



Quba Islamic School

## **Parent Handbook**

Assalamu aleikom,

The purpose of this handbook is to provide you with comprehensive information about the school's policies, procedures, and expectations. It serves as a guide to help you understand how the school operates and what is expected of you and your child/children.

### **School Mission and Values:**

Quba Islamic School is a private Islamic school that focuses on fulfilling the academic and character development needs of Muslim students in the San Gabriel Valley (Walnut, Diamond Bar, Covinas, etc.) and Inland Empire areas.

Quba Islamic School understands the importance of religious etiquette in the academic curriculum and incorporates Arabic as well as Religious Studies into the daily schedule of the children. Quba Islamic School is making leaps and bounds to provide schooling at the top level by constantly developing its methodologies to be more effective every semester.

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This handbook is a valuable tool for fostering positive relationships between parents and the school, promoting a sense of community, and ensuring that everyone is working together to support student success.

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## **1. Welcome Letter**

Dear Parents,

On behalf of the Quba Islamic School administration and staff, I am delighted to welcome you to our school family. We are thrilled to have you and your child join our school community, and we look forward to a rewarding and successful academic year ahead.

At Quba Islamic School, we are committed to providing a safe, nurturing, and inclusive learning environment where every child can thrive. Our dedicated teachers and staff are here to support your child's academic, social, and emotional development, and we encourage open communication and collaboration between home and school.

We seek students and families who support Quba Islamic School's values, which are rooted in Islamic beliefs and practices. Our values emphasize that our students are the amanah of Allah (swt) and it is ultimately their benefit that steers our decisions. Our values create an environment that helps us to nourish the new generation of students to enable them to become critical thinkers, lifelong learners and believers in positive action.

This parent handbook has been designed to provide you with important information about our school policies, procedures, and expectations. It is intended to serve as a resource throughout the school year, so please keep it handy for reference.

We believe that a strong partnership between home and school is essential for your child's success, and we encourage you to get involved in your child's education. Whether through volunteering, attending school events, or communicating with your child's teachers, your involvement makes a difference.

We are excited to embark on this journey with you and your child. InshaAllah together, we will create a positive and enriching educational experience for your child. If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for entrusting us with your child's education. We look forward to a wonderful year ahead!

Jazakom Allah khairan,

Nadia Kashuka

Principal, Quba Islamic School

## **2. Communication**

Quba Islamic School aims to foster a strong and collaborative relationship with parents, ensuring that communication is clear, timely, and supportive of student success.

- Communication Channels: Quba Islamic School utilizes a variety of communication channels to keep parents informed, including emails, WhatsApp, newsletters, the school website, social media, and parent-teacher conferences.

Parents can expect regular updates from the school regarding school events, academic progress, and important announcements. Efforts will be made to ensure that communication is timely, relevant, and informative.

Teachers will communicate regularly with parents regarding their child's academic progress, behavior, and any concerns. Parents are encouraged to reach out to teachers with any questions or concerns they may have.

Quba Islamic School is committed to responding to parent inquiries and concerns in a timely manner. Emails and phone calls will be responded to within 24-48 hours during regular school days.

Quba Islamic School encourages parents to be actively involved in their child's education. Opportunities for involvement include volunteering, attending school events, and participating in the Parent-Teacher Association (PTA).

Quba Islamic School will maintain the confidentiality of parent communications, respecting the privacy of individual families and students.

- Contact Information:

### **Email**

**info@qubais.org**

### **Phone Number**

**(909) 620-5297**

### 3. School Calendar

Quba Islamic School would like to remind you to check the school calendar when scheduling appointments and planning trips.

Checking the school calendar will help you avoid scheduling appointments or trips on days when your child should be in school. This will minimize disruptions to your child's education and ensure that they do not miss any important events or activities.

We encourage you to refer to the school calendar regularly and plan accordingly.



