



*Everest  
Academy*

ASCENDING TO EXCELLENCE

# High School

Parent and Student Handbook

2023-2024

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# Welcome Students and Parents

Everest Academy is a full-time private Islamic School located at 610 Brand Lane, Stafford, Texas. 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, to an annual enrollment of over 400 students. Furnished with modern amenities including chromebooks, smart boards, and other audio, video and visual teaching-aids, Everest Academy Elementary and Middle Schools have had a proven track record of excellence, and we look forward to the same in our High School, which has been established in August 2022.

The purpose of this handbook is to inform students and parents of all the components of the Everest Academy High School experience and program policies. We hope to assist each of our students in planning a course of study tailored to their needs, interests, and aspirations. In this document you will find general requirements, grading, graduation policies and details of our course offerings and dual credit program. An Academic Counselor will work with students and parents with questions regarding courses at the beginning of each year and help outline a plan of study for each student. You can find detailed course descriptions and offerings in our Everest Academy Course Guide.

Information in this Handbook is accurate as of date of printing and subject to change at any time due to updates in local, state, and federal policies. Please refer to the online version of this guide on our website for the most up-to-date information.

## **Everest Academy 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, empowering them to become successful Muslim Americans.*

## **Our Motto:**

*Ascending to Excellence*

## **Our High School 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 exemplary citizens.

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## ADMISSIONS

Students will need to apply for enrollment into Everest High School via an enrollment application on our school's website [www.everest-academy.com/admissions](http://www.everest-academy.com/admissions).

Admission in to the program will require evaluation of the following:

- 8th grade STAAR results
- Passing academic report card
- Disciplinary and Behavioral reports or a Character Reference Letter
- Everest Admission Placement Test

## GRADING SYSTEM

Everest Academy uses a 6.0 weighted GPA. A student's GPA is computed using the below weighted points, beginning with any high school credit taken in 8<sup>th</sup> grade, through all credits attempted in grades 9 through 12.

GPA Points are given for final grades only. If a student completes a semester or 0.5 credit course (ie: Government), they will receive half of the GPA points earned. A full credit course will receive a full GPA point for the final grade earned. All subjects are weighed, whether passed or failed. All transfer credits, credit by exam and dual credit that are accepted at Everest Academy are included.

Note: A 4.0 scale is offered to universities only, as a courtesy, in addition to our weighted GPA.

### GPA SCALE

| Numerical Grade | Letter Grade | Regular & Transfer Credit | AAC | AP,DC |
|-----------------|--------------|---------------------------|-----|-------|
| 90 – 100        | A            | 4.0                       | 5.0 | 6.0   |
| 80-89           | B            | 3.0                       | 4.0 | 5.0   |
| 75-79           | C            | 2.0                       | 3.0 | 4.0   |
| 70-74           | D            | 1.0                       | 2.0 | 3.0   |
| Below 70        | F            | 0                         | 0   | 0     |

### REPORT CARD CODES

| Code | Description  | Code | Description                                      |
|------|--------------|------|--|
| I    | Incomplete   | CBE  | Credit By Exam                                   |
| IP   | In Progress  | J    | High School Taken Prior to 9 <sup>th</sup> Grade |
| R    | Repeat       | *    | Transfer Credit                                  |
| CR   | Credit Only  | S    | Summer School Credit                             |
| P/F  | Pass or Fail | DC   | Dual Credit Course                               |

## ATTENDANCE

Attendance Requirements to receive credits for courses:

1. Students must attend school 90% of the time in order to be eligible to receive credits.
2. Administration will make the ultimate decision whether or not the student receives credit in a class.
3. Dual Credit students must meet the attendance requirements set by Lone Star College.

All students are expected to attend school regularly, unless prevented by acceptable reasons per school policy. Excused absences may be due to personal illness, sickness or death in the immediate family. Immediate family includes grandparents, mother, father, sisters, and brothers. Anything outside of this is considered an unexcused absence and will result in a different grading plan for make-up work. (See below).

A formal excuse note for absence 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 the 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 a 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' accounts in case detention is not served. Failure to serve detention or pay the fine yields to loss of credit for the year.

## ABSENCES & MAKE-UP WORK GRADING PROCEDURES

An absent student is expected to make up all reports, assignments, tests, etc., that are missed during the absence. Missed assignments that are not completed within the scheduled time result in a failing grade.

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 for assignments due during the days of suspension is reduced by 10 percent.

Students who are truant or cut class receive a zero on assignments, tests, homework, and reports or projects due or done on that day. The quarterly conduct grade is also marked 'Unsatisfactory' by each teacher whose class was missed due to truancy. Students who are absent without parent knowledge or cut class may be assigned detention or suspension as determined by school administration.

