



2025-2026

**PARENT/STUDENT HANDBOOK
IMPORTANT POLICY INFORMATION ACKNOWLEDGEMENT**

Dear Parents and Guardians,

Assalam-u-Alaikum. These policies and procedures are in effect for all current students and apply to the duration of their enrollment at the academy. All future changes or updates will be presented to parents for acknowledgement. It is your responsibility to read this handbook and discuss the policies with your children.

This form must be signed by all families, new and returning. Since parents can be held responsible for the actions of their children, it is important that they are aware of the policies and consequences.

Sign and return the Acknowledgment Form to the school within one week of receipt of the Code of Student Conduct 2024-2025 to confirm that you have received the book and know what the policies are. Your signature below indicates that you have received and understood these policies. A copy of the acknowledgement Form is provided in this booklet and should be retained for your records.

This Handbook lists the policies and procedures for Good Tree Academy students. The policies apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received and read a copy of these rules. Return this form to school within one week of receiving the Code.

Thank you for your cooperation. We pray for a successful school year.

Dr Iram Shaikh-Jilani | Principal

The Academy reserves the right to change any or all policies as deemed necessary during the course of the year.

ACKNOWLEDGMENT

I have received and acknowledge the following policies and procedures.

The most updated Handbook is available via Sycamore. Changes will be announced in the weekly announcements as they occur and it is the responsibility of the parents and students to review and comply with any changes.

I understand that Good Tree Academy may revise its policies at any time and that continued enrollment implies agreement with the updated policies.

Parent Signature: _____ Date: _____

Student Signature: _____ Student Name: _____

Grade: _____ Date: _____

***Whenever the term “parent “ is used, it also refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.**

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MISSION STATEMENT

To prepare all our students as model Muslims who excel academically, socially, and spiritually to succeed in higher education and/ or their future endeavors. We will achieve this by providing a healthy learning environment, adherence to Islamic practices based on Quran and the traditions of the Prophet Muhammad(peace be upon him) and collaboration between school, students, parents, and community.

VISION

To be the preferred school where the cultivation of American Muslim Scholars and Leaders begins.

Philosophy

Good Tree Academy is not only a place to teach, learn and build academic skills, but also a place to teach, learn, and exemplify the best behavior and conduct ever witnessed by humanity through the teaching and practice of Prophet Muhammad (peace be upon him). Appropriate Islamic behavior and conduct is based to a large degree upon an individual realizing accountability of his/her intentions and actions to Allah (SWT) and the consequences of such actions in this life, life of the grave, the Day of Judgment, and the eternal life thereafter. Through establishing a strong sense of accountability, Good Tree believes individuals will exercise self-discipline and self-control in all matters, which will in turn ensure a better life for themselves and those around them.

The primary goal of Good Tree Academy is to cultivate Islamic scholarship and leadership in the development of successful and trustworthy Muslims who in turn will become positive and productive citizens in a multicultural society.

In addition to providing knowledge and skills for the learning experience of the students, we strive to prepare each student for a life of purity and sincerity. Therefore, our ultimate goal at Good Tree Academy is to build individual character based on the divine source of discipline and knowledge of Islam.

We are dedicated to providing a loving and trusting environment conducive to Islamic beliefs and values. Islamic rules of conduct encourage quality education and excellence in academic achievement. Through this trusting and supportive learning environment, we hope to nurture the growth of each student into a well-rounded and honorable individual.

Our commitment includes providing the following:

Meaningful knowledge, essential skills and a positive learning experience.

Personal growth: morally, spiritually, intellectually, socially, and physically.

Preparing students to become responsible and active members of a healthy family, community, and country.

Parents are expected to familiarize their children to the Good Tree Academy code of conduct and the consequences of any infractions. They should immediately respond to any communication from Good Tree in reference to disciplinary issues whether they are general or specific to their child (ren).

Good Tree Academy Belief Statement

At Good Tree Academy, we believe and know that, when all stakeholders are actively involved in the education process of each student, we all succeed as a community.

Beliefs about Good Tree Academy

- We believe that our students are preservers of divine knowledge through their memorization, analysis, and application of the Holy Quran and Sunnah.
- We believe that we are a community of Leaders and Learners.
- We believe that education is a shared responsibility and cooperative effort between all stakeholders.
- We believe in leading by serving.
- We believe in equality, freedom, and self-determination.
- We believe in strongly encouraging good conduct and discouraging bad conduct.

Beliefs about How Children Learn

- We believe all students can learn and that learning is a lifelong process.
- We believe that all children bring their ideas, feelings, insights, and personal and cultural histories to every situation and have a need to be active contributors.
- We believe that children's commitment to their education is developed through opportunities to be engaged in relevant, active, and reflective learning experiences that stimulate intrinsic motivation.
- We believe that all students learn at their own pace utilizing varying learning styles.
- We believe students need to be given many opportunities to develop strong critical thinking, problem-solving, and communication skills.

Beliefs about Parent/Family Support

- We strongly believe that parents are the first teachers of every child.
- We believe Parents/Guardians should actively participate and be informed about their child(s) life in school.
- We believe Family is the base of every child's learning, and children absorb more when families are involved in their education.

Beliefs regarding community support

Good Tree believes that youth are the responsibility of the entire community and that consistent, collaborative support of the community at large is vital to their growth. Our primary goal is to provide every student with the tools that prepare them to be a productive member of our ever evolving, multicultural global village.

Administrative Structure

There are two distinct administrative bodies that govern Good Tree Academy:

1. **The School Board** – The overall policy-making body for Good Tree consisting of eight (8) members. The Principal attends board meetings as a non-voting member. Unless specifically asked by the school board, all official communications to any school staff members is channeled through the Principal.
2. **The School Administration** – Consists of Principal, with the Principal having the executive authority. The school administration is responsible for day-to-day operations of the school, communications with the parents and community, all HR related matters, and other administrative duties required for operations within the school.

CODE OF CONDUCT

INTRODUCTION

This Code of Conduct is designed to enable students to grow Islamically, educationally, socially, and emotionally so that they can be successful in this life and in the hereafter. The intention is to be fair to all students while supporting appropriate behavior and deterring inappropriate behavior.

The Code of Conduct is applied during:

- Regular school hours
- Transportation to and from the school
- Any school sponsored events or activities (including during and after school hours, on school property, or outside school)

Faculty, staff and parents are expected to communicate positive student behavioral expectations and educate the students about disciplinary infractions and consequences.

Parents and Family Member Code of Conduct

At Good Tree Academy, we believe that a strong partnership between parents and the school is vital for the success of our students. We are committed to maintaining a respectful, collaborative, and positive environment that aligns with our mission and values. To ensure this, we have outlined the following Parents' Code of Conduct:

Expectations for Parents:

1. Respectful Communication:
 - Address school staff, students, and other parents with respect, courtesy, and kindness.
 - Resolve concerns through appropriate channels, such as scheduled meetings or written communication, avoiding public confrontation or inappropriate language.
2. Adherence to Policies:
 - Support and follow the school's policies, procedures, and decisions.
 - Reinforce the importance of school rules and expectations with your child.
3. Constructive Feedback:
 - Provide feedback in a constructive and solution-oriented manner, respecting the roles and responsibilities of the school staff.
4. Confidentiality:
 - Refrain from sharing private or sensitive information about students, staff, or other families outside the appropriate context.
5. Support for the Learning Environment:
 - Avoid disrupting classroom activities or other school events.
 - Ensure that your actions, both on and off-campus, reflect positively on the school community.

Steps for Addressing Violations:

If a parent is found to be in violation of the above expectations, the school will take the following steps:

1. Informal Warning:
 - The school will discuss the concern with the parent in a private meeting to clarify expectations and address the behavior.
2. Written Warning:
 - A formal letter outlining the violation and the required corrective actions will be issued.
3. Mediation Meeting:
 - A meeting involving the parent, relevant staff, and, if necessary, a neutral third party, will be held to resolve ongoing issues.
4. Restricted Access:
 - The parent may have their access to school events, facilities, or communication channels limited if the behavior persists.

5. Dismissal from the School Community:
 - In severe or repeated cases of misconduct, the school may terminate the family's enrollment agreement, as per the school's policies.

The principal or his/her designee is responsible for all operations in the school. Compliance with his or her instructions is a requirement by everyone visiting or attending the Academy.

Appeal Process:

Parents may request an appeal for any decision made during this process by submitting a written appeal to the school principal or designated board within five business days of receiving the decision.

We appreciate your cooperation and commitment to fostering a respectful and positive school environment for everyone.

DURING DROP-OFF AND PICK-UP

Daily Schedule:

Doors Open 7:35 AM

Morning Drop-off driveline: 7:35 - 7:55AM

Tardy: Arrival after 7:56AM

Sign-in: Arrival after 8:00 AM

Morning Assembly: 7:35 AM

Classes start: 8:00 AM

Dismissal 3:25-3:55 PM

Late pick-up (fees will be charged): After 3:55PM

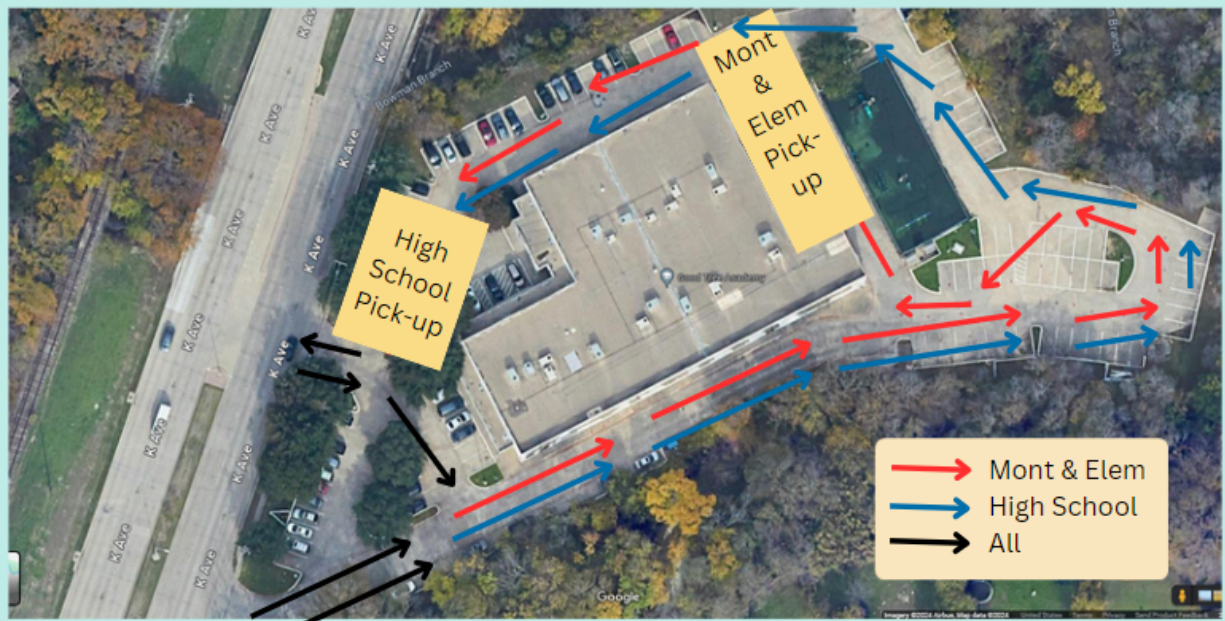
- Please review the map, which shows the car route for dropping off and picking up your child. **Drop off and Pickup is at the Multipurpose Hall Door.**
- **To pick up your child in the driveline you must have your driveline tag. If you do not have the driveline tag, you will need to come to the front desk.**
- **NEVER leave your car unattended** in the carpool line:
 - The lane is marked as a fire lane for safety reasons.
 - This delays the carpool process and hinders other parents from dropping off their students in a timely manner.
- Please stay in your car and **pull all the way forward when you are asked to do so.**
- **Drop-off opens at 7:40AM.** Please only leave your child once a teacher is present.
- If you arrive after 8:00 AM, students must enter from the front. **Arrival after 8:01AM is considered tardy.**
- All Students **arriving after 8:05 AM will need to be signed in by their parents** and receive their Tardy slip before being allowed to proceed to class.
- **Students cannot be picked up from the front desk between 3:00 - 3:55 PM.**
- **Pick-up drive-line will be open from 3:25 - 3:55 PM.**
- Please **do not park and walk** to pick up your child from the back while the drive-line is in process.
- Our **staff will not be able to assist with seat belts or car seats** for legal reasons. Please follow state laws in regard to car seats.

