

“US Department of Education Program of Academic Excellence”

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Silicon Valley Academy

Parent Handbook

2021-2022

Silicon Valley Academy is a full-time private Islamic school serving approximately 150 students and located in Sunnyvale, California. In 2020, SVA celebrated its twenty-fifth anniversary of providing quality education in a nurturing Islamic environment. We are excited to begin our 26th year at our new school campus, located at 195 Leota Ave., Sunnyvale, California. As we begin our first year in our new location, we have implemented new policies and procedures, so please read this Parent Handbook carefully. And please note that these policies are subject to change as necessary during the academic year.

SVA offers four educational programs: Pre-Kindergarten for ages 2 ½ to 5 years who are fully potty trained, Elementary program for grades kindergarten through five, Middle School program for grades six through eight, and an Accelerated High School program. SVA is a registered school with the California Department of Education (Private School Affidavit CDS # 43696906205074) and a registered non-profit organization (non-profit tax #EIN 86-1113567).

At SVA we celebrate diversity—our student population represents various cultural, social, and economic backgrounds. Although our school is guided by and teaches Islamic values, SVA does not discriminate on the basis of color, ethnic background, national origin, race, religion, or gender. We look forward to an exciting year of exploration, physical sports activities, field trips, arts, cooking, scientific discoveries, and more at SVA!

We strongly encourage parents/guardians to please take time to review all content of this handbook, as it will enable you to support your child to have the most successful year possible. SVA reserves the right to make changes or amend any policies and procedures outlined in this handbook as needed. If you have any questions, concerns, or need any type of assistance, please feel free to contact us any time.

SVA Administration:

- Principal Mona Nezzar- mnezzar@svamail.com
- Vice Principal Lina Arab- larab@svamail.com
- Director of Academic Instruction Ramona Gonzales- mgonzales@svamail.com
- Academic Dean Azzah Izzeldin- aizzeldin@svamail.com
- Arabic and Quran Curriculum Developer Sonia Lejmi- slejmi@svamail.com

COVID-19 UPDATE: SVA is motivated to provide in-person classes for all students in the 2021-2022 academic year. However, if COVID-19 conditions do not permit a safe full-time reopening of the school in the discretion of SVA Administration, SVA will implement a hybrid program for its students with part-time attendance on campus. If at any point, if COVID-19 conditions do permit safe part-time hybrid program on campus in the discretion of the SVA Administration, then SVA will revert to online distance learning until conditions improve. Please note that the type of program provided will not be grounds for any refund of tuition and/or fees.

Project GLAD® by BE GLAD: SVA implements Project GLAD as its official program model in grade kindergarten through 8th grade. The GLAD program model at SVA has been declared by the US Department of Education as a model of “Academic Excellence”. Guided Language Acquisition Design, or GLAD, provides the organizational structure for an integrated approach to learning. It is an instructional model that is firmly rooted in language acquisition and brain development research and has been field tested for over 30 years. Its strategies promote positive, effective interactions among students, and between teachers and students. GLAD is a California Department of Education Exemplary Program and model reform program for the California School Reform Design. In the spirit of giving back to the community at large, SVA staff has trained teachers in the GLAD Model for public school districts nationally and throughout the Bay Area, including Santa Clara Unified, Sunnyvale School District, San Jose Unified School District, and Franklin-McKinley School District.

Our GLAD program is designed to provide students with an organization structure, integrated thematic subjects, and a balanced approach toward learning. Our teaching strategies empower learning and provide hands-on

activities to encourage creative thinking for all level students. Our extra-curricular activities work on developing and strengthening both fine and gross motor skills to balance the child's love for learning while in a stimulating environment. Our GLAD program teaches the "can-do" approach which helps children advance in their learning. Our classrooms are structured around participation, group sharing, and cooperative activities to build leadership skills for independent and lifelong learning for each child.

Mission: Our mission is to respect, foster and value every child's cognitive development; cultural diversity; and social, physical, and emotional growth by providing a safe and nurturing learning environment.

Vision: Our vision is to develop children's love of learning, so they become lifelong learners and conscientious, contributing members of society.

SVA Goals:

- Design an academic program that is suited to each child's individual developmental stage
- Provide hands-on learning that inspires the hearts and minds of students
- Promote and practice values such as cooperation, generosity, self-discipline, consideration, and responsibility
- Build a sense of community through students' involvement in community service projects
- Integrate into the curriculum a variety of technologies for use in a rapidly changing society
- Extend respect of the child, family, and community to the natural environment

Philosophy of Educating our Children: At SVA we challenge students with developmentally appropriate academic activities to foster the love of learning. Research has proven that this approach prevents children from feeling bored or overwhelmed. Boredom, anxiety, and frustration felt when overwhelmed all result in children getting turned off from learning.

Also, it is a priority of the school to provide a safe and nurturing environment because this directly follows the Sunnah of the Prophet (SAS). This was very clearly stated in an article by Karen Keyworth in the Nov/Dec 2002 issue of Islamic Horizons:

“Modern research has offered an explanation for that which we can infer from our Sunnah-when children are afraid, they cannot learn well. The brain will not attend to both fears and facts simultaneously. When a child feels fear, the brain focuses on that fear and dulls attention to other issues. The brain deliberately makes it difficult for children to learn when they are afraid because it is diverting all of its energy toward defense strategies and ‘flight or fight’ responses in the body.

The simple consequence of this knowledge for educators is to do all we can to decrease fear. When teachers provide a safe and happy environment in which to learn, they free up more of the children's brain power to focus on learning.”

Tarbiyah: Our goal is not just formal education, but "tarbiyah," or the Islamic education and upbringings of children, as well. As Dr. Ekram Beshir and Muhammad Beshir describe in their book *Parenting in the West*,

“It is teaching the art of dealing properly with human nature at various levels and in different situations, thus ensuring a person's balanced upbringing that fulfils the purpose of his or her creation.”

Islamic Schools' League of America explains further:

“Tarbiyah is the Arabic term for a type of education that addresses the heart, mind, body, and soul of a child. Tarbiyah puts God back at the center of all your child's learning experiences. For example, when your child studies pollution in science, woven throughout the lesson could be the exploration of the responsibility of the khalifah that humans were given by our Lord. ‘Behold thy Lord said to the angels: ‘I will create a vicegerent on earth.’” (2:30) Students might be asked to contemplate their responsibility as the khalifah to take care of this earth while they learn about pollution. Tarbiyah provides a framework (that is a blend of Islam and academics) around which your school can adapt or build a curriculum.”

Exceeding California State Standards: Silicon Valley Academy uses the California State Standards, Common Core Standards, and Next Generation Science Standards as guidelines for the skills and concepts that are taught at each grade level. Our teaching strategies empower the teaching staff to bring this content to life. The textbook is a resource, along with field trips, artifacts, videos, children’s literature, and the internet to help teach information and concepts. The content is the ‘what’ we teach; the GLAD strategies are the ‘how’ we do it. These strategies go beyond finding the right answers, a typical textbook activity, to developing critical thinking skills. Students are actively involved in their learning process and develop a love for learning!

Curriculum Highlights:

- Integrated Thematic Learning
- Thematic Standards-Based Units
- Multi-Leveled Classes
- Multiple Learning Styles
- Cooperative Group Work
- Hands on Projects and Field Trips Ongoing Assessments
- Home School Connections
- Quran, Arabic, and Islamic Studies Instruction

PRE-KINDERGARTEN PROGRAM

Overview: Our Pre-K program is centered on providing a safe and nurturing learning environment for our students. We develop stimulating activities the students can participate in which relate to monthly themes. Our monthly themes are on a three-year rotation system so that students who are in Pre-K for multiple years do not repeat the same themes each year. All activities are developmentally appropriate for children in our program. We use a variety of materials when teaching different concepts to enrich our students' experiences. Providing students with hands-on experiences helps them to actively be involved in their own learning. This results in students internalizing concepts they can apply to new information later in life. This solid foundation created for our students empowers them to strengthen their metacognition, creativity, and self-confidence.

Furthermore, our activities are based on prominent research that has strongly proven that hands-on experiences help create cognitive connections for children, which in turn, creates intelligence. Research also proves doing massive amounts of worksheets does not create any cognitive connections and does not increase a child’s intelligence. Thus, our Pre-K program does not implement the use of worksheets because it is not developmentally appropriate.

