

Parent Handbook

2026–2027

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I - Vision, Mission, and Wellspring Model of Education

Vision

Learners master their talents and skills to reach their maximum potential.

Mission Statement

To provide fun learning experiences rooted in inquiry and creativity that allow for discovery and development of talent.

Wellspring Model of Education

The Wellspring Model emerged to solve the problem of untapped human potential. Its architect, Shakiel Humayun, a seasoned entrepreneur, recognized sparks of brilliance in job interviewees, including those who doubted their abilities.

Motivated by these observations, Shakiel set out on a mission: to establish a route for individuals to uncover and nurture their latent talents from a young age. Leveraging his background in education, entrepreneurship, and Islamic sciences, he envisioned a transformative educational paradigm.

This vision materialized into an educational framework that champions inquiry and critical thinking as tools for talent discovery. Creativity became the cornerstone of instruction, with principles rooted in the teachings of the Qur'an and Sunnah. This educational journey started early, ensuring that learning was not only informative but also enjoyable, inspiring, and practical.

In 2011, Shakiel founded the Wellspring Schools in Queens, NY at NYCMC and began implementing this model.

In this supportive atmosphere, a culture of excellence blossomed among both students and educators. Literacy rates surged beyond grade-level expectations. Creative thinking and problem-solving became instinctive. The Qur'an echoed wherever the students went, and behavior was guided by Islamic values. The exploration of entrepreneurship and technology further propelled individuals towards their maximum potential.

Identifying and nurturing talent early on can help set the stage for future success, as it encourages young individuals to develop a growth mindset, resilience, and the ability to overcome challenges in pursuit of their goals

Notice of Non-Discrimination

The Wellspring Schools does not discriminate based on race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities. The Creative Director is designated to handle inquiries regarding the non-discrimination policies.

Educators

Wellspring Elementary classrooms are supported with two qualified dynamic educators, the Lead Educator, and the Assistant Educator.

Our educators understand American and Muslim dynamics and are able to navigate across diversified strata of students and parents. Our educators maintain a safe, positive, loving, respectful, and an intellectual environment for their students to thrive, and they also possess the capacity to provide each student with the attention and educational needs they may require.

Creative Directors

The Wellspring Schools is run by two Creative Directors: the Creative Schools Director and the Creative Education Director.

The Creative Schools Director will oversee our entire educational program and school operations.

The Creative Education Director will be responsible for maintaining excellence in lesson planning, creative instruction, classroom management, and assessments, ensuring that our educators receive the best training and our students receive the best education possible.

Wellspring's Positive Learning Environment

All members of the learning community (students, staff, parents, and community) are essential to creating and maintaining a **positive** learning environment for students. Wellspring is committed to having each student immersed in a positive learning environment by ensuring that:

1. The school environment is physically, socially, and emotionally safe for everyone.
2. Clear expectations and appropriate consequences are established.
3. Expected behaviors will be communicated, taught, and modeled continually throughout the school year.
4. A systematic assessment is conducted to ensure successful implementation.
5. Conflicts are handled with respect for the rights of all who are involved.
6. Discipline is personalized and designed for what works best for each student.
7. There is no shaming (public or private) or belittling children.
8. The staff protects the rights of all children.
9. Corporal punishment is never used on a child.
10. Parents are informed about their child's behavior.

The Role of Parents

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged: to show an enthusiastic and supportive attitude toward school and education; to build a good working relationship between themselves and their child; to teach their child self-respect, respect for the law, respect for others and for public property; to insist on prompt and regular attendance; to listen to the views and observations of all parties concerned; to recognize that educators merit the same consideration and respect that parents expect from their child; to encourage their child to take pride in his/her appearance; to insist that their child promptly bring home all communications from school; to cooperate with the school in jointly resolving any

school-related problem; to set realistic standards of behavior for their child and resolve to remain firm and consistent; to help their child learn to deal effectively with negative peer pressure; to provide a place conducive for study and completion of homework assignments; to demonstrate desirable standards of behavior through personal example; to foster a feeling of pride in their child for their school; to provide support and positive reinforcement to their child. Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

Parental Involvement

Researchers have evidence of the positive effects of parental involvement on children, families, and school when the school and family continuously support and encourage the learning and development of children. Wellspring encourages parents to create a home environment that supports their learning and become involved in their children's education at school and at home. The Wellspring Model diverges from the traditional Parent-educator Association approach. Instead, Wellspring fosters a school-family dynamic, involving parents, educators, administrators, staff, and students in the educational journey. The school-family dynamic also ensures that each individual has an independent and equal voice, rather than allowing a vocal minority to overpower or represent the silent majority. This inclusive approach promotes a balanced and harmonious environment within our educational community. This model facilitates parental engagement through an organized protocol, aligning parents' strengths and expertise with the school's needs. The objective of this parental involvement model transcends mere social club creation; it aims to advance the school's vision and mission in a targeted manner that benefits the entire school community.

Curriculum

Wellspring implements the New York State Next Generation Learning Standards for its academic subjects. Higher-order/critical thinking is integrated through thought-provoking activities and questions in each subject. The curriculum is further enriched by the use of multimedia and manipulatives to allow students to discover and develop their talents.

Mathematics

Mathematics at Wellspring uses an investigation-based process. This approach is designed to:

1. Support students in making sense of mathematics to ensure they can be mathematical thinkers
2. Emphasize reasoning about mathematical ideas
3. Personalize learning to engage the range of learners in understanding mathematics
4. Focus on computational fluency
5. Provide substantive content with connections in the areas of mathematics
6. Deliver hands-on experience
7. Provide challenging materials derived from multiple resources

Science

Science at Wellspring is an exploration through discovery activities; a process for producing new knowledge. The science curriculum is designed to advance scientific knowledge by having students

observe objects and events, think about how they relate to what is known, test their ideas in logical ways, and generate explanations that integrate the new information into an understanding of the natural and designed worlds. Students then apply their understanding to solve real-world problems. Thus, the scientific enterprise is both what we know (content knowledge) and how we come to know it (science practices).

The best way for students to appreciate the scientific enterprise is to learn important scientific and engineering concepts, develop the ability to think well, and to actively participate in scientific practices through their own investigations and analyses.

Literacy

Students' literacy strategies in reading and writing are implemented with personalized learning to adapt to each student's developmental pace. Students learn reading and comprehensive strategies through interactive and engaging methods.

Social Studies

Social studies is an exciting journey around the globe. The curriculum provides our children with a well-rounded awareness of their self, environment, and the international community. Students enjoy social studies through project-based learning and creative activities.

Arabic

Wellspring understands the importance of languages for our students. Arabic is the second language learned at Wellspring. Students become bilingual beginning in Pre-K where they start to speak, write and understand the Arabic language.

Islamic Studies

Islamic Studies at Wellspring is a uniquely designed curriculum that focuses on the development of the student's beliefs, worship, manners, and history.

Art

Students in elementary and middle school attend art class for one 60-minute class per week. Many different art forms and techniques are taught, including painting, drawing, and working with clay. Students also learn how artists work, and how the creation of artwork helps us to understand people and past cultures. It is often recommended that children, especially in the younger grades, wear smocks or old clothes. Projects that involve painting and clay can be particularly messy. Materials such as cereal boxes and paper towel tubes may be asked for during the year. Expect projects to be brought home at various times during the year. The artwork is also displayed throughout the building.

