



*“US Department of Education Program of Academic Excellence”*  
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# **Silicon Valley Academy**

## **Prekindergarten**

### **Parent Handbook**

#### **2020-2021**

**Silicon Valley Academy** is a full-time private school located in Sunnyvale, California. In 2019, SVA celebrated its twenty-fourth-year anniversary providing quality education. SVA offers four educational programs: Prekindergarten for ages 2 ½ to 5 years who are fully potty trained and able and willing to tell the teacher they need to use the bathroom, Elementary program for grades kindergarten through five, Middle School program for grades six through eight, and an Accelerated High School program. SVA has had a fully licensed Pre-Kindergarten since 1997. The Department of Social Services-Community Care Licensing reserves the right to interview students and student files without prior permission. SVA is registered with California Department of Education, Private School Affidavit CCL # 434410768.

SVA is a non-profit school, which serves 150 students (non-profit tax #EIN 86-1113567). Our student population represents various cultural, social and economic backgrounds. SVA does not discriminate on the basis of color, ethnic background, national origin, race, religion, or gender. We are looking 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](mailto:mnezzar@svamail.com)
- Vice Principal & Pre-K Director Lina Arab-[larab@svamail.com](mailto:larab@svamail.com)
- Director of Academic Instruction Ramona Gonzales- [mgonzales@svamail.com](mailto:mgonzales@svamail.com)
- Academic Dean Azzah Izzeldin- [aizzeldin@svamail.com](mailto:aizzeldin@svamail.com)
- Arabic and Quran Curriculum Developer Sonia Lejmi- [slejmi@svamail.com](mailto:slejmi@svamail.com)
- Office Manager Blanca Hernandez- [admin@svamail.com](mailto:admin@svamail.com)

**Project GLAD® by BE GLAD-SVA** implements Project GLAD as its official program model in grade kindergarten through 8<sup>th</sup> 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, 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. The strategies promote positive, effective interactions among children and between teachers and children. 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 FMSD.

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, 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; 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 children
- Promote assimilation and practice of values such as cooperation, generosity, self-discipline, consideration and responsibility
- Build a sense of community through children's 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 are challenging children with developmentally appropriate academic activities, as this will 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 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". 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) Children 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."

## **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 these hands-on experiences help them to actively be involved in their own learning. This results in students internalizing concepts which they can apply to new information later in life. This solid foundation that is created for our students, empowers them to strength their metacognition, creativity, and builds self-confidence.

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

### **Curriculum Highlights-**

- Integrated Thematic Learning hard
- Multiple Learning Styles
- Cooperative Group Work
- Hands on Projects and Field Trips
- Daily Quran and Arabic Instruction

We have a cross-curricular approach to inspire Islam in the hearts and minds of our children. We work hard 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. The memorization of surahs, as well as elementary recitation (tajweed), is taught in a way that children may work at a pace that is comfortable and enjoyable. Our goal is for children to be inspired, not burdened. Children are taught meanings through storytelling and narratives, so it is easy to remember. Surahs are recited with tajweed so it's an enjoyable part of the day the children look forward to! The approach used during these studies is positive and stimulating. Children are actively engaged in their learning. The environment will be one of love and inspiration for all children, regardless of their ability level or modality of learning.

**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. In addition, it results in children being actively involved in their learning process and developing a love for learning! For example, during the science theme of 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 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, develop concepts for mapping skills and location of places far and near.

- Narrative stories & reading books aloud about plants, builds literacy concepts of reading top to bottom, left to right in English- 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 brushes-markers, cutting, eye-hand coordination, and encourages imagination/creativity.
- Singing songs like "Oats, peas, beans, and barley" develop listening and speaking skills. Incorporating hand & body movements while singing the song, develop eye-hand coordination and nurtures comprehension of vocabulary & concepts.
- 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 family to develop speaking skills and validate their learning.
- Arabic and English letter project 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 sets a purpose and shows students how everything is interrelated so they internalize Islam.

