for His believers that they are truthful in their belief that no one is God but Him	<b>Loyalty</b> The quality of being loyal to someone or something; a strong feeling of support or allegiance
March	<b>Al-Wasi</b> The Vast, The All-Embracing, The Knowledgeable.	<b>Tolerance</b> The ability or willingness to tolerate something, in particular the existence of opinions or behavior that one does not necessarily agree with.
April	<b>At-Tawab</b> The Relenting, The One who forgives whoever He wills and accepts their repentance	<b>Confidence</b> The feeling or belief that one can rely on someone or something; firm trust.
May	<b>Ash-Shakur</b> The Grateful, The Appreciative, The One who gives a lot of reward for a little obedience.	<b>Appreciation</b> The recognition and enjoyment of the good qualities of someone or something.

## **CRISIS MANAGEMENT PLAN**

### **1. Overview**

At Everest Academy, one of our staff's major responsibilities is safety of the students. Our Crisis Management Plan (CMP) consists of security measures, procedures, and staff responsibilities in case of an emergency or crisis. A crisis is defined as any situation that jeopardizes the safety and security of students and staff. It can be expected or unexpected. A crisis can be anything from a gas leak to a threatening person in the school's facility.

Everest Crisis Management plan focuses on a time-limited, problem-focused intervention to identify, confront, and resolve the crisis, restore equilibrium, and support appropriate adaptive responses. The objective of this plan is to enable Everest Academy staff to respond, communicate, and manage crises in the most effective way possible.

As part of the CMP, staff is required to first and foremost protect themselves and the students around them; to stay calm and demonstrate courage at the time of crisis. Teachers serve as role models to students.

### **2. Current Safety and Security Measures**

Our administrative team serves as Emergency Operations Managers (EOM). As the EOM, their responsibilities include:

- Serve as the link between the school and parents, law enforcement, and other external organizations.
- Inform the staff of any dangerous situation and enforce appropriate emergency procedures.
- Trained in CPR and First Aid; facilitate training for staff every year.
- Trained in emergency tactics
- Keep an updated roster of all employees and students.
- Ensure that all rooms have emergency routes posted, first aid kits, and functional flashlights.

Everest Academy has taken the following steps to ensure that the safety of the school facility is maximized:

- A thorough All Hazards Crisis Management Plan is developed and enforced. A copy is kept in the Security Manual that is kept in the principal's office and accessible to all EOMs.
- Relocation strategies, designated areas, and procedures for all drills are discussed at employee orientations and meetings.
- Safety drills such as fire, tornado, and lockdown are conducted on a regular schedule. Log is kept in the Security Manual.
- Emergency Exit folders are provided to staff that contain
  - Red and green colored cards for displaying to rescue team in case of emergency exit. Staff is trained to hold up green card to show all clear and red card if the rescue team needs to go in the building to rescue a student.
  - Building floor plan

- Student rosters with medical and parent contact information.
- Emergency phone numbers
- Student attendance sheet
- All Hazards Crisis Management Plan
- Security cameras are installed for continuous surveillance; these are checked regularly for smooth functioning.
- All doors that lead outside are locked keeping the building sealed during hours of operation. The only entrance into the building is via the front office which is monitored by administration. All unfamiliar/new visitors are required to check in at the front desk, display their ID, and are issued a Visitors Badge, which must be returned to the front desk when leaving the campus.
- Emergency exit routes are posted near door of each room of the building.
- Emergency phone numbers are posted at key areas and provided to staff.
- Two full-time trained security officers with marked patrol vehicle are on duty during school hours.

### 3. Emergency Evacuation

Staff is trained on emergency evacuation plan. School floor plan with primary and alternative exit routes is posted in all rooms of the building. In case a staff notices any emergency situation, he/she may call 911 before contacting the principal or front desk. If needed, the EOM will call 911 and initiate emergency exit process by following the procedure below.

**Signal:** Fire Alarm beeps (EOM to activate)

#### Procedure

1. Students exit classroom via both doors and WALK in orderly lines.
2. Students evacuate the building by designated routes to the parking lot
3. Teachers:
  - a. Carry their cell phones and Emergency Folders which include red and green colored cards, building floor plan, student rosters with medical and parent contact information, emergency phone numbers, attendance sheet, a copy of All Hazards Crisis Management Plan.
  - b. Ensure that all students are out of the classroom.
  - c. Ensure that all exits are clear.
  - d. Close the classroom door
4. Staff and students assemble in the parking lot; teacher takes roll and accounts for each child.
5. Students are supervised by the teacher that was in charge of their supervision at the time emergency exit process was initiated.

