

In the name of Allah, the Most Merciful the Most Compassionate

# Guide Academy/ American School Academy



2025-2026



## Parent-Student Handbook

The 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.

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**INTRODUCTION**

The Guide Academy was established by a group of dedicated Muslim 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 Islamic world. The founders realized that our children were not being exposed to the true divine message through the teachings of Ahlul-Bayt (AS) and this has led humanity to misunderstand Islam. In order to direct our children to prosperity in this life and the next, founders fostered an educational based curriculum, which satisfies the Highest Standards of the State of California as well as the Jaffari school of thought. 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.

**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 Montadhar Peace School, we recognize the need for 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:** We deliver outstanding academic education to ensure our students can think creatively and achieve their full potential. We embrace a learning environment that focuses on ethics and professional success, with a track record of students who achieve admissions to recognized colleges and universities. Above all, we strive to develop lifelong learners who exemplify integrity and compassion to become active leaders who serve their communities with a dedicated sense of spiritual identity and cultural diversity.

**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** who will benefit the community and serve the Savior of their time.

**OUR PHILOSOPHY:** The almighty God says in the Holy Qur'an: ﴿وَأَنْتُمْ الْأَعْلَوْنَ إِنْ كُنْتُمْ مُؤْمِنِينَ﴾ 3:139 (You have the upper hand if you are a believer). It is the revelations from the source of creation. Islam is a perfect guideline for our scientific thinking. We now know how strong this source is and how it transformed the inexperienced Arab world in to a world of knowledge. We can revive that strength again even better than the past. It is time to encourage Muslims and Non-Muslim scientists and researchers (students) to believe in themselves. We could create great results by tapping into the enormous source of divine knowledge, and start producing and inventing new theories and technologies in order to contribute our share in the field of academia.

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.

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## **EDUCATIONAL EXPECTATIONS SCHOOL-WIDE**

### **Effective Muslim Communicators:**

- Understand their religious ideology as valuable divine merits and are strong believers of the Vellayat of the Ahlul-Bayt and no one else.
- Seek and apply virtuous characteristics and traits such as honesty and trustworthiness while steering away from transgressions.
- Accepts his/her religious rituals as a protection for individuals and the community and has a desire for; resorting, pilgrimage, and modesty
- has a specialty in a beneficial and needed profession and continuously seeks further knowledge and experience in their area of expertise.
- Works on evolving individual traits, e.g.: Self-confidence, creativity, originality, critical thinking, and problem solving.
- 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.
- Is concerned about the future of Muslims and practices his responsibilities towards the community in order to strive for good and forbid evil.
- Uses perfect role models in family relations and knows his/her responsibilities towards children, spouses and especially parents. Students will learn and practice the qualities from the school of Ahlul-Bayt (A) and attempt to transfer them to other institutions and communities.
- Once appropriate numbers of students and the funding necessary are available, the school will try to make unisex departments (campuses).

### **Effective General Communicators:**

- Critically listen and understand messages
- Ask questions with respect for others
- Know how to use the tools that help them better understand written material.
- Read Quran without mistakes or mispronunciations. (ages 9 and up)
- Memorize the chapters from the Holy Quran (20 short ones/year or 5 long ones/year)
- Develop an enthusiasm for reading books, Islamic books recommended by or the teacher most importantly, The Holy Quran.

- Students learn to perform prayers accurately and memorize a minimum of 4-5 short duas to recite after prayers.
- Carefully cover the areas of Islamic beliefs (Aghaed), Islamic virtues (Akhlagh) and Islamic jurisprudence (Ahkam)
- All students leaving Montadhar Peace School must have successfully covered the Islamic belief books, the 14 infallible books, and book of jurisprudence.
- Listen objectively to other point of views
- Give public presentations, take parts in recommended plays and write about Islamic views professionally and effectively.
- Gain artistic skills in Calligraphy, drawing, Origami (age appropriate) and other teacher recommended arts and crafts
- 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, self-evaluate regularly and inquisitively.

