At the Palm Tree Academy:

We are building the confidence of knowledge in our youth, The good ‘Word’ is taught, Sound Muslim character is instilled, and a High level of education is offered to meet and overcome the challenges that society presents today & tomorrow.
Shaping Our New Generation of Leaders

Welcome to the Palm Tree Academy. Palm Tree Academy (PTA) has been established on the strong belief that the intellect cannot be separated from the spirit. Our goal is to provide the community with an institute that offers high-level education integrated with leadership, and Islamic ethics, morals, and practices. By combining Islamic principles and academic excellence, we create a learning process that is challenging, enjoyable, rewarding, and meaningful.

The purpose of the Student/ Parent Handbook is to give Palm Tree Academy students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our institute. This handbook is prepared with the belief that all students, when provided with the correct information, are capable of making sound judgments relating to the interests of themselves, others, and the school. Students and their parents are expected to take an active role in our school. It is through participation in activities that individuals gain feelings of satisfaction and ownership. As parents, encourage your children to assume responsibility for maintaining an environment where they can get the most out of education. Their behavior should reflect respect for themselves, other people and property. Encourage them to take pride in our school. They, just as you parents, play a key role in establishing the school’s reputation and in maintaining its high standards.

School policies and procedures are reviewed annually and are subject to modifications. New or modified policies will generally supersede the provisions found in the Handbook. The Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the Board. If the Board revises the Handbook during the school year, the campus administration will make all necessary attempts to communicate those changes to parents and students. The campus administration may impose rules in addition to those found in the Student Code of Conduct and/or Student/Parent Handbook. These will be relayed to parents and students in written form.

Please review all pertinent information with your child then sign and return the Parent Acceptance of Handbook (last page) to the administrative office. Your signature is required to complete your child’s registration.
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Admissions

Palm Tree Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

All new and transferring students must meet the following conditions:
1. Have not been expelled from the school where he/she is transferring from due to bad behavior.
2. Must pass the Palm Tree Academy’s entrance exam, if requested.
3. All completed and signed enrollment forms submitted.
4. Have an updated immunization record.
5. Provide documents requested by Palm Tree Academy.

Please understand that Palm Tree Academy has the right at any time deemed necessary not to accept, or may dismiss, any student who does not comply with the school’s requirements and/or abide by its regulations within the guidelines of Texas law.

Enrollment Requirements:

- A child who is fully potty-trained and is at least three (3) years old by October 1st can be enrolled in the Pre-K1 half-day or full-day program.
- New students who will be four (4) years old by October 31st can be enrolled in the Pre-K2 half-day or full-day program.
- New students who will be five (5) years old by October 31st can be enrolled in the Kindergarten program.
- New students who will be six (6) years old by October 31" can be enrolled in the First Grade. *

* Children under six years of age between October 31" and December 31" of the current school year may be given a qualifying exam, at the parent’s request, to determine whether they will be placed in First Grade or Kindergarten at the time of admission. Testing of any student may be done at the discretion of the Director in the event a basis exists that may place such student in a higher grade level. A student must demonstrate achievement in all areas to be considered for advanced placement.

All additional grade levels will adhere to the same system of promotion by age and grade specific qualifying exams. Students already enrolled in PTA will be promoted to the next level if they pass all the requirements for promotion.

Required Documents:
The completed registration packet must be submitted before a student can be admitted. The registration packet includes: a Registration Form, Emergency Medical Form, Authorization Form, Student Health History, Race/Ethnicity Data Form, Tuition Payment Contract, and the Student/Parent Handbook Acceptance Form. In addition, copies of previous school report cards and relevant records- if child attended school previously, the child’s birth certificate, immunization record, and a photo identification card of the enrolling parent/guardian must be presented.

At this time, Palm Tree Academy is not equipped with the specialized staff to work with students with special needs or learning disabilities. PTA will refer these students to the local district and/or assist with locating support services.
Pre-Registration, Registration, and Waiting List Policy:

Admission will be granted to either current or new students on a first-come/first-serve basis during the regular registration period. Pre-registration is open to current PTA students. The pre-registration period will last throughout the month of April.

Students at the Palm Tree Academy must renew their registration every year. A spot will, however, be reserved in the following year’s class for students who are currently enrolled at PTA provided that they fulfill all the requirements of promotion to the next grade level and complete all the required pre-registration documents.

NOTE: Failure to complete the pre-registration documents before the end of April will cause the loss of the reserved seat in the upcoming year’s class. It is also incumbent that all the material in the pre-registration packet or re-enrollment form is filled out every year, even if similar material was filled out in previous years. It is the parent’s responsibility to ensure that the material is complete and that PTA has accepted their child’s pre-registration.

