

Parent/Student Handbook

2023-2024



ZamZam Knowledge Academy

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Introduction

Welcome to ZamZam Knowledge Academy!

ZamZam Knowledge Academy is a private, non-profit school located in Daytona Beach, Florida. ZKA is the only available full time Islamic Educational Institution that is offering this type of education in Volusia and Flagler counties. It is managed under the direction of experienced and capable educators with educational degrees from accredited universities, exemplary work experience, and expertise that will be the seed for advanced educational institutes in the future. Our goal is to build a caring community of learners who have respect for the Creator, His creations, and the environment. Promote intellectual, social, emotional, and physical development of each learner. Encourage lifelong learning.

PHILOSOPHY AND GOALS

Our educational institution is designed to promote an environment where children can become independent, confident, strong lifelong learners with a strong sense of self. We are proud to offer a positive, child-centered environment that encourages a love of learning in a nurturing community. Our hope is to cultivate autonomy, a respect for others, a sense of belonging and an enthusiasm for exploration in every child.

This institute strives to;

- ★ Provide a quality education that will lead to academic excellence
- ★ Provide enrichment and a healthy social/emotional environment
- ★ Motivate all of our students to aim high and strive for excellence
- ★ Establish and maintain cooperation between the school, the home, and the community
- ★ Ensure our faculty/staff is qualified, competent, and flexible enough to meet the needs of all students in our care.
- ★ Continuously keep our skills/methods up to date and upgrade our talents through various professional development courses.

ADMISSIONS

Our facility admits all children regardless of race, color, religion, and national/ethnic origins. We have no entrance exam. If a parent/guardian has any educational, developmental, or social concerns about their child entering our facility, the Director will be available to discuss these concerns before the first day of school. It is beneficial to all that a positive and appropriate learning environment is established for every student.

APPLICATION PACKAGE AND DOCUMENTS

The application package consists of various forms that must be completed in full, signed and dated by the parent/legal guardian. Other documentation may include but is not limited to; birth certificate, most current immunization records as well as a physical health report from the state of Florida.

FEE SCHEDULE

Fee Type	Amount Per child	Who pays:
Registration	\$100 before May 31st	All except VPK ONLY
Registration	\$250 after May 31st	All except VPK ONLY
Art/Supply Fee	\$125	All except VPK ONLY
Uniforms	\$175	K and Up
Book Fee	\$300	K and Up
Testing and Technology	\$250	K and Up

**** With 100% Step Up of Family Empowerment Funding parents will still be responsible for \$350 (for the year) per child (K and Up); \$100 registration fee and \$250 differential, if registered before May 31st otherwise parents will be responsible for \$450 for the year; \$250 late fee and \$200 differential per child (K and up). Differential can be paid in 10 equal payments (Aug-May)**

Preschool: (must be 3 on/or before Sept. 1, 2023) and MUST be 100% potty trained
\$475/month (Mon-Thur 8:00 am to 3:00 pm, Fri. 8:00 am to 12:10 pm)
\$350/month (Monday-Friday 9:00 am to 12:10 pm)

VPK ONLY (Must be 4 on/or before Sept. 1, 2023) and MUST be 100% potty trained.

(M-F 9:00am to 12:10pm) Free

Quran, Arabic, Islamic Studies, Lunch (M-TH 12:15 pm-2:00 pm) \$70 a month

Quran, Arabic, Islamic Studies, Lunch, and Before care and Aftercare

(M-TH 7:30am-3:00pm; Friday 7:30-12:10 pm) \$125 a month

Kindergarten-5th Grade (M-Th 8:00-3:00; F 8:00 am to 12:10pm) \$680 per month for private pay families.

*****Dismissal will start at 3:00/12:10. Any students not picked up by 3:15/12:20 will be charged \$1 per minute, per child. After the 3rd offense in a nine week period, the late fee will increase to \$5 per minute, per child *****

LATE FEES

***Tuition fees are due the first of the month. Fees are due each month whether your child is in attendance or not as per the enrollment contract. Your child will not be admitted if tuition is not up to date and paid in full, prior to the beginning of the second week of the month. A \$10 per week late fee will be applied to your child's account and is brought up to date.