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

| Grades<br>9 -12 | Late Class Work   | Missed Tests   |
|-----------------|---|--|
| Excused         | <ul style="list-style-type: none"> <li>● Students have the same amount of days as they were absent, to submit the work as they missed.</li> <li>● Classwork and Homework Grades will be deducted 10% per day late afterwards up to 5 days. Then it is a zero.</li> <li>● Project Grades will be deducted 20% for the first day it is late, and 5% for each day after that. After eight total days of being late, it is a zero.</li> </ul>   | <ul style="list-style-type: none"> <li>● Quiz or Test is given within one week after return.               <ul style="list-style-type: none"> <li>○ If a student only missed the test, they will take it upon return.</li> <li>○ If they missed lessons and the test, they will make up the lessons first and then take the test within the first week.</li> </ul> </li> </ul> |
| Unexcused       | <ul style="list-style-type: none"> <li>● All work is due on the date of return.</li> <li>● Parents/students must request teachers ahead of time to take work with them.</li> </ul>  | <ul style="list-style-type: none"> <li>● Quiz or Test is given on the date of return.</li> </ul>   |
| Tutorials       | At teacher's discretion, student may need to attend before or after school tutorials for extra support.   |  |
| Re-Tests        | Re-tests will be given at the teacher's discretion. The retest will have a maximum score of 75. In order to take a re-test, a student will need to attend <b>one</b> tutorial sessions with the teacher. In the first one, they will go over the concepts again (reteach). After that they will study on their own, and in the second tutorial session, they will retake their test. Any score on the retest that is higher than their original score can be replaced, up to the maximum of a 75. |  |

## TARDY POLICY

Students are marked tardy for arriving after 8:00 a.m. in the morning. The tardy time may be extended for 5-15 minutes in case of heavy traffic/reported accident through official sources. Tardy exceptions are made only for a doctor's note, court notice, or other reason approved by the school administration.

Students are also marked tardy when arriving to any class after the bell rings and the period begins for that class.

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

Consequences for tardiness are as follows:

- 1<sup>st</sup> three unexcused tardies in a term are attributed to unusual circumstances and thus overlooked, even though they violate both school and state regulations.
- Every unexcused tardy after that results in one of the following:
  - a. 4th Tardy: The student is asked to serve detention on a Saturday morning from 8 - 9 am. Date will be communicated at least a week prior.
  - b. 5th + Tardy(ies): 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 5 or more.
- In the event that a student has more than 5 tardies and 5 unexcused absences in a single term, the student must attend 2-hour detention on a Saturday morning and a fee of \$50 will be charged. 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 high school environment. Excessive tardiness and absence impact 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.

## RANKING

Everest Academy does not rank the entire student body; however, we do identify the Valedictorian and Salutatorian exclusively. The top 3 students with the highest GPA per final junior year grades, must submit their portfolio for review in May of their junior year.

The identification of the Valedictorian and Salutatorian shall be based on a holistic review by an administrative panel of a minimum of 3 individuals. A holistic review includes a review of grades, academic excellence, rigorous coursework, conduct, attendance, promptness, weighted GPA, AP exam results, AP courses taken, PSAT, National Merit Standing, SAT/ACT scores, two recommendation letters, essay(s), resume, strong character record and community service.

A rubric will be used to identify the Valedictorian and Salutatorian position. Both students will be identified and notified of their positions in January of their senior year.

In order to be considered for the Valedictorian and Salutatorian positions, a student must have attended Everest Academy for four consecutive years, including their senior year, or 3 years in case the student is on early graduation plan.

**NOTE: Students with serious disciplinary infractions will not be eligible for valedictorian or salutatorian honors. Students who commit a serious disciplinary infraction after these positions have been announced can lose this honor.**

## WHY DOES EVEREST ACADEMY NOT RANK?

Everest Academy chooses to focus on the academic, spiritual and social growth of our students, instead of a ranking system that can be otherwise limiting to the potential of all students. North American schools do not rank Elementary and Middle School students as common practice. In lieu of ranking, we do offer an A-Honor Roll from Elementary all the way to High School.

Also, per the research and best practices of competitive private schools in the country and in Texas, 89% of private schools nationwide do not rank their students. So in order to align with the highest academic standards in the country for elementary, middle and high school – we follow the same model.

## PROMOTIONS

Promotion from one grade to the next at the end of an academic year is not automatic. To be promoted to the next higher grade, a student must have a final average of 70 or above in all subjects. If a student has a final average of less than 70 for a subject, a remedial plan of action will be developed between the parents, teachers and administration. This plan of action helps ensure that the student reaches the required level of proficiency in that subject, and a placement exam or summer school courses may be required before a child returns to the school or can be considered for promotion.

### Summer School Opportunities

Students and parents assume the responsibility for registering for, and completing courses attempted. Students and parents assume the cost of taking courses outside of their regular high school schedule. Students must talk to their counselor for information regarding alternate methods of acquiring credits before signing up for any course.