6. Students remain in orderly and silent lines until all clear signal is given.
7. If needed, all staff and students relocate to the nearby designated place of evacuation. The designated place of evacuation is Family Worship Center located at 910 Brand Ln, Stafford, TX 77477. Phone number is (281) 499-0551. After evacuation is completed, teachers will call their students' parents to notify of emergency evacuation via their cell phones.

#### 4. **Fire Safety**

Fire drills are scheduled once every month during the school year. The EOM maintains log of fire drills in the Security Manual. Instructions on how to use the fire extinguishers are attached in the Appendix of this document.

In case of fire in the building, all children and staff exit the building as shown on the evacuation maps posted in their rooms. Staff and students remain at their designated locations until the 'all clear' signal is given. Fires will be reported to the division of public health within twenty four hours by EOM. Below is a step-by-step guide to help staff take the necessary steps to ensure safe exit in case of fire.

**Signal:** Fire Alarm beeps (EOM to activate)

##### **Procedure**

1. EOM activates fire alarm and calls 911.
2. Staff exits with the children, via the pre-determined evacuation routes. Everyone proceeds to the parking lot outside of the building.
3. Staff carries their cell phones and Emergency Folders which include red and green colored cards, building floor plan, student rosters with medical and parent contact information, emergency phone numbers, student attendance sheet, a copy of All Hazards Crisis Management Plan.
4. An EOM ensures that rooms are empty, including offices, classrooms, washrooms, library, cafeteria, kitchen, and storage rooms.
5. A designated person uses a fire extinguisher if it is safe to do so.
6. No one is allowed to re-enter the building without permission from the school administration.
7. Once the administration announces that the building is safe to re-enter, staff and students follow the same routes towards the building and enter their classrooms.
8. Homeroom teachers recount their students and take attendance to ensure all children have arrived safely in the building.

#### 5. **Disaster Management**

##### **A. Natural Disaster (Flood/ Tornado) or Gas Leak**

In case of a natural disaster or gas leak, the following procedure is followed:

1. EOM determines whether it is safe to enforce Campus Lock-down, Tornado Safety Procedure, or evacuate the building. Announcement will be made via the school sound system.
2. Staff implements the appropriate procedure based on the announcement.

## **Tornado Safety Plan:**

Tornado drills are conducted at least once each semester.

**Signal:** Announcement via sound system. An EOM says “We are enforcing Tornado Safety Plan”

### **Procedure:**

1. All students move quietly and orderly to the designated shelter area of the building that is away from windows (school hallway) and assume a “duck and cover” position.
2. Teachers take role and account for all students, signal the administrators after all students are accounted for when they check the shelter areas.
3. All may return to class when notified by the administrators.
4. All staff members, parents, guests and community people on the grounds during a drill are encouraged to participate.

## **B. Man-made Disasters: Lock-out and Lock-down**

In case of a violator emergency (e.g. active shooter on campus or in the vicinity), it may become necessary to secure the facility to protect occupants and minimize the overall exposure to danger. An EOM will call 911 and Stafford Police Department at (281) 261- 3950. Lockdown may be for the perimeter or for the campus.

### **1. Campus Lock-out:**

Campus Lock-out is done when the school facility requires a perimeter closure to prevent anyone from entering. This procedure is enforced in case of an intruder/ dangerous person in the area as notified by police department or any other reliable agency.

**Signal:** If possible, an announcement is made via sound system. An EOM says “We are going into Campus Lock-out”. Otherwise teachers are alerted via text on their cell phones or in person by an EOM.

### **Procedure:**

All occupants of the school building lock all doors and windows, pull down window blinds, and not allow entry or exit to anyone until ‘all clear’ signal has been announced. They can move about quietly to take care of urgent needs such as using bathroom, eating, or drinking. Staff and students are expected to:

- Follow instructions
- Remain calm
- Remain indoors, e.g. in office or classroom
- Close and lock all doors
- Turn off as many lights as possible.
- Turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner.

- Use phones only for emergency notification to police
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom or any other room that can be locked. Place a sign on the entrance indicating the **lockdown** is in effect
- Seek nearby shelter, e.g. large trees, walls, mail boxes if outdoors, and wait for additional instructions from the school administration
- Do not unlock doors or attempt to leave until you feel all is clear. The EOM will notify all building occupants as soon as the situation is safe.

