



Student/Parent Handbook 2023-2024

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School Contact Information

Location

3210 200th PL SW, Lynnwood WA 98036

Contact Information

Cordoba Academy

Website: www.cordobaacademy.org

Office Tel: 425.954.3687

General Inquiries: info@cordobaacademy.org

Curriculum and Academic Progress: lc@cordobaacademy.org

Spiritual Progress and Family Affairs: imam.bazi@cordobaacademy.org

Tuition Payments, Donations, Payment inquiries: adnan@cordobaaacademy.org (cc: finance@cordobaacademy.org)

Technology Support: tech@cordobaacademy.org

Please sign and return the last page of this handbook.

Calendar 2023-2024

Cordoba Academy Academic Calendar 2023-2024

Sept 2023						
S	M	T	W	T	F	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

Oct 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

Nov 2023						
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26	27	28	29	30		

Dates:	
Sept. 4:	Labor Day
Sept. 6:	First Day of School Grade 1-6
Sept. 11:	First Day of School PreK & KG
Sept. 16:	Rabi-ul-Awwal Begins*
Oct. 16:	Rabi-ul-Thani Begins*
Nov. 10:	Veterans Day Observed (No School)
Nov. 11:	Veterans Day
Nov. 15:	Jumada-al-Awwal Begins*
Nov. 22-24:	Thanksgiving Break
Dec. 14:	Jumada-al-Thani Begins*
Dec. 18 – Jan. 1:	Winter Break
Jan. 13:	Rajab Begins*
Feb. 11:	Sha'iban Begins*
Feb. 19-20:	Mid-Winter Break (No School)
Mar. 11:	Ramadan Begins*
Apr. 1-9:	Spring Break (No School) 6 th graders will be required to attend Class Connects from home and attend some class sessions with core teachers.
Apr. 10:	Eid-ul-Fitr/Shawwal Begins* (No School)
May 9:	Dhul-Qa'dah Begins*
May 20:	Malcolm X Day Observed (No School)
May 27:	Memorial Day (No School)
June 7:	Dhul-Hijjah Begins*
June 14:	Last Day of School

*Dates will be determined based on moonighting.

Dec 2023						
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31						

Jan 2024						
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28	29	30	31			

Feb 2024						
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Mar 2024						
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24	25	26	27	28	29	30
31						

Apr 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				

May 2024						
S	M	T	W	T	F	S
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Jun 2024						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	First/Last Day of School
	No School
	Islamically Significant Day
	P/T Conference Half Day

Cordoba Academy

Today's Students. Tomorrow's Leaders.

Vision & Mission Statement

Our vision is to produce confident, spiritual, and professional Muslim leaders who will be an asset to our society.

Our mission is to establish an institution where the intellectual, ethical, social, physical, emotional, and most importantly, spiritual development of young American Muslims can be nurtured.

Objectives and Goals

Our objective is to uphold a model system based on Islamic guidance that values knowledge (ta'leem) and ethics (tarbiyyah), while achieving the following goals:

- Provide students with high academic education through a Co-Op while exceeding Washington State K12 set standards
- Provide children an all-immersive educational experience
- Develop growth, confidence and ambition within students
- Teach students the Qur'an through an efficient and authentic curriculum
- Educate and train students in Islamic tradition through a comprehensive Islamic studies curriculum
- Nurture the intellectual emotional, social, moral, and spiritual potentialities of students while shaping their personality and character

School Schedule (Tentative)

Monday-Thursday	
8:45a-9:40	Assembly and Quran
9:45-10:40	Islamic Studies
10:40-11:00	Break/Recess
11:00-11:20	Lunch
11:20-11:45	Reading
11:50-12:30p	Math
12:35-1:15	Social Studies/Science
1:30-2:00	Zuhr Salat
2:00- 3:30p	ELA
3:30 – 3:45p	Dismissal

Friday	
9:00a-10:00	Enrichment/Review
10:00-11:30	ELA/Science/Math
11:30a	Dismissal

General Information

Books

Students are expected to keep books in good condition throughout the year. Books will be returned during the last week of the school year. Books that are missing may result in a fine.

Tuition and Fees

Tuition will be collected on the first Friday of the month. Tuition plans can be made per request. Student families that are unable to pay on time without reasonable cause will be placed on a probation status, which may lead to disenrollment of the student.

Please note: No student will be turned away due to financial hardship. Please notify us immediately if your financial situation has changed and we will do our best, within reason, to make arrangements for payment.