Anyone who is not a current student at PTA but wants to reserve a space in the next year’s class can be placed on the PTA’s waiting list. A student can be placed on the waiting list at any time for enrollment in the following school year. To be placed on the waiting list a parent must submit the student’s name, birth date, current grade, contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated. By May, a registration packet will be sent to all families on the PTA waiting list. In order for a student’s space to remain reserved, all documents in the packet must be completed and returned, and the registration fee submitted by the end of May.

Registration Fees

Registration: $150 first child, and $125 each additional child enrolled
  Returning students: $100 first child, and $75 each additional returning student

NOTE: In general, the registration fee will NOT be refunded by voluntary withdrawal or change of mind. The registration fee will, however, be refunded to students for whom PTA could not accommodate in placement.

Tuition and Fees

The annual tuition may be paid by one of the following options:

Plan A: Pay in full @ 5% discount. Payment must be received before the first day of school.

Plan B: Pay per semester: two equal payments @ 3% discount. Payment must be received before the first day of school of each semester.

Plan C: Pay monthly in ten (10) equal installments; 1st payment due upon registration; thereafter on or by the 15th of each month.

Parents are required to sign a contract that specifies payment arrangements. PLEASE KEEP IN MIND THAT THE TUITION IS AN ANNUAL FEE AND THE FULL AMOUNT IS DUE REGARDLESS OF THE NUMBER OF DAYS YOUR CHILD ATTENDS SCHOOL.
**Family Discount Option:** Families with more than one child enrolled may qualify for a discount. The first child pays maximum tuition, 2nd child receives a 10% discount, 3rd child receives a 25% discount, each additional child receives a 30% discount.

*Exception:* Discounts will not be applied to students in Pre-Kindergarten classes.

Only one discount option may be applied to tuition.

Tuition is due in full regardless of the number of days your child attends school. If your child does not attend school due to illness or vacation taken while school is in session, the tuition fee will not be reduced nor compensation made for the hours or days missed. The tuition is based on an annual rate for the school calendar year. School breaks and holidays are accounted for in the annual tuition fee. Any alteration to the school calendar or hours does not change the tuition fee.

A $25 late charge may be assessed for payments not received by the 5th day for which payment is due. Students with delinquent accounts over 45 days may be withheld from class participation and eventually withdrawn from the school in the event the account is not paid within 60 days. Bank charges will apply for any returned checks not to exceed the amount of bank charges to Palm Tree Academy for each returned check.

**Book/Supply Fees:**
The book fees are a one-time fee per student per school year. These fees reflect USAGE of books, consumable/non-consumable materials, workbooks, and other student materials. School textbooks must be returned in good condition. Parents are responsible for replacement/purchase cost for items lost or damaged.

Additional supply fees may incur throughout the year for other miscellaneous items teachers may request for special projects, field trips, etc.

There are no refunds on tuition, registration, or book fees if a student is voluntarily withdrawn from school for any reason.

**Dress Code:**
Students are expected to abide by the dress code guidelines set by Palm Tree Academy. Uniforms are to be worn at all times during school sessions and events. Certain occasions, which will be announced, may permit non-uniform days. Students should attend school in clean and neat uniforms. A student may be sent home to change or parent called to bring uniform clothes.

**School Uniform Colors – Pants/Slacks:** Navy blue and Khaki  
**Shirts/Blouses:** Navy blue, Khaki, White, and Forest/Hunter Green

**Girls:**
- Pants/slacks with a plain, long-sleeve blouse/shirt or tunic. NO TIGHT CLOTHING. Girls in 2nd grade and below may wear short sleeve shirts/blouses with slacks/long shorts/capris. Skirts/dresses are not allowed.
- Shoes: NO open-toed shoes, sandals, slippers, flip-flops, or shoes with heels that exceed 1” are allowed. For special occasions black closed toed shoes (heel not to exceed 1”) will be required.
- Scarf (hijab) recommended for all girls, but is required for Muslim girls in 5th grade and above; ALL GIRLS MUST WEAR HIJAB DURING PRAYERS.  
  No perfume, make-up, nail polish, tight clothing, or excessive jewelry will be allowed.
Boys:
- Slacks with a plain Polo-style or dress shirt.
- Shoes: NO open-toed shoes, sandals, slippers, flip-flops, or shoes with heels that exceed 1" are allowed. For special occasions black closed toed shoes will be required.

