

Student-Parent Handbook 2025-26

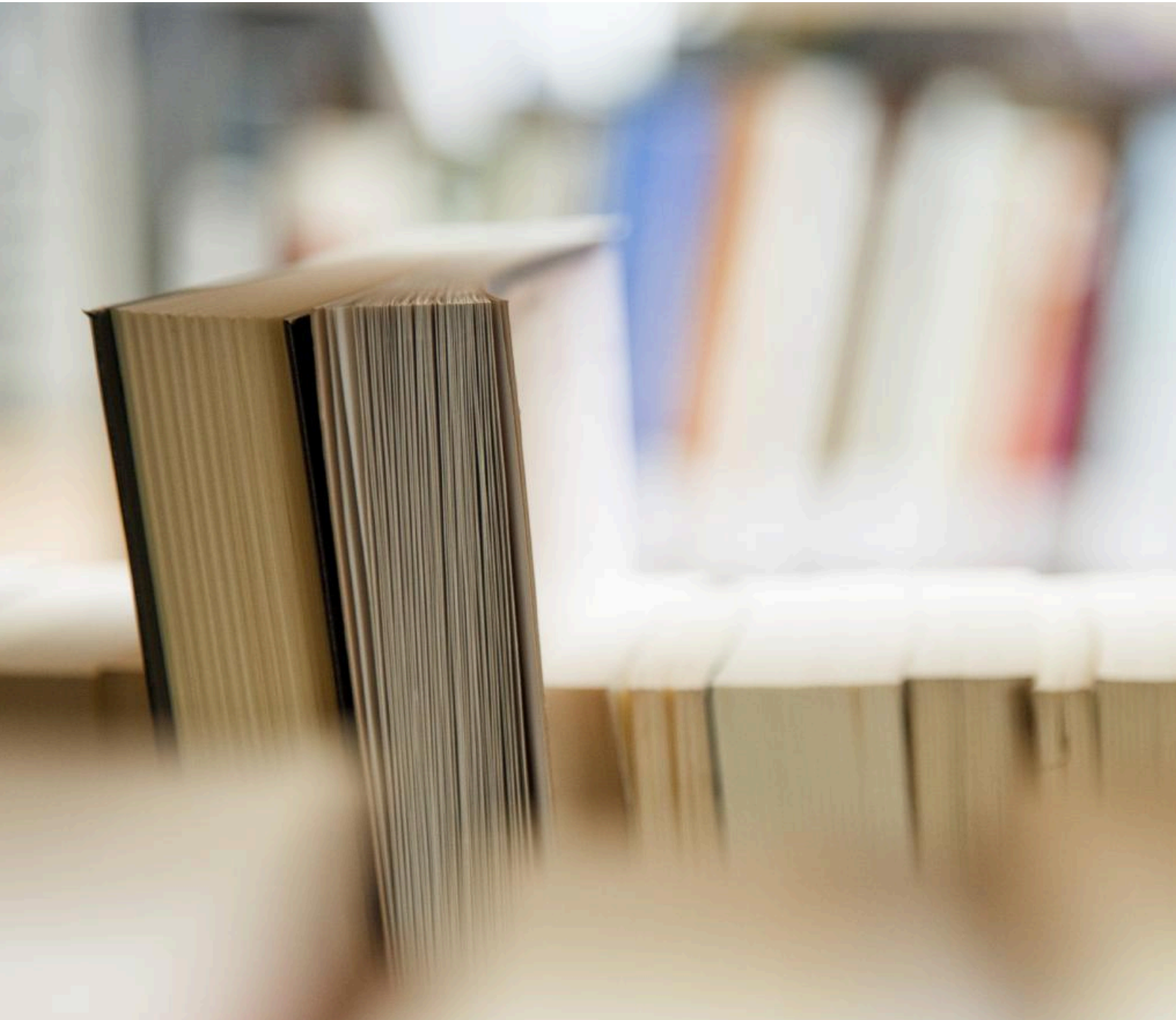


TABLE OF CONTENTS

TABLE OF CONTENTS	2
SCHOOL BOARD MEMBERS	4
COMMITTEES	4
EDUCATION COMMITTEE	4
FINANCIAL AID COMMITTEE	5
SITE COMMITTEE	5
ADMINISTRATION	5
STAFF	5
ACCREDITATION	6
COMMUNICATION	6
ADMINISTRATIVE CONTACT	6
OFFICE HOURS	6
ACCIDENTS OR ILLNESS AT SCHOOL	7
IMMUNIZATIONS	8
ATTENDANCE	9
EXCUSED ABSENCE	9
UNEXCUSED ABSENCE	9
ARRIVAL	10
TARDINESS	10
MAKE-UP WORK	10
EXTENDED ILLNESS	10
RELEASE POLICY	11
DISMISSAL:	11
EARLY DISMISSAL	11
EMERGENCY PROCEDURE AND STUDENT RELEASE PLAN	12
IN THE EVENT OF A CRISIS OR NATURAL DISASTER	12
SCHOOL RESPONSE TO AN EMERGENCY	12
GO-HOME PLAN:	12
SHELTER PLAN:	12

