

GENERAL POLICIES AND GUIDELINES

1. Registration

- Parents are required to register their students through the school portal.
- Parents are expected to provide all the necessary information during the registration process, including emergency contact information, allergies, and any other required details. It is essential to ensure the school has accurate and up-to-date information for the safety and well-being of the students.
- Sibling priority will be given during the registration process.
- If the maximum number of students is reached, a waitlist will be established.
- Students on the waitlist will be prioritized based on the order of registration, availability of spots, and consideration of sibling priority.
- The school reserves the right to reject registration of students based on past behavior and/or who have an unpaid tuition balance from past year/s.

2. Payment

- Tuition is expected to be paid in full at the time of registration.
- If needed, families may request an installment plan for tuition payment. The school reserves the right to exercise its discretion in either granting or declining exceptions.
- If an installment plan is granted, the full tuition amount must be paid before December 15th of the school year.
- Failure to pay the full tuition by December 15th may result in the school unregistering the student(s) until payment is received.
- Unregistered students will not be allowed to participate in classes or activities until the outstanding payment is settled.
- Payment can be made through the school portal, in cash, or by check.

3. Withdrawals and Refunds

- Any withdrawals made after October 30th will not be eligible for a refund.
- In exceptional circumstances, such as medical emergencies or other unforeseen events, refund requests may be considered on a case-by-case basis. In such cases, a refund will be prorated based on the number of Sundays that have passed (not based on the number of Sundays attended).

4. Communication

- Effective communication between parents, teachers, and principal is essential for the success of the school.
- Parents are encouraged to regularly communicate with the teacher and/or Principal regarding any concerns or feedback related to their child's education.
- Teachers and the Principal will provide timely updates to parents regarding curriculum, events, and any changes to schedules or policies.
- The main channel of communication will be VALS School Management System.
- The Principal and Board members welcome in person communication with parents on school days.
- Parents can also contact the school Board by email at board@vals.org for general questions or concerns.

5. Parental Assistance

- It is highly encouraged that at least one parent from every family volunteers to assist for one Sunday during the school year. Parents will be provided with a signup sheet at the beginning of the school year to select a date that best suits their schedule.
- Parents may be requested to assist the teacher in the classroom or the cafeteria for special events/activities. This will be determined by the teacher and communicated to the parents ahead of time.
- Parents may also be requested to provide snacks for the students from time to time.

6. Parental Involvement

- Parental involvement and support play a crucial role in the success of the school.
- Parents are encouraged to actively participate in school events, parent-teacher conferences, and other activities organized by the school.
- Parents are welcome to provide suggestions, feedback, or volunteer their services to enhance the school experience.

7. Arrival

- Teachers will be in their classrooms 15 minutes before the start of class to receive their students.
- Students are expected to be in their classrooms no later than the start of class.
- Late arrival disrupts the class and should be avoided.
- Parents are expected to ensure that their children arrive on time for the first period.
- Parents of students in grades K and 1 should walk their children to their classrooms.
- Students in grade 2 and up do not need to be escorted to their classrooms.

8. Departure

- Parents should be present at the school 10 minutes prior to the end of the second period to pick up their children. This is essential for the safety of the children.
- Timely pick-up allows Board members and teachers the opportunity to communicate with parents, if necessary.
- Parents of students in grades K and 1 should pick their children up from their classrooms.
- Students in grade 2 and up will meet their parents in the waiting area at the end of the school day. Students are required to quietly head to the waiting area immediately upon release from class and should not hang out in the hallways.

9. Homework Policy

- Homework will be assigned and communicated to parents through SchoolCues.
- Teachers will keep track of students homework and will
- Students are responsible for doing their homework and handing it in on time to their teachers.
- If a student fails to come to class with a completed assignment, they may be required to complete it in the classroom during break.
- Parents are responsible for ensuring that their child(ren)'s homework assignments are completed. Homework is a crucial part of the learning process and is mandatory.
- Coming to school with unfinished homework slows down the class's learning progress and can demoralize other students.
- If homework is repeatedly not completed, the teacher and the principal may initially discuss the issue with the student. If the student continues to neglect homework, the principal or the teacher will contact the student's parent to address the matter.

10. School Supplies

- Students are required to bring their books and school supplies (pens, pencils, notebook, eraser, sharpener, coloring pencils, etc.).
- Parents are required to ensure that students come to school with their books and appropriate school supplies.

11. Classroom Access

- No students are allowed in the classrooms without a teacher or teacher assistant present.
- Parents are not allowed in the classroom unless arrangement are made with the principal or a board member or when requested by a teacher to volunteer.

12. Classroom Maintenance

- Students are responsible for keeping the classroom in the same condition as when they entered it. This includes not taking, using, or misplacing any of the classroom supplies.
- The classroom must be left as if the students were never there at all.

13. Food and Drink

- Absolutely no food, drink (except water), or chewing gum is allowed in class.
- Students are expected to bring their own lunch from home to have during break in the cafeteria.