### **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.

## 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. Montadhar image
5. Environment, property, and human energy
6. Confidentiality

## OUR TENETS

**We believe:**

الَّذِينَ آمَنُوا وَتَطْمَئِنُّ قُلُوبُهُمْ بِذِكْرِ اللَّهِ أَلَا بِذِكْرِ اللَّهِ تَطْمَئِنُّ الْقُلُوبُ

Those who believe and whose hearts find comfort in the remembrance of Allah. Surely in the remembrance of Allah do hearts find comfort. (The Quran, 13:28)

Imam Sadiq (AS) said; fill your children's minds with our quotes before our enemies fill them.

**Guidance** is the job of the prophets & Imam Mahdi (AJ)

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

**I** accept responsibility for my actions

**Dependability** inspires trust

**Excellence** can be attained

**Ahlul-Bayt** (AS) are our tools to salvation

**Consistency** leads to perfection

**Allah** is the only creator and the best of planners

**Daily prayers** will save us from transgression

**Excellence** can be attained

**Montadhar** is the Imam of our time (Imam Mahdi (AJ))

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

## MONTESSORI CLASSROOM INFORMATION

### Subjects Offered:

- 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 in Islamic history with a specific focus on the life of the Holy infallible Imams, and Quranic tales/stories to emphasize learning lessons with an importance in not repeating the mistakes of the past)
- Science Experiments
- Robotics
- Ethics & Quran
- Aghaed (Beliefs)
- Akhlaq (values)
- Ahkam (Jurisprudence)
- Quran Reading and Memorization
- Arabic & Foreign languages

For more information, please inquire about strategic planning for more details.

### **We Emphasize:**

- High moral and ethical values
- A focus on 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 (specific for Montessori & IB students)
- 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 Parents:**

The school expects to work in partnership with parents in support of the education of their child

as she/he becomes increasingly confident and independent. This partnership is achieved when parents:

1. Trust the Montessori 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, physical, and academics **MUST** be brought to the attention of the teachers/staff/administration before assumption are to be made.

Please refer to the 'Parent Involvement' Section for more details.

### **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 current academic school calendar for specific dates.

Upon request, conferences may be scheduled at other times. The Parent Teacher Conferences are "Student-Led" for Grades 1 and up. Parents are required to attend all Parent-Teacher Conferences. An electronic version of progress reports/report cards will be emailed at the end of each term.

### **ADMISSION PROCEDURE**

1. Completed application/registration forms
  - Documents required for enrollment include: admission agreement, forms Lic 995, Lic 613A, Lic 627, Lic 700, Lic 701, and Lic 702
2. Fees/tuition must be paid on a monthly basis within the first 5 days of the month. **A late payment fee of \$50.00 per child will apply**
3. Fees are to be paid by cash, check, credit card (an extra charge applies) or money order made payable to Guide Academy/American School Academy
4. Fees are based on enrollment, not attendance
5. Fees are based on 1 year and can be paid in full or monthly
6. Deposit fees are required for all Islamic books and will be returned when books are collected in good conditions (NOT for American School Academy)
7. Arabic and Quran books are sold to the student. Buy backs are available if books are in good conditions. Please note, American School Academy does NOT teach Quran

8. Financial aid is available to families, on a case-by-case basis. Request for financial assistance will be submitted to the school financial aid committee for review. The application will be reviewed by the CFO and finance committee and reductions are communicated to the parents from their office
9. BOTH Parents must ATTEND parent education/orientation sessions provided by the school.
10. Parents are REQUIRED to put in **30 hours of volunteering** or pay **\$250** per school year.  
Please see the PTO section for more information.

## SCHOOL FEES

School fees are based on one year, which will cover a 10-month period. This makes 2 terms per year. A summer program/schedule will be determined closer to the end of the academic year and communicated with parents accordingly.

Please refer to the Guide Academy Registration Packet for more information and detailed fee breakdown.

