

1 Welcome Letter by Board of Directors

In the Name of Allāh, the Most Beneficent, the Most Merciful

All praise and blessings be upon Prophet Muḥammad (S) and his immaculate family

Dear Parents/Guardians,

Salāmun ʿAlaykum. On behalf of the RISE Academy Board of Education, welcome to the 2018-19 academic school year. By electing to send your child to RISE Academy, you have chosen an institution whose mission is to provide academic excellence for all students in a safe and healthy environment, which will nurture and challenge students to develop their physical, emotional, spiritual, intellectual, and social domains while practicing Islāmic values. Our aim is to ensure that every student becomes a productive member of, and an asset to, society.

We appreciate your support and commitment in working together for the benefit of the children at RISE Academy. As the Academy enters its eighth academic year, this handbook provides the school policies and code of conduct. Conformance to the rules and guidelines in this handbook is required of all RISE Academy families and students. We encourage you to provide comments and feedback for continual improvement.

We hope that your experience at the Academy will be intellectually stimulating and spiritually fulfilling. Once again, as the governing body of the school, we would like to congratulate you and wish you all the best in the coming year. Let us know if we can provide you any further assistance.

Regards,

RISE Academy Board of Directors

**May Allah bless you and give us all the strength and tawfeeq to perform
our duties and responsibilities.**

Thank you for choosing RISE Academy!

2 Welcome letter from Head of the School

In the name of Allah, the most Beneficent, the most Merciful

Salām ‘Alaykum Dear RISE Academy Family Members,

May Allāh bless you and your families. We are so excited that you have joined the RISE Academy family. The mission of RISE Academy is to promote the holistic development of the child through an authentic student learning experience. This is accomplished by educating the child in the formation of faith, family, and community. RISE Academy students learn to become responsible and productive members of society through a faith-based education promoting tolerance, peace and justice.

We strive for the development of the whole child by providing academic excellence in a faith-based and innovative learning environment. It is our vision to guide and nurture students to become role models who will exhibit high levels of God-consciousness, professional excellence, and civic leadership by serving society at large.

We will be entering the second year of our Five-Year Transformation Plan in the 2018-19 academic year. This will be a challenging yet very important year as we continue to build the foundations of the new RISE Academy. The focus of this year will be to improve customer service and professionalism in a positive school culture. Transformational change cannot succeed without significant engagement of all stakeholders, including parents. Mutual participation, attendance in school functions, effective communication, respect, accountability, and trust are key elements to a healthy parent-school partnership. As a parent, you are your child’s first and most important teacher. When your child enters school, you and the school become partners in what you both hope will be a successful long-term enterprise.

Not only are we excited to begin working with your children this year, but we look forward to the work we will do together. As the old African Proverb states, “It takes a village to raise a child.” The work at RISE Academy is truly a team effort. Our team consisting of the administration, teachers, and volunteers will work tirelessly to ensure all your children have the best possible experience while at RISE Academy. We will be here to work with you should you need any help navigating any aspect of the school day.

We thank Allāh for giving us this blessed opportunity to work in an Islāmic school.

Your Partner in Education,

Dr. Nooh Kasraie, on behalf of the RISE Academy Admin Team

3 About RISE Academy

RISE Academy is an independent non-profit private school. We at RISE Academy know that a successful school experience occurs when all stakeholders give evidence of being:

- supportive of the RISE Academy mission and vision
- desirous of a strong academic program
- supportive of the child taking responsibility for his/her behavior, self-management, and learning
- committed to the programs and activities that support the school

Our Mission

The mission of RISE Academy is to promote the **holistic development of the child** through an authentic and experiential student learning experience. This is accomplished by educating the child in the **formation of faith, family, and community**. RISE Academy students learn to become **responsible and productive members of the society** through a **faith-based education** promoting tolerance, peace, and justice.

Our Vision

RISE Academy strives for the **development of the whole child** by providing academic excellence in a **faith-based and innovative learning environment**. It is our vision to guide and nurture students to **become role models** who will exhibit high levels of **God-consciousness, professional excellence, and civic leadership** by serving society at large.

Our Core Values

The core values of RISE Academy are truth, thoughtful innovation, community service, social justice, and excellence.

School Philosophy

We at RISE Academy believe that:

- A safe and comfortable environment promotes student learning.
- Faith, knowledge, and good deeds are the keys to our children's success.

- The Holy Household school of thought is the basis for our beliefs and practices.
- Cultural diversity increases students' understanding of different peoples and cultures.
- Islāmic values help students face the challenges they may face in their lives.
- Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.
- Students learn to make appropriate decisions given a balanced, supportive, and challenging environment.
- Staff, parents, and community are role models for our children and share the responsibility for advancing the RISE Academy mission.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Students learn the desire to acquire knowledge as well as develop critical thinking and problem solving skills.
- The commitment to continuous improvement enables students to become confident lifelong learners.

Statement of Faith

We believe in the following:

- That there is no God but Allāh, the Creator of all things, infinitely perfect, omnipotent, omniscient, omnipresent, eternal, who has neither begotten nor begot
- In the prophets and that Prophet Muḥammad is the Messenger of God and the seal of all prophets, and Imām 'Alī Ibn Abī Ṭālib (A) is his successor
- In the divine scriptures of the *Injīl* (the book that was sent to Prophet Jesus), the *Tawrāt* (Torah: the book sent to Prophet Moses), and the Qur'ān as the last divine revealed book (sent to Prophet Mūḥammad)
- That God, the Almighty and the Creator of the worlds, sent Prophets to guide humanity to worship the One and Only God, to guide humanity to the right path of justice and peace

- That all human beings are created equal with basic dignity and rights. They are all brothers and sisters in humanity and/or faith, and therefore have universal rights to exist without impeding on the rights of others
- In the resurrection when people will be raised by the will of God the Almighty to be judged for their actions, and that the heaven is the reward for those who do good deed and the hellfire is the punishment for those who do bad deeds.
- That as followers of Prophet Muḥammad and His Holy Household, we shall abide by their teachings in our interactions with our brothers and sisters in faith and humanity and all of God’s creation

Schoolwide Learner Outcomes

1. Students will **SEEK** academic excellence through a vigorous faith-based integrated curriculum, while developing a lifelong passion for learning.
2. Students will **ACT** as independent learners in a responsible, compassionate manner with the intention of serving humanity through positive contributions to the local and global community.
3. Students will **BECOME** God-conciseness individuals by building their moral character, practicing self-discipline, and communicating respectfully and effectively.
4. Students will **ACHIEVE** a holistic understanding of themselves by deepening their understanding of their Nurturer, the Quran, and the Ahlul-Bait.

Accreditation

RISE Academy is fully accredited by the Western Association of Schools and Colleges (WASC).

4 Board of Directors and Staff Directory

About the Board

The Board of Directors is the governing body of RISE Academy and is responsible for all the affairs, property, and business of the school. The board conducts its business at regular or special meetings called at various times throughout the year. Meeting information may be obtained by calling the school. The board conducts its business through several standing committees. The chair of the board may also appoint special committees.

RISE Academy Board of Directors

1. Dr. Sayyid Nabi Raza Mir (Abidi), Resident ‘Ālim
2. Br. Mohammad Talebi, Chair of the Board
3. Sr. Mehjabeen Rizvi, Secretary and HR
4. Dr. Mehran Moalem, Treasurer
5. Sr. Liqa Moin, Education
6. Br. Omeed Rezaian, Marketing and Fundraising
7. Br. Nazar Zaidi
8. Dr. Nooh Kasraie, Head of School

Board Emails

Board of Directors

bod@sabaacademy.org

Human Resources Committee

hr@sabaacademy.org

Administration

- | | |
|---|--|
| 1. Head of School: Dr. Nooh Kasraie | Nooh.kasraie@sabaacademy.org |
| 2. Director of Mission: Sr. Sabika Mithani | Sabika.mithani@sabaacademy.org |
| 3. Director of Academics: Sr. Nazeera Salak | Nazeera.salak@sabaacademy.org |
| 4. Director of Early Ed & St Engagement: Sr. Elham Eslami | Elham.eslami@sabaacademy.org |
| 5. Director of Business and Admission: Sr. Sabahat Zaidi | Sughra.zaidi@sabaacademy.org |
| 6. High School Coordinator: Dr. Taymaz Tabrizi | Taymaz.tabrizi@sabaacademy.org |
| 7. Administrative Assistant: Sr. Shahana Mirza | Shahana.mirza@sabaacademy.org |
| 8. Administrative Assistant: Sr. Salma Zahedi | Salma.Zahedi@sabacademy.org |
| 9. IT Administrator: Sr. Tina Aslanpour | Techsupport@sabaacademy.org |
| 10. Front desk | frontdesk@sabaacademy.org |

Support Staff

- | | |
|--|--|
| 1. Athletics Coordinator: Sr. Mariam Humkar | Mariam.humkar@sabaacademy.org |
| 2. Facilities and Transportations: Br. Paymon Salehi | Paymon.salehi@sabaacademy.org |
| 3. Speech Therapist: Sr. Atieh Sadat Hosseini | Atieh.hosseini@sabaacademy.org |
| 4. Elementary Behavior Coordinator: Sr. Erum Hasni | Erum.hasni@sabaacademy.org |
| 5. MS/HS Behavior Coordinator: Sr. Elham Eslami | Elham.eslami@sabaacademy.org |
| 6. Marketing Associate: Br. Ali Akbar Shaheidary | Marketing@sabaacademy.org |

7. ESL/Resource Teacher: Sr. Amnah Mohammad Amnah.mohammad@sabaacademy.org

Elementary Level

1. Kindergarten: Sr. Zahra Jalilvand Zahra.jalilvand@sabaacademy.org
2. First Grade: Sr. Frances Dufour Frances.dufour@sabaacademy.org
3. Second Grade: Sr. Hadia Salak Hadia.salak@sabaacademy.org
4. Third Grade: Sr. Mehrnaz Mohebbi Mehrnaz.mohebbi@sabaacademy.org
5. Fourth Grade: Sr. Muna Abbas Muna.abbas@sabaacademy.org
6. Fifth Grade: Sr. Mehvish Sayed Mehvish.sayed@sabaacademy.org

Middle/High School Level

1. Language Arts and Humanities: Sr. Sarah Wasi Sarah.wasi@sabaacademy.org
2. Mathematics: Sr. Azita Ghajar Azita.ghajar@sabaacademy.org
3. Sciences: Br. Shahriar Rahmani Shahriar.rahmani@sabaacademy.org
4. History: Dr. Taymaz Tabrizi Taymaz.tabrizi@sabaacademy.org
5. Mathematics: Br. Mohammad Talebi HS.mathematics@sabaacademy.org
6. Mathematics: Dr. Ali Khalili HS.mathematics@sabaacademy.org
7. Performing Arts: Sr. Iman Doroudi Iman.doroudi@sabaacademy.org