WITHDRAWAL POLICY

A fifteen (15) day written notice of intent to withdraw a student from the school is required. This will allow our office to notify the teacher(s) of the parent's or legal guardian's request. However, unless all school fees are paid in full, ZKA

will not release or transfer any student documents.

In order to withdraw from the VPK program, the parent/guardian must notify:

1. The elementary school office, and
2. The Early Learning Coalition of Flagler and Volusia Counties at 1-386-323-2400.

NON-DISCRIMINATION POLICY

Our facility does not discriminate or deny eligibility based on color, ethnicity, religion or country of origin. All rights, privileges, programs, and school activities are extended to all. We also do not discriminate in the administration of our educational and admission policies.

THE INDIVIDUALS WITH DISABILITY ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that requires each state to ensure that a free appropriate public education (FAPE) is available to all eligible children with disabilities residing in that state.

IDEA is designed to improve educational results for all children with disabilities. Therefore, it provides benefits and services to children with disabilities in public schools and requires school districts to make services and benefits available to children with disabilities enrolled by their parents in nonpublic (private) schools. The law includes language requiring state education agencies (SEAs) and local education agencies (LEAs) to ensure the equitable participation of parentally placed children with disabilities in programs assisted by or carried out under the equitable participation requirements that apply to them.

The LEA's obligations to parentally placed private school children with disabilities are different from its responsibilities to those enrolled in public schools or to children with disabilities placed in a private school by a public agency (rather than by parents) as a means of providing FAPE. Parentally placed children with disabilities do not have an individual entitlement to services they would receive if they were enrolled in a public school. Instead, the LEA is required to spend a proportionate amount of IDEA federal funds to provide equitable services to this group of children. Therefore, it is possible that some parentally placed children with disabilities will not receive any services while others will. For those who receive services, the amount and type of services also may differ from the services the child would receive if placed in a public school by the parents or in a private school by a public agency. LEAs are required to

consult with private school representatives and representatives of parents of parentally placed children with disabilities during the design and development of special education and related services for these children.

ARRIVALS AND DEPARTURES

Arrival:

- All students must have a drop-off/pick-up authorization form on file.
- The teachers will be ready to start class at 8:00am for grades K and up, 9am for preschool and VPK.
- Attendance sign-in VPK: Upon arrival, please record time and signature on your classroom attendance sheet in the appropriate class binder for VPK.
- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. When your child is late, **parents must come in to sign your child in.**

Dismissal & Pick-Up

- Dismissal is at 3:00 pm Mon-Thur/ 12:10 Fridays for grades K and up. If for any reason parents or authorized persons cannot pick up the child(ren) at the prescribed time, it is the parent's responsibility to notify the school's office immediately. Our administrators will NOT release students to unauthorized persons without verbal or written permission from parents/guardians.
- Attendance sign-out VPK: Upon dismissal, please record time and signature on the classroom attendance sheet in the appropriate grade binder for our VPK.
- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. **A \$1 per minute, per child charge will be assessed if a student is not picked up by 3:15 pm Mon-Thur and 12:20 pm on Fridays. After the 3rd offense in a nine week period, the late fee will increase to \$5 per minute, per child.**

CHILD PICK-UP PROCEDURES FOR VPK

When picking up your child, please sign out and notify the teacher that you are leaving. It is imperative that a parent/guardian completes the sign in/out sheet for

his/her child every day. This is our attendance sheet and is necessary in the event of an emergency.

Unless the teacher is engaged with a group of children, please inquire about the day your child has had. Only those people authorized, in writing, by the parent or guardian may pick up a child from the center. The center must be notified in advance if someone other than a parent will be picking up the child, and this person will be asked to present identification. Under no circumstances will a child be released to anyone without prior written permission.

CHILD PICK-UP PROCEDURES FOR K-5

When picking up your child early, please notify your child's teacher or the principal that he/she will be leaving early and you must come in to sign them out. Only those people authorized, in writing, by the parent or guardian may pick up a child from the center. The center must be notified in advance if someone other than a parent will be picking up the child, and this person will be asked to present identification. Under no circumstances will a child be released to anyone without prior written permission.