Fees include:

- \$50 administrative/registration fee
- \$25 application fee (for new applicants)
- \$60 PTO membership fee
- \$600 non-refundable deposit. This is taken at the time of registration and covers the materials and activity fee for the year
- \$100 SAT test fee
- \$72 Pizza fee (\$8/month for 9 months)
- \$10 Earthquake kit
- \$1500 per month tuition plus non-refundable June tuition (discounts may apply)

Payment options:	Qualified discount:	Total tuition:
1) Full payment	5%	\$14,250
2) Semi-annual payment	2.5%	\$14,625 - two payments of \$7,312.5 one paid by September 3, 2025, and the other by January 13, 2025
3) Month-to-month payment	0%	\$1,500 per month for 10 months

### After school program/class rates:

Please refer to the After School Registration Form for more details on the after school programs that are offered and their respective fees. A minimum of 3 students are required for an after school program to be offered.



## CALENDAR OF EVENTS FOR THE YEAR

The school will be open every day except for the 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 (IB Arriving at 8:00am)
8:30 – 9:00 am	Playground session (Mandatory for Kindergarten, Elementary, and Junior High)
9:00 – 9:25 am	Assembly
9:25 – 9:55 am	Circle Time & Walk on the Line
9:55 – 12:00 pm	Morning sessions (Montessori work & Arabic Ethics)
12:00 – 12:30 pm	Playground (Recess)
12:30 – 1:20 pm	Lunch (and prayer for Elementary/Junior High, story time for TK/Kindergarten)
1:20 – 3:00 pm	Afternoon sessions
3:00 pm	Dismissal

#### After school program:

After school classes are offered from 3:00 pm to 4:00 pm, or longer based on parents' request. After school programs require a minimum of 3 students otherwise programs may not be held. Subjects and activities vary each year. Please refer to the After School Registration form for more details.

## SCHOOL POLICY

#### Categories and Age of Children Accepted for Care:

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

#### Transitional/Traditional Kindergarten (TK):

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 the following:

“It is their parents'/guardian's responsibility to monitor their children's emotional and physical responses to the accelerated curriculum”.

### **Classroom Observation for PreK/Kindergarten:**

If parents are interested in observing the PreK or Kindergarten class, they must schedule an observation appointment with the school administration ahead of time. School administration will then coordinate with the respective teachers. Please refer to the Observation Policy Handout for more information.

### **Camera Viewing Policy:**

Classroom cameras can be watched in the office by parents who are interested in seeing what their children are doing at any time.

### **Attendance, Absenteeism, and Tardiness:**

Children must attend school regularly. If your child is going to be absent due to personal illness, 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 a.m. If your child has been exposed to a contagious disease, it is important that you let us know immediately. In case your child is absent more than 3 days, a doctor's notes needs to accompany him/her before being readmitted in the classroom. If you are unable to call the school, please send us a note explaining when your child will return to school before the end of the 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 is strictly enforced throughout the year.

**Tardy policy:** School starts at 9:00 am. After this time the student is considered late/tardy.

The California Legislature defines a **truant** in very precise language:

In accordance with Education Code of the State of California [EC § 48260-48273], any pupil who is absent from school for 3 full days or more without a valid excuse, or tardy in excess of 30 minutes or more during the school day on 3 occasions, is "truant".  
<https://www.cde.ca.gov/ls/ai/tr/#:~:text=Definition%20of%20a%20Truant,to%20the%20proper%20school%20authority.>

- A child is chronically truant if they have missed 10 percent or more of the school year.
- Tardiness or absenteeism is considered unexcused unless prior arrangements have been made with the administration via email or phone.
- When a student has 3 unexcused absences, the school sends the parent/guardian a letter informing them that the student has been classified as a truant. The school may request a meeting with the student and parents to agree on action steps.
- Additional unexcused tardiness or absences (more than 10 days of the school year) may form the basis for a referral to the School Attendance Review Board (SARB) or the superintendent of the school district.

### **IB (International Baccalaureate) Absenteeism Policy:**

- If the students are sick and can't come to school, it is important for them to rest.
- The office will not be able to provide Zoom links for the students to take classes online while they are absent. If the students would like to join via Zoom, they must coordinate with the teachers themselves. The teachers will be communicating back as per their convenience.
- If a student is attending a class via Zoom, he/she will be marked "Absent", as the protocol of being present is to be attending class in-person.

