

*In the Name of Allah, Most Gracious, Most Merciful*

## **Meraj Academy**

11070 Old Santa Susana Pass Road  
Chatsworth, California 91311

### **School Policies**

Parents are expected to help their children understand and adhere to all student responsibilities by reviewing the school policies and standards with their child. Parents should stress the importance of performance in school and the need to follow school rules. By keeping informed, involved in school activities and encouraging their child to feel successful, parents can instill humility in their children. This will help each student work at their highest level. Please review the following with your child.

#### **Daily Schedule**

The daily schedule for Meraj Academy is as follows: School begins at 8:00 a.m. and ends at 3:00 p.m. School commences promptly with morning assembly. Zuhr Prayers is held before lunch.

8:00 am – 8:20 am	Morning Assembly/Daily P.E.
8:20 am – 9:15 am	First Period
9:15 am – 10:10 am	Second Period
10:25 am – 11:20 am	Third Period
11:20 am – 12:15 pm	Fourth Period
12:15 pm – 1:10 pm	Zuhr Prayer/Lunch
1:10 pm – 2:05 pm	Fifth Period
2:05 pm – 3:00 pm	Sixth Period

#### **Lunch**

Lunchtime is from 12:15 to 1:10 p.m. Parents are required to send a lunch for their child everyday. Meraj Academy encourages good eating habits. A well-balanced nutritious meal and beverage are strongly encouraged. Gum, candy, and soft drinks are not allowed. The school would appreciate the parents' cooperation in this matter by abstaining from providing their children with the above mentioned items. In case a student does bring these items to school, they will be taken away from the child at lunchtime. If a child forgets to bring a lunch to school, provisions will be made in school and parents will be charged \$4.50 for the meal.

## **Uniform**

Each child must have a set of clothing with his/her name printed for identification on each article of clothing. Also please label your child's uniform sweater and jacket. The uniform should be kept clean. Pre-schoolers take a nap and need to take their bedding home for washing as well.

The following is the dress code at Meraj Academy. Only these items are part of the permitted daily uniform.

<u>Boys</u>	<u>Girls</u>
Navy Blue Pants	Navy Blue Dress
White Collared Shirts	White Round-Collared Blouse
Navy/Black Shoes	White Leggings
Navy/Black/White Sneakers	White Scarf
Navy Sweaters	Navy Sweaters
Navy Jackets	Navy Jackets
	Navy/Black Shoes

Polos or turtlenecks are not permitted as part of the school uniform.

## **Illnesses**

Only prescribed medicine will be administered. A medication form should be filled out and signed and handed over to the concerned teacher on duty, with the medicine. Medicine should not be placed in the lunch box without notifying the teacher on duty.

## **Absences**

Parents should call in the morning of the child's absence. A reason and expected return date must be stated.

## **Emergency Cards**

It is extremely important that parents fill-out and update their child's emergency information card. In the event of an accident or illness, an earthquake or other natural disaster, the school can release your child only to those listed on the emergency card. Updated information should be sent to the school office.

## **First Aid**

Every accident is given immediate attention. Parents, guardians, or other responsible adults will be notified promptly in cases requiring emergency medical attention. An accident report will also be filled out concerning an incident that requires first aid. A copy of this report will be sent home and the original will be placed in the child's file.

## **Tardiness & Late Fees**

Students are considered tardy if they arrive after 8:00 a.m. Morning Assembly is held promptly at 8:00, and all students are expected to be present. There are various late fees associated with tardiness. Please review these fees carefully.

- School starts at 8:00 a.m. sharp. All students must attend daily assembly. There will be a **\$1 charge** for all students that are late.
- School ends at 3:00 p.m. There will be a **\$25 late charge** for children picked up after 3:15 p.m. and a **\$50 late charge** for those picked up after 4:00 p.m.