## DIPLOMAS & TRANSCRIPTS

Diplomas and final transcripts will be issued upon final completion of all graduation requirements and once final grades are issued, and all fees are paid in full. This time should not exceed seven business days. Final transcripts will be available after the 7<sup>th</sup> day of graduation. Three “free” transcripts will be furnished to the designated college. Additional transcripts will be forwarded at a cost of \$5 each. Due to university requirements, seniors will have a transcript sent out three times a year, which will include first quarter grades, midterm semester grades, and final grades. Students and parents are required to fill out a transcript request form in order for their transcript request to be processed.

### DUAL CREDIT GRADE CONVERSION STANDARDS

If a dual credit provider, such as Lone Star College or HCC does not provide numerical grades on their transcript and only provides letter grades, then Everest Academy will convert the dual credit A to an Everest Academy A+ (97), a B to a B+ (87), and a C to a C+ (77), for GPA calculation purposes respectively.

### STUDENTS CLASSIFICATION

Students entering high school for the first time shall be classified as freshmen, sophomores, juniors or seniors based on the number of semester credits. See pg. 6 on how to earn credits.

| Credits      | Classification |
|--------------|----------------|
| 17 and above | Senior         |
| 11 - 16.5    | Junior         |
| 5.5 – 10.5   | Sophomore      |
| 0 – 5        | Freshman       |

### FOREIGN TRANSFER STUDENTS & RECORDS

Students with foreign credentials coming from an international school or state school overseas will receive credit for passed courses taken at their previous school if an American equivalent course can be found. Transfer GPA points will be applied. Foreign credentials must be translated into English by an accredited translation service. The transcript should also be converted into the American system.



Any grade above Everest Academy's minimum will be taken at face value once converted into a scale of a 100. All foreign credential evaluations will follow NAFSA, AACRAO and NACES standards and grade conversions may be subject to change based on the best practices of the aforementioned entities.

All grades will be converted into a scale of 100. If the conversion into the scale of 100 falls below the accepted credit score of 70 but is passing the minimum foreign credential measure as noted on the foreign record, Everest Academy will convert the passing minimum score into their own passing minimum grade of a 70, 75, etc. respectively.

## GRADUATION REQUIREMENTS FOR HIGH SCHOOL

### EARLY GRADUATION

Early graduation option is available to those who qualify. Students may speak with the High School Coordinator for details.

### DISTINGUISHED LEVEL OF ACHIEVEMENT

The state of Texas requires a minimum of 22 credits per the foundation statutory diploma plan to graduate. However, it is encouraged to complete the distinguished level of achievement plan as universities also prefer this. This diploma plan requires a total of 26 credits, including 4 credits of math, including Algebra II, 4 credits of science, and at least one endorsement along with all other foundational statutory requirements.

Everest Academy students will automatically qualify for this diploma plan by going above and beyond the recommended high school program outlined below per the state of Texas.

Everest Academy students will graduate with a total of 30 credits AND two endorsements automatically as follows:

- Multidisciplinary endorsement: 4x4 Pathway: Satisfying the state requirement of completing 4 credits in all four core subjects: science, social studies, english and math.
- Arts & Humanities endorsement: World Languages Pathway: Satisfying 4 levels LOTE (languages other than English) by taking Arabic levels I-IV.

In addition, A STEM endorsement in Math or Science would only require taking one additional course via dual credit. OR, an Arts & Humanities endorsement with the Social Studies pathway would also only require taking one additional course via dual credit.

## A COMPARISON OF THE THREE MODELS

| Texas Education Agency<br>Foundation Statutory<br>Requirements |           | Texas Education Agency<br>Distinguished Level of<br>Achievement Requirements |           | Everest Academy<br>Distinguished Level of<br>Achievement Requirements |           |
|--|-----------|--|-----------|---|-----------|
| Subject  | Credits   | Subject  | Credits   | Subject   | Credits   |
| English  | 4         | English  | 4         | English   | 4         |
| Math   | 3         | Math   | 4         | Math  | 4         |
| Science  | 3         | Science  | 4         | Science   | 4         |
| Social Studies   | 3         | Social Studies   | 4         | Social Studies  | 4         |
| P.E.   | 1         | P.E.   | 1         | P.E.  | 1         |
| Fine Arts  | 1         | Fine Arts  | 1         | Fine Arts   | 1         |
| Foreign Language   | 2         | Foreign Language   | 2         | Foreign Language  | 4         |
| Electives  | 5         | Electives  | 6         | Electives   | 4         |
|  |           |  |           | Theology  | 4         |
| <b>Total Credits</b>   | <b>22</b> | <b>Total Credits</b>   | <b>26</b> | <b>Total Credits</b>  | <b>30</b> |

## ENDORSEMENT OPTIONS

### STEM FOUNDATION:

Complete foundation + 5 credits in Math, 5 credits in Science that includes Algebra II, Chemistry, Physics, and 4 or more CTE courses including at least two courses in the same pathway.

