

In the name of Allah, Most Gracious, Most Merciful

PLEASANT VIEW SCHOOL

PARENT-STUDENT HANDBOOK

PRE-SCHOOL - 8th GRADE

Last Updated August 10, 2007

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PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students,
As-Salaamu Alaikum,

On behalf of PVS faculty and staff, I welcome you to another academic year at PVS where we strive to be an exceptional and distinguished school, insha'Allah. We share a strong partnership with parents and volunteers that translate to a solid team approach which is evident in all our school activities and functions.

Our goal is to provide the highest quality education possible in an Islamic environment. We set high expectations of all students and encourage them to be independent and motivated. In addition, we believe in challenging them to reach their greatest potential so they will be productive and responsible members of the society.

We always welcome your suggestions, support and encouragement. Please do not hesitate to contact the office should you have any questions or need further information. Working together, we will be able to reach our collective and individual goals, insha'Allah. I look forward to celebrating with you the achievement of our students.

May Allah (SWT) bless you and your family

Sincerely,

Wesam Salem,
Principal

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MISSION STATEMENT

The school is dedicated to strive for the development of an Islamic personality among its students with excellence in all walks of life - academic, moral, religious, and social.

CURRICULUM

The primary curriculum emphasis is based on the development of skills, attitudes, concepts and knowledge necessary for personal, as well as academic growth. The instructional program is child centered and utilizes hands-on experiences. The curriculum is comprised of Language Arts (which include reading as a primary focus, as well as spelling, grammar and handwriting), Math, Science, Social Studies, Arabic, Qur'an and Islamic Studies. Education in various areas of learning is provided with an Islamic perspective, which makes Islamic Studies an integral part of the curriculum.

Islamic studies curriculum includes basic Islamic beliefs and how to practice them, recitation and memorization of the Qur'an, Qur'anic Arabic, sirah of the Prophet(s), Islamic history, fiqh, and Islamic manners and values.

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ADMISSION POLICY

Age Requirement:

- A child entering KG must be five years on or before September 30 of the school year for which he or she is enrolled. Proper documentation of age must be provided.
- A child entering 1st grade must meet the following requirements:
 - a) has successfully completed an approved KG program, or
 - b) was a first grade student in another state transferring to PVS (proof of enrollment is required)

NOTE: Under *Tennessee Law*, a person attains any given age on the day before his or her birthday. Therefore, a child whose birthday is October 1st is eligible to attend KG, if he or she is then five years old. Also, the enrollment requirements are based on age rather than on mental maturity or academic ability.

For further information about registration procedure, requirements, and tuition fees, please call the school office or visit our website: www.pleasantviewsschool.com.

Required Documents for Student Enrollment

1. Proof of Required Immunizations

Children enrolling at PVS for the first time **must** have the **Tennessee Certificate of Immunization** (green card) filled out and signed by a physician or Health Department clinic. For students already enrolled, official documentation of required immunization must be on file in the child's school record.

2. Proof of Medical Examination

State regulations require all children entering KG or 1st grade for the first time to have a complete medical examination **within six months prior to the beginning of school year** in August.

3. Birth Certificate

4. Social security number

5. Withdrawal form & transcript/report card (for transferring from another school).

Special Program:

Pleasant View School **cannot** provide for children in need of special services. The school does not have the proper facilities or the specialized staff to meet the needs of all such students.

Language Requirements:

The language used in teaching at Pleasant View School is English. Therefore, all children must be able to speak, read, write, and understand according to their grade levels. Those who are not yet able to do so are encouraged to attend special programs in the public schools that are designed especially for the non-English speakers.

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FINANCIAL AID

Pleasant View School offers financial assistance towards payment of tuition to **deserving students whose parents are truly in need of such assistance**. A fund using donations from generous Muslims in the community was established in 1998 for this purpose. Based on the availability of such funds this year, deserving students will get a discount towards payment of their annual tuition. The aid will range from **10%-50%**. Any aid beyond this range will be considered only for special situations on a case-by-case basis. **Parents are required to pay the rest of the tuition amount to fulfill their part of the financial obligation.**

The financial aid program will use the following criteria to determine who qualifies for such assistance as well as the amount of financial assistance given to each applicant:

- 1) **Parents' financial status** (based on family income through employment, business, or other sources). **Proof of all income sources and amounts are required to make a fair determination of the need.** All financial records will be kept confidential and only be used for review by the Financial Aid Committee.
- 2) **Student's academic performance, behavior and attendance.** Parents must submit a copy of the student's report card and standardized test results. **A student is eligible and remains eligible as long as he/she maintains at least a "C" grade point average for each 6 week reporting period. All financial aid recipients must maintain an average grade of "C" or better. Any future financial aid will depend upon prior performance of the student. Students who do not maintain this minimum standard may be denied future financial aid.**

Parents who want their children to be considered for financial aid must submit a "**Financial Aid Application**" **with all the required information and documents.** **Parents should check with the office for announced deadline. Late applications are subject to denial of Aid.** Once all needed information is received, the "Financial Aid Committee" will process the application and decide whether to grant or deny the application and on the amount of assistance (on a case by case basis). Parents will be notified in writing or via phone, about the final action taken on the application with reasons for acceptance or rejection as soon as the decision is made.

Financial Aid is available for students who are enrolled in **KG through 8th Grade only.** PVS **does not offer financial assistance for children enrolled at the Child Care Center or Pre-K at this time.**

Application and instructions are available from the office and can be printed from our website: www.pleasantviewschool.com.

NOTE: **Before submitting an application to PVS, we require that parents first apply with MOST.** Each year MOST gives scholarship to deserving students. Please contact school office for further assistance.

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ATTENDANCE

The Tennessee State Compulsory Attendance Law requires that students attend school (ages six through seventeen years) regularly. Besides, regular attendance is essential for systematic academic progress and helps develop responsible attitudes toward learning. Young children progress if continuity is maintained. Therefore, parents should see that their children do not miss classes unless it is necessary. Parents should plan appointments and family trips around the school calendar. All absences will be classified as Excused or Unexcused.

ONLY the following reasons will be considered for **excused absences**:

1. Illness of student
2. Death or serious illness within the student's immediate family
3. Religious holidays (for non-Muslim students)
4. Court appearance
5. Dental and medical appointment, when appointment at other times is not possible
6. Traveling for Hajj (not to exceed 15 school days)

All excused absences must be verified by a note from the parent or any other source to justify absences and should not exceed 15 days per school year. A leave of absence request should be submitted to the Principal 15 days in advance for approval. In cases of prolonged illness of the student, a note from the physician is required.

Unauthorized or unexcused absences from the school are considered truancy and if **exceed 15 days** may affect promoting the student to the next grade level. In addition, excessive absences (excused or unexcused) will affect promoting the student to the next grade level provided students' overall grade on report card is "C" or below.

Make Up Work

- Work and tests for both excused and unexcused absences should be made up as soon as possible and no later than a week after the student returns to school.
- Each make-up assignment for unexcused absence will be marked down one letter grade
- **No credit will be given for schoolwork for unexcused absences exceeding 5 school days per school year and any missed tests will be graded "F".**

Note: Tennessee State Law requires referral to the juvenile court for violation of the compulsory attendance law.

SCHOOL HOURS

School hours are from 7:45 a.m. to 3:00 p.m. Classes begin promptly after the morning assembly at 8:00 a.m. sharp. Any student arriving after 7:50 a.m. is tardy.

Excessive tardiness (more than 4 days per reporting period) will result in disciplinary action according to the school "Discipline Policy."

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TARDINESS

Punctuality is an essential part of Islamic education. The morning assembly starts at 7:50 am and classes begin at 8:00 am sharp. Students are expected to be at school by **7:45 am**. Any student arriving after 7:50 am will be noted tardy unless excused by the office. **Student who is tardy more than 4 (four) times during a reporting period will not be eligible for “honor roll” nor for “principal’s list” for that reporting period provided the tardiness is unexcused.**

WITHDRAWALS/DISMISSAL

Withdrawal of any student from the school must be made by the parent in person. All unpaid fees must be paid in full and all school materials including textbooks must be returned to school before records of the student can be released. The school reserves the right to dismiss any student if found to be out of harmony with its rules and policies.

SCHOOL/CLASSROOM VISITORS

All visitors and parents are welcome and are encouraged to visit the school. All visitors (including parents) are required to sign-in at the office and to state the purpose of their visit. If a parent wishes to visit their child’s classroom, they must arrange it in advance with the child’s homeroom teacher. The Principal must approve the visit based on the school’s schedule and the homeroom teacher’s approval. All visitors should observe proper decorum of the class. Undue conversation and movement is not allowed. Unless the visitor has volunteered to undertake a certain mutually agreed task, the visit to the classroom should be for the strict purpose of silent observation. **Young children cannot accompany the visitor.**

Parents are not allowed to stop by classrooms without checking in at the office. To drop off any forgotten items (such as lunch boxes, homework, etc.), these items should be brought to the office where the child can pick it up.