## 2. Campus Lock-down:

School campus is locked down when there is an intruder/ dangerous person inside the facility and the building occupants need to be protected.

**Signal:** If possible, there an announcement is made via sound system. An EOM says “We are going into Campus Lock-down”. Otherwise teachers are alerted via text on their cell phones or in person by an EOM.

### **Procedure:**

All occupants of the school building lock all doors and windows, not allowing entry or exit to anyone until ‘all clear’ signal is announced. They can move about quietly to take care of urgent needs such as using bathroom, eating, or drinking. Staff and students are expected to:

- Follow instructions
- Remain calm
- Remain indoors, e.g. in office or classroom
- Close and lock all doors
- Turn off all lights.
- Be seated below window level, toward the middle of a room away from windows and doors. If possible, hide in any quiet area if attached to their rooms e.g. bathroom
- Remain silent
- Turn off all radios and silence cell phones or any other devices that emit sound
- Lay on the floor by heavy objects, e.g. tables, filing cabinets for shelter in case gun shots are heard
- Turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner.
- Use phones only for emergency notification to police
- Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or auditorium that can be locked. Place a sign on the entrance indicating the **lock-down** is in effect
- If outside of school building, seek nearby shelter, e.g. large trees, walls, mail boxes if outdoors.
- Do not unlock doors or attempt to leave until you feel all is clear. The EOM will notify all building occupants as soon as the situation is safe.

## INCLEMENT WEATHER POLICY

On bad weather days, Everest Academy follows the local school district- Fort Bend ISD's decision on school opening and closing. In case of inclement weather, whatever the district announces- delayed opening, school closing, or regular school hours, Everest Academy will also do the same.

Parents are notified of school closing due to inclement weather as soon as a decision is made. Usually, the final decision for school closing or opening due to inclement weather is made by 6:00 a.m. on the day of, based on all information available at that time. School notifies parents of such last-minute decisions by email, text (if they have signed up) automated phone call and school website.

In the event the School needs to close due to serious weather conditions while it is still in session, parents are called to pick up their child by a designated time. Late pick-up charges are enforced if a student is not picked up within 20 minutes of the designated time. In case of extreme emergency, any students not picked up during designated time may be taken to a staff's home.

## IMMUNIZATION

Prior to enrollment, students must obtain all age-appropriate immunizations and tests as required by the State of Texas. After admission to the School, parents are responsible for regularly updating their student's health files to reflect new immunizations and to keep the records current.

In the event a student is under-immunized because of a medical condition or any other reason, parents must be provided proper documentation, signed by appropriate government agency.

If proper documentation is not provided at the time of enrolment student may not attend school until up to date records are submitted.

### Minimum Vaccine Requirements for Texas Children

Vaccine	Required Doses
<b>Pre-K (ages 3-4)</b> Diphtheria Tetanus Toxioid and Pertussis Vaccine (DPT, DTaP, DT, Td) Hib	4 doses  1 dose on or after 15 months of age OR Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose
Polio (IPV, OPV)	3 doses
Measles	1 dose on or after the 1 <sup>st</sup> birthday
Mumps	1 dose on or after the 1 <sup>st</sup> birthday
Rubella	1 dose on or after the 1 <sup>st</sup> birthday

Varicella	1 dose on or after the 1 <sup>st</sup> birthday
Hepatitis A	2 doses
Hepatitis B	3 doses
Pneumococcal	1 dose on or after 12 months of age OR Completed series of 2 or 3 doses with booster after 12 months

**Grades Kindergarten through 12 (K – 12)**

Diphtheria Tetanus Toxioid and Pertussis Vaccine (DPT, DTaP, DT, Td)	Five doses of any combination DTaP/DTP including one dose on or after 4 <sup>th</sup> birthday. Students 7 years or older * Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including One dose on or after 4 <sup>th</sup> birthday (pertussis vaccine is not required) * One dose of Td required ten years after last dose of DTP/DTaP/DT
Polio  (IPV, OPV) Measles, Mumps, Rubella (MMR)	Four doses unless the 3 <sup>rd</sup> dose was on or after 4 <sup>th</sup> Birthday  Two doses of a measles-containing vaccine With the first dose on or after the first Birthday; second dose by age 5 or entry into Kindergarten
Varicella	1 dose on or after the 1 <sup>st</sup> birthday. If the first dose of Varicella is received after age 13, two doses are required.
Hepatitis B	3 doses

**MANDATORY REPORTING OF CHILD ABUSE**

The department of Human Services requires teachers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs and alcohol.