Islāmic Studies & Qur'ān

1. Primary Level: Sr. Erum Hasni Erum.hasni@sabaacademy.org
2. Secondary Level: Br. Mohammad Talebi Mohammad.talebi@sabaacademy.org
3. Secondary Level: Sr. Fatima Hussain Fatima.hussain@sabaacademy.org
4. Qur'ān Teacher: Maulana Syed Wahedi Syed.wahedi@sabaacademy.org
5. Qur'ān Teacher: Br. Ali Moslemi Ali.moslemi@sabaacaemy.org
6. Qur'ān Teacher: Sr. Fathema Abidi Fathema.abidi@sabaacademy.org
7. Arabic and Qur'ān: Sr. Khalidah Baqar Khalidah.baqar@sabaacademy.org
8. Arabic and Qur'ān: Sr. Shaimaa Almajdi Shaimaa.almajdi@sabaacademy.org
9. Qur'ān Teacher: Sr. Elham Eslami Elham.eslami@sabaacademy.org

Early Education

1. Transitional Kindergarten: Sr. Madiha Siddiqui Madiha.siddiqui@sabaacademy.org
2. Toddler Lead Teacher: Sr. Mary Malone Mary.malone@sabaacademy.org
3. Toddler Teacher: Sr. Ghazal Shah Ghazal.shah@sabaacademy.org
4. Preschool Lead Teacher: Sr. Akram Tajadodi Akram.tajadodi@sabaacademy.org
5. Preschool Teacher: Sr. Farnaz Behnazpour Farnaz.behnazpour@sabaacademy.org
6. Preschool Teacher: Sr. Joly Rahman Joly.rahman@sabaacademy.org
7. Administrative Assistant Eceadmin@sabaacademy.org

The school is blessed to have the help of volunteer staff. A full list of volunteers and their email addresses is available upon request.

5 Adherence to School Policies

It is the responsibility of all parents and guardians to thoroughly read the Family Handbook and familiarize yourselves with procedures, adhere to policies and guidelines, and partner with the school.

Your understanding of the systems and processes that organize and nurture life at RISE Academy will empower you to form an effective relationship with us in the best interest of your child(ren). Therefore, we urge you to read this handbook carefully and refer to it frequently throughout the school year.

Should you have any questions about any of the details outlined in this book, please do not hesitate to ask administration.

We look forward to working in partnership with each of you. May Allāh bless you and give us all the strength and tawfiq to perform our duties and responsibilities.

6 Statement of Non-Discrimination

RISE Academy admits students of any race, color, gender, creed, or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, creed, or national origin in employment or in its administration of its educational policies, admission policies, financial aid programs, athletics, or other school-administered programs.

7 Code of Conduct

As an institution dedicated to meeting the academic and social needs of our students, we expect from each parent:

- agreement with and support of our mission statement
- communication with us about your child
- attendance at meetings and events of the classrooms, levels, and school
- involvement in appropriate ways
- support of our values and discipline practices
- communication that is open and appropriately channeled
- cooperation with and support of the school's policies and procedures
- respectful communications
- abidance to the social contract

A positive and constructive working relationship between the school and the parent body is essential to the fulfillment of our educational mission. Therefore, we reserve the right to dismiss or deny the privilege of reenrollment to a student if we reasonably conclude that the actions of a parent or guardian impede a positive and constructive relationship or otherwise seriously interfere with the accomplishment of our mission.

Code of Conduct for Students

RISE Academy is committed to providing a safe, caring, and inclusive learning environment by promoting respect, responsible citizenship, and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. Inshā'Allah, at RISE Academy, you will grow spiritually and will be nurtured holistically to become the best humans and muslims in this dunyā and ākhirah. As a student at RISE Academy:

1. I will abide by the school rules and policies
2. I will respect all school property, including lockers and desks, and not trespass during non-school hours
3. I will not engage in activities that will have a negative impact on the school climate
4. I will respect and abide by the rules on the transportation services
5. I will serve as an ambassador of RISE Academy by upholding the utmost level of akhlaq at community events
6. I will not engage in any activities within or outside of the school that may

undermine the prestige and credibility of the school and its members

7. I will be positive, respectful, mindful of my word choice, and will uphold my Islamic and akhlāqi virtues in my conduct with other students, parents, visitors, and teachers
8. I will not shout, yell, be impolite, or use foul language when talking to other students, teachers, and/or visitors as means for self expression
9. I will be a role model for other students at all times
10. I will abide by the school's gender guidelines
11. I will refrain from inappropriate use of media or electronic devices on school premises (e.g., cell phones, tablets, etc.)
12. I will use my time wisely and will refrain from disrupting class instruction that may affect learning for other students
13. I understand that failure to comply with any of the provisions of the code of conduct may result in immediate disciplinary action from the school.

Student Name: _____ **Student Signature:** _____

Student Name: _____ **Student Signature:** _____

Student Name: _____ **Student Signature:** _____

Student Name: _____ **Student Signature:** _____

Student Name: _____ **Student Signature:** _____

Parent Name: _____ **Parent Signature:** _____

Date: _____

8 School Hours & Academic Calendar

School Hours

School is in session from 8:00 am to 3:00 pm Monday to Thursday, and from 8:00 am to 12:35 pm on Fridays. School premises open at 7:45 am daily. The Academy is not responsible or liable for any child dropped off before 7:45 am.

Academic Calendar

A copy of the academic calendar can be found on the school website. Important dates are included below:

August 15th	First day of school
August 22nd	Eid al-Adha - No School
September 3rd	Labor Day - No School
September 7th	Back to School Night
September 19th-20th	Tas'ua and Ashura - No School
October 29th	Arbaeen - No School
November 16th	Parent-Teacher Conferences
November 22nd-23rd	Thanksgiving Break
December 24th-Jan 4th	Winter Break
January 21st	Martin Luther King Jr. Day - No School
March 15th	Parent-Teacher Conferences
March 18th-22nd	Spring Break
May 24th	Laylatul Qadr - No School
May 27th	Memorial Day - No School
May 28th	Laylatul Qadr - No School
June 4th	Eid ul-Fitr - No School
June 7th	Last Day of School

9 Student Arrival and Dismissal

Speed Limit

The speed limit in front of the school campus is **15 miles per hour**. Slow down and please watch for children while on campus.

Parking and Access

Parent and guest parking is located in front of the school. Parking in the drop-off zone is prohibited at all times. Once your child has safely exited from your vehicle, please proceed forward and do not block the drop off zone.

Please do not leave valuables in your vehicle, and always keep your vehicle locked and turned off when not attended.

Tardiness

Tardiness to school is defined as not being physically present in the Assembly Hall at 8:00 am. All students (grades 1 – 12) are expected to join the assembly. Parents are welcome to participate during special assemblies. Students who arrive after 8:00 am will not be allowed to attend the morning assembly, as this causes disruption.

The following will occur in cases of excessive tardies:

- Three tardies is equal to one unexcused absence.
- Three assembly tardies will result in a call from administration to parents/guardians, reminding them about the importance of participating in the morning assembly.
- Three unexcused absences due to tardiness will result in a parent meeting with administration.
- If tardiness continues, consequences will be at the discretion of the administration.

Case-by-case exceptions may be made for long commuter families.

Early Leave

The time at the end of a school day is important for closure and a proper start to the next day.

Please do not schedule standing appointments that require early or preferential dismissal. If you must take your child out of school early, the administration and teachers must be notified at least 24 hours ahead of time so that arrangements can be made to have the student ready for pick up at the time requested. Advance notification will allow

time to notify the teacher and will ensure minimal disruption to the classroom.

If a student has an early dismissal, please ensure that they are picked up prior to 2:30 p.m. There will be NO DEPARTURES FOR EARLY DISMISSALS between 2:30 p.m. and 3:00 p.m.

Once you have arrived at school, the front desk will contact your child's teacher and the student will be sent to meet you in the main reception area. You will be required to sign your child out at the front desk.

If your child returns to school the same day, please park and walk your child to the front desk and sign him/her in.

Please consider the attendance requirements when scheduling appointments or making plans for your child during school hours.

A student who leaves school before 10:30 a.m. will be considered absent for the day.

Dismissal

From Monday through Thursday, dismissal occurs between 3:00 and 3:15 p.m., and on Fridays between 12:30 and 12:45 p.m. for K-12 students. When you arrive to pick up your child, please slow down and watch for children. The dismissal line forms on the right side of the driveway. Do not leave your vehicle unattended while waiting in line. Please make sure that you do not delay the dismissal line.

Children not picked up by 3:15 p.m. will be taken to the after school program, and the family's account will be charged accordingly.

Dismissal Procedures

- Parents are to remain in their vehicles at all times.
- DO NOT enter the building during dismissal unless it is necessary to escort the student to your vehicle because of an emergency situation.
- Notification of a change to a student's normal dismissal routine MUST be received by the classroom teacher and/or main office in writing no later than 12:00 pm on or before the day of the change. Notification and requests received after the aforementioned times will only be honored in the case of an emergency as determined by the school's administration.
- There will be NO DEPARTURES FOR EARLY DISMISSALS between 2:30 pm and 3:00 pm. Students begin to board the transportation vehicles for dismissal starting at 2:50 pm, and vehicular traffic is prohibited during this time. If a student has an early dismissal, please ensure that they are picked up prior to 2:30 pm.

- If you need to leave early at dismissal due to an appointment or another engagement:
 - Option A: Please arrive early so you will be in front of the line. The line will start forming around 2:45 p.m.
 - Option B: If needed, you can arrange for early dismissal BEFORE 2:30 p.m.
- Parents should obtain a "pick-up" pass from the main office. The pick-up pass will display the student's name and grade.
 - The pick-up pass should be placed on the dashboard/windshield of the vehicle as they enter the parking lot of the school. This will allow staff members to use their communication handsets to have the student(s) sent out to the vehicle in a timely manner and allow the car pick-up line to move quickly.
 - If a pick-up pass is not displayed, identification may be requested, which will delay the students' dismissal from school.
- Students will only be dismissed to parents, guardians, emergency contacts, and those who have been authorized to pick them up. Parents must fill out the Student Pick-up Authorization Form in Quickschools.
- Parents must physically come pick up and sign out children if they are on school or masjid premises. Students cannot meet their parents at an agreed location.
- During Jum'ah prayer, you are responsible for ensure that your child upholds school etiquette. Students are not allowed to be on school property after they are picked up unless accompanied and supervised by a parent. This applies to during any other masjid program as well.