#### Quba Islamic School 2024-2025 CALENDAR

**1 - 9** Summer Break  
**6** Teachers return to school  
**12** First Day of School  
**20** Back to School Night  
**22** Family Iftar Night

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**1 - 3** Winter Break - **No School**  
**20** Martin Luther King Day - **No School**  
**22** Science Fair  
**23** 100 Days of School & Family Iftar Night

**2** Labor Day - **No School**  
**19** Family Iftar Night  
**20** Learn With Me (K-5) - Open to parents  
**27** Success Day (6-11)

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**1** Hijab Day  
**10 - 12** Arabic Spelling Bee  
**17** - Presidents' Day - **No School**  
**20** Family Iftar Night  
**24 - 27** IOWA Testing

**11** Teacher in Service Day - **No School** End of Quarter 1  
**24** Family Iftar Night  
**28-31** Parent Teacher Conferences (**Early Dismissal**)

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**1** Month of Iqra'  
**7** - Teacher in Service Day - **No School** End of Quarter  
**24 - 31** Spring Break - **No School**

**1** Parent Teacher Conferences  
**28** Thanksgiving Day - **No School**  
**11-13** English Spelling

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

**1 - 4** Spring Break - **No School**  
**7** Eid Celebration / Gift Exchange  
**22** Earth Day Celebration  
**24** Family Iftar Night (Last)

Bee

**20** Fall Fest

**21** Family Iftar Night

**25-29** Fall Break - **No School**

17	18	19	20	21	22	23
24	25	26	27	28	29	30

20	21	22	23	24	25	26
27	28	29	30			

**14** Annual Fundraiser

**19** Family Iftar Night

**20** - Teacher in Service Day - **No School** End of Quarter

**23 - 31** Winter Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**5** Teachers Appreciation Day - Early Dismissal

**12 - 22** Finals (7th to 11th grade)

**23** Teacher in Service Day - **No School** End of Quarter

**26** Memorial Day - **No School**

**29** Soak Day

**2** Move Up Day

**3** Culture Day

**5** - Graduation Day

**6** - Last Day In Service for Teachers

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

First/Last Day
No- School- Break
Important Events
Professional Development
Graduation Day



**ICSGV**  
Quba School

#### 4. School Hours and Attendance

- Attendance Policy

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. The State of California considers ten days of absences for one school year, for any reason, excessive.

Excessive absences will result in a parent conference at which point an attendance contract will be signed. Parents are asked to make appointments for their students outside the school day whenever possible. California Education Code 48205 states that a student may be excused legally from school when the absence is due but not limited to:

- Personal illness or injury.
- Quarantine under the direction of a county or city health office.
- Medical, dental, or chiropractic services.
- Attendance at funeral services for a member of the immediate family.
- Exclusion for failure to present evidence of immunization.

- Exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease.

### **Absence Procedure**

When a student is absent, the parent is to call the office the day of the absence at (909) 620-5297. A written note stating the reason and date(s) of the absence is also required the day the student returns to school. Please include the following information in the note:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence

All absences not cleared within three days will be considered truancies.

A student absent from school for an excused reason shall be allowed to complete all assignments and tests missed during the absence. Each teacher will establish a reasonable time period for completion of the missed assignments. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

### **Late Arrival to School**

Students are expected to arrive at school no later than 8:15 AM to allow sufficient time for them to settle in, prepare for the day, and be present for the start of classes. It is the responsibility of parents/guardians to ensure that their child arrives at school on time to minimize disruptions to the learning environment caused by late arrivals.

Excused Tardiness: Tardiness due to medical appointments, documented emergencies, or other valid reasons approved by the school administration will be considered excused.

Tardiness due to oversleeping, traffic, or car trouble are not excused.

All instances of tardiness will be recorded and kept on file for reference. This record may be used to track patterns of tardiness and inform future disciplinary actions if necessary.

**Three tardies will count as one unexcused absence.**

Students who arrive at school after 8:20 AM are considered late and shall check in at the front office for a pass to class.

## Truancy

According to California Education Code Section 48260, a student is classified as truant after three unexcused absences or tardies of 30 minutes or more within a school year. Parents will be notified and must ensure attendance. Failure to do so may result in legal consequences.

*A “chronic absentee” has been defined in EC Section 60901(c)(1) as “a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.”*

### Notification Process

- **Initial Notice:** After three (3) unexcused absences or the equivalent (e.g., nine tardies), parents/guardians will receive a written notice from the school, warning them of the student's truancy status.
- **Follow-up Meeting:** If the truancy continues, the school will request a meeting with the parents/guardians to discuss attendance concerns and develop an attendance improvement plan.