Pre-K Themes and Activities: Our three-year monthly rotation themes and activities integrate the different subject areas which are taught in a thematic way. Research shows this makes it easier for children to grasp new concepts and reinforce concepts they may have already learned. For example, during the science themed unit on plants, student activities may include the following:

- Gardening projects which teach basic science concepts such as parts of a plant, plant growing cycle, and develop cooperative social skills.
- Cooking projects with vegetables from the SVA garden which develop math concepts such as counting, estimating, measuring, and timing. When students cook vegetables, they have planted in our garden themselves, they love to harvest and eat them!
- Plotting on a map where different plants grow around the world to develop concepts for mapping skills and location of places near and far.
- Narrative stories & reading books aloud about plants, which builds literacy concepts of reading top to bottom, left to right in English and right to left in Arabic, sequences of events, phonics, and comprehension. It also helps develop a love of reading!
- Art projects help develop fine motor skills of holding a crayon/paint brush/marker, cutting, hand-eye coordination, and encourages imagination/creativity.
- Singing songs like "Oats, peas, beans, and barley" develops listening and speaking skills. Incorporating hand & body movements while singing the song, develops eye-hand coordination and nurtures comprehension of vocabulary & concepts.
- A field trip to an orchard or farm reinforces all of the above concepts students learned through our classroom activities.
- Students are also encouraged to share projects created in class with their families to develop speaking skills and validate their learning.
- Arabic and English letter projects for different types of plants develops phonics and letter recognition in both languages.
- Sharing Quranic Ayahs that relate to plants teaches students Islam is everywhere in our life.
- Memorizing surahs that relate to plants exemplifies a greater purpose and how everything is interrelated so they internalize Islam.

SVA KINDERGARTEN

Age Eligibility: Kindergarten students must turn 5 on or before October 1 to attend SVA. Do note that the California Department of Education requires children entering Kindergarten to turn 5 on or before September 1. Therefore, if a child will be turning 5 September 2-October 1, guardians must complete the SVA Informed KG Consent Form.

ACCELERATED HIGH SCHOOL

Overview: Our accelerated high school provides a one-year independent study college preparation program as an opportunity for learners who want to proceed at an accelerated pace toward higher education with the support of their Islamic community, and with mastery of study and learning strategies that facilitate metacognition and recall.

The first semester is the student's freshman year in high school and the second semester is the sophomore year. In the spring, our students take their high school EXIT EXAM. When the student has passed that Exit Exam, he or she will receive a certificate in the mail. Our High School Exit Exam is the CHSPE (California High School Proficiency Examination) that evaluates whether a student has all the mathematics and Language Arts skills and knowledge expected of a high school graduate. This test is offered by the California Department of Education three times a year: in the middle of March, in early June, and in October. When the test is passed, the student is issued a certificate by the California Department of Education that is the equivalent of a high school diploma for Community College entrance. The student takes that certificate and enrolls as a full-time freshman in the community college of choice.

Enrollment: Enrollment in SVA's Accelerated High School Program is given only to students who have completed all three years of middle school at SVA. Students must also meet SVA's academic, social, and

emotional standards to qualify for the accelerated program. Please note that SVA does not offer the accelerated program every year. Program availability is dependent on staffing resources and the number of qualified students.

SAXON MATH

The Saxon Math curriculum uses an incremental structure that distributes content throughout the year. It follows an integrated approach that provides deep, long-term mastery of the content and skills. Each lesson builds on skills learned in earlier lessons, which then build understanding and competence. The content is also distributed to provide multiple exposures with practice and application throughout the year. It gradually builds complexity and understanding to ensure mastery. In addition, the content is cumulative. The weekly math assessments include concepts from the most recent lessons as well as from earlier in the year. All this will ensure students retain key math concepts and can make connections between them.

When new students join SVA, they are given a math placement test to evaluate their math knowledge and mastery. After reviewing the result of the placement test and records from previous schools, the student is placed at the proper math level. They are either placed at their grade level or at a level that will build upon their prior knowledge as well as challenge them to excel and reach higher goals.

ARABIC AND QURAN

SVA teaches Arabic to inspire students to study and develop an understanding of the Quran. The goal of Arabic instruction is to motivate students to look deeper into the meaning of the Quran and ponder its verses. The multiple meanings of Arabic words and roots of these words are explored to give children the sense that Arabic is not easily translated and that a proper understanding of the Quran can only take place when the original language of the Quran is analyzed. The appreciation of the rich and meaningful language of the Quran encourages students to delve more deeply into the Arabic language.

The memorization of surahs, as well as Quranic recitation with tajweed, or proper pronunciation, is taught in a way that students may work at a pace that is comfortable and enjoyable. Our goal is for students to be inspired, not burdened. Furthermore, students take time not only to develop a general understanding of the meaning of the Quran, but also to reflect in writing what each surah means to them and how they may apply their newfound knowledge to their everyday life.

The approach used during these studies is positive and stimulating. Students are actively engaged in their learning. The environment will be one of love and inspiration for all students, regardless of their ability level or modality of learning. Arabic and Quran teachers scaffold for individual students' level and accommodate students' pace of learning. Teaching staff may assign 5 to 10 minutes per day of review of surahs outside of school hours, with support of www.tanzil.net.

We are not a hifz or memorization school and do not wish to be one. Our intention with Quran and Arabic is to provide a meaningful experience where all students are inspired to study and read the Quran to better themselves and continue this venture throughout their lives.

INTEGRATED ISLAMIC STUDIES

We have a cross-curricular approach to inspire Islam in the hearts and minds of our students. Islamic principles are addressed and made relevant within social studies, science, and literature classes through discussions and making connections.

Integrated thematic units, including related Quran and Hadith, foster the development of moral and spiritual intelligence, academic knowledge, and higher-level critical thinking.

Our approach to "Islamic" studies offers children a way to relate Islam to the world around them and assimilate this into their daily lives. Students are exposed to a broad spectrum of experiences helping them to develop the ability to discriminate between what is beneficial and what is harmful.

Most importantly, we work to create a safe, caring, and nurturing setting. This allows Islamic values such as cooperation, generosity, self-discipline, consideration, and responsibility to be assimilated and practiced. In following the tradition of the Prophet Mohammed, peace be upon him, we are open to all who want to learn.

“Home-school connections,” or assignments sent home to discuss concepts taught in school with a family member, may be used to help provide families an opportunity to share their perspective with their children. An example of a home-school connection could be to sketch and/or write about how your family prays at home.

Morning Assembly: Students kindergarten through 8th grade begin the day at 8:20 a.m. with a morning assembly where they gather in the gymnasium to recite the morning dua, surah al-Fatiha, and hear a brief piece of Islamic advice. The Assembly is a special time when the students recite together and fill the school with barakah, or blessings. It is always a pleasure for SVA students, teachers, and staff to be together along with parents who stay for the extra blessings.

Dhuhr: Students in 2nd through 8th grade perform dhuhr prayer daily.

Salat ul Jummah: Students in 2nd through 8th grade gather every Friday for a special children’s salat-ul-jummah. Khutbas are often catered to issues that have come up among the students over the week.

ART ORBIT

Over the course of a month, students in KG-5th grade work on different art projects and get to interact with students and teachers from other grades. Teachers prepare art, craft, or cooking activities and, in mixed grade level groups, students rotate weekly to participate. Student learning is enriched with experiences that include sharing materials and skills with peers of varying age and ability levels.

For your child to participate in any art orbit cooking activity, an art orbit allergy form must be completed by the parent/guardian and returned to the office.

ART IN ACTION

Throughout the year, kindergarten through 8th grade students learn about works of art from cultures around the world, how to look at art using art vocabulary and concepts, and how to express themselves by creating their own unique masterpieces through the Art in Action visual arts curriculum. The program gives students a solid foundation in drawing, painting, and sculpture techniques. The multifaceted lessons develop students’ critical-thinking skills, creativity, visual literacy, self-esteem, and an appreciation of other cultures.

SCIENCE LAB

Our new science lab will offer our students the opportunity to perform various experiments, gather data, and understand first-hand different scientific concepts and theories taught. In addition to science experiments, students will also be utilizing the lab for cooking activities.

MAKERSPACE

Students in kindergarten through 8th grade will have access to our makerspace room where they will be provided with hands-on, creative ways to design, experiment, build, and invent as they engage in science, engineering, and the arts throughout the year in a student-centered learning environment.

