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*In the name of God, Most Gracious Most Merciful*

Crescent Connection Academy

Family Guide to Life at CCA





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## SECTION 1. ABOUT US

### Mission, Vision and Model

Crescent Connection Academy integrates Islamic values and studies with 21st-century teaching methods, fostering a holistic approach to education. Our personalized and engaging curriculum is Islamically centered, aiming to equip students with the skills and mindset for lifelong wellness and success in both dunya and akhira.

Crescent Connection Academy will be a collaborative incubator for talent, Islamic perspective and innovation in teaching and learning.

Designed to meet the needs of 21st century Muslim students, Crescent Connection Academy is built upon the following model which are upheld by our three guiding pillars:

- *Rigorous & Innovative Approach to Teaching and Learning*
  
- *Holistic student approach*
  
- *Islamic perspective focused*

### Commitment to Islamic Perspective

Crescent Connection is committed to building an Islamic community whose perspectives are reflective of the teachings of Quran and Sunnah of our Prophet(asa). CCA strives to create a visibly Muslim environment that is intentional and present by design through curriculum, instructional methods, school events and activities.

### Strategy & Goals

During the academic year, we will focus on the following strategies, developing specific team- and individual-based goals:

1. Islamic Perspective
  - a. Integrate Islamic perspective into curriculum.
  - b. Teachers and staff exemplify Islamic moral and standards
2. Personalization of Learning
  - a. Individual student mastery tracking of TEKS
  - b. Use of space and resources in building by students for students
3. Academic Foundation
  - a. Project based learning
  - b. Closely monitored curriculum implementation



- c. Data-driven instruction
- d. Students led learning
- 4. Arabic language immersion
  - a. Partial immersion studies using textbook and videos
  - b. Integrated Arabic words into all curriculum
  - c. Bi-lingual staff
- 5. 21<sup>st</sup> Century skill acquisition
  - a. Defined skills & competencies – TEKS
  - b. Authentic learning experiences to provide opportunities to develop and practice skills
  - c. Tracking of student development

CCA School Standards

CCA follows the academic standards informed by Common Core Standards and Texas Essential Knowledge and Skills (TEKS) . In addition, CCA strives to instill in all students the following skills, qualities and competencies, adapted from Tony Wagner’s SEVEN SURVIVAL SKILLS using Islamic perspective.

Adapted from Tony Wagner’s **SEVEN SURVIVAL SKILLS**:

AGILITY AND ADAPTABILITY	ACCESSING AND ANALYZING INFORMATION	INITIATIVE AND ENTREPRENEURSHIP + DESIGN THINKING
CURIOSITY AND IMAGINATION	COLLABORATION ACROSS NETWORKS + LEADING BY INFLUENCE	CRITICAL THINKING AND PROBLEM SOLVING
EFFECTIVE ORAL & WRITTEN COMMUNICATION		

**Agility and Adaptability:** Muslims exhibit agility and adaptability by following the example set by Prophet Muhammad (peace be upon him) who adjusted his strategies according to changing circumstances. Just as the Prophet adapted his approach to various situations, Muslims also adapt their actions and routines while upholding Islamic principles. This is reflected in the verse from the Quran, Surah Al-Baqarah (2:185): "Allah intends for you ease and does not intend for you hardship."

**Accessing and Analyzing Information:** Muslims engage in accessing and analyzing information to deepen their understanding of the Quran and Hadith, utilizing resources such as Tafsir and Sahih Bukhari for authentic Hadith. Prophet Muhammad (peace be upon him) emphasized the importance of seeking knowledge, saying: "Seeking knowledge is obligatory upon every Muslim." (Sunan Ibn Majah)



**Initiative and Entrepreneurship:** Inspired by the entrepreneurial spirit encouraged in Islam, Muslims take initiative in establishing businesses or initiatives that align with Islamic principles. This includes ventures like ethical trading, charity organizations, or Islamic finance institutions. The Quran encourages initiative and resourcefulness in Surah Al-Ma'ida (5:2): "Help one another in righteousness and piety, but do not help one another in sin and transgression."

**Design Thinking:** In Islam, design thinking is evident in architectural marvels like mosques, which blend functionality with aesthetic beauty while fostering a sense of community. This reflects the concept of Ihsan (excellence) mentioned in Hadith, where the Prophet Muhammad (peace be upon him) said: "Verily, Allah is beautiful and He loves beauty." (Sahih Muslim)

**Curiosity and Imagination:** Muslims explore their faith with curiosity and imagination, contemplating the deeper meanings of Quranic verses and Hadith. They ponder the signs of Allah's creation, as mentioned in Surah Al-Ankabut (29:20): "Say, [O Muhammad], 'Travel through the land and observe how He began creation.'"

**Collaboration Across Networks:** Muslims collaborate across networks, drawing inspiration from the unity emphasized in Islam. Just as the early Muslim community collaborated in spreading the message of Islam, modern Muslims work together through community organizations and international alliances. This reflects the Hadith where the Prophet Muhammad (peace be upon him) said: "The believers in their mutual kindness, compassion, and sympathy are just like one body." (Sahih al-Bukhari)

**Leading by Influence:** Islamic leadership focuses on leading by influence, inspiring others through exemplary conduct and wisdom. This echoes the Quranic verse in Surah Al-Imran (3:110): "You are the best nation produced [as an example] for mankind."

**Critical Thinking and Problem Solving:** Muslims engage in critical thinking and problem-solving when interpreting religious texts or addressing contemporary challenges. They follow the guidance of the Quran in Surah An-Nisa (4:59): "O you who have believed, obey Allah and obey the Messenger and those in authority among you. And if you disagree over anything, refer it to Allah and the Messenger."



**Effective Oral & Written Communication:** Effective communication is essential in Islam for conveying messages of faith and fostering understanding. Muslims follow the example of the Prophet Muhammad (peace be upon him) who was known for his eloquence and clarity in speech. This reflects the Quranic instruction in Surah An-Nahl (16:125): "Invite to the way of your Lord with wisdom and good instruction, and argue with them in a way that is best."

#### **Authentic Learning:**

Students learn most effectively by doing and practicing in a context that best mimics the application of that learning. This emphasizes the importance of hands-on learning and practical application of knowledge. The Quran itself is a practical guide for life, and Muslims are encouraged to apply its teachings in their daily lives.

#### **Individualization and Personalization:**

Education should cater to the specific talents, interests, and challenges of each student.

#### **Global Awareness and Bilingualism:**

"O mankind, indeed We have created you from male and female and made you peoples and tribes that you may know one another. Indeed, the most noble of you in the sight of Allah is the most righteous of you. Indeed, Allah is Knowing and Acquainted." (Quran 49:13)

Commentary: Islam promotes diversity and encourages believers to seek knowledge from different cultures and languages. The ability to communicate and collaborate with people from diverse backgrounds is essential, reflecting the global nature of humanity.