#### a. Interventions

- **Counseling:** The school will offer counseling services to address any underlying issues contributing to the student's absenteeism.
- **Attendance Contracts:** An attendance contract may be implemented, requiring the student and parents/guardians to commit to specific attendance goals and actions.

#### b. Consequences

- **Academic Penalties:** Unexcused absences may negatively impact the student's grades and eligibility for extracurricular activities. Excessive absences may result in the student not being promoted to the next grade level.
- **Disciplinary Actions:** Continued truancy or failure to adhere to the travel policy may lead to disciplinary measures, including detention, suspension, or, in extreme cases, expulsion from Quba Islamic School.

#### c. Record-Keeping and Reporting

- **Attendance Records:** The school will maintain accurate daily attendance records for all students. These records may be reviewed by the California Department of Education if necessary.
- **Internal Review:** The school administration will regularly review attendance records to identify patterns of absenteeism and address them proactively.



#### **d. Communication**

- **Policy Distribution:** This truancy policy will be distributed to all students, parents, and staff at the beginning of each school year and will be available in the school's handbook.
- **Ongoing Reminders:** Regular reminders about the importance of attendance and punctuality will be communicated through newsletters, meetings, and other school communications.

#### **e. Appeal Process**

- **Parent/Guardian Appeal:** Parents/guardians who believe an absence or tardy has been incorrectly recorded as unexcused may appeal to the school administration within five (5) school days of the notification.

#### **Student Early Pick-Up**

To ensure the safety and well-being of students, Parents or guardians must notify the school in advance if they need to pick up their child early. Notification can be provided by phone call, email, or written note. Upon arrival at the school for early pick-up, parents or guardians must check in at the main office and sign the early pick-up log. Students will only be released to individuals listed on the student's emergency contact list, unless prior arrangements have been made and documented by the parent or guardian.

In case of emergency situations requiring immediate student pick-up, such as illness or family emergencies, the school will make reasonable efforts to accommodate early pick-up requests without prior notification. However, parents or guardians are still required to follow the check-in and identification procedures outlined above.

Parents or guardians are encouraged to minimize early pick-ups during instructional time to minimize disruption to their child's learning. Whenever possible, appointments and other non-emergency activities should be scheduled outside of school hours.

#### **Early Dismissal**

Students leaving campus early must be signed out in the office by the parent, or an adult identified on the student's Emergency Contacts with a note from the parent releasing the student to the adult. Parents and guardians are asked to schedule all appointments outside the school time when possible. Teachers are to keep students in class until notified by the office to release the student.

## **Late Pick up**

Students picked up after 3:30 PM Monday through Thursday will incur a \$25 late fee, as there will be no staff available to supervise them after this time. Dismissal time on Friday is 12:30 PM. On Fridays, students picked up after 12:35 PM will be charged a \$40 late fee.

## **Travel**

Quba Islamic School urges parents to make sure their children attend school regularly and to schedule all travel during school holidays. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Independent Studies do not excuse the student's absence from school. In order for absences to be excused due to travel, the following conditions must be met:

1. Parents must request and obtain approval prior to the trip. Travel contracts must be turned in to the office no later than **14 school days prior to the trip** to be considered for approval.
2. Terms and conditions will be placed by the teacher(s) as far as assignments. Late or missing work is to the discretion of the teacher as to whether or not it is accepted.
3. Parents will be called in to the office for a meeting with the school principal, and to sign this agreement.

## **5. Curriculum and Instruction**

- Overview of Curriculum

Quba Islamic School follows a comprehensive curriculum that is designed to promote academic excellence and student achievement.

The curriculum includes core subjects such as English Language Arts, Mathematics, Science, and Social Studies, as well as enrichment subjects such as Arabic, Islamic Studies, Quran, Art, and Physical Education.

Teachers at Quba Islamic School use a variety of instructional methods and strategies to meet the diverse needs of students and promote active engagement in learning.

Quba Islamic School encourages parents to be actively involved in their child's education by supporting and reinforcing classroom learning at home.

Parents are encouraged to communicate regularly with teachers to stay informed about their child's progress and to address any concerns or questions they may have.

- Homework Policy

Homework assignments are designed to reinforce classroom learning and help students develop independent study skills. Parents are encouraged to provide a quiet and conducive environment for their child to complete homework assignments and to monitor their child's progress.

