



AL-QALAM
TRIANGLE ACADEMY
ISLAMIC MONTESSORI SCHOOL



INSPIRING YOUNG MINDS



NURTURING GROWTH THROUGH EDUCATION

DIRECTOR: SISTER NASREEN BAKHSH

3 - 5 YEAR OLDS
SCHOLARSHIPS AVAILABLE
REGISTRATION OPEN ALL YEAR ROUND

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Handbook



Purpose of

The Student & Parent Handbook sets out for parents, guardians, and students the values, programs, and policies of our school. The handbook is part of our efforts to foster a healthy partnership with parents, based on our shared interest in the educational and personal development of students while they are enrolled at our school. This handbook describes our partnership in terms of what parents can expect of our school and what our school as an institution expects of parents and students.

Mission

Al-Qalam Triangle Academy means the Pen which signifies the importance of being educated and gaining the ability to write. We envision our students as being the light in our community! At Al- Qalam Triangle Academy, we value diversity in culture, background, ability, and skill. We strive to always provide our students with the best learning experience through Islamic principles, differentiated instruction, and a comfortable environment.

At Al-Qalam Triangle Academy we envision that each child:

- Will have a hands-on experience
 - The Montessori-inspired method uses tangible and practical materials to enhance learning.
- Will be in the optimal environment
 - Classrooms are designed to provide the students with space for movement and flexibility.

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- Will experience social-emotional learning
 - Students are given the opportunity to strengthen their self-awareness, independence, and interpersonal skills.

School Philosophy

Al- Qalam Triangle Academy follows the philosophy of Montessori where every child is evaluated due to his or her talents and every child is taught according to

his/her needs suit best.

Non-profit Status

Al- Qalam Triangle Academy is a non-profit business thus, there is no individual who profits financially from its operation. The funds collected through school fees, tuition, donations, and fundraising are used to operate the school, purchase supplies and equipment, and pay staff salaries. The remainder of the money is reinvested into the school for future use. Al- Qalam Academy is in the process of obtaining a 501(c)(3) Tax-Exempt Status. The Tax-Exempt status allows for donations made to Al-Qalam Triangle Academy to be tax-deductible.

School Governance

The Al- Qalam Triangle Academy Board of Directors is responsible for overseeing the general direction of the school, reviewing and approving the school's budget, overseeing the school administration, and approving the general policies of the school.

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Non-Discriminatory Policy

Al -Qalam Triangle Academy embraces diversity and values the integrity of the individual. Individual differences of religion, culture, socioeconomic status, national origin, race, ethnicity, gender identity are acknowledged and respected. A diverse student body is an essential component of a holistic education. Students are most able to understand, appreciate, and respect differences in a setting that includes these differences. Al- Qalam Triangle

Academy seeks a diverse community in order to fulfill its mission to provide a strong and holistic education for all students.

EEO Statement

Al- Qalam Triangle Academy is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, religion, color, gender, age, or based on any other consideration made unlawful by federal, state, or local laws.

Non-discrimination Policy as to Students

Al- Qalam Triangle Academy welcomes families and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, ethnic origin, gender, disability, and age in administration of its educational policies, admissions policies, scholarship, and athletic and other school-administered programs.

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Enrollment



Student

Upon enrollment, the following items must be submitted:

- Original birth certificate as proof of identity.
- Complete immunization record.

- School Entrance Health Form based on a physical assessment conducted within 1 year of the first day of school.
- Official academic records from all previously attended schools. Students must complete a new Enrollment packet for each year and pay the Enrollment fee at the time of enrollment.
- Each year at the time of enrollment, and anytime during the school year when changes occur, parents are responsible for informing the school of the child and parents' current contact information. Each student must have at least two emergency contacts with valid contact information. These additional contacts may not be parents.

Emergency Contact

All parents must provide complete, up-to-date student emergency information for their child's file. Each student must have at least two non-parents listed as emergency contacts, in case neither parent is

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accessible. Parents are responsible for informing the administration of changes regarding the child's address, phone number, or other vital contact information.

