

# Guide Academy

## STUDENT- PARENT Handbook



2021-2022

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Guide Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Family Name: \_\_\_\_\_

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Anaheim, CA 92805  
(714) 603 -7811  
[www.guideacademy.org](http://www.guideacademy.org)

## INTRODUCTION

Guide Academy was established by a group of dedicated individuals who felt a pressing need of professionals in the world, who can not only create positive effects in the academic fields but also in the Ethics and Etiquette. The founders realized that our children were not being exposed to environments with lots of values and this has led to an unpeaceful world. In order to direct our children to prosperity, founders fostered an educational based curriculum, which satisfies the Highest Standards of the state of California as well as a caring, self-managed and happy individuals . Guide Academy has a **community centric** philosophy and operates as a community (a group of people who work together with common goals). It is crucial for each member of a community to know how to participate and what is expected of him or her.

### **The Guide Academy will provide a learning environment where:**

All people can develop into intelligent, sensitive, contributing members of the society.  
The uniqueness of each individual child is recognized.  
Children are helped to acquire competencies that will develop skills of critical and creative thinking, independent judgment, self-confidence, and responsibility.  
Children are encouraged to reach their maximum potential through the use of strategies and materials that are responsive to their individual needs.  
At Guide Academy, we recognize the need for the individual assessment of children.  
Instructional activities are offered that meet the needs of children with different learning rates and/or whose primary language is other than English  
The development of a strong feeling of self-esteem is facilitated.

**OUR MISSION:** To embrace a learning environment that leads to Ethical and Professional success. We deliver outstanding academics to ensure our students can think creatively and achieve their fullest potential leading to admissions in recognized colleges and universities. Above all we strive to develop lifelong learners who adopt **highest human values**, become active Leaders, strengthen their sense of Spiritual Identity, Cultural Diversity, and service to the Community.

**OUR VISION:** Is based on the principle that the graduating students become equipped with **advanced intellectual** and **Ethical standards** to have the ability to function as successful **professionals and leaders** who will benefit their communities and make a better world.

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**This school follows a curriculum which utilizes and develops both the right and the left side of the brain (spirituality) in order to develop more complete and unique human beings with the ability to be successful in any aspect of their life: social, economic, cultural, and spiritual.**

### **Learning results expected school-wide**

#### **Effective Communicators:**

- a. Understand their faith ideology as valuable divine merits and are strong believers of the divine being.
- b. Seek and apply virtuous characteristics and traits such as honesty and trustworthiness while steering away from transgressions.
- c. Accepts his/her faith & rituals as a protection for individuals and the community and has a desire for: resorting, pilgrimage, and modesty.
- d. Has a specialty in a beneficial and needed profession and continuously seeks further knowledge and experience in their area of expertise.
- e. Works on evolving individual traits. For example: Self-confidence, creativity, originality, critical thinking, and problem solving.
- f. Possess the needed social knowledge to be able to relate to others and respect different people in society while protecting his/her beliefs. He or she has a cooperative, consulting, law abiding, and generous personality.
- g. Is concerned about the future of Humanity and practices his responsibilities towards the community in order to strive for good and forbid evil.
- h. Uses perfect role models in family relations and knows his/her responsibilities towards his/her children, spouse and especially parents. Students will learn and practice the qualities from the great world role models and attempt to transfer them to other institutions and communities.
- i. Once appropriate numbers of students and the funding necessary are available, the school will try to make unisex departments (campuses).

#### **The Montessori System:**

- Focuses on personal development rather than examination.
- Produces more mature, creative, and socially adept children.
- Enables five-year-olds to read and perform mathematical computation, and 12-year-olds to write "significantly more creative" essays while using more sophisticated sentence structures.
- Montessori students have always displayed a greater sense of "justice and fairness", and have been less likely to engage in "rough play" during break times.
- Encourages individuality by giving children the liberty to exercise their freedom by choosing their own activities and letting them follow their inner guidance in order to achieve self-directed learning skills.
- The first plane (ages 0–6) focuses on basic personality formation and learning through their physical senses.

- The second plane of development (ages 6–12) focuses on learning through abstract reasoning, developing and utilizing a stronger imagination, and acquiring the social skills necessary in order to effectively interact with others.
- Provide a wide range of physical objects and activities that are organized to stimulate and further enhance the students' natural instincts and interests.
- Indirect teaching to control the environment and not the child. This concept differs greatly with that of an ordinary school system, where teachers implement a pre-determined curriculum.
- Teachers are responsible for resolving bad behavior by redirecting the child's focus to a positive activity, rather than using rewards and punishments to control behavior.
- Five basic categories covered: practical life, sensorial, math, language, and culture.