Technology

Technology at Wellspring is innovative, cutting edge, integrated into the content areas, and provides students with valuable technology skills upon graduating. Wellspring's technology resources assist students with deepening and presenting their knowledge and comprehension. Throughout the school year, students engage with technology to collect and record data; collaborate with students, educators, and experts around the world; and create, publish, and present new knowledge.

Students have the opportunity to engage in online and blended learning opportunities as well as project-based activities, game-based learning, exploration and research, and assessment. Technology begins in pre-kindergarten where they are taught the basics of computer hardware and software. As students proceed through the education, they are exposed to word processing, desktop applications, internet, web design, computer coding and programming, information technology, 3D modeling, and artificial intelligence.

Entrepreneurship

Entrepreneurship empowers students to identify problems and create cutting-edge and innovative solutions that can positively impact people's lives. Entrepreneurs drive innovation, job creation, and economic growth. To ensure the next generation of leaders and job creators, Wellspring supports entrepreneurship. While we don't believe each student should become an entrepreneur, we do support students having an entrepreneurial spirit. Entrepreneurship helps students gain proficiency in professionalism, public speaking, critical thinking, problem-solving, and the confidence to make an impact in their classroom and the world.

Textbooks and Curriculum Resources

All students will be provided with texts and other curriculum resources that assist students in meeting the grade-level standards.

II - Administrative Policies

Wellspring Schools Communication Protocol

The Wellspring School has established a Customer Service team that is responsible for processing and resolving questions, concerns, complaints, and other communications from parents/guardians/caregivers. In the absence of an emergency or other exigent circumstance, parents/caregivers/family members communicate any questions or concerns regarding their child's education to the Wellspring Schools' customer service team, which team will provide a response within three (3) business days.

School Office Hours

Official school hours for all students are Monday-Friday 8:00 a.m. – 2:50 p.m. The Wellspring School's main office is open from 8:00 a.m. to 4:00 p.m.

School Arrival, Dismissal, and Pick-up Procedures

For the 2026-2027 school year, The Wellspring Schools will open for students at 7:30 a.m. Students who arrive at school after 8:10 a.m. (regardless of reason) are considered late and it will be denoted as such on their official attendance for the day.

Regular dismissal will take place at 2:50 p.m. During regular dismissal, parents should come to the 90th Avenue entrance to retrieve their child. A security officer stationed at the main entrance will call for your child/children to meet you outside.

Once the school day has concluded, all students must leave the school building.

Parents and guardians are authorized to pick up students. No other person is allowed to pick up a child. Wellspring students are not allowed to leave school or ride home with unauthorized adults. Parents have a **10-minute grace period** after dismissal. After that, a **\$10 fee per additional 10 minutes** will be applied.

Late Pick up

Educators should be informed about early or late pick up via email. In the case of an emergency, please follow the procedure listed below:

1. Call the school. If no one answers, you can leave a voicemail.
2. Email the school at Office@nycmuslimcenter.org
3. Come to school and inform security.

Note: Students will be handed over to security after 3:00 pm.

Admissions, Enrollment, and Re-enrollment

Admissions Ages

3K	3 years old before December 31st		
Pre-Kindergarten	4 years old before December 31st	Grade 6	11 years old before December 31st
Kindergarten	5 years old before December 31st	Grade 7	12 years old before December 31st
Grade 1	6 years old before December 31st	Grade 8	13 years old before December 31st
Grade 2	7 years old before December 31st	Grade 9	14 years old before December 31st
Grade 3	8 years old before December 31st	Grade 10	15 years old before December 31st
Grade 4	9 years old before December 31st	Grade 11	16 years old before December 31st
Grade 5	10 years old before December 31st	Grade 12	17 years old before December 31st

Admissions Protocol

In order to be considered for admission, one should visit our website to learn about our school and its model. Once a family has decided to apply to Wellspring, an application found only on our website should be completed. Upon receipt of the application, a school representative will contact the family to schedule an assessment for the student and a symmetry interview for the parent. A final decision regarding admission will be made after the student's assessment and symmetry interview with the parent.

Enrollment Policy

Once accepted, families who wish to enroll their children must submit the following items: Immunization records, health forms, birth certificate, report cards and/or transcripts (for high school students only), Home Language Questionnaire, Lunch Form and any specialized instruction information including IEP or Section 504 documentations.

Re-enrollment Policy

Re-enrollment takes place in the spring semester of the preceding year. Parents wishing to re-register their child should complete the re-enrollment form and pay the first installment for the next year.

Re-enrollment Criteria

The school administration reserves the right to reject the re-enrollment of any student if it is deemed necessary and in the best interest of the school. The rejection of a student for re-enrollment is not a “disciplinary” action and as such, the failure to re-enroll a student who previously attended the Wellspring School is not a “dismissal” or “discharge” within the meaning of the student discipline procedures contained below in this Handbook.

Listed below is a non-exclusive list of the criteria that the Wellspring School may consider for re-enrollment:

1. Whether the student is in good academic standing
2. Whether the Wellspring School is a “good fit” for the child, based on the child’s academic, social, and behavioral profile
3. Whether the student is in good behavioral standing
4. Whether the student has a good attendance record
5. Whether good home support is evident
6. Whether parent/guardian/caregiver has complied with the expectations set forth in the Wellspring School’s Parent Agreement and Code of Conduct.
7. Whether parent/guardian/caregiver have complied with enrollment and/or deposit deadlines and/or any other enrollment procedures established by the Wellspring School.

In the event that the school administration denies re-enrollment to a child, the Wellspring School shall refund any deposit paid by the parent for the year in which the child was denied only.

Additional Student Enrollment/Tuition Contract Renewal Stipulations

Parents should understand that adherence to the guidelines outlined in the Parent Agreement and Code of Conduct in this Handbook is essential for maintaining enrollment of their child at The Wellspring Schools. Failure to comply with these guidelines may result in the revocation of the student's admission at any time, as determined by the school administration. Our commitment to providing a safe and positive learning environment necessitates the cooperation of all members of the school community. Parents are responsible for ensuring timely payment of tuition fees as outlined in their contractual agreement with The Wellspring Schools. Failure to make payment by the specified due date may result in the discharge of their child from continuing enrollment at the school or declined re-enrollment.

Transferring Schools

If families choose to no longer have their children attend Wellspring, they should notify us as soon as possible via an Exit Form. Please make arrangements with the new school to request official school documents from us or parents must complete a records release form.

Payment of Tuition and Fees

There are three tuition plans available for the 2026–27 school year:

1. Discounted Rate (\$530 Discount) – \$8,745 paid in 1 payment

- Payment 1: \$8,745 due at re-registration online by **March 15th, 2026**

2. Standard Rate – \$9,275 paid in 3 payments

- Payment 1: \$1,500 due at re-registration online by **March 2nd, 2026**
- Payment 2: \$3,887.50 due by **July 15th, 2026**
- Payment 3: \$3,887.50 due by **October 15th, 2026**

3. Deferred Rate – \$9,535 paid in 4 payments

- Payment 1: \$1,500 due at re-registration online by **March 2nd, 2026**
- Payment 2: \$2,678.33 due by **July 15th, 2026**
- Payment 3: \$2,678.33 due by **October 15th, 2026**
- Payment 4: \$2,678.33 due by **December 15th, 2026**

Eligibility for the Discounted Rate is contingent upon full and timely payment in accordance with the published schedule.