EVACUATION PLAN:	13
LOCKOUT PLAN:	13
LOCKDOWN PLAN:	13
STUDENT RELEASE GUIDELINES	13
STUDENT PICK-UP LOCATION	13
EVACUATION FROM THE SCHOOL SITE	13
CURRICULUM	14
BOOKS AND MATERIALS	14
HOMEWORK	14
GRADING SYSTEM	14
PROGRESS REPORTS	15
REPORT CARDS	16
HONOR ROLL	16
LUNCH	16
HOT LUNCH	16
SACK LUNCH	16
DRESS CODE	16
CONDUCT	18
DISCIPLINE	20
ZERO TOLERANCE	21
EXPULSION	22
VISITORS	22
VOLUNTEERS	22
FUNDRAISERS	23
COVID-19 ADDENDUM	23
PARENTAL AGREEMENT LAPTOP POLICIES AND PROCEDURES	24
HANDBOOK POLICIES ACKNOWLEDGEMENT FORM	25
LIABILITY WAIVER AND RELEASE	26
TRANSPORTATION WAIVER AND RELEASE	27
VOLUNTEER RELEASE AND WAIVER OF LIABILITY FORM	28

SCHOOL BOARD MEMBERS

President..... Dr. Mohammad Ashraf
Secretary.....Br. Shoukat Khan
VCS CFO.....Br. Abdul Mahmoud
Board Member.....Br. Shafiq Mian
Board Member.....Br. Hamid Akbar
Board Member.....Br. Hasan Arshad
Board Member.....Dr. Omar Chaudhry

The Board of Directors, upon approved by-laws, assumes the responsibility of overseeing Valley Crescent School. They are the authorizing agents for all school-related activities, financial, employment, mission, curriculum, including real and personal property. The Principal reports to and is directly supervised by the Board of Directors.

COMMITTEES

EDUCATION COMMITTEE

Dr. Mohammad Ashraf
Dr. Sayed Ramadan
Malika Harizi
Quratulain Landis

The Education Committee is populated and administered by the Board of Directors serving to be the immediate supervisors of Valley Crescent School programs. The Education Committee establishes and maintains written policy and guidelines to:

- Human Resources
- Curriculum and Other Programs throughout the academic year
- Admissions and Student Policies
- Financial Assistance Policy
- School Transportation
- Annual School Budget

FINANCIAL AID COMMITTEE

Dr. Riadh Munjy
Dr. Muhammad Sheikh
Br. Shafiq Mian
Quratulain Landis

SITE COMMITTEE

The Board of Directors also establishes a Site Committee. The Site Committee establishes long-range goals for the school facility expansion and maintenance.

Br. Jason Smith
Br. Yehia Radwan

ADMINISTRATION

Executive Director..... Quratulain Landis
Principal..... Malika Harizi
Religious Advisor Dr. Sayed Ramadan
Chief Financial Officer Abdul Mohsin Mahmoud
Office Manager..... Safa Mohammed

STAFF

Quran..... Amat Alfadhli & Sh. Khalil
Islamic Studies..... Dr. Sayed Ramadan
Islamic Studies/ Quran..... Nabila Rahman & Sh.Nazeer
Arabic..... Hebah Ahmad
Arabic..... Basmat Ibrahim
Arabic..... Amat Alfadhli
Islamic Class..... Sadaf Khan
Kindergarten..... Stephanie Cadenas
First Grade..... Sadiyah Saeed
Second Grade..... Nabila Rahman
Third Grade..... Wafa Ismail
Fourth Grade..... Nora Chergui
Fifth Grade..... Sana Alsaoudi
Sixth Grade..... Aziz Meqdad
Seventh Grade..... Hebah Abed
Eighth Grade..... Alma Lopez
Hifz/Nazera Sh. Nazeer Ahmed

ACCREDITATION

Valley Crescent School is honored to continue through 2028, its accreditation by the Western Association of Schools and Colleges (W.A.S.C.) for Kindergarten through Eighth grade.

COMMUNICATION

Communication is paramount at Valley Crescent School. The school will communicate on a regular basis with all parents, students, and community members through a variety of communication methods, such as Infinite Campus, the VCS website and weekly newsletters.

Parents are encouraged to contact the teachers and/or administration whenever they have a question or comment. The Principal will gladly take appointments to accommodate in-depth areas of concern from parents and/or community members.

ADMINISTRATIVE CONTACT

The administration of Valley Crescent School welcomes comments, concerns, and suggestions. Please contact the front desk to make an appointment to meet with the administrators. All questions and concerns should be directed to Malika Harizi. Make an appointment by calling 559-298-0023.

OFFICE HOURS

Valley Crescent School administrative offices are located in the main building and are open from 7:30 a.m. until 4:00 p.m. on school days. All school-related parent-teacher business should be conducted during these hours. The school telephone number is (559) 298-0023. Voice messages are accepted outside of these hours. Please be aware of teacher conference periods and try to schedule meetings during business hours.

ACCIDENTS OR ILLNESS AT SCHOOL

Only minimum first aid can be provided by school personnel. Should an accident occur, the severity of the incident will determine the type of care provided, and the parent/guardian will be notified. If a parent cannot be contacted, the designated emergency person will be contacted. ***It is critical that school staff be aware of any chronic or serious health problems (e.g., asthma) that your child may have in order to help ensure their safety.***

Any student who becomes ill at school must first obtain a pass from the teacher to go to the school office. The designated school office personnel will review the student's symptoms with the child and review the child's student folder to determine the proper action. Should there be immediate concerns about the child's condition or questions regarding the parent's preferred treatment, the school office will notify the parent. We must have a completed emergency information card on file in order for the students to be treated. If a child must be picked up from school by someone other than the parent, that person must be listed on the child's emergency registration card for the school to release the child to that individual; ONLY those persons listed on the emergency registration card will be allowed to pick up the child.