**Effective General Communicators:**

- 1- Critically listen and understand messages.
- 2- Ask questions with respect for others.
- 3- Know how to use the tools that help them better understand written material.
- 4- Read Scriptures without mistakes or mispronunciations. (ages 9 and up)
- 5- Memorize the chapters from different scriptures (20 short ones/year or 5 long ones/year)
- 6- Develop an enthusiasm for reading books; books recommended by the teacher.
- 7- Students learn to perform prayers accurately and memorize a minimum of 4-5 short duas to recite after prayers.
- 8- Carefully cover the areas of beliefs, virtues, and jurisprudence
- 9- Listen objectively to other point of views.
- 10- Give public presentations, take parts in recommended plays, and write about cultural views professionally and effectively.
- 11- Gain artistic skills in calligraphy, drawing, origami (age appropriate), and other teacher recommended arts and crafts.
- 12- Pre-school students learn phonics and appropriate skills to be effective communicators and readers/writers.

Students will be instructed towards becoming self-directed learners who are independent thinkers; who question ideas, set clear and realistic goals, and self-evaluate regularly and inquisitively.

## OUR NORMS

**Guide Academy staff wishes to operate in and set an example that promotes an environment with positivity and respect to:**

- 1- Self
- 2- Others
- 3- Time
- 4- Guide Academy image
- 5- Environment, property, and human energy
- 6- Confidentiality

## OUR TENETS

**We believe:**

**Children's minds should be filled with great knowledge before others fill them with useless things.**

**God is the only creator and the best planner**

**Ultimate truth is simple and easy to assimilate**

**I accept responsibility for my actions**

**Dependability inspires trust**

**Excellence can be attained**

**Attitude is our tool to salvation**

**Consistency leads to perfection**

**Ambition and hard work will lead to success**

**Daily rituals will save us from transgression**

**Excellence can be attained**

**Miracles will happen when least expected (MahdiA)**

**Yesterday is gone and tomorrow has not come, we need to worry about today**

## Montessori 6-12 Classroom Guide

- **Language Arts**
- **Matter and Astronomy**
- **Botany**
- **Zoology**
- **Math, Algebra, & Geometry**
- **Introduction to Health Sciences, Art**
- **Advanced Practical Life**
- **History (The history classes will engage students into the Islamic history, specially focusing on the life of the Holly infallible, and Quranic tales to emphasize the learning lessons and not repeating the mistakes of the past)**
- **Science Experiments**
- **Robotics**

- **Etiquette**
- **Beliefs**
- **Ethis & values**
- **Jurisprudence**
- **Arabic & Spanish (Foreign languages)**

Refer to the Strategic planning for more details

### **We Emphasize:**

High moral and ethical values

A focus on rigorous academics

A broad-based, coordinated thinking and meaning centered curriculum

A safe, orderly environment

High standards and expectations

A variety of teaching strategies to meet individual students learning styles

Regular homework

Maximum use of time for learning

Instructional leadership

Home-school cooperation and support

### ***Goals for Upper Elementary Students:***

In order to become intellectually curious and self-reliant, Upper Elementary School students must develop a strong academic foundation and critical thinking skills. The academic program is a classical liberal arts curriculum, adapted to the modern world, which emphasizes in-depth study within the daily context of Montessori tenets and values. As part of the Upper Elementary School community, a student is expected to:

1. Take responsibility for their own work.
2. Adjust to different teachers' styles and expectations.
3. Face challenges and learn to overcome obstacles that come with building a strong academic foundation.
4. Discover who they are and learn to cultivate their strengths and talents.
5. Respect all members of the community: students, faculty, and staff.
6. Participate actively in the wider community life of the school.

### ***Goals for Junior High/High School Students:***

Guide Academy is an IB (International Baccalaureate) world school candidate pursuing authorization. The mission of the school and IB is to equip the students with standards and intellectual abilities to lead a peaceful caring world. IB programs aim to provide an education that enables students to make sense of the complexities of the world around them, as well as equipping them with the skills and dispositions needed for taking responsible action for the future. They provide an education that crosses disciplinary, cultural, national, and geographical boundaries, and that champions critical engagement, stimulating ideas and meaningful relationships. Our teachers are all trained and provided resources by the IB program to ensure

success of the students towards the DP (Diploma Program) which secures their placements in Ivy League schools. The following are central to the IB program:

1. International-mindedness
2. The IB learner profile (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk takers, balanced, reflective)
3. A broad, balanced, conceptual and connected curriculum
4. Approaches to teaching and learning (ideal libraries, concept based teaching & learning, teaching and learning with technology, global engagement, academic honesty & integrity)

***Goals for Parents:***

The school expects to work in partnership with parents in support of the education of their child as he/she becomes increasingly confident and independent. This partnership is achieved when parents:

1. Trust the Montessori & IB educational philosophy and support the faculty as they set standards for both the intellectual development and the personal behavior of each student.
2. Establish schoolwork as a priority at home and provide time and space for study.
3. Stay well-informed about the school program and their child's progress by reading regular mailings and attending curriculum nights, teacher conferences, and other parent events.
4. Communicate with the school through your child's administrators and staff, whose role is to oversee each student's educational development.
5. Respect the school schedule by assuring your child's prompt and regular attendance.
6. Any questions or concerns regarding the child's psychological, emotional, and physical well-being, as well as academics, **MUST** be brought to the attention of the teachers/staff/administration before assumptions are to be made.
7. We ask that the parents support our students with the rigor of the IB program and to encourage 5-10 hr/week/core subject. Please see the office for more information.