Medication Administration

Emergency medications are stored securely for emergency use only, as directed by the physician. All emergency prescription medicine must be in secure packaging and within the expiration date as listed on the packaging. Al- Qalam Academy staff does not maintain or dispense any non-emergency medications. Cough drops and throat lozenges may be used by students as needed throughout the school year, provided that they are in the original container or packaging.

The school's policy does not allow for any child with an acute illness to attend school on those days which obligates the child to take medication during school hours. Any child ill enough to require medication should remain at home under parental supervision, or arrange with the child's physician a regimen that allows the medication to be administered before and after school. If your child is on medications that will impact them in the school setting, you may be asked to provide an updated School Entrance Health Form or physician's note. It is the parents' responsibility to inform the office of any medical changes requiring medication at any time during the school year.

Illness

If a student exhibits any of the following signs of poor health he/she should remain home for a minimum of 24 hours or until the student is symptom-free without the help of medication.



- A fever of 101 degrees or more
- Vomiting or diarrhea
- Suspicious rash that has not been seen by a doctor
- Any colored discharge from the nose, eyes, or ears
- Any student on prescription medication should remain home for 24 hours before returning to school.

- If your student is sent home with any of the above symptoms, he/she may not return to school for 24 hours.
- Parents will be notified and the student sent home if he or she:
 - Appears ill and is unable to do class work
 - Is suspected of having a contagious condition
 - Sustains an injury that needs medical attention beyond what is provided at school
 - Has head lice
 - If parents are aware that their children have a contagious condition (staph infection, chicken pox, strep throat, measles, mumps, head lice, etc.) the school must be notified immediately. The Administration may require the child to provide a physician's letter of health clearance before returning to school. Note that children with head lice may not return to school until they are not-free.

Attendance Policy

Al- Qalam Triangle Academy believes that ALL children should have access to quality education. As we strive to provide our students with quality education, we expect that students attend school regularly. Regular school attendance is a key factor in a student's academic achievement, positive social interactions, and high self-esteem. It is important for students to be in school in order to interact with the teacher and with other students. These are integral components of a student's education. Al Qalam Triangle Academy wants every student to be in class every day. We understand that students may miss school due to illness or unexpected situations. In those cases, we

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Kindly ask that you keep your child(ren) home for the safety of everyone. Families should always try to schedule medical appointments before or after school hours or on school holidays whenever possible.

A parent or guardian must notify the school of a student's absence by 8:00

A.M. on the day of the absence by sending an e-mail or by calling the school office. Students who attend a medical appointment during school hours or miss school for medical reasons for more than three days must return to school with a written medical excuse.

Reporting Absences: When a student is absent for all or any portion of the day, the parent or guardian is responsible for notifying the school of the reason and justification for the absence. When necessary, administration will contact parents to verify a child's absence.

Excused Absences: School administration may excuse students who are absent because of illness in the immediate family or emergencies that require a student to be absent. After 3 consecutive absences or at the administration's discretion, a physician's note may be required.

Extended Absences: The school administration may approve extended absences generally defined as trips that extend or enhance a student's education. Parents must submit a formal written request 2 weeks prior to the planned extended absence.

Unexcused Absences: Parents whose students accrue 3 or more unexcused absences within a quarter may receive a written notice from the school.

Homework and Grading Policy

Al- Qalam Triangle Academy employs a Montessori-centered approach to learning. Our

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take on homework lends itself to the belief that the practices and learning children's experience in our school environment should translate to at-home experiences. Thus, Al- Qalam Triangle Academy does not impose a grading or homework policy. Students are given progress reports quarterly detailing growth

and/or areas of challenge. These areas are identified through milestones presented in their “ work.”

Al- Qalam Academy Uniform Policy

Students are expected to abide by the uniform policy which includes ----- polo-style shirts. Local stores such as Wal-Mart and Target have these items easily accessible prior to the start of the school year. For families who may need assistance with purchasing uniforms, please contact administration for assistance.

School Year Calendar and School Day Schedule

The school calendar is e-mailed to families during the summer before the The school year begins and is also provided at registration. Copies of the annual school calendar and daily class schedules are available in the school office. Al Qalam Academy operates from 8:30 a.m. to 3:30 p.m.