### ARTS & HUMANITIES:

Complete foundation + 5 credits in Social Studies, 4 credits in the same LOTE (Language other than English), 2 credits in another LOTE, 4 credits in American sign language, 4 or more CTE courses in the same pathway.

### MULTIDISCIPLINARY STUDIES:

Complete foundation + 4 credits in the 4 foundation subjects

## FREQUENTLY ASKED QUESTIONS:

**What is an endorsement?** An endorsement is a set of courses that allows students to learn more about a particular subject or career area, while earning credit towards graduation. Many endorsement pathways provide students the opportunity to earn certifications or licenses that will allow them to enter the workforce directly as well as help prepare them for college level work.

### Does a student have to select an endorsement?

No. Everest Academy students will automatically complete two endorsements by following our 4-year plan of study. Should they choose to select additional endorsement options, they can consult with the Academic Counselor during the course selection period prior to starting 9th grade.

### Can a student change their declared endorsement?

Yes. A student may elect to change their endorsement at any time. It is important to keep in mind that as students progress through high school, it may become more difficult to earn a different endorsement due to the limited amount of time that remains and the fact that classes often have prerequisites.

## PERFORMANCE ACKNOWLEDGEMENTS OPTIONS

### OUTSTANDING PERFORMANCE:

Everest Academy Students can achieve Performance Acknowledgment level of graduation if they satisfy the following:

- Complete 12 DC courses with a 3.0 GPA or higher OR complete an associate degree with a GPA 3.0 or higher.
- Complete 80 hours of community service- which will be facilitated by extracurricular clubs at Everest. Please see pg 8 regarding information on Community Service.  
( Average of 20 hours per year )

Other ways to earn the acknowledgement of outstanding performance are:

#### Bilingualism & Biliteracy

Demonstrating proficiency in two or more languages by completing all English requirements with average GPA of the equivalent of 80/100 AND satisfy one of the following four items:

1. Complete a minimum of 3 credits in one LOTE with an average of 80/100 (GPA), OR
2. Demonstrated proficiency in the TEKS Level IV or higher in an LOTE with an 80/100 or higher, OR
3. Complete 3 LOTE credits on your foundation plan with an 80/100, OR
4. Demonstrate proficiency with a score of 3 or higher on the AP exam for a LOTE.

#### AP or IB Exams:

A student earns a score of 3 or above on a College Board AP examination.

#### PSAT, ACT-Plan, SAT, ACT:

Earning a score that qualifies the student as a commended scholar or higher, OR

Achieving college readiness benchmark scores on at least two of the four subject tests on the ACT-PLAN, OR

Earn a combined critical thinking and mathematics score of at least 1250 on the SAT, OR

Earn a composite score on the ACT exam of 28 (excluding the writing subscore).

# HIGH SCHOOL COURSE LOAD

## Minimum Course Load

All students are required to enroll in the minimum classes outlined in the course plan below. Students may take a maximum of three additional dual enrollment courses on top of their high school schedule with the Academic Counselor's approval.

## Recovering/Retaking a Course

Students who receive a failing grade must recover the course in order to receive the required credit. Below are the guidelines for credit recovery

- Successfully completing summer school via Stafford ISD.
- The school administration identifies the criteria of recovery courses.
- Students can also take recovery courses online or at other schools with the approval of school administration.
- Both grades will appear on the transcripts.
- Only the most recent grade will be calculated in the overall grade point average.
- 90% attendance is required.

## Schedule Changes

Students must choose their courses carefully and with the advice of their counselor and parents to minimize the need for a change. The master schedule is built to accommodate the classes originally chosen by the student.

Schedule changes based on teacher, elective, or section preferences may not be honored. The administration reserves the right and has the responsibility to only make changes as necessary to meet graduation requirements, balance class sizes, correct administrative or clerical error, reflect changes in school personnel, or other educationally appropriate reasons.

## How to Earn Credits

Courses vary from one to two semesters in length. Students can earn a half credit for each semester course and a whole credit for a year-long course. Students earn credits when they pass their courses with the minimum of 70% average and meet 90% attendance requirement. Each semester stands alone.

The following are ways a student can earn credit:

- A course is taken as a part of the student's high school schedule
- A Dual Credit college course - approved by the Counselor - is taken for high school credit and college credit (must be one of the approved courses listed on the High School Course Selection Worksheet or HCC Crosswalk List.)
- Summer School courses - as approved by the Counselor.