A two-week period will be granted at the beginning of school in order for uniforms to be obtained. Parents are requested to make all efforts to obtain the required uniform before school starts. Most major department stores carry basic uniform in the required colors. Additionally, Tex-Mex supplies school uniforms. Online stores: frenchtoast.com

School Operation – Hours/Arrival & Tardiness
School hours are from 8:15 a.m. to 3:30 p.m. Monday through Thursday and 8:30 a.m. to 2:15 p.m. Friday. Parents are asked to bring their child on time to prevent disruption in the class. Students should arrive no earlier than 8:00 a.m. and no later than 8:15 a.m. Any student arriving after 8:15 a.m. will be considered tardy, and parent must bring the student to the office. The tardy will be recorded, and the student will be taken to the classroom. In the case of bad weather, the student may get the pass independently and go directly to class. Three (3) unexcused ‘tardies’ shall be considered one (1) absence. Notices will be sent for excessive tardiness and/or a meeting with parents. Legitimate excuses will be considered for tardiness; i.e. flat tire, unexpected heavy traffic/incidents/ or bad weather. Please note school calendar for early dismissal days.

Students who arrive after 9:30 a.m. shall be recorded as absent unless a physician’s note is presented.

Student Drop-Off & Pick-Up
Parents are requested to drop off and pick up their child/children at the front side of the women’s entrance (by glass doors). Palm Tree Academy does not provide after-school day care. In the event a student is not picked up before 3:45 p.m. the student will be taken to the office and remain there until a parent or authorized person arrives. A late pick-up fee will be charged to compensate the attending personnel for after-hours service. This fee will be assessed at $5 for each 15-minute increment starting 15 minutes after dismissal. This fee is to be paid at the time of pick up, or will be charged to the student’s account and a statement sent to parent/s.

Early Pick-up
If a student needs to be picked up early from school, parents must come to the office and sign the student out. Only parents or other designated persons mentioned in the authorization form will be allowed to pick up a student unless the parent calls the office to make a special request. Parents should plan appointments and family trips around the school calendar.

Early Dismissals
See school calendar for scheduled early dismissal days. In the event circumstances warrant early dismissal of students, parents or emergency contact person will be notified by personal phone call and/or electronic means. For emergency school closure and dismissal, parents or emergency contact person will be notified by personal phone call. For emergency school closure and dismissal, see Health and Safety section.
**Attendance**

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 unavoidable. Parent should plan appointments and family trips around the school hours and calendar.

**Absences:**

**Parents are required to notify the school for any student absence.** Medical absences longer than three days may require a physician’s release for re-admittance. If a student is excessively absent, his/her student record is reviewed by the school’s Director, and he/she may be subject to retention. This is the policy regardless the absences are excused or unexcused. All students are required to attend 90% of the scheduled school days for which enrolled. Special circumstances will be considered whereby student may be excused for the 90% rule ONLY if the student completes the assignments successfully to the satisfaction of the teacher and Director; although absences will still be reflected on the student’s record. Such circumstances require review and approval by the Director.

PTA accepts the following as extenuating circumstances that allow for excused absences as long as the office is notified:

1. Personal illness, family illness/death, dangerous weather/road conditions or any other unusual cause acceptable to the Director;
2. Late enrollment;
3. Medical or dental appointments – though, should try all means to schedule outside school hours;
4. Family emergencies; and
5. Going to Hajj – up to 15 school days.

**Vacation/Leave Requests:**

Parents who request to take their child out of school for an extended period of time must notify the teacher and the Director in advance. Teachers will not make any arrangements with parents without written approval from the Director. Understand that the student must complete all assignments missed during his/her absence. Teachers may make arrangements to give students the assignments in advance if teacher is aware of such upcoming absence. The student may be required to take a test to assess whether he/she has mastered the material missed during class. If the student fails to exhibit understanding of any of the material, he/she will be required to learn the material on his/her own and be re-evaluated. This assessment will be the grade recorded in the student’s record and will be included in determining the grade point for the subject.

Absence waivers can be obtained in the case of long-term illness, documented by a physician, or for other circumstance approved in writing by the Director.

**Withdrawals/Dismissal Policy**

Withdrawal of any student from the school must be made by the parent/guardian in person. All unpaid fees must be paid in full and all materials belonging to Palm Tree Academy must be returned to the school before records of the student can be released or forwarded to another school. The school reserves the right to dismiss any student if found to be out of harmony with its rules and policies, unable/unwilling to conform to its programs, and/or is unable to benefit from its programs.
**School/Classroom Visitors**

All visitors and parents are welcome and are encouraged to visit the school. All visitors (including parents) are requested to notify the Director prior to the visit to ensure that the timing of the visit does not disrupt a particular program or students’ routine. If a parent wishes to visit their child’s classroom, the visit must be arranged in advance with the child’s teacher. All visitors are requested to refrain from disrupting the routine of the class or child’s learning activity. Unless the visitor has volunteered to undertake a certain mutually agreed task with the teacher, the visit to the classroom should be for the strict purpose of silent observation. Visitors may not bring other non-enrolled children with them to the class visit during school hours while the students are in class.

