

# ORANGE CRESCENT SCHOOL

## Parent & Student Handbook *Academic Year 2024-2025*

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As of 9-25-24



# Parent & Student Handbook

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***\*Disclaimer: Enrollment in Orange Crescent School implies acceptance of the terms and conditions stated in this Student/Parent Handbook. The handbook may be updated throughout the year. Please review the last page of this document for a record of all updates.***

## Introduction

### History

Orange Crescent School was founded in 1983 by the Islamic Society of Orange County (ISOC). The concerned and hardworking pioneers of Orange Crescent School had a vision of providing a balanced academic program with an emphasis on comprehensive Islamic Studies. It exists as a non-profit, private academic institution serving Orange County's diverse Muslim community with a solid Islamic education from toddler care to 12th grade. Today, Orange Crescent School is one of the largest Islamic Schools in Orange County representing more than 30 nationalities. It is also one of the only Islamic Schools in the state offering High School and the first in Orange County.

### Mission & Vision

Orange Crescent School's mission is to provide students with academic and moral excellence in an Islamic environment.

The vision of Orange Crescent School is to develop students who have a positive self-identity as Muslim-Americans and who will become confident and successful citizens in the world. They are expected to use their gained knowledge and skills to provide peace and benefit to themselves and to the creation of their Creator, Allah (swt).

### School Board

The Orange Crescent School Board of Education has the main responsibility to ensure that the school, under the leadership of the principal and directors, is adhering to the mission and vision of Orange Crescent School. The Board of Education helps develop, review and approve policies created to address the unique circumstances of the school, students, staff and parents. The Board of Education also helps move the school forward through their expertise and connections, whether it is for fundraising, program development, or school reform.

The President of the Board of Education is elected by the Majlis-e-Shura of the Islamic Society of Orange County and is a member of the Islamic Society of Orange County's Executive Committee. The Board of Education President coordinates with the School Principal to ensure the smooth functioning of the school. A 5-7 member Board of Education is chosen from the Islamic Society of Orange County's membership to help facilitate these responsibilities.

Regular Meetings of the Board of Education are held once a month. Special meetings are called when necessary at a time and place announced in advance.



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### 2024-2025 Board of Education Members:

(Note: Committee Members are not listed below)

Romy Khouraki, President  
Jamal Obeid, Vice-President  
Marriyah Farid-Simjee, Secretary  
Moustafa Othman, Treasurer  
Sabiha Lodhi, Committee Liaison

To communicate with the board, simply send an email to [board@orange crescent.com](mailto:board@orange crescent.com)

## Administrative Leadership

The school is operated by a team of staff and faculty working together to ensure the best educational programs for our students. While under one large umbrella, the administration of the school is divided into three separate schools – Montessori (Toddler-Kindergarten), Lower School (1st-5th grade), and Upper School (6th-12th).

**Principal:** Maisa Youssef, [myoussef@orange crescent.com](mailto:myoussef@orange crescent.com)

**Montessori Director:** Fazreen Shariff, [fshariff@orange crescent.com](mailto:fshariff@orange crescent.com)

**Lower School Director:** Salima Zahir, [szahir@orange crescent.com](mailto:szahir@orange crescent.com)

**Upper School Director:** Summiya Ilyas, [summiya.ilyas@orange crescent.com](mailto:summiya.ilyas@orange crescent.com)

**Religious Studies & Athletic Director:** Ahmad Almutawa, [amutawa@orange crescent.com](mailto:amutawa@orange crescent.com)

**Student Life Director:** Aisha Aslam, [aaslam@orange crescent.com](mailto:aaslam@orange crescent.com)

**Operations & Logistics Director:** Shaima Husein, [shusein@orange crescent.com](mailto:shusein@orange crescent.com)

**School Advisor:** Heather Mansour, [heather.mansour@orange crescent.com](mailto:heather.mansour@orange crescent.com)



## Student Expectations & Regulations

### STAR Characteristics

Education is not just about learning letters and numbers. It is about developing the whole child. Prophet Muhammad (saw) said that the best gift a parent can give to their child is to teach them good manners [al-Tirmidhi 1952; al-Hakim 4/292].

The Prophet also said “Have taqwa of Allah wherever you are, follow a bad action with a good action which will wipe it out. And deal with people with good manners.” [al-Tirmidhi 1987]  
Below are > characteristics that will help Orange Crescent School students reflect STAR characteristics and good manners. These characteristics are aligned with the school’s overall school-wide goals and will help students build character for life.

- Striving Towards Academic & Moral Excellence while Strengthening our Islamic Identity
- Thinking Critically and Acting Responsibly
- Actively Participating Locally and Globally
- Respecting Ourselves, Others, and the Environment

### Award and Recognition System

The aim of any recognition and award system is to motivate each and every student to do their personal best. Therefore, the system should promote self-competition and motivate students to set and accomplish their personal goals and boost students’ confidence.

Students are not only recognized for their academic successes, but for their good character as well. During assemblies, students are given shout-outs by the teachers if they are found doing something that shows good character during the week. Additionally, students get recognized when they participate in academic teams or events.

In order to further promote exceptional behavior from our students, STARS are supported by additional rewards throughout the year.

### Morning Assembly

Morning assembly is required for all students and staff in order to start each day as a community. Student expectations include arriving on time, remaining with their class/teacher, listening respectfully and following all instructions. During assembly, the school staff will share announcements and lead the morning duaa. Additionally, teachers will be conducting uniform checks for their students.



### Schoolwide Learner Outcomes

Orange Crescent School's Schoolwide Learner Outcomes (SLOs) reflect our school-wide goals as a home for STAR students.

#### **Striving Towards Academic & Moral Excellence while Strengthening our Islamic Identity by:**

- Actively reflecting on personal weaknesses and making efforts to improve
- Loving to learn as means of personal and professional growth
- Setting high academic and personal goals and working hard towards achieving them
- Making the best effort in everything big or small
- Doing the right thing even if no one is looking
- Loving and showing gratitude to Allah (swt) through remembrance and actions
- Following the example of the Prophet (saw) as the best in moral character
- Understanding our unique Muslim-American identity and serving as a role model to all
- Understanding and performing the 5 pillars of Islam
- Embodying *Ihsan* (excellence) and *Taqwa* (awe and reverence of Allah)

#### **Thinking Critically and Acting Responsibly by:**

- Developing strong study and life skills
- Understanding our actions, behavior, and consequences
- Modeling positive behavior towards others
- Developing strong interpersonal and communication skills
- Building self-confidence and humility

#### **Actively Participating Locally and Globally by:**

- Exemplifying teamwork with school staff and families
- Developing and exemplifying leadership qualities
- Being involved in community service
- Participating in Muslim and interfaith events
- Raising awareness of local and global issues

#### **Respecting Ourselves, Others, and the Environment by:**

- Living a physically active and healthy lifestyle
- Treating others the way we want to be treated
- Appreciating and respecting diversity
- Appreciating and showing care for the school environment through our behavior and actions
- Recycling, reusing, and reducing waste



### Nondiscrimination Statement

Orange Crescent School admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. OCS does not discriminate on the basis of race, color, creed, gender, age, medical condition, national origin, or ancestry in the administration of educational policies, scholarship, and athletic and other school-administered programs.

### Accreditation

Orange Crescent School is accredited by the Western Association of Schools and Colleges (WASC), the official accrediting commission for schools. The most recent self-study and accreditation report may be found on the OCS website. WASC accreditation is an ongoing six-year cycle whereby the school demonstrates the capacity, commitment, and competence to support high-quality student learning and ongoing school improvement. OCS was one of the first Islamic Schools to become WASC Accredited in 2000, and its most recent accreditation cycle took place in Fall 2023.

### Using This Handbook

OCS students and parents acknowledge and understand that each party accepts and agrees to abide by the regulations and policies of Orange Crescent School. The Board of Education and Administration have the right and authority to determine policies which are in the best interests of Orange Crescent School and its student body. All students are expected to conduct themselves in accordance with the guidelines and standards of Orange Crescent School as set forth in this Handbook. Enrolling at Orange Crescent School implies acceptance of the terms and conditions stated in the Student/Parent Handbook.





## Communications

### What to Do, Where to Go, If You

Are tardy to school	Go to the Main Office
Have an injury or illness that requires parent contact (for minor injuries, report to teacher)	Go to the Main Office
Need Afterschool Program Registration Information	Go to the Main Office
Need FACTS information	Go to the Main Office
Need Information about Your Schedule	Go to Homeroom Teacher
Need STAR or AR information	Go to Lower or Upper School Director
Need Email or password information	Go to Lower or Upper School Director
Need to Leave Campus	Go to the Main Office
Have Lost a Book or Other Item	Go to Lost and Found
Move or Have a New Phone Number	Go to the Main Office
Need to Buy a Uniform	<a href="https://www.verona-uniforms.com/collections/orange-crescent-school">https://www.verona-uniforms.com/collections/orange-crescent-school</a>
Need to Pay Tuition/Fees	Go to ISOC Accounting Office
Need a Guest/Visitors Pass	Go to Main Office
Need a Parking Permit	Go to Main Office

### Contact Information

Most parent communication will be done over email, in the Remind app, in FACTS\* (Orange Crescent School's Student Information System), and Orange Crescent School's website and Facebook. Therefore, it is important for Orange Crescent School to have an accurate, updated email address for all parents, as well as accurate phone numbers and mailing addresses. If a parent needs to update their email address, phone number, or mailing address, they should call or go to the Main Office, so staff can update family information in our systems.



### Lines of Communication

- The student's teacher is the first point of contact when parents have questions or concerns about their child's academic progress, behavior, and attitude toward school. Parents may communicate through email, Remind or request a conference.
- If the issue is not resolved/addressed by the teacher, the next point of contact is the Lower or Upper School Director. We encourage and promote parents to utilize emailing for the communication of questions and concerns. Emails will be responded to as soon as possible but within 24 hours (excluding weekends and holidays).
- If the issue is still not resolved/addressed by the Director, then request a meeting via email with the School Principal. The letter or e-mail must contain the following:
  - The name and position of the teacher with whom the disagreement exists.
  - The date/time/place of meeting with the teacher and lower/upper school director.
  - Factual information and background regarding the disagreement.
  - Specific recommendations for resolution of the issue.
  - After receipt of the letter, the Principal will respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If a resolution was not reached, Parents(s)/guardian(s) will contact the School Board of Education. The assigned Board members will contact the parties involved and attempt to resolve the situation in the following matter:

1. He/she will convene the parties to reach a mutual agreement.
2. If a resolution does not occur and potential concern is still valid, the Board will assign a committee to investigate these issues of concern, listen to all parties involved, and will produce a decision no later than 15 days after the letter is received.
3. The decision of this committee is the final resolution for the grievance.