- Please **remain in your car at all times**. Come to a complete stop and stay stopped until your child is safely in/out of the car. Do not allow your child to exit the car unless a staff member is there to assist them.
- Make sure your **child is ready to exit** your car when you pull up to the curb.
- Always have your child exit on the **curbside of the car**.
- The staff will be busy making sure all students are safely arriving and being dismissed, therefore, do not expect to visit with them during this busy time.
- If your child is especially unwilling to get out of the car without you, you may wish to leave the car line and park in order to walk your child into the building. (Montessori children at the beginning of the year)
- If someone else is picking up your child, that person **MUST HAVE** your child's car tag with him/her and be on your child's emergency card. (If you need to add someone to your card, please inform the office in writing and they will help you.) In the event that they do not have the tag, the person will need to park their car and come into the office. We will check your emergency card to make certain they have authorization to pick up your child and ask them to show their driver's license. Please inform the front office in writing of changes.
- **Children not picked up on time will be sent to the after care to be picked up.** A late fee will be charged after 3:55 p.m. Please be prompt in picking up your child.
- **SAFETY first is the key!**

DROP-OFF



PICK-UP



WHILE ON CAMPUS

DURING SCHOOL HOURS

All Visitors/Parents must sign in at the front office with the QR code. All visitors must wear a visible 'visitor' label/sticker while on campus.

If dropping off lunch or other items, always drop them at the front office. Please, do not take anything directly to the classroom. Please have the student name and grade clearly written.

During the school hours, social meetings between parents and family members inside the school building should be kept at a minimum as this causes disruption to the school routine. Please comply if asked by the administration to take your discussion elsewhere.

Adult visitors are always welcome. However, for safety and security reasons, we need to know who is in the building, and require that all visitors, including parents, register in the office. A meeting with a teacher must be scheduled in advance; conferences with teachers cannot be held while the teacher is responsible for a group of children. Please leave a message in the office, and the teacher will contact you to schedule a convenient time to meet.

AFTER SCHOOL HOURS

School property must be respected at all times. Please do not allow your children to loiter around unsupervised in any areas other than the ones open for social events.

Ensure that you, your children, or guests do not visit classrooms unaccompanied by a teacher or administration.

PROGRAM OF INSTRUCTION

CURRICULUM

MONTESSORI PROGRAM

Good Tree Montessori is a place where a child grows academically, socially, physically, and spiritually.

Our Pre-K to Kindergarten students embrace a healthy curiosity about life and become proactive participants in the learning process through an integrated curriculum, center-oriented classrooms, and a Montessori environment set exclusively for their learning needs.

Since learning is as much a social activity as it is an individual activity, much of what students learn comes from interacting with other people. Montessori classes are structured to provide instruction that is developmentally appropriate and to promote creativity, problem solving, and critical thinking. We understand that a child's development and learning are integrated. Therefore, based on an emergent and integrated curriculum, lessons are developed around students' daily explorations that enable them to make connections across subject areas.

ELEMENTARY AND MIDDLE SCHOOL PROGRAM

Both Elementary and Middle School follow a traditional system designed to provide a solid foundation for a child's future learning. Children attending the school are instructed in a wide variety of academic subjects including: Hifz/Quran, Islamic Studies, Arabic, Nazirah, Qiraah, Language Arts, Mathematics, Social Studies and Science. Reading is encouraged through weekly Library classes. Physical Education is offered twice a week at all grade levels.

We follow the TEKS (Texas Essential Knowledge and Skills) as well as provide enrichment through Montessori Math, American Common Core Standards, and Reading centers for differentiated learning. As part of our commitment to maintaining the highest academic standards, the school concentrates on developing high literacy and academic performance in its students. Our differentiated approach offers enrichment opportunities for students who are advanced for their grade level, by providing supplemental instructional material.

ISLAMIC EDUCATION PROGRAM

Since Islam is the complete code of life based upon the guidance of the Qur'an, and the teachings and practices of the Prophet Muhammad (peace be upon him), Islamic education prepares a student to be a complete and successful person in this life and in the life hereafter. Once a student can understand Islam, it becomes easy for him or her to realize the true meaning and goal of Islam: the growth and promotion of peace on earth.

In order to give a proper understanding of Islam and the values and morals it stands for, the Islamic education program at the Good Tree aims at nurturing and deepening the faith of its students in Allah and the Prophet Muhammad (PBUH), through study, demonstration, and practice. Children learn about Islamic values and virtues under the guidance of teachers who share these values and in the company of children who share these goals.

Good Tree strongly emphasizes Islamic education and Arabic language studies. As part of the Islamic education program, the children are taught Qur'an, Hadith, Tawheed, Islamic manners and morals.

ACTIVITIES AT GOOD TREE ACADEMY

FIELD TRIPS

Classes take field trips twice a year to enrich the classroom experience. Prior to the event, students will be sent home a permission slip notifying them of trip details, including the amount of each student's share of the cost. Since field trips support instructional objectives, students are expected to participate. Each student must have a signed permission slip from a parent/guardian. Phone permission is not acceptable. Additionally, if a child misses a Field Trip, it is marked as an unexcused absence.

ENRICHMENT OPPORTUNITIES

Each year our students participate in many worthwhile learning experiences, including but not limited to:

- Science/STEM Fair (Mandatory for grades 3-8)
- Spelling Bees (Arabic & English)
- National Geo. Bee
- YM Quiz Competition
- Private Schools Interscholastic Association (PSIA) Competition
- National Elementary Honor Society
- National Junior Honor Society
- Hajj Simulation
- Journalism Club
- Community Service Opportunities

TUITION POLICIES AND PROCEDURES

Good Tree Academy depends on tuition to help meet its payroll obligations to staff, fund various programs, activities, and curriculum. Good Tree Academy is a non-profit private Islamic school and relies on income from tuition as its primary source for its operation and existence.

\$1000 FAMILY COMMITMENT FEE

This is a per family fee paid regardless of how many children enrolled at the Good Tree Academy for that particular family as long as a family remains active.

a. If for any reason a family must leave the Academy the family Commitment fee stays on the account for 12 consecutive months. If returning within that 12 month period no family Commitment will be due.

b. If for any reason a family must leave the academy and they remain absent for more than 12 consecutive months the \$1,000 family Commitment fee will once again be due.

Tuition is due on the first of every month regardless if school is on break or not, and parents have a five day grace period to pay. A late fee of \$50 will be added to tuition received after the 5th day. Payments are made via Direct Deposit.

Re-Enrollment

Please note that permission for automatic payment is for tuition only unless otherwise emailed to the finance department. Re-enrollment and next year's first installment of tuition is not part of the Auto pay permission. An individual permission is required. Any payments will apply to oldest and/or open invoices. Credits or refund requests will be applied to any past due and/or open invoices first.

TUITION STRUCTURE | 2025-26

Grade	Annual Tuition	Materials & Technology Fees
PreK-3 Half-Day Program (Mon-Fri)	\$5,650.00	\$350.00
PreK-3 Three Full Day Program (Mon, Wed & Fri)	\$6,450.00	\$350.00
PreK-3, 4 & Kindergarten Full Day Program	\$8,700.00	\$500.00
1st Grade - 6th Grade	\$8,200.00	\$500.00
7th Grade - 10th Grade	\$7,950.00	\$500.00
11th Grade - 12th Grade	\$6,250.00	\$500.00
Full Time Hifz	\$7,650	\$300.00

Sibling discount: 5%, 10%, 15%, and 19% tuition discount is applied to each additional sibling that attends Good Tree. Highest Discount is applied to the total tuition.

TUITION ASSISTANCE / SCHOLARSHIPS

At this time Good Tree does not offer any merit based scholarships. However, limited tuition assistance is available on a need basis as determined by the Good Tree **Islamic Education Assistance Fund Committee (IEAFC)**. The IEAFC is an independent committee outside of the school administration. The school will provide forms, documentation, and contact information necessary for submitting IEAF applications. The school plays no role in making financial decisions on behalf of the IEAFC and is not privy to any financial documentation submitted. All communication about the application process takes place directly between the applicants and the IEAFC. The school's role is only to facilitate such communication by forwarding letters and documents between the applicant and the IEAFC. Parents are responsible for paying IEAF designated tuition amounts in a timely manner based on the normal school monthly payment due dates. IEAF installments will be in a 12 month duration versus normal tuition in 10 months allowing monthly rates to be lower and more affordable. Testing and Acceptance must be completed before applying for tuition assistance.

MANDATORY AUTO PAY:

AUTOMATIC WITHDRAWALS

An automatic bank withdrawal system is required for monthly tuition. Parents are required to submit a Direct Bank Draft Agreement. These withdrawals will be taken out on the 1st of each month. Returned withdrawals are charged according to the policy of the bank, \$30 per returned check..

School uses  Bank to provide this service.

CREDIT CARD PAYMENTS

For all credit card payments, a 3.25% charge of the amount due.

RETURNED CHECKS

All returned checks are subject to a \$30.00 bank service charge for insufficient funds. If the check is returned twice, payment in cash or money order in the amount of the check is required.

Delinquent Accounts

Under any of the payment plans, if an account is delinquent or if there is an outstanding balance the student(s) will not be allowed to:

- Get the final report card, which will not be issued until all account has been cleared
- Get transfer of records until any and all dues are paid to Good Tree.