After School Program Dismissal

Dismissal time for the after school program is at 6:00 p.m. Parents picking up children enrolled in after school activities or athletics will be given instructions if anything changes. There is no "grace period" for pickup from activities; family accounts will be charged accordingly if children are picked up late.

Alternative Pick-Up Arrangements

Please notify the school via email if your child will be picked up by a different person, or is going home at a different time than usual (i.e. going home at regular dismissal instead of going to after school).

Your child's Pick-Up Authorization Form in Quickschools should list each person authorized to pick up your child at any time. Daytime phone numbers must also be included.

Please inform your substitute drivers that they may be required to show a picture ID when picking up children.

Tips for Parents on Separation

It can be difficult for parents and young children to separate at the beginning of a school year, as they each feel a bit nervous when they leave one another in a new situation. If this is your child's first year at school, we encourage you to visit the campus a few times before the start of school to allow him/her to become familiar with the new setting. In general, a short, positive farewell is easiest for the child. A prolonged good-bye often makes the situation more difficult.

On the first day, you may walk your child up to the main walkway to say farewell. Please do not linger around the building or react with alarm if your child is hesitant about separation.

It is very important to reassure your child about where you will be during the day, and what time you will pick him/her up. Some children may be apprehensive for a while during the first few days, but reassurance and positive parental attitudes usually alleviate fears.

10 Student Attendance

Absences

In order to obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Our goal is to maximize every student's opportunity to learn.

Attendance is the responsibility of parents and students. Grades may be affected by repetitive absences.

- Please email administration and teachers or call the school office before 10:00 am
- If your call is not answered, please leave a message that includes: child's name, grade, reason of absence.
- Parents are responsible to report all absences .
- Students who leaves school before 10:30 am will be considered absent for the day.
- Examples of unexcused absences:
 - Family vacations
 - Non-medical appointments.
 - Absence for any other reason that does not meet the criteria of an excused absence
 - A student who is absent from school without notice.
- Examples of excused absences:
 - Illness: a doctor's/parent note of reason for absence is required for your student's attendance file. The note must be submitted to the teacher upon the return of the student to school.
 - Medical appointments or treatments: will require a doctor's note for the student's attendance file
 - Death: a parent note is required for the student's attendance file
 - Personal or family emergency: a parent note is required for the student's attendance file

11 Extended Leave of Absence for Students

Studies show that regular attendance plays a crucial role in a student's Academy success. In exceptional cases parents that require extended leave parent must fill out the Extended Leave of Absence form and receive approval.

The following protocol will be followed in the case of an extended leave:

- Parents must notify administration at least one month in advance. Exceptions are made for emergencies.
- Parents must meet with the teacher and Director of Academics to discuss the terms of the contract and provide all necessary coursework.

When the student returns, he/she will be given assessments to ensure that the conditions of the contract have been met.

12 Admission and Continuation

Admission

RISE Academy is coeducational and accepts qualified students regardless of race, color, religion, or ethnic origin. Admission decisions are based on the space available and an evaluation of the suitability of school for each student. Early re-enrollment registration forms for all currently enrolled students are due March 15, at which time available space will be determined and admission offered to newly evaluated applicants. Applicants will be accepted on the following basis:

1. Special consideration is given to qualified applicants who are siblings of currently enrolled students, children of RISE Academy alumni families, or children of faculty/staff members.
2. We are a community-based school. Children of the larger SABA community who meet the admission criteria, will be given special consideration.
3. If space is available, any other applicant will be given consideration.

The administration will interview the families of the prospective student(s) to determine the commitment of parents and student(s) and the ability of the school to meet the individual needs of the candidate.

New students will be on probation throughout the school year. Students who do not meet academic and behavioral expectations as determined by the school administration will be asked to seek other educational situations and will not be permitted to remain at RISE Academy beyond a reasonable period of time to transition to another educational situation.

Admission at the School is contingent on students being current on all required immunizations.

Academic Readiness

All prospective students are tested for academic and social readiness. This is determined by grade level results on placement/screening test given by the school, previous school performance as indicated by past report cards or formal progress reports and teacher evaluation.

Age

Kindergarten: student must be **five (5) years old** on or before **September 1** of that year. Exceptions may be made on case-by-case basis and the administration will make a final decision, at its sole discretion.

For admission policies of children younger than five years old, please refer to the Early Education section.

Children with Special Needs

RISE Academy is a small private school with limited resources compared to the public schools and other larger private schools. Public schools receive additional funding for students with special needs and hire specialized staff to serve their unique needs. If your child has special needs, we look forward to discussing the ability of our staff to adequately address and meet your child's needs in a typical classroom setting.

RISE Academy does not have specialized facilities or personnel to work with students who have significant learning differences. RISE Academy will evaluate students with learning differences on a case-by-case basis with respect to the school's ability to provide those students a quality education. While RISE Academy will make every effort to serve the needs of each student, the School may deny enrollment of a student if the school determines, at its sole discretion, that it cannot adequately serve the needs of the candidate.

13 Student Supplies

All students are required to bring school supplies as requested by the school. If any supplies are missing, parents will be notified to provide any missing supplies. Supplies may be collected and stored by the homeroom teacher and used for the individual or by a group of students.

Parents will receive a classroom supply lists before school begins or during the first week of school.

Students are responsible for personal property brought to school or school-sponsored events, such as field trip or on the school transportation vehicle. This includes items that are relevant to instructional programs or extracurricular activities. Students are strongly discouraged from bringing items that hold significant sentimental and/or monetary value. Additionally, if objects become a distraction, the teacher may confiscate and return the object at the end of the school day. The Academy will not be responsible for lost or stolen items.

School staff have the right to confiscate cell phones and electronic devices seen during the school day if they are being used in unauthorized areas or at unauthorized times; school administrators have the right to require a parent to pick up the confiscated device. School personnel may also confiscate personal property if its possession or use on school grounds or at school events violates system policies or school rules. The property will be returned to the student's parent/guardian after a parent conference. Substances or items that are illegal to possess, will be given to law enforcement officials or retained for disciplinary proceedings. Staff will take reasonable precautions to protect the property until dispersal is determined.

Textbooks

Student textbooks are the property of RISE Academy. Textbooks should be labeled and identified with student's full name. Each student will be responsible for the received textbook for his/her grade and should ensure that textbooks are not damaged or lost during the school year. Students are expected to return the textbooks to the teacher at the time students take their final exams. Lost or damaged textbooks should be notified to the teacher immediately. There will be a charge for lost or damaged textbooks.

14 Homework

Prophet Muhammad (S): Preserve knowledge through note-taking

RISE Academy strives to implement a balanced and productive homework policy that correlates with student achievement and development.

To ensure that students receive the maximum benefits of homework, the school has established the following homework policy:

- The length of time spent on homework assignments is given in a manner to avoid undue intrusion on the time students spend in other activities outside of the school day.
- Teachers will provide students with a homework agenda sheet clearly defining assignments and expectations.
- Homework will serve a sound educational purpose. A night off is better than homework that fails to achieve that.
- Homework will be within the capabilities of the students. A student should be able to complete their homework without requiring assistance from others or group work.
- Non-assigned self-guided study and review, which fosters self-discipline and responsibility, is encouraged in accordance development levels. Homework may include research papers, book reports, reading, test prep, etc.
- Students should be motivated to correctly and carefully complete the homework assignment.
- Homework will be related to students' interests and materials covered in class. It should clarify the knowledge and understanding of the concepts presented in class, and it should be suited to individual needs and capabilities.
- Encourage your child(ren)'s effort in completing homework.

Elementary students may only be assigned homework Monday through Thursday. No homework will be given on Fridays or during holidays. However, weekends can be used to work on preassigned projects. Additionally, there is mandatory nightly "reading" sections in addition to assigned homework according to the following guidelines:

K-1 **15+ minutes nightly**

Grades 2-3 **20+ minutes nightly**

Grades 4-8 **30+ minutes nightly**

Students vary significantly in the amount of time they spend on assignments. These guidelines do not include time for independent study.

Grade	Maximum Daily Homework Time¹
Kindergarten-1st Grade	15 minutes
2 nd -3 rd Grade	20-30 minutes
4 th -5 th Grade	30-40 minutes
6 th Grade	60-80 minutes
7 th Grade	60-80 minutes
8 th Grade	60-80 minutes
High School	90-120 minutes

Homework Logs/Agendas

Students in grades K-5 will be provided with weekly homework logs by the classroom teacher that parents will need to sign off on either nightly or weekly, depending on the teacher's discretion. Middle and high school students will need to keep track of their assignments using the schools agenda. Parents should check agendas periodically.

¹ Based on estimated time an average student needs to do homework.

15 Grading and Report Cards

When the Prophet (S) used to praise someone, he would commend them holistically based on their academic achievements, akhlaq, and character

At RISE Academy, we are working towards “productive” instruction where students are engaged in meaningful, well-planned, integrated learning activities where written and oral communication is emphasized in every area of study. In productive instruction, the teacher acts as a facilitator who guides student discoveries.

Report Cards

Report cards will be sent home twice a year at the end of each semester and will provide detailed comments on students’ strengths and areas of improvements. In addition to report cards, students who are struggling academically and require more support will receive progress reports twice a year.

Grading Scales

Scale of Academic and Conduct Codes (KG – 4th Grade)

- **E** = Exceeds/Works above standards
- **M** = Meets the standards
- **A** = Approaching or progressing towards standard
- **NA** = Not yet assessed

Effort: **O** – Outstanding **S** – Satisfactory **N** – Needs Improvement

Scale for Grades (5th - 12th Grade)

A+ 97+ **B+** 87-89 **C+** 77-79 **D+** 67-69 **F** Below 60

A 93-96 **B** 83-86 **C** 73-76 **D** 63-66

A- 90-92 **B-** 80-82 **C-** 70-72 **D-** 60 - 62

Scale for Conduct Grades (5th – 12th Grade)

E = Excellent **N** = Needs Improvement **S** = Satisfactory **U** = Unsatisfactory

Standardized Testing

The Academy aims to constantly evaluate its programs and students in order to implement improvements and design programs that best meet the needs of our student body. Standardized testing is used as one form of assessment in the school. Standardized tests will be administered for students in 1st-11th grade.