### **REGULAR DAILY SCHEDULE**

School Drop off begins at 8:00am

School Dismissal for Part-Time: 11:30am

School Dismissal for Full-Time: 3:00pm

All children need to arrive no earlier than 8:00am to assure they are properly supervised. Community Care Licensing requires that a parent/guardian sign in their child daily when they arrive. Please do your best to have children arrive by 8:45am daily, as that is when we will begin our welcome & circle time activities. Late arrivals create stressed and anxious children as they sense that the other children have begun the activities without them. Please plan for delays on the roads etc. so that the children arrive on time daily. At this precious age, consistency in children's schedule is critical for them to develop high self-esteem and self-confidence. If your child is part-time, we recommend that parents arrive at 11:25am and wait for their child. For full time children, it is strongly recommended that parents arrive between 2:50pm-3:00pm and wait for their child. As we all know it is safer & easier for an adult to wait a few minutes than for a child. This also lets your child know that they are *worth waiting for!*

All arrangements for your child to be picked-up **MUST** be made in advance. Due to licensing regulations, only individuals listed on the application by the parent as 'approved' for picking up your child will be allowed to sign your child out of Pre-K. If additional individuals are added, Pre-K staff will ask them to show a photo I.D. to the teacher before they are allowed to leave with your child. Per regulations, SVA Pre-K staff and administration are not responsible for any child in the Pre-K classroom after 3:15pm. At 3:15, any child who has not been picked up will be taken to Extended Care and the parent will be charged \$16/child/hour or \$8/hour/child if SVA office is notified by 9:00am the day extended care is needed. Extended Care is available daily until 5:30pm.

## **RAMADAN SCHEDULE**

School Drop-off begins at 8:00am

School Dismissal for Part-Time: 11:30am

School Dismissal for Full-Time 1:45pm

Per regulations, SVA Pre-K staff and administration are not responsible for any child in the Pre-K classroom after 2:00pm. At 2:00pm, any child who has not been picked up will be taken to Extended Care and the parent will be charged \$16/child/hour or \$8/hour/child if SVA office is notified by 9:00am the day extended care is needed. During Ramadan Schedule, Extended Care is offered from 1:45pm to 5:30pm.

## **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 drive up and park in areas labeled “No Parking” or “Handicapped”. SVA's parking lot is located in the back of the school near the soccer field. Please park legally and do not park in a spot designated to another school. A drop-off and pick-up area is also located in the back of the school. Do not park your car in the drop off zone. The drop off zone is meant only for dropping off students. Never drive and park on the “black top” where the basketball court is. Regardless if students are present or not, the blacktop is NOT a parking lot!

All 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. Community Care Licensing regulates that children *cannot* sign a Pre-K child in and out. Only individuals who are 18 years or older and designated ‘approved’ on the list by parents will be allowed to sign Pre-K children in or out from the classroom.

**NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON EVEN IF THE PERSON IS KNOWN TO THE CHILD. WRITTEN PERMISSION IS MANDATORY. WE WILL ASK FOR IDENTIFICATION SUCH AS A CALIFORNIA DRIVER’S LICENSE.**

We are legally unable to refuse visitation or the privilege of picking up a child to either parent unless we have a certificate of custody from the legal parent or guardian with physical custody. It is the parent’s responsibility to furnish a current certified copy of the court divorce decree for your child’s file. The decree must be specific as to who has legal custody, visitation rights, and care for the child(ren) in the event of holidays.

## **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.

## **DAILY SCHEDULE BREAKUP**

Please note that this schedule is flexible & will be adjusted according to the dynamics of the students as needed, especially at the beginning of the year.

### **Monday-Thursday Schedule:**

8:00-8:25	Drop Off & Fine Motor Skills Activities
8:25-8:30	Clean Up
8:30-8:45	Movement & Music
8:45-9:00	Calendar, Weather Forecast, & Songs
9:00-9:15	Circle Time- Monthly Unit
9:15-9:35	Free Time
9:35-10:00	Hands on Activity
10:00-10:15	Bathroom
10:15-10:30	Snack
10:30-11:00	Outdoor Recess
11:00-11:10	Story Time
11:10-11:30	Circle Time- Arabic/Qur'an/Islamic Studies
11:30-12:00	Hands on Activity
12:00-12:10	Bathroom
12:10-12:40	Lunch
12:40-1:10	Outdoor Recess
1:10-1:20	Bathroom
1:20-1:30	Story Time
1:30-2:30	Rest or Nap Time
2:30-2:40	Clean Up/Bathroom
2:40-2:55	Free Choice
2:55-3:00	Story Time
3:00-3:15	Pick Up Time
3:15-5:30	Extended Care (additional cost)