An expulsion will enter in effect and accounts that are delinquent for more than 120 days will be sent to a collection agency.

RE-ENROLLMENT

Students presently enrolled in Good Tree Academy are given the first opportunity to re-enroll for the next school year. **Re-enrollment is not automatic.** Students must be re-enrolled with the office no later than the deadline on the re-enrollment packet. All fees must be paid for the next school year according to the tuition and fee policies. These fees are not part of any present permission for automatic payment plan and thus is not automatically deducted.

REFUNDS & WITHDRAWAL POLICY

Student withdrawals are made effective by filling out this withdrawal form with 30 days notice. Tuition will be charged for 30 days from the date of the notice. For a student withdrawal case that occurs during part of a month (after meeting 30 days notice), monthly tuition will be calculated according to the total days of the calendar for that month, regardless of holidays, or other school days off for that month on the school calendar.

A withdrawal of a student after the school year has started effectively means that a Good Tree seat may be lost for a student who might have stayed the entire year. The withdrawal financially harms Good Tree Academy, a nonprofit institution whose expenses to begin with are not fully met from tuition sources

alone. The 30-day notice attempts to mitigate this harm. If a replacement student does not enroll, the loss to Good Tree is clearly more than any mitigation offered by the 30-day notice. Moreover, written notice is also required to ensure the following can take place: an exit interview with the withdrawing student's parents, return of all school materials / property to the school, preparation of student records for release to the parents or another school.

If a student withdraws without notice, tuition is still due for one month following the withdrawal date which will be considered to be part of the family's account balance until paid. In the event of a withdrawal with or without notice, **all fees are non-refundable regardless of usage or the number of days enrolled** because Good Tree incurs fixed overhead on its expenses for the school year. Fees include tuition, admission fees, re-enrollment, or materials/technology fees, student activity fees, family commitment fee, etc. No school records can be released until the family balance is paid in full.

The only exception to the above 30-day notice is when a new student has been enrolled for less than 15 calendar days, which is considered to be an initiation period for **New students only**. Fees are non-refundable in the event of a withdrawal within the first 15 calendar days. However, a withdrawal during the first 15 calendar days is not subject to the 30-day notice and the only tuition due will be a flat half-month's tuition due regardless of the number of days attended during the first 15 calendar days from the start of enrollment. This also applies if the new family decides to withdraw prior to the school starts (50% MTT and 50% Tuition minus any other fees). **No Refund Exceptions** apply for Full classes at the time of enrollment/re-enrollment. Full Grades will be listed on the re-enrollment portal.

All Full Enrollment classes are required to pay an advanced Tuition fee for August (usually in mid June) that will be non-refundable even upon a 30 days withdrawal notice.

ACADEMIC OVERVIEW AND POLICIES:

HOMEWORK

Homework is assigned on a regular basis. The amount depends upon the student's grade level, and individual subject requirements. Types of assignments might include unfinished or incomplete class work, review or practice work, drill assignments or special projects or reports. You will help your child most by providing an established time and place for such work as well as some "guidance" if necessary. You should not be placed in a situation of having to do the assignments for the student. If you find your child consistently spending an excessive amount of time on homework, please discuss your findings with the teacher.

Homework serves an important purpose in your child's school life. It is designed to meet the needs of the student by:

1. Reinforcing and extending classroom learning
2. Providing enrichment or remediation
3. Developing self-directed learning by providing an opportunity to practice any lessons learned in the classroom.
4. Train students to work independently, and to accept responsibility for completing a task.
5. To establish consistent work habits, punctuality and creativity outside the classroom.
6. Montessori classes get their homework packages every Friday.

Homework is assigned daily, with exception for upper grade students, who may also receive homework assignments to be completed over the weekend.

MAKE UP HOMEWORK

- Students who have **Excused** absences will have a maximum of 5 school days to complete and submit the homework for a full credit.
- Students with **Unexcused** absences will also get a maximum of 5 school days to complete and submit their assignments, however, will receive a grade not higher than 70%.

MONITORING AND REPORTING ACADEMIC PROGRESS

REPORT CARDS

An academic year is divided into two semesters and four quarters. Report cards are issued every six weeks (at the end of every quarter) to inform parents of their child's progress. Report cards are sent home with students every marking period. Students will receive grades in achievement and effort.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year. These conferences are important since they provide an opportunity to parents and teachers to discuss the student's academic and social progress and share any concerns. All parents/guardians are requested to attend the conference. Those students who are encountering academic/behavior difficulty will require additional parent/teacher conferences at the discretion of either the parent or the teacher. Additionally parents and teachers can schedule individual conferences throughout the year.

COMPREHENSIVE EXAMINATIONS

All students in grades 3rd - 12th will take a comprehensive examination twice a year. These two examinations comprise of midterms and finals.

There are NO Makeup days for examinations, and it is the Parent's responsibility to ensure student attendance for the exams. Failure to take the exams will reflect on the student's report card.

The dates of both exams are posted on the school calendar, given to all families at Orientation.

Early Departure prior to Midterm or Final Exams in an Emergency Situation

Early administration of midterms and final exams are discouraged and should only be administered in emergency situations. However, in the event an early departure cannot be avoided, the following procedures must be followed:

1. Written notification and additional request documentation (Itinerary if traveling) of the early departure must be made with the office fifteen (15) business days prior to scheduled departure. Requests after 15 will not be accepted.
2. An exam will not be administered without final approval from the administration.
3. Exams will be administered no more than five (5) days prior to the scheduled exam.
4. Students are responsible for study guides as prescribed by the teachers.
5. A fee will be assessed for each scheduled exam and must be paid prior to the exam being administered.

1. \$25 fee for midterms
2. \$50 fee for final exams
6. Failure to follow procedures will result in receiving no credit for any exam missed.

STANDARDIZED TESTS

In addition to the regular tests, quizzes and other methods of evaluations within each class, the school will also administer NWEA for Grades K-10 and PSAT for Middle and High School students 7th to 11th grades.

Juz Testing

In the process of memorizing the Quran, students are taught to maintain it in their memory (Hifz). Upon finishing the memorization of any set of 20 pages (in the 15 line/600 pages mushaf), which is called a juz, the student must recite that juz through a juz test before memorizing more than the next 10 pages (½ juz).

For validation of a juz, the student must achieve a grade of 80/100 or more. The teacher will schedule the juz test to take place during a hifz period. Should the student need to retake their juz test, the retake will be scheduled after school and after school fees will apply.

GRADING SCALE

GRADS 1ST-5TH

Homework is a part of the student's overall average and is calculated in the report card grade. The percentages of the students' grades in the report card are broken down as follows:

Tests = 45%

Quizzes = 25%

Classwork = 15%

Homework = 15%

Failing = Below 69%

LATE HOMEWORK POLICY

1 day late	10 percentage points deducted
2 days late	20 percentage points deducted
3 days late	30 percentage points deducted
4 days late or more	40 percentage points deducted

HOMEWORK ASSIGNMENTS WILL NOT BE ACCEPTED LATER THAN FIVE DAYS PAST THE SPECIFIED DUE DATE.

MIDDLE SCHOOL GRADING POLICY (GRADES 6-8)

Homework is a part of the student's overall average and is calculated in the report card grade. The percentages of the students' grades in the report card are broken down as follows:

Tests = 45%

Quizzes = 25%

Classwork = 20%

Homework = 10%

Failing = Below 69%

HIGH SCHOOL GRADING POLICY (GRADES 9-12)

Homework is a part of the student's overall average and is calculated in the report card grade. The percentages of the students' grades in the report card are broken down as follows:

Tests = 45%

Quizzes = 25%

Classwork = 20%

Homework = 10%

Failing = Below 69%

MIDDLE AND HIGH SCHOOL LATE HOMEWORK POLICY (GRADE 6-12)

1 day late	10 points deducted
2 days late	20 points deducted
3 days late	30 points deducted
4 days late	40 points deducted
5 days late	50 points deducted

Homework Assignments will not be accepted later than five days past the specified due date.

Homework is to be completed independently with support only when needed.

Students are expected to return all homework. Due dates will be determined by individual classroom teachers.

In Upper Grades, grading practices may vary from subject to subject. Teachers will inform students of his/her grading procedures at the beginning of the year.

INCENTIVE PROGRAM

The Incentive program is applicable to grades 6 - 12. Students who meet all the requirements will be exempt from taking exams. Students must meet the following eligibility requirements:

- DEMONSTRATE 95% OR ABOVE IN EACH SUBJECT
- RECEIVE NO MORE THAN 5 DEMERIT POINTS PER YEAR
- MAINTAIN GOOD ATTENDANCE WITH NO MORE THAN 5 EXCUSED ABSENCES PER SEMESTER.
- MAINTAIN GOOD ATTENDANCE WITH NO MORE THAN 5 EXCUSED TARDIES PER SUBJECT PER SEMESTER
- MUST NOT BE ON BEHAVIORAL AND ACADEMIC PROBATION.

STUDENT RECOGNITION / HONOR ROLL

Twice a year students are awarded high honor roll/A honor roll status if they achieve a 90% grade point average in all subjects. Students may achieve A/B honor roll if they maintain 80% and above average in all subjects.

Additionally, students are recognized for different achievements in various subjects and categories throughout the year.

PROMOTION AND RETENTION POLICY

Promotion is the action that advances a student from one grade to the next. Retention is the action that keeps a student in the same grade for another year.

When making recommendations about promotion or retention of students, the teacher will consider the viewpoints of the parents, support staff and the Principal. Parents are notified regarding the possibility of retention as soon as the teacher may consider such an action. The factors determining retention usually surface early into the second semester. The decision to promote or retain students always takes many factors into consideration and may include: student attendance, grades, daily work habits and achievement, physical and social maturity, grade level expectations and student ability.

Good Tree Academy policy does not allow "double promotion" or underage promotion.

Minimum attendance required for promotion in all grades is 90% of the school year.

Absences will be considered of prime importance in the decision to retain borderline students.

Six unexcused tardies are counted as one unexcused absence.

Students will be promoted if, in the judgment of the teacher, satisfactory academic, social and behavioral progress has been made during the current school year that would predict success in the following grade. A failing grade in any major subject may result in a student being retained.

By the middle of the second semester, the parents of students who are in jeopardy of being retained will

be notified and a conference will be conducted. The decision to retain a student will be made in consultation between the teachers, principal and parents. A letter stating possible retention will be sent home. In some borderline cases, promotion may be granted upon satisfactory completion of additional summer school or tutoring.

GRADE FINAL REPORT CARD

Parent's signature for each interim report or end of any marking period report card signifies acknowledgement of grades received and compliance with ALL policies concerning attendance, retention, promotion and summer work.

Please note: Any report card questions or concerns must be addressed in writing by June 30 of the related year.

ACADEMIC PROBATION

Any student who does not maintain the school's minimum standard of academic achievement (in other words, falls below "satisfactory" in two or more major subjects)--will be placed on academic probation for a period of one marking period. During this time, the student has the opportunity to demonstrate reasonable improvement in his/her academic performance.