If a child is seriously ill, running a fever, vomiting, unable to participate in normal activities, or appears to have a communicable disease, the parent or guardian will be expected to pick up the child immediately. In such cases, failure to make immediate arrangements for the child's transportation may endanger the health of the child and others, which will violate our safety policy and should be avoided at all costs. *Should the school office feel a child is in immediate danger, VCS reserves the right to seek immediate medical attention by calling 911.*

Should a student be diagnosed with a communicable disease, the Public Health Department will be notified according to State requirements, and a health advisory will be posted in school and sent to all parents. VCS faculty and staff encourage and promote good hygiene and reserve the right to counsel students on proper hygiene practices.

Valley Crescent School does not admit children with the following symptoms and requires that parents pick up children who develop these symptoms anytime during the school day:

- Temperature of 100.4 degrees Fahrenheit, or above
- Diarrhea and/or vomiting
- Severe coughing
- Difficult or rapid breathing
- Conjunctivitis (red, runny eyes or wakes up with eyes “glued shut”)
- Unusually dark urine
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection
- Yellowish skin or eyes

The child may return to school after an illness when:

- Fever free without the use of Tylenol or other fever reducer
- Free of diarrhea and vomiting for 24 hours
- Parents have consulted with a healthcare professional for the appropriate care
- The child is in compliance with the California State immunization requirements

If necessary, medication (PRESCRIPTION AND NON-PRESCRIPTION) provided by parents can be given at the school with the following conditions:

- Must be in the original container, medicines sent in baggies or other unlabeled containers will not be accepted by VCS staff.
- Parents must have a completed Medication Request Form for prescribed and non-prescribed. (Medication Request Forms are available at the front office.)
- Medication may not have exceeded the expiration date.
- Non-prescription medicine must have the original label with instructions or have a written note from the child's doctor's office indicating the safe dosage for the child.

- Prescription medicine must be prescribed for the intended student with the exact dosage and instructions for administration. NOTE: Pharmacies can provide two labeled containers, one for home and one for school if asked before filling.
- STUDENTS ARE NOT ALLOWED TO CARRY MEDICATIONS.
- For children's safety, the first dose of any medication will not be administered at school in case of an unexpected adverse reaction.
- Medications will always be kept at the front office or refrigerator. Under no circumstances will the teachers accept or administer medications.

Parents must understand that the responsible faculty or staff member administering medication may not be medically trained. Unless indicated otherwise, it is the parent/guardian(s) responsibility to pick up the child's medication when the child has finished the course of treatment or the school is closing due to weekends, holidays, or the end of the school year. Parents will be asked to pick up the medicines that are expired or close dated within ten (10) days, otherwise, the school will properly dispose of the medication. Self-administration of medication by the student will be permitted for certain medicines (i.e. inhalers, nebulizers) only with prior permission granted on a Medication Request Form and under the direct supervision of the designated faculty and/or staff member.

IMMUNIZATIONS

California State Law requires immunization against certain diseases for every student enrolled in California schools; or they must have a signed waiver on file at the school. If the immunization record or signed waiver is not on file for the student, in accordance with the law, the student shall not be permitted to attend school.

ATTENDANCE

Valley Crescent School recognizes that teachers give direct instruction and are the instrument that provides the foundations for academic achievement. Teachers are responsible to teach a set curriculum in the time provided and to all of the students assigned to each class. As a result, VCS believes that each child who is not in attendance more than 90% of class time is at risk of missing important and necessary concepts introduced, discussed, and disseminated during their absences which adversely affects their achievement of grade-level goals. Students who miss class time run the risk of having to not only catch up with concepts, strategies, and skill building missed, but stay current in other new concepts, strategies and skills being taught in all subject areas.

Students may not be absent from school without providing an acceptable written excuse from a parent, guardian or medical personnel. If a child is absent from school, please do the following:

- A parent or guardian must call the school no later than 9:00 a.m. and inform the school secretary that your student(s) will be absent for the day.
- If the child is going to be absent for more than one (1) day, please inform the school secretary and request a make-up folder for all of the assignments that will be missed.

- When the child returns to school, the parent or guardian must send a detailed note listing the name of the student, the dates missed, and the reason for the absence, signed by the parent or guardian.
- The student must present the note to the school secretary upon return from the absence in order to receive an excused absence. If the student does not bring a note from home, signed by the parent, the absence is recorded as an UNEXCUSED ABSENCE.

EXCUSED ABSENCE

- Personal illness of 3 or less consecutive days
 - More than 3 consecutive days may require a doctor's note
- Serious illness or death in the family (up to 5 days for immediate family members)
- Medical or dental appointment
- Weather or road conditions making travel dangerous
- Extenuating circumstances, which require permission, must be obtained from the principal in writing at least 5 days in advance, or in an emergency, in a reasonable period of time, and will be reviewed on an individual basis.

UNEXCUSED ABSENCE

- Students who miss school without an authorized reason
- Truancy, when a student willfully and knowingly misses school or class without a parent/guardian's knowledge, he/she is truant from school
- Suspension from school
- Planned family vacations prior to or extending after school breaks and holidays
- Absences resulting from students not attending the last day of school due to a planned family vacation

Students with unexcused absences will find themselves in violation of the VCS attendance policy and be referred to the School Board for possible disciplinary action.