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### Communication with Parents

Orange Crescent School keeps parents regularly apprised of school updates through an emailed weekly school newsletter. An additional monthly newsletter is emailed to parents of Montessori and Lower School students.

Additionally, classroom teachers will provide parents with regular classroom and student updates, as needed, through the Remind app. All parents are encouraged to download the [Remind app](#) as the main line of communication with their students' teacher(s) and the school. The Remind app allows both classwide and one-on-one texting with teachers.

Staff email addresses are available on the school website as well as FACTS. All staff will attempt to respond within 48 business hours.

If a parent would like to share a general comment or feedback, they can send an email courteously stating their concern or idea to [info@orangecrest.com](mailto:info@orangecrest.com).

### Scheduling Appointments

Parents who would like to meet with a school staff member or classroom teacher should email the teacher to set up a meeting time. Teachers may work to set up appointments during their break times. At no point will an unscheduled appointment be permitted, as it disrupts that student instruction and teachers' working time.

### Parent Progress Communication

<b>Quarter 1</b>	Mid-quarter	Distribute Progress and Star Reports and Parent Teacher Conferences
	End of quarter	Distribute report cards
<b>Quarter 2</b>	Mid-quarter	Distribute Progress Reports and Parent Teacher Conferences, as needed
	End of quarter	Distribute Report Cards
<b>Quarter 3</b>	Mid-quarter	Distribute Progress and Star Reports and Parent Teacher Conferences, as needed
	End of quarter	Distribute Report Cards
<b>Quarter 4</b>	Mid-quarter	Distribute Progress and Star Reports and Parent Teacher Conferences, as needed
	End of quarter	Distribute Report Cards



## Student Health and Safety

### California Immunization Requirements

California schools are required to check immunization records for all new student admissions in Transitional Kindergarten (TK)/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

#### Immunizations Required by State of California

- [Diphtheria, Tetanus, and Pertussis](#) (DTaP, DTP, Tdap, or Td): 5 doses  
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
- [Polio](#) (OPV or IPV): 4 doses  
(3 doses OK if one was given on or after 4th birthday)
- [Hepatitis B](#): 3 doses
- [Measles, Mumps, and Rubella](#) (MMR): 2 doses
- [Varicella](#) (Chickenpox): 2 doses

#### Students Starting 7th Grade Need:

- [Tetanus, Diphtheria, Pertussis](#) (Tdap): 1 dose  
(Whooping cough booster usually given at 11 years and up)

The TK/K-12 school requirements also typically apply to 7th grade students who previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade, or are new admissions, including from out-of-state.

All California schools are required to check immunization records for all new student admissions in Transitional Kindergarten (TK)/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

### Medication

Prescription and over-the-counter medication that needs to be administered during the school day requires the [Administration of Medicine by School Personnel Form](#) signed by a healthcare provider, as well as the signed permission slip from the parent/guardian. The medication must be in its original container, properly labeled by the pharmacist, including name of the student and physician, date, dosage, and name of medication, method, and time to be administered. In case of a dangerous reaction or injury, the procedure stated on the emergency card will be followed. No medication should ever be sent to the school with children at any grade level. **A parent/guardian must personally bring the medication to school with the appropriate documentation.** It is encouraged that parents work with the health care provider to determine a schedule that allows parents to give medications at home before or after school.



### In Case of Illness

Orange Crescent School depends on parents' cooperation to ensure that the school maintains a healthy environment. Parents can assist by cooperating with the following:

- Children with runny noses, sneezing, coughing, and/or fever must stay at home until symptoms begin improving. Children must be fever-free for at least 24 hours before returning to school.
- Children with diarrhea and vomiting must stay home and may return to school 48 hours after their symptoms resolve.
- Children with contagious ailments, such as pink eye or rashes, should stay at home until the issue is resolved.
- Lice: A student may return to school following treatment with over-the-counter lice shampoo. Parent/Guardian must provide either a proof of purchase or an empty lice shampoo container to the office. Repeat shampoo treatment in 7-10 days. Please provide a second empty lice shampoo container to the office. Students must be lice and nit free before returning to school. We will check siblings to make sure whether or not he/she has lice as well.
- Conjunctivitis (Pink Eye): If bacterial, your child may return to school 24 hours after antimicrobial treatment if no discharge is present. If viral, your child may return to school when no further discharge is present. If allergic, no exclusion necessary. A doctor's note is required to state what the cause of conjunctivitis is and whether it is bacterial, viral, or allergic.

If a child becomes ill at school, they will be sent to the office, and the parent will be called to take the student home. When a parent has been contacted to pick up an ill or injured child, the child must be picked up within 1 hour. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.

### Physical Education When Ill or Injured

A signed parental note is required if a student is ill or injured and cannot participate in physical education. The instructor will modify or exempt the student's activity based upon the parental note. However, the student is still required, if possible, to earn a physical education grade according to the instructor's evaluation.



### Student Welfare - Child Abuse Policy

According to California law, any staff member who has reasonable cause to suspect a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services (DCFS) at 714-940-1000 or 1-800-207-4464. In such a situation, the staff member shall notify the school principal that a report has been made.

Abuse and neglect are defined by California law but may generally be understood as follows:

1. Abuse is any physical or mental injury inflicted on a child other than by accidental means.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to the child's welfare, or failing to provide the proper support, education, or mental, or remedial care required by law.

California Penal Code 11172, subdivision (e) gives mandated reporters who report suspected cases of child abuse absolute immunity, both civilly and criminally, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months or \$1,000 or both.

For **Mandated Reporters** who suspect child abuse or neglect, your call is required by law (PC 11166).

A **Mandated Reporter** must call 714-940-1000 or 800-207-4464, prior to submitting a written report.

The follow-up written report should be faxed to (714) 938-0289, mailed or submitted electronically via the mandated reporter webpage. (**See Forms Link**)

### Campus Safety and Security

#### Student Supervision

Teachers, on duty, supervise students in and outside of the classroom, before school, during recess and lunch and after school. Each Orange Crescent School employee is authorized to document and correct inappropriate student behavior even if the student is not their direct student. Orange Crescent School teachers will be able to decide on the appropriate consequence and provide notification of the issue to parents and Orange Crescent School administration.

#### Visitors

Parents and other visitors must register in the school office at all times during school hours. All visitors are required to sign in with the Main Office and wear a visitor's pass while on campus.

#### Student Drop-Off and Dismissal

Under the recommendation of the Garden Grove Police Department, Orange Crescent School has adopted drop-off and pick-up procedures that focus on safety and security. Orange Crescent School





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hopes that these procedures will result in a better flow in the school parking situation and will not impede on safety and on-time attendance.

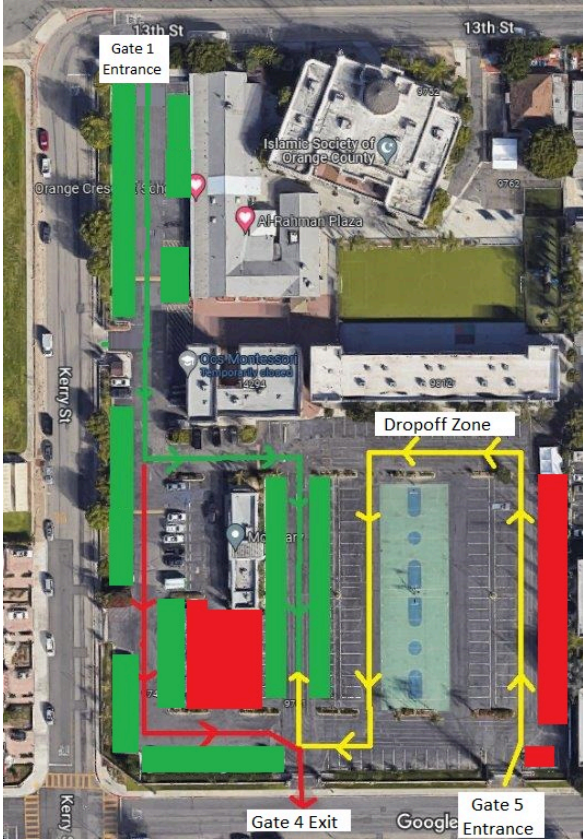
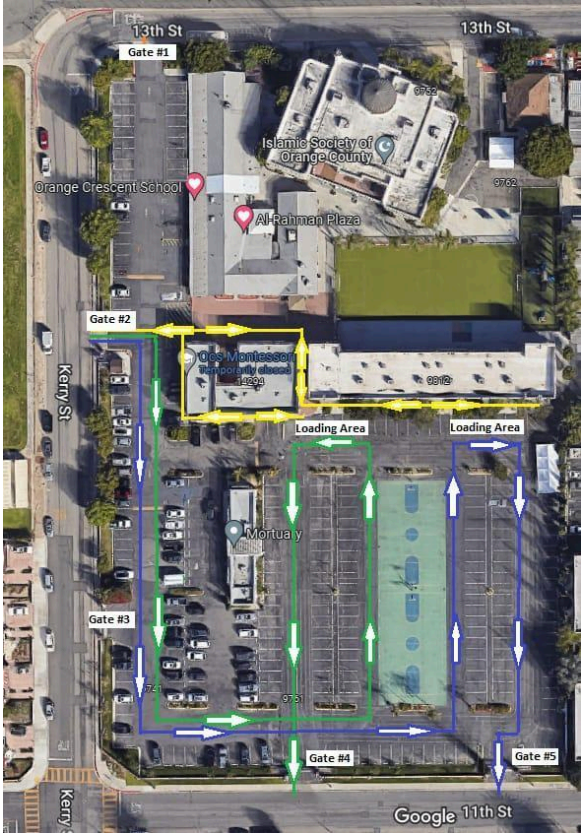
Prior to the school year, OCS administration will send official drop-off and pick-up information to all families. The school will notify parents of any changes to these instructions in order to maintain safety and security.