Any serious neglect or deficiency in academic performance during this period may be sufficient grounds for removing a student from the school; to be determined at the discretion of the school administration.

Students who fail any MAP testing will also be placed on academic probation and expected to do summer work.

ATTENDANCE POLICIES

SCHOOL HOURS

The school office will be open from 7:45 a.m. until 4:00 p.m. Monday through Friday during the school year. School business and affairs relating to the school should be taken care of during that time.

ARRIVAL AND DISMISSAL

1. The regular school day for students Pre-K through 12th is from 8:00 a.m. through 3:30 p.m. No students are to arrive or enter the building prior to 7:30 a.m., since adequate supervision cannot be guaranteed before that time. We cannot be responsible for students before or after school hours (unless they are enrolled in before or after care program, with the required fees).
2. Any student arriving after 8:00 a.m. will be counted tardy. All late students (KG-12) must report at the office to receive a TARDY slip. Students will not be allowed into their classroom after class begins without a TARDY slip.
3. If a student arrives to school after 8:05 AM, he/she must be signed in by a parent/guardian who is dropping them off.
4. Students arriving to campus after 10:00 AM will be marked absent unless accompanied by a doctor's note.
5. If a student is picked up early for a doctor's appointment, upon return to campus he/she MUST be signed back in by parent/guardian and must bring a doctor's note.
6. Students are dismissed from school at 3:30 p.m. Parents should be prompt in dropping off and picking up their children. Parents must realize that the time to pick up children is strictly enforced and should not be a burden to school personnel. Any child who is picked up after 3:55 p.m. will be charged a late fee.

Students will NOT BE permitted to return to a classroom after the dismissal time. Students are expected to be responsible for homework and/or other items, which need to be taken home. Parents/students that need to pick up forgotten items in a classroom MUST be accompanied by a teacher or school administrator.

Student Leave of Absence Policy

Texas law requires students to attend school on a regular basis. The administration, faculty, and staff of Good Tree Academy expect every student to be in attendance in every class, every school day. Excessive absence negatively affects students' academic performance and can be a reason to be held back in the same grade.

Students must not be taken out of school for vacations. Parents deciding to take their children out of school to go on a planned family vacation must inform the school in writing at least four weeks in advance by completing an absence excuse form. The form must be signed by the principal and will be used to inform the teachers whether the absence is excused or Unexcused. Work and assignments will not be sent in advance of leaving.

Parents/guardians will receive formal email notifications at the following thresholds:

- 5 absences: First warning email sent to parents.
- 7 absences: Second warning email sent to parents
- 10 absences: Meeting required with the Principal and attendance officer
- 11 absences: Credit recovery will be required

Excused - Valid excuses for temporary non-attendance are as follows:

- Unplanned- provided evidence of the excuse is submitted to the school within 5 business days
- Student illness Medical or Dental appointments with documentation
- Death in the immediate family
- Illness of an immediate family member (at the principal's discretion)
- Other urgent circumstances that may be excused at the principal's discretion

Upon receiving the Student Absence form and evidence of the excuse, the attendance officer will notify the teachers to excuse the absence

Make-up work – If excused, students will be given 3 days upon return from an excused absence for full credit if marked excused by the administration

Planned (School should be notified as soon as planned, and needs at least 2 weeks' notice for the approval process):

- Up to 10 days per year
- Medical or dental appointments (If 3 days or longer)
- Court appearances
- Hajj and other mandatory educational or religious activities approved in advance by the homeroom teacher, department head, and the principal, given that the student/parent takes responsibility for the make-up work (generally cannot be scheduled for the first or the last two weeks of school)
- Participation in school-sponsored/approved activities (at the principal's discretion)

Unexcused- Absences for any reason not listed above will be considered unexcused, and any make-up work will be marked late with a maximum 70% grade allowance. No tests or quizzes will be allowed to be taken. Children who are out of school longer than the minimal requirement of attendance days per quarter may not receive a grade for that particular marking period.

Student absences at the beginning of the school year by joining school late or at the end of the school year by leaving school early are considered Unexcused Absences on the report card, and any make-up work will be marked late with a maximum 70% grade allowance.

Tardy Policy:

- Every 5 tardies will be counted as 1 unexcused absence.
- Tardies include any arrival after the designated start time of the school day.
- Excessive tardiness negatively impacts student learning and will be addressed through parent communication and follow-up.

Impact on Incentive Programs:

- Participation in any attendance-based incentive programs (e.g., Perfect Attendance Awards, Field Trip Eligibility, Behavior Rewards) requires:
 - No more than 5 excused absences per semester.
 - No more than 5 excused tardies per semester.

Students who exceed these limits will be ineligible for attendance-based incentives.

Appeals and Documentation:

Parents may submit documentation (e.g., doctor's notes) to have absences marked as excused.

Appeals for special circumstances must be submitted in writing to the school administration within 5 school days of notification.

Enforcement and Support:

- The administration is committed to working with families to support consistent attendance.
- Interventions and family meetings will be arranged as needed to address chronic attendance concerns.

Policy for Absence Request for Exam Days

Comprehensive Examinations

- All students in grades 3 - 12 will take a comprehensive examination twice a year. These two examinations consist of midterms and finals.

- There are NO Makeup days for examinations, and it is the parents' responsibility to ensure student attendance for the exams.
- Failure to take the exams will reflect on the student's report card and may negatively affect progression to the next grade level.
- The dates of exams are both posted on the school calendar and given to all families at Orientation.

Early Departure Prior to Midterm or Final Exams in an Emergency Situation

Early administration of midterms and final exams is discouraged and should only be administered in emergency situations. However, in the event an early departure cannot be avoided, the following procedures must be followed:

1. Written notification and additional request documentation (Itinerary if traveling) of the early departure must be made to the office or attendance@goodtreeacademy.org fifteen (15) business days prior to the scheduled departure. Requests after 15 days will not be accepted.
2. An exam will not be administered without final approval from the principal
3. Exams will be administered no more than five (5) days prior to the scheduled exam.
4. Students are responsible for the study guides as prescribed by the teachers.
5. A fee will be assessed for each scheduled exam and must be paid prior to the exam being administered.
6. You can Zelle @ finance@goodtreeacademy.org
 - \$50 per exam fee for Midterms
 - \$50 per exam fee for Final exams
7. Failure to follow procedures will result in receiving no credit for any exam missed.

SCHOOL UNIFORM POLICY

Our uniform provider is VERONA Uniforms.



SCHOOL UNIFORM

Students must be in uniform at all times.

The following items must be purchased from VERONA Uniforms:

- Uniform polo, dress, or tunic (depending on grade level and gender)
- Uniform sweater, jacket or cardigan
- PE Shirt

The following items must follow uniform rules:

- Dress shoes: black only
- Belt: solid
- Socks: white or black
- Pants: PE & regular pants must be solid navy blue

HIJAB/GROOMING POLICY

Boys: All boys are required to have short tapered hair above the ears and collar length free of styling products. No mohawks, spikes, mullets, or ponytails. Students are not allowed to have hair shaved from one or both sides.

Girls: Students are not allowed to wear makeup and/or perfume on campus. Students will be asked to immediately remove their makeup. Deodorant is allowed and encouraged.

Good Tree Hijab is mandatory during Hifz and Salah time for all girls.

Girls in grade 5 onwards must wear the school uniform hijab during school hours and during any after school activities. High School and Full Time Hifz girls are allowed to wear the Good Tree Academy abayas. High School and Full Time Hifz boys are allowed to wear the Good Tree Academy Thaubs on campus.

WINTER UNIFORMS FOR ALL GRADES:

While INSIDE the campus:

The outer layer must be a school sweater or fleece with the school logo. Students may not wear navy blue jackets or sweaters without the Good Tree Academy logo. All layers (under the P.E. shirt or regular uniform) must be solid black or solid white ONLY.

Jackets (to be worn outside the campus ONLY) can be purchased from an outside vendor of your choice.

Students are not allowed to wear any outerwear on campus other than their navy sweater with the Good Tree Logo, unless it is unbearably cold and/or the heating system malfunctions and the room temperature drops lower than 65 degrees.

Students are not allowed to wear baseball caps or other hats to class or to dress in any way contrary to the principles of Islam. Remember modesty and decorum should be observed at all times.

ITEMS NOT PART OF THE UNIFORM:

Hoodies, caps, hats, sunglasses, jewelry, smart watches, makeup, nail-polish, colored hair ties and headbands, colored socks, capris, jeggings and skinny pants.

Uniform and Personal Appearance Checks

To promote a respectful, disciplined, and distraction-free learning environment, the school will conduct **random appearance and uniform checks** throughout the academic year. These checks are intended to ensure that all students adhere to the school's dress code and grooming policies.

What Will Be Checked:

1. **Uniform Compliance:**
 - Students must wear the correct school uniform each day.
 - Uniforms must be clean, neat, and worn properly.
 - Shirts should be tucked in (where applicable) and all required items must be worn.
2. **Nail Length and Cleanliness:**
 - Nails must be kept short, clean, and free from Nail Polish
3. **Overall Neatness:**
 - Clothing must be free from stains, rips, or excessive wrinkles.
 - Students are expected to present themselves in a clean and well-groomed manner at all times.
4. **Hijab/Modesty Guidelines :**
 - The Hijaab must be properly secured and **closed neatly around the neck**, in line with school policy for modesty and uniformity.

- Boys shirts must be either tucked in or long enough to cover their backside - pants cannot be joggers or sleepwear.

Random Checks:

- These checks will be conducted **without prior notice** and may occur in the morning upon arrival or during the school day.
- Any student found out of compliance may receive a verbal reminder, written warning, or further disciplinary action in accordance with school policies.
- Being out of uniform is a dress code level 1 violation.

No Uniform Day:

There is one no-uniform day a month, usually on the last Thursday of every month unless told otherwise. Students must adhere to all the above guidelines otherwise they will be made to call home for a change of clothes.

- Girls must wear shirts that come right above their knees and pants that are loose fitting. Abayas, dresses, skirts are allowed that do not reveal the shape of their body.
- Boys must have loose clothing. Shirts must be either tucked in or long enough to cover their back side. Joggers that show body shape are not allowed.

Locker and Desk Inspections

To maintain a safe, clean, and orderly school environment, the school reserves the right to conduct **random inspections of student lockers and desks.**

Purpose of Inspections:

These checks are intended to:

- Ensure cleanliness and organization.
- Prevent the storage of prohibited items.
- Promote responsibility for school property.

Scope of Inspections:

- Lockers and desks assigned to students **remain the property of the school** and are subject to inspection at any time.

- Students should have **no expectation of privacy** in their school-assigned storage areas.
- Inspections may be conducted by school administrators or authorized staff, with or without prior notice.

Student Responsibility:

- Students are expected to keep their lockers and desks **clean, organized, and free of personal items that violate school policy.**
- Any damage or misuse of lockers or desks will result in disciplinary action and/or a requirement to pay for repairs.