Standardized testing occurs in the late spring, and test dates are listed on the school calendar. Preparation activities for the test will be spaced out throughout the year. Test outcomes are discussed during parent conferences, and become part of the student's permanent record.

Exams

Cumulative Mid-Year and Final Exams are administered for grades 1st-10th. Review topics will be given to students and parents two weeks in advance. Assessments may take place over a period of days, weeks, or even months. They may involve a student working alone or with a group. Writing becomes a critical part of assessment in all subject areas, and the assessment itself may cover several subject areas integrated.

Transcripts

Transcript and recommendation requests must be made in writing, signed and dated by parents, and submitted to the administration.

16 Photo Sharing

School will be taking regularly of classroom happenings, special events, projects, and field trips, etc. These pictures will be used for marketing and the yearbook and other purposes. Parents are required to fill out the Photo Release Form to grant the school permission to use photos for these purposes.

17 Health and Safety

The safety and security of students and staff is the number one priority at RISE Academy.

Emergency Contact Information

Your child's records provides all emergency contact information needed to reach you or your designated alternate(s) should your child need your immediate attention. Please let those whom you have designated as your emergency contacts know that we may be contacting them if you cannot be reached. Please review and update your child's information as need.

Students who need to be sent home because of illness or other medical situation must be picked up within one hour of the parent or emergency contact being reached. The Acadent does not have the personnel nor facilities to care for sick children for an extended period of time.

If an accident or other serious medical emergency arises, the parent or designated alternate will be notified. If immediate medical attention is indicated and no responsible, designated adult can be located, the child will be taken to an emergency room of the nearest hospital or to the physician listed on his/her Student Medical Form.

Please help your child pay close attention to personal hygiene.

PLEASE READ CAREFULLY TO PREVENT SCHOOL-WIDE EXPOSURE.

Illness and Communicable Diseases

Parents must keep their child home if he/she is ill. The following criteria are used to determine when a child will be sent home or not allowed to return to school due to illness.

Fever

Children with a temperature of 101° F or higher must stay home. Students must be fever free for 24 hours without medication before returning to school.

Vomiting and/or Diarrhea

Children must stay home if they are vomiting or have diarrhea. Students must be symptom free for 24 hours without medication before returning to school.

Chickenpox/Contagious Rashes

Children must stay home after the first rash eruption occurs. Students must be symptom free for 24 hours without medication before returning to school.

Communicable Rashes and Conjunctivitis (Pink Eye)

A child with a rash or bacterial conjunctivitis must stay home. Re-admission will require either that the child be symptom free for 24 hours or have a note from a physician.

Head Lice

Head lice do not carry disease, nor does their presence indicate poor hygiene. However, children who have head lice or nits (lice eggs) must be treated immediately to prevent further spread in school. Parents will be asked to pick up children who have lice or nits. Per the Academy's "no nit" policy, children will only be allowed back at school when all lice and nits are gone. Upon returning to school, children will be rechecked for satisfactory treatment.

Strep Throat

Children must stay home until prescription antibiotics have been administered and are symptom free for 24 hours without medication before returning to school.

Please call the School office if your child contracts a communicable disease (e.g., strep, lice, pink eye, etc.) other than the common cold. Under Health Department rules, the school is obligated to notify families of students who are likely to have come in contact with infected persons.

Infectious Illnesses

The School recognizes that infectious illness, including Acquired Immune Deficiency Syndrome (AIDS) and its related conditions (both symptomatic and asymptomatic), have a tragic impact on those afflicted and involve significant and sensitive issues for students, faculty, and staff. Parents or guardians of students with an infectious illness (including AIDS) are expected to inform the administration of their child's medical condition so that the school can effectively implement the provisions of this policy. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures. The school holds all information that it receives about the medical condition of an employee or student with an infectious illness in confidence.

Administration of Medicine

Prescription and Non-Prescription Medications

For a student to receive prescription and/or non-prescription medication at school:

- Parent must send all medications to the Front Desk with the completed “Authorization for Medication” form.
- All medications are administered by designated school personnel.
- Parents must make sure the medication is sent in its original container with proper instructions indicating the name of the person to receive the medicine, the required dose and frequency, the need for refrigeration (if required), expiration date and the name of the prescribing physician (if applicable).
- Students may not carry medication to school. This includes non-prescription medication such as aspirin, Tylenol, ibuprofen, or cough drops.
- If your child needs to carry urgent medication, such as inhalers or epipens during school hours, this should be indicated on the administration of Medication form and submitted to the front desk.
- No student, regardless of grade level, is allowed to self-medicate while at school unless special arrangements have been made with approval from the administration.
- For any changes in medicine administration, please update the form or fill out a new form.
- First aid medications to be applied topically (e.g., Neosporin, Benadryl spray/lotion, hydrocortisone cream, etc.) in the event of a cut, scrape, or insect bite will be administered if the administration feels necessary. Cough drops will only be dispensed with parental authorization
- The medication or prescription should not be expired

Student Accidents/Incidents

Despite efforts to make the school building safe for students and staff, accidents can occur.

In the case of an incident or injury, staff must complete an Incident Report Form the same day of the incident, indicating the details of the incident. Administration will send a copy to be signed by the parents and also send a copy to the homeroom teacher if it was filled out by another staff member.

In the case of a serious injury, the school will call 911 and contact the parents immediately.

Special Health Considerations

If your child has any special physical condition that might affect him/her while at school, please send a written, detailed description of the condition, its approximate duration, and what steps are necessary to address the student's needs.

Suspected Child Abuse

California law requires teachers, administrative personnel, and other employees of any public or private school to report all suspected incidents of child abuse to the appropriate child protective agency. Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment. The School faculty and staff recognize that this subject is extremely sensitive and always requires the utmost confidentiality.

18 Academic Integrity

The RISE Academy community provides students with an environment built around a love of learning, independence, and self-reliance, including a strong sense of academic integrity. No forms of cheating, plagiarism, misrepresentation of work, or other acts of academic dishonesty are tolerated because honesty is fundamental to our respectful and caring community.

Some acts of academic dishonesty include:

- Direct copying of another student's work
- Plagiarism: Plagiarism is defined as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Plagiarism can occur in many subjects besides writing, such as art, computer code, mathematics, and science.

Using and failing to properly credit another work (i.e. article, internet site, book) produced by a different author

- Providing or accepting answers to an assignment from a peer, tutor, or parent
- Using any unauthorized notes or "cheat sheet" during a test or quiz
- Talking, passing notes, or looking at another student's work during a test or quiz

As experienced professionals, teachers are trusted to provide an environment conducive to respect and honesty, in addition to determining if an act of academic dishonesty has occurred. If a case of plagiarism happens, the teacher will inform the Director of Academics before choosing a consequence. The consequences of an act will be determined by the teachers and the Director of Academics dependent on the severity of the event, but may include:

- A failing grade or zero on the related material
- Required submission of an alternate assignment for a reduced grade
- Contact and conference with the student's parents
- Impact on report card comments

19 Student Behavior Policy

The school behavior approach is based on tarbiyah (nurturing) and positive discipline. The tarbiyah approach attempts to identify the root of behavioral issues and remove them, not just provide temporary solutions. If you trim a branch, it will actually grow back stronger; to remove it, you must pluck it from the root. This approach requires time and patience, as it strives to help a child correct his/her behavior from within, and is rooted in achieving the pleasure of Allāh, taqwā (God-consciousness), and the belief of consequences on the Day of Judgment. Student behavior is a partnership between the teacher and behavior team, which consists of the Behavior Supervisor, Behavior Coordinator, and Director of Mission.

Behavior Procedures

Green Slips

There may be instances when a student needs a moment to cool off and reflect outside the classroom. In such a case a student will receive a green slip and be sent to the office so he/she can take some time to take a break.

Yellow Slips

If a student has repeated instances of the same behavioral issues, teachers will do his/her best to mitigate the behavior and communicate and partner with parents. If a student's behavior escalates the behavior coordinator will send home a yellow slip.

If a yellow slip is sent home, parents are responsible for making sure it is returned the next school day. A meeting will then be arranged between the teacher, parents, and behavior coordinator to determine solutions to resolve the behavioral issues.

Blue Slips

In the event that a serious offense occurs the student will be sent to the front desk with a blue slip. Administration will send home the blue slip, indicating the consequences and follow up with the parents. The following behaviors may warrant the issuance of a blue slip:

1. Making threats against staff or students
2. Displaying negative thoughts about oneself or others
3. Initiating or engaging in physical violence
4. Disrespecting/destroying property
5. Using inappropriate language
6. Bullying
7. Plagiarizing

Gender Guidelines

The school has certain gender guidelines in place in order to ensure appropriate interaction between the opposite genders. Students are expected to abide by the established gender guidelines to facilitate an Islamic atmosphere.

20 Bullying Prevention Policy

Our philosophy is centered on respect for others and the environment. Chronic misbehavior causes breakdowns in respect as well as a disruptive learning environment. When the School informs students or their families of misbehavior, immediate corrective action is expected.

The Campus Behavior Coordinator, teachers, and the administration collaborate on handling discipline/behavior issues. Severe student misconduct, particularly that which endangers the physical or emotional safety of others or him/herself, may result in immediate suspension or expulsion at the discretion of the administration.

What Is Bullying?

Bullying may be the most frequent form of school violence. It requires that we examine why and how a child becomes a bully or a target of a bullying (and sometime both) as well as the role bystanders play in perpetuating the cycle. About 160,000 students in the USA refuse to go to school because they dread the physical and verbal aggression of their peers, and the disconnection from the community that comes from being the target of rumors and cyber-bullying.

The school prohibits acts of bullying, cyberbullying, harassment, or intimidation because these behaviors compromise the learning environment and well-being of students, staff, and community.

Students, parents, employees, and service providers are responsible for reporting violations of this policy that occur on school property, on a school transportation vehicle, or at a school-sponsored activity or event off school property. Incidents of cyberbullying occurring from a student's home that impact another student's well-being at school may also be reported. All reports of bullying, cyberbullying, harassment and intimidation will be documented.