#### **Metacognitive Skill Development:**

"Indeed, in the creation of the heavens and the earth and the alternation of the night and the day are signs for those of understanding." (Quran 3:190)

The Prophet Muhammad (peace be upon him) said: "The cure for ignorance is to question." (Al-Tirmidhi)

The Quran encourages reflection, critical thinking, and seeking deeper understanding. Similarly, the hadith emphasizes the importance of questioning and seeking knowledge, which are fundamental to metacognitive skill development and lifelong learning.



*By integrating these principles with teachings from the Quran and Hadith, at CCA we create a holistic and spiritually enriching learning environment that prepares students for success in this world and the hereafter.*

## **SECTION 2. CALENDARS AND PROGRAM**

The current Academic Calendar can be found below.

### Student Programs

All students participate in an academic program with the following:

- Daily STEM, literacy (reading/writing/oratory), Arabic Language and Islamic Studies;
- Nature studies 3x per week
- Quran 3x per week;
- Daily lunch and free play outdoors for all students; daily indoor free play for kindergarten, PreK and Toddler class;
- Visual Arts classes 2x per week





 **CRESCENT CONNECTION ACADEMY**  
**CALENDAR 2024 - 2025**

 HOLIDAYS  
 FIRST DAY SCHOOL  
 LAST DAY SCHOOL

2024

**JULY**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**SEPTEMBER**

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER**

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER**

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DECEMBER**

M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2025

**JANUARY**

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**FEBRUARY**

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**MARCH**

M	T	W	T	F	S	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL**

M	T	W	T	F	S	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY**

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE**

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



### SECTION 3. SCHOOL INFORMATION

18311 Kuykendahl Rd, Spring, TX 77379

346-543-1339

CCA Faculty contact info for:

Amira Sadek – Executive Director

Amira Sadek is a dedicated educator with a passion for creating vibrant learning environments where students thrive. With a Master of Education from Anderson University and a Bachelor of Public Relations from Saint Mary's University of MN, Amira brings a unique blend of educational expertise and strategic communication skills to her role. With over a decade of experience teaching all grade levels, Amira specializes in integrating Islamic perspectives into the curriculum, enriching students' educational experiences Islamic insights and values. Holding a Texas Educators License and with a commitment to academic excellence and student success, Amira's innovative teaching methods and collaborative approach to education ensure that every student reaches their full potential.

### SECTION 4. DAILY POLICIES & PROCEDURES

#### School Hours

Monday-Thursday: 8:05am – 2:45pm

Friday: 8:05-1:30

#### Arrival Procedures

**7:50am – 8:05am**

Students will report directly to their homeroom classroom/area and begin a morning activity.

See Map below. Families can park in the front entrance parking lot and walk their child in- any day. Or families can line up in the teller lanes from the E1 entrance and heed guidance from staff. Students will enter the side entrance with staff member only.

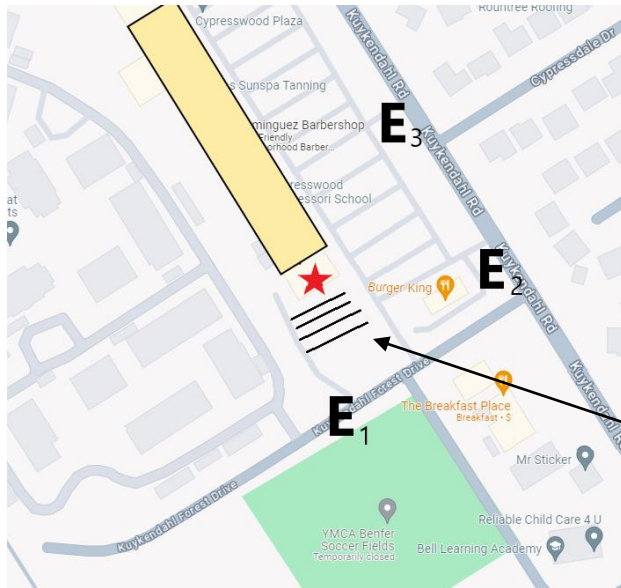


Families who arrive late (after 8:05) to school must use the school's Front Entrance and sign their child in. This process ensures that your child will not be marked absent.

### Dismissal Procedures

#### **2:45pm**

Parents/Guardians must provide the name(s) and telephone number(s) of the individual(s) authorized to collect their student/s from school. Authorized persons will be asked for a form of identification before children will be released to their care. *Families should notify the school in writing with any changes to any of this information (ie. name of authorized pickup person, phone number, email address etc).*



Cars should line up in any of the four teller lanes. Entrance to the teller lanes starts from (E1). Promptly at 2:45 the side entrance door will open and children will be walked by parents or staff from the school door to their vehicle. When ALL four first row vehicles are loaded the second row of cars will pull up and henceforth the pickup line will move. Please heed staff wearing bright vests that are guiding car movement.

Teller lanes.

### Early Dismissal

Parent/authorized person must show a valid photo ID upon entering the front office to sign the student out if that person is not known to the school staff. The school will not honor telephone requests for early dismissal, nor will students be pulled from class prior to parent's arrival. Individuals who are authorized by parents of guardians to pick up a student must be made in advance and in writing to the Office.

Students must be picked up for early dismissal by 2:00 pm at the Front Entrance.

### School Lunch



Crescent Connection Academy uses a contracted lunch provider to prepare and serve lunches to our students each day. Families who wish to purchase lunch must sign up with the vendor and purchase lunches in advance online. Further information will be emailed to parents 30 days prior to school start directly from the vendor.

#### Policy on Tuition & Fees

Crescent Connection Academy charges tuition on a monthly basis for 10 months starting August 1<sup>st</sup>. Unless families will pay the 10 months in advance for a discount. Each payment will be due and paid on the **first** of the month using ACH payments. A form for authorization will be emailed to parents.

Pre Kindergarten- Grade 3 students : \$635 per month. Or \$5850 annually.

Toddler class- \$725 per month. No discount for annual payment.

#### Fees

Crescent Connection Academy charges a one time registration fee of \$160. The fee covers registration costs and secures your child's place at CCA.

Annual fee for technology and supplies of \$590 cover subscription to IXL, Art resources, nature projects, supplies, textbooks and technology expenses. After the annual fee is paid CCA will not ask parents to donate or pay for other usage expenses throughout the year besides basic student supplies which will be brought at the beginning of the year.