SOUL SHOPPE

Soul Shoppe is a social-emotional interactive program that teach our PreK through 8th grade students important skills to support them academically and emotionally through life. The skills-development program focuses on problem solving, conflict resolution, creating a community of learning and growth, and defining and internalizing the character traits that create great communities and citizens.

Program Objectives:

- Creating optimal learning environments: a foundation of respect
- Personal empowerment: awareness around choices we make
- Skill building: to navigate life powerfully
- Community enhancement: promote empathy and high level of functioning for all
- Joyful living: encourage a sense of freedom in all we do

Throughout the year, Soul Shoppe instructors have grade-level workshops focused on a particular character trait. We start with respect and responsibility as the foundation. In addition to the whole school assemblies, the Peace Program trains 30 student peacemakers who will support their student peers in resolving conflicts in and out of the classroom. The peacemakers receive a four-part leadership training where they learn communication tools and conflict resolution skills.

For more information about Soul Shoppe check out www.soulshoppe.com.

REGULAR DAILY SCHEDULE

School begins at 8:30 a.m.

School dismissal at 3:00 p.m.

All students need to arrive no earlier than 8:00 a.m. to assure proper supervision. At 8:20 a.m., kindergarten through middle school students will participate in a morning assembly, recite the morning dua and surah al Fatiha, and listen to important announcements. Late arrivals create over-stressed and anxious students. Please plan for any delays, including traffic, so that the students arrive on time at 8:20 a.m. daily. Dismissal time is between 3:00 p.m.-3:15 p.m. daily. All kindergarten through 8th grade students must be picked up by their parent/guardian from their classrooms. All arrangements for your child to be picked-up MUST be made in advance. The office will not be held responsible to relay messages regarding pick-up arrangements during the school day. If someone other than the parent or other authorized adult identified during the registration process will be taking a child home, the office and/or teacher must be notified by the parent in writing in the morning and that individual will be required to show a photo I.D. to the teacher before the child will be allowed to leave with them. Parents who are chronically late in picking up their child will be scheduled to meet with the administration, as this creates an unfair and unsafe situation for students and staff alike.

Extended Care: At 3:15 p.m., any student not been picked up will be taken to extended care and the parent will be charged \$16/child/hour. Extended care is available daily until 5:30 p.m. Extended Care is \$10/hour/child/hour if the office is notified by 9:00 a.m. the day extended care is needed.

MINIMUM DAY SCHEDULE

School begins at 8:30 a.m.

School dismissal at 12:00 p.m./noon

At 12:15 p.m., any student not been picked up will be taken to extended care and the parent will be charged \$16/child/hour. Extended care is available daily until 5:30 p.m. Extended care is \$10/hour/child/hour if the office is notified by 9:00 a.m. the day extended care is needed.

RAMADAN SCHEDULE

School begins at 8:30 a.m.

School dismissal at 1:45 p.m.

At 2:00 p.m., any student not been picked up will be taken to extended care and the parent will be charged \$16/child/hour. Extended care is available daily until 5:30 p.m. Extended care is \$10/hour/child/hour if the office is notified by 9:00 a.m. the day extended care is needed.

DROP OFF/PICK-UPS

Please respect our neighbors and follow all speed limits as you drive up to the school, park your car legally, and do not park in areas labeled “No Parking” or in the “Handicapped” spot unless you have a disabled person parking placard or plate.

Drop Off: Please enter from the Washington Avenue entrance located near the church’s rectory, and proceed through the gate, past the basketball courts, and turn right to drop off students at the school’s gymnasium entrance. Proceed to the Leota Avenue entrance to exit the campus. All cars must make a right hand turn on Leota when exiting the campus.

Pick Up: Park in the parking lot located near the outdoor basketball area and pick up your child from their classroom. Once picked up, students and parents are to exit the gated campus area. Remember, all cars must exit using the Leota Avenue exit and make a right hand turn on Leota only. The use of the playground, field, gym, outdoor basketball courts, and classrooms are for extended care students and after school classes only.

Pre-Kindergarten students must be signed in and out by the parent/guardian daily, or those authorized by the parent/guardian on their Admission Application. (Students *cannot* sign a Pre-K student in and out.)

Kindergarten through 8th grade students must be picked up from their classrooms. If someone other than the parent or other authorized adult identified during the registration process will be picking up a child KG-8th grade, the office and/or teacher must be notified by the parent in writing in the morning and that individual will be required to show a photo I.D. to the teacher before the child will be allowed to leave with them.

TARDINESS

Students may be dropped off starting at 8:00 a.m. Morning assembly for KG-8th grade students is at 8:20 a.m. Class starts promptly at 8:30 a.m. Students who arrive after 8:30 a.m. are considered tardy. Please make sure to come on time. Tardiness is not acceptable as it hinders the learning of your child. When students arrive late, they miss out on essential instructions given at the beginning of the lesson. Students may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when students arrive late, it disrupts the entire class and the teacher.

SVA’s gates will be locked starting at 9:00 a.m. Anyone who arrives after 9:00 a.m. will need to park on the street and ring the gate doorbell located on Leota Avenue. Next, guardians must escort their child(ren) to the office to sign them in. Kindergarten through 8th grade students will receive a tardy slip to be given to their teacher before heading to class. A meeting with administration will be set for students who are habitually tardy.

EARLY DISMISSAL

Parents should schedule all appointments such doctor, dentist appointments, and such after school. Parents/guardians need to contact the office to let SVA know if a child will be picked up early and the reasons for the early dismissal. Furthermore, students who are picked up early must be signed out in the office by the parent/guardian.

AFTER-SCHOOL ACTIVITIES & CLASSES

SVA will offer after-school activities, including sports and other classes. More information will be provided.

CARPOOL

Many of our SVA families commute from distant bay area cities. If you are interested in carpooling with others in your geographic area, please list your name, address and phone number on the carpool list located on the “Parent Information Bulletin” in the main hall.

UNIFORMS

SVA requires all students in KG through 5th grade to wear a uniform, as described below. Please make sure students arrive at school in their proper uniform daily. Uniforms may be purchased from Merry Mart or through the LANDSEND catalog and the school will receive ‘cash’ back. However, parents are welcome to purchase uniforms from any store they choose. If you have any questions, concerns, or need any type of assistance, please feel free to contact us any time.

KG-5th Boys:

- ◆ Navy blue pants (no jeans, no matter the color)
- ◆ Plain dark green, white, or heather gray collared shirts (no T-shirts)
- ◆ Closed toed shoes proper for P.E.

KG-5th Girls:

- ◆ ‘Belair’ jumper dress
- ◆ Plain white, dark blue or dark green leggings or tights
- ◆ Plain dark green, white, or heather gray collared shirt (no T-shirts)

OR

- ◆ Navy blue pants (no jeans, no matter the color)
- ◆ Plain dark green, white, or heather gray collared shirt (no T-shirts)
- ◆ Closed toed shoes proper for P.E.
- ◆ Scarf for prayer for 2nd-5th grade girls

Middle School Boys:

- ◆ Respectful clothing according to Sunnah guidelines
- ◆ No tight fitting or transparent pants or shirts
- ◆ Pants must be worn at the waist, no baggy pants
- ◆ No inappropriate images or logos on shirts
- ◆ Absolutely no jeans are allowed, no matter the color
- ◆ Shorts may be worn, but must come below the kneecap
- ◆ Closed toed shoes proper for P.E.

Middle School Girl:

- ◆ Respectful clothing according to Sunnah guidelines
- ◆ Long sleeve shirts, loose pants, or long skirts with no revealing slits
- ◆ Clothing should never be transparent or tight fitting
- ◆ A scarf is strongly recommended
- ◆ No inappropriate images or logos on shirts
- ◆ Absolutely no jeans are allowed, no matter the color
- ◆ Closed toed shoes proper for P.E.
- ◆ Scarf for prayer for 6th-8th grade girls

It is expected for all students in kindergarten through 5th grades to arrive to school in proper uniform daily and for middle school students to adhere to their guidelines. The following procedures will be incorporated for any student who is not following the policy:

- A note will be sent home indicating what the problem was that day regarding the uniform policy. That note must be signed by the parent and returned to the child's teacher the next day of school.
- If the student repeatedly has a problem with proper uniform, the parents will receive a call to assist them in resolving the issue.
- If the uniform problem persists, a meeting will be required for the parents to resolve the problem.