As cars drive through the parking lot, they should be particularly attentive to walking students and families. No car should exceed a speed limit of 5 mph. Parents must adhere to the security and school staff instructions at all times.

Parents who choose not to follow these rules will be cited accordingly.

### Parent Parking

Parents who need to park to tend to business on school premises have a designated area to park in the side parking lot after dropping off students. Parents must follow all parking rules, including proper rules for designated handicap spots, plus following and respecting the security personnel. Security and administration care for the safety and welfare of all students.

Morning Drop-off	Afternoon Pick-up
 <p>The green indicates the parking spots for Parents The red indicates parking spots for Staff./Teachers</p>	 <p>Yellow route - Pedestrians Green route - KG-4th &amp; Purple route - 5th-11th</p>



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A speed limit of 5 mph will be enforced in the parking lot at all times. Disregard of the speed limit or unsafe driving may result in loss of parking privileges and additional disciplinary consequences.

Cars may not be left overnight in the parking lot without permission from the Main School Office. Disregarding this may result in loss of parking privileges and/or car being towed.

All unauthorized parking or failure to follow directions by the School Safety Staff or parking lot violations will result in disciplinary action. Students are required to obey any and all signage and security staff directions in the parking lot.

### Student Driving and Parking

Students who enter campus must follow all California driving laws including but not limited to driving hours and passengers. The school reserves the right to report to law enforcement or revoke parking privileges if there is a report or suspicion that driving laws are not being followed.

Parking in the Orange Crescent School parking lot is a privilege and at the student's own risk. Students who wish to take advantage of this privilege are to obtain a parking permit from the Main School Office. Students should park their cars in the student designated parking area.

All students who wish to park in the Orange Crescent School parking lot must have a parking pass and signed waiver, which can be picked up in the school office. No car will be allowed in the parking lot without its parking pass hanging from the vehicle's inside rearview mirror. The parking pass must remain hanging from the rearview mirror while the vehicle is parked in the parking lot. If the parking pass is not visible, the vehicle will not be allowed to park in the Orange Crescent School parking lot - no exceptions. Students who use fraudulent parking passes will lose the privilege of parking in the parking lot and may receive additional disciplinary consequences.

The parking lot will be closed to all students during school hours. Students may not go to any car (their own or someone else's) during the school day. Permission from the lower school or upper school director is necessary for anyone wishing to go to the parking lot during school hours.

There shall be no stickers or decals attached on any vehicle's windows or exterior depicting any signs of violence, vulgar language, or disrespect in reference to the Orange Crescent School community or society's best interest. Any music listened to in a car should be at a volume such that it cannot be heard outside of the car.

### Students Walking to and from School

Parents who wish for their students to walk to and from school will need to sign a permission form obtained from the office and share the request with the director of the school. Students who have parent permission to walk will be dismissed to walk home at dismissal time and should sign out in the office prior to leaving campus. Once students sign out and leave the school premises, they will no longer be the responsibility of the school. If students go to the masjid or coffee shop upon leaving the school, they will not be the responsibility of the school. Furthermore, once the student leaves the school gates, the school will no longer accept responsibility for the student. Parents must





understand that when they grant permission for their student to walk to and from the school, they are doing this at their own risk.

### Students Taking Uber to and from School

Parents who wish for their students to leave school in an Uber, Lyft or any other ridesharing company will need to sign a permission from the office and share the request with the director of the school. Once students leave the school premises, the school will no longer accept responsibility for the student. Parents must understand that when they grant permission for their student to leave the school in an Uber, Lyft or other ride-sharing vehicle, they are doing this at their own risk.

### Certification of Fire Drills & Earthquake Awareness

Teachers at Orange Crescent School are typically certified in CPR (Cardiopulmonary Resuscitation) and have participated in workshops on Earthquake Awareness and Fire Drills. In the event of an earthquake, students are instructed to drop to the floor beneath their desks, chair, or table with their back to the windows and remain in this position until given further signals or instructions for evacuation. Students practice this drill annually through the Great ShakeOut Day. In the event of a Fire, students are instructed to exit the building and report to their Assembly area.

### Active Shooter Protocols

Orange Crescent School has implemented active shooter protocols and works diligently to train faculty, staff, and students on how to respond in the unlikely event of such a scenario. Orange Crescent School has security personnel on campus and has also partnered with the Garden Grove Police Department to help enhance overall campus safety, including the placement of video security cameras in strategic locations on campus.



## Academic Expectations and Grades

### Academic Information

Orange Crescent School welcomes students of all backgrounds to join the Orange Crescent School family. The school's only requirement is that students and parents follow school rules and procedures and respect the learning and safety of other students. Upon the chance that the school decides it is no longer in the best interest of a student to continue education at Orange Crescent School, the school will bring this to the attention of the parents or guardians.

### New Student Admissions

New students to Orange Crescent School are required to take an entrance examination administered by Orange Crescent School to see if they are eligible for admission to the grade level of choice. If a student scores 1 year or more below grade level on the entrance exam, enrollment will be denied. Additionally, if a high school student is behind in credits, enrollment will be denied. In both instances (lower than accepted entrance exam scores and credit deficiency), the director reserves the right to evaluate any extenuating circumstances or plan of action to allow an exception. After the entrance exam is complete, the school director will interview the student and parents/guardians. Students may be asked to shadow the class for ½-1 day. At the time of the enrollment request, students will be asked to submit previous school records including academic, behavior and attendance. Parents should share information and/or documents if the student has received past evaluations and/or educational/behavior support as outlined in formalized plans such as IEPs and 504s. First grade students must show sufficient readiness to enter their respective grades on their entrance exam. The Montessori Director will screen children entering earlier than 1st grade.

All students entering the school will be placed on a probationary period for the academic quarter. This is to ensure that the student adjusts well with the academic and behavioral expectations. During this time the following will apply:

All new students will be on probation for the first academic month. Those showing special learning, speech, behavior, or study habit issues may be recommended to repeat a grade, receive extra tutoring, or find a school more suitable to meet the child's needs.

Class placement is according to the child's chronological age and academic needs for that school year.

- All entering Kindergarten students must be five years old by September 1 and show both emotional and social adeptness for the grade level.
- All entering 1st grade students must be six years old by September 1 and show both emotional and social adeptness for grade level.
- At the time of registration, parents must bring in proof of age by bringing in copies of birth certificates, passports, or other legal documentation.



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In general, it is not school policy to entertain grade-skipping requests except for unusual circumstances. Research on this issue suggests that students who skip a grade miss out on important social and emotional learning.

The Orange Crescent School administration will make final decisions in regard to specific class placements for all entering students.

## Curriculum

The educational program at Orange Crescent School follows the curriculum set by the State of California Common Core standards. The subjects taught are Language Arts/English, Mathematics, Science, Social Studies/History, Physical Education/Health, Qur'an, Arabic Language, and Islamic Studies. Orange Crescent School also offers a variety of elective classes.

Montessori (18 months - 6 years): Orange Crescent School offers 4 levels of Montessori classes: Toddler (18 months - 36 months), Transitional Preschool (2½-3½ years), Preschool (3-5 years) & Kindergarten (5-6 years). The program emphasizes the cognitive, social, physical, emotional and spiritual development of the child. Pre-reading, pre-mathematics, large and small motor skill development, self-expression, creativity, Arabic development, Islamic practice, and Quran reading and memorization constitute the daily program.

Grades 1—10: Both standard and enriched academic curricula provide a love for learning and enable the child to expand their horizons. Orange Crescent School's curriculum follows the requirements of the State of California. Instruction in Islamic teaching and practices, Qur'anic recitation and reading, and writing classical Arabic is taught in each grade up to 8th grade. Students may continue their study of Arabic through community college dual enrollment programs.

Grade 11-12: Students in grade 11 and 12 will have a hybrid experience between classes offered at Orange Crescent school and local community colleges through dual enrollment. Students in these grade levels will take the OCS courses designated in the OCS Graduation Requirement document. All other courses will be taken through dual enrollment to complete a full-time student schedule. Dual enrollment classes will count towards credits for Orange Crescent's high school diploma. Students are allowed to take a minimum of 3 units and a maximum of 9 units per semester at the local college and are advised to take no more than two courses each semester. Students will be expected to work with OCS staff to ensure students have a full-time schedule that meets all OCS graduation requirement expectations.

Religious Studies Program (Preschool-12th): Quran, Islamic Studies, and Arabic are under one department called the Religious Studies Department. Using an integrated approach, students learn Quran, Arabic, and Islamic Studies in a sequential manner beginning in Preschool through 12<sup>th</sup> grade. The focus of the Religious Studies Department is to teach each student to read and understand the Qur'an and Hadith as sources of guidance for their lives. Arabic is taught by OCS teachers from Preschool to 8th grade, followed by enrolling in Arabic 1 and 2 through the local community college in 9th and 10th grade. High school students may choose to take advanced Arabic classes after completing Arabic 2, but is not a requirement for graduation.



### Grading and Report Cards

Orange Crescent School adapts its grading system based on students' grade level. Students in Montessori through 5th grade use a standards-based grading system. Classroom grades are based on teachers' evaluations, and grades may be affected by student absences.

#### Standards-Based Grading

Standards-based grading creates an equitable learning environment that more clearly communicates students' progress to their parents or guardians. In standards-based grading, students are given clear learning targets and rubrics that they can use to reach mastery of classroom content. Standards-based grading empowers learners not just to learn concepts but to master them, perpetuating deeper learning of content. Research studies show that using standards-based grading helps ensure that grading and reporting is more meaningful and accurate. Parents can also use information gathered through standards-based grading to provide more targeted support for their students.

#### Retention

In general, Orange Crescent school does not retain students. If there is a need to retain a student the decision will be made collaboratively with the administration and the family.



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<b>Key for Performance Levels</b> (The goal is for all students to reach Level 3, Proficient, by the end of the year.)		
<b>4</b>	Advanced	Exceeds Grade Level Standards
<b>3</b>	Proficient	Meets Grade Level Standards
<b>2</b>	Developing	Partially Meets Grade Level Standards
<b>1</b>	Emerging	Does Not Meet Grade Level Standards
NA	Not assessed	Not assessed this reporting period.