#### Attendance & Reporting Absences

Crescent Connection Academy expects every student to attend school every day that classes are in session. Parents/guardians are required to call or email the office in the morning if they know that their child(ren) will be absent.

#### Punctuality & Lateness

Any student arriving after 8:05 am will be marked tardy. The student must be accompanied by parent/guardian to the office where the student should be signed in before they will be admitted to class.

#### Student Illness or Injury

Our office staff are prepared to manage student illness and/or injury. A student who becomes ill or injured while at school is sent directly to the office. In case of minor scrapes or bumps, CCA staff may provide bandages, ice packs and water; we do not administer over-the-counter medication such as Tylenol or Advil for pain or fever. All injuries and illnesses are logged at the front desk and are monitored for frequency and/or patterns.



Parents of students who require early pick-up due to illness or injury will be notified and are asked to arrive at the school within one hour of the time notified. If a child requires medical attention parents are asked to contact the school to provide updates on the child's condition.

In the event of a medical emergency, CCA staff will call 911 and will request that your child be transported to the closest appropriate medical facility. CCA staff will notify parents immediately and, whenever possible, will request that the ambulance wait for parent arrival. If a parent/guardian is unable to arrive at the school prior to the ambulance's departure a staff member will accompany the child in the ambulance to the hospital and will remain in contact with the parent and other CCA personnel.

#### Emergency Contact Information

Parents/guardians must provide the name(s) and telephone number(s) of the individual(s) to be notified in the case of an emergency. The designated phone number(s) and email address(es) will be used to make mass phone calls/texts/emails to notify families of important school events and information. *Families should notify the school in writing with any changes to any of this information (ie. name of emergency contact person, address, phone number, email address etc).*

#### Emergency Procedures

Crescent Connection Academy has in place procedures for several types of emergency situations, including: fire, tornado, active shooter, and medical emergencies, and will conduct semiannual drills. In the event of an emergency CCA faculty will make use of mass text and communication tools to inform parents of the situation and provide instructions for student pick-up. Please ensure that your child(ren)'s emergency contact information is kept updated.

#### Student Safety

Any allegation made by a student or family member of a student related to any of the following should be reported immediately to a member of the **Student Services Team** (Executive Director, Co-Director):

- Bullying (*Bullying* is defined as unwanted, aggressive behavior and/or harassment among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time);
- Sexual harassment, behavior, or assault between students, a student and a family member, or between a student and a faculty member;
- Head injury;
- Corporal punishment.

#### Crescent Connection Academy Nut Policy



CCA is NOT a nut-free school the office must be notified in case of an allergy and we will modify our procedures in order to ensure the safety of our students who have nut allergies

### Inclement Weather Policy

In the case of inclement weather Crescent Connection Academy will generally follow the same closing, delayed school opening, or early school closing decision as Harris County Schools. This decision is made as early as possible and prior to 6:00 am on the day in question. Staff, parents and students are advised to listen to information broadcasted by any of the local news and radio stations. In addition, we will send an email to all families and post any information regarding school closings on our website at [www.crescentconnectionacademy.com](http://www.crescentconnectionacademy.com)

### Health and Immunization

Texas Law requires that every student be fully vaccinated against the specified diseases.

Therefore, CCA students must provide documentation according to age here:

<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-minimum-state-vaccine-1#:~:text=The%20law%20requires%20that%20students,vaccine%20required%20by%20this%20rule.>

If the child's immunization records are not provided within 30 days of entrance the child will be unable to attend school. He or she will be readmitted to school once the Office has received the records.

In addition, the school requires parents to disclose any and all chronic health issues concerning their student.

### Lice Policy

Parents are asked to notify the office if lice is found on their child(ren) so that other parents can be alerted to a possible outbreak. We also encourage parents to notify their child's playmates' parents. Parental cooperation will help protect all children. Students with head lice will be excluded from school until they are properly treated and students must be LICE and NIT FREE in order to return to school.

### Contagious Rashes

Contagious rashes include but are not limited to ringworm and molluscum contagiosum. Once a child has been diagnosed with a rash that may be contagious, it is CCA's policy that the rash be covered for the child to be at school.

### Allergy and Other Medical Action Plans



Any child who suffers from a severe allergy or other medical condition **MUST** have a medical action plan on file with the school. This action plan should clearly and specifically outline the steps CCA staff members should take in the event of a medical emergency. These forms may be obtained from the school website and should be submitted, along with any relevant medication, to the Office. It is the parent's responsibility to ensure that medication is current and refilled when necessary. Any student who is required to take medication during the school day must have a completed Medication Administration Plan and required physician documentation and **signature**. Any student who needs to keep medication with them (i.e. an Epi-pen in their backpack) must have written documentation from a physician.

### Visiting

- Parents/caregivers are welcome to visit Crescent Connection Academy to eat lunch with their child during the child's assigned lunch and outdoor play hour; parents should not bring lunch to, or share food with, other children;
- If you need to speak or meet with a faculty member please make an appointment in advance;

**ALERT:** Because of the open nature of our physical space we must be incredibly diligent with monitoring our exits. No person who you do not recognize by name AND face should be allowed in the building. Do not hold the door open; this may appear rude but please assure the visitor that our policies are intended to protect our students and faculty. Do not prop doors open unless you are monitoring the door. All visitors must sign in at our Main Entrance with a photo ID.

### Student Privacy and Confidentiality

Crescent Connection Academy policy prohibits faculty members from sharing any information, including names, of students with another student's family. Do not make comments to or ask faculty questions about someone else's child. Be respectful while working at CCA as a volunteer; any student information you may see or overhear is expected to be kept confidential. Do not engage in discussions with other parents about students. If you overhear a conversation among parents or between faculty/parents with which you are uncomfortable, report your concerns to the Director.

All family contact information is considered private and confidential and is made available only to school staff for school-related purposes.

### Communication Policies



Ongoing communication between parents and school faculty is critical to students' success. Faculty members are asked to align communication efforts with our vision of diversity and inclusion by:

- Providing varied opportunities for parent involvement;
- Using varied methods of communication (phone, email, text);
- Ensuring that notices and other communication are translated if necessary;
- Ensuring that a translator is available for conferences when needed.

Faculty will meet with the family of each student twice over the course of the year for PreK-G3. Families are encouraged to reach out to their child's faculty for any/all questions. The faculty is a family's primary liaison with the school.

For questions the faculty is unable to answer please reach out to the relevant administrator keeping in mind the following:

- Communicate with faculty members only through email and school phone numbers. It is not appropriate to contact staff via personal email and/or cell
- Please allow up to 48 hours for a response via phone or email
- Do not engage in conversations with faculty members about other children and/or other members. For any concern or complaint about a faculty member contact the Director.