### **Admission & Retention Policy:**

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:

1. Interview with the Parents to explain the program and determine the need of the child
2. Student testing and/or interviews
3. Home visits by the teachers

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

### **Grounds for Termination:**

Guide Academy strives to train outstanding professionals with excellent values. The teachers/staff and administration will try their best to help children achieve their fullest potential. Once the discipline policy does not work for a student, the teachers will use the system of checkmarks, every 5<sup>th</sup> checkmark will result in a written notice and 2 written notices will result in suspension. The 3<sup>rd</sup> 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.

### **Termination Conditions:**

In the 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 the contract. There will be no refund after the 7<sup>th</sup> day in the month of termination.

## **DISCIPLINE POLICY**

Guide Academy is committed to providing children with 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 the Guide Academy discipline policy:

1. Corporal punishment, spanking, slapping, humiliation, yelling or frightening techniques may **never** be used, no matter what the circumstances. 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 students' 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 walks, 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

### **TOYS and CELL PHONE POLICY**

We do NOT allow children to bring toys from home and cell phones must be off during school hours, 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.

### **SPECIFIC ACTIVITIES POLICY**

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

#### **Birthday Policy:**

Birthdays are a special occasion and Guide Academy welcomes celebrations. There is some important information regarding Birthday celebrations and allowable snacks:

- Prior arrangements must be made with their teacher.

- Birthday celebrations cannot take away from class time so it must be done during lunch/recess time. For PreK-KG it could be during the last 30 minutes of the day.
- Guide Academy promotes reading; therefore a “Taste of a Book” is encouraged by the Birthday student instead of a “Taste of a Cake”.
- We suggest a small, healthy birthday treat that follows our wellness policy (if desired).
- Snacks that need to be cut or assembled in school are discouraged, as they will impede upon instructional time.
- If a treat is provided, parents will be required to provide small plates, napkins, and/or utensils, etc.
- Due to an increasing number of food allergies, pre-packaged treats are recommended. Please send the ingredients and nutritional information the day before by providing a picture and emailing it to teacher/office staff. We are a ALL NUTs-free school, so no peanuts allowed.
- You may also offer lunch such as pizza, but please let us know prior so we may inform the parents.

### **Picture Day:**

All students must be in uniform on Picture Day. Please make sure your child is wearing their uniform that day, including the PreK/Kindergarten class. All students must also have a current school patch/logo on their uniforms.

Photos taken on picture day will be used in the school yearbook (which is available for purchase for an additional fee). Additionally, to ensure that the individual portrait taken of your child that day is made available to you as a digital copy, a nominal fee is also collected.

### **Field Trips & Transportation:**

The Montessori Students will decide on their own field trips with the guidance of their teacher and 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 a 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. The school board, administration/faculty/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.

## **HEALTH POLICY**

### **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 a student’s physician or parent/guardian. No student may have in his 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. All injuries are made note of and an injury report is filled out for each incident. Parents are given these forms to be signed and returned to the school.

The school personnel will periodically check students for any communicable disease (e.g. lice) and students will be sent home in case they are suspected of something being present.

### **Head Lice (Pediculosis):**

Guide Academy is determined to give the highest level of 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 (white eggs) free school. All through the year the students will be checked by school 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.

### **Sickroom Policy:**

A sick room is available for any student that is feeling unwell. Parents will be notified when a child is unwell and they may come to pick them up. We always maintain the sick room with clean sheets and a clean pillowcase.

We ask that any student that uses the room to also kindly wash the sheets and pillowcase they used, and return to the school when their child returns to class. This way we prevent the spread of germs through having someone else wash these items, but also allow for a clean set of sheets and pillowcase to always be ready for use.