Good Tree Academy - Discipline Policy

We expect our students to behave in a way that pleases Allah (SWT). Good Tree Academy expects and promotes good behavior. Consistency and honesty are vital to the development and maintenance of good character. Both home and school must operate in harmony to encourage children to develop good character. Rules are most effective when there are consequences to enforce them and reward them. At Good Tree Academy, the establishment of a behavior policy is essential to create a nurturing, respectful, and productive learning environment that aligns with our Islamic values. This policy serves as a guiding framework for students, teachers, and staff, ensuring that all members of the school community understand and adhere to the principles of good conduct, mutual respect, and personal responsibility.

- **Promoting Islamic Values:** It ensures that the school environment reflects Islamic principles such as honesty, respect, compassion, and self-discipline. These values are integral to the personal development of students and help foster a cohesive and supportive community.
- **Creating a Safe Learning Environment:** A clear behavior policy helps maintain a safe and orderly environment where students feel secure and can focus on their studies without disruptions or fear of bullying or harassment.
- **Encouraging Academic Excellence:** By setting clear expectations for behavior, the policy supports an atmosphere conducive to learning, where students can achieve their academic potential and develop a strong work ethic.
- **Fostering Social and Emotional Growth:** The policy provides guidelines for positive interactions and conflict resolution, helping students develop essential social and emotional skills that are crucial for their overall well-being and success in life

In the interest of establishing a proper learning environment, certain rules will be observed by all students in their daily classes. These include but are not limited to the following:

A. Respect Your Teachers

B. Respect Others

C. Respect the School

D. Respect Yourself

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

PARENTS:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four-hour notice to meet with the proper school personnel for a fair and impartial conference unless the student's behavior is so disruptive that he/she cannot complete the school day.

LEVEL 1 BEHAVIORS & CONSEQUENCES

CONDUCT THAT HINDERS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive Level 1 disciplinary actions, and has held a conference with the student and parents. Thereafter, the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral. However, earlier referrals may be made when misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

Detentions will be issued to students who demonstrate behavior repeated and not corrected by the students with the card system. Students who served **three (3)** detentions will be required to meet with the Administration. Any additional detention may result in a one-day in-school suspension.

Detention is a period of silent study or an alternative activity assigned by the teacher. Detention is served after school hours, beginning at 3:30 p.m. sharp, under the supervision of the teacher. During detentions, students will not be allowed to interact with students from their class or from other classes.

Parents will be notified one day in advance and sent to the office. Parents are to plan to pick up their children after detention. A student in detention must be on time or will automatically receive a second detention.

Disciplinary Records are part of the student’s confidential records and are not available for access by other than the student, his/her parents, and the administration. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

The list of violations below is not all-inclusive but is only representative and illustrative. Detentions will be issued to students based upon the infractions noted below:

Offense	Demerit Points	Explanation
1. Disruptive Behavior	3	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity
2. Tardiness (to Class, Salaat, Assembly, and/or lunch)	1	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher/not reporting to prayer, lunch , or assembly punctually
3. Verbal Altercation	3	Engaging in minor verbal confrontation including insulting, taunting, or challenging another student under circumstances in which such conduct could provoke a violent or disruptive response
4. Violating Classroom and/or Area Rules	2	Not following the classroom and/or area rules
5. Make-up / Nail polish	2	Using cosmetic products where it is visibly and obvious
6. Being out of uniform	1	Not wearing the required uniforms (even after dismissal, but still on campus or during school activities), Not being clean, being sloppy in appearance (loose hijab, torn clothing, etc.), wearing unapproved jewelry and/or accessories, uncut/unclean fingernails, Not having a short haircut (boys) - Hair above eyebrows, ears and collar

7. Outside of class without a pass	1	Being out of class without proper authorization
8. Lying/Concealing the Truth w/out Causing Harm to Others	3	Not causing harm to others This would include failure to cooperate with the administration regarding discipline investigations.
9. Chewing Gum / Eating Candy / Drinking Soda	1	Eating/Drinking inside/outside the classrooms during school time excluding lunch time in lunch areas.
10. Using other students' belongings without permission	2	Using Staff Belongings without Permission, taking, borrowing, books, pencils, pens, notebooks, etc. without permission, includes using a computer that has not been logged off.
12. Minor pushing/shoving	2	Pushing and shoving does not result in any harm to the individual physically or emotionally and does not cause property damage.
13. Possession of an electronic device	2	No student shall use, display, or possess any electronic device including cell phones.
14. Littering	2	Throwing or dropping paper, trash, or other material on the floor or ground
15. Using Offensive Language	3	Using offensive language directed at a student, in any language including physical body/sign language
16. Refusal to do classroom work	3	Refusing to complete work, labs, projects, or other assignments given by the teacher
17. Bullying	3	Engaging in verbal, physical, emotional and/or threatening acts of bullying
18. Other: Any behavior that disrupts the classroom or school operations.	1-3	Since the above list is not inclusive of all the possible infractions. Other will be used and details of the infraction will be communicated as such

Consequences to Level 1 Behaviors

- **Restorative practices – discussion based with others involved**
- **Teacher counsel- verbal warnings/requests for behavior correction**
- **Community service**
- **Signed Letter from Parents and Students**
- **Documentation in Student Learning Management Systems (Sycamore)**

LEVEL 2 BEHAVIOR & CONSEQUENCES

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record, seem to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented. In any case, parent/guardian

contact will be made either through a personal conference, phone conference, and, in the event the previous one is not possible, through written communication. All such contact will be documented.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter. This list of violations is not all-inclusive but is only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

Suspension will be issued to students based upon the infraction noted below. Suspension may be issued from 1 to 3 days based upon the severity of the offense, the severity of the outcome of the offense, as well as the past disciplinary record of the student. The list of violations below is not all-inclusive but is only representative and illustrative. Suspensions will be issued to students based upon the infractions noted below:

Offense	Demerit Points	Explanation
17. Academic Misconduct	5	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher

18. Cursing	5	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/teasing/joking/passing notes
19. Defiance	5	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, labs, projects, or other assignments given by the teacher
20. Inappropriate Intermingling	5	Exchanging in or attempting to exchange verbal or written conversations or gestures with the opposite gender, that are non-academic
21. Vandalism	5	Destroying, damaging, or defacing school or private property in a willful or malicious manner
22. Forgery	7	Knowingly forging a signature other than their own on any document
24. Skipping Assembly, Class, Lunch, Salaat or any Other Required Activity	4	Intentionally missing class or salaat without excuse or permission.
25. Lying	4	Giving or providing intentionally untrue or misleading information or communication which lead to damage or harm to self or others including making false accusations and/or refusing to confess wrongdoing
26. Misuse of equipment	4	Students using school online services for illegal, inappropriate, or obscene purposes
27. Insubordination	5	Refusing, to comply, either verbally or non-verbally with a reasonable request or directive
28. Loitering/Trespassing/Unauthorized Access	4	Being present in or about school under one or more of the following circumstances: 1. After a reasonable request to leave 2. Without a legitimate reason for being there 3. Without proper authorization or

		permission from anyone authorized to grant permission 4. After refusing to identify oneself.
29. Horseplay/Fighting	5	Engaging in hitting, punching, or any other kind of physical altercation, whether unintentional or intentional, or whether initiating or retaliating.
30. Electronic access	4	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services
32. Misuse of property	5	Using Staff Belongings w/out Permission Taking, borrowing books, pencils, pens, notebooks, etc. without permission This will include using a computer that has not been logged off.
33. Discrimination	5	Using Language and/or Engaging in Behavior that is Discriminatory. Language that is spoken, written, or gestured against another person's ethnic or social background or another person's abilities
34. Theft	5	Stealing, attempting to steal, possessing, or transferring school or private property or participating in the theft or attempted theft of school or private property

LEVEL 3 BEHAVIOR & CONSEQUENCES

CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY

Good Tree has a zero-tolerance policy for all Level 3 misconduct. A student charged with a Level 3 violation will be subject to an open suspension of up to 10 days and a recommendation for expulsion to the school board and/or legal action. The proper authorities will be notified if a student commits any illegal act.

Infractions included in Level 3 may be placed on students' permanent records.

The list of violations below is not all-inclusive but is only representative and illustrative. Suspensions will be issued to students based upon the infractions noted below:

Offense	Demerit Points	Explanation
Extortion, Intimidation, Menacing Incitement	15	Threatening another person verbally or nonverbally by inflicting fear, causing damage to individuals or to property, or instigating or encouraging misconduct
Fighting or Assault	15	Hitting, pushing, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her and/or causing harm
Immodest or Immoral Behavior or Physical Contact	15	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter including vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activity.
Sale, Use, Possession or Distribution of an Illegal Substance	10	Using, selling, purchasing, distributing, possessing, or attempting to possess illegal substances on or off school grounds.
Sale, Use, Possession, or Distribution of any firearm	20	Using, selling, possession, purchasing any weapon and/firearms of any kind in and around the school.
Offensive or Pornographic Materials	15	Bringing, possession, accessing, or displaying of offensive or pornographic materials including but not limited to pictures, magazines, books, or websites., that offends common decency or morale.
Vandalism	10	Defacing, damaging, or destroying school or personal property in a willful and /or malicious manner.

Attempted robbery or attempted burglary	10	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authorization or approval.
Arson or attempted arson	20	Possession, use, and sale of any explosive, repellant, and/or destructive device which presents a risk of danger to life or property.
Bomb Threat or False Alarm	20	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false “911” calls.
Theft	15	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property.
Gambling	10	Participating in or organizing games of chance to gain money, profit or other items.

The list of infractions is illustrative and not exhaustive. The administration retains the sole discretion to determine whether a particular behavior falls under Level 3 or any other category, and may implement disciplinary measures accordingly, including immediate removal or expulsion.

Students will receive a detention once they have accumulated 10 demerit points of Level 1/2 infractions. However, depending on the gravity of the incident that would warrant immediate disciplinary action that may lead to suspension.

- 10 demerit points would warrant a 1st detention
- 15 demerit points would warrant a 2nd detention
- 20 Merit points would warrant suspension
- 25 demerits would warrant a 2nd suspension
- 30 demerit points would warrant a behavior committee to be put into place.

All behavior is evaluated based on the gravity of the situation.

Students are subject to immediate removal depending on the gravity of the situation.

DISCIPLINARY ACTION/CONSEQUENCES

Good Tree Academy has the authority to suspend or expel, and to make reasonable rules and regulations regarding discipline.

POSITIVE BEHAVIOR

A student will be rewarded for good behavior in one or more of the following ways:

- Frequent praise
- Homework passes
- Leadership Opportunity

Merit System Policy

- **Weekly Limit for Students:** Each student may earn a maximum of **2 merit points per week**.
- **Awarding of Points:** Each teacher or staff member may award **up to 2 merit points per student per week**.
- **Parent Involvement:** **Parents may not request** merit points on behalf of their child. It is the **student's responsibility** to earn merit points through their own actions.
- **Earning Merits:** Merit points are awarded based on **actual effort, conduct, or contribution**. Students must demonstrate positive behavior, responsibility, or service to earn merit points.