At the end of each week CCA sends a Family Newsletter via email containing important information and upcoming dates and activities. In addition, Friday is the regular day in which notices are sent home with students and parents are asked to develop a regular habit of reading the e-newsletter and checking their student's green folder on Fridays for fliers and notices. On a daily basis, all families will receive picture and video feed back related to student participation, activities, and diagnostic related information through Class Dojo.

### Parent Involvement

Crescent Connection Academy views parents as integral partners in achieving our vision and mission and in helping each student to fulfill his/her potential. We expect that all parents will take an active role in monitoring their child's progress through reading at home, folder and Class Dojo checks, phone calls, participation in school events, and attendance at conferences. Parents may communicate regularly with faculty via email. Parents are also encouraged to seek out and get to know their child's friends' parents in order to stay better connected to the social network. Every Friday our prayer room will be open for Jumah Salah led by a father volunteer. Families in our school community are encouraged to attend. The best way for parents to demonstrate their own commitment to education is through their presence at the school and at school events. We welcome opportunities for parents to get involved at CCA in any/all of the following ways:

- Ongoing volunteer opportunities (i.e. a weekly slot in the office)
- Leading Jumah Salah
- Support with annual events (i.e. volunteering to help with the book fair)





- Serving as a 'field expert' or sharing your professional experience with a class
- Taking on a leadership role with the PTSO
- Attending school events to support your child
- Offering to do 'at home' tasks for teachers (cutting, sorting, etc.)
- Making a donation of in-kind items or services

#### Parent Teacher Student Organization (PTSO)

The aims, objectives and purposes of the Crescent Connection Academy PTSO are the following:

- Provide support and resources to CCA for the benefit and educational growth of the children attending the school
- Promote and help develop a cooperative working relationship between the parents and staff of the school
- Foster and develop parent and teacher leadership and build capacity for greater involvement
- Foster and encourage parent and teacher participation at all levels
- Provide opportunities and training for parents and teachers to participate in school governance and decision-making, including education decision-making
- Provide special support and training to parents, students and teachers for technology integration in the school and at home
- Help secure the greatest possible public and private financial and other support for the school consistent with the School's mission, philosophy, and curriculum
- To otherwise support the educational experience of the students and enhance the professional experience of the faculty at the school

To obtain more information about Crescent Connection Academy's PTSO, please email CCA.

### **SECTION 5. ACADEMIC POLICIES AND PROCEDURES**

#### Guiding Beliefs

At Crescent Connection Academy we believe that:

- Students learn in different ways and at different paces
- One approach to teaching, learning and problem-solving does not fit all
- There is no such thing as smart/not smart. Every student has strengths and every student has concepts/skills on which they need to work; and finally
- Assessment is for the purpose of helping students learn and helping teachers know how to better meet their needs

As such, we will use a variety of assessment tools and strategies in order to assess students in the following areas:

- Understandings: Are students gaining the knowledge and understanding the concepts that are important for future learning?



- Skills/Habits of Mind: Are students able to do the things that we know will help them to be successful in future schooling, their careers, and in life? CCA will draw from the 21<sup>st</sup> Century Student Outcomes outlined by the Partnership for 21<sup>st</sup> Century Learning ([www.p21.org](http://www.p21.org)).
- Islamic Morals/Character: Are students developing the qualities we want to see in them as Muslims?

It is the goal of CCA to use authentic assessment at all times; this means that we will assess understanding and skills in the context of how they are naturally used, i.e. students will read aloud to a teacher in order to demonstrate reading skills, students will work in groups and get peer feedback on their collaboration skills, etc. Students will often be graded using rubrics (charts that help students to see the criteria and how they performed against it). There are also times when we will use more traditional assessment – quizzes and tests – because we know that test-taking is another important skill that students must learn and practice.

### Grading Policy

Faculty use a system which genuinely communicates where a student stands with each learning objective.

### Proficiency Ratings Key

- **Beginning:** Student has not demonstrated proficiency in the content objective/skill and needs additional practice and/or support in order to achieve proficiency.
- **Approaching:** Student is beginning to demonstrate some proficiency in the content objective/skill, though inconsistently and/or with support, prompting, or guidance from the teacher
- **Achieving:** Student has demonstrated proficiency in the content objective/skill independently, at least 80% of the time.
- **Exceeding:** Student has successfully demonstrated proficiency above the expectation for the content objective/skill taught.
- **Not Evaluated:** Due to attendance or other variables, there has been a lack of opportunities to gather sufficient data.
- **Not Taken:** Student did not take this assessment due to it being previously completed or not yet applicable.

Each student's proficiency of identified learning objectives will help us make decisions about their daily grouping and future learning. The goal for all of us will be to ensure that each student has the necessary support to continue to make progress towards mastery of the objectives.

Students and families will receive daily feedback using Class Dojo pertaining to student achievement and areas of concern.

### Report Cards

Progress reports will be provided at the end of each quarter. Parents will receive information about their child's mastery in comparison to established benchmarks for his/her grade level, age, and reading level.



### Conferences

At the end of the first and third quarters, faculty in grades K-3 will be prepared for conference with the parents of each child.

### End-of-Course/Unit Showcases

Several times throughout the year, families will be invited to attend "showcases" designed to provide opportunities for students and teachers to present their learning. These showcases are open to family members upon invitation from relevant faculty members. Look out for notices in the weekly eNewsletter for information about upcoming showcases.

### Homework

Because of the lack of research to support homework for students in the elementary grades, Crescent Connection Academy faculty are neither required nor encouraged to assign homework in grades PreK-3. If a teacher decides to assign homework, the following requirements must be met:

- The homework is connected to the previous or following day's lesson;
- The homework provides practice on an important skill;
- The homework is to finish up an assignment not finished during class time;
- The homework is collected, reviewed, or checked in some way; and
- If the homework is collected, it must be checked and returned in a timely manner to the student.

It is CCA policy that homework should never be assigned as a punishment nor that late or missing homework should impact a student's "mastery" of a skill or topic.

Instead of nightly homework in grades PreK-3, we hope that families instead will be able to spend the evening hours enjoying enrichment activities or family time. Additionally, it is expected that all students should be reading (or be read aloud to) for 15-35 minutes every night.

### Student Organization

It is a goal of CCA to help instill in our students organizational habits, study strategies and time management skills. Based on the student's grade, the following tools may be used:

- **Green Folders:** Students should use green folders to transport important papers to and from school. Additionally, the school will send home important papers, flyers, progress reports, etc. on Fridays. Students and parents must regularly check the green folder/binders for important information.

### Promotion / Retention

Crescent Connection Academy believes that all students can succeed as long as they have the social and academic tools to access, analyze, synthesize and present new information learned. To support this notion, we feel that many factors should be utilized in promotion decisions.