### **Emergency Card and Immunization Requirements:**

Your emergency card should be updated whenever there are changes. The immunization records of the children need to be updated regularly. Parents are required to update their children's Immunization Records. 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<sup>th</sup> and all 7<sup>th</sup> graders by November 1<sup>st</sup>. Additionally, it is the **responsibility of the parent to notify the school office of any changes in their telephone number or address. It is important in case of an emergency, that we are able to reach a parent.**

### **DROP-OFF/PICK-UP POLICY**

(Transfer of Responsibility Between Parent and School)

### **Sign in/Sign out Procedures:**

All Parents/Legal Guardians are REQUIRED to **sign in and sign out** their children everyday. 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 sheet is provided at the Drop-off/Pick-up Gate. If the children are to be picked up by an adult other than the parents or legal guardians, the school needs to be notified ahead of time, and a copy of the designated person's Driver's License or ID needs to be provided.

**All students are to be dropped off or picked up at the SIDE GATE during drop-off/pick-up hours with no exceptions.**

**Students are not allowed in the classroom after 9:30 am unless prior arrangements are made with the school.** Please refer back to the 'attendance, absenteeism, and tardiness' section.

Staff cannot stay after school closing hours. Children must be picked up promptly at school closing time. One minute past the closing time is considered late. The time on the clock in the classroom/school 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 phone the school to let staff and your child know if there will be a problem. It will reduce 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; e.g.: \$10.00/student/10 minutes

**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 to 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 POLICY**

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 are 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 assignments.

### **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.

## **Academic Honesty and Use of AI (Artificial Intelligence):**

Please see “IB Academic Honor Policy Handbook”.

## **Homework guidelines developed by staff are on average as follows:**

TK (age 4-5)	Based 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 their time. The teacher will review, record, and return assignments.

## **SCHOOL UNIFORM POLICY**

Guide Academy adopts a culture of order, discipline, cleanliness, and uniformity. It is therefore mandatory for students to follow the school rules on uniforms. Please see the Guide Academy School Uniform Guide for more detailed information on the current school uniforms. **School uniforms will be strictly enforced.**

For girls, these are light blue polo shirts, navy blue jumpers (with the school patch/logo), navy pants, and light blue/navy blue hijabs. For boys, these are light blue polo shirts (with the school patch/logo), and navy pants (NO shorts). Blazers are recommended for the students with the school patch/logo. Students need to have tennis shoes or sneakers (in white, blue, or black colors). NO slip-on shoes, sandals, flip-flops, crocs, or open-toe shoes are allowed. All students are asked to have indoor shoes while in school. Any student coming to school without a uniform will be sent home. Uniforms should be clean, nails should be trimmed, and free of nail polish.

The **last Friday** of every month will be **free dress** day. Islamic attire is REQUIRED for girls 9 and up at all times. **Pre-K, TK/Kindergarten** will have free dress day EVERY FRIDAY.

There will be random uniform checks when your child arrives. The first offense will receive a verbal warning, second offense will receive a written warning sent home with the student, and third offense, the student will be sent to the principal. Parents will be called into the office on the third offense.

## **SCHOOL MATERIALS, LIBRARY & COMPUTER USE POLICY**

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 books can be renewed 3 times ONLY and there will be a fine for replacements. Please encourage the students to take care of borrowed Library books.



### **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
4. Personal Electronics (Except Cell Phones) are to be used for Academics ONLY, they will be confiscated by the staff in case of inappropriate use.

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

### **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.

### **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, immunizations)
- 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
- Be an active member of the Parent Teacher Organization

In order to maximize your child's learning experience, we ask that you kindly wait outside the side gate to pick 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 ahead of time. Please do not disturb the teacher during pick-up, drop-off, or during class time.

### **Parent Teacher Organization (PTO):**

The PTO stands for parent-teacher organization. A PTO is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of the school. The PTO is a collaboration of parents, teachers, and staff to support and improve the school experience for all students.

The PTO is comprised of the Executive Committee (or officers), parents (also known as parent members or volunteer members), the school principal, teachers (or teacher representative), and staff. The Executive Committee and parent members must have a child at the school. All parents are considered members of the PTO. Parent members who actively volunteer are known as volunteer members.