**Volunteers**

PTA appreciates the services of volunteers. A volunteer must be cleared by the Director before beginning his/her service. An approved volunteer will be requested to sign an ‘oath’ statement of confidentiality, and be required to sign in and out at arrival and departure. A volunteer may NOT bring non-enrolled children to the school during the hours of volunteer service. Volunteers are subject to the same code of conduct, dress code, and any other policies related to ethics and conduct, as other staff members. Volunteers are to work WITH the teacher or staff member and perform duties/tasks authorized under the guidance of the teacher and/or Director. A volunteer whose child receives a scholarship must fulfill his/her obligation set forth in the Scholarship Application and Requirements.

**Lunch**

PTA does not have cafeteria facilities. Parents are expected to provide a nutritious lunch and drink for their children. Students in the Pre-Kindergarten program should be provided a snack as well. No warming devices will be accessible to the students, so food should be ready-to-eat. Please avoid caffeinated drinks. Keep safety in mind for your child, as well as other students, by avoiding breakable bottles or glass containers when sending drink and food items.

PTA may offer a Hot Lunch Program depending on availability and participation in this service. When available, these lunches may be purchased for an additional cost. A notice will be sent home reflecting menu and pricing.

**Holidays and Observances**

The two ‘Eid observances, as well as Ramadan, are the only holidays celebrated at Palm Tree Academy. Activities to celebrate these occasions are encouraged and practiced. **PTA does not allow the celebration of birthdays at school. Do not bring or send items to school related to birthdays.** All other holidays that are not within the Islamic framework are not celebrated at school.
Health and Safety

Immunizations:
Texas State Law requires all students to have immunizations before entering school. Immunization record or Affidavit of Exemption for each child must be filed with the office. See chart in appendix or visit www.immunizetexas.com for forms.

It is the parent’s responsibility to ensure that the student’s immunization record is updated when needed.

Vision & Hearing Screening:
Texas State Law requires students to undergo vision and hearing screenings as follows:

- All children enrolled in a facility shall be screened for vision and hearing problems in pre-kindergarten, kindergarten, first, third, and fifth grades; and any new students.

All children enrolled in a facility must be screened according to the following schedule:

- Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the summer, the child's vision and hearing must be tested by December 31 of that year.
- Children previously enrolled in a facility who are four years of age on or before September 1, must be screened for possible vision and hearing problems by December 31.
- Except for children enrolled in kindergarten or first grade, a facility shall exempt any child from screening as required if the child's parent or legal guardian submits proof to the facility that the child's vision and/or hearing has been screened within the prior reporting year.

Parent is requested to submit proof of screening with results to the school office completed by a physician or other authorized/certified screener. Palm Tree Academy may offer this screening service to students who are unable to see a physician.

Spinal Screening:
Texas State Law requires students in grades 6 and 9 to undergo spinal screening to detect abnormal spinal curvature. Palm Tree Academy does not have an authorized/certified person to perform this screening; therefore, parent/s are required to submit proof of screening with results to the school office completed by a physician or other authorized/certified screener.

Incidents/Injuries:
Minor incidents in which a student is hurt or injured will be documented and reported to the Director. A note will be sent home to parent/s. If the student is hurt or injured and requires medical attention or demonstrates extreme discomfort, parent/s will be notified immediately. In the case of a serious injury or major emergency, the school will call 911 and request an ambulance to transport the student to the emergency room. Parent/s will be notified immediately. The emergency contact person will be contacted in the event a parent cannot be reached in either instance mentioned above.

Please note that Palm Tree Academy, the Islamic Center of El Paso, their Board of Directors, Faculty/Staff, and Volunteers are not liable for any damages, injuries, and/or expenses incurred in relation to such incidents and/or accidents.
Fire & Emergency Drills:
Teachers will prepare their students for spontaneous fire and emergency drills throughout the school year. Emergency information will be posted near the classroom exit and contain the Fire Drill procedures and Class Lists.

Emergency Closings:
In the event of inclement weather, the school may be closed for the entire day, dismissed early, or start late. The school administration will make any such decision. Palm Tree Academy will follow EPISD announcements on school closures/early release/late start due to inclement (bad) weather. This information will be announced through local TV channels and radio stations.

Administration of Medications:
Parents are asked to schedule dosages, if possible, so that the child receives the medication at home. If this is not possible, any medication must be administered, or assisted in its administration, by a school official. PARENTS MUST PROVIDE A WRITTEN STATEMENT AUTHORIZING PALM TREE ACADEMY TO ASSIST OR ADMINISTER THE SPECIFIED MEDICATION. This written request must include detailed instructions containing: name of medication, method of administration, dosage to be administered, and times of administration. Medication must be IN THE ORIGINAL PRESCRIPTION BOTTLE. A parent must provide a new written statement or letter each time a new prescription is to be administered.