- The student should be on or approaching grade level in the majority of core subjects,
- The student is the appropriate age level or within a year of it,
- The student is socially mature enough to handle the subsequent grade level.



The factors that determine grade level performance include: students' mastery of standards based on ongoing assessments, classroom activities, teachers' recommendations, academic growth the student has made throughout the year, and when applicable, his/her performance on state mandated assessments.

### Technology Policies & Procedures

At Crescent Connection Academy, technology is a critical tool for advancing student learning and improving the efficiency with which the school is run and through which we communicate with each other. While not treated as a separate "enrichment" course, lessons on its technical, ethical, and safe use will be embedded through other classes. Daily technology use (including the use of multimedia) is encouraged when and where authentically appropriate to improve the instructional experience.

Because of the personalized nature of our instructional model, Crescent Connection Academy is investing in devices to achieve close to a one-to-one ratio of devices-to-students. The school is investing primarily in the purchase of Chromebooks, because they enable open-source (i.e. free!) resources that are accessible to all families. Families are neither expected nor encouraged to purchase a device or send a device to school with their child; in fact, we discourage it and want families to understand that the school accepts no liability for lost or damaged devices.

### Care of Classroom Technology

Because technology represents a considerable investment of school resources, it is essential that students participate in the process of taking proper care of all devices:

1. Manage the Power Supply
  - Plug the device back in anytime it is not in use.
  - Shut device down completely before putting it away.
2. Handle Devices with Care
  - Disconnect all peripherals prior to moving.
  - Turn off the power to the laptop and disconnect the AC power cord from the connection point (don't just pull the cord).
  - Close the display carefully.
  - Use two hands when transporting any device.
3. Care for the Screen
  - Be careful not to poke things into it, such as fingers, pens, etc.
  - Should a screen get smudges, dust or any marks on it, the best way to clean it is to wipe it with a clean warm, lightly damp (not wet) cloth. Then dry completely with a clean, dry cloth. Do not apply any pressure to the screen at any time.
  - Do not leave pens/pencils or other items on the keyboard (as they have the tendency to get shut into the device and damage the screen).

### Student Acceptable Use Policy

Since Crescent Connection Academy students currently utilize devices that are connected to the internet, the following Acceptable Use Policy is in effect for student use of all computers/devices, software and internet access while at Crescent Connection Academy (hereafter referred to as The CCA Computer



Network), We anticipate that students' exploration and use of devices will progress at a rapid pace; in order to be prepared for any such incident, the following Acceptable Use Policy is in place. When appropriate, the CCA Technology Director and teachers will be introducing aspects of the policy to students.

#### *A. Educational Purpose*

1. The CCA Computer Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities
2. The CCA Computer Network has not been established as a public access service or a public forum. CCA has the right to place reasonable restrictions on the material you access or post through the system. Students are also expected to follow the school rules and the law in their use of The CCA Computer Network.
3. Students may not use The CCA Computer Network for commercial purposes. This means students may not offer, provide, or purchase products or services through The CCA Computer Network.

#### *B. Student Internet Access*

1. Students will have access to Internet and World Wide Web information resources through their classroom for educational purposes specified by their teacher(s).

#### *C. Unacceptable Uses*

The following uses of The CCA Computer Network are considered unacceptable:

Posting personal information:

- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, etc.;
- Students will not attempt to contact anyone online besides CCA staff, fellow students and parents. All student-to-student contact will be monitored.
- Students will promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable; it is best practice to take a "screenshot" of any violation to provide as documentation to school personnel;

Illegal Activities:

- Students will not attempt to gain unauthorized access to The CCA Computer Network or to any other computer system through The CCA Computer Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not use The CCA Computer Network to engage in any other illegal act, such as engaging in criminal gang activity and threatening the safety of a person, etc.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a student provide his/her password to another person.
- Students will immediately notify a teacher or the system administrator if a possible security problem is identified. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language



- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop immediately upon the first request.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

#### Respect for Privacy

- Students will not re-post a message that was sent to them privately without permission of the person who sent the message.
- Students will not post private information about another person.

#### Respecting Resource Limits

- Students will use the system only for educational activities.
- Students will not download large files unless absolutely necessary. If necessary, download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to a personal device.
- Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Students will check your e-mail frequently, delete unwanted messages promptly, and stay within your email quota.
- Students will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

#### Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they are their own.
- Students will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright, or exclusive legal right of ownership of the work. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If student is unsure whether or not the work can be used, permission from the copyright owner must be requested. Copyright law can be very confusing. When in doubt, students should seek help and advice from a teacher.

#### Inappropriate Access to Material

- Students will not use The CCA Computer Network to access material that is profane or obscene that advocates illegal acts, or that advocates violence or discrimination towards other people.
- If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or another school official. This will protect the student against a claim that he/she intentionally violated this Policy.
- Parents should instruct their child(ren) if there is additional material that they think would be inappropriate to access. The school fully expects that students will follow their parent's restrictions beyond those put in place by the school.



#### *D. Your Rights*

##### 1. Free Speech

- A student's right to free speech applies also to a student's communication on the Internet. The CCA Computer Network is considered a limited forum, similar to the school newspaper, and therefore the School may restrict student speech for valid educational reasons. The School will not restrict student speech on the basis of a disagreement with the opinions you are expressing.

##### 2. Search and Seizure

- Students should expect only limited privacy in the contents of personal files on the School system. The situation is similar to the rights a student has in the privacy of their desk or cubby.
- Routine maintenance and monitoring of The CCA Computer Network may lead to discovery that a student has violated this Policy.
- Gagle and Bark are both programs used to monitor student network usage by teachers and other administrators.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.

##### 3. Due Process

- The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through The CCA Computer Network.
- In the event there is a claim that a student has violated this in their use of The CCA Computer Network, the student and parent will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a school administrator.

#### *E. Limitation of Liability*

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

#### *F. Personal Responsibility*

When a student is using the CCA Computer Network, it may feel like he/she can act anonymously, or to more easily break a rule and not get caught. However, technological capabilities create "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. But the fact that a student can do something, or think they can do something, without being caught does not make it right to do so. A high level of integrity and personal responsibility is required of students using email and the internet. It is important for students to realize that everything they do in "cyber space" becomes part of their permanent record and will likely be accessible to future colleges and employers.

#### Movies and Videos

Generally, Crescent Connection Academy does not show movies during the school day, unless an explicit instructional connection can be made. Even then, faculty are encouraged to use brief clips to illustrate



the instructional point. Only movies with a PG-rating and Islamic alignment will be shown unless parent approval is given in advance.