Tuition Payment and Nonpayment Policy

Tuition is due in accordance with the payment schedule selected by the parent(s)/guardian(s) at enrollment. Payment of each installment must be made in full by its due date. Partial payments toward an installment do not satisfy the tuition obligation unless expressly approved in writing by the Wellspring Schools.

If an installment is not paid in full by the applicable due date, the account will be considered past due. The School will provide up to two written notices of nonpayment. If the balance remains unpaid after the second notice, the School reserves the right, at its sole discretion, to suspend or terminate the student's enrollment until the account is brought current. This policy applies regardless of whether multiple children are enrolled under a single tuition contract, or if each child is enrolled under separate tuition contracts.

In the event of nonpayment, the School may suspend or remove one or more students associated with the delinquent account, even if partial payments have been made or payments have been made for another child under the same family account.

No student may attend classes, programs, or school activities while tuition remains past due, unless an approved written payment arrangement is in place. Wellspring School's acceptance of a partial payment shall not be construed as a waiver of its right to enforce this policy or any other remedies available under this agreement or applicable law.

Note: All tuition and fee payments are non-refundable. Late payments will result in formal notices sent directly to responsible parties. Additionally, students with outstanding tuition balances may have their academic records, including report cards and transcripts, withheld and may be restricted from attending classes, participating in school activities, or re-enrolling for future academic years.

Returned Checks

For all returned checks, a returned check fee of \$40 will be charged to your tuition bill.

Wellspring reserves the right to withhold report cards/progress reports and standardized assessment scores due to non-payment of tuition and fees. Once the payment has been made and there is a receipt of proof of settling the account, the report card or assessment will be provided.

Tuition Adjustments

The Wellspring Schools reserve the right to adjust tuition fees as deemed necessary from year to year. These adjustments may be made in response to various factors, including changes in operating costs, improvements to educational programs and facilities, and economic conditions. Any changes to tuition fees will be communicated to parents or legal guardians in advance, allowing for adequate preparation and planning. We remain committed to providing a high-quality education and ensuring the sustainability of our institution for the benefit of all students and families.

School Uniform Requirements

Dress Code

Wellspring believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms helps minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more importantly, help to maintain high academic standards.

Moreover, Wellspring also believes that the wearing of school uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for the identification of intruders and

encourages students to concentrate on learning rather than on appearances. Wellspring elementary strives to achieve full compliance with the dress code policy.

The following outlines the standard uniform for students:

- **Males:**
 - **Elementary:** Yellow Polo Shirt with Khaki Pants
 - **Middle School:** Light Blue Polo Shirt with Khaki Pants
 - **High School:** Navy Blue Polo Shirt and Khaki Pants
- **Females:**
 - **Kg to 4th Grade:** Yellow Polo Shirt with Khaki Pants
 - **5th Grade:** Navy Blue Abaya with White Blouse
 - **Middle & High School:** Navy Blue Abaya with White Blouse and White or Navy Blue color hijab

All students should wear all black or white shoes/sneakers that snap or tie and cover the entire foot for safety.

A student notice will be sent home if a student is not wearing the proper uniform.

School uniforms may be purchased from Wellspring as well as from major department stores that meet the Wellspring standard for uniforms.

Dress Requirements for Physical Education

All students are required to wear sneakers or running shoes during physical education classes to ensure the proper protection and support for their feet during vigorous activities. During the course of the day, students engage in various physical activities that may cause them to get minor injuries. In the event that minor injuries take place, parents will be informed via email, face-to-face, or through an injury report form.

Parents & Visitors Entry

All Wellspring parents, visitors, and vendors may gain entry to the school only through the doors on 90th Avenue. To protect the welfare and security of students and staff, all visitors that enter into the school will be required to submit valid identification prior to being issued a mandatory visitor's badge. All visitors are required to be accompanied by an escort while inside the school.

Parents and visitors should obtain an appointment with the school administration or appropriate educator prior to visiting the school. While visiting the school grounds, there should be no interference with any

school activity. Parents and visitors should return the visitor's badge to the security desk before leaving the building.

Visitors who enter Wellspring and fail to adhere to the Parents and Visitors Entry Policy will be reported to the school security and the school's administration. Parents and visitors may face sanctions agreed upon by the administration. Parents and visitors should not go to classrooms.

Student Wellness

Wellspring believes that all students should be healthy while attending school. The following listed below describes the times when students should be kept at home:

1. A communicable disease
2. Fever of 100°F or more within the last 24 hours
3. Vomiting/diarrhea within the last 24 hours
4. An upper respiratory illness with significant coughing and/or ear, eye, or nasal discharge

Illness at School

Should your child suddenly become sick at school, they will go to the school's administrative offices. Any child assessed by the creative director will be immediately dismissed from school with the following symptoms:

1. Vomiting
2. Diarrhea
3. Temperature 100°F or above
4. Suspected or confirmed communicable disease
5. Other symptoms upon discussion with parent/guardian/

If you are called to pick up your sick child at school, please arrive promptly.

In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

Having a Family Plan for Sick Days

Please do not send your child to school with a fever. Even if your child says they feel well after taking medication, running a fever is an indicator that their immune system is trying to fight off an infection. When a child is running a fever due to an infection, they are most contagious. This puts other children and adults around them at risk. Children with a fever should stay home with a caregiver until the fever has gone for 24 hours without medication.

Medication Policy

If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the creative director will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication (prescription or over-the-counter), completing a Medication Administration Guideline Form, and making arrangements for the medication to be delivered/picked up from school.

Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires a licensed prescriber order. Middle and high school students may carry and self-administer one dose of over-the-counter medication if carried in the original container. All over-the-counter medication to be administered by the school administration must be brought to school in the original container.

A Medication Guidelines and Authorization form must be signed by a parent/guardian or physician before the medication will be administered. The child's name should be on the container. Only the instructions listed on the medication container will be followed unless a physician specifically requests in writing different instructions for administering the medication. No expired medications will be administered. **The school does not provide any medications for students, including ibuprofen, Tylenol, cough drops, decongestants, and antacids.**

In lieu of the authorized prescriber's written request, the school may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date, and dosage. The parent/guardian will provide a written request that the school complies with the authorized prescriber's request to give medication. Unless absolutely necessary, school personnel will not administer the first dose of any medication.

Prescription Medication: In addition to the information provided, the administration of prescription medication also requires: The student's authorized prescriber shall provide a written request that the student is to be given medication during school hours. The request shall state the name of the student, name of the medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, the termination date for administering the medication and the authorized prescriber's

name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with a proper label.

Medication by Injection: If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), then an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel who are trained to administer the medication via injection. When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered as indicated on the IHP or EAP.

Self-Administration of Medication: An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (e.g., inhalers used for asthma).

Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school administration determines that the safest procedure is for the student to take responsibility for self-medication and that the following requirements are met:

1. The student, the school administration, and the parent agree to the conditions that the medication is to be self-administered.
2. The authorized prescriber request, parent/guardian request, and appropriate IHP and/or EAP are on file.
3. The student's health status and abilities have been evaluated by a doctor who deems self-administration safe and appropriate. The school administrator shall observe the initial self-administration of the medication.
4. The school administration is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration and time of day for which the medication is ordered and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to self-medicate shall be at the discretion of the school administration's professional judgment, based on a student's developmental age, the knowledge base of medication and the ability to demonstrate proper use of the self-administered medication.
5. The school administration establishes a procedure for the storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a backup supply shall be kept in the health room if possible.

6. The school administrators will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects and notifying the parent/guardian of any problems, including the student's refusal or failure to take the medication in an appropriate or safe manner. Consequences: Students who possess or consume medications in violation of this policy while on school grounds, on school transportation or during a school activity may be disciplined.

Staying indoors from recess or gym after an illness or injury

If you feel your child is well enough to return to school after an illness or injury but would like to have him/her remain indoors during recess or gym, a note is sufficient to keep your child inside for up to two (2) days. If more than two days are required, a physician's statement would authorize the educator to keep your child indoors or restrict activity for as long as necessary to recover from the illness

Hygiene

Keeping the body clean is an important part of remaining healthy and feeling good about oneself. All students should shower and wear deodorant daily.

Clothing

Since students have to wear the school uniform every day, it should be washed frequently.

Shoes

Lots of time is spent in shoes and it is a place where a very large collection of sweat glands live. Socks should be changed every day. Shoes should be air-dried whenever possible.

Teeth

Teeth should be brushed and flossed twice a day (after breakfast and before bed).

Healthy Eating

We ask that you DO NOT send candy or soft drinks with your child to school. Instead, provide healthy snacks for them to eat such as fruit, granola bars, vegetables, and water. Students are encouraged to bring water bottles to school for consumption during both breaks and class time.

Breakfast

Please be sure that your child eats a healthy breakfast before leaving the house in the morning. A healthy breakfast provides children with the energy needed to function at high levels throughout the morning's activities.

Lunch

All students are entitled to free lunch. In September, all students will receive a lunch form to complete. All parents should complete the form and submit it within two weeks.

Staff members will assist students with reheating lunch if needed. Wellspring also has a hot lunch program that runs throughout the entire school year; please contact the school administration for more information.

Birthday Parties, Cakes, and Other Food Items

Unsanctioned celebrations and parties are a disruption to the educational process and are not allowed. Cakes and other food items are not allowed at any time unless approved by administration.

Immunization Policy and Procedures (2026-2027)

The goal of Wellspring is to foster an environment of open communication and mutual accountability so that our students can grow physically, intellectually and spiritually and prosper in a safe and healthy environment. Our vaccination policy reflects our commitment to child safety and compliance with the New York State's Education and Public Health Laws.

Immunizations

The New York City Department of Health and Mental Hygiene have issued School Admission Immunization Requirements. This law requires that all new students entering Pre-kindergarten through grade 12 in NYC for the first time must show proof of having received a complete medical evaluation and their appropriate immunizations. Additionally, all students in 3K, pre-kindergarten and kindergarten must comply with that by December 31st of the current school year, in addition to receiving the flu vaccine by that date.

Documentation and Recordkeeping

Proof of Immunization is required at the time of registration, original documents, if possible. Records in the child's health record (CHR) will be kept for six years or three years after their 18th birthday (whichever comes first). Acceptable documents include:

- A certificate of immunization, specifying vaccines administered and the dates of administration, signed by a healthcare practitioner.
- An electronic health record (no signature required).
- An immunization record issued by NYSIIS or CIR (no signature required) which may be provided by the parent or can be accessed by school personnel.
- A copy of an electronic immunization record from another state registry (no signature required).
- An official record from a foreign nation may be accepted without a health practitioner's signature.
- A copy of immunization records from a previous school, which includes who administered immunization agents, the products administered (products administered can either mean the vaccine or its brand name) and dates of administration.
- A statement, verifying the history of varicella, diagnosed by a physician, nurse practitioner, or physician assistant.

- Serological testing proving immunity - Original laboratory report of positive serological test for mumps, rubella, measles, varicella, hepatitis B, and all three serological subtypes of poliomyelitis contained in the polio vaccines or a signed note from a health care provider that indicates antibody concentrations are positive will also meet the requirement for serological evidence of immunity for school entrance/attendance.

Partially Immunized Students

Partially immunized students who do not have all required immunizations are allowed to enter school if they qualify as a **student in the process**. A student in the process is a student who:

- Received at least the first dose in each immunization series and have age-appropriate appointments (confirmed with a provider, or written documentation) to complete the series. Please see the attached “Catch-Up Schedule.”
- Is obtaining serological tests within 30 days of informing parents of the need for such tests. The child has 30 days to submit test results and appointments for completion of the vaccination series if serological testing results are negative.

Deciding if any student qualifies under this category will be done on a case-by-case basis with the final decision being made by the school administration. If a student does not qualify under this category, they will be excluded from school until the first doses of each immunization series are complete. If a student does qualify, the parents are required to present proof of future appointments such as appointment cards or other statements from a health care provider’s office specifying the date and facility for the completion of required immunizations and/or serological testing.

The school administration will track immunization progress and fulfillment of appointments to ensure compliance and safety.

Exemptions

Exemptions are only granted on medical grounds. Immunizations must pose a detrimental risk to the child’s life as reported by a licensed physician. As per New York State Law, parents can not claim religious exemptions from vaccinations.

Disease Surveillance

Any student demonstrating symptoms of any communicable disease that is reportable under the public health law will be sent home immediately. This is done because such a disease poses a significant risk of infection to others in the school.

If a disease is diagnosed, the school is required to report the case to the local Department of Health in compliance with applicable State and Federal confidentiality laws. Students may return to school after receiving clearance from a licensed physician, nurse practitioner or local public health officer who has determined that they do not pose a threat to the school or their community.

If the disease is vaccine-preventable we have the right to exclude all susceptible students until we deem that the risk is no longer present.

Home-School Communication

At The Wellspring Schools, we believe in fostering a positive learning environment through clear and consistent communication between parents, students, and school staff. To support this goal, we have established the following policy for effective communication.

We appreciate everyone's cooperation to ensure smooth and productive interactions within our school community.

School Business Hours: Monday to Friday, 7:30 AM - 5:00 PM

1. Official Communication Channels

To maintain organized and effective communication, all parent-educator interactions will be conducted through the Blackbaud Portal. This system allows for timely and clear updates and correspondence.

Parents are expected to use this portal to:

1. Submit questions, concerns, or inquiries about their child.
2. Receive updates on academic progress and school events.

2. Parent to Educator/Staff Communication Guidelines

To promote professionalism and effective communication, please follow these guidelines when communicating with educators and staff:

Official Channels Only: All communications must be conducted through:

1. Blackbaud Portal for all school-related messages.
2. Customer Service Team: Text or call (718) 751-9292.
3. School Email: office@nycmuslimcenter.org.