### **Friday Schedule:**

8:00-8:25	Drop Off & Fine Motor Skills Activities
8:25-8:30	Clean Up
8:30-8:45	Movement & Music
8:45-8:50	Calendar
8:50-9:35	Circle Time- Sharing Day!
9:35-10:00	Free Time
10:00-10:15	Bathroom
10:15-10:30	Snack
10:30-11:00	Outdoor Recess
11:00-11:10	Story Time
11:10-11:30	Circle Time- Arabic/Qur'an/Islamic Studies
11:30-12:00	Hands on Activity
12:00-12:10	Bathroom
12:10-12:40	Lunch
12:40-1:10	Outdoor Recess
1:10-1:20	Bathroom
1:20-1:30	Story Time
1:30-2:30	Rest or Nap Time
2:30-2:40	Clean Up/Bathroom
2:40-2:55	Free Choice
2:55-3:00	Story Time
3:00-3:15	Pick Up Time
3:15-5:30	Extended Care (additional cost)

## **DAILY DRESS**

SVA Pre-K has a program in which children are always very actively involved in their learning process. Children will wear smocks to protect their clothes while painting. However, we do ask that children be sent to school daily in play clothes and not their best Friday or Jumua clothes. In addition, it is strongly recommended that children wear closed toed shoes that they can easily run and play. This also prevents tan bark and other foreign objects getting between their sandals and bare feet. An extra sweater is also recommended to be kept in their cubbie in case cold weather sets in. Parents/guardians should write their child's name on all clothing- on the inside label is best- this assist with lost items to be identified and returned to the owner.

## **EXTRA CLOTHES**

Each child needs to have an extra shirt, pants, socks, and underwear that will be kept in the child's cubby in case they have an accident. Please check your child's cubby daily to see if anything needs to be taken home and cleaned. If your child has an accident, Pre-K staff will inform you to bring a new set of clothes for your child. Do keep in mind that if your child has more than 2 accidents, the parents will be called for a meeting and asked to keep their child home for at least one week until they are fully potty trained.

## **SNACKS & LUNCH**

Snack and lunch time are a special time when children practice hygiene by washing their hands, reciting a dua before they begin eating, and showing proper table manners. SVA Pre-K provides a nutritious snack daily to all part-time and full-time students. The snack menu for the week is posted in the classroom. If your child has any food restrictions or allergies, please make sure to indicate them on your child's admission application.

Parents provide lunches to their children. 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. Parents should send an adequate amount of lunch daily. Extra food that can be brought back home is better than a hungry child. Pre-K does have a microwave to warm children's food if needed. For safety reasons, children are not allowed to share food with other children. All food needs to be sent *ready to eat*. No glass bottles or 'cup a soups' should be brought to school. Please label your child's lunch box and thermos with your child's name so it can be easily identified. Hot lunches may be available throughout the year. SVA will notify parents via a note with the menu, dates, and price in the beginning of the year.

SVA staff *will encourage* children to eat the food that parents have sent. It is recommended that parents pack their child's lunch with their child's involvement to assure what is packed is liked by their child. This will increase the chance of the food being eaten. Community Care Licensing regulates that SVA Pre-K staff cannot force children to eat their food.

## **REST or NAP TIME**

Rest time is required for all full-time students. Community Care Licensing regulates that all Pre-K children be given an opportunity to nap. If a child needs to nap, their body will fall asleep. Pre-K staff will not force children to nap. They will simply provide a quiet, nurturing time when children can fall asleep if developmentally they need to do so. Pre-K children, who have developmentally grown out of needing a nap, will have quiet or story time activities. Per Community Care Licensing regulations, Pre-K staff is not allowed to wake up children who are sleeping. Only a parent/guardian is allowed to awake sleeping children. All parents/guardians need to send a clean pillow, crib sheet, and a small blanket for naptime or child-sized sleeping bag. If your child does not nap, they will be able to get cozy with their blanket during story time. Please label your child's items, on the labels, so they can be easily identified. Pillow covers, sheets, and child-sized sleeping bag or blanket should be taken home every Friday to be washed and should be brought back every Monday. Nap mats will be cleaned weekly, unless accidents occur, in which case, they will be cleaned immediately. Each child's nap mats will be separated by at least 10" to ensure adequate sleeping space.