***Description of Parent Conferences:***

Since the school is working in partnership with the parents, it is essential that the parents attend two annual parent conferences as well as monthly parent educations. The parent-teacher conferences will be held once in December for the first term and once in May for the second term (please refer to the school calendar for the dates). Upon request, conferences may be scheduled at other times. Parents are required to attend all parent-teacher conferences. Electronic version of progress reports/report cards will be emailed at the end of each term.

***Admission & Retention Policies:***

Guide Academy does not discriminate against any individuals based on race, religion, ethnicity, or cultural background but is determined to keep a rigorous academics and ethical environment for the school. Therefore, the following admission process is in place:

- a. Interview with the parents to explain the program and determine the need of the child
- b. Student testing and/or interviews
- c. Home visits by the teachers

Documents required for enrollment: (admission agreement, form Lic 995, Lic 613A, Lic 627, Lic 700, Lic 701, Lic 702)

Students who are not performing at grade level might repeat the grade based on the following:

- a. Recommendation of the teachers
- b. Results of the Stanford Achievement Testing (SATs)
- c. Recommendation of the Administration to the parents
- d. Acceptance of the parents

### **Categories and Age of Children accepted for Care:**

The school accepts any students age 2.5-18 years old with no discrimination against any race, nationality or religious background. Students under special circumstances are accepted, but the situation needs to be assessed case by case by the Board of Directors. All students ages 5 and up are to take the IQ test done by the school. The behavior tests are also mandatory in case of teacher or administration's recommendations.

### **Grounds for Termination:**

Guide Academy strives to train outstanding professionals with excellent values. The teachers/staff and administration will be trying their best to help the children achieve their fullest potential. Once the discipline policy does not work for a student and the student does not follow the school/classroom rules, the teacher/staff will use the system of checkmarks, every 5 checkmarks (verbal warnings) will result in a written notice. 2 written notices will result in a suspension and the 3rd suspension is grounds for dismissal. Physical and/or mental abuse is NOT tolerated and will result in more checkmarks based on the teacher's discrimination.

### **ATTENDANCE, ABSENTEEISM AND TARDINESS**

Children must attend school regularly. If your child is going to be absent due to personal illness, or a medical or dental appointment, please call the school at (714)603-7811 or email [info@guideacademy.org](mailto:info@guideacademy.org) before 10:00 am on the day of absence. If your child has been exposed to a contagious disease, it is important that you let us know. In case your child is absent more than 3 days, a doctor's note needs to accompany him/her before readmitting in the classroom. If you are unable to call the school, please send us a note explaining when your child returns to school after an absence before the end of the school day. We cannot sufficiently stress to you the importance of bringing your child to school on time. Not only does your child miss very important class instructions, but tardiness will also cause a disturbance to other students. Punctuality will be strictly enforced throughout the year.

**Tardy policy:** School starts at 9:00 am. After 9:10 am, there will be a \$10 late charge and after 9:30 am, parents will have to take children back home unless prior arrangements have been made with the administration via email or phone.



## COVID-19 POLICIES

Guide Academy is determined to offer the students a safe, and happy environment. The following are the procedures followed by Staff, Students, Parents, & Administrators of Guide Academy to ensure ALL INFECTION CONTROL precautions are taken for the safety of the community:

1. The following procedure is followed in accordance to the CDC, Orange County Health Department (OCHD), and Community Care Licensing (CCL), (see Student Symptoms Decision Tree)
2. Students will be given Arrival and Departure times by their homeroom teachers so that physical distancing is observed.
3. Students' homeroom teachers will greet them at the **Side Gate**, makes sure they have masks, checks their vital signs (Temperature), and guide them to wash their hands with soap and water.
4. In case of fever will inform the administrator, which in that case the student will stay in the sickroom until the parents arrival and escorted home
5. Each student will be designated their own desk.
6. Equipment & Materials are sanitized regularly with steam machine.
7. The teachers will make sure that the "SOCIAL DISTANCING" protocol is followed and that students wear their masks through the day.
8. Students are Montessori trained, therefore wash their hands often through the day.
9. Children will use their own books & stationaries.
10. The teachers will turn on their "Zoom" Cameras in case students are NOT attending for any instructions.
11. Visitors are not allowed, and everyone will go through the CDC/CCL questionnaire regarding travel and exposures.