SICK POLICY

Because germs spread quickly in a school environment, all students/staff stay healthier when the sick person stays home. **IF YOUR CHILD IS NOT WELL ENOUGH TO FULLY PARTICIPATE IN ALL ACTIVITIES OF THE DAILY SCHEDULE, PLEASE KEEP THEM AT HOME.**

- Please remember the 24 hour rule: any child who has shown signs of illness in the previous 24 hours **MAY NOT ATTEND CLASS**
- Fever Free; children should be fever free for 24 hours **without** the use of fever-reducing medication.
- Antibiotics; children should be on antibiotics for at least 24 hours before returning to school. We strictly adhere to the health department regulations for children and staff to protect the health of all involved.
- Parents **MUST** notify administration immediately if a child:
 - Is diagnosed with ANY communicable disease including but not limited to strep throat, pink eye, lice, pinworms, etc..... Notification is critical so that our staff can inform parents within your child's

classroom of symptoms to look for. Please remember we will NEVER release the name of the child or family involved.

○Please let us know if your child is taking any medications as they may affect their behavior.

If your child should become ill while at school, staff will notify parents/guardians ASAP as well as isolate the child in a comfortable, supervised place until he/she can be picked up. A parent/guardian will be notified if one or more of the following symptoms is/are present in a child and will be asked to pick up that child:

- Temperature higher than 100 degrees F
- Loss of appetite
- Vomiting or nausea
- Red, pink or crusted eyes
- Stomach ache
- Earache
- Diarrhea
- Rash or infection of skin
- Thick or greenish mucus from nose
- Loss of energy/falling asleep

ABSENCES

Please make every effort to notify your child's teacher or the principal if your child is going to be absent. After 3 absences this facility will have the discretion to require that those absences be accompanied by a doctor's verification of illness and a release that they are able to return to school. The legitimacy of cause for being absent will be determined by the Director. Any or all written excuses may be submitted to the Early Learning Coalition serving Volusia County. Any absence without documentation will be considered as unexcused. The intent/purpose of this policy is to encourage attendance and decrease interruptions in the student's learning process.

MEDICATIONS

Before any medication can be administered by a trained staff member a “Medication Authorization Form” must be completed by the student’s parent/guardian AND physician. A copy of this form can be obtained from any staff member.

GUIDANCE/DISCIPLINE POLICY

Part of our philosophy is to foster a safe and positive learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility.

Our Code of Conduct and Discipline defines student rights and responsibilities as well as violations of conduct, which can lead to disciplinary responses up to, and including, expulsion. The purpose of our code is to make available to school personnel, students, and parents/guardians the rules governing student conduct and discipline adopted by the School Board of Volusia County in order to ensure that:

1. All students should understand what behavior is expected of them as well as the order of consequences for misbehavior
2. Students will be assured of fair and consistent treatment and will understand the procedures for discipline and appeal.
3. Our school will identify students in need of additional behavioral support and provide positive interventions matched to their needs.
4. Our school will inform parents/guardians if more intensive, positive based behavioral interventions are required.

Behavior Expectations

- A. Students will come to class prepared and fully participate in class activities.
- B. Students will follow the teachers’, principal, and staff directions including class rules.
- C. Students will not interfere with the teachers’ right to teach other students and their right to learn.
- D. Students will not engage in any behavior that violates the school or personal rights of others.

The classroom teacher will be responsible for primary student discipline. When a problem arises, the teacher will model appropriate behavior, teach peacemaking skills, and present stories or scenarios that reinforce the desired behavior.

Teachers, staff, and adult volunteers may enforce appropriate disciplinary measures that may be taken including:

*Verbal reminders

*Redirection

If there is a specific circumstance that needs attention the teacher will follow these procedures:

1. The teacher will observe and document the child's behavior.
2. The teacher will discuss the child's behavior with a parent/guardian and inform them of learning-based strategies; the teacher will implement after discussing with the principal what options are available.
3. The teacher will follow up with the parent/guardian about how these strategies are influencing the behavior.
4. If the concern should persist, a conference will be held with the teacher, parent, and principal to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable efforts to work with the child and his/her family to resolve behavioral concerns.