### Letter-Based Grading (6th-12th Grades)

As students prepare for Middle School and High School, letter-based grading becomes an important tool to help them understand their proficiency, as well as for admissions to college or university.

<b>GPA Scale</b>				
<b>Percent Range</b>	<b>Standard</b>		<b>Honors</b>	
97.5 - 100	A+	4.3	A+	5
92.5 - 97.4	A	4	A	5
89.5 - 92.4	A-	3.7	A-	4.7
87.5 - 89.4	B+	3.3	B+	4.3
82.5 - 87.4	B	3	B	4
79.5 - 82.4	B-	2.7	B-	3.7
77.5 - 79.5	C+	2.3	C+	3.3
72.5 - 77.4	C	2	C	3
69.5 - 72.4	C-	1.7	C-	2.7
67.5 - 69.4	D+	1.3	D+	2.3
62.5 - 67.4	D	1	D	2
59.5 - 62.4	D-	0.7	D-	1.7
59.4-0	F	0	F	0



### Academic Honors and Achievement

Orange Crescent School stresses academic excellence. Students in 6th-12th grades who demonstrate academic excellence through a Grade Point Average (GPA) of 3.6 or greater will be eligible for an Academic Achievement Award. Students are eligible for Honor Roll (GPA 3.6-3.99) and Outstanding Honor Roll (GPA 4.0 and above).

#### Eighth Grade Graduation

Eighth Grade Valedictorian and Salutatorians are selected based on 8<sup>th</sup> grade GPA according to numeric standing. There will be only one Valedictorian unless there is an exact tie. Numeric standing includes extra credits and all classes, including electives that receive a letter grade. The Omar Al-Faruk Award is given to one 8th grade student who has shown outstanding Islamic character throughout the entire year. Other subject awards are given by subject teachers according to grade, attitude and overall success in the subject area.

#### Twelveth Grade Graduation

To participate in the 12th-grade graduation ceremony, students must fulfill all academic requirements, including earning the necessary credits for graduations, completing the community service hours, taking the PSAT 8/9, and maintaining a minimum cumulative GPA of 2.0. Additionally, to qualify for valedictorian and salutatorian, students must have the highest and second-highest cumulative GPA within their graduation class and a minimum GPA of at least 3.8 or higher.

### High School Honors Program

Orange Crescent School offers Honors classes in 9th-12th grades based upon enrollment and academic level. Honors course grades will be calculated according to a 5.0 scale instead of 4.0. Students may be switched out of an Honors course mid-year if they are unable to demonstrate proficiency in the subject or fail to meet honors program admission requirements.

To be placed in Honors classes, it is based on ability and the following: (All criteria must be met to be considered.)

- Honors ELA and History
  - Demonstrate strong reading, writing, and speaking skills
  - Received a B+ or higher the previous year
  - Star Reading Results, 75th percentile or above for the previous year, or teacher recommendation indicating readiness
- Honors Math and Science
  - Pass the Final with an 85% or above
  - Received a B+ or higher the previous year or teacher recommendation indicating readiness
  - Star Math Results, 75th percentile or above for the previous year, or teacher recommendation indicating readiness



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In addition, students need to:

- Be responsible and independent
- Be able to manage stress and an extra workload
- Maintain excellent school attendance and consistently arrive on time to school and class

### Dual Enrollment

- Students may not take core classes in their Freshman year or Fall of their Sophomore year (an administrator will not sign off / approve those courses)
- All dual enrollment classes require a school administrator signature, student must be in good standing to receive approval for dual enrollment
- For a student to be eligible to take a core course in their Junior or Senior year, the student must have earned an “A” the previous year in the subject plus teacher recommendation

## High School Graduation Requirements

Enrollment at Orange Crescent School High School requires students to take a full-time course load per semester for Grade 9 and 10 (usually 8-10 courses depending on elective options) and a school-approved hybrid schedule with dual enrollment for Grade 11 and 12.

To fulfill the requirements for a diploma from Orange Crescent School, students must:

1. Complete all coursework/credits in the stipulated required curriculum categories
2. Take PSAT 8/9 Exam (mandatory) & PSAT/ NMSQT (optional)
3. 70 hours of Community Service
4. Complete 230 credits

Any student who begins their Senior Year at Orange Crescent School must be eligible for graduation. This means that they must have made up or be in the process of making up any “F” grades that they may have received. Any student who does not meet the credits for the required curriculum will not be allowed to walk in Commencement Exercises. Students will receive their diploma only when the credit requirements are met. These requirements must be made up no later than the following semester. Upon completion of the course(s), a report card or official transcript must be submitted to the Orange Crescent School office.

### Early Graduation

Students who have completed all OCS graduation requirements may be able to receive their diploma early. In order to receive a diploma earlier than the expected graduation date, students must:

1. Indicate this desire in writing at least 2 semesters prior to completion
2. Obtain OCS administration/designated staff and parent approval
3. Work with OCS administration/designated staff to develop an approved plan of coursework to meet OCS graduation requirements within the proposed time frame.



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### OCS High School Graduation Requirement

4-Year Plan UC/CSU A-G Requirements	Credits	9th Grade	10th Grade	11th Grade	12th Grade
<b>A. History/Social Science 2 YEARS</b> <input type="checkbox"/> 1 year World History, Geography, or Cultures <input type="checkbox"/> 1 year of U.S. History or ½ year U.S. History and ½ year American Government	<b>30 credits</b>	<input type="checkbox"/> World History	<input type="checkbox"/> U.S. History		<input type="checkbox"/> Government / Economics
<b>B. English 4 YEARS</b> <input type="checkbox"/> 9th English <input type="checkbox"/> 10th English <input type="checkbox"/> 11th English <input type="checkbox"/> 12th English	<b>40 credits</b>	<input type="checkbox"/> English 9	<input type="checkbox"/> English 10	<input type="checkbox"/> English 11	<input type="checkbox"/> English 12
<b>C. Mathematics 3 YEARS, 4 RECOMMENDED</b> <input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II, Algebra II/Trig	<b>30 credits</b>	<input type="checkbox"/> Advanced Algebra 1 / Geometry	<input type="checkbox"/> Algebra II/ Trigonometry	<input type="checkbox"/> Pre-Calculus	
<b>D. Laboratory Science 2 YEARS, 3 RECOMMENDED</b> <input type="checkbox"/> 1 year of Biology, Chemistry, or Physics <input type="checkbox"/> 1 year of other science	<b>20 credits</b>	<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry		
<b>E. Foreign Language 2 YEARS, 3 RECOMMENDED</b> <input type="checkbox"/> Language I <input type="checkbox"/> Language II	<b>20 credits</b>	<input type="checkbox"/> Arabic 180 (5 units)	<input type="checkbox"/> Arabic 185 (5 units)		
<b>F. Visual and Performing Arts 1 YEAR</b> <input type="checkbox"/> Arts of your choice	<b>10 credits</b>			<input type="checkbox"/> Community College Class	
<b>G. College Prep Elective 2 SEMESTERS</b> <input type="checkbox"/> Elective of your choice	<b>10 credits</b>	<input type="checkbox"/> AVID Tutorial	<input type="checkbox"/> AVID Tutorial		





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<b>Religious Studies</b> <input type="checkbox"/> Quran (4 years) <input type="checkbox"/> Islamic Studies (4 years)	<b>40 credits</b>	<input type="checkbox"/> Quran <input type="checkbox"/> Islamic Studies	<input type="checkbox"/> Quran <input type="checkbox"/> Islamic Studies	<input type="checkbox"/> Quran <input type="checkbox"/> Islamic Studies	<input type="checkbox"/> Quran <input type="checkbox"/> Islamic Studies
<b>Physical Education 2 YEARS</b>	<b>20 credits</b>	<input type="checkbox"/> PE / Sports Team	<input type="checkbox"/> PE / Sports Team	<input type="checkbox"/> Sports Team (optional)	<input type="checkbox"/> Sports Team (optional)
<b>Electives</b>	<b>10 credits</b>	<input type="checkbox"/> Elective	<input type="checkbox"/> Elective		
<b>Exams</b> <input type="checkbox"/> PSAT 8/9 <input type="checkbox"/> PSAT/ NMSQT (optional)		<input type="checkbox"/> PSAT 8/9	<input type="checkbox"/> PSAT/ NMSQT (optional)	<input type="checkbox"/> PSAT/ NMSQT (optional)	
<b>70 Community Service Hours</b>		<input type="checkbox"/> 10 Community Service Hours	<input type="checkbox"/> 15 Community Service Hours	<input type="checkbox"/> 20 Community Service Hours	<input type="checkbox"/> 25 Community Service Hours
<b>TOTAL Credits to Graduate OCS</b>	<b>230 credits</b>				

### Community Service Graduation Requirement

Each student enrolled at Orange Crescent School, as part of their high school graduation requirements, must complete a minimum of 120 volunteer service hours. All students must record a the minimum required minimum of 30 hours per academic year. Transfer students are required to record 30 hours for each academic year they are enrolled at Orange Crescent School. This requirement provides students with a structured program in which they can experience Islam by actively participating in a wide variety of outreach opportunities.

Grade Level	9th	10th	11th	12th
<b>Minimum Community Service Hours</b>	10	15	20	25

### Promotion Policy

Students risk their promotion to the next grade level if they do not meet the following criteria:

1. Attendance at the school at least 90% of the time the student has enrolled for the school year.
2. A GPA of 2.0 or above.
3. A score of not less than 1 year below grade level in Reading, Mathematics, English and/or Spelling on standardized achievement tests.

If a student is not meeting the promotion requirements listed above, a teacher-parent-director meeting will be set up to discuss the option of retention for the next school year.



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### **Academic Probation**

#### **1. Criteria for placement on academic probation**

- a. Any student in grades 1-5 who have a majority of performance levels on their Standards Based Report Card that are “Does Not Meet” or “Partially Meets” in addition to minimal or no growth on the Star Reading and/or Star Math assessment or any students in grades 6-12 who receive a failing grade in two or more subjects will be placed on academic probation. Additionally, the teacher and director can make a decision to place a child on academic probation even if the student does not meet the criteria but is showing academic deficiencies or needs.