## DISCIPLINE POLICIES

Guide Academy is committed to providing children a safe, nurturing, and loving environment. The goal of discipline is "helping the child gain self-control through learning appropriate behavior" rather than forcing the child to conform to adult standards.

The following guidelines are followed by Guide Academy discipline policy:

- 1) Corporal punishment, spanking, slapping, humiliation, yelling, or frightening techniques may **never** be used, no matter what the circumstances are. Every child must be treated with respect as a fellow human being and their personal rights must never be violated.
- 2) Punishment must not be in the form of withholding food, naps, or bathroom privileges.

3) Discipline should be based on redirecting the child's behavior to more acceptable activities. Focus on the child's actions rather than personality (it's not the child that you're unhappy with, just his or her behavior). Each child must be made to feel worthwhile and liked. The THINKING CHAIR has to be 1 minute/year of age with a clock present for the older children (to monitor their time). If the THINKING CHAIR is not effective, the next step would be *taking away the student's choices in the material they can work with.*

4) Praise and encouraging good behavior are enforced, and the student choices are accepted unless not appropriate.

5) Acts of misbehavior must always be kept in perspective. The Director will involve a child's parents only when uncontrollable behavior and/or behavior harmful to others persists.

6) Discipline can be done by taking privileges away (e.g. no nature walk, loss of tickets or stickers, etc)

The school has zero tolerance for and will give written warning (first time), suspension (second time), and expulsion (third time) in case of:

- 1- Any physical or verbal abuse
- 2- Endangering another student's life by any instruments or body parts
- 3- Disrespecting (foul language) towards teacher or other classmates

### **CALENDAR OF EVENTS FOR THE YEAR**

The school will be open every day except for the weekends, HOLIDAYS, and In-Service Days indicated on the Calendar. The Calendar of events will be posted on the website and emailed to all the parents at the beginning of the year. (The Calendar, day and hour of operation might be changed without notice and in that case, parents will be notified)

### **DAILY SCHEDULE PreK, TK, Kindergarten, Elementary, & Junior High**

8:30 am	Student Arrival
8:30-9:00 am	Playground session (Recommended for Kindergarten, Elementary & Junior High)
9:00-9:25 am	Assembly
9:25-9:55 am	Circle Time & Walk on the Line
9:55-12:00 am	Morning sessions (Montessori work & Arabic Ethics)
12:00-12:30 pm	Playground (Recess)
12:30-1:20 pm	Lunch & (prayer for Elementary, story time for TK/Kindergarten)
1:20-3:00 pm	Afternoon session
3:00 pm	Dismissal

*Please Make Note: Junior High & High School will have LESS times for Recess, Lunch & Prayers*

**After School Programs need a minimum of 3 student's participation: programs vary in terms of subjects and payment (refer to registration form) & are usually 3 to 4 or 5pm through the week.**

### **Food Service:**

Guide Academy will be providing nutritious snacks (please encourage your children to eat what is given by the school) but the students have NO designated time for snack (students self-serve during the morning session). **Lunch** will be served (see school menu), and the last Friday of the month is pizza day for the students. Those students who are not buying school lunch are required to bring Lunch and Snack from home (**NO food will be microwaved**). The School will keep healthy snacks (vegetables, fruits and crackers) in a clean and cool place for the students who forgot to bring snacks (snack donations are greatly appreciated). Since in the Montessori Classroom, freedom is encouraged, the children are allowed to have snacks any time they feel hungry but need to go to the designated area for snacks.

There will be no sharing of food allowed during school hours. Please give your child enough snack and lunch. Please provide healthy food and snacks only. Healthy snacks are fruits, cheese, pretzels, crackers, yogurt, vegetables, and etc.

**Due to allergies, this is a peanut free school; please DO NOT send peanuts with your child.**

### **Times of Specific Activities:**

The morning session will cover Curriculum by the Montessori Standards in English every day. The Arabic and Ethics will be in the morning & afternoon sessions three days a week. Fine Arts and Crafts are offered one day a week for both TK/Kindergarten, Elementary, & Junior High.

### **Birthday Policy**

All student's birthdays will be celebrated during lunch hour. Prior arrangements must be made with their teacher.

### **Field Trips & Transportation**

The Montessori Students will decide on their own field trips with the guide of the teacher & the student council. The Parent Volunteer Drivers who have a valid Driver's license and who have submitted the up to date paperwork will be assigned as drivers. Children without a Permission Slip from the Legal Guardian will NOT be able to go on the Field Trip. Any transportation agreement between the parents and/or the teachers has to take place outside the school jurisdiction and the school (Board, administration, or staff) will NOT accept any liabilities. Please see the office for the forms (to be signed) if any of the school employees are to transport the students.