## **CLASSROOM BEHAVIOR MANAGEMENT**

Silicon Valley Academy discipline policy is designed to maintain and promote Islamically-appropriate behavior. Our Pre-K 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 does begin at home and is reinforced in school. Parents need to help their child by supporting positive reinforcement. Parents agree to support the discipline policies and procedures at SVA. We will be using positive reinforcement at SVA to help children make good decisions, show respect, and solve problems in positive ways. Our staff will help children express their feelings, both verbally and non-verbally, when they need support individually or with interaction with other children. Occasionally, a child will lose control of his/her physical actions, voice or language to the extent that he/she must be removed from the group to regain control and ensure the physical and emotional safety of others. Removal is not a punishment. As soon as the child is quiet, the teacher will plan with the child what to do and say upon return to the group. This version of a time out is a solution to a problem because it teaches the child what to do. Our responsibility is to model the words and actions the child can use to solve problems for the rest of his/her life.

Children as young as ages 3 and 4 years of age tend to test boundaries and to act out, especially when adjusting to social environments such as a pre-school setting. The American Academy of Pediatrics acknowledges that it is perfectly normal for a child who has an underdeveloped brain and lacks emotional regulation skills to channel their frustration and anger through physical conflict. Our program address conflicts in such a way so as to promote the development of empathy in the child and to avoid pathologizing what is often considered to be normal child behavior. To promote the emotional, psychological and physical growth of a child, our pre-school program provides a space within which children are permitted to make mistakes and with the guidance of school teachers and staff, learn to redirect challenging behaviors into more positive and healthy ones that further develop their social and emotional regulation skills.

SVA implements the recommendations set forth by the California Department of Education which states that early childhood programs are strongly encouraged to establish policies that eliminate expulsion, suspension, or other exclusionary discipline which should strictly be used only as a last resort in extraordinary circumstances where it has been unanimously determined by the school administration and board that a child is a serious safety threat. Even in such extreme situations, the program would assist the child and family in accessing services and an alternative placement through community-based child-care resource and referral agencies.

### **BEHAVIORAL CONCERNS**

During the course of a child's enrollment in our school, he/she may exhibit some behavioral concerns, which can manifest themselves in the form of spitting, head-banging, biting, hitting and temper tantrums. While most of the behavioral actions do not inflict harm or pose a threat to classroom safety, some are cause for concern. For example, occasional and infrequent biting can be displayed by young children who will bite instead of communicate when confronted by a friend who chooses not to share a toy. Other behaviors, such as temper tantrums, can often result when limitations are enforced in the classroom. At the point where the problem behavior becomes more frequent, severe and/or results in injury to the child or classmates, the school will contact the parents for a conference. Parents must realize that when a classroom environment becomes unsafe or unpredictable for all of the children, the school must intervene and take the necessary steps to ensure safety. The parents and the school will consult to look for possible changes which may have triggered the behavior, and work as a team to search for possible solutions, if time permits. SVA reserves the right to terminate admission if it is unable to meet the needs of a child and/or parent/guardian.

### **CELEBRATIONS & TREATS**

Only SVA and PTA organized celebrations, events and treats that have been approved by administration will be allowed on campus. Food that is 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 have to 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 particular 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 doctor to ensure that it is safe for your child to return to school. If your child has been exposed to a contagious disease, please notify our 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.) in order 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 & 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 (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. (Exception is pink eye, not all doctors treat this, 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 doctor 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 doctor. 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.

**IMMUNIZATION REQUIREMENTS**

SVA adheres to California’s law requirement 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 <sup>st</sup> birthday]
Hepatitis B	Three (3) doses
Varicella (chickenpox)	One (1) dose

**HEALTH INFORMATION**

SVA requires that parents of students entering Pre-K must submit an updated physician’s report filled out by the child’s physician and a health history report filled out by the parents before school begins.