Quba Islamic School uses a variety of assessment methods to evaluate student progress, including tests, quizzes, projects, and class participation.

Grades are based on students' performance on assignments, assessments, and classroom participation, and are intended to provide feedback on student learning.

- Individualized Education Programs (IEP)

To ensure that all students with special needs receive appropriate educational support, parents are responsible for supplying the school with their child's current IEP. **Registration will be pending until the IEP is reviewed by the principal.**

Parents must provide a copy of their child's current IEP during the registration process. The IEP should be up-to-date and reflect the student's current educational needs and accommodations.

Review Process:

The principal will review the submitted IEP to ensure that the school can meet the student's needs. Registration for the student will be considered pending until the IEP has been reviewed and approved by the principal.

**It is the responsibility of the parents to ensure that the IEP provided is complete and accurate.**

**Parents must notify the school of any updates or changes to the IEP throughout the school year.**

Once the IEP is reviewed and approved, the school will work to implement the accommodations and modifications outlined in the document. Teachers and staff will be informed of the specific needs and supports required for the student.

The school will maintain open communication with parents regarding the implementation and effectiveness of the IEP.

Regular updates and meetings will be scheduled to discuss the student's progress and any necessary adjustments to the IEP.

If the IEP is not provided, or if there are delays in its submission, the student's registration will remain pending. The student will not be officially enrolled or allowed to attend classes until the IEP is reviewed and the school confirms it can meet the student's needs.

## **6. Health and Safety**

- Health Services

Quba Islamic School provides basic first aid and emergency care to students during school hours. Parents are required to inform the school of any health conditions or allergies that may affect their child's well-being. Parents will be notified in the event of a serious illness or injury to their child at school. It is important for parents to keep emergency contact information up to date.

Quba Islamic School does not administer medication to students. It is the responsibility of parents to ensure that any necessary medication is taken by their child before or after school hours.

Quba Islamic School promotes good health and hygiene practices, including regular hand washing and proper coughing and sneezing etiquette, to prevent the spread of illness.

- Emergency Procedures

QIS has practiced for emergencies so that the community is prepared should anything ever happen. We require that every student treat every emergency drill as if it were the real thing. QIS will hold one fire drill, one earthquake drill, and one lockdown drill per academic year. Students are required to turn in an emergency kit during our back to school week - kits are placed in sealed containers near an exit.

### **1 - Evacuation Procedures:**

In the event of an evacuation, the classroom's evacuation and alternative evacuation route are posted by the classroom door. Follow these procedures:

- Follow designated exit routes which are posted in each classroom.
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of a room shall verify that the room is empty and close the door.
- Staff are required to take the red emergency backpack located by the EXIT doors during an evacuation.

- Our QIS rally point is located in the center of the parking lot or in the parking lot across the street from ICSGV.
- Once staff is at our rally location, staff take attendance and make sure that every student who was in class that day is accounted for.
- A staff member will check on each classroom.
- At this time, staff will report any students with injuries and any students who are missing. Staff will not report a student who was absent from class as missing.
- When it is safe to re-enter the building, the principal will inform staff members and everyone will transition back to class in an orderly manner.

## 2 - Earthquake Procedures



### *During an earthquake:*

**DROP** where you are, onto your hands and knees

- This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

**COVER** your head and neck with one arm and hand

- If a sturdy table or desk is nearby, crawl underneath for shelter
- If no shelter is nearby, crawl next to an interior wall
- Stay on your knees; bend over to protect vital organs

**HOLD ON** until shaking stops

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands

### *After an Earthquake:*

- Follow Evacuation Procedures.

- Look around your environment to identify any new hazards such as leaking gas lines, damage to the building, water or electric lines, or other things that may be dangerous, especially if there are aftershocks.

### 3 - Fire Alarm Procedure

If you see a fire or smoke, or if the fire alarm sounds:

- Immediately pull the fire alarm if it has not already sounded.
- Go to a safe location and call 911.
- Give name, address, and details of fire emergency.
- When the fire alarm sounded, all students and staff were to immediately evacuate the building.