#### **2. Duration of probation**

- a. Parents will be notified and students will remain on academic probation for one semester or until all failing grades have been improved to at least a passing level. If a student is placed on academic probation in the second semester, it is possible the student will not be able to re-enroll for the upcoming year until improvement is shown. The conditions of re-enrollment will be outlined in the academic probation contract.
- b. Students may be required to sign an academic contract outlining specific goals and expectations during the probationary period.
- c. Sports eligibility will be affected by being placed on academic probation.

#### **3. Probationary requirements**

- a. While on academic probation, students may be required to participate in additional academic support programs and may have restrictions on extracurricular activities. Examples of academic support programs that students will be required to participate in are:
  - i. Tutoring
  - ii. Mentoring
  - iii. Homework Help
  - iv. Online resources

#### **4. Monitoring progress**

- a. Teachers will monitor the progress of students on academic probation and provide regular progress reports to parents/guardians.
- b. Regular meetings between the student, teacher, and parent/guardian may be scheduled to discuss progress and strategies for improvement.

#### **5. Results for not meeting probationary requirements**

- a. Parents/guardians will be required to attend meetings to discuss their child's progress and academic support needs.
- b. If a student on academic probation does not meet the requirements of the probationary program (e.g., does not improve grades or fails to attend supplemental programs), the school may consider retention, remediation, or other interventions to help the student succeed academically.

### **Probation and Dismissal of Students for Academic Reasons**

Recommendation for Withdrawal or Expulsion from School: If the academic probation is consistent, or previous academic actions have not corrected the issue the Principal may recommend a family withdraw their student or recommend to the OCS Board that a student be expelled from school. Withdrawal or expulsion may be effective immediately, as determined by the Administration. Examples include but are not limited to:

- Repeated disregard for academic expectations
- Lack of parent involvement in addressing academic concerns
- Prolonged Academic Probation



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- Recurrent issues indicating a lack of honesty and integrity (*e.g. plagiarism, lying, cheating*)

### Failures in 9th-12th Grade

If a high school student fails a semester period of work, they must make up that course in a summer school program that directly follows the completion of the year in which they receive the failure. Upon completion, students will submit the summer school final grade report to the director. No student is allowed to return to Orange Crescent School unless they have made up for the failure in the required time. Two failures at the semester are cause for academic probation. Students at Orange Crescent School may not repeat failed classes during the school year. OCS does not offer summer school. Students are encouraged to inquire with their local school district or online programs for summer school options.

## OCHS Sports Program

OCS high school students have the opportunity to participate in our sports program. Based upon interest level and enrollment numbers, various sports will be offered.

### **Requirements:**

1. Currently enrolled in OCHS (*9th-11th Grades*)\*
2. Maintain good academic standing.
3. Maintain good character throughout the school year.
4. Pay the required registration fee per sport.

*\*OCS Middle School Students may play on occasion as decided by the OCS Athletic Director.*

A registration and uniform fee are required for participation in the sports program. Parents will be required to transport students to and from games.



### Standardized Tests

All enrolled students 1<sup>st</sup>-12<sup>th</sup> grades will be given a standardized achievement test three times a year. The standardized test scores are important for monitoring student progress, class placement and honors programs. Students take the PSAT twice between 8th-10th grade.

To ensure students achieve their best on standardized tests, OCS encourages students to get proper sleep the night before testing and eat a nourishing breakfast prior to arriving at school.

### Assigning Homework

OCS wants to ensure students are well-rounded individuals. Research suggests that students should engage in extracurricular activities, get regular exercise and spend time with family and friends to maintain good physical and emotional health. Due to the importance of our children's health, OCS has adopted a homework policy that supports a balance between students' academics, extracurriculars, physical health and family/friends on evening/weekend/holiday time.

#### **Purpose of homework:**

- Support for struggling students
- Enrichment
- Should be meaningful, purposeful and at a level that can be completed by the student at home
- Prepare for a competition
- Prepare for a summative assessment

#### **Homework Guidelines:**

- Homework should be assigned only if deemed necessary, rather given as "busy work"
- Homework may not be given on weekends, breaks, and/or holidays except for preparation for competitions (Quran, Science Fair, etc).
- For students who are struggling, homework contracts may be made on an individual basis.
- Parents can request additional homework for their child. Teachers will provide additional work for that child and will provide general feedback. This homework will not be part of the student's grade unless the teacher determines the completed work indicates mastery of a previous or current standard.

### **Homework Schedule**

#### **Grades 1 - 3**

Students should be encouraged to read daily. Teachers are encouraged to consider the following chart when assigning homework.

Grade Level	Homework
Grade 1	10 minutes
Grade 2	20 Minutes
Grade 3	30 Minutes



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### **Grades 4 - 6**

Students should be encouraged to read daily. Teachers are encouraged to consider the following chart when assigning homework.

<b>Grade Level</b>	<b>Homework</b>
<b>Grade 4</b>	30 minutes
<b>Grade 5</b>	30 Minutes
<b>Grade 6</b>	30 Minutes

### **Grade 7-12**

Students should be encouraged to read daily. Teachers are encouraged to consider the following chart when assigning homework. Teachers will follow a provided homework schedule.

**Note:** Evaluation forms will be provided during induction week.

<b>Grade Level</b>	<b>Homework (<i>Scheduled</i>)</b>
<b>Grade 7</b>	Up to 60 minutes
<b>Grade 8</b>	Up to 60 Minutes
<b>Grade 9</b>	Up to 60 Minutes
<b>Grade 10</b>	Up to 60 Minutes
<b>Grade 11</b>	Up to 60 Minutes
<b>Grade 12</b>	Up to 60 Minutes



### Academic Honesty & Plagiarism

Students at Orange Crescent School are expected to complete all assignments with honesty and integrity. All work should be a true reflection of the student's ability and effort. Any academic dishonesty will result in both academic and disciplinary penalties. Forms of academic dishonesty include, but are not limited to:

- **Plagiarism:** Taking someone else's work or ideas and passing them off as one's own without proper citation. This could be from improperly copying from academic sources or copying another's work.
- **Cheating:** Using improper or unauthorized materials or study aids to supplement academic performance. At no time are cell phones or smartwatches allowed during school.
- **Facilitating Dishonesty:** Knowingly allowing one's work to be copied by another or doing the work of another
- **Inappropriate Collaboration:** Working together on a project or assignment without the instructor's knowledge or permission
- **Academic Misconduct:** Tampering with grades, tests, or other class materials; stealing or tampering with the work of another student.

Working together does not include copying or allowing someone to copy a student's work. Allowing someone to check their answers and make changes is also not allowed. Forgetting quotation marks, not citing sources, or passing off another's words or ideas as a student's own is still plagiarism.

If a student violates the Academic Honesty policy:

1. **First offense:** Assignment will be given back to be redone and the parent will be notified.
2. **Second offense:** Assignment will receive a zero and the parent will be notified. The parent will need to attend a parent conference.
3. **Third offense:** Assignment will receive a zero and the parent will be notified. The student will need to attend a disciplinary meeting with the school director and the student will be placed on an Academic Honesty Contract. Further consequences will be determined by the Director.

### Attendance and Tardy Policy

Consistent school attendance provides students with the key elements to succeed academically, socially, and emotionally. Students who attend school regularly achieve at higher levels and therefore feel better about school.

- California **compulsory education law** requires everyone between the ages of 6-18 years of age to attend school
- Missing school leads to academic, social, and emotional difficulties.
- Students habitually absent from school and truant will face consequences determined by the school administration, including expulsion.
- Students shall be present at least 50 percent of the scheduled school day to be counted present.
- Students serving in-school suspension shall be counted as present. Students serving out-of-school suspension shall be marked absent.



### Absences (1st-12th Grades)

OCS abides by the California's Board of Education's regulations regarding absenteeism. There are two types of absences: Excused and Unexcused.

#### **Excused absences include:**

- Student's personal illness (Requires a doctor's note after 3 days)
- Death in the family (up to three days)
- Court appearance or legally mandated meetings
- Documented college visitations (up to three days per year for high school students)
- Other circumstances requested in writing by the parent or guardian for the consideration of the Director

The parent or guardian of the student must send in a written note or email explaining why the student missed school within three days of the student's return to school after being absent. If a written excuse note is not submitted or emailed, the absence will be considered unexcused.

In the event of an approved extended excused absence, tuition is still required. Students who need to make up work due to an excused absence will have one day to make up for each day they missed. Students will receive full credit for missed assignments and assessments if submitted within the appropriate time. For example, a student who was absent for 3 days will have 3 days after returning from school to complete missing assignments.

In the case of travel for Umrah/Hajj, we encourage families to make plans during school breaks so that students don't miss any school days. If families are unable to plan during the breaks, the school requests that the family send the notice of travel to the school director 30 days in advance. The school will excuse the days of Umrah/Hajj but not any days of extended travel.

#### **Unexcused absences include:**

- Travel, outings and leisure activities
- Attending a siblings' field trip
- All other absences, explained or unexplained

Students who need to make up work due to an unexcused absence will have one day to make up for each day they missed. Students will lose 10% credit for missed assignments and assessments during an unexcused absence. Missed assignments not turned in or assessments not made up within the allotted time period will be given zero credit.

If a student has 5 or more absences in a semester, a Parent-Teacher Conference will take place. Students with 10 or more unexcused absences in a semester may be placed on Academic Probation and their promotion to the next grade level will be evaluated (see section titled *Promotion Requirements*).

### **Tardiness (1st-12th Grades)**

- Students arriving after 8:15 AM are considered tardy. Parents will be charged \$5 per family per day they are late to school.





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- Students tardy to school need to check into the school office to receive a tardy pass before entering class.
- Students who are tardy between classes need to go straight to class and teachers will mark the tardy in FACTS.
- Three or more tardies in the same class will be referred to the Directors

All charges for being tardy will be reflected on your monthly tuition balance.

A student is habitually truant and at risk for referral to the Orange County Department of Education if they are:

- Absent for three days in a single school year,
- Absent or tardy more than 30 minutes three times in a year,
- Any combination of the above.