ARRIVAL

- Students may arrive no earlier than 7:45 a.m. School personnel for supervision will not be on campus until 7:45 a.m. It is the responsibility of the parents to make certain that staff supervision is present prior to dropping their children off.
- Students should be dropped off **ONLY** at the two assigned stops in front of the school building.
- School starts with a mandatory Morning Assembly at 8:00 a.m.
- Students arriving after 8:00 a.m. must check in at the front office and will not be allowed in class without a tardy pass.

TARDINESS

Students must report to the front desk when arriving at school later than 8:00 a.m. The front desk will record the student as tardy, determine the reason for tardiness and give the student a pass to enter his/her class.

- Students' attendance will be noted on report cards
- When a student reaches the 4th tardy within a trimester, a notice will be sent to the parents.
- When a student reaches the 7th tardy or more within a trimester, he/she will be required to meet with their parents and the administration.

MAKE-UP WORK

Students shall be required to make up work missed for any absence excused, unexcused, or tardies. It is the responsibility of the STUDENT, for reasons other than illness, to get the make-up work from the teacher. The teacher, student, and administration will give each situation a case-by-case determination for time to return make-up work; however, it is generally considered 1 day for each day of absence.

EXTENDED ILLNESS

Parents should request and make arrangements to pick up or have all assignments emailed to the student whenever it is known that the student will be absent for more than 3 days.

RELEASE POLICY

Valley Crescent School takes the safety of all students seriously, and to that end implements and enforces the following:

- Students will be released to their parents, guardians, and/or persons listed on the Emergency Card.
- Students will not be allowed to leave the school without prior, written requests from the parent and/or guardian and school personnel approval.

DISMISSAL:

- At dismissal, for safety reasons, parents may not pick up children at the front door. Please remain in the car line.
- Pick-up prior to the end of school will require the parents to go to the office and sign out their students. Students leaving prior to the end of the day must have prior approval. Parent or responsible party picking up the child early must show valid identification.
- Students not picked up after 3:45 p.m. will be brought into the office.
- Students remaining on campus past 3:45 may be assessed a late fee of \$10.00 for each 15-minute increment after 3:45. The fee will be automatically added to their tuition account.
- Students must have a written permission slip to go home with someone other than the persons designated on the Emergency Card.

- Students attending after-school programs must go straight to the assigned room after dismissal.

EARLY DISMISSAL

Early dismissal requires a written note or a phone call to the administrative office at the beginning of the school day. The written request must be signed by a parent/guardian and should include the following information:

- Student's name and grade, the reason for early dismissal request, including date and time, and should include the name of the parent/guardian, a phone number where they can be reached, and who will be picking up the student.
- All students leaving early must have the designated pick-up person come into the office and sign out the student in the appropriate binder prior to leaving campus. If the student is returning to school the same day, the student(s) must report to the school, sign in and get a pass before returning to class.

EMERGENCY PROCEDURE AND STUDENT RELEASE PLAN

VCS will use Remind and Infinite Campus to contact all parents via email and text within a matter of moments in case of emergencies. Please ensure that all contact information remains current with the office staff. The School's highest priority is to first evaluate and respond to the emergency and ensure the immediate safety of students, and then to notify parents/guardians if the individual emergency dictates.

Emergency Drills are conducted at various times during the school year in order to give students and staff practice on what to do during an emergency. Emergency drills are held monthly, alternating between fire, earthquake, and lockdown drills. The School believes that response is best when everybody knows their role and has had an opportunity to practice.

IN THE EVENT OF A CRISIS OR NATURAL DISASTER

- Please do not call the school office. Phone lines, if working, will be used for emergency communication. Instead, check your Remind messages.
- Students may or may not be sent home during a crisis. The school will keep parents and the public informed via Remind App.
- No child will be dismissed from school unless a parent or approved designee comes for him/her. All parents or approved designees who come for their children must show picture identification before signing out the student.
- Schools are likely to be one of the safest places where children could be located during most crises or natural disasters. Staff members will remain with the children until all have been reunited with their parents or approved designees.

SCHOOL RESPONSE TO AN EMERGENCY

When the School/Principal determines that an emergency has occurred, there are five possible plans of action:

GO-HOME PLAN:

Returns students to their homes and family as quickly as possible. The School maintains information for each child's emergency contacts. It is important to advise the school office if the name or the phone number of a contact person changes. The school will not, under any circumstances, release a student to anyone who has not been authorized by the parent or guardian.

SHELTER PLAN:

Keeps students in their buildings when it is safer to stay inside than to go out. Ordinarily, sheltering is considered a short-term solution, but the school is prepared to keep students beyond normal dismissal if necessary. A part of the shelter plan will be a Stay-Put plan. In this instance, all students will remain in their current classroom until otherwise notified. Students who are not in classrooms (recess, P.E., etc.) will be escorted by staff to a supervised area and remain there until otherwise notified.

EVACUATION PLAN:

Requires that all building occupants leave and go to an alternate location. Evacuation may mean only going outside and away from the building until an all-clear signal is given by the designated person.

LOCKOUT PLAN:

Allows no unauthorized personnel into the buildings. All exterior doors are locked, and administrators and/or designated staff monitor the main entrance. This procedure allows the school to continue with the normal school day but curtails outside activity. This procedure is most commonly used when an incident is occurring outside the school buildings, on or off school property.

LOCKDOWN PLAN:

An immediate and imminent threat to the school building population. Staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure everyone and remove them from immediate danger. This plan is used most commonly when the building has an intruder.