Repeated severe problems may result in excluding the child from attending our center.

BITING POLICY

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. Our staff understands that biting, unfortunately, is a part of an early learning environment. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

*When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

*For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The “Injury Occurring at School” form is filled out documenting the incident.

*For the child that bit:

1. The teacher will firmly tell the child “NO! DO NOT BITE!”
2. The child will be placed in time out for no longer than the child’s age (one year old = one minute).
3. The parents are notified.
4. The “Parent Contact Form” is filled out documenting the incident.

*When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

*When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to find a more appropriate setting for the child.

*If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

*If a child bites twice in a 4 hour period, the child will be required to be picked up from class for the remainder of the day. This will not count towards the 2 day suspension.

CHILD ABUSE POLICY

All school staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Children and Families (DCF) or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

LUNCH AND SNACKS

Parents should send all snacks and lunches, drinks/drinking cups in a lunch box labeled clearly with each child's name on the outside of the lunch box. Please use a thermos to keep food warm, if necessary. **Staff will not heat food [snacks or lunches]**. We encourage parents to promote good eating habits by sending in nutritious/healthy choices for both snack and lunch. **NO candy is allowed**, it will be returned home with a note reminding families they are not allowed as it is not a healthy choice. Peanut butter and other nut based food items are also not allowed due to possible allergies in the school. Please refer to the Safe Snack Guide at SnackSafely.com if you have any doubt about what is acceptable.

Also, no home baked items can be accepted unless accompanied by an ingredients list and need to be packaged properly to ensure sanitary conditions are met. Packaged items are preferred since they are sealed and contain a clear, concise list of ingredients.

DRESS CODE

★ Students are required to wear collared, plain (no stripes or designs) polo shirts, that are either short or long sleeve

★ Dark blue, black, or khaki (tan) long pants, skirt (with leggings), or jumper/polo dress with shorts underneath

★ Please remember to label any clothing item your child brings to school (i.e. sweaters, jackets, coat).

★ Your child should be dressed for active and participatory play. We do not want their creativity hampered because they are wearing clothing that cannot get dirty.

★ Your child should wear sturdy, protective, closed toe shoes that will enable them to run, climb, and play with ease. Sandals, flip flops, or open toe shoes are not appropriate.

★ Most days the children will have outside playtime so please dress your child accordingly.

★ In school, at all times, each child should have at least one set of seasonal clothes that fit in case a change of clothes is needed. Please place them in a ziploc bag, clearly marked with your child's name.

HOLIDAYS

Please note, NOT all federal holidays will be observed by our school. Please check the School Calendar.

EMERGENCY CONTACTS

At enrollment, parents will provide Emergency Contact information. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from our facility. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached. Should the staff contact a parent, and if the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in termination from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child. The persons on the Emergency/Alternate pick-up form will be required to provide a valid driver's license to verify identity prior to the school releasing the child. A photocopy of their drivers license will be taken, there will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only Custodial parents have the right to make changes or additions to this form.

VOLUNTEERS/FAMILY INVOLVEMENT

Our school believes that parental involvement is a critical element of effective schooling. We are committed to ensure that parents have every opportunity to be involved in all aspects of their child's education. Check with your child(ren's) teachers or the school's office for ways of volunteering your services.

EMERGENCY PLANS

EMERGENCY PROCEDURES

Medical Emergencies:

The following measures must be taken by any staff member who is a witness to/victim of medical emergency on school grounds:

- ★ Get another adult to help you assess the victim's condition
- ★ DO NOT move the victim if there is any chance of broken bones
- ★ Designate, by name, someone to call 911 if it is decided it is a serious emergency
- ★ Direct a third adult to care for the other children in the area,
- ★ Reassure the other children and remove them as far as possible from the scene
- ★ If and when possible, bring the victim into the school for First Aid; if the victim is a student call the parent/guardian as soon as possible to inform them of the child's condition
- ★ Make the person comfortable and apply simple assistance to stop bleeding, apply ice, cover with a blanket if in shock, etc...
- ★ Check child's/staff's emergency card for relevant information
- ★ DO NOT give any medications by mouth or apply disinfectant salve, ointment, etc...
- ★ Fill out an incident report form and inform the remaining staff and administration.