In addition to proper uniform, it is expected that all students arrive to school with clean white socks and good clean hygiene with hair properly groomed daily. This is sunnah of the Prophet (pbuh), and it is the obligation of parents to instill this virtue of cleanliness in their children daily inshaAllah. We look forward to your cooperation in this matter. Working together, all children can have a very successful year, inshaAllah!

SNACKS & LUNCH

Students eat a snack and lunch on campus that are provided by the parents. Lunches should be wholesome and healthy, so fast food is not recommended. As Muslims, we are encouraged to eat Islamically-compliant foods, so we seriously recommend you provide such foods for your child. Please send an adequate amount of snack and lunch daily. Extra food that can be brought back home is better than a hungry child that cannot concentrate in class. Also, there are NO microwaves available to students. For safety reasons, students are not allowed to share food with other students. All food needs to be sent *ready to eat*. No glass bottles or 'cup a soups' should be brought to school. Hot lunches may be available throughout the year. SVA will notify parents via a note and email with the menu, date, and price.

CELEBRATIONS & TREATS

Only SVA and PTO organized celebrations, events, and treats that have been approved by administration will be allowed on campus. Food brought to SVA campus for art orbit, healthy bake sales, and special celebrations must be nut free. Personal celebrations, such as birthdays, are not allowed. Parents are not allowed to bring food items, goodie bags, and invitations for personal celebrations at school. We appreciate your cooperation in this matter.

SICK POLICY AND PROCEDURES

All sick children need to be kept at home. Parents need to either call or email the office explaining the illness the child has and when they are expected to return to school. In cases of any extended absences, it would benefit your child if the parent met with the teacher and collected any necessary class work so that the child will not fall behind.

Do NOT send sick children to school simply because you must work. Any child sent to school sick will immediately be sent back home and a conference will be called with the parents. Please check with your child's doctor as they will know the incubation period for any illness, and when it is safe for your child to return to school without infecting others. Certain illnesses will require a written note or call from your child's pediatrician to ensure that it is safe for your child to return to school.

Silicon Valley Academy must have an up-to-date emergency and vaccination card on file for every student enrolled. It is the parent's responsibility to notify the office immediately of any changes to the emergency card.

Please read below for SVA's general sick policy guidelines.

Fever: Any temperature greater than 100°F (37.8°C) is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate and attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the office feels this is in the best interest of the child or the child's classmates (some with compromised immune systems).

Flu: Flu symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired and sometimes vomiting and diarrhea (more common in children than adults). Some people with the flu will not have a fever. People with flu may be able to infect others from 1 day before getting sick to up to 5 to 7 days after. Severely ill people or young children may be able to spread the flu longer, especially if they still have symptoms. Your child should stay home to rest and to avoid giving the flu to other children or caregivers. Keep your child home from school for at least 24 hours after their fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher.

Colds: Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.

Infections: Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin, and strep infections. (The only exception is pink eye since not all pediatricians treat it with antibiotics, so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated.)

Diarrhea: Children with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.

Vomiting: A child who has vomited the evening before or in the morning before school should remain home for that day.

Common Childhood Diseases: If a child has chicken pox, measles, or any other known untreatable contagious disease, they must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your pediatrician for additional information.

Lice: Parents should check their children for lice/nits regularly. If lice/nits are seen on a child at school, the parents will be contacted to pick up the child. At home, all members of the family must be checked for head lice/nits. Any child who has lice/nits may not return to school until the lice/nits have been completely treated. A student with lice/nits will not be readmitted to school without a signed form regarding proof of eradication from a specialist or pediatrician. In addition, the student's head will be examined before he/she can return to the classroom.

Medications: If your child is on medications at home but not at school, please let the office know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems. School personnel are not allowed to administer any medications without parent's written permission and/or a doctor's written order. The written note must indicate the name of the medication, the dosage to be given, and the child's name. All medication must be in the original container with a current label. No medication, including aspirin or Tylenol, can be left in a student's possession at any time.

COVID-19: SVA's COVID-19 Reopening Plan, found on www.svaschool.org, is based upon guidance set forth by the Santa Clara County Department of Health, the California Department of Public Health, the Santa Clara County Department of Education, and the California Department of Social Services: Child Care Licensing. Due to the nature and ever-changing conditions around COVID-19, our Reopening Plan is a living document and will be updated as needed to reflect the most current information and guidelines.

Any individual, including students, personnel, and all others may not enter SVA facility if they are a confirmed COVID-19 case and/or have any COVID-19 symptoms. COVID-19 symptoms include fever of 100.0 degrees

Fahrenheit or more, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, confusion, recent loss of taste or smell, sore throat, nausea, vomiting, or diarrhea.

SVA personnel will also conduct a visual wellness check upon arrival and will continue to monitor throughout the day for any changes.

SVA has identified an isolation room as well as an outdoor area to separate anyone who exhibits COVID-19 symptoms.

Any student or personnel exhibiting symptoms will immediately be required to wear a face covering (if not wearing one already) and wait in the isolation room/area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, 9-1-1 will be called without delay.

IMMUNIZATION REQUIREMENTS

SVA adheres to California’s legal requirements for children’s immunization. According to California law, all children must be immunized. Children who are exempt from immunization requirements must have a parent or guardian submit a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

CA Immunization Requirements for Students Entering Pre-K (ages 18 months-5 years)-

| Immunization | Dosage |
|--|---|
| Diphtheria, Pertussis, and Tetanus (DPT) | Four (4) doses |
| Polio | Three (3) doses |
| Measles, Mumps, and Rubella (MMR) | One (1) dose |
| Hib | One (1) dose [only one Ok, but must be after 1 st birthday] |
| Hepatitis B | Three (3) doses |
| Varicella (chickenpox) | One (1) dose |

CA Immunization Requirements for Students Entering KG-

| Immunization | Dosage |
|--|-----------------|
| Diphtheria, Pertussis, and Tetanus (DPT) | Five (5) doses |
| Polio | Four (4) doses |
| Measles, Mumps, and Rubella (MMR) | Two (2) doses |
| Hepatitis B | Three (3) doses |
| Varicella (chickenpox) | One (1) dose |

CA Immunization Requirements for Students Entering 7th Grade-

| Immunization | Dosage |
|---|---------------|
| Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) | One (1) dose |
| Measles, Mumps, and Rubella (MMR) | Two (2) doses |

HEALTH INFORMATION

SVA requires that parents of students entering PreK must submit an updated physician's report filled out by the child's pediatrician and a health history report filled out by the parents before school begins. Moreover, California state law requires each child's family to provide, within 90 days of entrance into the first grade, a certificate documenting that the child has received a health checkup within the previous 18 months.

Please indicate on your admission application any health or allergy concerns SVA staff should be made aware of to keep your child safe at school, during field trips and other school related events/activities. Make sure to turn in any and all medical/dental documentation relating to your child's health or allergy concern so that we may have it on file in case of an emergency. In addition, if your child requires an Epi-Pen, inhaler, or any other medication at all times on campus, please inform the office. A parent/guardian's written permission and/or a doctor's written order must be turned in to the office. The note must contain the name of the medication, the dosage to be given, and the child's name. All medication must be in the original container with a current label.

All emergency contact cards need to be up to date. If any changes have been made, please contact the office as soon as possible to update the information.

INJURY PROCEDURES

At SVA, we strive to provide a safe and healthy environment for all students. In the case of an unfortunate accident and a child is injured during school hours, an injury report will be filled out and submitted to the office. Parent(s) will be notified either immediately or at the end of the day, depending on the injury. If notification is at the end of the day, a teacher or the office will notify the parent either in person, via email or phone call. The office notifies parents directly if it is an emergency and parents are needed to be contacted ASAP.

If a child comes to school already injured, please notify the office as to the nature of the injury and if any special precautions and/or limitations need to take place. In addition, please provide any and all applicable medical reports in regard to the injury.

All emergency contact cards need to be up to date. If any changes have been made, please contact the office as soon as possible to update the information.

Medical Emergencies

In the event of a medical emergency, the following procedures will be enacted:

1. Staff will assess the situation and ensure the safety of students and staff. Notify the administrative office.
2. Call 9-1-1 if needed
3. The child will be kept calm and still and will not be moved.
4. If the parent/legal guardian cannot be reached, administration will notify a parent/legal guardian substitute and call either the pediatrician or the hospital designated on the Emergency Information Card, so they will know to expect the injured or ill person.