14. Break Time (Prayer and Lunch)

- Students will have a break in the cafeteria between their two classes during which they will be led in prayer then can enjoy their brought-from-home lunch.
- Students are encouraged to perform Wudu at home.
- Students are expected to join in prayer and to be respectful and courteous during prayer.
- Girls are expected to bring their own prayer head cover.

- Students are encouraged to memorize and recite Ayat out loud with the imam.
- During lunch, students are responsible for cleaning up after themselves.
- Food should not be shared due to potential allergies.
- Older students are encouraged to help the younger students and set a good example during prayer and lunch.

15. Respect for Property

- Students should respect and take care of all school property, including books, desks, and other materials.
- When using the restrooms, students are expected to respect the privacy of others, maintain cleanliness and use resources (water, toilet paper, and soap) responsibly.
- Students are expected to travel between classes and the cafeteria quietly and in a timely manner and to avoid loud noise and disruptive behavior in the hallways.
- Any damage to school property should be reported to the teacher, principal, or a board member immediately.

16. Personal Belongings

- Students are responsible for their personal belongings.
- The use of electronic devices is not allowed in the classrooms and students are discouraged from bringing any electronic devices to school.
- The school will not be responsible for any loss or damage to personal items brought to the school.
- If an item is found in a classroom or the cafeteria, it will be kept with the principal or a board member and brought to school the following two Sundays. Items unclaimed for two weeks will be donated.

17. Emergency Procedures

- Students should follow all instructions provided by teachers or staff in case of emergencies, such as fire drills or lockdown situations.
- The board will share a safety plan with registered families.

18. Library

- The school maintains a library of Arabic books that will be offered to students to borrow on a weekly basis.
- The book catalog will be available online and students can select the books they would like to borrow to be distributed the following Sunday.
- Students are expected to take care of the borrowed books and to return them in good condition within two weeks.
- Parents will be informed when the borrowing window is open.

19. Special Events and Activities

- The Board will share an Events & Activities calendar at the beginning of the school year.
- Events and activities could be held in school or at designated venues outside the school premises.
- The Board will have the right to open events to VALS families only or to allow VALS family guests at VALS events and activities.
- Events and activities could be free of charged or for a fee (per student or per family)
- Students should adhere to all rules and guidelines during such activities.
- Participation in special events and activities is highly encouraged to build community, relationships and friendships between VALS families.
- As per clause 21 (Disciplinary Action), the school will have the right to deny participation of students who do not adhere to the school's general code of conduct.

20. Safety and Security

- The safety and well-being of students are of utmost importance.
- The school premises are kept secure, with appropriate measures in place to ensure the safety of students and staff.
- Any concerns or incidents related to safety or security should be reported immediately to the principal or a board member.

21. General Conduct

- Students are expected to demonstrate respectful behavior and conduct in a manner that upholds the values of VALS.
- Students should show kindness, empathy, and consideration towards teachers, fellow students, and anyone working or volunteering at VALS.

- Disruptive behavior, bullying, or any form of harassment, including verbal, physical, or cyber, will not be tolerated.
- Students should actively participate in class activities and discussions, showing attentiveness and respect towards the teacher and peers.
- Students should use appropriate language and tone when communicating with others, avoiding profanity, derogatory remarks, or disrespectful gestures.
- Students should adhere to the dress code policy, maintaining appropriateness in their attire.
- Students should follow instructions given by the principal, teachers, teacher assistants, board members, and volunteers promptly and respectfully.
- Students should refrain from engaging in any form of cheating or dishonest behavior.
- Students should take responsibility for their actions and accept the consequences of their behavior, striving to learn from mistakes and make positive changes.

22. Disciplinary Action

- **Verbal Warning:** Students will receive a verbal warning from the teacher or principal as an initial response to minor infractions or misbehavior. This serves as a reminder of the expected behavior and gives students an opportunity to correct their actions.
- **Time-Out or Reflection:** In cases of continued disruptive or disrespectful behavior, students may be temporarily removed from the classroom or activity. This allows them to reflect on their actions and helps restore focus and appropriate behavior.
- **Parental Notification:** If the student's behavior persists or escalates, the teacher or principal will contact the student's parent or guardian to discuss the situation. Parental involvement and support are crucial in addressing behavioral issues effectively.
- **Loss of Privileges:** As a consequence for repeated or more severe misbehavior, students may temporarily lose certain privileges. This can include restrictions on participation in extracurricular activities, special events, or privileges within the school setting (examples could be being assigned a certain seat in the classroom, temporary removal from the classroom)
- **Expulsion:** In cases where the behavior poses a threat to safety or significantly disrupts the learning environment, expulsion may be considered. Expulsion is the permanent removal of the student from the school and is a decision made in consultation with the board members, following the school's policies and regulations.
- In the rare case of an expulsion, the general refund policy will apply.

23. Policy Review

- The school policies and regulations will be reviewed periodically to ensure their effectiveness and relevance.
- Input and feedback from parents, principal, teachers, and board members will be considered during the policy review process.

24. Amendments

- These rules and regulations may be subject to amendments, and any changes will be communicated to parents, students, and staff in a timely manner.