EARLY DISMISSAL

If a child needs to be picked up early, parents must first come to the office to sign the child out. **Parents should not go directly to the classroom to pick up the child.** Only parents or other designated persons mentioned in the emergency contact form will be allowed to pick up a child.

NO Early Dismissal after 1:30pm.

END OF SCHOOL ASSEMBLY

An afternoon assembly program is held at 2:55pm each day. Students are dismissed at 3:00pm. No student is allowed to leave without the teacher's approval before that time. Once students are dismissed they must exit from the assigned exit door. Student will wait outside until picked up unless he/she is enrolled in the “After-School Care”. It is the responsibility of the parent/guardian to promptly pickup his/her child at dismissal.

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FIELD TRIPS

No child will be allowed to leave school for a field trip without a signed permission slip from the parent. Pleasant View School believes that field trips provide mental and social stimulation necessary in elementary years. Through field trips, students will receive hands on experience and enrichment in ways not possible inside a classroom setting. Therefore, we encourage all parents to support this academic learning outside the school.

Proper conduct is expected of all students at all times. Students are required to wear school uniform or a PVS T-Shirt as approved by the Principal.

Note: Only students from the same class will be permitted to attend the field trip. No other student from any other class will be allowed to go with them unless approved by the Principal.

CLASS PARTIES

Two organized classroom parties during the two 'Eid festivals are scheduled each school year. Other classroom parties are not allowed unless approved by the principal. The following rules must be observed:

1. The parent(s) should notify the teacher at least one week in advance if he/she wishes to give a class a party as a treat. The teacher should seek the principal's approval.
2. Teacher should notify all parents (via a note through the children) of the upcoming celebration (indicating date & time).
3. All parties should be confined to the last hour of the school day (in order to minimize the impact on classroom activities).
4. Any parent(s) who wishes not to participate in such celebration should be allowed to pickup their child during that specific time period.
5. Parties should be limited to cake (or some sweets), moderate gift giving, Islamic songs, and games.
6. No outside person (professional or amateur), such as, clowns, jugglers, entertainers, etc. will be allowed during such parties.
7. Parent(s) of the child and any other parents of children (belonging to that class) will be allowed to participate.
8. The teacher and the parent(s) will be responsible for proper observance of these guidelines and for an orderly behavior during such celebrations.
9. **NO Birthday Parties** or **Birthday celebrations** are allowed on school premises.

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LIBRARY

Rules:

It is our intention to provide students and staff with good service in a pleasant atmosphere. All students can help by observing the following rules of conduct.

1. The library is part of our school. All school rules are to be followed in the library.
2. Loud talking is not permitted. Students will be aware of others and keep the volume of their conversation as low as is practical.
3. Feet on the furniture and sitting on the table are not permitted.
4. No running or throwing things is allowed in the library.
5. Students may not engage in disrespectful attitudes or language, goading, teasing or other types of harassment.
6. Students should not be in the library after its regular closing hours, unless you are with a teacher.

Violations of the above rules will result in disciplinary action according to the school's "Discipline Policy".

Library Fines:

The library is fine 5 ¢ per day, for each book/video. No fines accumulate on Saturday, Sunday, or school holidays.

Damaged Books or Videos:

Please let me know if any item needs to be repaired. Many repairs can be completed in the library.

Due Dates:

Books and videos are due 7 days from the day that you checked it out. Books checked out on Monday are due the following Monday, and so on. You may renew books for additional 7 days as long as your books are not overdue. All books and videos must be turned in at the end of each semester.

Returning Books:

Please return all books and videos that you have checked out at the librarian's desk. Please do not put them on shelf – they need to be checked in first.

Overdue Books and Videos:

If you have overdue books or videos you **cannot check out additional books or videos until all overdue books and videos** have been returned to the library. Books are considered to be lost if they are more than 2 weeks overdue, or if they have not been turned in at the end of the semester.

Your Library Card:

Each student is issued a library card. Students need to bring their library card with them to check out or renew books and videos. Students may not use another student's library card.