Bullying is defined as any severe or pervasive physical or verbal act(s) or conduct, including electronic communications that has, or can be reasonably predicted to have, the effect of one or more of the following:

1. Reasonable fear of harm to person or property.
2. Substantially detrimental effect on physical or mental health.
3. Substantial interference with academic performance.
4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

Bullying vs. Conflicts

Not all aggressive behavior is bullying. At times, students will engage in rough play. This type may appear aggressive. However, it serves to reinforce positive relationships and occurs among peers of equal standing. Conflict, in contrast, is motivated by negative intent and takes place between student of relative equal power or social standing. When rough play or conflict scenarios involved groups of students together a single student, the situation can easily escalate into bullying. The following table below is a guiding tool to assist in differentiating what is rough play, fighting and bullying:

Rough Play	Real Fighting	Bullying
Usually friends; often repeated (same players)	Usually not friends; typically not repeated	Typically not friends; general Repeated (or one time severe)
No intent to harm	Intentional harm-doing	Intentional harm-doing
Relatively equal balance of power	Relatively equal balance of power	Unequal balance of power (Power)
Mood is friendly; positive, mutual	Mood is negative, aggressive or tense; mutual hostile feeling	Mood negative; mood/response differs for victim and aggressor

Bullying Resources for Students and Parents

Resources and activities for children/youth and parents about internet safety	www.stopbullying.gov
Resources and activities for children and parents internet safety	www.ikeepsafe.org
Activities for school staff to develop character education, anti-bullying, conflict resolution, and anti-bias strategies	www.tolerance.org/classroom-resources/lessons
Bullying prevention	www.crimesolutions.gov

Cyberbullying

Cyberbullying is defined as bullying via the use of the internet, interactive and digital technologies (such as computers, tablets and/or mobile telephones.) The use of

any school computer or electronic device for the purpose of cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Students and parents are encouraged to notify the administration of any incidents regarding bullying immediately.

21 Uniforms

Imām 'Alī (A) on the attributes of the God-conscious: Their dress is modest.

School Uniforms

Kindergarten through high school students attending RISE Academy are required to wear uniforms. Uniforms must be purchased through Land's End. All purchases can be made online. Parents will be notified when students are not in proper uniform. In such cases, parents are expected to acknowledge the infraction and take corrective action. In addition to the guidelines, please ensure that your children are dressed in appropriate attire for the weather.

How to Order Uniforms

Online:

1. Go to landsend.com/school and create or sign in to your account.
2. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900183625).
3. Start shopping with your personalized product checklist.
4. Shop now via the direct link:
<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900183625>

Phone: Call 1-800-469-2222 and reference your student's preferred school number (900183625), grade level, and gender. The team of consultants are available 24/7 for assistance.

The school uniform guidelines are as follows:

GIRLS

Shirts	<p>Can be purchased at Lands' End or other vendors</p> <p>KG to 2nd White polo shirt</p> <p>3rd to 10th White long-sleeved shirt to be worn under jumper</p> <p>KG to 10th PE: Classic navy tee shirt</p> <p>For 3rd grade and up, PE shirts must be long sleeves and knee-length</p>
Jumpers	<p>Must be purchased from Lands' End</p> <p>KG to 10th: Classic Navy blue with school logo</p>
Scarves/Hijabs	<p>Recommended for all ages; mandatory for 3rd grade and up</p> <p>Any solid color. No patterns, prints, or transparent materials. All hijabs should be secured by clips and not hanging loose.</p>
Pants	<p>Can be purchased from Lands' End or other vendors</p> <p>KG to 10th: Classic navy straight legged pants</p> <p>KG to 10th PE: Classic navy track or yoga pants (loose fitting)</p>
Shoes and Socks	<p>Dress shoes: Black with rubber soles (Not permitted for PE)</p> <p>Sneakers or Tennis: Can be worn every day. Required for PE. Character, cartoon, or comic icons or designs are not permitted.</p> <p>No ankle socks allowed.</p>
Sweaters	<p>Any navy blue sweater or cardigan</p> <p>Recommended: Classic navy performance zip-front cardigan from Lands' End.</p>
Miscellaneous	<p>Nail polish, make-up, and visible henna are not permitted for any grades</p> <p>Excessive jewellery (e.g., long hanging chains, too many rings or bracelets, etc.) is not permissible</p> <p>No body piercings (except ears) are allowed</p> <p>No ripped uniforms</p> <p>Overall appearance should be clean and tidy</p>

BOYS	
Shirts	<p>Mandatory purchase from Lands' End.</p> <p>KG to 10th: White or classic navy polo shirt with school logo</p> <p>Can be purchased at Lands' End or other vendors.</p> <p>KG to 10th PE: Navy blue tee</p>
Sweaters	<p>Any Navy blue sweater</p> <p>Recommended: Classic navy performance zip-front cardigan from Lands' End</p>
Pants	<p>Can be purchased at Lands' End or other vendors</p> <p>KG to 10th: Classic navy blue straight leg pants</p> <p>KG to 10th PE: Classic navy blue long athletic shorts or active track pants</p>
Shoes and Socks	<p>Dress shoes: Black with rubber soles. (Not Permitted for PE)</p> <p>Sneakers or Tennis: Can be worn every day. Required for PE. Character sneakers/tennis shoes with cartoon or comic icons or designs are not permitted.</p>
Miscellaneous	<p>Hair must be neatly groomed. No hair color or extraneous hairstyles are permitted.</p> <p>No excessive or inappropriate chains or jewellery</p> <p>No body piercings are allowed</p> <p>No ripped uniforms</p> <p>Overall appearance should be clean and tidy</p>

Lost and Found Articles

The Academy is not responsible for any lost items. Please label all your child's items with his/her first initial and last name. Any lost property can be found in the Lost and Found bin. All unclaimed lost and found items will be donated to charity at the end of each month.

22 Electronics Policy

The Imāms (A) would advise parents to monitor their children, even if they are older, because children do not have the same insight as adults.

The school does not permit students to use personal electronic devices on campus. Teachers will strictly enforce this policy in classrooms. These include, but are not limited to the following: cell phones, MP3 players, recording devices, iPads, cameras, games, smart watches, etc.

Telephone Use

Students may use the telephone in the Front Office only with permission from the teacher. Use of the phone will be limited to emergencies and urgent situations. Students may not use the phone to arrange after-school plans.

Cell Phones

The school does not permit students to use cell phones and other electronic devices unless requested by a teacher or as part of a class project. If a student must bring a cell phone to school, he/she must give the device in a ziploc bag to the front desk upon arrival. The device will be returned to the student at dismissal.

- Students are not allowed to use their cell phones until they have been picked up.
 - Students are not allowed to use their cell phones during after school classes.
 - Students in the after school program can pick up their cell phones from the after school coordinator when they are leaving.
 - Students on the transportation service can get their cell phones from the driver as they are dropped off.
- ✓ First violation: Device will be confiscated for the day, and a verbal warning will be given to the student. Device must be reclaimed by a parent/guardian at the end of the day.
 - ✓ Second violation: Device will be confiscated for three days, and parents/guardians will be subject to a \$25 fine. Device must be re-claimed by a parent/guardian.
 - ✓ Third violation: Device will be confiscated and there will be a meeting with the parent.

Additional disciplinary actions may also apply.

Electronic Harassment Violation

Using a computer or portable communication device to cause another student/staff member to reasonably fear for his/her safety is prohibited. This includes engaging in conduct that would constitute sexual harassment; to disseminate data with malicious intent to psychologically torment or harass; to make any statement intended to provoke or likely provoke a third party to stalk or harass someone; building a fake profile or website; posing as someone in an electronic chat room, an electronic mail message, or an instant message; repeatedly following the student online or into an electronic chat room; posting or encouraging others to post private, personal, or sexual information pertaining to the individual on the Internet or signing up an individual for inappropriate Internet sites.

23 RISE Academy Social Contract 2018-19

As part of our philosophy at RISE Academy, we believe that parent involvement is key to reaching our school mission. In an effort to align school and home values, all parents are required to sign a social contract in the beginning of the year:

The Messenger of Allāh (S) teaches us that, “The best of you are the best in character.” In order to be truly God-conscious, it must be a collaborative effort that beings from us, our families, and our communities. In partnership with our school families, we share high expectations that students will act with respect, courtesy, kindness, and consideration towards others in accordance with our Prophetic tradition. We believe that a strong partnership between the school and home is critical for your child to excel spiritually, academically and in terms of personality development. With the understanding that this is a partnership, we ask our school families to support these efforts by committing to the guidelines of the Social Contract below.

Spiritual Excellence

The environment at RISE Academy is designed to help your child excel spiritually. It is imperative that the messages they receive at home and school are complementary and allow them to become deeply rooted in our faith. Please ensure that they do not have free access to TV programs, internet sites, violent video games, and books that promote themes in direct contradiction of Islām. Once they have built a strong positive foundation and are older, they will be able to deal with such influences appropriately, Inshā‘Allāh.

I understand the following are not allowed on the RISE Academy Campus:

- Use of inappropriate language
- Inappropriate behavior, including bad manners, hitting, or intentionally hurting others
- Inappropriate songs or music (not in accordance with Islāmic values)
- Video games, toys, electronic devices, and cell phones (unless used for academic purpose through teacher’s permission)
- TV show/movie-related items, including backpacks, shoes, binders, and school supplies
- Non-halal food
- Gum, candy, or junk food (as specified in the Health and Nutrition Guide)

Initials: _____

I understand that all RISE Academy students must:

- Display good character
- Be respectful to schoolmates, teachers, and adults in the school
- Limit television viewing and computer use to weekends and avoid network programs

- Practice proper bathroom etiquette (istinja and washing of hands)
- In the case of Pre-K, TK and Kindergarten, be potty trained before admission
- Practice healthy eating habits, including cleanliness
- Dress in proper uniform

Initials: _____

I understand that RISE Academy parents must:

- Attend mandatory parent meetings
- Complete the required number of volunteer service hours
- Match the home environment to the values taught at school
- Monitor children’s media, such as television, video games, etc.
- Make sure all literature is according to school guidelines.
- Bring students to school on-time and pick students up on-time
- Be supportive of the school wide behavior policy
- Be attentive and open to discussion if their child is disciplined at school
- For any school related concerns, go through proper channels to discuss matters with administration, teachers, staff, etc.

Initials: _____

I understand all families are subject to a three month probationary period in which both the parents and the school can assess if RISE Academy is a good match for them. RISE Academy has the right to change their admission decision regarding the student if they do not think it is a good fit.

I have read the above guidelines and have discussed the expectations with my child.

Date: _____

Name of child(ren): _____

Grade(s): _____

Name of the mother: _____

Signature: _____

Name of the father: _____

Signature: _____

24 Locker Usage Policy

After construction is complete, lockers will be assigned to **6th-12th grade students only**. Each student is assigned one locker. The locker is 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 may conduct periodic inspections at any time, for any reason, without notice, without student consent, and without a search warrant.

Students are expected to keep lockers clean and free from damage. Inappropriate stickers and other items are not allowed.