These guidelines ensure that communication is managed in a professional manner, fostering a positive environment for all.

3. Role of the Customer Service Team

The Customer Service Team is here to support and guide you. They serve as the first point of contact for any questions or concerns and are committed to helping you connect with the right resources.

Responsibilities Include:

1. Handling all inquiries, concerns, and feedback from parents.
2. Responding to inquiries via email within 24-48 hours during school business hours (7:30 AM to 5:00 PM).
3. Ensuring all communication is friendly, efficient, and supportive.

Contact Information:

1. For quick questions or immediate needs, you can text (718) 751-9292.
2. For more detailed or comprehensive inquiries, please email us at office@nycmuslimcenter.org.

3. Voicemail: If you are taken to voicemail, please leave a message with your name, contact number, and the reason for your call. We will return your call in the order it was received, and we will get back to you within 24-48 hours.

Please note that all calls are recorded for quality assurance and training purposes, helping us to continuously improve our service.

4. Guidance Counselor Communication

When a matter requires the attention of the Guidance Counselor (GC):

1. **Written Communication:** Parents should reach out to the GC via the Blackbaud Portal. The GC will respond promptly to address any concerns.

5. Student-to-Parent Communication

If a student needs to contact their parent during school hours:

1. The student should go to the Administration Office located on the 2nd floor.

6. Emergencies and Urgent Matters

For any emergencies or urgent matters, the Customer Service Team is equipped to respond quickly and efficiently:

During School Hours: Please contact the main school line at (718) 751-9292 immediately. The team will take appropriate steps to address the situation promptly and involve necessary staff or administrators.

7. Support for Parents

To further enhance effective communication, the Customer Service Team is available to:

1. Providing assistance for your Blackbaud account.
2. Troubleshooting login issues and password resets.
3. Providing instructions on how to send messages to educators or staff through the platform.
4. Answering questions on platform features and updates.
5. Offering guidance on how to use any tools or resources available within the platform. For any assistance with Blackbaud, please call or text the Customer Service Team at (718) 751-9292.

Below are answers to some frequently asked questions about our communication policy.

1. How do I contact my child's educator?

Use the Blackbaud platform for any questions, updates, or concerns. It is the primary way for parents and educators to communicate.

2. How do I contact the school for quick questions?

For quick inquiries, you can text or call the Customer Service Team at (718) 751-9292.

3. What if I have a detailed inquiry?

For more comprehensive questions, please email office@nycmuslimcenter.org.

4. Can I call or text my child's educator directly?

educators are occupied during the day teaching or prepping for classes. To contact your educator please use the Blackbaud portal.

5. How can students contact their parents during school?

Students should go to the Administrative Office to place a call to their parents. What if a parent has an emergency? Call the main line at (718) 751-9292.

6. What if Blackbaud is down?

If you can't access Blackbaud, contact the Customer Service Team at (718) 751-9292 for assistance.

7. Are calls recorded?

Yes, all calls are recorded to ensure quality and for training purposes.

8. What if I need help with Blackbaud?

The Customer Service Team is ready to assist you with any questions about using the Blackbaud platform effectively.

9. What if I reach the voicemail?

If you reach the voicemail, please leave your name, contact information, and reason for the call. We will return your call in the order it was received.

It is each parent's responsibility to read all communications from the school in a timely manner. Please make sure the school has a valid email address for your family as well as current telephone numbers. Questions or concerns about any aspect of student learning or achievement should first be routed to the child's homeroom educator, and then routed through the Customer Service team.

Each educator's first responsibility is to the students they are assigned to teach and supervise each day. For this reason, a educator may need up to a full day to respond to emails and phone calls.

Student Progress Briefs/Parent-Educator Conferences

Parent-educator conferences/student progress briefs are held twice a year and are included in the school calendar. All parents are required to meet with their child's educator for the Student Progress Brief. The Student Progress Brief provides parents with important information about their child's development and academic performance.

Parents who wish to schedule additional conferences are encouraged to do so by emailing the educator directly or leaving a message with the school administrator. All meetings with educators (with the exception of the scheduled student progress brief times) should be arranged in advance. Parents will be given a scheduled time to meet with the educator for the Student Progress Brief. The dates for the Student Progress Briefs are on the yearly calendar.

Wellspring Parent Orientation

Wellspring begins the new academic year with a parent orientation. The parent orientation will be held in September. Please see the calendar for the exact date.

Communicating with the School

Communicating effectively with our parents is a priority. There are a number of ways you can communicate with Wellspring staff throughout the year:

1. **Phone contact:** (718) 751-9292
2. **Email:** office@nycmuslimcenter.org
3. **Parent Progress Briefs:** Please refer to the calendar for the dates of these
4. **Student Progress Reports:** Please refer to the calendar for issue dates.
5. **School Website:** www.TheWellspringSchools.org

Parents are encouraged to contact the school whenever they have questions or concerns. If you desire to schedule a conference with a specific educator or administrator, please call in advance and arrange for an appointment.

Emergency Communication Procedures

During student illness or accidents, parents will be notified by phone. If it is a serious injury, 911 will be called and parents will be informed that emergency services were contacted.

For emergency school closures such as inclement weather or facility safety- parents will be informed via email and text message by 5:30 a.m.

Phone Calls

Calls cannot be taken for students and students will not be allowed to use school phones except in a true emergency. Calls from parents/guardians will not be transferred to educators during instructional time. If you need to speak with an educator, please contact the school and leave a message with the school administrator.

Wellspring Cell Phone Policy

At The Wellspring Schools, we strive to create a focused and engaging learning environment, free from unnecessary distractions. To support this goal, students are required to keep their cell phones turned off and stored away throughout the school day. Cell phones may not be used during class, in hallways, during lunch, or at any other time on school grounds unless explicitly permitted by an educator for educational purposes. If a student is seen using a cell phone during class or any unauthorized time, the device will be confiscated and placed in a safe, secure area within the school office. Confiscated phones will be returned at the end of the school day.

Students bring their cellphones to school at their own risk, and the school is not responsible for lost, stolen, or damaged devices. Repeated violations of this policy may result in additional disciplinary action, including meetings with parents and restricted phone privileges. We appreciate the cooperation of students, parents, and guardians in ensuring a distraction-free educational environment.

School Notices

Please return ALL forms (lunch program forms, medical, dental, emergency contact cards, school notices, etc.) promptly. Check your child's folders daily for notices. Place any returned forms, notes, or additional correspondence in your child's folders, which will be given to their educator.

Field Trips

Field trips are an important part of an authentic, hands-on curriculum. All planned field trips enrich the academic and cultural experiences of our students and are related to the curriculum taught in each grade level. Any student who does not have written parental permission cannot attend a field trip. They will be placed in a suitable class for the day and will remain at school under the supervision of other educators.

In the event of a class/school trip, the educator(s) involved will send home with each student a parent/guardian permission form. Parents must give written consent for their child to attend any school field trip. School trips will be scheduled throughout the year. The forms must be signed and returned before the student may participate. Please be sure to provide a working telephone number. If the permission form is lost, the school will accept a written statement giving your child permission to attend the trip, dated and signed.