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Lost Library Cards:

If you are well and truly sure that you have lost your library card, I can issue a replacement. Only 1 library card is valid per person – old library cards will not work. This is to protect you from someone else finding your card.

Library Hours:

8:00 a.m. – 3:00 p.m.

Accelerated Reading Books:

The library has obtained many additional and Accelerated Reading tests over the summer. All books are now marked if we have a test that goes with the book. Your teacher has a current list by grade level; the library has a master list of books and tests.

STUDENT PERFORMANCE & EVALUATION

The academic year is divided into six reporting periods. Grading system is based on child's ability to demonstrate appropriate progress in academic, social, and emotional areas. The homeroom teacher will discuss this with the parent.

Report cards will be sent home at the end of each six (6) weeks to inform the parent/guardian of the student's progress. Please refer to school's calendar for specific dates.

Progress Reports will be sent out according to the schedule noted on the school's calendar.

Teachers will keep parents posted if a sudden change in the performance of the student is noted. Deficiency notice will be sent accordingly. Parents should feel free to check on their child's progress within the reporting period if a concern arises.

Grading Scale

A= 93-100

B= 86-92

C= 78-85

D=70-77

F= 0-69

E= Excellent

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

N/A= No Evaluation

HOMEWORK

Homework is an integral part of the learning process. For young children it is generally for reinforcement through practice. It may also be an opportunity to complete assignments that have been missed. It is the policy of the school that meaningful homework is required for all grades. Parental support is needed to provide the proper environment for homework preparation. It is essential that parents be involved in their child's learning and give priority to the homework assignments. However, they should also provide their child enough free time for play and other activities.

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Homework assignments include:

- Practice** exercises to follow classroom instruction
- Preview** assignments to prepare for subsequent lessons
- Reinforcement/ Extension** assignments to transfer new skills or concepts to new situations
- Creative** activities to integrate many skills toward the production of a response or product
- Preparation** for test(s)

Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

K-8 Guidelines for Homework Times (nightly)

Kindergarten	20-30 minutes
1st grade	30-45 minutes
2nd grade	45-60minutes
3rd grade	60-70minutes
4th grade	1.5 hrs
5th grade	1.5-2 hrs
6 th , 7 th , & 8 th	2-3 hrs

Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- Partial credit**
- Communication with parents (after 3 missing assignments)**
- After-school detention**

Students who miss homework because of an absence will be given the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get missed work due to illness or absence.

Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night. Each teacher should keep a record to show students grades on different assignments. ALL papers/ projects must be submitted on due date.

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Parents' Responsibilities:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help the student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Students' Responsibilities:

- Write down assignments in students' planners
- Be sure all assignments are clear; ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student abilities.
- Produce quality work.
- Make sure assignments are done according to given instructions and completed on time.

ACADEMIC STANDARDS

Promotion Policy:

Promotion occurs at the end of the school year based upon the student's achievement and performance in the current grade level. A student must have completed all subjects with a satisfactory or passing grade.

Retention Policy:

A student who receives an "F" in one or more of the main academic subjects (Reading, Language Arts, Spelling, Math, Science and Social Studies) will be retained at his/her current grade level, unless the student can demonstrate, by taking and passing promotion exam(s) one week prior to the first day of classes, for all of the failed subjects.

Parents can prepare the student for the exam by:

- Enrolling their child in a summer remedial program, or
- Obtaining tutors for their child

Upon passing the exam(s) in all deficient subjects, the student will be promoted to the next level. A Student, who fails to meet the standard in the promotion's exam, will be retained at the current grade level during the new school year.

A student may not be retained more than one time while enrolled at Pleasant View School. If retention is called for on more than one occasion, parents will be asked to look for other alternatives.

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Retention Procedure:

Parents of a student, who is struggling to stay above “D” or is failing, will be contacted frequently to discuss ways to improve the student’s work. If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she should consult with the Principal. The Teacher will then schedule a parent conference to discuss the student’s academic progress. At this conference, the possibility of retention will be presented as well as specific plans for progress. Depending upon the student’s progress, a recommendation for retention will be made to the homeroom teacher with the Principal’s approval. A conference will be scheduled with the parents at the earliest time possible during the last reporting period. The Principal will make the final recommendation for retention. If the parents do not agree with this retention recommendation, conference will be scheduled with the parents, classroom teacher(s), and the Principal. The desired (not required) result of this conference is to have parental consent for retention.