## SECTION 6. CURRICULUM, INSTRUCTION & ASSESSMENT

### Approach to Teaching

Crescent Connection Academy implements a “workshop” approach as our primary instructional model. The workshop model is both a structure for organizing classroom instruction and a vehicle to get students more engaged and invested in classroom instruction. The structure provides more time during the school day for students to read, write, talk, solve, practice, and use effective learning strategies, as well as to explore and respond to the topics and ideas that they are studying. It provides more time for teachers to work with individual students, and for students to work with one another.

### Reading, writing, oratory

Students follow the workshop model and are given a choice of books from a list of books reviewed for Islamic aligned principals. They write about topics they are reading about based upon the current unit of study, their independent reading level and where they fall on the writing continuum. The team works with a variety of students and the students are ability-grouped based upon the reading and writing strategies that they need to improve upon (behavior or skill-focused); the team works with different students each unit of study which allows them to get to know all of the students’ abilities and review student data more collaboratively.

### STEM

Crescent Connection Academy uses a personalized approach to mathematics instruction aiming to meet each student at his/her appropriate level at all times. In grade 2-3 , personalization is implemented with the following process:

1. Students are given a short, pre-assessment prior to a new topic of instruction. This allows the Math team to assess students on the skill that is about to be taught.
2. Based on the results of the pre-assessment, students are grouped based on students who are ready for enrichment, to students who need additional practice, to students who need small group re-teaching.
3. Students work in those ability groups for a week or two, practicing the skill at their appropriate level.
4. At the end of each 1-2 week period (duration dependent on the skill), students take a post-assessment that gauges whether they are ready to move on or need additional support.

This cycle continues several times throughout each Math unit. When students learn new content, the workshop model is used: first, teachers model a new skill or strategy; then teachers and students practice together in a STEM activity; and finally students practice on their own while the teacher circulates to provide individualized support. More emphasis is given to skill set because of state exam expectations.

The model of workshop is used for Prek-1. Students learn only in collaboration with Science, technology, engineering, and math activities.





### Arabic Language

Arabic Language and every subject are combined at Crescent Connection Academy through a partial-immersion approach. Each quarter, the Arabic Languages curriculum focuses on a particular social studies theme and a country in which that language is spoken. Throughout that quarter, students are exposed to different aspects of that country's culture, geography, history, and traditions, and students are responsible for creating a project related to that particular theme-age appropriate. The language team members each take part in a different component of that project and provide instruction in one area of language arts – reading, writing or speaking/listening. By the end of each school year, students are expected to grow according to proficiency benchmarks aligned to the American Council on the Teaching of Foreign Languages (ACTFL) levels Novice through Advanced.

	<u>Year 1 Goal</u>	<u>Year 2 Goal</u>
Kindergarten	Novice Mid	Novice High
1 <sup>st</sup> grade	Novice Mid/High	Novice High
2 <sup>nd</sup> grade	Novice High	Intermediate Low
3 <sup>rd</sup> grade	Novice High	Intermediate Low
4 <sup>th</sup> grade	Novice High	Intermediate Low
5 <sup>th</sup> grade	Novice High	Intermediate Low

Upper school content mastery is determined using the 10-point scale outlined below:

<b>Grading Scale</b>	< 60%	60-69%	70-79%	80-89%	90-100%
<b>Grade</b>	F	D	C	B	A
<b>GPA</b>	0.0	1.0	2.0	3.0	4.0

### Report Cards

Progress reports will be provided at the end of each quarter or trimester. Parents will receive information about their child's mastery in comparison to established benchmarks for his/her grade level, age, and reading level.

### End-of-Course/Unit Showcases



Several times throughout the year, typically at the end of the trimesters, families will be invited to attend "showcases" designed to provide opportunities for students and teachers to present their learning. These showcases are open to family members upon invitation from relevant faculty members. Look out for notices in the weekly eNewsletter for information about upcoming showcases for each grade level at the end of each quarter and trimester.

### Homework

Because of the lack of research to support homework for students in the elementary grades, CCA teachers are neither required nor encouraged to assign homework in grades K-4. If a teacher decides to assign homework, the following requirements must be met:

- The homework is connected to the previous or following day's lesson;
- The homework provides practice on an important skill;
- The homework is to finish up an assignment not finished during class time;
- The homework is collected, reviewed, or checked in some way; and
- If the homework is collected, it must be checked and returned in a timely manner to the student.

It is CCA policy that homework should never be assigned as a punishment nor that late or missing homework should impact a student's "mastery" of a skill or topic.

Instead of nightly homework in grades K-4, we hope that families instead will be able to spend the evening hours enjoying enrichment activities or family time. Parents will receive a curriculum guide which lists suggested home-school connections. Some curriculum guides may also provide a general list of "at-home practice" that parents can use at their discretion. Additionally, it is expected that all students should be reading (or be read aloud to) for 15-35 minutes every night.

### Enrichment

All students at CCA will participate in enrichment opportunities two times each week. Enrichment courses may include: Sports, Nature, Visual Art (withing Islamic Boundaries), Coding, Chess, and etc.. Families are surveyed at the beginning of each year according to their child's interests. Visual Arts and Nature are the only standing enrichment courses. Students will rotate through these offerings each quarter. While project-based in nature, Enrichment Courses should follow all instructional policies and procedures for planning, classroom management, grading, etc. as all other classes.

### Assessment & Evaluation

While Crescent Connection Academy believes that standardized tests provide only one data point about a child's academic progress, the results are important for the school's standing and can play a role in class placement if/when a student attends a different school. We ask that all faculty members support our students' success on these tests by:

- Encouraging 100% effort;
- Promoting good sleep and healthy breakfast habits on testing days;
- Promoting school attendance and punctuality on all test days;
- Reassuring students that these are just tests – and will not impact their "grades" or class placement at CCA.

During test days, please note that parts or all of the school will be in testing mode, which means the following policies & procedures will be in place:

- Classrooms and hallways will be silent and bathroom use will be limited to class breaks;



- Parents will not be able to eat lunch with their children on these days;
- Volunteer opportunities will be limited.