## MEDICATION AT SCHOOL

No medications (prescription or over-the-counter) may be administered to a student at school until the school has received a medication consent letter from student's physician or parent/guardian. No student may have in their possession any medication of any kind, prescribed or over-the-counter.

## FIRST AID

Simple injuries will be cared for at school. In the event that a more serious injury occurs, you will be notified at once, and if appropriate, the directions you designated on your emergency card will be followed. The school personnel will periodically check students for any communicable disease (eg. lice) and students will be sent home in case suspected of the organism.

### Policy regarding Head Lice (Pediculosis)

Guide Academy is determined to give the highest level education in a safe and happy environment and in order to reach it's goal, the school needs to stay free from Lice. This is why Guide Academy will be a Nit Free (whit eggs) school. All through the year the students will be checked by the personnel, and in case of any nits (dead or alive) being found, they will be sent home. We appreciate you helping us in achieving our goal.

### EMERGENCY CARD & Immunization Requirements

Your emergency card should be updated whenever there are changes. The Immunization records of the children need to be updated regularly. The California Department of Public Health mandates all public or private schools to report up to date immunization records of all TK/Kindergarteners by October 15 & all students in Elementary and Junior High by November 1, 2020. **It is the responsibility of the parent to notify the school office of any changes in telephone number or address. It is important that, in case of emergency, we are be able to reach a parent. The parents are required to update their children's Immunization Records.**

### Sign In/Sign Out Procedures:

All Parents/Legal Guardians are REQUIRED to make sure that the students are **Signed in and Signed Out** by the staff/teachers using their electronic badges. This is for the protection of your children and is mandatory as a policy of the school and the law of the Social Services. The Sign in/Sign out badge is provided when the child is enrolled. If the children were to be picked up by an adult other than the parents or legal guardians, the school needs to be notified and a copy of the designated person's Driver's License or ID needs to be provided.

## **Transitional or Traditional Kindergarteners**

All parents whose children are ready for Kindergarten academically, socially, and emotionally but do not make the legal age of kindergarten need to sign a consent form acknowledging that “it is their parents'/guardian's responsibility to monitor their children's emotional and physical responses to the accelerated curriculum”.

### **DROP-OFF/PICK-UP (Transfer of Responsibility Between Parent and Center)**

**Pre-K/Kindergarten Students are to be dropped off or picked up from the Classroom through the SIDE GATE, no exceptions please. All other students can be dropped off and picked up by the SIDE GATE.**

Staff cannot stay after class closing time. Children must be picked up promptly at class closing time. One minute past the closing time is considered late. The time on the clock in the classroom is the official time. If someone else is picking up your child, it is still your responsibility to have him or her arrive by the closing time of the classroom. It is always recommended that you call the school to let staff and your child know if there will be a problem. It will reduce the stress and worry for everyone! The first time a child is picked late results in a warning issued. The second late pick-up will result in a fee being assessed. Late fee: \$1 per minute.

#### **Late drop off or pick up fee for students:**

**\$10.00/student/10 minutes after end of school or after start of the day. Students are not allowed in the classroom after 9:30 am unless prior arrangement is made with the school. This policy will be strictly enforced. Please be on time to pick your child up. It is disturbing to children when they are picked up late. Our teachers and staff members have families and other responsibilities to which they need to attend at the end of their workday. If you are late, it infringes on their personal time. Please be responsible and pick your children up on time.**

## **HOMEWORK**

Each student will be assigned homework nightly (if classwork is NOT completed). Homework is designed to reinforce, enrich, and extend learning. Students are required to read library books every day and encouraged to memorize Quranic verses as part of their homework program.

**Student responsibilities:** Students should complete all assignments, communicate with the teacher if work appears too easy or too hard, and return the completed assigned work to school.

**Sickness is the only excuse tolerated for incomplete homework assignment.**

**Parent responsibilities:** Parent need to monitor the students' schedules daily to make sure all the assignments are done. They should provide a quiet place for students to work, adequate time to do the work and make sure that the students return the incomplete work the next day. They should also take an active interest in the homework, and provide necessary help.

**Homework guidelines developed by staff are (average):**

TK (age 4-5)	Up on decision of the teacher
Kindergarten (ages 5-6)	5 minutes per night (with the request of parents)
Elementary (ages 6 & up)	10 minutes for 1 <sup>st</sup> grade and an addition of 5 min/grade (if Daily schedule is NOT completed)

If students finish his/her work in less time, he/she is to **read** for the rest of the time. The teacher will review, record, and return assignments.