Please pick-up and drop-off your child promptly. It helps prevent congestion in the parking lot and unnecessary tardiness. Once a parent picks up the child, he/she is now the parent's responsibility. Parents are not to have conferences with teachers before or after school. Teachers have responsibilities at all times, and such conferences hold them from fulfilling their duties. You may leave a note in the office requesting a meeting with a particular teacher. The teacher will then call to arrange a meeting time.

## **Tuition Payment**

The tuition fee has to be paid for a full 10-month period. In case of withdrawal from the program before the 10-month period ends, parents are obligated to pay the following month's tuition fee. Please review Meraj Academy's payment policy. We currently offer three methods of payment.

**Method One:** *One large lump sum paid in the beginning of the school year.*  
Parents will receive a 3% discount if payment is made in full upon commencement of school.

**Method Two:** *Ten post-dated checks given at the beginning of the school year.*  
Parents will turn in ten checks dated the first of each academic school month (September 2004- June 2005) in the beginning of the school year. Every month, each check will be debited from the account.

**Method Three:** *Paying each month.*  
Parents will need to add an **additional \$50** if they chose to pay at the first of each month.

Tuition is due the first day of each month and must be paid on time. Bounced checks will be charged a \$25.00 service fee as well as the \$50.00 late fee.

Parents must fill out the following forms at the time of admission:

1. Application Form
2. Admission Agreement
3. Emergency Information and Release Form
4. Health Record and Examination Form

Copies of birth certificates must accompany all applications.

### **Discipline Policy**

There are many set standards of behavior expected at Meraj Academy.

Every child shall:

- Attend school regularly.
- Respect the property of the school and others as well as his/her own.
- Listen to and follow the directions of the persons in authority.
- Be respectful and courteous to everyone.
- Use appropriate language at all times. Refrain from the use of vulgar language or actions.
- Keep hands and feet to himself/herself.
- Keep his/her environment clean, neat and free of litter. This includes the classroom, eating areas and playground.
- Play, walk and remain only in supervised areas; areas where a teacher, volunteer or other supervising adult is present.
- No chewing gum in school.
- No cellular phones or any other electronic communication device. They will be confiscated and returned at the end of the school year.

In the classroom every child shall:

- Bring only school related items to school.
- Bring an absence excuse form from their parent or guardian verifying absences and tardies.
- Work, study and play only in teacher determined areas of the classroom.
- Treat school property with respect keeping them safe from damage or loss.
- Interact positively with all classmates.
- Stay out of unsupervised areas/places.

On the playground, in order to help manage student behavior outside of regular class time every child shall:

- Stay in their assigned play areas.
- Walk at all times except in authorized play areas.
- Use restroom and/or drinking faucets only during recess time and not when class is in session.
- No playing in or near restrooms.
- Keep school property free from litter and graffiti.

Each child should also observe a general consciousness of his or her actions, which may not be listed explicitly in the standards of behavior.

### **Consequences of Behavior**

Meraj Academy has implemented certain consequence to behavioral violations. Punishment is issued in a positive nature and is always fitting to the violation.

A student is subject to suspension for 1 to 3 days for a number of reasons, including disruption, cheating, lying, rudeness, disobedience, refusal to do assignments, minor fighting, throwing objects, temper tantrums, or any other inappropriate behavior.

A student will be expelled from the school in more extreme cases of behavior. A student may also be expelled for gross negligence of schoolwork and homework. Therefore, we urge parents to work with their children at home.

There will also be rewards and treats for positive behavior.

### **Parents as Partners**

Cooperation between the family and the school is essential. The school requires parents' full support for its educational program to be effective and successful. An educational program is only effective when there is reinforcement in other areas of a child's life.

Please take note of some special parental requests.

- Please do not interrupt your child's class for a concern (other than an emergency) once the class has commenced and before it has ended.
- Parents are also requested to wear modest, loose unrevealing clothes whenever they come on the school premises.

Once you have read each policy and reviewed with your child, please sign and return the following sheet. **This form and your emergency contact information are due the first Friday of school.** Thank you for your continued support.

Sincerely,  
Meraj Academy

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