

The 5th Grade Community Guide



Sr. Hania, Sr. Allie, & Sr. Zeba

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

As Salamu Alaikom!

Dear Parents,

We look forward to working together towards a transformational and fruitful year. We believe that each child contributes his/her unique attributes to the class community. In order to help your child reach success, this handbook contains information about our community expectations, discipline policy, home-study policy, absence policy, and class jobs. We are hoping that this information will be helpful to you and will make you feel like more of a part of your child's class community.

Classroom Expectations:

Our 5th grade classroom should be a community of learners who share a mutual respect for one another. To achieve this goal, the students have brainstormed appropriate expectations for the classroom, with our guidance. These expectations are in agreement with Crescent Academy's code of conduct and list of do's and don'ts, which can be found in the parent/student handbook. Our main school philosophy is: "You are responsible for you!"

1. Problem solve before asking for help
2. Leave places and supplies better than how you found them
3. Use your time wisely
4. Think before you act or speak

Discipline Policy:

In short, our management philosophy is to be firm, fun and fair. This means that we will be using respectful, but firm discipline practices with our students. Our discipline procedure aligns with that of CAI. Here is an overview of a typical discipline procedure:

- ❖ Step 1: First verbal warning (check yourself) by teacher to redirect student to appropriate behavior.
- ❖ Step 2: Second verbal warning by teacher to redirect student to appropriate behavior. Teacher conferences with student to guide their problem solving.
- ❖ Step 3: In-school privilege is taken away from student and the student will be directed to think over his/her behavior and what needs to be done to improve it. In addition, a behavior contract will be filled out by the student, which must be signed and returned the next day.
- ❖ Step 4: The student receives a detention and the Disciplinary Referral Note is filled out and sent home. This note must be signed and returned the next day.
- ❖ Step 5: A meeting between the teacher, student, parents and school administrator will be held to discuss the offense and decide on the appropriate consequence and solution.

In severe cases, the student will be sent straight to the principal. For example, physical fights, using foul/offensive language, cheating, etc.

Late Home-study Policy:

5th grade is a transition year between elementary school and middle school; therefore, students are expected to be more accountable for their home-study. This is a crucial goal that we will be working on throughout the year. Students are expected to hand in all home-study on time on the morning of the day that it is due. They are responsible for checking the home-study tracker to ensure all of their assignments are complete. Since students are expected to be more accountable in fifth grade, there will not be a note sent home to parents concerning late work.

If a student does not complete an assignment on the due date without a valid excuse, they will have the opportunity to hand it in late with deduction of a certain number of points that will be determined based on the total points possible for each assignment (not to exceed 50% of the grade), and time of submission. The importance of completing home-study in a timely manner relates to the student's in-class contribution. Therefore, we want our students to contribute to the class community as much as possible.

Absence Policy:

Regular and punctual attendance is expected of all 5th graders. It is crucial for students to arrive at school in a timely fashion as the morning halaqa sets the tone for the rest of the day. We begin and end our day with remembrance of Allah (swt) as this helps

establish a relationship with our Lord. According to the school handbook, the school doors open at 7:45 a.m. and students are expected to be in their classroom by 8:05 a.m. This means that students are considered tardy if they are not in their classrooms by 8:05 a.m. Students must pick up a tardy pass from the office before continuing to their homeroom class. Absenteeism due to reasons other than illness or emergency may not be excused. The following are valid reasons for excused absences:

- illness
- death in the family
- professional and doctor's appointments
- absence approved in advance by the Principal

The following are **not** valid reasons for absence and are considered unexcused according to State attendance laws:

- truancy
- oversleeping
- suspension
- shopping
- trips not approved in advance by the Principal

Parents are expected to plan family trips and vacations during regularly scheduled school holidays. Only if an absence is excused will a student be permitted to make up work. To be excused, the student must bring a note from home explaining the absence. This note should be given to the administration. **Six** absences in a single marking period may result in an incomplete report card being issued for that trimester. If any student is absent more than 10% of the total school days, he or she may not be promoted to the next grade without administrative review and approval.

Students are responsible for picking up any workbooks, textbooks, novels, journals or supplies that are needed to complete assignments missed due to *excused* absences. Students may visit the weebly websites to check what assignments were missed.

Regarding early dismissal, any parents wishing to pick up their students before 3:30 p.m., must visit the office. The office staff will then notify the teacher to send the student down. Additionally, for the safety of our students, parents must sign in at the main office when entering the building. We also require parents to wait *outside* the classroom at dismissal time so as not to disrupt the order of the dismissal announcements.

Class Jobs:

As a responsibility building exercise, students will be taking on different class jobs. Each week/unit, classroom jobs will be assigned from a rotating schedule. Each job will be explained to the students and they will be expected to take their roles seriously. It is important to note that all of the jobs listed below are *community* expectations; therefore, all students are held responsible for the class environment's cleanliness, order, peacefulness, etc. Some classroom jobs include:

- *Assistant*: student will assist the teacher when needed. The student will help with any job/task indicated by the teacher.
- *Cleaning Squad/Organizer*: students will clean messes they see. They will make sure the classroom stays neat and organized before leaving the classroom. They will also kindly/gently advise others to clean up their messes.
- *Librarian*: students organize book shelves (neatness & genre) and reading areas. He/she also keeps track of the inventory. He/she also ensures that books are signed in and out in good condition.
- *Shura Committee*: students who help solve conflicts/arguments throughout the community. The two students will confer with the teacher to finalize the decision.
- *Courier/Messenger*: a student who delivers and receives messages/items to other classrooms and to the office.
- *Paper Manager*: a student who hands out and organizes papers.
- *Student Guide*: a student who guides his/her peers when they have difficulty with their academics in the classroom.

Curriculum:

As Crescent Academy has high academic standards, we will be following the Michigan Grade Level Expectations for 5th grade, Next Generation Science Standards, and the CORE Common Standards.

We will also be focusing on key life skills, such as: independence, community interdependence, organization, responsibility, order, cooperation and *self-control*. These skills will be assessed (using a rubric) alongside of academic performance and will be reflected in the student's progress. Therefore, we place high priority on integrating both life skills and academic skills in our classrooms.

Additionally, we will be integrating our areas of study with the main concepts of the Tarbiyah Project Curriculum of CAI. As the weeks go on, we will be updating you via the weebly website of the current and upcoming units and projects.

Parent/teacher communication is a priority for us and we recognize that it is a critical element in your child's success. We will be posting daily home-study assignments, announcements and more helpful information on the classweb pages (<http://srhania5.weebly.com>), (<http://srallie.weebly.com>), insha'Allah. When necessary, we will also be contacting parents through e-mail to update them about specific occurrences/events. If any parent would like to schedule a conference, the 5th grade team teachers will be happy to set up an appointment as soon as possible. Due to our responsibilities as teachers, our students are our main priority, so we ask that you please refrain from conferencing with us during dismissal time. We ask that you be patient with us as we establish this year's routines, as this is a busy time of the year. If you would like to contact us or set up an appointment for any reason, please e-mail us at hsabri@crescentacademy.org or zahmad@crescentacademy.org.

Fifth Grade Community Guide Contract

**Parent Contract*

We, _____, the
parents of _____ have read, understand and agree to follow the fifth
grade community guide.

**Student Contract*

I, _____, have read, understand and agree to follow the fifth grade
community guide.

😊InshaAllah, we will have a great year!😊