STUDENT RELEASE GUIDELINES

In case of emergency, **Do Not Drive on Campus** - School campuses must be clear of cars to allow for emergency vehicles. Park your car safely nearby and walk to school. Do not leave your car in the street where it will block other cars or emergency vehicles.

STUDENT PICK-UP LOCATION

The On-Campus Release Area is the grass patch in front of the school building underneath the redwood trees. Please be patient and allow staff to follow procedures that are in the interest of ALL children. It is of utmost importance that your child is officially checked out before leaving campus. After your child is brought to you by a staff member or parent volunteer, you will show your photo ID and sign a Student Release form for each student you are taking. Do not remove your child or any other child from school without signing their emergency release form. This provides us with a record of where each student went in case someone else may arrive later looking for the student.

EVACUATION FROM THE SCHOOL SITE

In the event that students must be moved to an alternate location, the school will attempt to reach all parents to advise them of the alternate location site. The planned location is the Shell gas station at the North East corner of Nees and Willow. However, keep in mind that each emergency presents a unique set of variables, which will be evaluated prior to making a decision. Those variables include the nature of the emergency, time of emergency, estimated duration of the emergency, impact on immediate safety of students, direction given by law enforcement and emergency services agencies, and others.

CURRICULUM

All curriculum is based upon approved California State Standards. As of 2016, the Mathematics and Language Arts Standards are California's adopted College and Career Readiness Standards. Social Studies, Science, Physical Education, Health, and Art are based on the currently approved California Standards. The curriculum for Arabic is *Iqra'*, supplemented by Al-Asas and Ash-Shamel series. The curriculum for Islamic Studies is *I Love Islam* and *Learning Islam*, published by Islamic Services Foundation, Chicago, Illinois.

BOOKS AND MATERIALS

Resources Fee of \$200 will be charged per student. This amount will cover workbooks, subscriptions and school supplies.

Class library books will be checked out by students throughout the school year and must be respected and kept in good condition. Failure to return a library book by the due date will result in the accumulation of late fees. Damage to a book or failure to return the book by the end of the year will result in a replacement charge being applied to the student's account.

HOMEWORK

It is the policy of Valley Crescent School that homework is to be assigned based on supporting lessons taught in the classroom. No new concepts will be included in homework assigned to students. Homework is meaningful in reinforcing concepts taught and giving a reasonable amount of practice to assimilate a concept or skill. Homework for Kindergarten, First and Second grade is not to exceed one hour per night, as determined by the time it would take an average learner to complete. Homework for Third through Eighth grade is not to exceed two hours, as determined by the time it would take an average learner to complete. Teachers will assign homework in compliance with the Valley Crescent School policy. In classes where there are multiple teachers for various subjects, the teachers are expected to collaborate prior to assigning a long or difficult homework assignment.

GRADING SYSTEM

To more accurately reflect a student's performance with College and Career Ready Standards, Valley Crescent School will use Performance Level Descriptors in lieu of the former alpha grading system. The performance level descriptors for KG through 4th grade are scores of 1, 2, 3 or 4. Teachers are not to use a performance level descriptor of less than 2 without having a one-on-one conference with the parent, which can be a telephone call to the parent or a written notification sent to the parent. Teachers are expected to notify parents immediately whenever a student's performance falls below a 2.

5th-8th grade will be using the standard grading of A, B, C, D, and F.

PERFORMANCE LEVEL DESCRIPTORS

Teachers will use Performance Level Descriptors of the 1, 2, 3 or 4 grading system on report cards for grades first through fourth.

- A score of 1 indicates that the student is below grade level performance of the standard or that the student is unable to demonstrate the standard even with assistance from the teacher. (Not at grade level)
- A score of 2 indicates that the student demonstrates the learning standard but needs significant assistance from the teacher. (Approaching Grade Level)
- A score of 3 indicates that the student is able to demonstrate mastery of the standard consistently. (At Grade Level)
- A score of 4 indicates that the student is able to independently and consistently demonstrate not only the standard but go significantly beyond the expected level of performance. (Exceeds Grade Level Standard)

Parents are reminded that students entering a particular grade are generally not yet at that grade level. "Performance Indicators" is a system that more accurately reflects that the child is making continued progress to arrive at grade level by the final reporting period. College and Career Ready Standards do not indicate isolated skills that could be immediately determined but rather teach skills in bundles and are designed to come together toward the end of a set time where mastery occurs. The report cards list the elements in each core area for mathematics and language arts, reading, writing, listening, and speaking.

Grades fifth through eighth use the standard grading system of A, B, C, D, and F.

A =100-90% B =89-80% C =79-70% D =69-60% F =59-0%

Grades are reported using a quarter (4X per year) system. Written progress reports will be issued six weeks into the quarter. The school calendar will list the end of the grading period and the date report cards are to be emailed to the parents.

PROGRESS REPORTS

Progress reports will be sent approximately six weeks into each quarter. Progress reports will detail areas indicating where the student is having difficulties. However, it is important to note that the teacher will contact parents whenever a student's grade falls below a "2" performance indicator or below a "C" letter grade at any time during the grading period. A progress report is the formal delivery method to notify parents that the student is progressing or having difficulties.

REPORT CARDS

Report cards will be on a quarter system. Report cards will be issued approximately every 12 weeks. The report cards will be in line with College and Career Readiness Standards and will closely match the curriculum as it is being taught. The report card for mathematics and language arts will have several sections reflecting many of the standards that the students are working on. Common Core teaches standards in groups, and the students will receive the performance indicators that align with those standards. In some instances, you may see a "N/A" which means that that particular standard was not covered during that grading period.