Use of Building Grounds

Entering and Leaving the Building

Cordoba Academy grounds will be open from 8.30 A.M. to 4:00 P.M. daily Monday Thursday and from 8.30AM - 12:00 PM Friday. Faculty supervision is required for any student or group of students who remain on campus after a regular learning day.

Visitors

All visitors must check into the front office upon arrival and wear a visitor badge during the visit. Please do not go directly into the classrooms without checking in first for the

safety of students and staff. Cordoba Academy has the right to remove anyone from the premises whose behavior the academy deems unhealthy, or a distraction for the students.

Parent Pick Up/Drop off

Parents may only pick up and drop off their students and stay for the purpose of office communication, emergency or otherwise authorized stay on the premises. No parent is allowed to loiter on the premises during academy hours.

Parents are expected to pick up their child in a timely manner. Pickup that is past 20 minutes will subject parents to a \$10 late fee.

Smoke/Drug Free Environment

The use, selling, exchange, or being under the influence of cigarettes, drugs, or alcohol is prohibited on Academy grounds. Any violation of this policy will result in disciplinary action and may also result in suspension/expulsion.

Lost and Found

Any item found on Academy grounds must be turned into the Lost and Found. Lost and Found will be cleaned out at the end of every quarter, and any item not claimed will be donated to charity.

Weapons Free Zone

Weapons are not allowed at the Academy, on school grounds, at a Cordoba Academy event, or on Academy provided transportation. Any weapon brought to the Academy by a student will result in immediate disciplinary action, and parents and law enforcements will be notified.

Restricted Areas

Areas of the school restricted to Cordoba Academy staff and faculty will be labeled appropriately. Students and guests are not allowed in these areas unless specifically permitted by a staff member.

Student Expectations

Attendance Policy

Daily attendance and punctuality plays a major factor in a student's educational success. Students are expected to attend classes on time and on a regular basis in person.

Daily Registrar

A daily registrar will be collected from the first class at 9:15AM every morning. All students who arrive at the Academy after this time must check in the office before proceeding to class.

Excused Absence

The parent/guardian of the student must contact the attendance office within 2 days of absence to excuse a student. Students will only receive an excused absence due to the following conditions: illness, family emergencies, medical/dental appointments. Parents can contact the Academy through the following:

- phone at **(425) 954-3687**
- e-mail at **lc@cordobaacademy.org**
- or a written and signed note

Unexcused Absence

Failure to attend a class or a learning day without a valid reason is absenteeism. It is the parent and student's responsibility to report to the Academy on time. Unexcused absences will be evaluated using the same criteria for excused absences. If an administrator determines an absence to be unexcused, the student will be subject to disciplinary action not limited to parent conference, suspension and un-enrollment from the academy.

Late Arrival/Early Dismissal

Students who are tardy or need to leave early must sign in and out of the attendance office before proceeding to class. Parents/guardians are encouraged to contact the administrators or provide a written note to dismiss the student prior to the time of pick up. Continuous tardiness will result in student disciplinary action which includes and is not limited to parent conference, suspension and un-enrollment.

Vacation

It is suggested that you plan family vacations to coincide with the Cordoba Academy holidays. If that is not possible, we request that you notify the Academy in advance, preferably 4 weeks prior. Please work with the learning coach before and after your vacation to ensure that your child misses a minimal amount of school work. It is parent's responsibility for all make up work with or without support from the learning coach.

Behavioral Expectations for Students and Parents

1. Adhere to the tenets of Islam
2. Treat staff members and peers with respect
3. Respect the property and the property of others
4. Respect the learning of others
5. Be inclusive and empathetic towards everyone
6. Use appropriate language
7. Arrive to class on time and leave only when dismissed
8. Follow classroom rules
9. Come to class prepared
10. Complete and turn in assignments on time
11. Take responsibility

12. Follow directions
13. Be safe
14. Be ready to learn
15. Refrain from touching other students at any time during school

Dress Code

Students must maintain an appearance that is not distracting or disruptive to the learning of students. Attire must be within the Islamic dress code. Please be aware failure to adhere to the dress code will lead to disciplinary action including being sent home to change.

The following articles of clothing are not acceptable to be worn on campus:

- Halter tops, tank-tops, see-through clothing, blouses exposing midriff
- Yoga pants, shorts, short skirts and dresses
- Any article that is identified as gang related
- Saggy pants, baggy, oversized clothing
- Clothing with drugs/alcohol/tobacco/gang symbols/or inappropriate language
- Clothing with faces
- Undergarments which are visible

In addition are the following guidelines:

- Boys must bring a Topi/Kufi/Islamic Cap
- Girls must bring a Hijab

A separate, detailed dress code policy document will be given to students and parents.