- PTA does not permit students to carry their own medications and self-administer with the exception of asthma inhalers. If your child has asthma, unique medical conditions, or any other condition such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the Director or school nurse (if available), who will schedule a meeting with appropriate personnel to ensure that your child’s needs are met. A student who has written authorization from his/her parent and physician or other licensed health care provider, and who meets all other requirements, may be permitted, at the student’s discretion, to use prescribed asthma medication at school or school-related events.

Contagious Conditions:
If your child has a contagious condition such as staph infection, chicken pox, strep throat, measles, mumps, head lice, etc. the school should be notified immediately. Children with a contagious condition must stay home from school until the condition has been resolved or remedied; at least 24 hours free from condition.

Illness:
If your child becomes ill during the school day or during any school event, the parent/s will be called and requested to pick up the child as soon as possible. For the wellness of all students and staff, parents are requested to keep sick children home. A child who has had a fever or vomiting must be well for 24 hours before returning to school.

Palm Tree Academy’s Director and teacher must be notified of any medical condition and/or requirements of a student.
Curriculum & Instructional Policies

Palm Tree Academy’s comprehensive instructional program integrates as much as possible Islamic principles into the very framework and content of all aspects of the educational program to ensure the well-balanced growth and development of its students intellectually, morally, physically, emotionally, aesthetically and spiritually. The instructional program is child centered and utilizes a variety of teaching models and methods to enhance learning experiences. Non-Muslim students are not required to partake in the Islamic religious aspects of the program; however, will be taught the Islamic characteristics in cleanliness, morals, and ethics which are secular.

Our academic objectives are adopted from the standards published by the Texas Education Agency (TEA) and are known as the Texas Essential Knowledge and Skill (TEKS) or newest version adopted by the state. These objectives can be seen online at: http://www.tea.state.tx.us/teks. In addition to academic objectives, the TEA guide outlines social, aesthetic and physical objectives that should be met by students at each level of their education. Our curriculum consists of Language/Literacy, Mathematics, Science, Social Studies, Technology, Physical Education, and Foreign Language-Arabic.

- The Islamic studies objectives include basic beliefs and practices of Islam and Islamic History.
- The Arabic language objectives are to give students the basic understanding of the language in reading and writing, as well as reading Qur’an.
- Qur’anic studies objectives include practice in reading and memorizing select surah/ayat (verses) of the Qur’an, and the basic understanding and key vocabulary of the surah/ayat meanings.

Books, Kits, and Resources:

For the Pre-Kindergarten TEKS, Scholastic Early Childhood Education Program or other current program, and supplemental resources are used for child development skills in language/literacy arts, mathematics, science, social studies, and personal development.

All textbooks used for Palm Tree Academy students are uniform with the textbooks adopted for use in Texas public schools. Additional resources and materials may be obtained to enhance curricula.

Field Trips:

PTA believes that field trips provide mental and social stimulation. Through field trips, students will receive hands on experience and enrichment which enhances the learning process and concepts. Therefore, we encourage all parents to support this academic learning outside the classroom. No student will be allowed to leave the school for a field trip without signed permission from a parent. Field trips may include scheduled trips to the public library. Therefore, parents may be requested to obtain a library card for their child/children.

Special uniforms may be required for school field trips and will be relayed to parents in advance.

Prayer:

All Muslim students in 1st grade and above are required to take part in the congregational prayers. Girls must wear hijab (head scarf) and cover for prayers.
School Library/Resources:
Books checked out or borrowed are the responsibility of the student and parent/s. Lost, unreturned, or damaged items must be reimbursed to PTA.

Extracurricular Activities: The school makes every attempt to offer diverse learning experiences for its students. School clubs may be offered depending on available personnel to manage clubs. Enrollment for clubs will be available at the beginning of each school year.

Assessment
Students in Kindergarten and above will be given standardized testing every year. Standardized tests are only one method used to measure academic growth. Other methods of assessment include chapter/unit tests, quizzes, student observations and portfolios, and classroom assignments. No single method is used to measure a student’s overall achievement.

Grading & Evaluation Codes – Academic & Personal Development

<table>
<thead>
<tr>
<th>Pre-Kindergarten &amp; Kindergarten:</th>
<th>1st grade and above:</th>
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<tbody>
<tr>
<td>4 – Advanced/Consistently</td>
<td>90 – 100 A Exceptional</td>
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<tr>
<td>3 – Skilled/Frequently</td>
<td>80 – 89 B Above average</td>
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<tr>
<td>2 – Basic Understanding/Occasionally</td>
<td>75 – 79 C Average</td>
</tr>
<tr>
<td>1 – Needs Improvement/Rarely</td>
<td>70 – 74 D Minimal/Below Average</td>
</tr>
<tr>
<td></td>
<td>0 – 69 F Failing</td>
</tr>
</tbody>
</table>

Effort/Behavior/Character Development Scale
O – Outstanding
S – Satisfactory
I – Improving
N – Needs Improvement
U – Unsatisfactory

Honor Roll
Students in grades 1st and above will be eligible for honor roll recognition per the following scale:

Each ‘A’ receives 4 points; Each ‘B’ receives 3 points; Each ‘C’ receives 2 points

Student’s points are added up and averaged to determine a GPA. ‘Distinguished’ Honor Roll is a high honor status whereby a student has maintained ‘A’s during all four (4) grading periods. A student with a ‘D’, below 75% on any subject is automatically excluded from honor roll regardless of the GPA. A student must have no more than two (2) ‘tardies’ per month to be considered for either honor roll.