Students are responsible for purchasing their own combination locks and remembering their combinations. They must also provide the Director of Business and Admission with the combination. Students may only use locks with combinations, locks that require keys are not allowed.

Students should not share their lockers or locker combinations with other students. The school is not responsible for any valuables left inside the lockers, such as jewelry, cash, etc. Electronic devices, such as cell phones and mp3 players cannot be stored in lockers and must be given to the front desk.

Students will only be able to use their locker before school, during break, during recess, at lunch, and at dismissal. If a student fails to adhere to the locker policy, he/she will lose locker privileges for one week. If a student is chronically late due to locker usage, it may result in having his or her locker revoked.

25 Field Trips and Off-campus Classes

Imām Ja'far aṣ-Ṣādiq (A): Be an adornment for us and not a source of disgrace.

Field trips enhance the school program by providing learning opportunities that are unique to a particular subject, or that would otherwise not be available at the school campus. The Academy encourages field trips that provide them with challenging, exciting, spiritual, and educational experiences. This gives students the opportunity to learn how to represent their Islāmic identities, participate as an audience, and share experiences as a group. Additionally, field trips enhance and deepen classroom learning, broaden horizons, and make learning more meaningful.

All required money and permission slips will be collected prior to the field trip. NO student is permitted to go on a field trip without the return of a signed permission slip by the child's legal guardian.

While the Academy uses transportation vehicles for field trips whenever practical, the Academy also relies on the parent volunteers to transport and chaperone students.

Chaperones are required to fill out Chaperone Agreement Form. The safety of our children is of utmost importance. Therefore, school policies must be adhered to while on field trips (this includes volunteer dress code, behavior protocol, etc.).

Recurring Off-Campus Sessions

The Academy encourages off-campus classes, especially in outdoor settings, as they facilitate concentration, motivation, and inspiration. For recurring off-campus sessions, such as Don Edwards and library trips, students must fill out the Off-Campus Waiver Form at the beginning of the year.

26 Events and Celebrations

And whoever honors the symbols of Allāh — indeed, it is from the piety of hearts (22:32)

Parents are welcome to come and join RISE Academy assembly, events, and celebrations. In addition to daily morning assemblies, special assemblies will be held throughout the year to orient students on various issues. These issues may be related to academics, discipline, religion, or awards.

RISE Academy takes pride in celebrating the religious events throughout the year with grandeur. Our focus is to make Islāmic events throughout the year positive, enjoyable, and educational experiences for our students.

Non-religious occasions are generally not celebrated in the school. For the celebration of any of these, please talk to Head of the School. Below are some of the occasions we do not celebrate: staff/student birthdays and events such as Halloween, Thanksgiving, Christmas, Valentine’s Day, and Easter. This policy applies to staff and faculty as well.

27 Communication & Parent-Home Relationship

Communication is a two-way street. The school makes every effort to communicate openly and clearly with our families about student progress, school events, and general information throughout the school year. In return, we ask that you keep us informed about your child, keep your contact information updated, and let us know about anything going on at home that might affect your child at school.

Parents are reminded that RISE Academy is an educational organization. The school's professional staff is attending to both routine tasks and special projects that make high demands on their time. Therefore, if you wish to meet with any teacher or administrator, please call and set an appointment. This will help the employee allocate appropriate time and attention to you.

When parents are separated, divorced or not living at the same address, the school will keep both parents informed of all school matters as well as their child's progress.

Unless an exception (documented by a signed court order) is granted, the school will adhere to the following:

- Both parents will receive copies of all mailed progress reports, announcements, and invitations at their respective addresses (if addresses are provided).
- The newsletter will be e-mailed to all parents who provide us with their email address(es).
- Both parents are equally welcomed at all school events.

It is the parent's responsibility to provide the school with the most recent court order to honor.

Methods of Contact

Office Hours

The Front Desk is staffed and the phone (408-946-5900) is answered from 7:45 a.m. to 3:15 p.m. Please leave a message if no one answers and we will back to you as soon as possible. The office is closed on weekends and for school holidays.

E-Mail System

Every employee has an email account. E-mail addresses are listed in the School Directory and on the school website. Please allow teachers one business day to respond to your email before attempting to contact them through other means of communication.

The 1-3-7 Rule for Email Communication

Parents should expect an email acknowledging receipt of their emails to any staff member within ONE business day. If the email involves resolving an issue, staff are required to send an email with the resolution to parents within THREE business days. If resolving the issue requires more time, the second email (within THREE business days) should include the steps the staff member has taken so far and the detailed plan to resolve the matter. Staff have maximum SEVEN business days to resolve student/parent issues. If the matter is not resolved within SEVEN business, the parents are instructed to contact the administration and follow the grievance procedure.

Keep Us Informed

Please update your family information (address, phone numbers, email, medical, and emergency contacts). In case of an emergency, this is the information we will use to contact you.

Information regarding your child's current interests or difficulties (divorce, death, family problems) is important to share with your child's teacher. This communication will be held in strict confidentiality. Please request a phone or in-person conference with your teacher to discuss these issues.

How We Contact You

Staff Office Hours

- Office Hours

All staff members have office hours, and you can also request meetings by appointment. Full-time teachers will have office hours 2-3 times a week during their prep periods to meet with parents. Part-time teachers will hold office hours once a week, and volunteer teachers can meet parents by appointment. Please understand that a teacher's priority is to supervise students while they are on campus. Therefore, refrain from meeting with them in the hallway, and instead set an appointment to discuss academic or behavioral concerns. Please do not have student-related conversations during arrival or dismissal.

- Monthly Buzz: Administration will send out a monthly newsletter to keep parents informed and updated of events and happenings at the school.
 - Newsletters/Google Classrooms: Elementary teachers will send weekly newsletters to parents. Middle school teachers will send newsletters every 2 weeks. High school parents should receive updates through Google Classroom on a weekly basis.
 - Student Agendas/Logs: Elementary teachers will provide agendas/homework logs for students that are being checked regularly. Middle and high school students will receive school agendas and parents are expected to make sure their child(ren) are updating and following up with their school agendas.
 - Parent-Teacher Conferences: There will be two conferences a year to discuss student progress. Two weeks prior to the conference date, parents will receive a sign-up sheet.
 - Report Cards: Teachers will send out two report cards — one at the end of each semester.
 - Progress Reports: Teachers will send out two progress reports, midway through each semester. Mandatory meetings should will be held for students whose performance is below average.
 - Tests/Assignments Signed by Parents and Returned to School: If a student is failing (C- or below), parents are required to sign and return tests or assignments.
 - Email Messages: Emails are a good method for maintaining communication with teachers.
 - Quickschools: RISE Academy uses Quickschools for school records. This system allows us to have a web-based communication system with families. The web link is <https://sabaacademy.quickschools.com>. This gives parents easy access to their child’s grades, attendance, homework, and to set up alerts. Each family will be provided a username and password at the time of registration to ensure easy access. Families will have the same login access through their duration at RISE Academy.
 - Website: The school website, <http://www.sabaacademy.org>, is a prime source of information about the school.
 - Calendar: The academic calendar is published annually and is available on the

school website. Every attempt is made to ensure its accuracy, but some changes may be unavoidable. Changes will be announced in the newsletter.

- **Parent Classroom Observations:** The Academy encourage parents to make occasional classroom observations. This first-hand experience enhances understanding and communication between home and school. Observations are generally 30 minutes long to give parents enough time to see the classroom dynamics and understand the learning atmosphere. Parents should schedule appointments with the teacher at least 24 hours before. To maintain the learning environment, parents are requested to remain seated in the chair provided for them unless they are invited to move about the room by the teacher. Please do not initiate conversations with the students as this distracts them from their activities.

Back to School Night

Back to School Night will be held in September of each year; please check the calendar for the specific date.

28 Parent-Teacher Organization (PTO)

The RISE Academy PTO is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of the school. Its goals are to complement the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow. The PTO board is made up of parents and staff members.

The PTO has an annual fee from each family to help offset costs for events geared at parents, teachers, and students.

For any questions or concerns email pto@sabaacademy.org

29 Visitors and Volunteers

Prophet Muḥammad (S): Honor your guests, even if they are from other faiths.

Former or Prospective Students and Families

Prospective students and their parents can schedule with the administration to attend or observe classes. You must first fill out The Shadow Request Form on the website.

Parent Visitors

Parent visitors are welcome to observe classes and join their children for lunch. They are required to coordinate their classroom observation visits via email with the teacher and the administration 24 hours prior to arrival. Upon arrival, they must sign-in at the front desk and pick up a badge.

All communications to students during the school day will be handled through the Front Desk. Parents, who deliver forgotten lunches, books, jackets, etc., should leave the items at the Front Desk. Staff members will deliver the items to the classroom promptly.

Parent Volunteering Requirements

Parents who are involved and are engaged in their child's education will find that they succeed both in this world and the next. Each family is required to volunteer a minimum set of hours a year. Those on financial aid will need to volunteer additional hours. Parents who do not fulfill the mandatory volunteer hours will be charged a fee and can risk the loss of enrollment at the school or a decrease in financial aid for the following school year.

Although the Academy encourages parents and community members to visit the facility, visitors and volunteers should always check in at the front desk for security reasons. Authorized visitors/volunteers are required to sign-in and pick up a visitor/volunteer badge when they first enter the school building and sign out upon exiting the building. All visitors/volunteers should adhere to Islamic dress code.

Volunteer Policy

Academy parents are required to volunteer 30 hours per school year. Families on financial aid can refer to the financial aid section to see how many extra hours they must

volunteer.

- Volunteer hours can be completed from home, on weekends, or on weekdays.
- Volunteer sign ups will be available at parent night, back to school night or by emailing the administration or the teachers.
- A class parent will be chosen on Back to School Night. This parent will provide additional help for coordinating class specific task and needs with other parents.
- Administration will have a volunteer tasklist for parents to choose from. Volunteers must go through an orientation with guidelines prior to helping in classrooms. You can schedule this orientation with the front desk. A sample of these guidelines is included below.

Volunteer Guidelines

Salāmun ‘alaykum! Welcome and thank you for caring about your child’s school and sharing in the education of the children of this community. Even as a volunteer, we appreciate your firm and professional commitment. While you are on campus, you are a role model for students. Thus, these guidelines have been prepared to offer volunteers specific information relating to duties and responsibilities of volunteers in our school. It is designed to help you become familiar with the volunteer program.

Please know that the time you spend with us is greatly appreciated. If you have any questions, please feel free to contact the Director of Business and Admission.