**SCHOOL MATERIALS, LIBRARY & COMPUTERS**

Our goal is to keep the Montessori material, library and computers in use as much as possible. Montessori Materials or Binders can NOT be checked out. Students are encouraged to check out reading books, conducting research, and utilizing media material and learning games. Students are expected to care for all materials and pay for replacement of lost or damaged Montessori materials. Library cards will be issued to each student and there will be a fine for replacements.

**Computers can be used according to the following rules:**

- 1- Obtain teacher authorization and an adult
- 2- No food or drinks allowed around the computers
- 3- Clean-up area when finished

Student will be charged for cost of repair due to misuse or negligence of any equipment or materials.

**PARENT INVOLVEMENT**

Since the life of a child at home and at school should be mutually complementary, it is important that there be a close working relationship between home and school for one continuous plan of healthy, happy living. Your involvement, support, and communication are crucial to your child's adjustment and to the effectiveness of our program. There would be periodic journal readings for the parents in both (English & Arabic) languages accompanied by a set of questions to keep the home and school on the same page. Guide Academy will be routinely in contact with a qualified psychologist in regards to the emotional well-being of the students. The parents are required to trust the faculty and administrators of Guide Academy, and to discuss any concerns they might have.

**WHAT PARENTS CAN DO TO HELP**

- Provide up-to-date information on student records (enrollment, emergency)
- Meet and communicate regularly with your child's teacher.
- Plan family vacations to coincide with school vacations
- Plan appropriate TV programs and movies for your child
- Listen to your child and /or read to him regularly.
- Send your child to school in a happy frame of mind.
- Promote excellence in punctuality and attendance.
- Discuss school-classroom rules with your child.
- Show, by example, that you follow Islamic rules with courtesy and respect.

**In order to maximize your child’s learning experience, we ask that you kindly wait outside the side gate to pick up your child up from school at 3:00 PM. The staff will bring out the children. Please either email or call the school to make an appointment to speak with your child’s teacher. Please do not disturb the teacher during pick-up, drop-off, or during class time.**

### **TOYS or CELL PHONES FROM HOME**

We do NOT allow children to bring toys from home & cell phones must be off during school time, unless the child is instructed to do so by his/her teacher. We are not responsible for toys and phones that are lost or broken.

### **SCHOOL INSURANCE**

The Institutions liability insurance will not cover any damages to the property due to negligence by students, parents, staff and the general public. Therefore, the school expects compensation for damages from all people involved. Guide Academy does not accept any liabilities for any physical injuries due to the student’s negligence.

### **School Uniform**

Guide Academy adopts a culture of order, discipline, cleanliness, and uniformity. It is therefore mandatory for students to follow the school rules on uniforms. These are “white & navy blue polo shirts with school logo”, Khaki & Navy pants (NO shorts), and finally khaki/Navy jumpers with school logo & assigned scarfs for older girls (Blazers are recommended for the students). Students need to have tennis shoes (or any comfortable shoes, NO Sandals). Any student coming to school without uniform will be sent home. Uniforms should be clean and nails should be trimmed. The **last Friday** of every month will be **Pizza day** (paid by parents) and **free dress day** (Islamic attire REQUIRED for girls 9 & up). **Pre-K, TK/Kindergarten** will have free dress day EVERY FRIDAY. There will be random uniform checks when your child arrives. First offense will receive a verbal warning, second offense will receive a written warning, and third offense will be sent to the principal.

## **Expectations for Student Behavior**

### **Honor Code**

The Great Lugman: “Oh my son! Establish regular prayer, enjoin what is just and forbid what is wrong; and be patient in trouble times; for this is a sign of firmness in conduct.”

And the servants of God Most Gracious are those who walk on the earth in humility, and when the ignorant address them, they say, “Peace!”

## **Underlying Principles**

- 1) *Right and wrong are clearly defined and all students are expected to know or ask the definition.*
- 2) *Attendance at Guide Academy requires a sincere intent to behave in accordance with the Morals and definition of Right.*
- 3) *The Honor Code assumes a responsibility of the individual to encourage honorable behavior of others with in the school.*
- 4) *The key principles of the Honor Code are reflected in the school's rules and regulations.*

## **Living the Honor Code: The Student Pledge**

We the students of Guide Academy affirm that:

We will conduct ourselves with the highest moral and ethical values as demonstrated in the Strategic plan and the life example of our Role Models.

- 1) **We will tell the truth, representing ourselves honestly in word and deed to each other.**
- 2) **We will honor our own and each other's word.**
- 3) **We will respect each other's person and property.**
- 4) **We will accept our responsibility not only for our actions, but also for what other members of the school may do in our presence.**

### Note on Plagiarism

Plagiarism the copying, rewording, or paraphrasing the work of another and turning it in as one's own without giving credit to the original author; employing foot-notes and bibliographical listings that mislead; copying copyrighted disks or any other form of non-public domain software. This includes information electronically received or gathered. Plagiarism is NOT tolerated in our school. In addition to this general school-wide standard, each student is responsible for reviewing and understanding the specific policies established by each teacher for each class. All Quotes MUST be rephrased and put in quotation marks with "In Text Citation" followed by a "Reference Page".