The PTO Executive Committee members are tasked with the organization, management, and administration of PTO responsibilities. Parent members who are not officers play an important role in supporting the PTO and volunteering their time to help with the goals and objectives of the PTO.

Parents are encouraged to participate and play an active role in the enhancement of their child's educational experience and betterment of the school. All parents are members of the PTO and pay a \$60 PTO fee. However, not every parent is expected to play an active role. Based on school policy, parents must volunteer 30 hours a year. If they are unable to meet that request, a \$250 due will be collected at the end of the year.

Please refer to the PTO Handbook and Bylaws for more details.

### **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 Montadhar Peace School 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.

## **STUDENT CONDUCT**

### **Honor Code**

(يَا بُنَيَّ أَقِمِ الصَّلَاةَ وَأْمُرْ بِالْمَعْرُوفِ وَانْهَ عَنِ الْمُنْكَرِ وَأَصْبِرْ عَلَى مَا أَصَابَكَ إِنَّ ذَلِكَ مِنْ عَزْمِ الْأُمُورِ) 31:17  
“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.”

The Quran, 31:17

(وَعِبَادُ الرَّحْمَنِ الَّذِينَ يَمْشُونَ عَلَى الْأَرْضِ هَوْنًا وَإِذَا خَاطَبَهُمُ الْجَاهِلُونَ قَالُوا سَلَامًا) 25:63  
And the servants of Allah Most Gracious are those who walk on the earth in humility, and when the ignorant address them, they say, “Peace!”

The Quran, 25:63

### **Underlying Principles**

1. Right and wrong are clearly defined in the Quran and all students are expected to know the Quranic definition.
2. Attendance at Montadhar Peace School requires a sincere intent to behave in accordance with the Quranic and Ahlul-Bayts 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 Quran, Hadith and the life example of our Prophet (saw) and Ahlul Bayt (as).

- 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.**

### **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.

### **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.

### **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 prepare the necessary material, books, homework, etc.
2. Upon an adult entering a classroom, stand to greet a 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. Prayer Hall Rules**

Students shall:

1. Walk orderly and quietly to and from the prayer Hall
2. Show respect and courtesy to the Imam 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 salat (bring from home) or given to them by the school
5. Do their wudu before prayer bell rings
6. Total attention required during prayer and speeches
7. Wait to be excused by staff
8. If can not pray for any reason still have to be in the prayer hall and observe the rules while others are praying

## **D. Campus/Playground rules:**

Students shall:

1. Use equipment and play games appropriately:
  - a. Permission and adult supervision are 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
  - c. Kicking
  - d. Gambling
  - e. Selling or trading items
  - f. Pushing and shoving
  - g. Wrestling

#### h. School Books

Additionally, students shall:

1. Respect Montessori Material
2. Not write in books or material unless directed by teacher
3. Return books at the end of school year or when instructed by the teacher
4. 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 (Montadhar School 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:**

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).

## FOOD SERVICE

Guide Academy will be providing nutritious snacks throughout the day. Please encourage your children to eat what is given by the school. There is no designated snack time and students may self-serve during the morning session. **Lunch** will be served for those who purchase it (see school menu) and the last Friday of each month (except in Ramadhan) is Pizza Day for the students. Those students who are not buying school lunch are required to bring lunch and snacks from home. **NO food can 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 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 to eat their snacks.

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

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

### **Sample Lunch/Snack Menu:**

Guide Academy believes that healthy minds are possible for a healthy body, therefore the lunch or snacks served 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 snacks, 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 lawsuit against Guide Academy.

## CONTRACT

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

The Parent-Student 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 hereto have read all the pages of this Parent-Student handbook and agree to follow all the rules and regulations 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 fully, and should see administration for any questions they may have.**

Please Print Student's Name: \_\_\_\_\_

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

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

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

Comments, suggestions, advice:



Guide Academy/  
American School Academy



Full Time Islamic Montessori School  
Pre-School to 12<sup>th</sup> Grade

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