Some Ways to Volunteer

- Class parent
- Clerical help
- Help students with math, computer, and art activities
- Publish student’s work
- Recess/lunch supervision
- Help with special classroom events
- Class supervision
- Chaperone on field trips
- Bulletin boards

- Much more!

Avoid the Following

- Administering discipline: inform the supervising teacher of the behavior. Behavior problems should be addressed by teachers and administrators only.
- Initiating physical contact with students: never put your hands on a student, especially when you are angry.
- Correcting staff members: if you see any concerning behavior, please inform administration.
- Disrupting classrooms and instruction: refrain from visiting with others when in your child's classroom. Gathering to chat outside a classroom can be disruptive.
- Bringing other children: avoid bringing other children with you unless you have pre-approved it with the appropriate party.

Volunteer Code of Conduct

As a volunteer, I agree to abide by the following code of conduct:

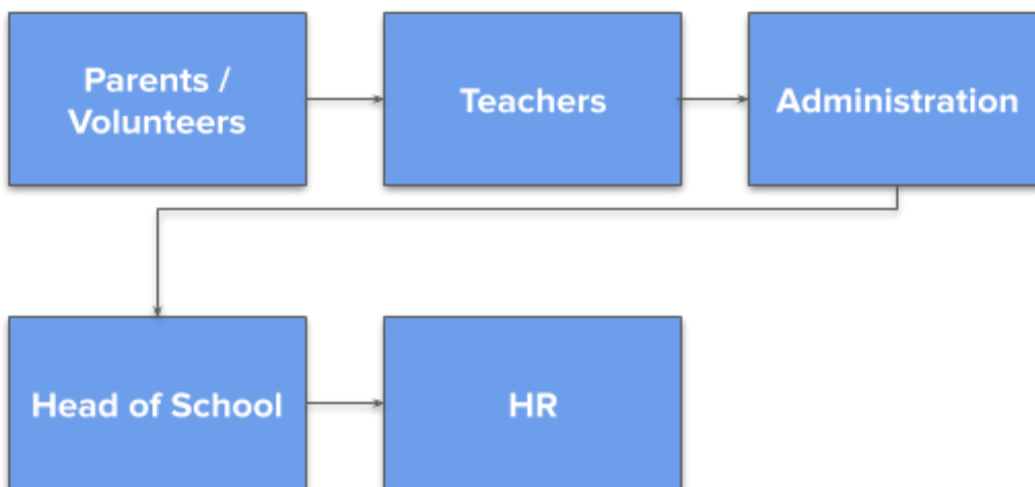
1. I will report during my scheduled hours. If I am unable to volunteer, I will inform the staff member I am scheduled to work with at least 24 hours in advance. If I am running late, I will call the front desk at 408-946-5900 and inform them.
2. I will put my cell phone on vibrate mode when working on campus. I will not use my cell phone in the classroom, while driving students, or in the parking lot.
3. I will maintain all confidence regarding information that pertains to the students and staff. I will not discuss any information with anyone who is not entitled to such information.
4. I will create a positive atmosphere in our programs by encouraging and supporting our students and one another.
5. I will sign in and out and also wear a volunteer badge at all times.
6. I will notify my child's teacher immediately if I suspect child abuse.

30 Grievances

When Prophet Yūsuf (A) was the governor of Egypt and approach him with requests and grievances, he would redirect them to the appropriate parties and channels.

Procedure to Resolve Conflicts

1. Discuss the issue directly with the person involved, if you feel it would not exacerbate the conflict.
2. If the issue persists, then follow the escalation path shown below to work with other responsible parties on a resolution. You can always address issues related to harassment or sexual harassment directly to HR.
3. If anyone in the escalation path is part of the issue, then skip that party in the escalation path.
4. If an issue reaches HR, they will schedule a meeting with the employee within seven working days, depending on the urgency of the matter.
5. The decision made by HR is final.



31 Technology and Internet Policy

The Imāms (A) would advise parents to monitor their children, even if they are older, because children do not have the same insight as adults.

RISE Academy Family Email

Each middle and high school family will be assigned a RISE Academy family email to be used by the students and parents (one email account per student). Parents must sign an agreement to check this email account at least once a week. Students' access to chatrooms and other tools will be restricted on school computers and laptops. Emails should be used for school purposes.

No parent/guardian or student shall send, forward, or receive emails that in any way may be interpreted as insulting, disruptive or offensive by any other person, or school. Examples of prohibited material include but are not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files
- Unwelcome and inappropriate propositions
- Profanity, obscenity, slander or libel
- Ethnic, religious or racial slurs
- Any message which could be viewed as harassment or disparagement of others based on their sex, race, age, national origin, disability or religious beliefs.

Keep in mind that the school owns any communication sent via school email or that is stored on academy equipment. Administration and other authorized staff have the right to access any material in your email or on your academy computer at any time.

Student to Teacher Email

As we are a community, we have to respect and uphold a professional environment. Students are not allowed to communicate with teachers via social media, text, or phone calls after school hours, except with parental consent. Emails between students and teachers must be professional.

32 Finances

Tuition and Fees

The Academy operates on a tuition-based budget. It is important that parents be conscientious and prompt about payment of tuition and fees.

Parents are responsible for all fees and tuition for the full academic year. Parents are responsible to ensure that their accounts are kept up to date and all appropriate fees are paid on time. All tuition for the current year must be paid before re-enrollment is accepted.

- Payment in full by July 15th (eligible for a 5% discount)
- Two payments per year. Refer to the administration for your payment schedule
- Ten equal monthly tuition installments begin on August 1 and continue through June. PAYMENTS ARE DUE THE FIRST OF EACH MONTH. A fee is charged if the bank returns a check unpaid for any reason.
- All parents are required to have a credit card on file. Fees that are not paid on time will be charged.

Family accounts with open balances after the 10th of the month are considered delinquent. A 5% fee is charged if tuition is delinquent and no arrangements have been made. Families with delinquent accounts will be contacted by the administration office. No family with delinquent account from a previous year will be admitted to the upcoming school year without arrangements being made with the administration.

The school will withhold records or deny student attendance as a consequence of delinquent and/or non-payment of tuition and fees.

Tuition Reimbursement

In an event of a child leaving school earlier than the end of the school year, a prorated amount will be calculated and reimbursements will be made for any advance payments that school had received.

Financial Assistance

RISE Academy has a needs-based financial aid policy. For a school our size, we award a substantial amount of financial aid each year. Funds for financial assistance are available through private donations of community members and khums; hence, funds are limited. Our admission decisions are made need-blind, without regard to a family's financial

situation. We believe no qualified student should be denied enrollment because his or her family cannot afford tuition. It is also important to remember that an independent school education is a *choice* for families. Both the school and the families make significant financial sacrifices to support this choice. We review each application for financial aid by the same guidelines and evaluate individual family needs relative to others in our school. **Financial aid is only available for students in Grade 1-12.**

Applications may be obtained from the school office. Please check the school newsletter for information about financial aid dates. Applications should be returned no later than May 1st. Notifications will be sent to all applicants by July 15.

Families who are granted financial assistance are required to volunteer 1 hour for every \$100 of grant. School administration will schedule volunteers hours, which may include but are not limited to driving students to field trips, teacher assistance, maintenance, fundraising or special events.

Other Fees

- Lost/Damage Fees – All lost or damaged books will be replaced by the student/parents.
- Cap & Gown Fee – There is a fee to use Cap and Gown for graduation.
- Field Trips – Most field trips require an extra fee.
- Late Pick-up Fees – Refer to the After-school payment and fees structure.
- Fees for emergency hot lunches

School's Right of Dismissal

We strive towards an ethical and Islamic environment and request all parents to kindly abide by Islamic principles at times of disagreements. If you disagree with a process or procedure, you can raise your concern with the RISE Academy administration; however, not paying student fees is not ethical and should be avoided. Despite your concerns, RISE Academy has to continue with the operations and payments to its staff members. RISE Academy does reserve the right to refuse or discontinue admission of any families that act unethically towards any staff members or refuse to pay applicable fees.

33 Gifts and Donations to the School

In-Kind Gifts

RISE Academy is blessed with a dedicated and generous parent community. During the course of the school year, some parents perceive a need in their child's classroom and take it upon themselves to meet this need. While the staff and administration are most grateful for such generosity, it may result in some classrooms being better equipped than others on the same level, or a teacher receiving something that will not be used.

To ensure that all students have equal access to materials and equipment, the Academy has established an In-Kind Gift Policy and asks that all RISE Academy parents abide by the following procedure when considering a material donation to the school.

1. A potential donor is directed to the Director of Operations and Admissions' Office to obtain an In-Kind Gift Donation Information Form.
2. The donor completes the form, providing information about the proposed gift (Who will benefit from the gift? Is professional installation needed? Does the gift meet state and local codes for a school? Is regular maintenance required?)
3. The donor returns the completed form to the Office.
4. The proposed gift is evaluated by the Head of School and the admin team to determine benefit to the Academy, how the gift fits into the school's overall plan, and any potential problems. Research will be conducted to ensure that all city and state codes, as well as other regulations are met. A final decision about acceptance of the gift rests with the Head of School.
5. When the gift is approved, the Office will advise the donor, make necessary arrangements to receive the gift, properly record the gift in development records, and send appropriate acknowledgement of the gift in a timely manner.

Fundraising

Like most private institutions, RISE Academy conducts targeted fundraising efforts throughout the year to provide enhancements not covered by operating resources.

Other Giving Opportunities

Honoraria and Memorials

Any gift to the Academy may be made in honor of or in memory of an individual or event.

Designated Gifts

Once a RISE Academy family has made a contribution to the annual fundraising, other gifts may be made for specific purposes or projects (e.g., new classroom, library

materials, playground equipment, etc.).

Acknowledgements and Tax Considerations

All gifts to the School are tax-deductible to the full extent of the law, and will be acknowledged per the wishes of the donor. The Academy is a not-for-profit 501(c) (3) organization under the Federal Internal Revenue Code.

Gifts of money or other securities to RISE Academy from any source may not be designated to directly benefit or be received by any specific employee, independent contractor, volunteer, or consultant.

34 Transportation

Transportation Services

General Information

RISE Academy, through an independent contractor, provides daily travel to and from school. The school plans to outsource this initiative so it will be fully handled through a third party. The transportation vehicle arrives at the school campus each morning at approximately 7:45 a.m. and depart campus at 3:05 p.m. The vehicle will not wait for late students. Friday is an early release day; however, the vehicle will leave at 3:05 p.m.