Parent/Student/Teacher Conferences

Students and their teachers meet regularly to discuss student progress. Parents can expect to have informal conferences by telephone, e-mail, or in-person throughout the school year. Parents are always encouraged to contact their



student's teachers. Formal conferences will be held two times per year – once in December and again in April-- to discuss functional and behavioral performance. During these conferences, interim reports are distributed. Students are expected to attend these conferences with at least one parent or guardian.

Classroom Access and Visitor Policy

1. Visitor Scheduling:

Any visitor, including parents, community members, or individuals connected to the school, must schedule their visits in advance. This can be done through our online scheduling system via Calendly or Phone call appointments unscheduled visits are not permitted during school hours or before the school officially opens.

2. Prayer Times and Access to the Masjid:

While the school shares an entrance with the sisters' prayer area, access to the prayer space is allowed only for prayer and during designated Salah times. Visitors wishing to access the prayer area must not interrupt the classroom environment and should refrain from entering the school premises outside these times.

3. Arrival of Visitors:

Visitors, including parents, must arrive at their scheduled time. Early arrivals must wait in their cars or in designated waiting areas outside the school until their appointment begins. Under no circumstances should visitors approach classroom doors before the school opens or without permission.

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4. Security and Monitoring:

The school will ensure that all entry points are secure during school hours. Visitors who need to enter the building must sign in at the front desk and wear a visitor's badge. This ensures the safety of students and staff at all times.

5. Policy Awareness:

The school will post this policy on the school website and in visible areas of the lobby. Additionally, an email will be sent to parents to remind them of the classroom access policy. This information will also be shared with the board and updated periodically.

6. Exceptions:

If any individual has specific religious or personal needs (such as access to the masjid for prayer outside of regular times), this must be communicated in advance to the school administration. Any exceptions will be handled with care and discretion, ensuring no disruption to the educational environment.

Please let me know if you'd like any adjustments or additions to the policy. This approach should help maintain both security and respect for community members.

Emergency Policies

Al-Qalam Triangle Academy has established an Emergency Preparedness Plan to cover the most likely emergencies to affect our program based on our geographical location as well as our hours of operation. In all cases, the two main methods for handling emergencies include our "shelter-in-place" emergency response plan and our emergency evacuation plan.

Emergency Evacuation: In the event of an emergency that requires evacuation of the building (such as fire, bomb threat, or gas leak), we will leave the building as quickly as possible, following the evacuation procedures and maps located in each classroom. If it is safe to stay on the property, we will wait outside until the appropriate official has given us the all-clear signal to return to the building. School personnel take appropriate information with them when they evacuate, including class attendance, parent contact information (please keep your

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phone numbers up-to-date at all times), emergency supplies and medications, and food/water supplies if appropriate for the situation. All possible means of communication will be used to notify parents in a timely fashion. Please always be sure the school has your current email address so you

can receive important email messages from the school.

Shelter-in-Place: is the safest way possible to separate students and staff members from an outdoor hazard. It is a short-term measure designated to use a facility and its indoor atmosphere to temporarily separate people from a

hazardous outdoor environment. It is a temporary solution to a temporary problem. If the shelter-in-place incident is prompted by an external environmental threat, school personnel will secure the school, and no one will be allowed in or out of the building until an all-clear signal is given by the Principal. While students are protected inside the school building, parents will be sheltered in their own homes and places of work. School staff will make every effort to communicate the status of students to parents. All emergency-messaging systems will be used. In this situation, the shelter-in-place is ended as soon as the outdoor environment is safe for students (and parents) or the condition causing the emergency response has passed. Shelter-in-place will be used if needed, not to keep students from their parents, but to keep students safe until their parents can safely reach them.

Media Coverage and Photography Opt-Out

There may be times when photographs or videotaping of students for projects that are school-related take place. Parents are asked to sign a waiver at the time of enrollment allowing the school administration to approve

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known outlets and organizations who visit the school for media or public relations reasons. These organizations and agencies will be fully accompanied and supervised by school staff at all times.

Important Contacts

Director / Principal: Nasreen Bakhsh (Director@aqta.org)

Administrator: Admin@aqta.org

Chairman: Hafed Elhaj