Required Daily Supplies

In addition to workbooks and electronic equipment students need for class, students are required to bring their own hygiene items and an extra pair of clean clothes every day.

Hygiene items include, but are not limited to:

- *Miswak*
- Box of mask
- Tissues
- Lotion
- Specific soap, if necessary, such as in the case of skin conditions
- Hand sanitizer

Examples of clothing to provide:

- Socks
- Undergarments
- Abaya (for girls)

- Topi/Hijab
- Shirt
- Pants

Electronic Devices

Students are strongly discouraged from bringing any electronic devices to the Academy. If an electronic device is needed at school for an academic reason, students must bring their own devices and peripherals (i.e. headphones, computer mouse, chargers). Cordoba Academy will not provide computers or equipment unless previously requested by a parent and approved by the school.

If for any reason a student does bring an electronic device, it should be turned off and not be visible in class. If laptops are brought for class connect sessions, they should only be used for class connect sessions. Otherwise, the devices must be put away and not be a distraction to the learning of others. If a device is seen or heard during class, the device will be confiscated until a parent picks it up afterwards. Should a student need to contact a parent, they may use the phone in the main office with the permission of their learning coach.

Computers used for academic reasons, either for virtual classes or in school, should only have the student's Cordoba Academy login and password saved. Notifications must be turned off. Students are not allowed to access any personal social media accounts on these computers, regardless of who owns the social media account.

Cordoba Academy is not responsible for any lost, stolen or damaged items. Cordoba Academy reserves the right to check student computers for inappropriate usage at any time. Cordoba Academy is not responsible for any unintended consequences that may result from technology being inappropriately.

At Home Usage

Parents are expected to monitor student activities when using the computer at home as teachers will at school. Parents are responsible for ensuring remote learning happens with parent supervision.

When students use technology leisurely at home, we recommend that students follow a no-headphone rule when using technology at home. Electronic devices should never be with students alone in their bedrooms unsupervised. Much popular content contains inappropriate content and language. Screen time is recommended to be limited to 30 minutes a day.

Food/Drink

There are no foods or drinks allowed in the classroom, including gum and candy. Students will be given breaks and lunch time. Please keep all food and drinks in the designated area only. Students are expected to clean up after themselves, Students who do not clean up after themselves will be assigned to lunch clean-up duty. If your child does want to bring food for everyone in class, please seek permission from the learning coach, as there are kids who are allergic to certain foods.

It is the responsibility of parents to provide their child(ren) with daily meals and

necessary cutlery. There is no sharing of food whatsoever, and the school will be unable to provide extra meals or cutlery. All unfinished food will be returned home on a daily basis.

Remaining on campus during break/recess

Cordoba Academy has a closed campus policy. Students are expected to remain on campus from the time of arrival until dismissal, including lunchtime and recess.

Non-education items & Toys

Items not related to the lesson for the day must remain at home, unless verbal or written permission has been given by learning coaches. Items include plush toys, trading cards, and fidget toys.

Indoor Shoe Policy

To preserve cleanliness in classrooms, Cordoba Academy will be enforcing a shoe policy.

Classroom/Indoors

Students are required to bring their own indoor slippers to change into from their outdoor shoes at the start of class. Indoor shoes will be used anytime a student is indoors. Students will change to outdoor shoes when going back outside, such as during recess or dismissal.

Washroom

Students are also required to use washroom slippers (provided by the school and located at each washroom) when entering the washroom.

Prayer Room

Individuals entering the prayer room must remove their shoes, and individuals must change back into shoes when leaving the prayer room. This preserves the cleanliness of the prayer room from any filth in the rest of the school.

Bullying and Harassment

Any type of bullying or harassment (physical or verbal, in person or virtual) will not be tolerated and can lead to suspension or expulsion. If a student is being bullied or is bullying, report it to the staff immediately. We do not take bullying or harassment lightly, and any of this behavior will be subject to immediate disciplinary action

Disciplinary Policy

Philosophy and Purpose

The philosophy of Cordoba Academy is to foster a learning environment, which reinforces the concept of self-discipline and acceptance of personal responsibility. To maintain an environment of learning, disciplinary policies and procedures relating to student conduct to delineate unacceptable behavior must exist, and these disciplinary policies and procedures provide the basis for sound disciplinary practices at Cordoba Academy. The policies and procedures will be enforced fairly, uniformly, and consistently.