Most school trips will be scheduled during the school day. On occasion, trips may be held after school. In the event that trips are held after the school day, parents will have to make arrangements for their child to be picked up. All students are to follow the directives of the trip coordinator. All trips will start and end at the Wellspring building.

Students are expected to attend trips that are planned by educators. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips. Field trips are designated for students enrolled in Wellspring classes taking the field trip as part of the curriculum. Non-school-age children are not allowed on field trips or siblings of students who do not attend Wellspring.

Attendance

Attendance, Tardy, Early Dismissal Policy

Attendance Guidelines

Wellspring is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Administration of Children's Services department of the City of New York.

Every student must arrive at school at the official start of the school day. No student will be allowed to leave the school facility before the official end of the school day, except for an early pick up by a parent or designee.

Wellspring's policy regarding attendance is aligned to the NYC Department of Education Chancellor's Regulation A-501, which requires student attendance to be 90% of scheduled school hours.

Wellspring educators will maintain daily record-keeping to record attendance, absences, tardiness, or early departures. The data collected will be utilized for analysis and tracking individual student attendance and individual group trends in student attendance problems. Based on the analysis, early intervention strategies to improve school attendance may be developed. Unexcused absences or lateness will be considered an infraction and noted in The Wellspring App.

Absences

Any absence from school must be documented in writing and received within three days of the student returning to school. Any absence that can be anticipated beforehand should be brought to the attention of the educator well in advance of the absence.

An excused absence is an absence due to an illness, death in the family, religious observation, dangerous weather, or legal procedure. Whichever circumstance, it may be, a doctor's note, death announcement, or court document must be presented to the school to have the absence identified as excused. The excused absence only acknowledges that there was a legitimate reason the student was not in school. An excused absence does not overturn the child's absence from school and consider them present.

All absences for reasons other than those cited above will be considered as "unexcused". All unexcused absences for students under the age of seventeen are also recorded as unlawful.

Lateness and early dismissals are recorded as "excused" or "unexcused" applying the same criteria as those for full-day absences.

A long term absence is when a student is absent for more than 5 days in a row. Long term absences have to follow the same procedure for an excused absence and prior approval is necessary from the school's administration.

When students are absent from school, it has a negative impact on their grades. If a student misses graded classwork, homework, or assessments because of an absence, they will receive a grade of zero "0". This grade of zero "0" will only be changed when the student makes up the work. educators will maintain an absence folder for all written excuses for students' absences.

Tardy

Students are expected to arrive at school by 8:00 a.m. A student is considered tardy when arriving at school after 8:10 am.

Late/Tardy Protocol

Middle and high school students that arrive after 8:10 a.m. will sign a late log at the main door. This log will be used as proof of attendance for the day. For excused lateness due to medical reasons, the family provides a copy of the medical form to the office and to their educator. If a student is not in school by 8:10, a parent will receive an automatic email informing them that their child is absent. If a student arrives after 8:10 a.m., the absence will be changed to late.

Long Term Absence With Prior Arrangements

Wellspring strongly emphasizes complying with the dates specified in the school calendar. Where long-term absenteeism is absolutely unavoidable, the following procedures must be followed: A letter of request must be submitted to the creative director outlining reasons for the absence. The expected duration and departure date must be written to the school.

1. A 'Long Term Absenteeism Form' will be issued from the creative director's office to be presented by the student to his/her educators.
2. Educators will state in writing on the Long Term Absenteeism Form student and family academic expectations that would help minimize potential harm to the student's final grade.
3. The responsibility for the completion of all make-up requirements rests with the student and family.
4. Prior arrangement releases are not considered excused absences unless it is an emergency or due to medical circumstances.

Doctor Appointments During The School Day

Pulling students from school for appointments disrupts the educational process. Parents should by all means schedule student appointments for after school. In the unavoidable event that you cannot schedule a doctor's appointment after school, a parent/guardian must come to the school and sign the student out. Students under no circumstance will be allowed to leave the school grounds by themselves to attend a

doctor's appointment. In all cases, students should be picked up at the school office and checked-in at the office when returning to school.

Attendance Incentives

Wellspring will adopt strategies to improve attendance and discourage unexcused absences, including printing attendance policies in handbooks and newsletters, contacting parents, reviewing policies at parent and student meetings, and recording attendance on report cards.

Students Activities and Events

After-School Activities

Wellspring offers after-school activities in an attempt to help students develop physically, socially, emotionally, religiously, and academically. The Wellspring After School Program seeks to enhance communities and enrich the lives of children by providing a safe, supportive, and structured environment that supports overall health and well being.

Students may participate in extracurricular activities such as Hifz or clubs which consist of art, technology, sports, and homework help. Students must have permission from their parents (per enrollment form), meet the individual activity's requirements, and all associated fees are paid in advance. After school activities will be announced in September 2026. Students will also receive an after school snack.

Student Insurance Program

Wellspring recommends that all students have accident insurance for their own protection and for their parents and/or guardians' protection. Students participating in interscholastic athletics will be required to have insurance coverage. This may be in the form of either family coverage or provisional coverage. Wellspring requires that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a letter signed by the student-athlete and parent, which indicates that the student has accident insurance, is received in the administrative offices.

Participation in Religious Exercises

All students are required to participate in religious exercises. These exercises consist of the morning assembly for morning supplication, congregational afternoon prayer, Friday afternoon congregational prayer, and any other Islamic celebrations or holidays that fall within the traditional school year.

Student Council

Representatives in grades three through eight will be selected as class president and vice president to participate in the student council in which they help solve problems involving students, provide opportunities for service, and to make Wellspring an even more exceptional place to be.

Other Administrative Policies

Cell Phones and Electronic Devices

Cell phones and electronic devices are not permitted in school. In limited circumstances, especially in the middle and high school grades, educators may allow students to use an electronic device for an instructional purpose. Educators will inform students and their parents in advance when electronic devices and which kind can be brought to school. During the limited occasions when students are allowed to bring in electronic devices, students cannot make calls and parents should never contact their children through this electronic device during the school day. If any child or parent violates this policy by unauthorized usage of the electronic device, their right to bring in an electronic device will be automatically revoked for the rest of the school year. Any confiscated devices will be returned to parents/guardians ONLY.

Changes in Address/Telephone Number

All parents must inform the school if there is a change in the parent's work or residence address/telephone number through Wellspring's student information system.

School Information Cards

All students should have a completed School Information Card on file in the school.

Bringing Unauthorized Toys to School

Toys, unless authorized by a school official, are not allowed in school. This is especially so for toy guns. They do not have a place in the educational process. Please check your children's bags frequently and do not allow them to leave the house with any such toys. This is a disruption to the school day.

Release of Student Records to Parents

All requests to review and/or retrieve student records are to be submitted to the school administration. Such requests shall be in writing, signed by the requesting parent, stating the pupil's full name, address, and date. Except as otherwise may be required by law, student records will be made available for parental review during regular school hours or at another time mutually agreed upon. Only natural or adoptive parents or legal guardians (or, if divorced or separated, only the parent having legal custody) may review such records. Such records include report cards, transcripts, and state and national assessments.