## ADMINISTRATIVE PROCEDURES

- The fire alarm system is not to be silenced unless approved by the Fire Department.
- Teachers should stress to students that evacuations are to be conducted in a brisk, quiet, and orderly manner.
- Notify fire fighters immediately if anyone is unaccounted for and advise of their likely location if thought to be in the building.
- Students and staff are not to reenter the building until fire officials give their approval.

### 4 - Lockdown Procedures

One type of emergency that our school may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, we should be prepared to take steps to isolate students, faculty and staff from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and faculty from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. Lockdown with warning: The threat is outside the school building.
2. Lockdown with intruder: The threat or intruder is inside the school building.

*Lockdown with warning:*

- Building administrator orders and announces “lockdown with warning.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Special attention should be paid to classes that are outside of the school building, such as the playground area.
- Teachers must be able to hear the lockdown announcement.
  - Lock exterior doors.
  - Clear hallways, restrooms, and other rooms that cannot be secured.
  - Secure and cover classroom windows.
  - Move all persons away from the windows.
  - Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should take this list with them once they are directed to leave the classroom.
- Move on announcement only.
- Once the threat has subsided, the building administrator announces “all clear.”

*Lockdown with intruder*

The following procedures should be followed when the threat or intruder is inside of the school building:

- Building administrator orders and announces “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.

- Take attendance of students in each classroom.
  - Teachers should prepare a list of missing and extra students in the room.
  - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear.”

## **7. Discipline and Behavior Expectations**

Quba Islamic School recognizes and rewards positive behavior through a variety of means, such as verbal praise, certificates, and incentives.

Parents are encouraged to reinforce positive behavior at home and to celebrate their child's achievements.

Parents will be informed of any behavioral issues or disciplinary actions involving their child. Open communication between parents and school staff is encouraged to address any concerns or questions regarding student behavior.

Consequences for misbehavior will be determined based on the severity of the offense and may include verbal warnings, loss of privileges, or suspension.

Parents will be notified of any disciplinary actions taken against their child and are expected to support the school's efforts to maintain a safe and respectful learning environment.

- **Code of Conduct:**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- A. Demonstrate courtesy
- B. Behave in a responsible manner and always exercising self-discipline.
- C. Attend all classes regularly and on time.
- D. Prepare for each class; take appropriate materials and assignments to class.
- E. Report to school in uniform



- F. Obey campus and classroom rules.
- G. Respect the property of others, including school property and facilities.
- H. Cooperate with or assist the school staff in maintaining safety, order, and discipline.

- Bullying Prevention:

Quba Islamic School will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing by students, staff, or third parties is strictly prohibited and shall not be tolerated.

Definition: Bullying as defined by Oxford Languages is seeking to harm, intimidate, or coerce someone perceived as vulnerable.

Quba Islamic School has a zero-tolerance policy for bullying in any form. Bullying behavior, including cyberbullying, will not be tolerated and will be addressed promptly and effectively. Students and parents are encouraged to report any incidents of bullying to a teacher or school administrator.

Appropriate disciplinary action will be taken against the bully. This may include counseling, detention, suspension, or expulsion, depending on the severity of the behavior.

Any student found to have made a false report of bullying with the intent to harm another student will face disciplinary action.

## **8. Parental Involvement**

Parents are encouraged to take an active role in their child's education by supporting learning at home, attending school events, and communicating regularly with teachers.

Parents should ensure that their child attends school regularly, completes homework assignments, and is prepared for class.

Quba Islamic School welcomes and encourages parents to volunteer in various school activities and events, such as field trips, classroom activities, and fundraisers.

Volunteering helps support the school community and provides parents with the opportunity to actively participate in their child's education.

Quba Islamic School will schedule parent-teacher conferences to discuss student progress, academic goals, and any concerns.

Parents are encouraged to attend these conferences to stay informed about their child's academic performance and to work collaboratively with teachers to support student learning.

## **9. Student Assessment and Grading**

Quba Islamic School uses a variety of assessment methods, including tests, quizzes, projects, and class participation, to measure student learning.

Assessments are designed to be fair, valid, and aligned with curriculum standards.

Grading Scale:

Quba Islamic School uses a standard grading scale to evaluate student performance. The grading scale is as follows:

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: Below 60%

Grades will be reported to parents regularly through report cards, progress reports, and on JupiterEd. Parents are encouraged to review their child's grades and communicate with teachers regarding any concerns or questions.