Gifted & Talented Program
Palm Tree Academy offers the opportunity for students who are identified as ‘gifted and talented’ to receive an enriched learning experience in a variety of methods. Students must be recommended for the program, interviewed and assessed, and then approved by the Director for placement in the G/T Program.
Transferring students who have already been identified for the G/T Program need only to submit records indicating placement in the program and maintain the criteria to remain in the program.

A G/T student is one who is identified as possessing demonstrated or potential abilities that give evidence of high performance capability in the areas of:

- Intellectual, creative, specific academic, or leadership ability
- High Achievement
- Performing and visual arts talents

**Parent-Teacher Communication**

A parent-teacher conference shall be held at the end of the 1st and 3rd grading periods. Teachers will provide a schedule for parents as to the available conference times. This is a time to provide parents with strategies in order to help the student at home, and also to give positive information about their child. Other parent-teacher conferences may be scheduled as needed if there is concern regarding the student’s grades, behavior, absences, make-up work and tests. Additionally, teachers are encouraged to maintain student progress reports and relay such progress to parents on a frequent basis. Parents are instrumental in their child’s success by ensuring that the teacher is aware of any concerns and/or problems the child is experiencing at school.

**Promotion and Retention:**

**Promotion:**

Based upon the student’s achievement of expectations, performance, and teacher recommendation, a student may be promoted to the next grade level at the end of the school year.

**Retention:**

A student who has not achieved at least minimal expectations and standards established by the PTA will be retained in the same grade level for the following year. A student’s placement may be re-evaluated upon completion of a summer program offered by PTA, or other academic enrichment program, or completes assigned summer work packet, AND successfully passes a test on the subject matter. Proof of attendance must be submitted along with subject content matter for such program attended. A student who fails to meet the minimal expectations for objectives in the promotion evaluation shall be retained in the current grade for the following school year.

A teacher will seek all options to provide the student with the opportunity to achieve the minimal expectations through tutoring, individualized lessons, seeking outside educator’s assistance with approval of the Director.

- Parents of students who are struggling to maintain a passing grade should be contacted frequently to discuss measures to improve student’s work.
- If, after careful observation the first three quarters, a teacher feels retention is a possibility, he/she shall consult with the Director. The teacher shall then schedule a parent conference to discuss the student’s academic progress and possible retention, as well as plans for student assistance.
- If, after evaluation of student’s progress, the teacher feels the student will benefit most by remaining in the same grade level, a conference shall be held with the parents at the earliest possible time during the fourth quarter. Recommendations to the parents as to available options for the student shall be provided; such as student the student attending summer program or private tutoring after which the student’s record will be reevaluated for promotion.
• In the event a student is unable to be promoted to the next grade level based on the reevaluation, a conference shall be held with the parents, classroom teacher/s, and the Director.
• The Director shall make the final recommendation for retention or promotion.

**School Records**
A student’s school records are confidential and are protected from unauthorized use. Parents may request access to the records of their children.

**Student Code of Conduct:**
The Student Code of Conduct contains PTA’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Student Code of Conduct also explains the kinds of disciplinary action school officials may take in order to ensure a secure, safe, and productive environment. Students are expected to display proper Islamic behavior and strive for personal success. Students shall be respectful to other students, teachers, staff, administration, and visitors. Islam endorses respect and responsibility in our dealings with self, others, and property. Therefore, Palm Tree Academy expects nothing less from its students.

**Students are responsible for the following:**
• Behave in a responsible manner, exercising self-discipline, courtesy, kindness, respect, and charity during and outside of school.
• Strive for the best, both academically and spiritually.
• Develop responsibility in personal skills; come prepared for each class with appropriate materials and completed homework; clean up after self, and helping others when needed.
• Follow and respect school and classroom rules, policies, and procedures.
• Attend daily Dhuhr prayers and demonstrate proper behavior during such (per requirements stated).
• Respect the rights and privileges of other students, teachers, and PTA staff and volunteers.
• Assist the school staff in operating a safe school by following all rules and guidelines.
• Show pride and school spirit, and exemplify model character.
• Deliver any written communication from the school to the parent or guardian as requested by the teacher or any other authorized staff (if the student shows reasonable responsibility for the task).