HONOR ROLL

An Honor Roll assembly will be held at the end of the year during the award ceremony. Parents are encouraged to attend. Notices of dates and times will be sent prior to those events. The GPA brackets are as follows:

Honor Roll: 3.0 to 3.4

High Honors: 3.5 to 3.9

Principal's Honor: 4.00

LUNCH

HOT LUNCH

An outside caterer, independent of Valley Crescent School, will provide student lunches daily. Charges for the lunches will be communicated to parents once an agreement is reached between the school and the caterer. Students may purchase their lunch through their teacher each morning. Payment for lunches must be provided in advance (monthly payment will be highly recommended). Our current Meal Charge Policy only allows three unpaid meals.

SACK LUNCH

VCS does not have a working kitchen. Students not purchasing lunch should bring a sack lunch daily. Parents are responsible for providing their child with a nutritional lunch and snack. Students do not have access to a microwave. Please do not send lunch items that require heating.

DRESS CODE

As an Islamic based school, our core foundation warrants appropriate attire by all school personnel and students. A uniform policy has been established in an effort to promote the Islamic environment, keep students focused on studies instead of fashion, and maintain personal modesty. Students are required to be in uniforms on the first day of school or have a receipt that you have purchased a uniform and it is being altered.

All uniforms must meet appropriate uniform guidelines and will be inspected by the faculty and staff. If the uniform is not deemed appropriate according to guidelines, parents will receive a phone call explaining the violation and will be expected to pick up their student from school and/or bring the uniform in compliance with the standards. The uniform guidelines are:

- Khaki, black or navy blue pants and white, navy blue, or light blue POLO shirt for boys.
- Loose and modest tunics/jumpers with navy blue loose pants for girls. White, navy blue, or light blue color. Black *abayas* accepted.
- Girls in grades 4th and up are required to wear *Hijab* at school and all school-sponsored events. The color should be black or white.

The following are not appropriate attire for school and will not be permitted inside school.

1. Extremes in style or fit of clothing
 - a. No leathered pants
 - b. No shorts
 - c. No Jeans

- d. No sweatpants, t-shirts, or athletic jerseys outside of P.E.
 - e. No tank tops
 - f. No sagging, extremely oversized, or extremely tight-fitting clothes
 - g. No visible brand name labels, emblems, images, designs or logos EXCEPT VCS
 - h. No caps or hats
- Girls may not wear make-up or perfume.
 - Shoes: close-toed and comfortable.

Fridays are free dress days, except for the items listed above. On Fridays, students can wear colors other than the school colors. Boys are encouraged to wear white shirts with ties. Girls may wear *Abaya* (any color) or white shirts with the girl's tie.

Students will not be permitted to attend classes out of uniform Monday through Thursday. If a student is not dressed according to the school uniform policy, parents will be called to bring a change of clothes.

All students are required to purchase a minimum of one Valley Crescent School T-shirt. ***These shirts will be required for field trips.*** These shirts will be available for purchase in September and will range in price as to size and short or long sleeves.

CONDUCT

Students are expected to observe Islamic values, as well as common courtesy in working and interacting with each other. Students and staff are to refrain from rude, sarcastic, or bullying types of behavior at all times. Courtesy and respect are the themes at Valley Crescent School. All staff, students, visitors, and repair personnel are expected to be greeted and treated with courtesy and respect at all times.

ACADEMIC HONESTY

We do not tolerate plagiarism at this school. If a student is caught plagiarizing these will be the consequences:

- First offense: if a student is caught plagiarizing, including copying from a classmate in class, the student will receive a grade of 0 for the assignment and will be required to call their parents to arrange a meeting with the principal, and the teacher.
- Second offense: the student will be suspended from the school.
- Third offense: the student will automatically be expelled.

CELLPHONES

Valley Crescent School is aware of the proclivity of parents to supply their children with cell phones.

Students are not allowed to have their phones out during school hours. Students who are found to be using a cell phone or Apple watch will have the phone/watch taken from them and placed in the office where they may pick it up and take it home at the end of the school day. If a student has his/her cell phone out repeatedly, the parent will be called in for a conference so that the issue can be resolved in a fair and equitable way. If a child has a need to stay in contact with their parent/guardian during the day for a legitimate and compelling reason, the parent/guardian must either come to the school, send a letter, or phone one of the administrators to discuss the situation. Arrangements may be made so that the student can, at appropriate times that are not disruptive to the classroom learning environment, go to the office and make a call.

CHROMEBOOKS/LAPTOPS

A. Valley Crescent School Students' activities that are strictly prohibited on campus:

1. Visiting inappropriate and un-Islamic sites.
2. Use of social media in any form, such as Facebook, Twitter, Instagram, etc.
3. Access to any other emails besides the school-provided email with the domain-vcsfresno.net.
4. Changing any of the devices and/or browser settings.
5. Sharing passwords or using other students' passwords.
6. Internet trespassing; where you reveal personal information including your name, phone number, or identity
7. Communicating with the opposite gender via email, messaging, Google Hangouts, Discord, etc.
8. Changing password/passcode.
9. Preventing others from using the Chromebook through technological means (ie; locking out).
10. Creating, sharing, or exchanging offensive language, images, pictures, and/or sexually related content.
11. Use of internet-based games.
12. Misuse and/or damage of the school computers.