Medical Emergencies include head injuries, loss of consciousness, broken bones or fractures, seizures without prior medical condition, or those lasting longer than one minute, difficulty breathing, or constricted airways, uncontrolled bleeding, or any other situation staff members deem emergent.

Dental Injuries

Should a dental injury arise, the following protocol will be followed:

1. Remain calm and ensure the child is also safe and calm.
2. Staff will assess the child's injury- rinsing mouth of any blood and applying a cold compress if swelling occurs. Then, staff will notify school administration and Call 9-1-1 immediately if jaw is fractured or there is an emergency situation.
3. If the injury appears to require the attention of a medical professional but is not an emergency situation, parents will be notified immediately. If they cannot be reached, their emergency contact will be notified.

Parents assume full responsibility for all medical and dental expenses endured for the transportation and medical and dental treatment of their child.

CAMPUS SAFETY & DRILLS

SVA doors and gates will be locked daily between 9:00 a.m.-3:00 p.m. Any person entering SVA after 9:00 a.m. must ring the doorbell at the gate entrance located on Leota Avenue and announce themselves along with their reasons for visiting before being allowed in.

Visitors: For the safety and security of our students, all parents, visitors, and volunteers **MUST** check in with the office to receive a badge before going to classrooms during school hours. There is a visitor's sign-in & sign-out folder in the front office.

Drills: At SVA, students practice Fire, Earthquake and Lockdown Drills throughout the year.

One Call Now: SVA uses One Call Now broadcast messaging system to send text, voice, and email messages to all parents for emergencies, important alerts and notifications. Messages from number 223-00 will be from SVA. Please open and read them as they will contain important information.

In the event of an emergency or disaster, please refrain from calling the school as SVA needs its phone lines open for emergency purposes. Parents will be notified via One Call Now as soon as possible regarding next steps. Do keep in mind that each class contains an emergency first-aid supply as well as food and water for short-term use.

PARENT & SCHOOL COMMUNICATION

Academic Calendar- SVA's 2021-2022 academic calendar includes holidays, staff development days, parent teacher conferences and schoolwide events and can be found on our school's website, www.svaschool.org. You may also download our academic calendar to your personal one by going to one of the following links:

https://www.google.com/calendar/render?cid=svaschool.org_us4ga4j1cfs27epj0f2dfegcl0@group.calendar.google.com
or for iCal format:

https://calendar.google.com/calendar/ical/svaschool.org_us4ga4j1cfs27epj0f2dfegcl0%40group.calendar.google.com/public/basic.ics

Google Classroom: Silicon Valley Academy uses Google Classroom as a tool to update parents regarding their child's units of study, assignments, and classroom announcements. Google Classroom is part of G Suite for Education. Use of Google Classroom is at the discretion of the classroom teacher(s) and will only be used when appropriate for the student's grade level and learning objective. Guardians are encouraged to use their child's login information to monitor their activities within G Suite.

Only our 4th-10th grade students will be able to send and receive emails to/from teachers and other students in their class(es). This feature will be blocked for all other students. All outside email is blocked. Students have no expectation of privacy on the G Suite system. School administrators have access to all student emails and files.

As a guardian, you may also receive a summary of your child's activity. You can set the frequency of these emails by logging into classroom.google.com. In addition to receiving summaries, guardians are highly encouraged to use their child's login information to access all classroom activities for their child(ren).

Silicon Valley Academy's G Suite for Education domain is different from a personal Google account and is NOT open to the public. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Features typically available to personal Google accounts like video chat, personal profiles and social networking will NOT be accessible to our students. G Suite for Education runs on an Internet domain purchased and owned by Silicon Valley Academy and is intended for educational use only. No personal student information is collected for commercial purposes and advertising is disabled. Access to and use of G Suite for Education is considered a privilege and is at the discretion of Silicon Valley Academy. Silicon Valley Academy maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred. If a parent would like to opt out of G Suite for Education, they simply must sign in and activate their child's account. Next, send us an email indicating you do not wish to participate and SVA will suspend your child's account.

Parent Code of Conduct:

Communication between parents, teachers and administration is imperative to the education of all children. This communication should be based on respect, trust, and professionalism. SVA staff always has only the best of intentions in mind for their students. As experienced educators, parents must trust that the staff will always act in the best interest of the students. SVA has a zero-tolerance policy for any type of harassment, hostility, intimidation, threats, and/or violence, including verbal and/or physical acts, towards its staff members, students, parents, and other members of the SVA community, including its neighbors. SVA reserves the right to deny access to its school property and any school-wide sponsored activities/events whether on campus or off campus to anyone who is deemed an unsafe person/threat to SVA, its staff members, students, parents, and other members of its community, including its neighbors. Moreover, SVA reserves the right to terminate enrollment of any student(s) whose parent(s)/guardian(s) do not abide by SVA's Parent Code of Conduct.

Parent Teacher Conferences: SVA's academic year is divided into two semesters. Kindergarten through 8th grade students will receive 4 academic and behavioral reports during the year from teachers.

KG-5th Grade:

November 1-2, 2021: First Semester Progress Report Cards and Parent Teacher Conferences
January 24, 2022: First Semester Report Cards
April 6-7, 2022: Second Semester Progress Report Cards and Parent Teacher Conferences
June 10, 2022: Second Semester Report Cards.

6th-8th Grade:

November 1-2, 2021: First Quarter Report Cards and Parent Teacher Conferences
January 24, 2022: Second Quarter Report Cards with First Semester Averages
April 6-7, 2022: Third Quarter Report Cards and Parent Teacher Conferences
June 10, 2022: Fourth Quarter Report Cards with Second Semester Averages

Monthly Parent Classroom Tours: To keep parents informed about their child's education and learning, SVA hosts monthly classroom tours. All parents are invited to visit their child on the last Friday of every month. Parents will receive a personal tour from their child. The tour will include 'walking the walls', going over the different charts processed in the classroom such as Pictorials, Cognitive Content Dictionary, Poetry, Process Grids, etc. Students will also share individual projects, portfolios, and learning logs as well as team tasks and team projects. The classroom teacher is there to help guide the students along their tour. Please keep in mind that it is not a time for parent/teacher conference. If a parent has a specific question regarding his/her child, please make an appointment for a later time.

Parent/Teacher Communication: Parents/guardians are encouraged to communicate openly and often with their child's teachers. If you have a question or concern, please contact your child's teacher directly by a note, email, or phone to schedule an appointment. Parents may not walk into a classroom and expect a meeting 'on the spot', as this interrupts classes in session. Teachers will not schedule appointments during instructional class time. Moreover, teachers will not be able to answer concerns or conference with parents during drop off or pick-up time. Please schedule an appointment to adequately address any parental concern. Setting up a time to talk allows for more give-and-take and allows the staff an opportunity to respond. As concerns occur, please share them with staff/admins to address; do not allow concerns to build up. Sometimes we cannot make a change you requested due to other restrictions, but we ALWAYS want to hear your suggestions.

Parent/Administration Communication: Communication between parents and administration is welcomed and encouraged. Parents should communicate with administration via email, note, phone, or scheduled appointment. Parents may email directly SVA's Principal Mona Nezzar at mnezzar@svamail.com and/or SVA's Vice Principal Lina Arab at larab@svamail.com. Parents need to schedule an appointment to ensure adequate time can be given to address issues. The office manager can schedule appointments daily pending availability. Walk-in appointments will be addressed only if administration is available and may entail a waiting period until availability. If a parent is unable to resolve an issue with administration, parents may contact the Board of Directors for assistance in written letter or via email: bod@svamail.com. A response will be given in a timely manner, insha'Allah.

PARENT VOLUNTEERING & PARTICIPATION

We value our parents' support! Our staff works very hard to ensure the school runs smoothly, and parents' participation is strongly needed. We encourage every parent to get involved, by volunteering at least 30 hours (15 hours per semester), per family, during the year, so your children receive the most benefit. Parents may volunteer for PTO activities and events, work for teachers and/or staff, or contribute to other volunteer opportunities for the benefit of SVA. If you have any expertise or skills that can be useful to SVA, please make sure to include them in the Parent Volunteer Agreement and/or in any other request by administration. Do note that volunteer hours do not carry over between semesters or years. To see what type of projects are available for volunteering, please log in to the Parent Volunteer Dashboard <https://volunteer.svaschool.org/login>.