Please indicate on your admission application any health or allergy concerns SVA staff should be made aware of in order 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's 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. Assess the situation and ensure the safety of students and staff. Notify the office.
2. Call 9-1-1 if needed
3. The child will be kept calm, still and will not be moved.
4. If the parent/legal guardian cannot be reached, notify a parent/legal guardian substitute and call either the physician 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 appropriate.

### **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. Assess the child's injury- rinsing mouth of any blood and applying a cold compress if swelling occurs. Notify school admin 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 8:30am-3:00pm. Any person entering SVA after 8:30am must ring the doorbell and announce themselves along with their reasons for visiting before being allowed in.

**Visitors-** Pre-K parents/guardians are always welcome to visit the Pre-K classroom during school hours. 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 2020-2021 academic calendar that includes holidays, staff development days, parent teacher conferences and school wide events can be found on our school's website [www.svaschool.org](http://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](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](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 middle school students will be able to send and receive emails from teachers and other students in their class(es). This feature will be blocked for our Pre-K and elementary 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](http://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 have to 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 both verbal and/or physical 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.

**Monthly Parent Classroom Tours-** In an effort 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 a phone call 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; don't 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](mailto:mnezzar@svamail.com) and/or SVA's Vice Principal & Pre-K Director Lina Arab at [larab@svamail.com](mailto: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](mailto:bod@svamail.com). A response will be given within 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 must allocate a minimum of 4 of the 15 volunteer hours every semester to PTO (Parent Teacher Organization) sponsored tasks or events. The remaining hours per semester may go towards other SVA volunteer tasks created by teachers or other staff members. 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 15, 2021 and June 11, 2021, 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 PTA, 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'll be volunteering in a classroom, no siblings are allowed.

**Parent Teacher Organization-** At SVA, we have a Parent Teacher Organization (PTO) that consist 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 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 administrator 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 administrator with regular updates.
5. keep all sensitive information confidential to the parents serving on their committee, assigned SVA staff, and administrator.

### **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 in order for their child to attend and participate. Parents are highly 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.)

### **ITEMS NOT ALLOWED ON CAMPUS**

The following items are not allowed on campus unless 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.

## **TUITION**

Full day Pre-K tuition rate is \$10,000 per student for the academic year while half day Pre-K tuition rate is \$9,000 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 2% tuition increase annually due to rising costs.

## **DONATION & FUNDRAISING**

Silicon Valley Academy is a non-profit school. This school provides a perfect opportunity for zakat and sadaqa. All donations are tax deductible. Please ask friends and relatives to get involved in your child's education by donating to your child's school. Your support is greatly encouraged.

## **SVA KINDERGARTEN**

**Age Eligibility-** SVA has adapted California's Department of Education's age requirement for kindergarten students. Students must turn 5 years of age on or before September 1, 2020 to be eligible for kindergarten for the 2020-2021 academic year.

## **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 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 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 a Model of 'Academic Excellence'. Academic Excellence is only declared by the United States Department of Education. It is one of the highest honors that can be given to a school. SVA works directly with the U.S. Department of Education, not WASC a private organization, to make sure schools fulfill the requirements mandated. In addition, our program model is recognized as an 'Exemplary Program' declared by the California Department of Education.

*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 in order 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 of 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 a low student to teacher ratio. The average size class is 20 students.

*Are all students required to wear uniforms?*

Pre-K students do not have uniforms. Students in 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. SVA is the only Islamic school in the nation that has a program model that has been declared 'Academic Excellence'.

*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 4-6 weeks, beginning after the fourth of July weekend going 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 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?*

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>. 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 and a blacktop area. The facility includes 2 basketball courts, 2 tetherball courts, a beautifully shaded 'forest', and 4 grass soccer/baseball 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 adapted California's Department of Education's age requirement for kindergarten students. Students must turn 5 years of age on or before September 1, 2020 to be eligible for kindergarten for the 2020-2021 academic year.

**2020-2021 Pre-Kindergarten Parent Handbook Acceptance Form**

**Silicon Valley Academy**

1095 Dunford Way, Suite 400  
Sunnyvale, CA 94087

(408) 243-9333

I, \_\_\_\_\_, the parent of  
\_\_\_\_\_,

Acknowledge that I received and read a copy of the Parent Handbook.

I agree to comply with all terms and policies described therein.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LAST PAGE OF PARENT HANDBOOK