Lost and Found

Students are responsible for their own belongings. In the event that books or personal items are missing, students should check the 'Lost and Found' container. Items that are not locked in a locker, including backpack, textbooks, purse, money, jewelry, calculators or items of clothing should not be left unattended. Personal belongings, including books and notebooks, should not be left unattended. Students are expected to either carry their books and belongings with them or lock them in a locker. Lost and Found containers will be emptied and items disposed of at the end of each marking period and at other announced times during the year. Items not claimed by the end of June will be discarded.

School Pictures

Every student's picture is taken during the fall. Pictures are distributed early in the year to allow parents to purchase from a variety of packages.

Pictures and Videos

Throughout the school year, students may have their picture taken or be videotaped during special academic and non-academic events. These pictures/videos may be displayed throughout our school, on the school website, or on our social media networks. If for any reason you do not want your child to be photographed, please send an email of your concern to office@nycmuslimcenter.org.

School Bus Policy

Only authorized children are allowed to ride the school bus. Any child who does not adhere to the proper etiquette of riding the school bus will have the school's disciplinary policy enacted (see discipline policy).

Damage to School Property

If a student damages school property parents will be required to pay for it.

Food and Drink Deliveries

No parent or student should have food or drinks ordered and delivered to the school with the exception of school sanctioned events.

Leaving School Property

Students are not allowed to leave the school premises for any reason during the school day or if registered for an afterschool activity. This includes going to the store, a friend's house, the park across the street, and/or the ice/ice cream truck. Additionally, students are not allowed to leave the school building at dismissal time to go to the masjid (even if it is to pray), masjid bathrooms, or any of the aforementioned places. There aren't any guards or Wellspring staff members available to supervise students during this time. A parent may escort their child to the masjid to pray at dismissal.

Fundraising

Wellspring is involved in active fundraising to push our school forward and allow our students the resources to thrive. This may involve student involvement. It is important that a good relationship exists between the school, families, and the community of Wellspring. For this reason, it is necessary to conduct fundraising drives in a systematic manner to assure that families and community members are not solicited to the point that they feel overburdened or frequently disturbed.

The creative director must approve all fundraising projects done by or with students for the benefit of school-sponsored activities. Plans for such events must be submitted to the creative director for review and endorsement. Fundraising must have a designated purpose prior to the beginning of sales.

Parent Groups

The Wellspring Model of Education does not support parent organizing groups such as Parent-Educator Associations (PTAs), Parent Associations (PAs), school advisory boards, or boosters. Wellspring elicits the organizing of parents through the participation of targeted activities that support the success of the school. At the beginning of the school year, parents will receive a list of activities that will support the school. Parents can select the activity that best matches their strengths and availability. The following are the activities that parents can elect to participate in:

1. Classroom assistants and chaperones (specialized classroom activities and trips)
2. Clubs (after school clubs and workshops)
3. Communication (advertising/PR, social media, yearbook)
4. Fund Raising
5. Special Events

III - Academic Policies

Student Classroom Supply Lists

A classroom supply list will be made available on our website. We request that all required supplies are brought to the school within a two-week period. In the event that you are not able to purchase all of the required materials in the two-week period, please inform the lead or subject area educator.

Grading

Assessment of student learning plays an important role in instruction. It is not just a means of grading, it is a means through which students gain access to the instructional program and acquire enduring understandings of essential concepts of the curriculum. Assessments should assist educators in determining the extent of student learning in order to adjust their teaching. This spirit of assessment should guide all questions of grading and our grading policy emerges from this philosophy.

A comprehensive student assessment system, aligned with the Next Generation State Standards will be used on an ongoing basis to measure student progress toward meeting these standards and to improve classroom instruction. Educators will provide effective instruction linked explicitly to the performance standards to all students. Educators, in collaboration with appropriate school-based staff and under the creative director's leadership, must ensure that instructional and support interventions are provided to students at risk of not meeting the standards.

Educators will use assessments such as diagnostic, periodic, standardized, performance-based, student work, and educator observations as a mechanism to improve classroom instruction and to provide parents with detailed information about their child's academic progress. Educators will maintain artifacts of student work that document student's progress toward meeting grade-level performance standards.

Fair and Credible Assessment

Educators will discuss assessments with students in an age-appropriate manner at the beginning of instruction. Educators will provide students and parents with an overview of any assessment, including grading prior to the administration of the assessment. Educators will provide students with any rubric or grading tool used to evaluate each assessment. Educators will provide feedback to students on all assessments based on each student's individual level of progress toward mastery. All assessments will be meaningful and designed to measure each student's individual level of proficiency or mastery.

Prohibition of Punitive Practices in Grading

Students' grades will solely be based on their academic performance in meeting grade-level standards. Behavior and attendance will not be factored into a student's grades. However, students who are frequently absent or whose classroom behavior causes them to miss assignments and assessments, will notice a reduction in their grades as the result of missed work. Any deductions for other factors, such as lateness of assignments or presentations that substantially affect a student's grade are prohibited.

Types of Assessments

Educators will use pre-assessments, formative assessments, and summative assessments in measuring student progress toward proficiency or mastery of the content area and Next Generation State Standards. Formative assessments are defined as assessments for learning that takes place during the process of learning and teaching. It is designed to give students feedback on their progress toward achieving content mastery. Summative assessments are defined as an assessment of learning. It is a cumulative evaluation of a student's proficiency or mastery of content. Please note, Wellspring assessments are holistic and a snapshot assessment on any given day does not define the final level of a student.

Pre-Assessments/Diagnostics

Pre-assessments or diagnostic assessments are a way to determine what students know about a topic before it is taught or their skill level. It should be used regularly in all curricular areas to:

1. Make instructional decisions about student strengths and needs
2. Determine flexible grouping patterns
3. Determine which students are ready for advanced instruction

All students will be pre-assessed at the beginning of the school year to determine their reading, writing, and mathematical proficiencies. Their English and mathematics performance will determine their academic goals for the school year. Students will be periodically assessed throughout the school year to identify their progress toward their academic goals. Progress reports will be distributed halfway through each marking period to inform students and their families of their progress if any, and the necessary steps, if any, to ensure students are making sufficient progress. Official progress reports will be distributed at the end of each marking period. The grades that encompass the progress report will comprise an assessment of progress toward student academic goals.

Formative Assessments

Formative assessments are used to measure students' level of proficiency or mastery of specific skills throughout the school year. Meaningful feedback will be provided to each student. Formative assessments are also used to determine targeted instruction each student is to receive. Formative assessment will not be used as the sole basis for a student's grade, but rather to inform instruction, determine interventions, and provide students with enrichment in specific skills. Examples of formative assessments are exams and quizzes, homework assignments, class participation, group work, pre-test assignments, and classwork. Although formative assessments must not be used as the basis for a student's grade, consistently demonstrated progress informative assessments may be used by an educator to enhance a student's grade.

Summative Assessments

Summative assessments are given to gauge a student's level of proficiency or mastery of standards. All summative assessments are aligned to the content and New York State Next Generation Standards and will reflect students' mastery of those standards. Summative assessments are used as a part of a student's grade. Examples of summative assessments are unit tests, mid-term and final examinations, projects, essays, speeches and or demonstrations.

New York State Assessments

Students take New York State summative assessments beginning in grade three.