## Grades 9 – 12 Course Plan

### **Everest Academy High School 4-Year Plan**

- **4 English Language Arts**
  - English I, II, III and IV
- **4 Mathematics**
  - Track 1: Algebra I, Algebra II, Geometry, Pre-Calculus
  - Track 2: Geometry, Algebra II, PreCalculus, Calculus
- **4 Science**
  - Biology, Chemistry, Physics, IPC - Integrated Physics & Chemistry
- **4 Social Studies**
  - World Geography, World History, U.S. History, Government & Economics
- **4 World Language**
  - Arabic I, II, III and IV
- **1 P.E.**
  - Physical Education
- **1 Fine Art**
  - Drawing I
- **8 Electives**
  - Required: Theology I, Theology II, Theology III, Theology IV, PSAT Prep, Health
  - Optional: Athletics II, III, and IV, OR Drawing II, Creative Writing, Journalism

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**30 Total Credit Hours**

## DUAL CREDIT PROGRAM

Dual credit courses will be offered on-campus at Everest Academy via an online platform through a partnership with Lone Star College (LSC). To participate in the program, students are required to schedule, complete, and pass a prerequisite exam known as the Texas Success Initiative (TSI). They will also be required to attend any orientations required by LSC, fill out all LSC enrollment forms and enroll in their online portal by the deadline in order to register for dual credit. Students will be accountable for all LSC fees and charges and for separate advisory appointments with the college. All DC courses taken at LSC will transfer as 0.5 credit for Everest with the exception of “MATH1342 Statistics” that will transfer as 1 full credit.

### WHAT IS DUAL CREDIT?

Dual Credit is an opportunity for high school students to earn high school and college credit simultaneously. Students may attend classes at their high school, on a Lone Star College (LSC) campus, and/or online. Dual credit teachers are regularly employed faculty members of LSC or high school instructors verified by LSC to meet the same requirements as faculty teaching the same course on campus.

## WHAT ARE THE BENEFITS OF TAKING DUAL CREDIT COURSES?

- Transfer many dual credit courses to Texas public colleges and universities, private institutions, and some out-of-state colleges and universities.
- Save money on college tuition.
- Accelerate time to degree completion by getting a head start in college – dual credit students can earn up to a year of college credit.
- Build confidence by easing the transition to college.
- Access the Lone Star College student support services – library, career services, computer labs, and tutoring.

## ELIGIBLE STUDENTS

Everest students may enroll in dual enrollment courses as long as they are maintaining a 75 or above in their high school courses and have shown a demonstrated ability to manage their time and workload effectively.

Per Lone Star College, students may participate in their program as long as their academic performance in the dual enrollment course is satisfactory (70 or above). Those students whose performance is unsatisfactory (69 or below) will not be permitted to continue participation in the Dual Credit program and will not acquire credit for that course.

## TUITION & FEES

Dual credit students receive a 100% tuition waiver. However, the tuition waiver does not cover fees and textbooks.

1. Tuition & Fees: the price you pay for classes is by credit hours
2. Textbooks: Are an additional expense covered by the student per each course needs.

LSC Dual Credit vs. College Credit Cost Comparison:

| Credit Hours | Dual Credit | College Credit Only | Savings |
|--------------|-------------|---------------------|---------|
| 1            | \$32        | \$96                | \$64    |
| 2            | \$52        | \$160               | \$108   |
| 3            | \$72        | \$224               | \$152   |

## SCHEDULING DUAL CREDIT COURSES

Students are not permitted to enroll in dual credit courses that are core classes being offered at Everest Academy. Students are only permitted to enroll in courses NOT offered at Everest Academy, or have been specifically allowed on our High School Course Selection worksheet.

Students enrolled in online Dual Credit courses will be given designated space on-campus to take those courses under Everest teacher oversight. College course schedule verification and Academic Advisor/Administrator approval is required.

We recommend that students take no more than a total of six (6) credit hours (two dual credit courses) per semester.

### DROPPING A CLASS

Changes requested after the Course Plan has been submitted will be made only for the following reasons per Academic Counselor approval:

- A Senior needs to make up deficient graduation credits
- A student received a failing grade and needs to repeat the class for high school graduation requirements or to meet college eligibility requirements
- A student is in the incorrect course level
- A course requested will not be offered due to budgetary restraints or low class size
- A student completed a course credit at summer school

During the first 10 school days of class, students may request a schedule change according to the following guidelines:

- Medical/health issues require adjustment in schedule
- Course load is too great with high school schedule

### GRADING

LSC uses a grading system in which students are assigned a letter grade of A, B, C, D or F reflecting the student’s performance in a course. The student’s high school grade for the course will be reported on his/her high school report card. The college grade will be recorded on the student’s official Lone Star College transcript. Different grading scales at LSC and at Everest Academy require that grades be converted between the two institutions.