NEGATIVE BEHAVIOR

In the event that a child does not follow the guidelines set out in the discipline policy as explained above, the following procedures are consequences for dealing with behavioral problems. These procedures do not take the place of other methods or approaches. Infractions will be dealt with on an individual basis, taking into account the student's age and prior behavior record.

For inappropriate behavior, the student will be disciplined in one or more of the following ways:

1. Verbal reprimand or written reprimand
2. Call or email to the parents
3. Loss of privileges
4. Conference with parents
5. Referral to the office
6. Detention
7. Community service

8. Probation for suspension*
9. In or out of school suspension*
10. Probation for expulsion*
11. Expulsion*

*Determined on a case by case basis

Infraction - All behavioral infractions cannot possibly be listed in this handbook. Common sense will be utilized when dealing with infractions not addressed in this handbook and will be disciplined accordingly.

Infractions will be dealt with on an individual basis, taking into account the student's age and prior behavior record. Infractions will be entered as a discipline log on Sycamore.

Students will be given detention upon the 3rd infraction:

- Eating in the hallway or out of designated areas
- Chewing gum
- Uniform violation
- Minor classroom misbehavior such as unrelated talking and disregard of classroom rules
- Wearing of make-up
- Showing disrespect to the teacher

An email notification will be sent to the parents when a student is issued a 2nd infraction to prevent a 3rd infraction.

The following infractions will result in a detention on the 1st occurrence:

- Minor altercation with other students, verbal or physical
- Showing disrespect to teachers verbally or with gestures
- Disorder and rude behavior during daily and JumuaH prayer as well as various school assemblies
- Use of profanity
- Writing on furniture
- Skipping a class

The following infractions will result in one or more days of ISS or OSS suspension:

- Severe disrespect of an adult on school property
- Defacing or damage to property
- Cheating or copying of another student's work
- Verbal abuse or obscene gestures toward staff member(s)
- Improperly dressed
- Unacceptable language
- Leaving school grounds without permission
- Fighting and/or intimidation
- Skipping class or detention
- Vandalizing school property
- Stealing and/or destruction of property of the school, teacher or another student
- Throwing objects or other physical assault on other student(s) or staff member(s)
- Any act that would endanger the safety and/or welfare of the school community

- Blatant disregard for rules and regulations or Islamic teachings

Administrative Discretion Clause

Good Tree Academy reserves the right, at its sole discretion, to determine the appropriate disciplinary response for any student behavior, including behaviors not explicitly listed in this handbook. All decisions regarding disciplinary actions—including detention, suspension, expulsion, and other consequences—shall be final and made by school administration in consultation with relevant staff. This discretion includes interpreting the severity of incidents and determining appropriate action in alignment with the school’s mission and Islamic values.

HEALTH & SAFETY POLICIES

IMMUNIZATIONS & IMMUNIZATION CERTIFICATES

Texas State Law requires all children enrolling in a public, private or parochial school to have a Certificate of Adequate Immunization for diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and Hepatitis B, varicella (chicken pox), and in some cases tuberculosis.

The parents of a student must provide the school office with documentary evidence that he/she has been immunized against the above before the first day of school. Parents or guardians must arrange for the student to get the necessary immunization shots (if they have not met the requirements) before the first day of school. Failure to do so will prevent the student from attending classes until the certificate has been submitted.

Vision and Screening

In accordance with Texas State Law (House Bill), certain health screenings are required for students entering school. Parents and guardians are responsible for ensuring their child receives the necessary screenings and submits the required documentation before the start of the school year.

Screening Requirements:

Kindergarten Students: Must have a vision and hearing screening.

Students Entering 1st, 3rd, 5th, and 7th Grades, and all New Students: Must have Vision, Hearing, and Type 2 Diabetes/AN only screenings.

Girls in 5th and 7th Grades: Must have a Spinal screening.

Boys in 8th Grade: Must have a Spinal screening.

Texas Law mandates that students entering Kindergarten, 1st, 3rd, 5th, 7th grades, and all new students provide a statement confirming they have received the required health screenings by a licensed doctor or a notarised exemption certificate prior to entering school.

Health Problems

If your child is ill, it will be difficult for him/her to perform well at school, and his/her need for medical attention should not be neglected. To protect other students, faculty and staff from health hazards, any students with contagious illnesses (including a flu, virus, bad cold or fever) should not attend school. Also, if your child is vomiting or exhibits other symptoms of illness, he/she should remain at home for the day.

WHEN TO RETURN OR NOT RETURN TO SCHOOL:

- Any child who has a fever of 100 degrees or more should not return to school until experiencing 24 hours of normal temperature.
- Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids in order to avoid complications and should remain at home until symptoms have diminished.
- Any child who vomits should not return until 24 hours have passed with no vomiting.
- Diarrhea may be difficult for a child to manage in school and may be a symptom of a contagious illness. Diarrhea can also be very upsetting to a child. Treatment requires diet modification, rest and fluids that can be better managed at home.
- Any child who has Head Lice who has been treated and has been free of lice for 24 hours.

Note: Any child who runs a fever of 100 degrees or more or presents signs of a contagious disease will be sent home from school. It is the parent's responsibility to provide transportation and care for the child. Please keep your emergency phone numbers up-to-date and provide us with SEVERAL names and numbers of people who can care for your child, if you are unavailable. If your child remains at home because of illness, please telephone the office to notify the school of the excused absence. If a child becomes ill during the school day, the school will contact you to come to the school and take the child home. Upon return, your child should bring a doctor's note or a note from the parent or guardian noting the illness.

It is the responsibility of the parent or guardian to inform the office and the child's teacher in writing of any allergies, long-term health problems or medical problems that may need attention while at school. This should be included on the Emergency Card. Doctor-recommended directions for immediate action or first aid should be provided in writing.

ADMINISTRATION OF MEDICINE:

School policy prohibits school faculty and staff from administering any medication (even aspirin or acetaminophen).

Students who have a medical condition and require medication on a daily or emergency basis must provide the school:

- Medical CARE plan must provided by the doctor
- Medical authorization form

It is important to note that the school does not have a registered nurse on campus and therefore the admins and the teachers can care for the students only if proper information and steps are provided by the child's physician and parents. It is the parent's responsibility to make sure that the concerned teacher and the office are made aware of the student's condition and the appropriate procedures that make it possible to

care for the student while on campus.

It is also important to note that the child's emergency plan should be provided to the school.

ILLNESS AND INJURY (AT SCHOOL)

- If an illness, accident or injury occurs at the school, the office will be immediately notified.
- If it is a minor injury, it will be treated at the office and the child will go back to class.
- If it is more serious and requires parents or medical attention, we will make the student comfortable and contact the parents to come and pick up the child.
- If there is no response at home or at the parent's place of employment, we will call the emergency number provided on the Emergency Card.
- If no one can be reached, we will contact the family doctor for directions. (It is for this reason that the Emergency Card needs to be kept up-to-date).
- In case of a severe injury, needing immediate medical attention in the judgment of school staff, 911 will be called followed by calls to the parents/contacts listed on the Emergency Card.

COMMUNICABLE DISEASE

A communicable (contagious) disease is a disease transmitted through direct contact with an infected individual or indirectly through a vector that include but not limited to:

- Flu
- Chicken Pox
- Lice
- Strep Throat
- Measles

If a student is sent home with a suspected communicable disease, a note from the doctor will be required upon return.

If your child is kept home because of this, please report it to our office so that we may notify other students and parents.

Students suffering from a communicable disease, must be excluded from classes. Please refer to the Dallas County Health Division - Communicable Disease Reference Chart for the type of disease and the exclusion period from school.

It is strongly suggested that a child be kept home after a bout with the flu for at least 24 hours after his/her temperature returns to normal. Do not send your child to school with an elevated temperature.

If a student must stay in recess, or be excused from physical education, a note from their doctor must be given to the school, stating the reason and the length of time excused. Under normal circumstances, if a child cannot go out for recess, he/she should not be in school.

LUNCH & SNACKS

Parents are responsible for providing their children's daily lunch and snacks. As a reminder, we urge parents to provide a nutritious and well-balanced lunch for their children. Foods from the four (4) food groups with a non-carbonated beverage should be included - whole wheat breads & grains, meat, milk & dairy and fruits & vegetables.

We strongly discourage "junk" and "empty-calorie" foods. If a child learns good eating habits while

he/she is young, he/she will develop healthy eating habits throughout his/her entire life. Also, studies have shown that a "child's performance in school is directly affected by the types of food he/she eats". Students are not permitted to bring lunches to school that require it to be heated. Students are not allowed to use the microwaves.

Children will be expected to eat their meat/protein item with their beverage first, followed by the fruit item and finally their "cookie" or snack.

At Good Tree we encourage healthy eating habits.

Students are not allowed to order food via food delivery apps.

CHILD ABUSE & NEGLECT

We are required to report all cases of suspected child abuse or neglect to the Texas Department of Social Services. All school employees and volunteers are required to follow the guidelines of this law.

EMERGENCY PROCEDURES

SCHOOL EMERGENCY DISMISSAL PROCEDURES

School will remain in session until 3:30 PM unless:

- There is an emergency in the building
- Inclement weather develops after school is in session or

In case of early dismissal, parents or designated adult need to pick up the child. In this case, we will do our best to call and notify each family. In the event that the school is unable to contact someone at home, the school will contact the next number on file at school in the emergency card. In the event of fire or other disaster (May Allah forbid) an emergency plan will be followed to assure as much protection for the children as possible. Faculty and staff orientation includes training for such situations. Fire procedures are posted in each classroom.

SEVERE WEATHER

Good Tree Academy follows the guidelines of the Local ISD's, and other private schools concerning school closings. Good Tree families come from several surrounding cities, therefore, decisions about closure or delayed start are not based on Plano ISD only.

The decision to close the school is made as early as possible, usually before 6:30 a.m., or later if there is a sudden change in the weather. Notifications will be listed at:

- The Good Tree Facebook page: <https://www.facebook.com/GoodTreeAcademy>,
- Good Tree webpage: www.goodtreeacademy.org, and
- NBC 5 will have a status update no later than 6:45 am. There will be no direct contact between the school and each family.

Do not call the principal or teachers.

TORNADO WARNINGS & DRILLS

In the event of a tornado WARNING (a tornado has been sighted in the area), students will be escorted to a designated protected area until an "all clear" is given. Tornado drills will be conducted at our school, to

keep students apprised “of standard” safety protocols. Students will not be dismissed from school during a tornado emergency, even if the school day is over. If A PARENT INSISTS ON TAKING A CHILD WITH THEM, THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE CHILD’S SAFETY AFTER LEAVING THE BUILDING.