PARENT-TEACHER CONFERENCES

Pleasant View School encourages regular parent-teacher conferences. A minimum of two conferences a year, one in each semester, is scheduled by the school for teacher-parent conferences. A parent-teacher conference may also be initiated by the parent, if any concerns arise. To set up a conference, the parent should send a note to the teacher requesting a meeting. Parents are strongly encouraged to attend the parent-teacher conferences in order to meet with their child’s teacher and keep abreast of their child’s academic and social progress.

COFFEE-WITH-PRINCIPAL MEETINGS

These meetings are held by the Principal to provide updates to parents of individual grades about the school’s events and activities. Parents also have an opportunity to discuss school-related issues or concerns in a group setting.

ADDITIONAL MEANS OF COMMUNICATIONS

- Voice Mail -- For urgent messages, please call the school’s office (901) 380-0122 Ext. 201.
- Website -- www.pleasantviewschool.com
- E-mail -- Please refer to PVS website for your teacher’s email address.
- Lesson Line -- (901) 380-0122 menu option # 6
- You may also schedule an appointment with any of the teachers or the principal by contacting school’s secretary. For record keeping and documentation purposes and to ensure quality of service, all meetings will be recorded.

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DRESS CODE

Girls Uniform:

- Burgundy Plaid jumper (*please see [Appendix C](#)*)
- Burgundy short or long-sleeved shirt – for Grades Pre-K to 5
- White short or long sleeved shirt – for Grades 6 - 8
- Light gray slacks: Knit pull-up style or loose leggings are best. (NO TIGHTS)
- Shoes: **NON-Marking BLACK** shoes. Sneakers are acceptable ONLY for P.E. classes. (NO SANDALS, SLIPPERS OR ROLLER SHOES)
- Head Cover (Khimar or Hijab): **White** head cover for all girls (during Salat) and **required for girls in grades 6,7,8(during the entire school period).**
- Scarves are available from the office

Boys Uniform:

1. Light Gray pants - (NO JEANS OR SHORTS) (*please see [Appendix C](#)*)
2. Burgundy shirt: short or long sleeved (NO T-SHIRTS) – for Grades Pre-K - 5
3. White shirt: short or long sleeved (NO T-SHIRTS) – for Grades 6 - 8
4. Shoes: **NON-Marking BLACK** shoes. Sneakers are acceptable ONLY FOR P.E. classes (NO SANDALS, SLIPPERS OR ROLLER SHOES)

P.E.:

1. PVS T-Shirt is required for both boys and girls.
2. Black sweat pants
3. Non-marking sneakers

NOTE:

1. Uniform is required for all students in Pre-K through 8th grade
2. All uniforms are ordered through [French Toast](#). Uniforms can also be purchased locally from School Uniform & More 3433 Austin Peay Hwy, Memphis, TN 38138 Ph: 901-213-9798
3. There is no uniform required for **daycare/pre-school** students. However, children should come to school in clean and comfortable attire appropriate for their age.
4. Boys are not allowed to wear any kind of jewelry. Girls may however, wear simple earrings or tops.
5. All students are required to wear proper uniform. Non-compliance will result in suspension after 2 written warnings.

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CLASSROOM MANAGEMENT RULES

- All classes will start with *Bismillah-ar-Rahman-ar-Rahim* [We begin in the name of Allah, The Most Gracious, The Most Merciful].
- Each student will sit at the assigned seat.
- Each student will keep books and materials at the designated place.
- Students will not talk to each other while the teacher is giving instructions or while they are doing their individually assigned work.
- Students must bring sharpened pencils from home. Students will be allowed to re-sharpen one pencil at a time, upon seeking permission from the teacher after raising one's hand to be recognized.
- No one should speak in the classroom without first seeking teacher's permission by raising the right hand.
- No one should leave the classroom without the teacher's permission. Only one student at a time will be allowed to go out.
- Any one who speaks without taking permission will lose the chance to answer a question or gain teacher's attention.
- No tossing, throwing, or flying objects will be allowed in the classroom.
- Chewing gum or eating and drinking in the classroom will not be allowed except during the snack period, if any.
- Making any kind of noise is strictly prohibited.
- If a student does not follow these rules, he/she
 - May be isolated from the rest of the class.
 - May be asked to remain standing in a corner for a maximum of 30 minutes.
 - May be sent to the Principal's office.
 - May lose the privilege of becoming the 'Student of the Week' for that week.
 - May not be given any assignment as a 'Class Helper' for that week.
 - May be referred to the parent for further admonition and correction of behavior.
 - May be asked to bring a parent for teacher-parent conference.
- Students who follow these rules throughout the week, may be
 - Eligible for 'Student of the Week'
 - Asked to serve in one of the following positions for the week:
 - a) Class Monitor b) Assembly Presenter c) Bathroom monitor d) Cleanup In-charge
 - e) Line Leader f) Paper Passer g) Any other position of responsibility
- Students who are punctual in attendance and in turning in their homework on time will receive a star besides their name on the bulletin board.
- Each class will end with a dua', '*Subhanaka Allahumma wa bihamdik*' (for the first three months) or '*Subhananka Allahumma wa bihamdika, La-ilaha illa Anta, Astaghfiroka wa Atubu Ilaiik*' [How perfect You are and I praise You. None has the right to be worshiped except You. I seek Your forgiveness and turn in repentance to You].