- (a) If a school staff member has cause to believe that a child has been or may be abused or neglected, he/she shall make a report not later than the 48<sup>th</sup> hours after suspected child abuse or neglect. The staff may not ask another person to make the report.
- (b) Identity of the reporting individual is kept confidential and may be disclosed only on the order of a court or to a law enforcement officer
- (c) The report of child abuse shall be made to:
  - any local or state law enforcement agency
  - the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred
  - the agency designated by the court to be responsible for the protection of children.
- (d) The person making a report shall identify, if known
  - the name and address of the child

- the name and address of the person responsible for the care, custody, or welfare of the child; and
- any other pertinent information concerning the alleged or suspected abuse or neglect.

## **OUT-OF-COUNTRY POLICY**

Students leaving USA to a place with known epidemic outbreak are required to submit proof of clearance from communicable disease by a registered health provider for readmission to school.

## **SICKNESS POLICY**

1. Student showing any one of the following conditions are not allowed to attend school till their condition returns to normal and stays stable for 24 hours.
  - Contagious Disease
  - Fever over 100 degrees Fahrenheit
  - Vomiting or Diarrhea
  - Accident Requiring Medical Attention
2. Parents of a student who has contacted a contagious disease are required to notify school.
3. All new students are required to submit proof of completed immunization per district requirements. They must also have a tuberculin test on file.
4. Everest Academy does not have a fulltime nurse on site and does not offer special education services. School may decline admission to a child with medical conditions such as severe asthma, diabetes, seizure disorder, etc. In case the student's ailment is mild in nature and is thus accepted at Everest Academy, it is the parent's responsibility to educate school staff on ways to deal with the condition during school hours. Parents should ensure that all required medication is submitted to the school along with clear instructions for its use. All medication should be in its original prescribed bottle by the physician.
5. In case of accident or illness, parents of the child are called immediately. In serious cases, the child may be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents are called as soon as possible.
6. In order to minimize the spread of infectious disease children are required to wash their hands before and after eating and toileting. Proper hygiene etiquettes are followed consistently and should be enforced at home by parents and guardians.

### **1. Disease Control Measures**

In accordance with the guidelines adopted by the Texas Department of State Health Services, the following procedures should be followed:

#### **Chicken pox:**

Keep the child at home, readmit to school after 7 days from onset of rash, except immune-compromised individuals who should not return until all blisters have crusted over (may be longer than 7 days).

**Conjunctivitis (bacterial and/or viral):**

Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.

**Diphtheria:**

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department.

**Fever (100.4°F or greater):**

Bring the child to school after he/she has been free of fever for 24 hours.

**Gastroenteritis, viral:**

Bring the child to school after diarrhea subsides.

**Head lice (pediculosis):**

Students found to have nits less than 1/4 inch away from the scalp or live lice are sent home. They can be readmitted when:

- one medicated shampoo or lotion treatment has been given and documentation indicating type of treatment is provided to the school
- all nits have been removed

The student is checked by the school staff before returning to class.

**Hepatitis, viral type A:**

Readmit to school after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune-globulin should be considered for all children and parents involved.

**Impetigo:**

Readmit when treatment has begun.

**Influenza:**

Bring the child to school after symptoms subside and the child has been free of fever for 24 hours.

**Measles (rubeola):**

Readmit after 4 days from rash onset. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

**Meningitis, bacterial:**

Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at a school are also treated.

**Meningitis, viral (Aseptic meningitis):**

Is rarely serious, and is usually caused by common viruses such as herpes simplex, adenovirus, or coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.

**Mumps:**

Readmit after 9 days from the onset of swelling.

**Pertussis (whooping cough):**

Readmit after 5 days of antibiotic therapy. Unimmunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.

**Poliomyelitis:**

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department.

**Ringworm of the scalp:**

Readmit when treatment has begun.

**Ringworm of the skin:**

Admit provided lesions are covered. Treatment is recommended.

**Rubella (German measles):**

Readmit after 7 days from rash onset. In an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

**Salmonellosis:**

Readmit when diarrhea subsides.

**Scabies:**

Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated prophylactically.

**Shigellosis:**

Readmit when diarrhea subsides.