EMERGENCY PLAN: FOR SEVERE WEATHER, HAZMAT, BOMB THREAT AND LOCK-DOWN

★ **Pre-Emergency:** In the case of an emergency evacuation requiring students to be moved from one location to another; whatever faculty/staff transportation is available will be used and parent/guardian will be contacted immediately.

★ **Code Green;** There must be an emergency preparedness/evacuation drill conducted once a year for such situations: inclement weather (tornadoes/hurricanes)

★ **Code Blue;** bomb threat

★ **Code Yellow;** toxic spill near the school/Hazmat involved

★ **Code Red;** lockdown of the facility due to an outside threat

★ **During an Emergency:** All staff will be notified and children will be walked to designated areas. The last to leave the facility will be the Director/Asst. Director. Teachers should bring a copy of the students' roster with them and take attendance ASAP to ensure all students are accounted for and report any missing student(s) immediately.

★ **After the Emergency:** All parents/guardians will be notified by telephone, if possible, of the location of their child. All students will be kept at the specified location with faculty/staff employees until they can be picked up by parent/guardian.

FIRE DRILL: A monthly fire drill will be held without notification. Teachers will immediately line up their students and walk outside of the building regardless of the weather. All students are to remain in the safety zone with their teacher away from the building until an all clear notification is given. In the event of an actual fire the following will take place:

Fire alarm will sound

Everyone must immediately move to the assigned safety zone. When outside 911 will be called. Everyone is to stay in the safe zone until the fire chief declares all danger has passed.

In case of a **bomb threat** the same actions will be taken.

INCLEMENT WEATHER

In case of inclement weather, please tune into local radio or television stations for school closings. Our school will follow the mandates of the Volusia County School System. You can also download the VCS website/app for current updates.

INJURIES

The staff work very hard to keep children safe and well, however, occasionally typical childhood accidents, such as bumps, scrapes and falls, occur while in care. Staff will tend to minor injuries that can be adequately dealt with by using soap, water, antiseptic solution, ice and bandages. An injury report will be completed to inform you of the type of injury, location on the child's body, how the injury occurred, where the injury occurred, treatment and child's reaction to the injury. Please sign the injury report and leave it with your child's teacher. If you would like a copy of the report, check the box on the form indicating so. Parents will be notified of accidents requiring more extensive intervention.

If your child becomes injured while at our facility, these steps will be followed:

- The seriousness of the injury will be assessed.
- First-aid will be administered. If necessary emergency personnel will be contacted.
- If necessary, parents will be contacted.

Persons listed on your emergency form will be contacted if we are unable to contact you. It is essential that you notify the staff if you are not going to be at your regularly scheduled work or training site, and leave an alternate phone number. Arrangements will be made to have the child taken to the emergency room if necessary.

You or the person you designate (must be on emergency form authorizing them to pick up) must pick up your child as soon as possible if you are called. After a medical evaluation and treatment are administered, please contact the school to inform us of your child's status.

This facility is not responsible for the payment of fees such as medical or ambulance fees that may be associated with an injury that occurs on the premises.

FIELD TRIPS

Field trips are an important part of our program. They expand a child's experience through a variety of learning opportunities. The majority of our field trips are

in-house field trips (experiences that come to the school). On some occasions students may take a walking field trip or off site trip. Prior to any off site field trip parents will be required to fill out a permission slip.

Classroom teachers will notify parents when these special events will be taking place.

TAKING OF PHOTOS

Please know that at our facility we are photo happy. We take photos for projects, slide shows, learning and development, marketing, our webpage, etc. By registering your child at this facility, you understand that your child will be photographed or videotaped for special events on a regular basis. If you choose not to want your child(ren) involved in any photo releases please be sure to check “no” on the photo release form and we will honor your request.

Prescription Medication Authorization Form

(to be filled out by parent or legal guardian)

The parent/guardian of _____ ask that school staff give the
Child's Name
following medication _____ at _____ to my
Name of Medicine and dosage Time(s)

child, according to the Health Care Provider's signed instructions on the lower part of this form.