B. Cyberbullying

1. Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory websites, and defamatory polling websites to support deliberate and hostile behavior by an individual or group that is intended to harm or humiliate others.
2. As an Islamic Institution, Valley Crescent School will discourage students from engaging in cyberbullying activities. Disciplinary actions will include the loss of privilege of using the school computer and/or out-of-school suspension.

C. Saving Your Work

1. It is the students' responsibility to save their work through Google Drive. It is also the student's responsibility to log off from their account once their work is completed. Valley

Crescent School takes no responsibility for students missing their work due to leaving their account open.

D. Plagiarism

1. Students shall not plagiarize works they find on the internet or through other means. Plagiarism means using the ideas or writings of others and presenting them as their own without explicit permission or proper citation of the original work.
2. Students need to be aware of the copyright laws when using media found on the internet or through other means. Students shall not infringe upon a lawful owner's copyright material. If a student is unsure of the correct procedure regarding copyright law, they should consult a teacher or administrator.

DISCIPLINE

Students have age and grade-appropriate standards to follow while at school. The Courtesy and Respect Theme of Valley Crescent School is applied in and out of classrooms. It extends to the hallways, office, lunch room, and playground.

TEACHERS HAVE A RIGHT TO TEACH AND STUDENTS HAVE A RIGHT TO LEARN

All students will:

1. Be on time and ready to work.
2. Behave in a manner that does not disrupt teaching and learning.
3. Respect the safety, property, and rights of themselves and others.
4. Be cooperative and courteous.

PRIMARY GRADE DISCIPLINE POLICY

The primary grades (I.C., Kindergarten, First, and Second) will use The Five-Step Progressive Discipline Policy described in the following sections; however, each primary class will use alternatives to behavior modification whenever necessary. If the teacher determines that a student is unable to maintain appropriate control through the disciplinary system used in their classroom, they will begin The Five-Step Progressive Discipline Policy.

3rd THROUGH 8th GRADE DISCIPLINE POLICY

All upper grades use the Five-Step Progressive Discipline Policy described in the following sections. This policy consists of a verbal warning, private counseling, and parent contact prior to detention. This Progressive Discipline Policy may include an on-campus suspension, where the student is removed from his classroom for a period of one to five days. The final step is suspension from school

from one to five days. Please look carefully at the Progressive Discipline Policy and the Zero Tolerance Policies.

PROGRESSIVE DISCIPLINE- FIVE STEP POLICY

The following five step system will be implemented to correct unacceptable behavior. Please note the section which details our Zero Tolerance Policy and lists behavior that will cause the school to skip over the five (5) step policy and take immediate actions.

1. **Step One:** The student receives a verbal warning. The staff is instructed to identify the unacceptable behavior and offer suggestions on how that behavior can be avoided in the future. A Disciplinary Log entry should be initiated for that student. The date, type of inappropriate behavior, and suggestions for improvement are included. The student will be informed that a disciplinary log entry has been made and the next offense will result in Step two of the progressive discipline policy.
2. **Step Two:** The student will receive counseling from the staff (teachers, supervisory staff, or authorized personnel). The staff is instructed to identify the unacceptable behavior. There will be a meaningful dialog in which the student will be asked to verbally state what the unacceptable behavior was and try to understand why it was said, done, or used in particular circumstances. The student then will be involved in coming up with acceptable alternative behaviors that could be used if the situation were to come up again. Entries must be made on the student's Discipline Log and Discipline Office Referral Form. Copies of the Discipline Office Referral Form must be given to the administration to be filed in the student's permanent file and to the student to take home for the parent's signature.
3. **Step Three:** If there is a third incident, the student now has exhibited undesirable behavior or a lack of self-control. The student will again be counseled. In addition, the teacher or staff will call the parents and advise them of all of the behaviors identified in the process while referring to the student's Discipline Log. Additionally, an Incident Report Form should be completed and sent to administration for approval, and eventually, the report will be sent to the parent. The student is assigned one lunch detention.
4. **Step Four:** The student has again shown a disregard for rules or lack of self-control. The student will again be counseled. In addition, the teacher or staff will call the parents and advise them of the situation. The student is placed under on-campus suspension and is removed from the class for 1-5 days, depending upon the circumstances, and will do independent study at school. The student may also be assigned an hour of detention after school.
5. **Step Five:** The student who continues to demonstrate a disregard for rules or lack of self-control and continues to engage in unacceptable behavior will be referred to the administrator. The administrator or designee will contact the parents. The student will be suspended for one to five days, depending upon the circumstances. Independent Studies will

be sent home during the suspension. They are to be completed and returned on the first day back to class. If the work is not turned in, the grade will be an “F” for all work not returned.

ZERO TOLERANCE

The VCS and MSCC Boards, along with VCS Administration, declare to have a Zero Tolerance Policy for any student who:

- Commits assault on students or staff (mere threat of harm is present)
- Commits a battery (actual harm is caused to another)
- Is found in possession of any dangerous object or weapon
- Is under the influence or found in possession of a controlled substance
- Commits an act of vandalism with property damage in excess of \$100 and will be responsible for damages
- Participates in combat
- Participates in robbery
- Participates in hate-motivated intimidation
- Participates in gang-motivated intimidation
- Makes a terroristic threat

Shall be immediately suspended by the principal and/or VCS board.

Violations for the Zero Tolerance Policy will be recorded for each student on their Mandatory Record, as provided by the law, including information on suspensions and expulsions. Such records may be removed upon graduation or by petition.

