



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

## **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: 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 registered with California Department of Education, Private School Affidavit CDS # 43696906205074.

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 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. 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 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 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, SJUSD, 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 students
- Promote assimilation and practice of 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, community to the natural environment

**Philosophy of Educating our Children** - At SVA we are challenging students 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 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" 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-** At Silicon Valley Academy, the California State Standards, Common Core Standards, and Next Generation Science Standards are used 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 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.

**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 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.

### **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.

### **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 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 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 will 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 QUARAN**

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 upon its verses. The multiple meanings of Arabic words and roots of these words are explored in order 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, 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](http://www.tanzil.net).

We are not a hafiz 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 RELIGIOUS 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 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: sketch and/or write about how your family prays at home.

**Morning Assembly-** Students kindergarten through 8<sup>th</sup> grade begin the day at 8:20am with a morning assembly where they recite the morning dua, surah al-Fatiha, and hear a brief piece of Islamic advice. It is nice to see the whole school together along with parents who stay for the extra blessings.

**Dhuhr-** 2<sup>nd</sup> through 8<sup>th</sup> grade students perform dhuhr prayer daily in their classes. Prayers are led by a student in each class.

**Salat ul Jummah-** Students in 2<sup>nd</sup> through 8<sup>th</sup> 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-5<sup>th</sup> 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.

In order 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.

### **SOUL SHOPPE**

Soul Shoppe provides interactive programs that teach our KG-8<sup>th</sup> grade students important skills to support them academically and emotionally through life. The skills focus 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.

*The objectives for the program:*

- 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](http://www.soulshoppe.com)

### **REGULAR DAILY SCHEDULE**

School begins at 8:30am

School dismissal at 3:00pm

All students need to arrive no earlier than 8:00am to assure proper supervision. At 8:20am, kindergarten through middle school students will participate in a morning assembly, reciting the morning dua, surah al Fatiha and listening to important announcements. Late arrivals create over stressed & anxious students. Please plan for delays on the roads etc. so that the students arrive on time 8:20am daily. Dismissal time is between 3:00pm-3:15pm daily. It is strongly recommended that parents arrive between 2:50pm-3:00pm and wait for their child in the front porch area until dismissal time. As we all know it is safer and 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 kindergarten through 8<sup>th</sup> grade students must be picked up by their parent/guardian from their classrooms unless they have a signed dismissal consent form allowing them to wait outside for their parent/guardian. 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 will be taking a child home, the office and/or teacher must be notified by the parent in writing in the morning- 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 administration, as this creates an unfair & unsafe situation for students and staff alike.

**Extended Care-** At 3:15pm, any student who has not been picked up and does not have a signed dismissal consent form will be taken to extended care and the parent will be charged \$16/child/hour. Extended care is available daily until 5:30pm. Extended Care is \$8/hour/child if the office is notified by 9:00am the day extended care is needed.

### **MINIMUM DAY SCHEDULE**

School begins at 8:30am

School dismissal at 12:00pm noon

At 12:15pm, any student who has 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 5:30pm. Extended care is \$8/hour/child if the office is notified by 9:00am the day extended care is needed.

### **RAMADAN SCHEDULE**

School begins at 8:30am

School dismissal at 1:45pm

At 2:00pm, any student who has 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 5:30pm. Extended care is \$8/hour/child if the office is notified by 9:00am 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 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. (Students *cannot* sign a Pre-K student in and out.) All other students, kindergarten through 8<sup>th</sup> grade, must be picked up from their classrooms. If someone other than the parent will be picking up a child KG-8<sup>th</sup> grade, the office and/or teacher must be notified by the parent in writing in the morning- that individual will be required to show a photo I.D. to the teacher before the child will be allowed to leave with them.

**Dismissal Consent Form-** Students between 4th-8th grade may have their parent/guardian fill out a *Dismissal Consent Form* allowing them to be dismissed from the classroom without a parent and wait outside respectfully to be picked up or walk home. Students who have a *Dismissal Consent Form* must wait respectfully on the



benches to be picked up. Students may not wait in the classrooms, hallways, parking lots, blacktop, forest or field, nor can they play with balls or climb trees by the benches. Silicon Valley Academy administration and staff will not be held liable for the safety and security of students after 3:00pm if they have a signed *Dismissal Consent Form*. Furthermore, students with a *Dismissal Consent Form* who do not sit on the designated benches respectfully will be sent to extended care where the legal guardian must pay a fee of \$16 an hour and the privilege of waiting outside will be revoked.

### **TARDINESS**

Students may be dropped off starting at 8:00am. Morning assembly for KG-8<sup>th</sup> grade students is at 8:20am. Class starts promptly at 8:30am. 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 doors/gates will be locked starting at 8:30am. Students who arrive after 8:30am are considered tardy and must be signed in by their parent/guardian in the front office. There will be a tardy binder in the office for parents/guardians to fill out. A meeting with administration will be set for students who are habitually tardy.

### **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.

### **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.

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.

### **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.

## **UNIFORMS**

Please make sure students are arriving 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-5<sup>th</sup> 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 PE

### **KG-5<sup>th</sup> 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 PE
  - ◆Scarf for prayer for 2<sup>nd</sup>-5<sup>th</sup> 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 PE

### **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 PE
- ◆Scarf for prayer for 6<sup>th</sup>-8<sup>th</sup> grade girls

It is expected for all students in Kindergarten through 5<sup>th</sup> 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 in regard to 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**

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 with the menu, date, and price.

**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.

**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<br>[only one Ok, but must be after 1 <sup>st</sup> 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 7<sup>th</sup> Grade-

| Immunization  | Dosage        |
|---|---------------|
| Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) | One (1) doses |
| 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 physician 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 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-** 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 to/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.