| <b><u>Dual Credit Grade Point Policy</u></b> |                           |                                |                    |
|--|---------------------------|--------------------------------|--------------------|
| Dual Credit Grade Range                      | LSC letter Recorded Grade | Everest Academy Recorded Grade | Grade Point System |
| 90-100                                       | A                         | 95                             | 6.0                |
| 80-89  | B                         | 85                             | 5.0                |
| 75-79  | C                         | 77                             | 4.0                |
| 70-74  | D                         | 72                             | 3.0                |
| Below 70                                     | F                         | 65                             | 0                  |

| Letter Grade | Numerical Value |
|--------------|-----------------|
| A            | 95              |
| B            | 85              |
| C            | 77              |
| D            | 72              |
| F            | 65              |

### What happens if a student earns a D or an F in a Dual Credit class?

If a student earns a D in a dual credit course he/she may receive high school credit but will not receive college credit. A grade of D does not transfer to another institution. This would result in the student needing to retake the college course to transfer the credit earned. If a student earns an F in a dual credit course, he/she will not receive high school or college credit for the course. Students earning a dual credit grade below C will no longer be eligible to continue in the dual credit program.

### ATTENDANCE & EXPECTATIONS

Attending and participating is vital for your success. Be sure to complete homework, prepare for class, attend, and participate. Talk with your instructor about any problems or challenges you run into. College students are expected to abide by the faculty member's attendance policy as stated in the course syllabus. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work. Attendance in hybrid or other classes is required.

Students who participate in dual credit courses are considered college students. In all matters related to the dual credit course, students are held to the standards, expectations and regulations of Lone Star College. Students must follow the syllabus, work independently, and behave appropriately. It is the responsibility of college students to **complete assignments without reminders**. It is also the responsibility of the **student, not the parents**, to communicate directly with the college instructor when experiencing academic difficulty.

### COMMUNITY SERVICE HOURS

#### Community Service

The state of Texas requires students to accumulate a total of 60 service hours throughout high school to graduate. Everest Academy strives for excellence in all aspects, and therefore, requires our students to accumulate a total of **100** service hours throughout high school to graduate.



## What is Community Service?

Community service is a voluntary activity that helps address a shortage of some sort in the community. The community service you select should be aligned with your personal interest and skills. It is an opportunity to gain experience on the way to college readiness and exemplary citizenship.

## COMMUNITY SERVICE GUIDELINES

Everest Academy High School students will participate in our S.O.A.R Program to complete their community service hours. S.O.A.R. stands for Service - Opportunity - Advocacy - Responsibility. The purpose of the program is to document & recognize students' service records. This Everest Academy program was launched in 2022 at the onset of the Everest High School Program onsite. Participation in the S.O.A.R Program is mandatory. The following are guidelines that must be followed:

- Students may not be paid for any service they perform in order to obtain S.O.A.R hours.
- Service may only be done for a non-profit organization or a for-profit organization that is donating ALL the proceeds of the event to charity.
- Service can only be accepted at 501-C3 learning centers and universities.
- Only 25 of the total 100 hours may be done over the summer.
- You may not receive more than 8 hours for any one 24-hour volunteer period.
- Hours volunteered during the opening and closing of the school year (such as helping teachers set up classrooms, or assisting with orientation) will count as regular hours, not summer hours.
- Manning concession stands for school-related events or fundraising for clubs at school are acceptable volunteer hours.
- Baby-sitting can only be accepted as service hours if it takes place for a family other than your own and includes: special-needs children, medical emergencies, or to enable parents or teachers to attend school-related functions.
- Volunteering at hospitals is acceptable for their volunteer programs; but working at a doctor's office is not.
- Religious centers have certain activities that are eligible: working at a food pantry, building a house, delivering meals on wheels, etc.
- Religious, cultural and seasonal carnivals are acceptable as long as the proceeds are going to a charitable cause.
- Setting up or cleaning up after religious services are not acceptable examples of service - unless they are part of a broader effort to usher and volunteer at a program or event.
- If your community service is performance-oriented, you may only count the performance, not the practices. (Ex: A play or skit on bullying awareness).
- Service hours are counted from the beginning of the service to the end of the service - travel time to and from does not count.
- Service forms must be signed by a representative of the organization volunteered for.
- A general "get out and vote" effort that does not promote one candidate or party over another may count for civic service hours.
- If you participate in a blood drive, 1 donation = 1 hour.

*It is the responsibility of the student to correctly complete all S.O.A.R forms, to submit them in a timely fashion, and*

*to consult the sponsor if he or she has any questions. Forms submitted beyond 6 months from the date of service will not be accepted. Seniors must submit all S.O.A.R. forms by April of their graduation year. Further details are available on our website.*

*\*\*\*All service hours are subject to the S.O.A.R Sponsor approval.\*\*\**

## CELL PHONE & SMARTWATCH POLICY

Students are not allowed to use cell phones during school hours unless permitted by teachers for instructional purposes. In order to minimize distraction, students' cell phones should be kept turned off and inside their backpacks.