**Student Discipline Policy and Procedure**
In order for the school to operate smoothly and allow students and teachers to effectively achieve their expectations, certain discipline policies and procedures relating to student conduct shall be exercised. Teachers may implement their own classroom rules and policies as well. The school disciplinarian, or designated personnel, is authorized to:

• Assess and implement the discipline policy.
• Remove a student from campus for just reasons.
• Refer parents and student to guidance services.
• Suspend a student for no more than three (3) consecutive days per incident.
• Expel a student from Palm Tree Academy, with prior consultation from Board; after all other attempts for discipline have been exhausted.
• Assign students to community service duties.
Any behavior that goes against a school rule and/or poses a threat or danger is considered unacceptable.

Some types of disciplinary actions that may be exercised:

- Verbal reprimand and warning
- Time out IN the classroom
- Confiscation of item/s that are prohibited, disruptive, or unauthorized
- Extra assignment or duty
- Discussion: Individual or Class depending on the circumstance and offense
- Withdrawal of privileges
- Seat next to teacher
- Removal from class activity

For more serious offenses –

- In-school or after school detention with teacher or designated authority
- Recess detention
- Community service during school hours
- Suspension
- Expulsion from school

Parent Responsibility:
“Parent” includes single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to read, understand, and follow the school policies and procedures as specified in the Parent/Student Handbook, as well as teacher classroom policies and procedures. Parents are to sign and submit the Handbook Agreement found in the Parent/Student Handbook. New families to PTA, and sometimes returning families, will be requested to present for an orientation.

Student Responsibility:
Students have the responsibility to be educated in the school and classroom policies and procedures and to follow all rules as described. They are expected to give their best effort to achieve in all areas of personal and academic development, and self-discipline.

Teacher Responsibility:
Teachers have the responsibility to establish a clear and concise classroom rules/discipline plan and ensure fair implementation of the discipline policy among their students. An incident report must be filled out for any student requiring disciplinary action. The classroom should remain orderly to promote an atmosphere conducive to learning. Teachers are expected to establish good communication relations with students and parents. It is important for teachers to serve as appropriate role models for students, in accordance with the standards of the teaching profession and within the guidelines of the Qur’an and Sunnah. All discipline techniques shall comply with Islamic and state regulations.

Administrative Responsibility:
The administration has the responsibility to respond to discipline problems referred to them after the proper steps have been taken; act as the school disciplinarian; develop and maintain a standard discipline form for teachers’ use; ensure fair implementation of the discipline policy by school staff; provide
appropriate assistance to students and parents accordingly; serve as appropriate role models for students in accordance to the Qur’an and Sunnah; and follow up with parents on all student discipline actions until matter is resolved.

**Credit During Discipline Process:**
Students shall receive full credit for assignments completed during the discipline process, including in- and out-of-school suspension.

**Dress Code Enforcement:**
Teachers/staff are required to enforce Palm Tree Academy’s dress code as follows:
1. Notice sent home regarding uniform violation.
2. Direct communication with parents regarding the uniform policy, and explaining the possibility of student being sent home.
3. Parent will be requested to either bring in the correct uniform for student to school or to take student home to change.

**Prohibited Activities:**
Students are expected to display appropriate conduct that portrays the high standards in character and ethics that PTA strives to instill in its students. Realizing that students are in the learning process of their Faith (Deen), parents and teachers are the link to bring out the characteristics of this behavior. Disciplinary measures should be handled in a manner that is appropriate for the student, taking in consideration of age, maturity, and the act itself.

Parent is responsible for any damage to ICOEP and/or school property caused by their child/children.

Teachers may implement their own discipline policy and are encouraged to develop reward incentives.

Prohibited activities include any act that may cause injury/harm to self, and/or others, damage or destruction of anyone else’s property, and any other behavior that is unacceptable or inappropriate from the Islamic and/or any moral perspective. Students are expected to be caring, respectful, honest, and responsible. Any action demonstrating otherwise is subject to disciplinary measures.

**Inclusive Prohibited Activities:**
1. Vandalism or damage to any property belonging to or used by Palm Tree Academy and ICOEP. Parents of students guilty of damaging school property shall be liable for the damages.
2. Unbecoming behavior; lying, cheating, bullying, name-calling, fighting, etc.
3. Weapons of any kind in or around the school area; any item that may be used as a weapon.
4. Toy weapons.
5. Unauthorized eating/drinking in the classrooms.
6. Leaving the classroom without permission from a teacher or authorized personnel.
7. Willful disruption to other students or teachers; this includes disruption during prayers.
8. Use of electronic toys, games, radios, phones, etc. without permission from a teacher or authorized personnel.
9. Inappropriate use of cell phones. NOTE: Cell phones must be turned off during school hours and may only be used for emergencies with permission from authorized personnel. **Cell phone WILL be confiscated if a student is found to be using the cell phone during school hours without permission.**

**Physical Restraint:**
Any Palm Tree Academy employee may use and apply physical restraint to a student that the employee believes is necessary in order to:
- Protect a person, including the person using physical restraint, from physical injury;
- Obtain possession of a dangerous object;
- Protect property from serious damage;
- Remove a student who refuses a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures; and
- Restrain an irrational student who poses a threat.