FIRE DRILLS

Fire drills will be conducted throughout the school year. The Principal/Staff will supervise these drills.

HOME AND SCHOOL RELATIONS

In order to provide an effective educational program Good Tree Academy strives to maintain close communication between the home and the school through some of the following means:

- Open House: All parents are encouraged to attend. This is a chance for parents to get acquainted with the school, teachers, our educational program, and school policies.
- Monthly Newsletter
- Emails
- Sycamore Education System (an online school communication program)
- International Day
- Reading Day
- Field Day
- Parent Teacher Conferences (held twice a year)

PARENT SUGGESTIONS

We welcome and encourage parents suggestions:

- Short Parent Surveys at different occasions
- Online Surveys
- General Body Meeting
- Email to administration

PARENT CONCERNS

Good Tree administration and the teachers will use email as the primary means of communication. All teachers’ emails are listed on the Good Tree Academy website. It is the intention of the Good Tree staff to respond to your email within 24 hours; please allow up to 2 business days before you contact the staff member for the second time or leave a message at the school office.

During the academic year, if misunderstandings between students, parents, and teachers arise, the following is a strategy that will allow, Insha’Allah, an open channel of communication between parents and the staff of Good Tree.

Step 1: Make an appointment with the teacher of your child to discuss issues and concerns. Please allow up to a *maximum of 2 business days* for an appointment to be scheduled. If you are not satisfied with the results from a teacher conference go to Step 2.

Step 2: Contact the school office and request a conference between yourself, the teacher, and the principal. The School office will contact you with the conference time and location. *Please allow a maximum of 5 days for the school office to establish a conference unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 3.*

Step 3: Please leave a message at the school office to bring the matter to the attention of the School Board through the principal. Please include your concerns and the results from the previous meetings. *Please allow up to seven days for a written response from the school board unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act.*

Step 4: If the matter is still not resolved, a face-to-face meeting may be requested with the Good Tree school board in order to reach a satisfactory resolve.

STUDENT CONCERNS OR PROBLEMS

Should a student have a specific concern, every effort will be made to resolve it on a one-to-one basis. The following are the steps for resolving a problem:

1. Student meets with teacher
2. Student and parent meet with teacher
3. Student and parent meet with teacher and Dean of Students
4. If no resolution is reached at these meetings, the school Principal will make the final decision, and the parents will be informed.

MESSAGES

The office will only deliver messages to students before 3:00 p.m. except in case of emergency. Every effort should be made to limit the number of messages to students.

GOOD TREE PARENT TEACHER ORGANIZATION (PTO)

Good Tree Academy is grateful to the numerous contributions made by PTO over the years, and highly encourages parents to join the PTO and get involved in their children's educational life, as well as support the school. Membership in the Parent Teacher Organization is open to any parent or teacher who has a committed involvement in Good Tree Academy. Membership standing is based on compliance with the purposes and basic policies of the organization. Please contact: pto@goodtreeacademy.org for further information regarding PTO policies and procedures.

The Parent Teacher Organization as a support system for the School is very essential. However, it is not a policy-making body and does not interfere with the management of the school. All functions carried out by the Parent Teacher Organization will be coordinated with and approved by the school Principal or designee.

GENERAL INFORMATION AND MISCELLANEOUS

HOLIDAY CELEBRATIONS

Good Tree Academy celebrates only the two Islamic holidays; 'Eid al-Fitr (after Ramadan) and Eid alAdha (during the Hajj season). The school calendar is available on www.goodtreeacademy.org, and we encourage our parents to subscribe to the official Good Tree calendar on our webpage.

The school does not permit the celebration of birthdays and non-Islamic holidays such as Halloween, Christmas, and Easter in school. However, the school may be closed during certain national holidays.

At the present time, the Academy does have a formal hot lunch program three times a week, provided by our PTO. Lunch menu is posted on the Good Tree webpage calendar www.goodtreeacademy.org. Students eat their lunch in the multi-purpose room or in their own classrooms.

HALL PASSES

All students are required to carry hall passes when leaving class unsupervised by a teacher. Students must remain in classes during scheduled lessons, and must not leave their desks without their teacher's permission. Other than cases of an emergency, students should not approach the office without their teacher's permission. Parents may be called only with the Administration's permission.

SALAH (DAILY AFTERNOON PRAYER IN CONGREGATION)

Salah is the second important pillar of Islam. Students must approach it with the proper degree of decorum.

- *Students should not loiter in the Wudu area.*
- *Students must enter the prayer area quietly and prepare to line up for prayer properly. Unnecessary conversation is discouraged.*
- *Students must obey and respect their supervisor teacher in charge for the day.*
- *After prayer students should not loiter, but return to class as quietly and as orderly as possible.*

JUMUAH SALAH ON CAMPUS

Good Tree Academy has Jumuah Salah on campus every Friday, during the school year in the Gym.

LAVATORIES

Students must observe the Islamic values of cleanliness in the restrooms. Students must not put paper towels in the toilets (only toilet paper is allowed). Boys must be seated when using the toilet.

Students may not throw soap into the toilet or on the floor; and make sure that the water is turned off after washing. Try to keep the restrooms as clean as possible. In Islam, "Cleanliness is a part of faith" .

USE OF GOOD TREE ACADEMY GROUNDS

Students involved in activities after school are not to be on school property unsupervised. It is a parental responsibility to bring children to activities and to pick them up on time. Parents are to make sure the

adult in charge of the activity is present before they drop their child off for an activity. The school is not responsible for the safety of any children on school property after regular school hours. However, the school requires a release form to be signed for authorized after school activities.

TEXTBOOKS

Textbooks are the property of the Good Tree Academy and are on loan to the students for the school year. Workbooks are consumable and are purchased for various subjects. Children are held responsible for the condition of all textbooks and library books checked out to them. All textbooks and library books must be returned in good condition at the end of the year. A charge will be assessed if these books are lost or damaged. The fine for damaged or lost books usually ranges from **\$15 to \$89** depending upon the cost and condition of the book. Parents must pay the school for replacement of lost workbooks. Fines that are not paid by the end of the year will result in the school withholding the student's report card.

LOST AND FOUND

Due to the similarity of many articles and supplies, it is very important that students identify their possessions clearly. Names should be marked plainly on all articles of clothing such as coats, gloves, hats, boots, and lunchboxes. All books should be marked legibly with the student's name so those lost articles may be returned to the student. Articles found on school premises should be taken to the Lost and Found in the designated area. Articles not claimed within two (2) weeks are donated to a local charity.

SUPPLIES AND MATERIALS

To help preserve the consumable materials and supplies, Good Tree Academy asks that parents supply extra pencils, loose-leaf paper, paste, crayons, markers, glue, notebooks and other materials for their child. At the beginning of the year, each teacher will give a supply list to the students. These supplies will need to be replenished periodically. Please encourage your child to take proper care of materials. We urge you to become familiar with your child's instructional materials. Parents in grades Pre-K through 3 may take turns providing snacks for their child's class.

STUDENT RECORDS

With prior arrangement, parents have the right to view their child's records. All student records are confidential and for school usage only.

Official school records will be sent to the receiving school at their request. Under certain circumstances copies can be made of student records and given to the parents or guardians for a nominal fee. The school should be notified in advance when a student is leaving.

Student records are transferred by fax or email. The parent or guardian will be asked to sign in an email an authorization form provided by the new school, to Good Tree Academy.

Transcript Request Policy

Please note that there is a \$50 fee for each official transcript request. This fee applies to all transcript requests made by families. Payment must be received prior to processing the request.

For more information on how to submit payment or to request a transcript, please contact the admissions office.

MIDDLE & HIGH SCHOOL LOCKERS

All lockers are the property of Good Tree Academy

- The administration will issue a locker to each student.
- Students new to Good Tree, after the first day of school, must see the Administration to obtain a locker.
- Students can retrieve lock combinations from the Admin when needed.
- Students are NOT to stop at their lockers between classes.
- Lockers are made available for students to store school supplies and personal items necessary for use at school.
- Lockers are to be kept clean with all of the items secured behind the locked door.
- Students will lose their locker privilege if they abuse the locker policy.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- At any time, the school administration can search lockers to assure the safety of the school. A student need not be present when his/her locker is being searched.
- Students are solely responsible for the contents of the locker.
- Students are not to share lockers or locker combinations with another student.
- Students have to buy the lock from school. Charged a \$10 fee per lock.
- Other locks are not allowed.

Clearance of Lockers

- All lockers will be cleared out at the end of the year.
- Any items left in the lockers will become school property.

HIGH SCHOOL

PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES POLICY

11TH/12TH GRADE

11th/12th: Students are permitted to bring their cellphones to school. However, to maintain an optimal learning environment, we kindly ask that cell phones remain turned off and stored out of sight during school hours. This policy ensures that there are no distractions during class and other school activities.

Bringing electronics and telecommunication devices such as tablets, smartwatches, and ear pods on campus is strictly prohibited, not even in backpacks.

Laptops are allowed only during study hall and used for college work purposes ONLY.

Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions, including detention, or suspension.

Violating the established policy will result in the following:

First offense- The confiscated cell phone/personal device (including a smartwatch) will be brought to the Principal office and must be picked up by a parent or guardian at the end of the day from the principal.

Second offense -The confiscated cell phone/personal device (including a smartwatch) will be brought to the front office, and a \$50 fee must be paid before the device is returned to the parent by principal.

Third offense and ongoing -The confiscated cell phone/personal device (including a smartwatch) will be brought to the front office, and a \$75 fee must be paid before the device is returned to the parent by the principal after 2 weeks.

Valedictorian Policy

- The valedictorian is the student from the graduating class with the highest overall Grade Point Average (GPA) across grades 9-12.
- The GPA is cumulative and is calculated based on all coursework completed at Good Tree Academy, including core classes taken through the Dual Credit Program at Collin College, as well as electives that fulfill high school graduation requirements.
- A student is ineligible to be ranked as valedictorian if they have received any suspensions during grades 9-12.
- The student must accumulate fewer than 5 demerit points during their junior and senior years.
- Eligibility Restrictions: To qualify for Valedictorian or Salutatorian status, students are prohibited from retaking any high school or dual credit classes. Additionally, students cannot withdraw from any dual credit courses with a grade of "W," as this will disqualify them from these honors.
- Transfer students who enter Good Tree Academy after the first semester of 9th grade from an accredited school, with transferable grades, will only be eligible for valedictorian if their final GPA is at least 0.2 points higher than that of a student who has attended Good Tree Academy for all four years of high school.
- The student must maintain a record free of any incidents of academic dishonesty. This policy applies to all coursework completed at both Good Tree High School and Collin College, ensuring that the student is upholding the highest standards of academic integrity throughout their educational journey.

Salutarian:

- The student with the second-highest overall GPA, who meets all the valedictorian eligibility criteria, will be designated as the salutarian.