School Discipline Official

The school discipline official(s) shall be the school director or his/her designee. Duties shall include the authority to:

1. Assess and implement the discipline policy.
2. Remove a student/parent(s)/visitors from campus for emergency reasons.
3. Refer students to school/community guidance centers, if available.
4. Suspend a student for not more than three consecutive school days per incident.
5. Expel a student
6. Assign students to community service/extended classrooms.

Credit during Disciplinary Process

Students shall receive full credit for assignments completed in an alternative program, including in-school suspension and community service/extended classroom.

A student suspended out of school from his or her regular classes will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the learning coach. A performance adjustment may be imposed on work made up for a period of suspension according to classroom/subject teacher's grading policy.

Discipline Management

When imposing discipline, CA personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
3. Seriousness of the offense
4. Student's age
5. Frequency of misconduct
6. Student's attitude
7. Potential effect of the misconduct on the school environment
8. Generally, academic sanctions shall not be used as discipline. However, when the

disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the learning coach may be imposed.

Discipline Management Techniques

Discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense.

DISCIPLINE IS NOT A PUNISHMENT, BUT RATHER AN ESTABLISHED AND ACKNOWLEDGED RESULT OF VIOLATION OF CA RULES. STUDENTS WHO BREAK THE RULES DO SO OF THEIR OWN FREE WILL, AND IN DOING SO, ARE RESPONSIBLE FOR THE CONSEQUENCES OF THEIR BEHAVIOR.

1. Discipline management techniques shall include:
 - a. Counseling by teachers, special services, or administrative personnel
 - b. Parent teacher conferences
 - c. Cooling off or time out
 - d. Behavioral contracts
 - e. Assigned school duties other than class tasks
 - f. Verbal correction
 - g. Withdrawal of privileges, including participation in extracurricular activities and honorary positions
 - h. Sending the student to the office or other assigned areas
 - i. Detention during recess
 - j. School defined and imposed probation
 - k. Rewards and incentives for following the rules
 - l. Demerits
 - m. Confiscation of items that disrupt the educational process
 - n. Grade adjustment, as provided by classroom teacher/ subject teacher's grading policy
 - o. Community service work
 - p. Suspension
 - q. Expulsion

Discipline Consequences

The following is a sample list of disciplinary measures:

1. **Warning.** A student will be issued a discipline form if the violation continues after receiving a verbal warning. The following examples may be cause for receiving a warning:
 - No uniform
 - Put downs
 - Bullying
 - Tardy between periods

- Chewing gum
 - Littering
 - Screaming, playing, or running in any school area
 - Screaming, playing, or running in the bathroom
 - Inappropriate use of water fountain
 - Inappropriate touching of oneself or others
2. **Detention.** Recess detention is given Monday through Thursday. Parents will be informed through a form that will be sent with the student. The following may be cause for detention:
- Insults to students/ bullying
 - Disrupting class
 - Lying
 - Wearing makeup
 - Cheating
 - Repeated occurrences of the same violation from category 1.
3. **In-school suspension.** In-school suspension will be used when the learning coach, Head Director along with the Islamic studies Director agree that the student should be removed from the classroom. The following may be cause for suspension, both in and out of school.
- Fighting, even play fighting
 - Cursing and other inappropriate language
 - Pulling off scarf
 - Ditching class
 - Vandalism
 - Inappropriate materials brought to school
 - Plagiarism
 - Stealing, or taking others things without permission
 - Repeated occurrences of the same violation from category 1 or 2.
4. **Out-of-school suspension.** The Head Director is authorized to suspend a student for misbehavior and disregard for school regulations. Suspension for misconduct applies to behavior in the classroom, in or about the buildings or the school grounds, and to and from school. A suspended student is to remain at home, under the parent's supervision and is not to come to school. The following may be cause for suspension, both in and out of school:
- Insults to teacher
 - Fighting, even play fighting
 - Cursing and other inappropriate language

- Pulling off scarf
- Ditching class
- Vandalism
- Inappropriate materials brought to school
- Plagiarism
- Stealing, or taking others things without permission
- Repeated occurrences of the same violation from category 1, 2 or 3

Academic Policy

Homework Policy

Homework is a part of the student's grade and students will be accountable for turning in their completed assignment on time. Students who are absent or who have been absent may request homework assignments from learning coaches. Learning coaches will assign homework regularly to supplement and strengthen the materials learned in class. Students who forget to bring workbooks to school will be responsible for making up work at home. Late homework assignments will be accepted according to the learning coach's discretion.

Homework is designed to be approximately 30-60 minutes daily. If the homework requires a computer and you are concerned about your student spending too much time on technology, please contact the teacher.

Students will be expected to utilize school-provided planners to track school and homework. Parents must check and sign the planners on a daily basis.