**Streptococcal sore throat and scarlet fever:**

Readmit after 24 hours from time antibiotic treatment began.

**Tuberculosis, pulmonary:**

Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

**Tuberculosis skin test, positive:**

If the student has a reactive skin test and is symptomatic of TB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the school. Admit to school with

documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment.

## **PARENT INVOLVEMENT**

### **PARENT INVOLVEMENT POLICY**

As the students' "home away from home," our school is a very special place both for parents and their children. Parents are always welcome to visit their child at Everest Academy.

We believe that a positive home-school relationship builds the foundation of quality education. It is important that parents and staff communicate freely with each other. There may be events in the student's family that may have a positive or negative effect on his/her personality. Being knowledgeable of such events helps us in responding to the unique needs of each student.

There are many opportunities for parents to participate in the school's programs. These opportunities include participation in field trips, classroom enrichment projects, and PTO (Parent Teacher Organization). Our PTO fosters active partnership between parents and staff, enabling them to collaboratively facilitate the best possible learning environment for our students. The PTO has established guidelines for membership and participation, and a nominal fee may be required from all members.

### **PARENT RESPONSIBILITIES**

Parents are their children's first and most important teacher. At home, parents may:

- Establish high expectations for their children.
- Inculcate the importance of hard work and responsibility for learning in their children
  - Create a home environment that supports learning:
    - Teach children that school is important and needs to be taken seriously.
    - Provide a quiet place at home for study.
    - Make sure their children do their homework and do it well.
    - Turn off the TV until homework is done.
    - Read to their children—or having their children read to them.
    - Talk to their children about schoolwork and current events.
    - Ensure that their children are prepared for school each day.
  - - Review school rules and discuss them with their children.

\* Teach children common courtesy and respect for others and expect them to demonstrate them at home and in public.

### **At school, parents are responsible for:**

Developing positive working relationships with their children's teachers and school staff by:

- Participating in parent-teacher conferences to learn about their child's performance and the curriculum the class will be expected to learn.
- Informing school staff if their child is having difficulty at home or in school, seeking help when needed.
- Cooperating with the school in resolving problems.
- Attending school events to get acquainted with people important for their children's success.
- Attending school and district discussions about important educational issues.
- Keeping informed of school policies and procedures.

## **AUTHORIZATION FOR PICK UP**

Students are released only to authorized individuals, as mentioned on the student registration form. In order to authorize any additional person other than those listed on the form, parents must submit a request in writing. When the newly authorized person arrives at school for pick-up, their photo ID are checked and matched with the information on file. Form for alternative pick-up is available at the office. In case where a parent is using an alternative pick-up, school must be notified in advance of the pickup.

Telephone authorization for pick-up may be accepted if school administrators can verify the voice of parent or guardian and a call-back number for the parent or guardian is checked and approved. If an unauthorized person arrives at school to pick up a child, parents are called and the student is not released till such authorization is verified.

### **1. Parents under the influence of drugs or alcohol**

Teachers do not allow any child to get into a car with a parent or their authorized person they suspect is under the influence of drugs or alcohol. Staff may notify relevant authorities of such incidents.

### **2. Legal Custody**

If parents are engaged in custody issues, they are required to keep the school administration fully advised of circumstances which might affect school and the student.

It is the responsibility of parents to keep the authorized list of people allowed to pick up their child current and accurate. Unless legal documentation is submitted to the contrary, parents share equal rights to drop off or pick up a child.

If there is a change in legal custody and one parent is granted sole custody of the child, and the other parent is no longer authorized to have contact with that child, parents must inform the school administration and provide a copy of the court order confirming the custody. A copy of such legal documents will be kept in the child's file at the school.

## **BIRTHDAYS AND OTHER CELEBRATIONS**

Everest Academy does not celebrate student birthdays. Parents may send treats to share with their student's classmates throughout the year and are requested not to associate them with their student's birthday. Any food that comes from home that is meant to be shared among the children must preferably be either whole fruits or commercially prepared packaged foods in factory-sealed containers; parents are requested to make sure that ingredients are Islamically approved/ zabiha halal and free from nuts. Staff checks student's allergy information before serving the treats.

For safety reasons, balloons and lit candles are NOT permitted at School.