### Early Pick-Up Guidelines (1st-12th Grades)

Early pickups are discouraged except for unavoidable appointments or emergencies during school hours. Early pick-ups are NOT allowed after 2:35 PM.

When picking up a child early:

1. Notify the front office before coming to get your child ready.
2. The parent/authorized persona person whose name is on the child's records) must check in at the front desk, be prepared to present a valid ID, and sign out the child in the early dismissal book.
3. If the student is being picked up by an unauthorized person, parents must notify the office.
4. An office staff will collect the student(s) for dismissal and bring them to the front office. **Parents are NOT allowed to pick up their children directly from the classroom.**
5. If coming back to school after an early dismissal, parents/authorized persons must sign the student back into the late arrival book at the front office.

### School Hours

Regular school hours are from 8:15 a.m. to 3:15 p.m. for grades 1<sup>st</sup>-12<sup>th</sup> Monday-Thursday and 8:15 a.m. to 2:30 p.m. on Fridays. Students should not be brought to school before 7:55 a.m. nor left after 3:30 p.m. during school days. **This policy is strictly enforced.** Any students found unsupervised at 3:30 p.m. (Monday-Thursday) or 2:45 p.m. (Friday) will be taken to the office or extended care (if available), and parents will be charged \$20 per hour per child. All charges will be reflected in the monthly school tuition balance.

Montessori hours are from 8:00 a.m. to 3:00 p.m. Monday-Friday. Montessori students have extended hours available until 6 p.m. Parents are required to pay an additional fee for after school care in Montessori. See the Montessori Director for additional information.



## Parent Responsibilities

Parents' consistent support for the school, its staff and educational programs creates a positive attitude in our students about education and the role of school. Orange Crescent School families are all aware of the blessings received by donating of themselves on behalf of their community. Parents also have an important duty toward our children. An Islamic education, a high academic standard, and a healthy environment for both body and soul are basic requirements for every Muslim family. Orange Crescent School works hard to provide these elements to our children without adding unnecessary burdens on the families.

## Parent-Teacher Organization (PTO)

The Parent-Teacher Organization (PTO) serves as a support system for the school. The main function of the PTO is fundraising and helping to organize and assist with extracurricular activities for students. The PTO is not a policy-making body and does not impact management of the school.

A strong PTO is essential to the success of our school. All parents are strongly encouraged to become actively involved in school activities and courteously share their input so that we continuously work on creating parent-teacher-student alliances. All PTO functions and activities will be carried out with the approval of the Principal in coordination with the Orange Crescent School Board of Education PTO Liaison and any teacher or staff member involved in that function.

Elections for the PTO Board are held in May for the upcoming school year. During the month of June, the outgoing and incoming PTO will meet to transition duties. The PTO will assume responsibilities beginning one month prior to and one month after the current school year. Meetings are held once a month plus when needed to organize large events.

The PTO governing body consists of:

- President
- Vice-President
- Secretary
- Treasurer
- Fundraising Coordinator
- Volunteer Coordinator
- Montessori Liaison
- Room Parents



### Parent Service Hours

Each family is responsible for completing a total of **15 hours of service** to Orange Crescent School per school year. The PTO and Office Staff will help keep track of service hours through FACTS.

Transferring hours to friends and/or family is not permitted. Orange Crescent School teachers and staff are exempt from completing service hours.

Valid service hour opportunities include:

- Chaperoning a class field trip at the request of the teacher. A chaperone cannot bring additional children to the field trip.
- Parent Workshops
- Assisting a teacher at school or home, depending on the teacher's request
- Purchasing items requested by the teacher or from the teacher's wish list
- Assisting with approved school activities or PTO activities
- Attending PTO meetings
- Serving as a Classroom Coordinator (Homeroom Parent)
- Taking your child to the library or museum (Max 2 hours per location with proof)
- **A charge of \$15 will be applied at the end of the school year for every incomplete hour**

Parent Financial Account

See section titled *Parent Financial Account* under *Business Office and Financial Regulations*.

### **Parental Attitude and Cooperation**

While we acknowledge parental responsibility and welcome positive involvement, we reserve the right to deny student admissions or discontinue enrollment in the event that a parent exhibits behavior that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. In such a case, the decision of the Principal regarding the suitability for continued enrollment or acceptance in the school will be final.



### Lunch

**All students are required to sit in designated areas to eat their lunch before playing.** After students are done eating their lunch, staff will direct students to their recess area.

It is essential that students bring healthy and nutritious lunches to school every day. Scientific research shows that high-sugar food is harmful to both children and adults, and hence, junk food is highly discouraged and fresh fruits, milk, and vegetables are recommended. Healthy hot lunches can also be purchased through FACTS.

Following items are prohibited:

- Any chips that include Red 40 (such as Hot Cheetos/chips, Takis, etc)
- Energy drinks
- Caffeinated items such as soda and coffee\*

\*High school students are permitted to purchase drinks from Barakah cafe if in good academic standing

Due to safety issues, **no microwaves are available for student use.** Do not send anything to be heated or cooked.

### Food Allergies

Be sure to update your student's FACTS record to reflect any food allergies they may have as well as inform the homeroom teacher.

#### Prohibited Areas

Students are not allowed to enter the following areas at any time:

- Out of school grounds during school hours
- Behind modular buildings (even if not gated off)
- Rooftops of any school building
- Conference hall, cafeteria or offices of the Islamic Society of Orange County during school hours unless approved and/or directed by school staff
- On walls or fences
- In classrooms without adult supervision
- On the playground when another class is using it or when eating any food
- Teacher's lounge

### Personal Items

Students may bring to school only personal items that may legitimately be used at school and which the school does not provide. Parents need to be aware at all times of the items their children bring to school. The school is not liable for any damages or losses associated with the personal items brought to school by students.

Toys, comic-books, inappropriate magazines, books or games, guns, knives or any dangerous objects, electronics, make-up, perfume, costume jewelry, and pets are not permitted at school. If the



teacher permits toys to be brought to school for sharing on certain days, students should follow the teacher's instructions.

### Textbook Policy

Students are expected to take care of their textbooks, workbooks, and other school materials. Students who vandalize, damage, lose, or return school materials in poor condition will be required to pay the replacement cost of each material.

### Library

Library time for each class is scheduled throughout the week. The library is also open during recess and lunch on most days. Students are responsible for returning library materials when due, or a fine will be charged.

### Technology Use

Technological resources, including Chromebooks, at Orange Crescent School are provided for the purpose of supporting the holistic educational experience and mission of the school. Orange Crescent School's goal in providing these resources is to promote educational excellence by facilitating creative thinking, resource sharing, scholarship, research, and communication.

Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in this Handbook. Members of the OCS community will use all Chromebooks, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times.

Prohibited electronic device usage:

1. Any electronic device use that involves accessing, sharing, transmitting or viewing inappropriate, derogatory, or offensive content, or that does not align with Orange Crescent School's philosophy, is strictly prohibited.
2. Any electronic device use, whether or not utilizing the Orange Crescent School network, which could pose a risk of physical or mental harm to anyone is prohibited.
3. Any electronic device use, whether or not utilizing the Orange Crescent School network, which could pose a risk of property loss is also prohibited.
4. Any attempt to connect externally through an electronic device to an internet network, hotspot, or VPN while on Orange Crescent School's campus is prohibited.
5. Students will not share their usernames, passwords, addresses, or other personal information on the Internet without the authorization of a parent or Orange Crescent School representative.



# Parent & Student Handbook

## *Academic Year 2024-2025*

6. All electronic device activity, including communications, internet history, or other uses, are subject to monitoring by Orange Crescent School. Orange Crescent School representatives may inspect and, if they deem necessary confiscate, any student's electronic device at any time without prior notice.
7. Certain internet materials may not be copied or reproduced without the permission of the author or other rightholder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
8. The Orange Crescent School network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own. Doing so will be considered a "bottom line" infraction.
9. Before using their electronic devices, Orange Crescent School strongly encourages students to consider whether their electronic communications and other electronic device use may be regarded as offensive, hurtful, or otherwise inappropriate by others.
10. Students must immediately report damage or loss, including theft, to Orange Crescent School regarding any school electronics. When reporting major damage or loss, students must provide a statement describing the circumstances under which the electronic device was damaged or lost.
11. If an electronic device is damaged through no fault of the student (determined solely by Orange Crescent School), the electronic device will be replaced at no cost to the student for the first incident only. Thereafter, a \$50 repair fee or the full cost of replacement is charged. Loss or damage due to negligence is not covered and Orange Crescent School will not replace or repair the device or case without full pre-payment from the student.
12. Electronic devices are the property of Orange Crescent School and are not available for purchase.
13. This policy applies to Orange Crescent School students at all times, whether or not the students are on campus, as Orange Crescent School students are always school representatives.
14. Violations of any portion of this policy may result in a disciplinary hearing, which may result in any disciplinary measure against the student up to and including expulsion. Additionally, Orange Crescent School may refuse to issue grades or transcripts to, and may withhold graduation privileges from, any student who violates any portion of this policy.
15. In consideration of using any electronic device at Orange Crescent School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Orange Crescent School, as well as its respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the electronic device furnished by Orange Crescent School to the student.



### Field Trips

Orange Crescent School believes in providing students with enriching life experiences that align with classroom learning. Therefore, field trips are an integral part of our educational program. Each class will have two field trips per year for curricular purposes.

Parents will be notified at least one week before the field trip of the date, time, destination, lunch information, cost, etc. Parents must sign the field trip permission slip and return it with the payment no later than the deadline set by the teacher. Otherwise, the child will have to miss the field trip and stay at school.

Chaperones for 1st grade are at a ratio of 1 adult to 5 children. Grades 2nd – 12th require chaperones at a ratio of 1 adult to 10 children unless otherwise dictated by the location. It is the chaperone's responsibility to maintain discipline in their group and to keep the group with them at all times. The chaperone may be asked to pay admission charges to the place visited as well as transportation charges.

Chaperones may not bring other adults or children on the field trip. If an OCS student is in attendance at a field trip that is not sponsored by their grade level/teacher, it will be considered an unexcused absence for that student.

Transportation to and from field trips will either be provided by school bus (at an additional cost) or parents will be responsible for dropping off and picking up their student from the field trip location. If a parent is dropping off other students, then a written permission slip is required to be submitted to the school office.