### Note on Cheating:

*"As students at Guide Academy, you are required to uphold academic honesty in all aspects of this course. You are expected to be familiar with the letter and spirit of the Standards of Conduct outlined in the Guide Academy Honor Code."*

### **Note on Computer Use**

Use of a computer may seem like a private activity however the school's computers are made available to all students and are therefore not suitable for personal or private use.



## **RULES AND CONDUCT**

Guide Academy promotes a non-smoking, drug free, violence free, Weapon free, peaceful environment. Therefore drugs, violence, possession of any kind of sharp objects such as knives or box cutters (real or for play) will be handled severely. Matches or lighters are not allowed unless supervised by the teacher. **Students are expected to not use foul language, and will result in written notice.**

### **A. General Rules:**

Students shall:

- 1- Show respect to self and others
- 2- Follow the directions given by school personnel and other authorized adults
- 3- Keep hands, feet, and objects to self
- 4- Arrive at school on time, and stay in designated areas
- 5- Stay on campus during the school day and not leave campus without permission from authorized personnel.
- 6- Have regular attendance and make up missed assignments when appropriate
- 7- Help keep the school clean and orderly.
- 8- Refrain from bringing the following personal items: hard balls, bats, radios, inappropriate reading materials, dangerous objects such as matches, knives, firecrackers, etc.
- 9- Unless emergency/hospitalization, excessive absenteeism will be grounds for dismissal.

### **B. General Classroom Rules**

Students shall:

- 1- Enter the room quietly, and prepared with necessary material, books, homework, etc.
- 2- Upon an adult entering a classroom, stand to greet guest.
- 3- Follow directions, practice good manners, and show respect to people and their belongings.
- 4- Raise their hands and wait to be called on by the teacher before speaking or getting out of their seats.
- 5- Be responsible for doing and turning in their work on time, making up missing assignments upon returning, after an absence when required.
- 6- Not eat in the classroom or hallways.

### **C. Hall Rules (Those students who do NOT participate in the rituals, will be given extra-curricular activities)**

Students shall:

- 1- Walk orderly and quietly to and from the Hall
- 2- Show respect and courtesy to the Leader and other individuals not making inappropriate sound or be disruptive to the prayers
- 3- Leave shoes on the shoe rack in the designated area
- 4- Girls expected to dress appropriately for the rituals (bring from home) or given to them by the school

- 5- Do their wash-ups before bell rings
- 6- Total attention required during speeches
- 7- Wait to be excused by staff
- 8- If cannot participate for any reason, student will attend other offered classes

**D. Campus / Playground rules:**

Students shall:

- 1- Use equipment and play games appropriately:
  - a. Permission and adult supervision is required
  - b. No pushing, shoving, delaying, stalling, holding a spot or cutting lines
  - c. Leaving school to get a ball
- 2- Play **by not**:
  - a. fighting
  - b. hitting
  - d. Kicking
  - e. Gambling
  - f. Selling or trading items
  - g. Pushing and shoving
  - h. Wrestling
  - e. School Books

Students shall:

Respect Montessori Material

Not write in books or material unless directed by teacher

Return books at the end of school year or when instructed by the teacher

Pay for any damaged or lost material or books (prices vary; \$20.00-\$40.00)

**SCHOOL ACTIVITIES AND AWARDS FOR STUDENTS**

Students are encouraged to participate in school activities and plays to develop interests, gain knowledge and skills, to make new friends, and to gain self - confidence in their own abilities. Activities available:

Drama

Performing for assemblies and programs

Writing for publication

Contests (arts and crafts, calligraphy etc.)

Service to community

Cultural or religious activities

Speech giving and public talking

Special Projects displays

School plays (twice/year), Mother's or Father's Day programs

## AWARDS ASSEMBLY

Quran Awards (Guide Academy special award for Recitation and Memorization of Quran)  
Ethics Award  
Perfect Attendance  
Outstanding artists, Authors, writers  
Most improved students  
Service to the School  
Reading Awards  
Special Awards  
Cultural Awards

## TAKING COLLEGE LEVEL COURSES

The students will **NOT** be allowed to take college level courses for the following term after *failing a course* (or until they prove readiness for those courses).

## HELPING YOUR CHILD AT HOME

Parents can deepen their children's understanding of the world by talking with them about the experiences and memories they have shared. Parents should talk with children about their studies, homework, and school experiences. Communicative parents give children opportunities to talk, encouraging their children to think.