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DISCIPLINE POLICY

The purpose of Islamic education is to provide both knowledge and an environment conducive to the development of an Islamic personality. Education involves learning, and learning is considered effective when there is a positive change in behavior. Although behavioral change is a difficult process and takes a long time, it is an essential element in the development of personality and has to be pursued with vigor and determined effort. The participation of parents is considered the major factor that initiates, encourages, and enhances learning and behavior. The Pleasant View School believes that each student is unique and has the potential for making positive contributions to society.

Acceptable behavior is essential to the development of responsible and self-disciplined citizen of the community and to the provision of an effective school program. In order to maintain good order and insure an environment conducive to learning, Pleasant View School considers certain behavior and conducts occurring on school property or at any school-sponsored activity occurring off school property to be offenses. Such offences include but not limited to the following:

1. Immoral conduct, indecent language or behavior.
2. Disrespect or insubordination toward teachers, principal or other school employees.
3. Theft.
4. Violence, threat of violence, physical or verbal intimidation towards other students, teachers, or other school employees.
5. Truancy, persistent tardiness or unexcused absenteeism.
6. Persistent disobedience or disorder.
7. Racial or ethnic harassment.
8. Possession of any kind of weapon or any other illegal items.
9. Inappropriate use of electronic media.
10. Defacement and destruction of school property (vandalism).

Committing any offence mentioned above or failure to comply with any school's rules will result in suspension, detention or expulsion from school based on the seriousness or frequency of the misconduct.

Teachers and principal are always willing to discuss any situation about a child with the parents.

Note: If your child receives a conduct notice, please use this time as an opportunity to discuss the behavior with him/her. 1

¹
[See Appendix B](#)

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EMERGENCY PROCEDURES

Injury/Accident Procedure

In the event of a serious accident or injury involving a child:

- The teacher/administrative staff will call the Emergency number (911).
- Then the teacher/administrative staff will notify the parents or the emergency contact.
- Under no circumstances should a child be left unattended (during school hours).
- An accident report should be completed prior to witnessing staff member's departure for the day. The report must be turned in to the supervisor/principal.
- Parents must complete an **Emergency Contact Card** at the beginning of the school year and notify school personnel of any changes of addresses, phone numbers, and emergency contacts as soon as possible.

Fire Procedure

In the event of a fire:

- Each teacher will take all children (in his/her classroom) from the building outside following an established route.
- The teachers and/or administrative staff will make sure no one is left inside the building.
- The administrative staff member will notify the Fire Department by calling the emergency number (911). If a **fire alarm** has been pulled, the security/fire monitoring service will contact the Fire Department automatically (unless they are notified about a false alarm due to an **accidental pull** of the alarm).
- Once the Fire Department has declared the building safe (or in the case of a confirmed false alarm), each teacher will take his/her children back to the classroom. If the building is unsafe for entry, the parents will be contacted for pickup as soon as possible.
- The principal/supervisor will file a report of the fire prior to the end of the day and submit to the School Board.

Tornado Procedure

In the event of a tornado warning issued by the National Weather Service or through the Civil-Defense Sirens:

- All children will be accompanied by their teacher to the hallway, away from outside doors and windows.
- The teacher will make sure all children are accounted for and none are left in the classrooms.
- After the clearing of the tornado warning (through reports from the National Weather Service or through silencing of the sirens), the teacher will take the children back to the classrooms.
- In case of any damage to the building, administrative staff will notify the parents for pickup as soon as possible.
- The principal/supervisor will file a report of the incident and submit it to the School Board.