### **Observance of Holiday Celebrations**

Everest Academy respects the rich multicultural and religious diversity in our society. It is important that our children become comfortable with and appreciate the multicultural pluralism of their classmates and the larger society. We maintain an atmosphere where children are not over-stimulated by holiday activities, and engage them in Islamic celebrations such as Ramadan, Eid and Haj, as well as celebrations of other cultures that are not contrary to Islamic teachings and are representative of the society at large.

## **CONTACT INFORMATION**

Parents are required to furnish emergency numbers; which include parents' work numbers, doctor's phone number, and a friend's/relative's phone number at the time of registration. Parents are required to notify the school office immediately in the event there is a change in address or phone number so that our records can be updated.

## **COMMUNICATION WITH PARENTS**

School respects parents as major stakeholders and maintains open communication lines with them. Parent newsletters are sent electronically on every alternate Tuesday that contains information on our accomplishments and upcoming events. Important notifications are also sent via email and phone.

Student progress is communicated via weekly reports for Pre-kindergarten and Developmental-kindergarten students. Students from grade 3 and up maintain a daily homework agenda which should be initialed by parents every night. Progress Reports and Report Cards are prepared in the middle and end of term and sent home.

Parents are requested to visit the school website: [www.everest-academy.com](http://www.everest-academy.com) to get school updates, view curriculum, and key policies and procedures. Parents should log into their QuickSchools

account (our school management system) regularly to view their student’s academic progress, tuition payments, and other important information.

## **GRIEVANCE POLICY**

Everest Academy is committed to work with all stakeholders in order to fulfill the mission of school. It is our policy to ensure a fair, effective, and consistent process for addressing grievances. Parents with concerns over a school-related matter are requested to adhere to the following:

1. If the concern is with a teacher and/or classroom service, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
2. If a resolution cannot be reached in a conference with the teacher, the matter should then be escalated to the school administration.
3. Most concerns can be resolved at the local school level. However, if further steps become necessary, a parent/guardian may contact the Advisory Panel.

## **HOMEWORK POLICY**

### **1. Definition of Homework**

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

### **2. Purpose of Homework**

The main purpose of homework is to help students practice and review the work that has been covered in class, to assess lesson understanding, and to find and use more information on the subject. Homework can also serve as a communication link between school and home so that parents may be aware of what their children are studying at school.

Research has shown that schools in which homework is routinely assigned and graded tend to have higher achieving students. However, research has also proven that homework is more effective when its quality supersedes its quantity, and should challenge the students while sustaining their interest. Thus, at Everest Academy, homework is minimal, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents. Homework is tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and is checked quickly with feedback to students.

### **3. Responsibility of the Student**

It is the responsibility of the student to:

- A. Spend up to at least 30 minutes each night on homework.
- B. Maintain an up-to-date agenda for homework and other assignments per due dates.
- C. Discuss with the teacher any content not understood.
- D. Turn in homework by due date.
- E. Complete homework properly and neatly per expectations and guidelines.
- F. Arrange a proper study area, either at home or in school, and manage time to do homework assignments.
- G. Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.).
- H. Provide prior notice of absence to the school administration and teachers concerned in case extended leave due to any legitimate reason such as family vacations, engagements, illness, sports, etc. is needed. Teachers may provide assignments for the days missed in advance. Students must complete and submit such assignments in a timely manner.

### **4. Responsibility of the Parents**

It is the responsibility of the parents to:

- A. Make homework a daily routine.
- B. Understand that their student needs to study every night.
- C. Set up a comfortable place for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
- D. Make sure their student has the necessary supplies.
- E. Work with their student’s outside activity schedule and preferences when setting up a regular homework time.
- F. Help their student get organized. One way is by regularly checking their agenda.
- G. Ensure that their student knows each teacher’s homework policy.
- H. Show interest in their student’s schoolwork and discuss what he/ she is learning.
- I. Watch for signs of failure or frustration.
- J. Discuss with their student and if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and keep informed about their student’s learning progress.
- K. Coordinate homework efforts with the teacher in special cases.

### **5. Responsibility of the Teacher**

It is the responsibility of the teacher to:

- A. State clearly the purpose of the assignment.
- B. Explain how the assignment is related to the topic under study.
- C. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.

- D. Explain how the assignment might best be carried out.
- E. Explain what the student needs to do to demonstrate the assignment has been completed.
- F. Provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.
- G. Review the assignment before giving it to students and anticipate difficulties.
- H. Define “late” for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.
- I. Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.
- J. Avoid routine assignments over holiday and vacation time.
- K. Give special consideration to limiting weekend assignments (review, voluntary projects, or make-up work).
- L. Provide feedback in a timely manner.
- M. Use results of homework to plan future instructional activities.
- N. Include homework as part of the student’s overall grade.