Homework and assignments are important components of the assessment process and are used to reinforce classroom learning.

Parents should support their child in completing homework assignments and ensure that they are submitted on time.

Quba Islamic School offers Homework Club Monday through Thursday for a monthly fee. The Homework Club provides students with a structured and supportive environment to complete their homework assignments and receive additional academic support. The structured environment and additional support can make a big difference in helping students stay on top of their homework and improve their academic performance.

## **10. Payment Policy**

It is essential that all fees are paid promptly to ensure the smooth operation of our school and to provide the best possible educational experience for your child.

Tuition fees are due on the 5th of every month. Late fees will be applied for payments received after the due date. A late fee of \$25.00 will be charged for all payments submitted after the due

date. This late fee will double after the 10th of the month. If tuition, including late fees, is not paid in full by the 15th of the month, the student will not be allowed in class.

Payments can be made by cash, check, or online payment through JupiterEd. Please make checks payable to Islamic Center of San Gabriel Valley (ICSGV) and include your child's name and grade in the memo line.

## **11. Parent/Visitor Policy**

The California Constitution requires schools to ensure a safe, secure and peaceful environment for students and employees (Article I, Section 28). Several Education Code and Penal Code provisions, along with Board Rules and policies, allow school administrators to set additional limitations on campus access when an individual, including a parent, is disruptive.

A parent/guardian shall not remain on school premises, without the approval of the principal. Unless there is an emergency or a scheduled school event, prior authorization is required for a parent/guardian's presence on campus. Once authorized, a parent/ guardian shall sign in at the front office.

## **12. Interaction with Staff**

At Quba Islamic School, we value the partnership between parents, teachers, and staff in providing a supportive and nurturing environment for our students. In order to maintain a positive and productive relationship, we expect all parents to treat our teachers and staff with respect and professionalism.

Expectations:

1. Communication: Parents are expected to communicate with teachers and staff in a respectful and civil manner, both in person and in writing (email, phone calls, etc.).

2. Behavior: Parents are expected to refrain from using aggressive, confrontational, or disrespectful behavior towards teachers and staff, including but not limited to:

- \* Verbal or physical intimidation
- \* Profanity or derogatory language
- \* Threats or harassment
- \* Disruptive or disrespectful behavior on school property

3. Conflict Resolution: Parents are encouraged to address any concerns or conflicts with teachers and staff in a calm and respectful manner. If a resolution cannot be reached, parents may seek assistance from school administration.

4. Support: Parents are expected to support teachers and staff in maintaining a positive and respectful school culture.

Consequences:

Failure to comply with this policy may result in:

- \* Verbal warning
- \* Written warning
- \* Termination of student(s)

By partnering together and upholding these expectations, we can create a safe, supportive, and successful educational environment for all students.

### **13. Field Trip Guidelines**

Field trips are an important part of the educational experience and provide students with valuable learning opportunities outside the classroom. To ensure the safety and success of our field trips, we ask that you review the following guidelines:

#### Permission Slips:

- Please sign and return all field trip permission slips by the specified deadline.
- Ensure that the permission slip is complete and accurate, including emergency contact information.

#### Cost and Fees:

- Please ensure that any fees or costs associated with the field trip are paid by the specified deadline.

#### Clothing and Supplies:

- Ensure that your child is dressed appropriately for the weather and the activities planned for the field trip.
- Pack any necessary supplies, such as water bottles, sunscreen, or snacks, as instructed by the school.

Behavior Expectations:

- Discuss behavior expectations with your child and remind them to follow all school rules and guidelines during the field trip.

Chaperoning:

- If you are interested in chaperoning a field trip, please contact the school office to express your interest and availability.
- Chaperones must comply with all school policies and guidelines during the field trip.



### **Acknowledgment Form**

I, \_\_\_\_\_, acknowledge that I have received a copy of the Quba Islamic School Parent Handbook for the current academic year. I understand that it is my responsibility to read and familiarize myself with the contents of the handbook, including school policies, procedures, and guidelines.

I understand that the information in the handbook is subject to change, and I agree to abide by the policies and guidelines outlined in the handbook. I understand that failure to comply with these policies may result in disciplinary action.

I also understand that I can request a copy of the handbook at any time from the school.

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

Student Name(s): \_\_\_\_\_

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

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