Please note that students must have a 2.0 or higher and acceptable behavior to go on any field trip.

Orange Crescent School reserves the right to cancel or postpone a field trip due to unforeseen circumstances. In the event of cancellation, parents will be notified as soon as possible and arrangements for another field trip will be made if possible. The school will make every effort to obtain a refund from the field trip location to pass back to parents.

### Birthday Parties

Birthday celebrations are not allowed at school. Orange Crescent School has prohibited birthday cakes, cupcakes and goodie bags from the classroom. No gifts and or balloons will be allowed on campus as well. In addition, teacher birthday parties and gifts are not allowed.

### Unapproved Holiday Celebrations

At OCS, we do not allow for students to celebrate non-Islamic holidays on campus, such as Halloween, Valentine's Day, St. Patrick's, Easter and any other holiday celebrations that do not align with the values of our school and faith.



### Classroom Parties

There are times when your child's teacher schedules a classroom party at the end of a unit or project. Any food brought for a classroom party must be zabiha/halal. Non-zabiha food will be sent back home. We ask parents to not send food that requires refrigeration or is not in-line with the food policy.

### Alcohol, Tobacco, and Other Drug Use

At Orange Crescent School, we strive to cultivate a safe, healthy, and Islamic learning environment for every student. Therefore, we have a zero-tolerance policy for the use of alcohol, tobacco, and other drugs by students or visitors on school grounds or at any school-related activity. This includes electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Violations of this policy will result in an out-of-school suspension with a recommendation for student expulsion. In addition, the school reserves the right to contact law enforcement in these matters.

### Photo/Media/Website Release

Orange Crescent School may want to use student photos in publications, news magazines, and the school's website and social media accounts. Orange Crescent School is known for its talented students and outstanding accomplishments, and thus from time to time, Orange Crescent School receives requests from the news media to photograph students for positive public relations. Because such photo requests often require an immediate response, Orange Crescent School asks that if you desire that your child **not** participate in such media, to please inform the school office. Otherwise, Orange Crescent School will assume approval of photos, names, and information for use by Orange Crescent School.

In addition, Orange Crescent School and the Islamic Society of Orange County have installed video surveillance cameras throughout the campus for security purposes. By enrolling in OCS, all students and families may be under video and audio surveillance while on campus. OCS Administration may access and review surveillance footage in order to maintain the safety and security of our students, staff and families. Accessed footage will not be disclosed to anyone outside of OCS administration/designated staff unless all parents/guardians of students in the accessed footage provide written approval for the footage to be viewed by someone outside of OCS staff. OCS will comply with any court orders and subpoenas for footage on the advice of the schools' legal counsel.

There are times when the teacher may record the class for training purposes and professional development. In these instances parents will be notified and parent consent will be obtained.





## Business Office and Financial Regulations

### Parent Financial Account

Staying current on all fees/charges including monthly tuition is imperative. The school runs primarily on student tuition and cannot function properly when accounts become late or delinquent. Orange Crescent School reserves the right to impose appropriate penalties in those situations where delinquent tuition problems exist. These may include, but are not limited to, denial of re-enrollment, and withholding of transcripts and records as prescribed by law. There is a \$75 late fee for tuition that is paid after the 10<sup>th</sup> of each month. Tuition is paid either annually, bi-annually or over 10 installments. First tuition installment is due by June 1st and ends March 1st.

- I understand that I am responsible to pay a full year's tuition and fees for each of my students.
- If a student is withdrawing from the school, any pre-paid tuition is refundable with a 30-day written notice prior to withdrawal.
- The Registration Fee is non-refundable.
- 2024-25 material and other fees are refundable if written notice is given by June 1, 2024.
- For the Monthly Payment Plan, tuition is due the 1<sup>st</sup> of every month for 10 payments.
- The first tuition payment is due June 1<sup>st</sup> and all subsequent months are due the 1<sup>st</sup> of the month.
- Tuition is required regardless of absence or vacations, as long as the child is ENROLLED in the school.
- A \$75 late fee will be charged for payments made after the 10<sup>th</sup> of each month.
- I understand that if I am 30 days late paying tuition, my on-file credit card account may be charged for all outstanding amounts (plus a 3% fee), including the \$75 late fee. I hereby authorize such charges.
- For each additional month that payment is not received a \$75 late fee will be applied (ie. 2 months = \$150, 3 months = \$225)
- Additionally, after 60 days of no payment, my FACTS account will be locked, report cards will be withheld and my child(ren) may not be allowed to attend or re-enroll at OCS.

All questions about the status of family accounts should be directed to the Islamic Society of Orange County's Accounting Office at (714) 933-1804 or email Br. Muneer Haq at [mhaq@isocmasjid.com](mailto:mhaq@isocmasjid.com).

### Financial Assistance

Financial Assistance is available through the Accounting Office of the Islamic Society of Orange County. ISOC/OCS offers two programs: Zakat Tuition Assistance and Tuition Adjustment. Families eligible for Zakat may apply with the Islamic Society of Orange County's Zakat fund. For those who do not qualify for zakat assistance but need tuition assistance may apply for the Tuition Adjustment Program. Please apply for Zakat Tuition Assistance or Tuition Adjustment through the Accounting office of Islamic Society of Orange County.



### Early Student Withdrawals (End of Year)

Please be advised that Orange Crescent School does not provide early Final examinations to students who are withdrawn early from the end of the school year (ie. travel overseas). We have found these requests to be disruptive to normal school operations. Therefore, parents who withdraw students from school early do so at their own risk.

Orange Crescent School will not be responsible for providing make-up work for students, and teachers will grade students as of their status upon withdrawal. Parents who withdraw students early will sign a Memorandum of Understanding and must maintain their tuition responsibilities.

### Donations

Please contact the school office if you are interested in setting up a scholarship fund for Orange Crescent School students. The rewards for helping students attain the correct Islamic knowledge is unending and considered Sadaqah Jariyah.

## Dress Code

### Dress Code Philosophy

The Prophet (saw) advised us to keep clean, presentable, well groomed and modestly dressed. This is part of our Islamic Adab (etiquettes). Therefore, it is very important that we instill these values in our students from the beginning.

While on school campus, Orange Crescent School students are required to wear the OCS school uniform. Uniforms must be purchased from OCS-approved vendor: Verona Uniforms (<https://www.verona-uniforms.com/collections/orange-crescent-school>). Outside uniforms will not be accepted. Administration will provide all uniform information in a timely manner so that families are able to order prior to the first day of school. Failure of families to order in time for the first day of school will result in student uniform violations.

Administration will provide the dress code guidelines for all field trips and overnight camps, which will be specified on the field trip permission slip.

#### General Dress Code Guidelines

- All shirts will be size appropriate. Rule of thumb is when a student's arms are raised, skin should not be showing.
- Uniform pants must be of appropriate size and color as indicated in the Girls and Boys Dress Code sections below. Jeans, sweatpants, leggings, are not part of the uniform. **No tight fitting pants or skinny jeans are allowed on any day.**



# Parent & Student Handbook

## Academic Year 2024-2025

- Students must wear closed toe shoes. No neon-colored, multi-patterned, or mismatched shoes allowed. Students will not be allowed to wear sandals or any other type of open-toe shoes. Crocs and slides/sandals are not allowed. Boots are also not allowed except for rainy days.
- Students in 5th grade and above must wear hijab. Hair and neck must be covered. Hijab under pieces are recommended.
- For outwear (i.e., sweater or jackets), students may wear an official OCS outerwear or a solid navy blue jacket. Acceptable Orange Crescent School outerwear including sweaters and jackets purchased from our school, Camp-99, Astro-Camp and 8<sup>th</sup> grade sweatshirt can be worn on Tuesdays or any day pre-determined by OCS administration. Any other sweatshirt or jacket will be cited as a violation.
- Students may not wear hoods in class or outdoors. The only exception is when a student is outdoors and it is raining.



### OCS MONTESSORI

#### Two Options: Monday-Friday - Polo Shirt or T-shirt

*\*\*Must have one polo shirt for any special events*



[Verona Website](#)



[Verona Website](#)

Available in a female cut and long sleeves. Custom sizes are available.



Solid Navy Blue  
(leggings, joggers, and sweatpants are all acceptable)  
Can be purchased from any store




[Verona Website](#)



# Parent & Student Handbook

## Academic Year 2024-2025



### OCS ELEMENTARY

1st-5th Grades Girls

2 Days PE - 3 Days Formal

Formal



Navy Blue Formal Pants  
Can be purchased from any store

Formal



[Verona Website](#)

Formal



[Verona Website\\*](#)

Formal



[Verona Website](#)

PE



2 days PE - [Verona Website\\*](#)



PE




Solid Navy Blue\*\* (no stripes or visible logos)  
Can be purchased from any store

Formal & PE



[Verona Website](#)

**\*\*1st-3rd grades can wear leggings, joggers, and sweatpants for PE only**  
**\*5th-grade girls are required to wear long sleeves and a white jersey or two-piece hijab**



### OCS ELEMENTARY

1st-5th Grades Boys

2 Days PE - 3 Days Formal

Formal



[Verona Website](#)

Formal



[Verona Website](#)

Formal



[Verona Website](#) or any store  
Solid Navy Blue

PE



2 days PE - [Verona Website](#)

PE



PE



Solid Navy Blue\* (no stripes or visible logo)  
Can be purchased from any store

Formal & PE



[Verona Website](#)

**\*1st-3rd grades can wear joggers and sweatpants for PE only**



# Parent & Student Handbook

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### OCS MIDDLE/HIGH SCHOOL

6th-10th Grades Girls

2 Days PE - 3 Days Formal

Formal




[Verona Website](#)  
Pieces sold separately

PE



[Verona Website](#)  
Sold as a set

**\*\*All girls are required to wear a navy blue jersey hijab**



### OCS MIDDLE/HIGH SCHOOL

6th-10th Grades Boys

2 Days PE - 3 Days Formal

Formal



[Verona Website](#)

Formal



[Verona Website](#)

Formal



[Verona Website](#)

PE



[Verona Website](#)

PE



[Verona Website](#)

PE



Solid Black  
(no stripes or visible logo, no sweatpants)  
Can be purchased from any store

Formal & PE



[Verona Website](#)



# Parent & Student Handbook

## *Academic Year 2024-2025*

### Hair and Grooming / Jewelry

Hair should be neat, clean, combed, well groomed, and non-distractive. Hair should be the student's natural color. Extreme or non-traditional hair styles are not permitted. Students may not have haircuts that include two different extreme lengths (such as buzzed sides with long hair).