## **6. Responsibility of the Administration**

It is the responsibility of the administration to:

- A. Communicate the school’s homework policy to parents.
- B. Monitor the implementation of the policy.
- C. Coordinate the scheduling of homework among different subjects, if needed.
- D. Serve as mediator, should the need arise.

## **7. Late Work Policy**

- A. Homework turned in complete, according to expectations, and on time will be eligible for full credit.
- B. Homework turned in past deadline will result in loss of 5% of grade per day of late submission.

## **8. Homework Help Resources**

Teachers may be contacted via school phone, email, or in person if a student needs assistance or clarification on homework. After- school tutorials are also available per teacher recommendation. Parents are requested to check with their student’s teacher for schedule and eligibility for tutorials.

## **LUNCH AND SNACK PROCEDURES**

Lunch consisting of a main item, a side, a serving of fruit, and milk may be purchased from school via Quickschools Parent Portal. All lunch orders must be submitted at least three days prior to the day the child is to receive lunch. As food is prepared per headcount, we cannot accept any requests

for lunch on the day of. Menu items are Zabiha halal; parents are advised to be cognizant of their students' allergies/ dietary preferences as they place order for lunch.

In case lunch is brought from home, it must be clearly marked with student's full name and thoroughly cooked; uncooked food or semi cooked items that require cooking in the microwave for more than 1 minute are not served. Microwaves are available for only warming student lunches. Food must be brought in non-breakable bottles and food containers; items wrapped in aluminum foil are not micro-waved. Please provide appropriate utensils with your child's lunch. All food items should be halal and healthful. We strongly discourage non-nutritious and "junk" foods.

Students are expected to be at the best of their behavior during lunch and recess. Our discipline policy applies during lunch and recess times as well. Lunch Supervisors expect Voice Level Zero (silence) for the first ten minutes of lunch time, after which Voice Level One (whispering voice) is acceptable. Students are expected to pick up their own trash. They are also expected to remain within the cafeteria or designated lunch areas during lunch periods.

Parents are called in case a student forgets to bring his/ her lunch. Food is provided by the school only upon preordering at least three days in advance.

It is the responsibility of parents to notify school of any food allergies. If a medical problem requires special dietary arrangements, staff must be notified in writing.

### **Lunch and Recess Detention**

Lunch or Recess Detentions may be given to students who are tardy for three times, do not exhibit expected behavior, are rude to any of the staff, teachers, or peers, and/or do not submit assignments in a timely manner.

### **MESSAGES FOR STAFF**

Parents can email their student's teachers at any time. In the event parents need to speak to any teacher during the day, they can call the front desk at (281) 261-3030. In case the teacher concerned is occupied with students at that time, the front desk administrator conveys parent's message to him/ her to return call.

### **PARENT TEACHER CONFERENCES**

Parent-Teacher Conference days are held twice a year and are a great opportunity for parents to learn about their child's academic progress. Additional parent meetings may be held at any time throughout the year by appointment to discuss school-related issues. Though the student's teacher is usually the best person to address parent's concerns, parents may also seek an appointment with the principal or coordinators.

## **STUDENT'S PERSONAL PROPERTY**

1. Children's personal property, coats, clothing, school bags, etc. must be cleared from the class room every Friday.
2. Any unclaimed items such as jackets, scarves are placed in “Lost and Found Bins” in the cafeteria. Contents of these bins are purged as they fill up.
3. Although the staff attempts to help children stay organized, school is not responsible for lost personal property.

## **VISITORS AND OBSERVERS**

School is open to parents and visitors at all times. Visits to individual classrooms during instructional time are only permitted with the administration’s approval, and such visits are not allowed if their duration or frequency interferes with delivery of instruction or disrupts normal school environment. Parents may request a date and time for the classroom visit and teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities. For liability and supervision reasons, visiting children or adults may not participate in the class’s activities.

All visitors must be prepared to present proper identification (e.g. driver’s license, picture ID), and they must sign in at the administration office indicating the teacher or area of the building to be visited and the child involved.

## **TRANSPORTATION**

School sponsored transportation via bus is not available. However, transportation to and from school may be arranged by the parents through car-pooling. Specific information regarding the families interested in car-pooling and their points of pick-up may be obtained through school office upon request.