#### Crescent Connection Academy Assessments

Name	Purpose/Visibility	Grade Levels
STAAR	State of Texas Assessments of Academic Readiness <ul style="list-style-type: none"> <li>• STAAR helps to ensure that Texas students are competitive with other students both nationally and internationally. Another important function of STAAR is gauging how well schools and teachers prepare their students academically. In addition, STAAR fulfills the requirements of the federal Every Student Succeeds Act, which requires that all students be assessed in specific grades and subjects throughout their academic careers. an alternative assessment will be required to take an additional Read to Achieve test</li> </ul>	2026 G3-6
F&P	Fountas & Pinnell (F&P) Reading Level assessment model <ul style="list-style-type: none"> <li>• Nationally-normed, aligned to our workshop model</li> <li>• NOT public</li> <li>• <i>Usually administered k-8th</i></li> <li>• Conducted 3x a year one-on-one by literacy teacher</li> </ul>	K-3rd
APT	Arabic Proficiency Test <ul style="list-style-type: none"> <li>• Test assesses student skills in Foreign Language study in:               <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Listening</li> <li>• Speaking</li> </ul> </li> <li>• Nationally-normed; Adaptive computer test given 1x</li> </ul>	G5-8

## SECTION 7. STUDENT POLICIES & PROCEDURES

We will work collaboratively and diligently to establish, through training on routines and practices, a calm and orderly learning environment. This will take the collective efforts of all staff members and the support of all families.

### The CCA Way

We define “the CCA Way” as who we are and what makes CCA : our school rules and commitments, our Code for Living, and the tenets of our Religion.

### Student Code of Conduct - Rules & Commitments, Code for honor of Islamic Principles

Crescent Connection Academy expects students to make the appropriate choices to ensure success in all areas of their Dunya and Akhera. The school believes each individual is responsible for his or her successes and failures and finds these are determined by the student’s daily choices.



Crescent Connection Academy asks every student to observe the following behavior as part of our CCA Way **School Rules and Commitments**, as well as our CCA Way **Code for Living**. We have established the following simple rules for life at CCA, which we hope will enable students to remember our expectations and will provide consistent school-wide language:

### **Rules & Commitments**

Be a CCA Student -

#### **C= Commit to learning and let others learn.**

CCA students will:

- Conduct themselves in a manner that allows the teachers to teach, and all students to learn;
- Raise their hand before calling out;
- Carry materials needed for each class according to teacher expectations;
- Complete and turn in assignments on time;
- Ask for help when needed.

#### **C= Create a Muslim Community.**

CCA students will:

- Clean up after themselves;
- Walk quietly during transitions;
- Wear proper school uniform;
- Collaborate
- Be respectful of Prayer area etiquette ;
- Use technology appropriately and responsibly;
- Respect elders and have mercy on youngsters;
- Respect school property and materials.

#### **A= Act as a Muslim outlined by our Quran and Sunnah.**

*Crescent Connection Academy students will:*

- Treat others with respect;
- Keep hands, feet and objects to themselves;
- Avoid gossiping and rumor spreading;
- Report any bullying/harassment to an adult;

In addition, Crescent Connection Academy asks every student to abide by the following:

- The following personal items are not permitted on school grounds (unless given approval):
  - Electronic devices not approved;
  - Visible/audible cell phones (should not be seen or heard);
  - Illegal substances (drugs, alcohol, tobacco, etc.);
  - Game cards;
- Soda and gum are only permitted on special occasions;
- Students should NEVER leave the building without an adult or without being signed out by a parent or guardian;
- Students should NEVER be in a room or other area, or on the playground, without the supervision of an adult;



- Follow the basic rules of behavior which prohibit all forms of:
  - Inappropriate or disrespectful behavior (yelling, talking back, cursing, etc.)
  - Physical abuse (hitting, kicking, pushing, pulling, inappropriate touching of body parts, bullying, etc.)
  - Verbal abuse (teasing, name-calling, threatening, humiliating, discriminating, bullying, referencing body part or sexual act, etc.)
  - Cyber-bullying (using technology to embarrass, stalk, intimidate, etc.)
  - Dishonesty (stealing, cheating, plagiarism, etc.)
  - Destruction of school property (littering, graffiti, vandalism, etc.)
  - Possession / Use of weapons (knives, guns, bombs, etc.)

#### Supplies

- Students are expected to follow the rules for supply storage and use according to each grade level and department plan; teachers should be explicit about expectations for supplies in each learning space.
- Students are expected to clean up and put away all supplies at the end of each class and pick up all supplies off the floor.
- For parent questions about school supply lists, please contact the office.

#### Snacks

- Students should only have snacks out at designated times.
- Snacks should be quick and easy to eat and clean up.
- Snacks may not be shared.
- Snacks must be cleaned up thoroughly and all trash put in trash can.

#### Leaving the Classroom

- Students must ask permission before leaving the classroom for any reason.
- Students should only ask to take care of personal needs during work time, NOT during mini-lessons or small group instruction.
- Students may only be out of the classroom ONE AT A TIME unless specifically noted by the teacher.
- Students may not exit the defined boundary of the classroom without permission.
- Students should be given a pass from the Learning Space whenever leaving the room.

#### Bathroom Use

- Students are expected to raise their hand and ask permission to use the restroom.
- Students will be allowed to use the restroom upon request (following the above guidelines for being out of the classroom).
- **PLEASE NOTE:** If your child has any issues regarding bathroom/toilet use, please inform the Director so that we can provide support as needed.
- If a student has an “accident” in the bathroom, he/she should notify the teacher and will be sent to the front office for a change of clothes. Families with toddler-Kg students should send a change of clothes clearly labeled to school.



## Noise

All teachers and grade levels will need to practice maintaining volume control in order for our open space to work effectively as a learning environment.

## Classroom Discipline Procedures

Here are the general consequences CCA will implement school-wide, depending on a child's age, severity of infraction, and history of behavior:

1. General warning (to the entire class)
2. Non-verbal warning (that is clear to the student)
3. Verbal warning
4. Utilize Intervention
5. Think Sheet
6. Restorative Conversation and classroom consequence (based on grade level)
7. Contact parent/Guardian

## CCA Discipline Procedures & Process

Crescent Connection Academy believes in a disciplinary approach based on the idea of restorative justice– that students must learn from their mistakes and learn to make better choices about their behavior. We believe that addressing behavior problems as they occur is the most effective method to redirect them. Just as there is no “one size fits all” formula for academic success, the same applies to our response to disciplinary matters. Each situation is handled on a case-by-case basis, and a variety of factors are taken into consideration when deciding the most effective response. Our focus lies as heavily on preventing future behaviors as it does on holding students accountable for the current issue(s).

## Restorative Conversations

All conversations in regards to student behavior should use the restorative format detailed below. The purpose of restorative conversations is to encourage students to connect emotionally to their choices, as well as come up with ways to fix things and “make it right.”

### *\*Questions for a student who has harmed someone else\**

1. What happened?
2. What were you thinking at the time?
3. Who has been affected by what you have done? In what way?
4. What do you think you need to do to make things right?

### *\*Questions for a student who has been harmed.*

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?