In the event a student is caught using a cell phone or it is heard ringing during school hours, the phone is confiscated and kept in the administration office for parents to pick up. If the phone is confiscated for the second time, it is released only after a fine of \$15 is paid. The \$15 charge is applied for every cell phone confiscation thereafter.

## DRESS CODE & UNIFORM POLICY

### **General Guidelines:**

- Uniform attire & other clothing should be clean, modest, loose fitting and comfortable.
- All Clothing should not have inappropriate language and preferably any pictures or images.
- Shoes must be closed toed, easy to wear and not have lights or skates.
- Hair should be clean, free of lice, and well groomed. Girls must refrain from wearing makeup and tie or pin their hair.
- Only jewelry to be worn are earrings (girls only); these must be small and simple.
- Nails must be short, clean, and free of polish.
- Sweaters or light jackets worn inside the school buildings must be purchased from the school approved vendor.
- Students may wear winter outer-wear such as thick coats or jackets of any color.

### **High School Dress Code:**

**Boys:** Navy blue collared polo shirt with monogram\*, khaki uniform pants (chinos), sky blue PE jersey\*, navy blue athletic pants. Shoes may be of any neutral color and must be closed toed and athletic activity appropriate.

**Girls:** Navy blue long dress with school monogram\* and straight loose-fitted khaki uniform pants. Tights, jeggings, fitted knit pants are not allowed. Navy solid colored scarf\* to cover hair is mandatory. Sky blue PE jersey and navy blue athletic pants. Shoes may be of any neutral color and must be closed toed and athletic activity appropriate.

**\*\*All items with a star\* must be purchased from the school's online vendor only.**

### **Uniform Purchase Requirements:**

1. Navy blue school logo polo shirts, navy blue athletic P.E. pants, navy blue indoor wear jackets with logo must be purchased from the school approved vendor only.
  - a. Uniform ordering is available through School Management System's Parent Portal in Quickschools or via this link: <https://everestacademy.ecwid.com>
2. Parents may purchase regular, straight, loose fitting, khaki colored uniform pants and closed-toe, athletic footwear from any store. Please ensure that girls khaki pants are **not** legging material or fitted knit jegging styles.

### **School Spirit and Casual Dress Days:**

- Students have the option to wear non-uniform shirts or clothing on School Spirit days, if they choose to participate in the theme, as communicated by school administration.
- All items of clothing such as pants, shoes, and hijab must always be in adherence to Islamic dress code and modesty standards. Shoes must always be fitting for PE activities.
- Casual Dress Day occurs on the first Friday of each month.
- All other Fridays, students may opt to wear abayas or thawbs to follow the practice of wearing their best clothes for Jummah.

### **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 the Quickschools Management System. After the third time a student is out of approved dress code, a fine of \$10 is charged per day.

## **PARENT & STUDENT CODE OF CONDUCT**

Everest Academy is committed to providing an exceptional academic experience in an Islamic environment. An essential part of this mission is to promote the development of students with Islamic ethics and values. Parents play a formative role in their child's sense of honesty, justice, dignity and the worth of others. Our school Code of Conduct aims to instill a sense of responsibility towards yourself and others by outlining procedures which will allow us to engage in appropriate conduct in our actions and words for any event, matter or communication related to the school. We hope you will be our partners in promoting a safe, productive and peaceful school environment.

All Everest Academy **students** must -

1. Be respectful to all employees, visitors and fellow students at the school.
2. Demonstrate respect for others' property.
3. Be responsible for their behavior, academic performance and commitments, including, but not limited to:
  - a. Avoid causing disruptions to the educational process.
  - b. Follow directions and respect the authority of teachers and staff.
  - c. Be prompt to all classes and avoid tardiness.
  - d. Remove hats inside the classroom.
  - e. Follow the dress code.

4. Possess integrity in all their affairs and make their best efforts in class.
5. Abide by all the rules and procedures listed in the student handbook and set forth by their classroom teachers.

Any behavior that endangers the safety of another student or repeated behaviors which disrupt classroom learning for others and where previous corrective measures have not succeeded, will all be referred to the Director of Discipline's Office. Serious infractions may have a possibility of expulsion. These infractions include:

1. Causing serious physical injury to another person.
2. Assaults, threats, inciting fights, verbal altercations with inappropriate language
3. Hate crimes
4. Sexual harassment
5. Repeated defiance of authority or disruption of the educational process
6. Possession of or selling weapons
7. Computer or technology tampering
8. Unlawful use or sale of controlled substances or drugs
9. Robbery or extortion
10. Destruction of school property