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

***KG-5<sup>th</sup> Grade:***

November 2-3, 2020: First Semester Progress Report Cards and Parent Teacher Conferences

January 25, 2021: First Semester Report Cards

April 7-8, 2021: Second Semester Progress Report Cards and Parent Teacher Conferences

June 11, 2021: Second Semester Report Cards

***6<sup>th</sup>-8<sup>th</sup> Grade:***

November 2-3, 2020: First Quarter Report Cards and Parent Teacher Conferences

January 25, 2021: Second Quarter Report Cards with First Semester Averages

April 7-8, 2021: Third Quarter Report Cards and Parent Teacher Conferences

June 11, 2021: Fourth Quarter Report Cards with Second Semester Averages

**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 in regard to 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 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 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 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 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'll 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 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.)

### **CELL PHONES**

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

## **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.

## **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 provides materials for student use throughout the year. Some of the materials belong solely to the students (ex: student planners, binders, pencil boxes) while others are shared amongst the classes and students (ex: books, sport equipment, games, laptops, science equipment).

**Books-** 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.

**Personal Materials-** Students are to use the materials provided to them by SVA during class time and school hours. Materials provided to students will be replaced as needed based on natural wear and tear of the material. However, if students purposefully damage/lose materials, they and/or their parents will be responsible to replace the materials. Furthermore, students are asked not to bring personal materials from home unless with prior approval of SVA and/or at the discretion of the teacher.

**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**

Tuition rate for KG-8<sup>th</sup> grade is \$7,950 per student for the academic year. A sibling discount of \$7,300 per student applies to two students enrolled in KG-8<sup>th</sup> grade only. A sibling discount of \$7,200 per student applies to three or more students enrolled in KG-8<sup>th</sup> grade only. 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.

## **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 by the office manager 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. We aim to provide a quality education and environment to accommodate different student needs and learning styles. In order 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 a 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 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 does begin at home and is reinforced in school. Parents need to help their child by supporting their teacher's discipline procedures. Parents agree to support the discipline policies and procedures at SVA.

All students shall comply with all SVA policies, pursue the required course of study and respect the authority of all SVA staff, guest, 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 to and from school, around campus, on playgrounds or during recesses.

### **ACADEMIC INTEGRITY POLICY**

Teacher's professional judgment, with the concurrence of the school administration will determine whether cheating has occurred. Consequences will be assigned at the level determined by the severity and number of the offense. Consequences may be suspension, removal of school privileges, loss of current school, and/or loss of grade or credit. A breach of academic integrity includes, but is not limited to: cheating on tests, exams, or any

assessment activity; plagiarism; deliberate deception; stealing or any unauthorized use of assessment tools, answer keys, or school records, etc.

## **DISCIPLINE PROCEDURES & POLICY**

### **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.

THEREFORE, BE IT RESOLVED THAT, it is the policy of the School Governance Board 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. 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.

### **SEARCHES**

A student's attire, personal property, or school property, including books, desks and school lockers, may be searched by an Administrator and/or Site Director/ or their 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 warranted 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" where the student will receive continuing instruction for the school day by reassignment to another class or location at SVA. In-school suspension option will be determined by SVA

Administration. While on 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 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.
  - o Any disruption or defiance during "In-School" suspensions will result in immediate referral to an Administrator for possible suspension. Offenses warranting off site 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 conference with the student's parent or guardian in person or by telephone at the time of the suspension. 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 3:30pm, written notice will be mailed to parents.
3. SVA Administration will notify School Governance Board 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: We define bullying as 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 to create an intimidating, hostile or offensive educational environment.

Specific observable bullying behavior:

- Deliberately hurtful teasing, taunting, name calling, ridicule, intimidation, belittling, degradation, threats and demands;
- Domination and subduing are used repeatedly against the victim by the bully;
- Derisive and unfriendly mockery and laughter are directed at the victim;
- Isolation and exclusion of the victim is 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 are common and frequently used against the victim who is unable to defend her/himself;
- Fighting occurs 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**

- caused, attempted to cause, or threatened to cause physical injury to another person;
- willfully used force or violence upon the person of another, except in self-defense.

#### **ROBBERY OR EXTORTION**

committed or attempted to commit robbery or extortion. **extortion:** 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:** robbery is the taking of personal property from another person against his/her will by means of force or fear.

#### **DAMAGE TO PROPERTY**

caused or attempted to cause damage to school property or private property.

#### **THEFT OF PROPERTY**

stole or attempted to steal school or private property

#### **OBSCENITY/PROFANITY**

committed an obscene act or engaged in habitual profanity or vulgarity

#### **DISRUPTION/DEFIANCE**

disrupted school activities or willfully defied school personnel engaged in the performance of their duties

#### **IMITATION FIREARM**

possessed an imitation firearm. **Imitation Firearm:** A replica of a firearm including, but not limited to water guns, knives

#### **HARASSMENT OF WITNESS**

harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding.

#### **AIDING AND ABETTING**

aiding and abetting the infliction or attempted infliction of physical injury to another person.

**Aiding and Abetting:** the infliction or attempted infliction of physical injury to another person

#### **HATE VIOLENCE**

caused, attempted to cause, threatened to cause, or participated in an act of hate violence **CREATED A**

#### **HOSTILE EDUCATIONAL ENVIRONMENT**

**Intentional Harassment:** 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 or his/her designee may expel any student, if a student has committed an offense the acting administrator determines that the student's presence 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 or his/her designee, their 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 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 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?*

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 in order to be eligible for kindergarten for the 2020-2021 academic year.

**2020-2021 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