### Student Appearance & Uniform

Crescent Connection Academy is committed to creating an atmosphere focused on academic achievement and personal development. We want students to understand that school is a special place where everyone, students and teachers alike, are held to high standards and expectations. To this end, the school subscribes to a uniform:

#### KG-Grade 4

- Solid light blue or Sky-Blue color, T-shirts or long sleeve shirt with CCA logo;
- Solid color pants/shorts at knee/ skirts below knee
- Any color leggings and tights under the skirt
- Socks and hair accessories can be any color
- Shoes should be mostly one color, sturdy, closed-toe shoes without heels (no boots, or flip-flops)sneakers are best
- Navy sweaters, jackets, vests, hoodies etc. with a SMALL logo may be worn inside the building.
- Girls are not required to wear hijab but MUST have one kept in the classroom for prayer time.

#### Grade 5- Grade 8

- Girls are not required to wear hijab but MUST have one kept in the classroom for prayer time.
- Modest long sleeve Solid Light Blue or Navy shirt
- Long pants/Skirt solid color
- No makeup or nail accessories
- No leggings or shorts
- Friday students must dress up as Sunnah guidelines

### Playground Rules

At CCA the outdoors and playground are not a 'break' they are part of our day and routine. We will be using the playground as a resource after long learning or extended seating sessions.

- No physical contact (pushing, hitting, kicking, etc.) of any kind.
- Do not re-enter the building without permission
- Use equipment appropriately
- Line up quickly and quietly when asked to do so
- All equipment must be cleaned up. Leave the area cleaner than you found it!
- Show good sportsmanship!
- Fair play
- Respect for opponents
- Polite behavior in winning or losing
- Including others in games
- Unless someone's safety is at risk, use *Rock, Paper, Scissors* to solve all conflicts during recess.

#### Reminders for the Playground:

1. Stay out of the gardens, mulch, dirt. Don't dig, pick flowers, eat, etc.



2. Clean up after each class--collect chalk, balls, water bottles, clothes, binders, etc. Leave no trace, as they say in the camping world.
3. Don't climb the trees, planters, or fence.
4. Pay attention to cones and fencing used to keep students in designated areas.
5. Use caution when using the play equipment; do not jump from high spots
6. Do not push, grab, pull, or fight another student.
7. Take turns and share all equipment.

#### Playground Procedures:

- Remind student of playground rules
- Keep hands, feet and objects to self
- Stay within the playground boundaries( Do not open gate at any time without staff present)
- Use equipment safely
- Playing roughly is prohibited ( Tag, chasing, pushing)
- Staff must circulate and supervise students at all times
- Staff should not be huddled around other adults or on their cell phones
- To use the bathroom or go inside to the water fountain, students must have a pass
- Students should solve minor conflicts with Rock-Paper-Scissors.

## SECTION 8. STUDENT SUPPORT SERVICES

### Academic Support Services

CCA provides a variety of resources to help support student success through academic intervention.

#### Intervention Process

CCA has adopted the Multi-Tiered Systems of Support (MTSS) model to provide academic support in the general education classroom with the goal of preventing students from falling behind through early intervention.

MTSS is an integrated approach to provide remedial academic delivery through a multi-tiered service model. It utilizes a problem-solving framework to identify and address academic and behavioral difficulties for all students using scientific, research-based instruction. MTSS practices are proactive, incorporating both prevention and intervention, and are effective at all levels from early childhood through high school.

Due to CCA's cultural and linguistic diversity in student populations, resources, and geographic areas, we will be adapting MTSS to fit the needs of our students and instructional program. Although much of the research emphasizes the application of MTSS with reading and math interventions, CCA will be applying MTSS to Math, English Language Arts, STEM, and behavior utilizing the following system:

- Tier 1 refers to the high quality, personalized instruction that is provided to all students in the general education classroom;
- Tier 2 refers to the interventions that are provided by classroom teachers to small groups of students who need more support than they are receiving in Tier 1; and
- Tier 3 refers to the interventions that are provided to individual students.





Once a student has entered CCA's MTSS intervention process, parents can expect the following:

- Notification from a member of the CCA instructional team;
- Frequent updates of student progress;
- Early identification of academic or behavioral concerns at the first signs of difficulty;
- Help for your child that increases or decreases depending on his or her needs;
- Information and involvement in planning and providing interventions to help your child;
- Information about how your child is responding to the interventions being provided.

#### Special Education Referral & Evaluation Process

CCA complies with federal IDEA Child Find regulations to locate, identify, and evaluate all children with disabilities between the ages of 3 and 21. A *child with a disability* means a child evaluated in accordance with state procedures and who, by reason of the disability, needs special education and related services.

<https://spedsupport.tea.texas.gov/resource-library/child-find-guidance>

#### Transfer Students with IEPs

Students with current IEPs who transfer to CCA from other schools may not be afforded comparable special education and related services. Parents/guardians of students with IEPs should make school staff aware of an IEP and services at the time of enrollment. Immediate knowledge of an existing IEP will allow for school staff to request educational records from other schools and to develop a special plan using a Privately Developed Plan worksheet

#### Community Wellness Program

CCA is committed to promoting and supporting the overall wellness of our student and family community. Our comprehensive approach to wellness integrates support in the following areas:

- Social-emotional development;
- Interpersonal skill development;
- Mindful living and mindfulness practices;
- Brain research and understanding;
- Character education;
- Physical education;
- Professional development for faculty, parent workshops;
- Community resources, support and referrals;

#### Counseling Services

Students who are in need of individualized support for social, emotional, interpersonal, or family challenges are encouraged to seek support from an outside school counselor.

#### ***Confidentiality***

Generally, what is discussed between a student, parent and staff will remain private.

Information that children and families share during our meetings will remain confidential and become part of our student's files; nevertheless, there are a few exceptions. These circumstances are in agreement with the state law:



1. If we suspect abuse and/or neglect of a child, elder or dependent/impaired adult;
2. If we suspect that a student is a danger to himself or herself or someone else;
3. If we are court ordered and the disclosure of information is requested;

### Mandated Reporting

CCA staff have a duty to report certain cases of abuse or neglect to the Department of Social Services and/or Law Enforcement. Safety is the number one priority at CCA. The reporting requirements help ensure the safety of students, parents, and staff. School staff have a duty to report in cases where there is suspected:

- Child abuse and/or neglect by a parent, guardian, custodian or caretaker.
- Abuse, neglect or exploitation of a disabled or elder adult by their caretaker.
- School Principals must report immediately to law enforcement when he or she has personal or actual knowledge that an act has occurred on school property involving certain offenses (Offenses include assault, sexual assault, rape, kidnapping, indecent liberties with a minor, assault involving use of a weapon, possession of a firearm or weapon in violation of the law, possession of a controlled substance in violation of the law).
- Use of any technology that involves minor children engaging in an activity of a sexual nature.