The Academy agrees to administer medication prescribed by a licensed health care provider. It is the parent/guardian's responsibility to furnish the medication. The parent agrees to pick up expired or unused medication within one week of notification by staff.

Prescription medications must come in a container labeled with: child's name, name of medicine, time medicine is to be given, dosage, and date medicine is to be stopped, and licensed health care provider's name. Pharmacy name and phone number must also be included on the label. **Over the Counter medications** must be labeled with your child's name. Dosage must match the signed health care provider authorization, and medicine must be packaged in the original container.

By signing this document, I give permission for my child's health care provider to share information about the administration of this medication with the nurse or school staff delegated to administer medication.

Parent/Legal Guardian's Name _____

Parent/Legal Guardian Signature _____

Date _____

Work Phone _____ Home Phone _____

Health Care Provider Authorization to Administer Medication in School

Child's Name: _____ Birthdate: _____

Medication: _____

Dosage: _____ Route: _____

To be given at the following time(s): _____ Special
Instructions: _____

Purpose of medication: _____ Side
effects that need to be reported: _____

Starting Date: _____ Ending Date: _____ License
Number: _____ Phone No: _____ Date: _____

Signature of Health Care Provider with Prescriptive Authority:

Excused Absence Form

Date _____

Please excuse my child's absence on _____/_____/_____ (date).

_____/_____/_____ (date).

My child was absent because:

____ compliance with a court order (e.g. visitation, subpoena, etc.) Must attach documentation.

____ hospitalization of the child. Must attach documentation.

____ illness or injury of the child requiring bed rest.

____ medical appointment (doctor, dentist, etc.) Must attach documentation.

____ other (please specify) _____

Student Name: _____

Parent Name: _____

Approved by (classroom teacher): _____

Approved by Director: _____

Volusia County Schools

Voluntary Prekindergarten Parent Agreement

Please read and **initial** each item.

As a Parent/Guardian I will:

_____ ensure that my child misses no more than 36 days of the scheduled 180 days of the program. I understand that my child may be withdrawn from the program upon the 37th absence.

_____ submit a written excuse each time my child is absent. For each absence beyond 18 absences the school has the discretion to require a doctor's excuse or other documentation identified in School Board Policy 215.

_____ see that my child arrives promptly and is picked up on time.

_____ sign my child in and out of the program at the location designated by the school. _____ sign and promptly return the Verification of Student Attendance form at the end of each month.

_____ ensure that my child takes the statewide kindergarten screening, regardless of whether the child is admitted to kindergarten in a public school or nonpublic school.

As a Parent/Guardian I understand:

_____ enrollment in the program is voluntary and that for the duration of the child's enrollment, the family will adhere to School District Policy 215. A written copy of the Policy has been received.

_____ transportation is not provided by the district for the Voluntary Prekindergarten Program.

_____ my child is expected to behave in accordance with the school district's Code of Student Conduct and discipline.

_____ VPK students may be reassigned to another class or school if program attendance declines. _____ extended absences from the program will result in the loss of my child's VPK enrollment.

_____ my child will attend kindergarten in the school for which the family's residence zones them, unless granted a waiver.

_____ the VPK program is not considered a part of the Free and Appropriate Public Education (FAPE). If my child has an active Individual Educational Plan (IEP) and receives Exceptional Student Educational Services, these services will not be provided through the VPK program. Americans with Disabilities Act (ADA) and Section 504 Plans still apply.

I have read, understood, and affixed my initial next to each item listed above.

Child's Name _____

Parent/Guardian Signature _____

Date _____

Standards of Ethical Conduct

(adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 3. Shall not unreasonably deny a student access to diverse points of view.
 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 6. Shall not intentionally violate or deny a student's legal rights.
 7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 8. Shall not exploit a relationship with a student for personal gain or advantage.
 9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement

All instructional personnel and administrators are required as a condition of employment to complete training on these

standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the Director. Reports of misconduct committed by administrators/Director should be made to the Board of Directors. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted at the entrance, and on our website at zamzamacademyfl.weebly.com

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)