Transportation services cannot be provided on a route where there are fewer than 8 students requesting the service. The school reserves the right to cancel any transportation route service with 7 students or fewer.

The transportation service cannot drop off every child to an individual address. This is a service between predetermined collection points and, as such, will require families to travel some distance to a collection point.

Pick-up / Drop-off Points

- The transportation vehicle will arrive and depart from pick-up/drop-off points at the scheduled times and cannot wait for late students or parents/guardians.
- Parents/guardians are asked to ensure students are at the pick-up/drop-off points at least 3-5 minutes before the scheduled times.
- Students will not be permitted to exit the vehicle in the absence of their parents/guardians unless the school administration is informed (in writing) of a nominated person, authorized to collect the child.

Parent/Guardian Responsibilities

- Parents are responsible to check if the child is properly buckled in.
- Parents must ensure that the state guidelines for car seats and booster seats are being followed.² Booster seats should be stored in the designated area before and after field trips.
- Please ensure that the person responsible for the picking up and collecting

² Children should stay in a booster seat until adult seat belts fit correctly, typically when children reach about 4 feet 9 inches in height and are 8 through 12 years of age. Most children will not fit in a seat belt alone until 10 to 11 years of age.

students at the drop-off/pick-up points are on time. The drivers have been instructed to leave/stop at the scheduled times.

- If your child is not returning home on the transportation service, it is necessary that you inform the school administration by email (admin@sabaacademy.org) by 12:30 p.m.
- Inform the school administration of any changes of home address or contact details.
- Report in writing to the school administration any concern in relation to the transportation service.
- Please note that the transportation service is for Academy students and is not intended to provide transportation to parents or friends of students.

Transportation Service General Rules for Students

- All students should remain in their seats at all times. Students are not allowed to sit on the arm rests.
- Noise level should be kept to a minimum. It is very important for the driver to be able to hear outside sounds such as horns, sirens, etc. Excessive noise affects the driver's concentration.
- Feet should be kept on the floor and students should keep their hands to themselves.
- Students are not allowed to eat or drink on the vehicle.
- All vehicles used to transport students will contain a first aid kit.
- Be ready and wait on time in a position where the vehicle driver can see you before stopping the vehicle.
- Upon entering the vehicle, take your your designated seat immediately, fasten seatbelts, and remain seated while the vehicle is moving. Do not switch seats while travelling.
- Students must respect the wishes of the driver and vehicle chaperone at all times. Keep aisles clear of books, bags, and other belongings.
- Eating and/or drinking on the vehicle is not permitted.
- Students should talk quietly using an 'inside' voice.

- Students must be courteous to fellow passengers
- Students should respect the property of the school.
- Students must follow all policies on the vehicle.

Rule Violation Procedure

The Academy code of conduct expects all students to display appropriate behavior in school. This expectation extends to student behavior on the vehicle. In the case of inappropriate behavior on the vehicle:

- The vehicle driver will report the misconduct to the administration.
- A penalty may be imposed on the student at the discretion of the school and may include temporary suspension or loss of transportation service.
- A letter informing the parent/guardians of the incident and penalty, if any, will be provided by the school.
- Consistent and poor behavior on the school vehicle will result in the following:
 - First violation: a verbal reprimand and letter home to parents
 - Second violation: suspension from riding the vehicle for up to three (3) days
 - Third violation: suspension from riding the vehicle for up to two weeks
 - Fourth violation: suspension from riding the vehicle for up to three months

Disclaimer: These rules have been created with the safety and security of students in mind. Parents are requested to go over the vehicle rules with their child(ren). Failure to comply with the rules may result in withdrawal of the transportation program.

35 Emergency Closures and Drills

Inclement Weather

In the event of extremely bad weather, please call the School's main number for a recorded message. Emails will also be sent out in such situations. Use your good judgment for your family's safety and avoid attempts to travel in hazardous conditions, regardless of whether or not the school is closed.

Other Emergencies

Emergency evacuation drills will be conducted throughout the school year. These drills vary from silent practice to full-fledged drills. In the event of a real emergency (fire, natural disaster, earthquake, etc.), parents, guardians, or those listed for emergencies will be contacted and given specific instructions on where to pick up their children. To keep school phone lines open for emergency communications, please wait for the school to contact you.

36 Daily Ṣalāh Guidelines

Establish the prayer, pay the charity, and bow your heads with those who bow (in prayer) (2:43)

Creating a Culture of Ṣalāh

The daily ṣalāh is the cornerstone of RISE Academy. The entire school comes together for congregational prayers everyday from 1:00-1:30 p.m. Parents are encouraged to also come and participate in the daily ṣalāh.

Vision

The purpose of ṣalāh is not just to fulfill the wājibāt, but rather to inculcate, enhance, and motivate our students to establish the prayer, its love, and its attributes. Our focus at RISE Academy is to help our students foster a deeper love and connection to Allāh (SWT).

The Academy uses the following methods to help fulfill this purpose:

1. Motivating and praising
2. Focusing on the meanings of Ṣalāh and du‘ās
3. Highlighting the blessing and benefits of congregational prayers
4. Consistently executing guidelines with compassion and appreciation
5. Having age-appropriate expectations of students
6. Emphasizing the rulings for students who are closer to the age of buloogh, and emphasizing on the spirit of Ṣalāh for students who are younger

37 School Nutrition Policy

As an Islāmic school, RISE Academy allows only dhabiḥah ḥalāl food on campus. The school and teachers will abide by specific guidelines for only providing ḥalāl food. Similarly, parents are expected to send strictly ḥalāl food with their children.

In addition, please review the nutrition booklet and the policy. You will find that snacks or foods that have sugar or high fructose corn syrup listed as one of the first two ingredients are not allowed.

Hot Lunch

The Academy provides hot lunch for the convenience of our families. Hot lunch menus are available a week before the new month starts. If your child comes to school without lunch, a hot lunch may be provided if there are any extra lunches, and the parents' account will be charged.

General Etiquette for Food and Drink

When a Muslim brings food and drink, it can be assumed that everything is ḥalāl (no need to interrogate and check ingredients). If one does independent research and finds out that some company or some product is to be avoided (e.g., a cheese snack that contains rennet), there is no need to inform others about this research, and in fact, it is better not to do so.

Sharing Food

Students in younger grades (4th and lower) are not permitted to share food with other students. This policy is implemented to avoid certain circumstances, such as:

- Students not eating according to their parents' expectations
- Students being unknowingly exposed to harmful allergens
- Unnecessary attention being given to who brings what food to school

It is permissible for students in older grades to occasionally share food with others, as long as the student who brings the food is aware of any potential allergens, and he/she distributes the food in a fair manner.

Special Dietary Restrictions

Some students may follow a special diet for religious or medical reasons. It is the

parent/guardian's responsibility to keep the student's school records updated with any allergy information.

Food/Drinks to Screen

During various occasions, parents may offer to bring food and drink as part of bake sales, class parties, and other events (both in-school and out-of-school). In order to comply with religious and health guidelines, please ensure that you refrain from bringing the following:

- All catered food items that are clearly marked as being sourced from non-Muslim, non-Ahl al-Kitāb restaurants/bakeries
- Meat and meat products that are clearly marked as coming from non-Muslim owned sources
- Cheese products that are marked as containing rennet (cheese products that contain microbial enzymes are okay)
- Products marked as containing gelatin (such as marshmallows), unless the gelatin is from a ḥalāl-slaughtered animal or it is marked as being derived from plant sources. Kosher gelatin should also be avoided. Ḥalāl gelatin is okay only when the source of the ḥalāl gelatin is known to be Muslim or it is produced in a majority Muslim country
- Candy and overly sugary/junk food items

Ordering Food

In addition to the guidelines above, please avoid the following when ordering or purchasing food for the school:

- Catered non-meat food items from non-Muslim, non-Ahlul Kitāb restaurants or bakeries where a reasonable Muslim alternative is available
- Meat and meat products from Muslim owned restaurants or bakeries that purchase non-hand slaughtered meat (Before ordering, inquire whether or not their meat is hand-slaughtered)

38 Physical Education

All students participate in Physical Education (PE) on a regular basis. **Some activities require athletic shoes or special gear.** Please make sure your child wears or brings athletic shoes, socks on PE days.

If your child needs to refrain from physical activity for short- or long-term periods, please inform your child's teacher **in writing well in advance.** PE clothes must be according to school uniform guidelines.

39 After School Program

High quality after school programming is a critical strategy to support student success. RISE Academy recognizes that students benefit from a variety of comprehensive supports to achieve success in school and in life. Ensuring the ongoing quality of after school programs is a key priority for the Academy.

Key Outcomes of the After School Program

Students who participate regularly in the after school programs will:

1. Improve academic skills and behaviors, including math, literacy, science, and English fluency
2. Increase progress toward high school graduation, and college and career readiness.
3. Develop a variety of new interests and skills.
4. Increase positive social interactions with peers and caring adults.
5. Practice social and emotional learning (SEL) skills.
6. Become active participants in their communities.
7. Have greater health and well-being, and increased levels of physical activities.

After School Program Hours

Monday to Thursday 3:15 p.m. to 6 p.m.

Fridays 12:30 p.m. to 6 p.m.

After school care extends from dismissal to 6:00 p.m. Any child left on school premises beyond 6:00 p.m. will be charged a fee. The school is obligated to call law enforcement if a child is not picked up by 7:00 p.m..

Extracurricular Activities and Clubs

The after school program has been designed to assist students with homework along with extracurricular educational and fun activities. The Academy offers a variety of after school activities on a fee basis. These may include athletics, robotics, art, computers and graphic design, languages, and other activities.

We also offer sports team as part of the after school. Our teams compete against other schools in the league. Sports teams are currently available for students in KG to 8 grade.

Right to Amend

The school and the administration team retain the right to amend the RISE Academy Family Handbook for just cause. Parents will be given prompt notification if changes are made. This handbook is prepared in an effort to give an overview of many aspects of our school. However, not every detail or topic that may affect the work of the school is contained herein. If you have questions, please do not hesitate to ask.

Acknowledgment of Receipt

This handbook outlines requirements of all RISE Academy Employees.

Kindly sign and return this page as acknowledgement of receipt of this handbook.

We acknowledge that we have received and agree to be governed by this Family Handbook and abide by it.

Parent/Guardian's Signature: _____ **Date:** _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ **Date:** _____

Parent/Guardian's Name: _____

Name of Students and Grades:

Student: _____ **Grade:** _____

Student: _____ **Grade:** _____

Student: _____ **Grade:** _____

Student: _____ **Grade:** _____

Student: _____ **Grade:** _____