All Everest Academy **parents** must -

1. Engage in respectful dialogue at all times with any staff member or visitor on school grounds. All issues should be resolved via calm dialogue and while maintaining the respect and dignity of the other person.
2. Refrain from yelling, taunting, threatening, cursing, or any other abusive, demeaning or harassing communication, either in person, by email, text or phone or any other oral or written communication.
3. Refrain from threatening bodily harm or damage of property to any employee, visitor, or fellow parent/guardian at the school.
4. Refrain from disruptive behavior that interferes with classroom or school operations. This can include but is not limited to: class sessions, sporting or other special events on campus, morning drop off or afternoon pick up, etc.
5. Avoid excessive unscheduled campus visits, e-mails, text, phone messages or other written or oral communication.
  - a. School staff and administration may not always be available to immediately speak with you, as their first priority is smooth running of the school day. To ensure you are able to speak to an administrator or teacher, please schedule an appointment. We have a practice of returning any email, call or text within 48 hours, and often sooner.
6. Protect the good name of the school and all its employees. Avoid engaging in defamatory, offensive or derogatory comments regarding the school or staff publicly to others either verbally or via social media.

- a. While everyone reserves the right to their opinion, we urge our parents to report any concerns they have through appropriate channels first so that the matter may be dealt with fairly, appropriately and with an effective outcome for all. As Muslims and good citizens, we hope to address the matter in an honorable way and prevent inaccurate information being passed around in the community.
7. Observe all school rules when visiting or volunteering at the school - including dress code and checking in at the front desk.
8. Never directly address another child who may have infringed upon the rights of your own child.
  - a. The proper method would be to approach the child's classroom teacher for a solution or request to be put in touch with the child's parents with the goal of an amicable resolution.
9. Direct all questions or concerns about the class directly to the classroom teacher first.
10. Keep up with all communication from the school and take action or respond promptly when requested.
11. In addition to the above clauses, Everest Academy reserves the right to define specific standards of conduct from parents for specific cases.

## **Consequences**

As per our Parent and Student Handbook, depending on the severity of the incident, the school reserves the right to revoke enrollment of a student due to reasons such as disciplinary issues, poor academic performance, outstanding dues, or lack of cooperation from parents on the above outlined areas.

In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing. Should a parent/guardian or visitor fail to heed the direction issued in the warning, the school has the right to immediately revoke enrollment.

## **Conflict Resolution Procedures**

Everest Academy recognized a parent's right to have a voice in their child's educational process. The following procedures will ensure a reasonable process should a parent and employee of the school be in a conflict.

-Parents should first and foremost arrange a meeting with the staff member to discuss his/her concerns and attempt to reach a mutually agreed upon resolution.

-If mutual agreement cannot be reached, the parents may schedule a meeting with the Principal of Everest Academy, in which the staff member may or may not be invited at the discretion of the Principal to allow for a transparent and productive discussion.

-If there is still no closure to the issue, the Principal and/or Parent may request a meeting with the Board of Directors, and their decision will be the final decision.

## DISCIPLINE POLICY

**Inappropriate Conduct is defined as:** Behavior that goes against the basic Islamic ethical codes is considered inappropriate. Possession of drugs, alcohol, tobacco, weapons or any object that threatens to inflict bodily injury are considered serious offenses. Using profanity, vulgar language, making obscene gestures to fellow students, teachers or staff, committing theft, damaging school property, engaging in name calling, ethnic or racial slurs, and using indecent, sexual or immoral language are some other examples of serious offenses.

Other undesirable conducts include: running and/or making excessive noise in the building and/or classroom; refusing to follow teacher's directions; not following the school dress code; refusing to participate in classroom activities; 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.

Any behavior that endangers the safety of another student or school environment will all be referred to the Director of Discipline's Office. Serious infractions may have a possibility of expulsion.

## 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 high school students is as follows. Please contact the front desk for out-of-state students.

|  | <b>High School Fee Structure</b> |
|--|----------------------------------|
| <b>Initial Registration Fee (one time)</b>   | \$50                             |
| <b>Monthly Tuition Fee</b>                   | \$700                            |
| <b>Annual Book Fee</b>                       | \$200                            |
| <b>Annual Technology &amp; Resources Fee</b> | \$200                            |
| <b>Annual Laptop Fee</b>                     | \$250                            |

Fee schedule for Extended Day is given below.

| <b>GRADE LEVEL</b> | <b>FEE TYPE</b>   | <b>AMOUNT DUE</b> |
|--------------------|---|-------------------|
| All Grades         | Monthly After School Care Fee<br>(4:00 - 4:30 pm)         | \$50              |
| All Grades         | Monthly After School Care Fee<br>(4:00 – 5:00 pm)         | \$100             |
| All Grades         | Monthly After School Care Fee<br>(4:00 – 5:30 pm)         | \$130             |
| All Grades         | Monthly After School Care Fee<br>(4:00 – 5:45 pm)         | \$160             |
| All Grades         | Monthly Before and/ or After School Care Fee<br>2nd Child | -25%              |
| All Grades         | Monthly Before and/ or After School Care Fee<br>3rd Child | -35%              |