Girls are not allowed to wear make-up or jewelry, except small earrings. Boys are not allowed to wear any jewelry to school including earrings, necklaces and bracelets. Trendy accessories that are deemed an educational distraction or a hindrance to the learning process are not permitted.

Girls are not to have long fingernails or wear nail polish. There will be a \$1.00 removal charge for nail polish and make-up. Acrylic nails are not allowed on campus. If a student is wearing acrylic nails, they will be sent to the office, and the school will call home. If unable to remove the nails, there will be a \$20.00 fine to the family's account, and the student will be kept in the office until the end of the school day.

### Student Hygiene

Islam places great importance on cleanliness and personal hygiene, as it is a reflection of both physical and spiritual well-being. All students are expected to come to school clean and well-groomed, following the teachings of Islam. This includes regular bathing, wearing clean uniforms, and maintaining dental hygiene. Additionally, students should be mindful of wearing deodorant as needed to manage body odor, especially during warmer weather or after physical activities. Students should also ensure that their hands and nails are clean and well-trimmed. Parents are encouraged to help instill these habits at home, as maintaining personal cleanliness is not only part of Islamic practice but also helps foster a healthy, respectful school environment.

## Dress Code Violations

The purpose of OCS' school uniform is to create group identity and teach expectations. Students out of uniform create visual and behavioral distractions that require staff to divert their time and energy away from teaching and compliant students.

In an effort to gain complete uniform compliance, which is the purpose of having a uniform, OCS will employ strict guidelines and violations in an effort to gain student and parental support in the matter. Anytime a student is out of uniform, he/she will remain in the office until a proper uniform is delivered. OCS staff will use the violations listed below in the case of repeated uniform non-compliance.

1. The first violation will result in a call to the parents to inform them to bring a proper uniform
2. The second violation will also result in a call to the parents to inform them to bring a proper uniform.
3. The 3rd violation will result in out of school suspension and a parent-teacher conference for re-admission
4. If violations continue, this indicates a lack of cooperation and respect from the student and parent towards OCS rules and regulations. Therefore, administration reserves the right to recommend expulsion.



# Parent & Student Handbook

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Montessori (Toddler to KG) Girls & Boys:	
T-shirt or Polo shirt Monday-Friday <i>*Students will need one polo shirt for picture day and special events</i>	Verona Website
Navy Pants	Any Store
Lower School (1st-5th Grade)	
Girls:	
Jumper	Verona Website
White Polo	Verona Website or any store
Navy Pants	Any Store (please avoid tight fitting pants)
PE Shirt	Verona Website
PE Navy Pants	Any Store (no stripes or visible logo) Sweatpants allowed for 1st-3rd grade
White Jersey Hijab	Any Store (only jersey material allowed)
Boys:	
Maroon Polo	Verona Website
Formal Navy Pants	Verona Website or Any Store (no joggers)
PE Shirt	Verona Website
PE Navy Pants	Any Store (no stripes or visible logo) Sweatpants allowed for 1st-3rd grade
Upper School (6th-10th Grade)	
Girls:	
Formal Tunic	Verona Website (must be worn buttoned)
Formal Pants	Verona Website (Grey) or Black Pants (no leggings, flares, jeggings, sweats, cargos, or tight fitting pants)
PE Shirt	Verona Website
PE Pants	Verona Website
Navy or Maroon Hijab	Any Store (jersey or modal material allowed)
Boys:	
Formal Navy Polo	Verona Website
Formal Khaki Pants	Verona Website or Any Store (no joggers or cargo pants)
PE Shirt	Verona Website
PE Black Pants	Any Store (no stripes or visible logo) Limited quantity available in the OCS office No sweatpants



## Tiger Tuesdays

Tiger Tuesday takes place on the first Tuesday of each month. On Tiger Tuesdays, students may wear an outfit according to the Tiger Tuesday theme, or they may wear an Orange Crescent School spirit shirt, such as “OCS-er”, Camp-99, Earth Day, Grade Level Sports Shirts, and other shirts sold by Orange Crescent School. If students do not wish to participate in the Tiger Tuesday theme, they must be in their proper uniform.





## Discipline Philosophy

Discipline is used to encourage positive behavior and self-control. Based on the mission and vision of Orange Crescent School, our goal and perspective of discipline is shaped and informed by the Sunnah of Prophet Muhammad (saw), as he modeled the best example of practicing the decrees of Allah (swt). In the Quran, there are clearly stated expectations of behavior that lead to a positive outcome in this life and the hereafter.

- Justice/ Fairness
- Mercy
- Self-discipline

The behavior policy applies to all places on school campus including classrooms, masjid, lunch/snack area, Barakah Cafe, playground, library, office, bathrooms, etc.

### → Above the Line

Above the Line behavior embodies our STAR student expectations.

Examples:

Attending class on time	Coming to class prepared	Being respectful	Taking responsibility
Being honest	Setting high academic and personal goals	Being kind	Thinking critically
Modeling positive behavior	Doing the “right” thing	Working hard to achieve best results	Reflecting on areas of growth

### → Below the Line

The student is conducting themselves in a manner that is below what is expected but is not serious enough to warrant a referral to the Director.

Examples:

Inappropriate Language	Not following directions	Horseplaying	Disrupting Class
Misuse of Property	Dishonesty	Unprepared for Class	Tardy to Prayer
Unauthorized usage of phones (high school)	Tardy to class (1-2 in the same class)	Excessive Talking	Inappropriate/ unauthorized use of cell phones/computers
Cheating/plagiarism/ academic dishonesty (1st-2nd offense)	Dress code violation		



# Parent & Student Handbook

## Academic Year 2024-2025

The Teacher handles incidents that are Below the Line. The teacher will use positive discipline strategies in the classroom such as the following:

- **1st Redirect**
  - Provide verbal cues
  - Role-play expectations
- **2nd Redirect**
  - Move student's desk
  - Provide a logical consequence
    - ◆ Loss of privilege (should not include taking away snack or lunch)
  - Positive Time-Out (reflection corner/chair)
- **Parent Communication**
  - Call/email parents and document in FACTS

### → Bottom line

The student is not abiding by the rules despite applying the whole range of steps outlined in **Above the line and Below the line.**

Abusive Language to hurt someone	Bullying/Harassment	Cyber Bullying
Theft	Fighting	Vandalism/Property Damage
Possession Weapons	Cheating/plagiarism/academic dishonesty (3rd offense)	Repetition of Below the Line with Proper Documentation
Tardy (3 or more from the same class)	Threats to individuals or school	Any other action deemed Bottom Line by Administration

### ◆ Administration Deals with students with Bottom Line behavior

Director's will enter Bottom Line Behavior into FACTS for parents to view. Parents will also be contacted for every Bottom Line Behavior infraction.

### Cumulative Bottom Line Infractions

- ◆ 1st Bottom Line Referral: Parent Meeting and In-school Suspension
- ◆ 2nd Bottom Line Referral: Parent Meeting and Out-of-school Suspension
- ◆ 3rd Bottom Line Referral: Parent Meeting with the Director and Principal, Out-of-School Suspension; Possible Expulsion

Expulsion decisions are made by the Directors and Principal. If a parent disagrees with the school's decision, they may submit an email to the Board of Education ([board@orange crescent.com](mailto:board@orange crescent.com)) to have their appeal heard.



# Parent & Student Handbook

## *Academic Year 2024-2025*

### **Cell-phone/ Smartwatch Policy 1st-5th grade**

- Cell phones and smart watches are not allowed on campus. If a student must bring a device, the student must check it in with their homeroom teacher at the beginning of the day and pick it up at the end of the school day.

### **Cell-phone/ Smartwatch Policy 6th-11th grade**

6th-11th must check-in their cell phones and smart watches to their homeroom teachers every morning upon arrival and pick it up at the end of the school day.

- 1st Offense:
  - The device will be confiscated by the teacher and will be returned to the student at the end of the school day
- 2nd Offense:
  - The device will be confiscated by the teacher and kept by the school for **one** week.
  - A parent will need to pick up the phone from the office
- 3rd Offense:
  - The device will be confiscated by the teacher and will be kept by the school for **one** month
  - A parent will need to pick up the device from the office
- 4th Offense:
  - The device will be confiscated by the administrator and **MUST** be picked up by a parent/guardian at the end of the school year.

### **Behavior Plans/Probation**

Teachers and/or directors may implement a behavior plan for a student in order to address ongoing behavior that is not improving, including but not limited to behavior that prevents others from learning or creates an unsafe or unpleasant environment. The teacher and/or director will meet with the parent to discuss the plan, expectations, duration, and possible outcomes. The behavior plan is intended to help the student improve their behavior in order to be a positive member of the classroom and school community.

### **Dismissal of Students for Behavior Reasons**

If the student and parents do not commit and complete their obligations in the behavior plan or there are no improvements in the student's behavior, the Principal may recommend a family withdraw their student or recommend to the OCS Board that a student be expelled from school. Withdrawal or expulsion may be effective immediately, as determined by the Administration.

## **Tracking Discipline**

Teachers are asked to document any disciplinary issues in FACTS, which will be accessible for parents to view for their child.

The school reserves the right to document suspensions or expulsion in a student's school record that will be forwarded to any school the child attends after Orange Crescent School.



### Disciplinary Consequences

The following guidelines depend on the severity of the offense. These can be changed by the School Directors and/or Principal to even stricter consequences if the situation is deemed necessary. If a student wants to appeal a consequence, they must do so in writing and send it directly to the School Principal, who will review the appeal and respond directly or refer it to the School Board to make a decision. Any infraction can lead to automatic expulsion.

Disciplinary consequences include but are not limited to:

- Conference
- Letter of Apology
- Student Contract
- Detention
- Community Service
- Restitution
- Loss of Privilege
- In-school or Out-of-school Suspension
- Expulsion

### **Record of Updates 2024-25 School Year**