EXPULSION

Recommendations for expulsion will be forwarded to the school board. Upon completion of the investigation, the school board will issue a decision. If the decision is to expel the student, the student will be immediately unenrolled from Valley Crescent School for a defined period of time, not to be less than the completion of the academic year in which the event took place. The following is a list of automatic and immediate expulsion:

- Possession of a firearm
- Possession of drugs or alcohol
- Under the influence of drugs or alcohol
- Cause great bodily harm or injury to another

VISITORS

Parents are welcome to visit the school and their student's classrooms; however, parents must complete a written request for a date and time so that the teacher can arrange a time that students are not taking a test, at a PE event, or have arranged to be working on a project that a visitation would disrupt. To visit a classroom, fill out the request form located at the front office. A teacher or administrator will get back to you within two (2) working days.

All visitors are required to check in at the front desk of the main office. All visitors will be required to sign in and sign out. In addition, while on the school campus, visitors are required to wear a visitor name tag.

The entrance to classrooms and the side gates of the school will be locked during school hours. Parents are requested to go to the front office. Please help us keep our children safe while at school.

VOLUNTEERS

Valley Crescent School welcomes volunteers. Volunteers help make the school experience positive for all stakeholders. All volunteers will have a mandatory orientation with the administration prior to working in any classroom. It is imperative that classroom volunteers understand and respect the overall mission of Valley Crescent School. They may be needed to work with students during class or one-on-one with a student who is struggling. Volunteers who work in the office will not be meeting the public but will be performing essential tasks such as copying materials, laminating materials, and organizing various areas within the school. Volunteers who have talents they wish to share with the school with art projects, origami, etc. are encouraged to call and set up a time to work with our students.

All personnel, including regular volunteers, who work with students must be fingerprinted. Fingerprints are sent and cleared through the Department of Justice. If you are able to devote time to our students and faculty, please call the school office at 559-298-0023 and indicate what type of volunteer work you are interested in performing.

FUNDRAISERS

Valley Crescent School does not allow unauthorized fundraisers in and/or for the school. Requests to have any type of fundraiser in and/or for the school must be submitted in writing to the school board which will approve or deny the request. All approved fundraisers will be allowed with the restrictions, if any, placed on it by the school



VALLEY CRESCENT SCHOOL

547 W. Nees Ave, Clovis, CA 93611
(559) 298-0023 (559) 298-0014 Fax

PARENTAL AGREEMENT LAPTOP POLICIES AND PROCEDURES

Student Name: _____ Grade Level: _____ Date: _____

I have read the Valley Crescent School Computer/Laptop Policies and Procedures. I have explained to my child what is expected, and I give my child permission to check out a laptop and use the technology resources according to the regulations set forth by Valley Crescent School. I agree to the stipulations set forth in the above documents, including the Computer/Laptop Policy, Procedures, and Information.

Parent Signature

Date



VALLEY CRESCENT SCHOOL

547 W. Nees Ave, Clovis, CA 93611
(559) 298-0023 (559) 298-0014 Fax

HANDBOOK POLICIES ACKNOWLEDGEMENT FORM

Student Name: _____ Grade Level: _____ Date: _____

I have read, acknowledged, and agree to abide by the contents of the Policies Handbook.

1. Attendance Policy

I agree to attend school regularly and on time between the hours of 8:00 am- 3:30 pm.

2. Release Policy

I agree to abide by the Release Policy on regular days and in the event of a crisis, as laid out in this handbook.

3: Meal Charge Policy

I understand that I will not be able to order a hot lunch if I have an outstanding balance of more than \$18.

4: Dress Code Policy

I agree to abide by the Valley Crescent School Dress Code as outlined in this handbook.

5. Technology Policy

I agree to abide by Valley Crescent School's acceptable use of technology.

6. Cell Phone Policy

I agree to abide by the Valley Crescent School Cell Phone policy.

7. Academic Honesty Policy

I agree to abide by the Valley Crescent School Academic Honesty policy.

8. Discipline

I agree to abide by the Valley Crescent School Discipline Policy.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

LIABILITY WAIVER AND RELEASE

Please sign the following liability and waiver forms if applicable.



VALLEY CRESCENT SCHOOL

547 W. Nees Ave, Clovis, CA 93611
(559) 298-0023 (559) 298-0014 Fax

TRANSPORTATION WAIVER AND RELEASE

I, _____, release and forever discharge and hold harmless the Bus Driver and Valley Crescent School (herein referred to collectively as the “Releases”) from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the travel from school to home (herein referred to as Activity). I understand and acknowledge that this Release discharges the Releasees from any liability or claim that I may have against them with respect to bodily injury, personal injury, illness, or any damage that may result from the travel involved.

Medical Treatment: I hereby Release and forever discharge the Releasees from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency the travel.

Despite precautions, accidents and injuries can occur. I understand that travel and other aspects of the Activity may be potentially dangerous and that my child may be injured and/or lose or damage personal property or suffer financial loss as a result of participation in the Activity. Therefore, I ASSUME ALL RISKS RELATED TO THE TRAVEL.

In signing this WAIVER, RELEASE, COVENANT NOT TO SUE AND HOLD HARMLESS AGREEMENT, I acknowledge and represent that I have read the foregoing in its entirety; and that I understand it and sign it voluntarily as my own free act and deed.

The provisions of this Agreement are severable. If any one or more provisions are determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions shall nevertheless be binding and enforceable to the fullest extent provided by law.

Parent Signature: _____

Printed Name: _____

Date: _____