Two checks, each in the amount of \$300 and post-dated for January 14, 2022 and June 10, 2022, need to be turned in at the time of enrollment to cover volunteer time. These checks will only be cashed if a parent does not complete 15 volunteer hours per semester. We can accommodate most schedules; just let PTO, a teacher or administration know when you can help. It is the parent's enthusiasm and encouragement that helps students reach their highest potential. Do keep in mind that if you will be volunteering in a classroom, no siblings are allowed.

Parent Teacher Organization: At SVA, we have a Parent Teacher Organization (PTO) that consists of dedicated parents and teachers who assist with projects that have been designated by SVA Staff and Administration. The PTO provides positive support to SVA Staff and Administration through various designated projects, which have been approved and deemed most beneficial for SVA students' learning.

Parent Coordinators will be assigned every year by Administration and PTO Coordinators in September for specific projects needed during the year. The projects will be determined through a process of parent suggestions with prioritizing and approval by SVA staff and administration/site director. The parent coordinators will be given a description of the tasks and activities for their project. The coordinators will need to follow these procedures to ensure efficient & successful results:

1. recruit parent volunteers to work as a committee to accomplish the given project.
2. work directly with SVA staff and/or administrators who is assigned to the project.
3. get prior approval for any expenses that will be involved for the project before purchases.
4. provide assigned SVA staff and/or administrators with regular updates.

5. keep all sensitive information confidential to the parents serving on their committee, assigned SVA staff, and administrators.

FIELD TRIPS

Field trips are planned for educational purposes to enhance and expand the curriculum of the classroom. No student will be excluded from a field trip for financial reasons. Parents must fill out and sign a field trip permission slip and a field trip medical information form for their child to attend and participate. Parents are needed and encouraged to drive and chaperone on field trips. Parent driver volunteers must submit proof of insurance as well as a copy of their driver's license. Additional paperwork will be given to drivers by the teacher or office manager to be filled out before the trip. SVA requires students and parents to adhere to California's safety seat laws:

- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)

CELL PHONES

Students are allowed to keep a cell phone with them at school but must keep them turned off and put them away and out of sight. Student cell phone use is restricted daily between the hours of 8:00 a.m.-3:00 p.m. and for those in extended care until 5:30 p.m. or after school classes. During school hours, students are to use the school phone to call their parents in case of an emergency. Students are not allowed to use their personal cell phones during school hours and parents should not contact their children on their cell phones. Parents need to call SVA's office to speak with their children. SVA is not liable or responsible for any loss or damage to a student's cell phone. Any cell phone being used by a student during school hours will be confiscated and returned to the parents.

ITEMS PROHIBITED ON CAMPUS

The following items are not allowed on campus except with prior SVA approval. Do note that SVA is not liable or responsible for any item brought to school, including those with prior approval.

- iPads, laptops, cameras, iPods/MP3 players, gaming systems and other expensive equipment
- toys, trading cards, balloons
- candy, chewing gum
- make-up, lip gloss, nail polish
- live animals
- roller blades, shoes with wheels, skateboards, scooters, bikes
- water guns, toy guns, firecrackers, poppers, BB shot, air soft guns, knives, and other dangerous items (items never allowed)
- inappropriate pictures/videos (items never allowed)
- spinners, fidgets, and similar objects unless with a doctor's note or noted in student's IEP or 504 Plan.

COMPUTERS AND INTERNET

SVA provides students shared access to laptops during school hours. The laptops are the property of SVA and are used exclusively for school related assignments, projects, research, and presentations. Students may not personalize the laptops, use them for personal searches, chats, social networking, video streaming, emails, and/or load or install programs, graphics, games, music, videos, software, or other files without prior approval by SVA. In addition, students may not delete other saved student/staff work on the laptops.

The use of the laptops and internet is a privilege, not a right. Students are expected to use the internet for school related searches. Unacceptable, unethical and/or illegal use of the computers and/or networks is never allowed and will result in disciplinary action that may include police notification.

SCHOOL MATERIALS

SVA will provide a materials list before the beginning of the school year for each grade level. Parents/guardians are responsible for purchasing and supplying their child(ren) with the appropriate materials needed for the school year.

Books: School books are the property of Silicon Valley Academy. Upon completion of the school year or the unit of study, students must return their book(s) to SVA. Students are never allowed to write or scribble anywhere in their books. Students/parents are liable for the returned condition of their book(s) and are responsible to cover any and all costs for damages/losses.

Shared Materials: Students are expected to show the highest level of respect and care to the materials shared amongst each other and other classes. Students/parents will be responsible to cover any and all cost of any purposeful damages and/or losses to shared materials.

Use privilege of any personal or shared materials may be revoked if students are careless and irresponsible while using the materials, even if no damages/losses have occurred.

TUITION

The tuition rate for KG-5th grade is \$8,900 per student for the academic year. The tuition rate for 6th-8th grade is \$9,300 per student for the academic year. A sibling discount of 10% per student applies to two or more students enrolled in KG-8th grade only. Full day Pre-K tuition rate is \$12,000 per student for the academic year while half day Pre-K tuition rate is \$11,000 per student for the academic year. Fees are due at the time of enrollment in the form of one check in the amount of the full tuition, or post-dated checks for the full academic year. Parents may also authorize monthly debit tuition payments upon admission with a 2.5% credit usage fee. Registration and volunteer fees are also due upon admission and are non-refundable. Checks must be payable to Silicon Valley Academy. A \$35 late fee will be applied to insufficient checks and for late tuition payments.

A 30-day prior notice will be given to parents for increases to current rates within an academic year. Furthermore, SVA families can expect a 3% tuition increase annually due to rising costs.

DONATION & FUNDRAISING

Silicon Valley Academy is a non-profit school. This school provides a perfect opportunity for sadaqa. All donations are tax deductible. Please consider sharing SVA's information with friends and relatives to as a chance to support a worthy cause. Your support is greatly appreciated.

INDEPENDENT STUDY AT SVA DUE TO ABSENCES

SVA offers both short term and long-term independent study for students who will be off SVA campus. SVA must be notified of a request for either short-term or long-term independent study at least 2 weeks in advance. The independent study form given to the office as well as the applicable fee must also be submitted at least two weeks in advance of the last day the student will attend school. Only after the submission of the form and fee, will the office manager inform the child's teachers of the independent study request and length of time.

Short-Term Independent Study: Short-Term Independent Study is only available for students who take trips during the school year. Parents/guardians are responsible to teach their child the lessons missed while on short-term independent study. In addition, all classroom assignments assigned during that period must be completed and turned in the day the student returns to school. Only then will the absence be considered as an excused absence. If the assignments are not completed, the student is at risk of being truant, and no credit will be given for that semester. Short-Term Independent Study is available for 5-10 days only if arrangements have been made in advance, an independent study fee of \$100 has been paid, and at the discretion of the teacher/administrator. There is 15 days limit per semester.

Long-Term Independent Study: SVA has a regular, long-term Independent Study instructional program which is for students who will be off SVA campus for more than 10 days. The maximum independent study time granted for students will be for no longer than 25 days. Parents/guardians are responsible to teach their child the lessons missed while on long-term independent study. In addition, all classroom assignments assigned during that period must be completed and turned in the day the student returns to school. Only then will the absence be considered as an excused absence. If the assignments are not completed, the student is at risk of being truant, and no credit will be given for that semester. Long-Term Independent Study is made only if arrangements have been made in advance, an independent study fee of \$150 has been paid, and at the discretion of the teacher/administrator.

PROMOTION OF GRADE LEVEL

Parents who would like to recommend their child to be promoted to the next grade level will need to put request in writing via request form and pay appropriate fees involved for extra assessments & evaluations. Once this request process is complete, SVA will provide the appropriate assessments and evaluations in academic and social areas. An acceleration scale may be used to determine if student is a strong candidate for promotion (skipping a grade). If SVA determines that promotion of the student is not in the best interest of the child, and the parents wish to pursue the promotion, parents will be asked to have an independent child psychologist conduct an evaluation at parents' expense. If the independent psychologist determines that the lack of promotion would be detrimental to the child, then they would need to submit their finding in writing to the School Governance Board and assume full liability for making the recommendation. Parents will also be asked to sign documentations indicating that the parents assume full liability for the promotion of the child, which was against the recommendations of SVA, and that SVA will not be liable for any detriment the child suffers due to the promotion. This documentation will become part of the child's permanent student CUM file.