CVA Requirements (Grades KG-5)

Buzz Submission

All parents of students in grades kindergarten through 5th will be required to submit 2 to 3 work samples from each subject (science, social studies, math, and English) into Buzz each week. These check-ins will count as attendance and help our students obtain Washington state accreditation.

Monthly Conferences

Once a month students will be required to attend a mandatory conference with CVA'S state provided instructor. These conferences will be held at Cordoba Academy, however if missed it will be parents responsibly to make them up at home.

I-READY Testing:

Parents are responsible to have their children complete i-ready testing in Fall and Spring to track students growth. We will give guidance on when to complete these tests.

*Failure to submit weekly assignments on time and attend monthly conferences can result in consequences such as withdrawal from the Cordoba Academy co-op program.

Grading

The academy will report student progress information using a standard based report card as shown in the rubric below. Please note this grading system is in conjunction with used Accredited Curriculum Grading system.

1	Poor	Shows no effort
2	Fair	Shows minimal effort
3	Good	Fully meets expectations
4	Excellent	Exceeds expectations

Parent Conferences

Parent-teacher conferences will be scheduled twice a year (fall and spring). Conferences will allow parents and staff to discuss the development and progress of the student and accommodate to their needs. Additionally, parents will be given online access to track their child's progress. Additional conferences can be scheduled based on faculty discretion.

Academic Integrity/Honesty Policy

All students must turn in their own work. Using the work of your peers and submitting it as your own is cheating. Plagiarism and cheating will not be tolerated. Any assignment that is a product of plagiarism or cheating will be given a zero, will be reported to the administration, and will be subject to disciplinary action.

Virtual Classes

Cordoba Academy will not be offering virtual classes unless there is a valid reason provided by parents and approved by the teacher. Parents must communicate and make arrangements with the teacher in a timely manner.

Students must use the technology in a common room within eye-sight and hearing of a responsible adult, and cameras have to be on at all times. The virtual class settings must be set up prior to class so that student actions are restricted in the virtual environment. For example, students should be restricted from muting participants, kicking participants out, and

chatting in the chatroom. Students are expected to follow the same classroom rules virtually as in-person classes, such as appropriate dress and behavior.

Communication with Online Teachers

If students or parents have questions or concerns, please contact Cordoba Academy staff and/or faculty first, and only communicate with online course teachers after instruction from Cordoba Academy staff and/or faculty.

Emergency

Accidents and Emergencies

Students and parents must report any accidents on campus. Parents must obey the speed limit when dropping off and/or picking up their child(ren). Any car parked illegally on campus is subject to towing at the owner's expense. Please do not park in front of the building in the loading zone. This is for pick-up and drop-off only.

Fire

In case of fire or fire alarm activation, all occupants must evacuate the building immediately and follow fire safety procedures. Failure to evacuate immediately will result in a referral. Falsely reporting a medical or fire emergency will result in disciplinary actions.

Weather

Closure or delays due to inclement weather will be announced via Emergency Alert System and posted on our website www.cordobaacademy.org.

Evacuation/Earthquake

In case of earthquake, students will follow earthquake procedures as explained by the staff.

Lockdowns

A lockdown occurs when there is a threat, possible threat, or violence inside or near the school. A sign will be posted on the front door indicating that the school is on lockdown. Parents will immediately be notified of lockdown procedure. Lockdown drills will be conducted to prepare students and staff in case an unsafe situation occurs.

The procedure requires that all students report to the nearest classroom. All students and staff outdoors will move indoors into a safe location. All classroom doors and windows must be locked. No subject will be allowed in the building during these drills. Administrators will check classrooms and buildings to assure all students and staff are safe. All doors will be locked and no entry or exit of the building is allowed.

Emergency Preparedness

Periodic drills for earthquakes, fires, and lockdown will occur to assure readiness in

case of an emergency. Each family should have an emergency plan in case of unexpected series of unfortunate events. The building will be equipped with an emergency kit, first aid kit, and other emergency equipment. Fire drills and earthquake drills will be held periodically throughout the year.

Intentionally Left Blank

Parent/Guardian Acknowledgement of Student Handbook

By signing below, I _____, the parent/guardian of _____ acknowledge I have read the 2023 – 2024 Cordoba Academy Parent/Student Handbook, understood and have explained this handbook to my child. I have accepted the governing rules and regulations contained within this handbook and will adhere to them. Failure to cooperate and adhere to these rules may lead to removal of my children from the co-op program. This agreement is valid for the 2023-2024 academic year.

Parent/Guardian Signature

Date

**Please return this page to Cordoba Academy.*