Sashes/Cords:

Valedictorian Sash

Salutarian sash

Good Tree Sash

- All graduates

White cord:

- Distinguished- A minimum grade average of 90 (dual credit & high school)

Yellow Cord:

- Distinguished with Completion of CCCCD Core. A minimum grade average of 93 (dual credit & high school).

Blue Cord:

- Distinguished with Completion of Associate's Degree A minimum grade average of 95 (dual credit & high school).

Green/Blue cord 2 tone:

- Hifz ul Quran cord for finishing the Quran

Orange Cord:

- Seniors are eligible for a Community Service cord once they have accumulated at least **250 hours** of community service during 9th-12th Grade.

Red Cord:

- Donating blood to a blood bank

High School Graduation Plans

The following are the criteria for acceptance Dual Credit Program:

- ❖ 70% average of all subjects from 9th grade
- ❖ 70% average of all subjects from 1st semester of 10th grade
- ❖ No deficiencies in credits in any high school level subjects (9-12 grade)

Dual Credit | Advanced

The Advanced Graduation program is Good Tree's Standard Graduation program.

Students must be placed into College Level Math and English by the end of 10th grade through TSI testing.

A minimum grade average of 70% in 9-12th grade.

Must complete 4 credits of English, Math, Science, Arabic, electives, and Social Studies.

20 volunteer hours per year.

Distinguished

A minimum grade average of 90 (dual credit & high school) courses in 9-12th grade

Must meet all the requirements for the Advanced graduation program. Must complete 4 credits of English, Math, Arabic, electives, Science, and Social Studies.

20 volunteer hours per year.

Distinguished with Completion of CCCCCD Core

Complete the criteria set forth by Collin College

A minimum grade average of 93 (dual credit & high school) courses in 9-12th grade

Must meet all the requirements for the Distinguished graduation program.

20 volunteer hours per year.

Distinguished with Completion of Associate's Degree

Complete the criteria set forth by Collin College.

A minimum grade average of 95 (dual credit & high school) courses in 9-12th grade

Must meet all the requirements for the Distinguished graduation program.

Students are responsible for reaching out to the Associate's Degree office in Collin College to ensure they are meeting degree requirements and must apply for graduation at Collin College.

20 volunteer hours per year.

*****DISCLAIMER*****

All high school graduation program requirements, criteria for acceptance, dual credit policies are subject to change as deemed necessary by school administration.

Concurrent Dual Credit Contract

Purpose

The purpose of this agreement is to outline the terms and conditions under which the Student will participate in the Dual Credit Program to pursue an Associate's Degree while fulfilling the dual credit course requirements and Good Tree High School requirements as required by the state of Texas.

1. Program Description

- **Degree Pursued:** Associate's Degree AS/AA
- **Courses Enrolled:** Concurrent courses as advised by Collin College advisor
- **Requirements:**
 - Minimum cumulative 3.5 GPA and numeric average of 90%
 - No out of school suspension throughout 9th grade and 1st semester of 11th grade
 - No deficiencies in credits in any high school level subjects/dual credit classes (9-11th grade)

2. Responsibilities

Student Responsibilities:

1. **Enrollment:** The Student agrees to complete all required enrollment forms and comply with both High School and Collin College requirements.
2. **Academic Performance:** The Student commits to maintaining a minimum GPA of [3.5] and numeric average of [90%] in all high school and dual credit courses.
3. **Communication:** The Student agrees to communicate any issues or concerns with their high school counselor and college advisor promptly.
4. **Code of Conduct:** The Student must follow the code of conduct and academic integrity policies of both institutions.

High School Responsibilities:

1. **Support:** The High School will provide academic advising and support to ensure the Student meets the necessary prerequisites and academic requirements for the high school diploma.
 - a. **High school is not responsible for the selection of the concurrent courses and it's up to the student which courses they want to take starting the 11th grade spring semester.**
2. **Monitoring:** The High School will monitor the Student's academic progress and provide necessary interventions if academic performance declines.
3. **Permission forms:** The High School will sign off the concurrent courses which the student is requesting as long as the student meets the requirements.

3. Financial Responsibilities

- Tuition and Fees, Books and Supplies and Additional Costs will be the responsibility of the student's family.

4. Termination

This agreement may be terminated by Good Tree Academy:

- Failure to meet academic requirements and continuous behavioral issues

Dual Credit Program Requirements

Good Tree Academy offers dual credit courses in partnership with Collin College, allowing students to earn college credits while still in high school. The following policies outline the guidelines for participation in these courses:

Enrollment Guidelines

- **Course Availability:** Dual credit courses are offered each semester and may vary. Students are permitted to enroll in a maximum of three to four dual credit courses each semester.
- **Eligibility for Additional Courses:** To qualify for enrollment in a fourth or fifth course, students must maintain a cumulative average of 90% or higher across both high school and dual credit courses. Approval from the school counselor is also required.
- **Concurrent Dual Credit Courses:** Please refer to the contract guidelines. The purpose of the agreement is to outline the terms and conditions under which the student will participate in the Dual Credit Program to pursue an Associate's Degree while fulfilling the dual credit course requirements and Good Tree High School requirements as required by the state of Texas. Concurrent courses are not reported on the high school transcripts as they are not high school requirements.

Credit Earned

- **Credit Allocation:** Students who successfully complete dual credit courses with a grade of 70% or higher will receive one-half credit for each course.
- **Course Types:** Enrollment in Fast Track courses requires counselor approval. Wintermester and Maymester courses may only be taken as the sole course during that time and must be approved by the counselor due to extenuating circumstances.
- **Compliance with Policies:** All dual credit students must adhere to Collin College policies and procedures regarding Special Admissions.

Retake Policy for Failed Courses

- **Requirement to Retake:** If a student fails a high school or dual credit course that is a graduation requirement, they must retake the course. The highest grade attainable upon retaking is 70%.
- **Limit on Retakes:** Students may retake a maximum of two graduation requirement courses during their high school years (grades 9-12) to remain eligible for the Distinguished Achievement Program.

Dropping Dual Credit Classes

- Dual Credit students may drop classes in accordance with the drop policy established by Collin College. It is the student's responsibility to communicate and submit the appropriate paperwork for dropping dual credit classes. To initiate the process, students must complete the Drop Request Form and submit it to the College Guidance Counselor at least 72 hours prior to the drop deadline set by Collin College. This ensures adequate processing time by both the high school and college offices. Please note that the 72-hour period does not include weekends. Failure to adhere to the Good Tree Academy drop deadline will result in the student remaining enrolled in the class.
- Students have a limited period at the start of each term during which they can drop a class without incurring any penalty or having the drop recorded on their college transcript. These dates are clearly outlined in the syllabus for each collin college course.
- If a Dual Credit student is failing a class, they will be encouraged to drop the course prior to the Collin College drop date, as indicated on the Collin College calendar and course syllabus. Dropped courses will be recorded as a "W" on the college transcript and temporarily as a "W" on the high school transcript until the class is retaken and passed. After the designated drop date has passed, students may no longer drop the course and will receive the grade they have earned.

Collin College Statement on Cheating, Plagiarism, and Collusion

Collin College is committed to maintaining the highest standards of academic integrity. Students are expected to complete their coursework honestly and independently. Any form of academic dishonesty, including cheating, plagiarism, or collusion, is strictly prohibited and will result in disciplinary action.

1. **Cheating:** Cheating includes, but is not limited to, the use of unauthorized materials, devices, or assistance during exams, assignments, or projects. This also includes falsifying academic records or engaging in any other activities designed to deceive faculty or staff in the evaluation of academic work.
2. **Plagiarism:** Plagiarism occurs when a student presents someone else's work, ideas, or intellectual property as their own without proper citation. This includes using direct quotes, paraphrased ideas, or research from other sources without acknowledgment.
3. **Collusion:** Collusion involves unauthorized collaboration with others on assignments, projects, or exams that are intended to be completed individually. Students who share or exchange work with others inappropriately, or who assist others in such activities, are engaging in collusion.

Students found guilty of cheating, plagiarism, or collusion may face a range of consequences, including receiving a failing grade for the assignment or course, academic probation, suspension, or expulsion, depending on the severity of the offense.

Collin College encourages all students to seek guidance from instructors and academic resources when in doubt about proper citation, collaboration, or the academic expectations of their courses. Upholding academic integrity is essential for maintaining a fair and rigorous educational environment.

Valedictorian and Salutatorian Criteria

- Refer to the Valedictorian and Salutatorian policy

Course Retake Procedures

- **Location for Retakes:** Retakes of high school courses must be completed at an accredited institution. Exceptions include Quran, Islamic Studies, or Arabic courses, which must be retaken at Good Tree Academy through independent study.
- **Financial Responsibility:** All costs associated with tuition, books, and supplies for retaking courses are the responsibility of the student.
- **Transcript Reporting:** Retakes will be reflected in the student's GPA and numeric average with a maximum grade of 70%. The original failing grade will be removed from the GPA and numeric average but will be noted in the comments section of the transcript, indicating that the course was retaken to meet graduation requirements.

Important Reminders

- Failing more than two graduation requirement courses during grades 9-12 will result in immediate removal from the Distinguished Achievement Program.
- To be eligible for Valedictorian and Salutatorian status, a student cannot retake any high school and dual credit classes. The student cannot withdraw from any dual credit classes with an W. This will disqualify the student from the Valedictorian and Salutatorian status.
- The final grade for each subject must be 70% to receive credit for each course.

For questions or further clarification regarding dual credit courses and associated policies, please contact your school counselor.

High School GPA Scale-Standard, Honors, and Dual Credit and Advanced Placement (AP)

In order to receive credit for a class, a student must pass with a minimum of 70%. Credit is awarded on a semester basis. The final numeric average is weighted as follows:

	4.0	4.5	5.0
Numeric Average of Semester Grade	Standard Regular Classes	Honors	Dual Credit & Advanced Placement (AP)
97 & above	4.0	4.5	5.0
93-96	3.8	4.3	4.8
90-92	3.6	4.1	4.6
87-89.49	3.4	3.9	4.4
83-86	3.2	3.7	4.2
80-82	3.0	3.5	4.0
77-79.49	2.8	3.3	3.8
71-76	2.6	3.1	3.6
70	2.0	2.5	3.0
69-below	0.00	0.00	0.00

****DISCLAIMER****

All high school graduation program requirements, criteria for acceptance, dual credit policies are subject to change as deemed necessary by school administration.

Legal Notice & Limitation of Liability

This handbook is not a contract and does not guarantee continued enrollment. The policies and procedures outlined herein are subject to change at the discretion of Good Tree

Academy. The school reserves the right to interpret, modify, or discontinue any policy at any time without prior notice, based on the needs of the school community and in accordance with applicable laws and Islamic principles.

Good Tree Academy, its administration, faculty, and board shall not be held liable for any decisions made in good faith regarding academic placement, discipline, health-related protocols, or other matters affecting students. Parents and guardians agree, by enrolling their children at Good Tree Academy, to abide by the school's decisions and procedures as outlined in this handbook and any subsequent updates.