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EMERGENCY CLOSINGS

In the event of inclement weather, the school may be closed for the entire day, dismissed early, or start late. The school board will make any such decision. **Announcement of any closing or late start due to bad weather will be made through local TV channels (i.e. Channel 5, 24).** The absence of any announcement means that the school will be open as usual.

MEDICATION

Only medication that absolutely **MUST** be given during school hours should be brought for dispensing at school. The parent or guardian should bring the required medications to the school office and hand it to the office manager. Parent should not send the medication in the child's backpack. All medication must be brought in its original container with the correct label, whether it is prescription or non-prescription. All prescription medicines must have a pharmacy label containing the doctor's name, child's name, and the name and dosage instructions of the medicine. Parents must provide a written authorization and detailed instructions for giving the medicine.

ILLNESS/ACCIDENTS

In case of a serious accident or injury or illness, or any other emergency situation, parents will be promptly notified. If we are unable to contact the parents, then we will call the emergency contact person indicated on the emergency contact form. Please make sure that you include the names and phone numbers of the friends or relatives (other than the parents or guardians) you want to be contacted on the emergency form. Also, please indicate the name and phone numbers of the child's doctor and hospital to be contacted in case of a medical emergency. It is important that the parents promptly notify the school of any changes to names and phone numbers of the emergency contact persons.

PROHIBITED ITEMS

Students are not allowed to bring toys, playthings and other personal items unless they are for a special classroom activity that has been approved by the teacher. Students are not allowed to bring play balls, Frisbees, skateboards, skates, gum, discs/tapes/records, firecrackers, matches, knives, and guns (real or toy). If you have questions on any other prohibited items, please contact the school principal. Also, students are not permitted to sell, trade or buy items from each other at the school.

AFTER-SCHOOL CHILD CARE

Pleasant View School provides after school child care. After-school child care is available until 6:00 p.m. through the Day Care/Pre-School program. If you wish to enroll your child in this program you must register him/her at the school office. For fees and other information, please contact the school office.

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LOST AND FOUND

A lost and found is located in the school office. Students can claim any lost items there. At the end of the school year, any remaining item(s) will be donated to charity. Students are cautioned not to bring valuable items or extra cash to school.

PARENT-TEACHER ASSOCIATION

Pleasant View School has an active Parent-Teacher Association (PTA). Each parent is highly encouraged to become an active member and be involved in the PTA activities. Parent volunteers are always needed and are welcomed. Please contact your child's teacher or the principal if you are able to volunteer your time and talents. PTA meetings are normally held regularly. Notice will be sent out for each meeting.

TRAFFIC RULES

In order to provide a safe environment for our students during arrival and dismissal the following rules must be followed:

1. Students must be dropped off or picked up in front of the school building. Students will not be allowed to be dropped off or picked up outside the school campus.
2. Parents must make one line in the drop off/pick-up lane during the morning and afternoon drop off/pick up times.
3. **No parking or standing on the drop off/pick-up lane** will be allowed at any time. This blocks the flow of traffic. **Please do not leave your car/van unattended in front of the main entrance.** Please be courteous and adhere to this rule.
4. Parents who park in the parking lot must accompany their child into the school during the drop off or pick-up time.
5. Parents must pick up their child from the assigned exit of the building. A designated area will be cordoned off to ensure safety of students.

CHANGES

Muslim Community Center, Inc./Pleasant View School reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant any such changes. Updated version will be available on our website: www.pleasantviewschool.com.

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APPENDIX A

Head Lice (Pediculosis)

"Prevention is better than cure"

Infestation of lice in the hair, eyebrows and eyelashes.

Clinical Features

Infestation may result in severe itching and excoriation of the scalp.

Occurrence

Outbreaks occur worldwide and are common among children in schools and institutions everywhere.

Epidemiology

Direct contact with an infested person and objects used by them. Lice leave a febrile host; fever and overcrowding increase transfer from person to person. Head and body lice live for 7-10 days and their eggs for about 10 days away from host.

Treatment

Several products are effective and available with prescription.

Treatment must be repeated in 7 to 10 days. Clothing, bedding, and cloth toys should be disinfected by machine washing and drying.

Exclusion

Children in child-care are likely to be treated at home during the evening. Under most circumstances, it is reasonable to allow these children to return the next day rather than wait a full 24 hours. "NO NIT" policies may be required by some centers; however, the benefits of maintaining this policy have not been shown.