**Behavioral Probation:**
A student will be placed on behavioral probation when his/her conduct is consistently unacceptable to the school’s community. Probation will be considered after teacher intervention has been unsuccessful and referral to administration is necessary. The Director shall meet with the parent/s regarding the child’s return for the following academic year due to consistent disruptive behavior. All attempts will be made to resolve the issue for the student. A letter, following the conference, should outline the steps from home and school to ensure the student’s opportunity for success. The probation period shall be for six (6) weeks; and re-evaluation shall take place. In the case where no progress is shown, expulsion may be necessary. A conference with parents to discuss the action shall be conducted with the Director.

**Parent Involvement:**
For the Academy to be a real and viable part of the community, parental involvement is essential. The success of the Palm tree Academy depends greatly on the concern and cooperation of students, parents, staff and faculty. For children to be properly educated in academics and character development, the school experience must be an extension for the home and vice versa. The Academy stresses the need for unity of purpose and perspective between the staff and parents of children attending the school. Regular communication and participation between students, staff, and parents is an essential part of the Palm Tree Academy’s view of education. Parents are therefore welcome to visit the school and observe the activities of the school in progress following the Visitor’s guidelines outlined in this handbook. Throughout the school year parents and staff are expected to maintain close contact to ensure the best possible development of the child both at school and at home. Active parent participation as tutors and committee works are therefore essential and always encouraged. In addition, there are other ways in which parents can involve themselves in the school:

- Parent – Teachers Organization: P-T-O
- Fund-raising
- School Planning and Events
- Resource Persons
- Lunch-Time/Recess Aides
- P.E. Aides
Car-pooling
After-school clubs

**Changes**
Palm Tree Academy reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant any such changes. Parents will receive an updated copy of the policies’ handbook as soon as it is available.

**Palm Tree Academy School Board**
Palm Tree Academy board members are devoted, responsible individuals who volunteer their services in a community effort for the success of the school. The scope of the Board of Directors is to provide oversight and direction for Palm Tree Academy within the guidelines set forth by law and the By-Laws. The business and affairs of Palm Tree Academy shall be managed, and all powers shall be exercised, by or under the direction of the Board of Directors. Board members shall represent the students, parents, staff, and cultural/community segments. (Board members serve without compensation.) The Board shall consist of eight (8) members, unless changed by amendment:

The School Director; One (1) Teacher; Three (3) Parent representatives; Two (2) Community/Business representatives; and One (1) Permanent Member, as Palm Tree Academy Founding Member.

School members\(^1\) may nominate candidates who they feel can be an asset to the continued growth and sustenance of Palm Tree Academy.

\(^1\) School members are: members of the board of directors, administration, faculty / staff, parents and / or legal guardians of enrolled students.
Palm Tree Academy

Parent Acceptance of Student / Parent Handbook

I have read this handbook and reviewed the school rules and procedures with my child. I agree to abide by the school rules/policies and all the provisions of the Student/Parent Handbook and impress upon my child/children the necessity to follow the rules.

Please verify and initial all of the following items:

- Palm Tree Academy and Islamic Center of El Paso – Release of Liability (pg. 7)
- Enrollment & Registration Requirements
- Registration/Tuition/Book & Misc. Fees
- Late Payment Fee Policy
- Returned Check Fee Policy
- Full Annual Tuition is due regardless of the number of days my child/children attend
- Immunizations & Health Requirements
- Medicine & Contagious Conditions Policy
- Attendance & Tardy Policies, School hours, Sign-In & Sign-out Procedures, Late Pick Up Fee
- Discipline & Student Behavior Policies
- Parent Responsibilities
- School Uniform Policy
- Visitor Policy

Upon enrollment I, the parent/guardian, agree to: place confidence in the ability of the administration and the staff of Palm Tree Academy to perform the educational function due to my child/children at their discretion; accept all regulations of the school on the child/children’s behalf; work with the teacher and administration in supporting discipline policies; support my child/children’s educational process by taking a proactive role; and absolve Palm Tree Academy and ICOEP from liability to my child/children because of injury in the school, field trip, or other school event/activity away from school.

PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE

Name/s of Student/s (Please Print) ________________________     ________________________  ________________________

Father’s Name (Please Print) __________________________    Father’s Signature  __________________________

Mother’s Name (Please Print) __________________________    Mother’s Signature  __________________________

Date: __________________________