1. Listen to your child read to you
2. Listen to your child read Quran
3. Read aloud with your child, and encourage them to ask questions
4. Let your child see you read (*periodic reading will be assigned to parents by the school*)
5. Show the importance and use of writing at home (*periodic questions will be sent home for the assigned reading from the school*). Providing opportunities and purpose for writing will enhance your child's interest in writing.
6. Monitor your child's television viewing. Establish guidelines for the amount of television and the types of shows that are viewed. Whenever possible, watch the programs with your children. When parents and children watch television together, discussion can take place on what has been seen. In this way children can better understand the programs and parents have the opportunity to discuss family values as they relate to television experiences.
7. Encourage your child in supporting his or her coming to Guide Academy by listening to them and talking about values and cultural and religious morals. It is recommended that students are not forced to come to school rather think that it is their choice

8. Encourage your child to materials available from the classroom library. Convey to the child the conviction that printed and media materials available from the library are valuable and provide access to a variety of resources.

**ADMISSION Procedure:**

1. Completed application forms
2. Passing the IQ test for school age children
3. Fees must be paid on a monthly basis in advance within the first 5 days of the month, **a late payment fee of \$10.00 per child will apply**
4. Fees are to be paid by cash, check, credit card (an extra charge applies) or money order made payable to Guide Academy
5. Fees are based on enrollment, not attendance.
6. Fees are based on 1 year, can be paid in full or monthly
7. Deposit fees are required for all Islamic books and will be returned when books are collected in good conditions
8. Arabic & Quran books are sold to the student, buy backs are available if books are in good conditions
9. Financial aid available to families. Case will be submitted to the school financial aid committee for review. Financial aid when granted will be in the form of a loan which could either be paid within a designated period of time or by performing certain tasks for the benefit of the school.
10. BOTH Parents are to ATTEND parent education session provided by the school.
11. Parents are **REQUIRED** to put in **30 hours of volunteering** or pay **\$250** per school year.

**SCHOOL FEES**

School fees are based on one year, which will cover 10 months period. This will make 2 terms per year (summer schedule will be discussed with parents and determined later).

Fees are:

\$50 Administrative fees

\$850.00 per month Tuition plus non-refundable June tuition

A deposit of \$600 is taken at the time of registration which will cover the Supplies for 2020-21

Payment options:	Qualified discount:	Total tuition:
1) Full payment	5%	\$8,075.00
2) Semi-annual payment	2.5%	\$8,287.50 (two payments of \$4,143.75 at the start of the term)
3) Month-to-month payment	0%	\$850.00 per month for 10 months

### **After School classes**

3:00 pm to 4:00 pm (or longer based on parents' request)

### **MATERIAL'S FEES**

**\$600:00 non-refundable** for the material and equipment for the year

Book fees are due at the time of registration

### **Termination Conditions:**

In event that the parents are not satisfied with the services provided by the school, their fees will be returned to them (if paid in full) for the months after they decide to terminate contract. There will be no refund after the 7<sup>th</sup> day in the month of termination.

### **Guide Academy Sample Menu:**

Guide Academy believes that Healthy minds are possible in Healthy body, therefore the lunch or snacks served in Guide Academy are healthy and nutritious. If parents are not satisfied with the menu, they can bring food for their children. Snacks are to be provided by the parents. In case a child did not have her/his own snack, it will be provided by the school.

#### **Lunch Menu:**

- Veggie Sandwiches (Peppers, tomatoes, cheese, onions, zucchinis, etc)
- Tuna Sandwiches/Burritos
- Pasta/Pizza
- Meat Stew & Rice
- Veggie & Rice

#### **Snacks:**

- Fruits: (Bananas, apples, oranges, grapes)
- Vegetables (Carrots, celery, green beans)
- Crackers & Cheese
- Cookies & Nuts

Sample weekly menu will be available at the beginning of the month

**WAIVER OF LIABILITY**  
No law suit against Guide Academy

**CONTRACT**

We look forward to working with you and your child this year and we thank you for your attention.

The Student – Parent handbook is the sole proprietary ownership of the Guide Academy. Guide Academy reserves the right to make revision or changes without prior notice.

IN WITNESS WHEREOF: the Parent/Guardian and Student adhere have read all the pages of this Student – Parent handbook and agree to follow all the rules and regulation as to the date hereof, and agree to the **Tuition and Fee** schedules. To maximize the educational experience of our child, we (parents) agree to attend all parent conferences.

**Issues concerning this contract shall briefly be discussed during the Parent Orientation Meeting. Upon the conclusion of the meeting, this contract shall be signed and submitted to the school administration. Parents need to review this contract further and should see administration for any questions they may have.**

**Please Print Student's Name**

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Parent/Guardian Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Comments, suggestions, advise: \_\_\_\_\_

Thank you

# GUIDE ACADEMY

[www.guideacademy.org](http://www.guideacademy.org)



Full Time Montessori/IB School

Pre-School to 12<sup>th</sup> Grade

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