STUDENT ACCOMODATIONS

At SVA, we strive to educate and nurture every child as a whole person. We aim to provide a quality education and environment to accommodate different student needs and learning styles. To properly address your child's academic, social, behavior, emotional and/or spiritual needs/concerns, parents need to share any known and relevant information and documentation with administration upon registration or upon new diagnosis. Upon receipt of the documentation, SVA administration with either

- A. Evaluate the need for an SST (Student Study Team). See the SST section below for further information.
- B. Inform the parents that SVA does not currently have the appropriate resources available to accommodate the child's needs and will provide instead other options for the parents to explore.
- C. Terminate admission if it is unable to meet the needs of the child and/or parent/guardian.

Student Study Team (SST): At SVA, we believe in educating the whole child. It is important that we look at the academic, social, behavior, emotional and spiritual health of our students. If we and/or the parents notice or have prior knowledge of a student struggling in any of the areas mentioned above, a meeting will be set to address the concerns. During the meeting, parents, teachers, and administration will develop an action plan SST (Student Study Team) to set in motion customized interventions for the student. Moreover, in certain circumstances, SVA collaborates with Santa Clara Unified School District to discuss and determine eligibility for either an IEP (Individualized Education Plan) or 504 Plan in order for the student to reach his/her goals.

BEHAVIOR GUIDELINES

Silicon Valley Academy's discipline policy is designed to maintain and promote Islamically-appropriate behavior. Our school has no physical punishment and has a 'no tolerance' policy for this including parents with their own child while on SVA school grounds. SVA has one simple rule: "Respect yourself, others, and property." Positive reinforcement is implemented as the main form of classroom management. Discipline begins at home and is reinforced in school. Parents also need to help their child by supporting their teacher's discipline procedures. By enrolling in SVA, parents agree to support the discipline policies and procedures at SVA, including the Academic Integrity Policy and all Discipline Policies & Procedures.

All students shall comply with all SVA policies, pursue the required course of study, and respect the authority of all SVA staff (teachers and administrators), guests, and volunteers. Willful defiance of the valid authority of supervisors, teachers, or administrators constitutes good cause for suspension or expulsion. Teachers shall hold students accountable for good conduct during the school day, to and from school, around campus, on playgrounds or during recesses.

ACADEMIC INTEGRITY POLICY

Academic integrity is an essential component of academic excellence and students are expected to be truthful and ethical in all of their schoolwork. Academic dishonesty is defined as an act of deception in which a student claims credit for the work of another person or uses unauthorized materials in their schoolwork. A breach of academic integrity includes, but is not limited to cheating on tests, exams, or any assessment activity; plagiarism or fabrication; deliberate deception; stealing, tampering, or any unauthorized use of assessment tools, answer keys, or school records; as well as assisting another student in any of such acts. The professional judgment of the teacher and the school administration will determine whether a violation of the academic integrity policy has occurred. Consequences will be determined by the severity and number of the offense(s). Consequences may include suspension, removal of school privileges, loss of grade or credit, and/or expulsion.

DISCIPLINE POLICIES & PROCEDURES

ZERO TOLERANCE POLICY

SVA is a place of learning. It is also a community of students, their families, faculty, staff, and volunteers. As such, SVA must demonstrate its commitment to fostering an environment which promotes the dignity, equality, and safety of all members of that community. This commitment is promoted by mutual respect and an appreciation of diversity. It is undermined by violence, abuse, or harassment, whether perpetrated by students, employees, or volunteers. All members of the SVA community have the right to expect that SVA will proactively seek to prevent violence, abuse and harassment and will act fairly and decisively in identifying and dealing with it where it may have occurred. Accordingly, SVA's policy requires that:

- Any school-related possession, use, sale, furnishing or receiving of any weapon—including but not limited to a firearm, knife, explosive, or other injurious object not necessary for the academic purposes of the student and capable of inflicting substantial bodily injury—shall not be tolerated.
- Harassment or hate violence, including bullying of a person because of that individual's race, color, gender or sexual orientation, ancestry, national origin, religion, or disability, shall not be tolerated.
- The appropriate site administrator and law enforcement agency shall be notified immediately regarding student violations of this policy. In the case of injurious objects, harassment, or hate violence, notification of law enforcement will be determined by the site administrator. In addition, students who violate this policy shall be subject to disciplinary action up to and including expulsion from the school.

Student school-related violations of the above policy shall be construed as willful acts of misconduct: 1) in any area of SVA campus at any time of the day or night, regardless, and 2) on any field trip or at any school-sponsored or endorsed activity.

- Notification of the Zero Tolerance Policy will be made to students and parents. However, specific and personal verification by students and parents of having received notification of this policy shall not be required.
- Each student in violation of this policy shall be suspended or expelled from SVA by the site administrator depending on the severity of the offense.
- A violation of this policy shall be recorded in the student's education record. Such information shall be forwarded to any public or private elementary, secondary, or high school, to which the student may subsequently transfer or enroll.

SEARCH POLICY

A student's attire, personal property, and/or school property, including books, desks, and school lockers, may be searched by an Administrator and/or Site Director or his/her designee who has reasonable suspicion that a student possesses illegal items or illegally obtained items. These may include illegal substances, drug paraphernalia, weapons or other objects or substances which may be injurious to the student or to others. Illegally possessed items shall be confiscated and turned over to the police.

SUSPENSION POLICY

SVA will consider suspension from school where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process. A student may be suspended from school for violation of any SVA disciplinary rules if the violation is determined to be serious in nature by the site administrator. Suspension is defined as the temporary removal of a student from class instruction for adjustment or disciplinary reasons. A suspension may be conducted "in-school" or "out-of-school." During in-school suspension, the student will receive continuing instruction for the school day by reassignment to another class or location at SVA. The in-school suspension option will be determined by SVA Administration. While on out-of-school suspension from school, the student may not be present on or about any school grounds at any time, nor attend any SVA activity at any time, no matter where such activity may be taking place. Violation may result in further disciplinary action.

AUTHORITY TO SUSPEND

1. The Administrator and/or Site Director or his/her designee may suspend a student only from his/her classroom for the day of the suspension plus the following school day.
2. The Administrator and/or Site Director or his/her designee may extend a student's suspension for up to five days and recommend expulsion, pending final Board of Directors decision on a recommendation for expulsion.

SUSPENSION PROCEDURE & NOTIFICATION

1. Parents will be notified of any in-school suspensions via phone or in person immediately.
 - Any disruption or defiance during in-School suspensions will result in immediate referral to an Administrator for possible out-of-school suspension. Offenses warranting out-of-school suspension may include, but are not limited to:
 - disruption in class
 - defiance to teacher direction
 - continued talking or general inappropriate behavior
2. A school employee shall make a reasonable effort to confer with the student's parent or guardian in person or by telephone at the time of the suspension. A parent/guardian will sign written notice acknowledging the grounds for suspension regarding their student when student is picked up from SVA. If student is not picked up from SVA by 3:30 p.m., written notice will be mailed to parents.
3. SVA Administration will notify the Board of Directors via email or phone, within a 12-hour time frame about the expulsion.

SUSPENSION GROUNDS DESCRIPTION & POSSIBLE EXPULSION (Zero Tolerance Policy):

BULLYING - (INTENTIONAL HARASSMENT)

Definition: Bullying is the repeated and systematic abuse and harassment of another or others. Bullying and ridiculing-type conduct includes name calling, mimicking, indifference and exclusion, invasions of personal space, inappropriate touching, physical violence (hitting, kicking, pushing, shoving), gender and sex-based bullying, and extortion. Any behavior which causes a negative impact on another student's academic performance or creates an intimidating, hostile or offensive educational environment. Specific observable bullying behavior includes:

- Deliberately hurtful teasing, taunting, name calling, ridicule, intimidation, belittling, degradation, threats and demands;
- Domination and subduing used repeatedly against the victim by the bully;

- Derisive and unfriendly mockery and laughter directed at the victim;
- Isolation and exclusion of the victim, particularly common among females who bully;
- Internet chat rooms, Email, text messaging to telephones or pagers, and postings to “web blogs” can be forums for bullying;
- Physically aggressive moves, commonly and frequently used against the victim who is unable to defend her/himself;
- Fighting between the victim and the bully in which the victim is unable to protect her/himself and from which she/he tries to withdraw.

VANDALISM/MALICIOUS MISCHIEF

Any student who defaces, damages, or destroys any school property may be suspended or expelled. Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds. Parents may be held financially liable for damages.