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APPENDIX B

Pleasant View Daycare/Pre-School, Elementary & Middle School

Behavior Guidance Plan For Parents

Pleasant View School believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits; in this atmosphere, most behavioral issues are prevented.

However, if behavioral issues occur, our philosophy is to help children learn human values, problem solving skills and to take responsibility for their own choices. By using the following progressive guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for all of our children:

I. Classroom Management

Our teachers will manage individual classrooms by:

- Modeling and reinforcing appropriate behavior
- Maintaining consistent supervision
- Setting reasonable expectations for children's behavior based on their developmental levels and individual differences
- Becoming familiar with an individual child's special needs
- Providing interesting, challenging, age-appropriate activities to do

II. Ignoring

Some negative behavior is exhibited by a child to seek attention, however, it can be stopped when it does not get the attention desired. We will utilize this technique unless a safety issue is involved.

III. Redirection / Distraction

We will offer alternatives to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play.

IV. Verbal Intervention

The teacher explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, "instead of hitting Sarah, say, 'I am angry because you took my truck'".

V. Logical Consequences

Here, the teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the blocks from the child.

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VI. Take A Break

The child is separated from the group, to allow him/her to relax and calm down, and to enable him/her to not be influenced by peers. The process used for Take A Break is:

- The child is assisted to an area in the room where he/she can be supervised at all times.
- The child will have access to activities and materials while in Take A Break.
- If Take A Break occurs two or more time in one day, parents will be notified when the child is picked up at the end of the day.
- The child may return to the group as soon as the negative behavior stops or is significantly reduced.
- Take A Break will not be used for children under 3 years; instead, redirection or distraction techniques will be used.
- If “Take A Break” is not working effectively, the Persistent Inappropriate Behavior Procedure will be instituted.

Guidelines for Persistent Inappropriate Behavior

Persistent inappropriate behavior is any inappropriate behavior, which continues after the progressive guidance steps have been used; any behavior that threatens the health or safety of other children or staff; or a continuous inability to follow the rules and guidelines of our program.

Pleasant View School will use the following progressive procedures:

1. We will observe and record the child’s inappropriate behavior
2. We will document what we have done to try to change the behavior.
3. If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. Children old enough to understand this process will be invited to attend. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all steps the staff will take to change the behavior, all steps the parents will take, and all steps toward dis-enrollment if the behavior persists.
4. The Center Director/Principal may suggest outside resources to parents and we will work with any outside resource for further guidance in responding to the child’s behavior.
5. If the inappropriate behavior continues, parents will be asked to keep the child home for a day or two.
6. If the inappropriate behavior persists after the child is kept home for several occasions, Pleasant View School will request that the parent to dis-enroll.
7. Other disciplinary actions (such as in-school suspension, after-school detention, or expulsion) may be taken, as appropriate (outlined in our Discipline Policy above).

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Guidelines for Immediate Dis-Enrollment

Certain behavior may cause a significant risk of harm to the health and safety of other children or staff. (For Example, a physical assault which results in serious bodily injury, an attempted physical assault which if completed, would result in serious bodily injury, setting or attempting to set fires, bringing weapons to the school, substantial damage to real or personal property, etc.)

Pleasant View School may dis-enroll any child whose behavior creates a significant risk of harm to the health and safety of other children or staff, without following the guidance steps outlined above.

Other Forms of Discipline

Our policy does **not** permit the use of the following forms of discipline:

- Corporal punishment
- Emotional punishment, including ridicule, embarrassment, or humiliation
- Punishing a child for lapses in toilet training habits
- Withholding food, light, warmth, clothing or medical care
- Physical restraint, other than the restraint necessary to protect a child or others from harm

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APPENDIX C

Uniform



V-Neck Pleated Plaid Jumper (burgundy)

Short Sleeve Polo Shirt (burgundy)



Long Sleeve Pique Polo Shirt (burgundy)



Flat Knit V-Neck Cardigan Sweater (burgundy)



V-Neck Sweater Vest (burgundy)



Double Knee Pants (Light Grey)

Acknowledgement

I, _____ the undersigned do hereby acknowledge that I will abide by the rules and regulations of Pleasant View School as stated in Parent Handbook for 2007-2008 school year.

Parent or Legal Guardian Signature

Date

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