PHYSICAL INJURY

Any student who causes, attempted to cause, or threatened to cause physical injury to another person or who willfully uses force or violence upon the person of another, except in self-defense may be suspended or expelled.

ROBBERY OR EXTORTION

Any student who commits or attempts to commit robbery or extortion may be suspended or expelled. Extortion is the act of obtaining property from another without his/her consent, induced by wrongful use of force or fear or under color of an official right. Robbery is the taking of personal property from another person against his/her will by means of force or fear.

DAMAGE TO PROPERTY

Any student who causes or attempts to cause damage to school property or private property may be suspended or expelled.

THEFT OF PROPERTY

Any student who steals or attempts to steal school or private property may be suspended or expelled.

OBSCENITY/PROFANITY

Any student who commits an obscene act or engages in habitual profanity or vulgarity may be suspended or expelled.

DISRUPTION/DEFIANCE

Any student who disrupts school activities or willfully defies school personnel engaged in the performance of their duties may be suspended or expelled.

IMITATION FIREARM

Any student who possesses an imitation firearm may be suspended or expelled. An imitation firearm is a replica of a firearm including, but not limited to water guns, knives, and other toy weapons.

HARASSMENT OF WITNESS

Any student who harasses, threatens, or intimidates a student who is a complaining witness or witnesses in a school disciplinary proceeding may be suspended or expelled.

AIDING AND ABETTING

Any student who been aids and abets the infliction or attempted infliction of physical injury to another person may be suspended or expelled.

HATE VIOLENCE

Any student who causes, attempts to cause, threatens to cause, or participates in an act of hate violence may be suspended or expelled.

CREATED A HOSTILE EDUCATIONAL ENVIRONMENT

Any student who engages in intentional harassment and thereby creates a hostile education environment may be suspended or expelled. Intentional Harassment is defined as engaging in harassment, threats, or intimidation, directed against a student, group of students or school personnel, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting a classroom, creating substantial disorder, and invading the rights of the student or group of students by creating an intimidating or hostile educational environment.

EXPULSION & AUTHORITY FOR EXPULSION (Zero Tolerance Policy):

SVA Administration may expel a student if he or she has committed an offense the administration determines causes a danger to persons or property, or if the student threatens to disrupt the instructional process, or if the student has been habitually truant or irregular in attendance. In addition, any inappropriate behavior seriously violating the safe & nurturing environment of others will result in immediate expulsion with no grade credit for quarter. This may include, but not limited to the following:

- Acts involving sexual activity (notification to police required)
- Nudity (notification to police required)
- Weapons, explosives, dangerous objects (notification to police required)
- Alcohol (notification to police required)
- Drugs (notification to police required)
- Pornography (notification to police required)
- Assault on another student or SVA staff (notification to police may be required)
- Hazing (notification to police required)
- Sexual harassment or sexual assault / sexual battery (notification to police required)
- Tobacco possession or use (notification to police may be required)

EXPULSION PROCEDURE

In the event a student is recommended for expulsion from SVA by Administration, the student's parent/guardian will be given verbal and written notice which is to be signed by the acting administrator and parent or guardian of student at the time of expulsion. *Expulsion will result in the student's immediate termination of admission from all SVA programs, and no grade credit will be given for the quarter.*

SCHOOL SPONSORED EVENTS/FUNCTIONS

Any student who is expelled as a result of disciplinary actions may not attend any school functions or school sponsored events. (This includes but is not limited to carnivals, dinners, fundraising events, performances, and athletic events.)

FREQUENTLY ASKED QUESTIONS

How will I know what subjects my child will learn this year?

The California State Standards and Common Core Standards state explicitly the concepts and skills that need to be taught in each subject area for each grade level. Each SVA teacher has taken these standards and developed a standards-based year plan that indicates the timeline for when each standard will be taught. Standards-based year-long plans are posted in each classroom. In addition, these standards have been integrated across the curricular areas including Islamic Studies.

Is SVA accredited?

SVA has an educational model of “Academic Excellence.” Academic Excellence is only declared by the United States Department of Education; one of the highest honors that can be given. In addition, our program model is recognized as an “Exemplary Program” declared by the California Department of Education. SVA is currently in the process of applying for its WASC, Western Association of Schools and Colleges, accreditation.

Are student assessments conducted throughout the year?

Teachers conduct both on-going and formal assessments throughout the year. Teachers focus on authentic forms of assessments such as the use of running records for reading, rubrics for writing, and formal assessments with math concepts. Assessments also include portfolios, student projects and presentations. In addition, one-on-one oral assessments are done for the areas of Quranic tajweed and Arabic language comprehension. Furthermore, our high school students take the California High School Proficiency Examination (CHSPE).

Do you need to schedule a campus tour to see the facility or and talk to the teachers?

SVA has a closed campus policy for the safety and security of our children. Tours of our campus should be set in advance with an appointment to avoid a long wait in the office. We give custom tours and individual orientations so that an individual can have all their questions addressed personally. To avoid interruptions to class instruction, if a parent would like to meet a teacher, it is best to set an appointment when the teacher is available.

What are the typical class sizes?

We are pleased to offer small classes with a student to teacher ratio of only 20:1 or less.

Are all students required to wear uniforms?

Pre-K students do not have uniforms. Students, kindergarten through 5th grade, must wear our school uniform. Our Middle and High School students are given a dress code with guidelines to assure they wear appropriate attire for our school.

What is “Academic Excellence?”

Academic Excellence is a title that is awarded to a public or private school program based on academic student achievement and school program model. It is one of the highest honors that can be given to a school and is only given by the U.S. Department of Education.

Does Silicon Valley Offer Extracurricular activities?

SVA offers extracurricular activities based on student interest and parental request and support. In past years, SVA has offered lessons in crocheting, art, science, yearbook design, Spanish, and chess.

Does Silicon Valley offer a Summer Program?

SVA offers a summer program to serve the needs of our community. This program typically runs for 7-8 weeks, beginning mid-June through the first week of August. Our summer program is designed to inspire the love of learning for our students. Thus, we have many hands-on activities/experiments, field trips, swimming sessions, cooking projects art activities and much more! Our summer program is open to all students, regardless of what school they attend during the regular academic year.

How can parents get involved?

Parents can volunteer for SVA in multiple ways. First, SVA has a PTO that organizes various projects for the school. A parent may volunteer for specific projects by logging in to the Parent Volunteer Dashboard at <https://volunteer.svaschool.org/login>. Second, the Volunteer Form that all parents must fill out and turn in at registration allows parents to indicate skills and expertise that SVA may call upon for particular projects. Finally, parents may also notify their child's homeroom teacher, homeroom parent, or attend parent meetings to see what type of projects are available for volunteering.

How big is the school?

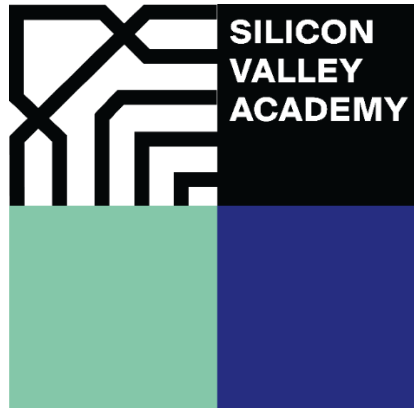
The student population for the 2019-2020 academic year was 150 students. The SVA campus has a large enclosed playground with multiple play structures, a blacktop area, outdoor tables and benches, 2 outdoor basketball courts, an indoor gymnasium with basketball courts, and 2 grass fields.

How do students do after graduating from SVA?

SVA has a solid success record for its alumni. All students from the accelerated High School pilot program passed the CHSPE. Furthermore, all of those students successfully attended community colleges, obtained their AA degree, and have since transferred to universities as sophomores and juniors at ages 16-18. Among the universities our alumni were accepted to include UC Davis, UC Santa Cruz, SJSU, and SFSU.

What is SVA's Kindergarten Age Eligibility?

SVA has adopted California's Department of Education's age requirement for kindergarten students. Students must turn 5 years of age on or before September 1, 2021 to be eligible for kindergarten for the 2021-2022 academic year.



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2021-2022 Parent Handbook Acceptance Form

Silicon Valley Academy

I, _____, the parent of _____,
acknowledge that I received and read a copy of the 2021-2022 SVA Parent Handbook. I agree
to comply with all terms and policies described therein.

Parent/Guardian Signature: _____

Date: _____

LAST PAGE OF PARENT HANDBOOK