Note: Private schools are not required by the state of New York to administer state exams.

Assessment Feedback

Timely feedback to students throughout the semester is considered an essential component of the teaching and learning process. Feedback will be provided by a variety of methods including classroom discussions, individual reviews, marked classwork and homework, and review of marked examination papers, essays, and projects.

Access to the Instructional Program

At all times, all students will be given full access to the instructional program, regardless of a student's academic, discipline or attendance history. If needed, educators will employ forms of alternative assessments to accurately assess a student's level of mastery. Examples of forms of alternative assessments are performance-based assessments, authentic/project-based assessments or portfolio assessments.

Use of Rubrics or Other Grading Tools

Rubrics provide a fair assessment process that accurately reflects content skills, process skills, work habits, and learning results. Rubrics increase the consistency and objectivity of evaluating assessments. The details of any rubric or other grading tool used will be communicated to students prior to any assessment and must be transparent and fair and aligned to the standards. The rubric or grading tool used will provide students with clear expectations about what will be assessed as well as standards that should be met. The rubric or grading tool must provide students with information about where they are in relation to where they need to be for success as well as give students guidance in evaluating and improving their work.

Grading Guidelines

Students need to achieve a minimum overall course score of 65 to pass a course. All final course grades must be based on the values attached to class participation, homework, examinations, and projects. All scores for these categories must be documented in an educator's grade book with easily identifiable values and dates of completion designating each categorized score. Listed below is the scale for how grades are derived:

Type	Examples	Percentage
Assessments	Tests, quizzes, exit/entrance tickets, and essays	50%
Classwork	Participation, labs, in-class assignments, and essays	40%
Homework	Extension of classwork, enrichments, and practice	10%

Re-do Policy

Any student absent from school or who misses assignments will have the opportunity to make-up their missed work. Students who are not on long-term absences will have a two-week period to make up their work. Students who are on an approved long-term absence will have one month to make up missed work. Parents should schedule a meeting with their child's educator to discuss how the missed work can be made up.

Promotion Policy

There are decisions to be made regarding students' academic performance with interventions, promotion or retention at the conclusion of the school year. Wellspring recognizes that each student learns in a variety of ways and the time that it takes individual students to learn also may vary. For these reasons, a variety of support and intervention strategies to address varieties in learning styles will be offered. In all cases, retention will be regarded as a last resort option. Decisions will be made based on multiple criteria and will take into consideration the best placement for the student to succeed. Wellspring does not approve of grade acceleration or skipping.

Academic Support for all Students

Wellspring provides a comprehensive core academic, Islamic and Arabic studies, and enrichment program to ensure all students are well-rounded independent and creative thinkers, learners, and leaders who develop their talent and Islamic character to be future contributors to the global community.

All students are provided with high-quality instruction and universal support and interventions whereby educators monitor performance and collaborate with students and parents to support academic success through differentiated instruction and scaffolding. Educators work with students in small groups or individually to teach or review concepts previously taught. Academic success is communicated through conferencing, online reporting through Wellspring Quickschool, progress reports, phone calls, parent meetings, and emails.

When universal support and interventions do not prove successful, educators implement targeted and differentiated interventions where educators work in conjunction with counselors to implement specific classroom interventions through a student support plan. Educators and counselors work with students to identify individual strengths and motivators and create individual plans for academic success. There is assigned time for students to complete missing work and remediate academic skills to improve academic performance to an acceptable level.

When targeted supports and interventions have not resulted in improved academic performance, intensive individual instructional strategies are needed. Intensive individualized instruction includes a support or enrichment class where students receive specially designed instruction in specific core academic areas. The goal is to increase academic skills and assist students in finding success in rigorous coursework. educators follow a written plan accommodating learning through formal interventions and a written plan accommodating student testing needs. Students work with an intervention educator to improve specific learning skills.

Promotion

Pre-Kindergarten and Kindergarten

All pre-kindergarten and kindergarten students who have mastered the basic skills will be promoted to kindergarten and first grade, respectively. If a parent believes that their child should be retained, the parent should submit a written rationale regarding the retention. Parental requests for students to be retained will be discussed in a conference with the Creative Director and the kindergarten educator. During this meeting, the parent will have the opportunity to discuss the reasons for the request and the parent will be informed of the alternative options.

In order to assure an effective transition for pre-kindergarten and kindergarten students, kindergarten and first-grade educators will meet to discuss the final assessment results of the end-of-year assessment and the individual needs of the students.

Grades 1-5

Student promotion shall occur on the basis of the student's academic progress and ability to achieve competencies and standards for the current grade. Promotion from one grade to the next will occur at the end of the school year.

Promotion Criteria

Decisions regarding student promotion should be based on the following criteria for the total development of each individual child.

1. Meeting or exceeding the child's academic goals at the end of the year
2. A passing grade in three following core subjects: reading, writing, and mathematics
3. Adherence to the school's attendance policy (80% attendance)
4. Educator(s) recommendation based on a portfolio or other evidence of academic progress and skill
5. Scores on benchmark assessments and end-of-year summative assessments

Students At-Risk for Retention

A student is at-risk for retention if the student meets the following criteria:

1. Failing grades in two or more core subject areas such as reading, writing, English language arts, mathematics, science, and social studies
2. Not achieving grade-level reading benchmarks
3. Absent more than 20 percent of the instructional year
4. Prior retention

For every retained student, an Individualized Learning Plan will be developed in collaboration between the retaining and receiving educator, whenever possible.

Academic Probation

Any student who receives a score of 64 % or less in one of the core academic subjects of English language arts, mathematics, science, social studies, or Arabic for the first trimester will be placed on academic probation. When a student is placed on academic probation, the school administration will send a letter home informing the parents. An official meeting between the educators, parents, and school administration will be conducted. In this meeting, an action plan geared towards the weaknesses of the student will be decided in conjunction.

At Risk/Academic Warning

Any student who receives a score of 65%-75% in any of the core academic subjects of English language arts, mathematics, science, social studies, or Arabic will be considered at risk in trimesters 1, 2, or 3. If a student is at risk, the school administration will send a letter home informing the parents. The

lead/homeroom educator will set up a meeting with the parent to discuss the academic weaknesses and design a plan to improve the student's academic progress.

Young Adult Literature

In this day and age, students, especially middle school students are exposed to a variety of content and media geared toward young adults. To every extent possible, Wellspring will vet and monitor young adult material that students may come into contact with that is in direct contrast with our religion through publisher recommendations, trusted colleagues, and parent/educator appropriateness for books, audio, and video.

Additionally, as children grow older, they may be exposed to sensitive and controversial topics and will subsequently develop curiosities and have questions. Regardless of your approach, we encourage you to have pertinent and relevant conversations with your children, as we do, about Islam and our values and etiquette.

Although our goal is to vet and monitor access and exposure to certain material, there may be some instances where it is impossible for us to familiarize ourselves with every text or media source. If you find that your child has access to something questionable in our religion or you object to your child reading a particular text/author, please inform their educator.

Wellspring's Islamic Value of the Month

Every year The Wellspring School establishes an Islamic Value of the Month whereby students learn essential Islamic morals and values which assists in developing and enriching their Islamic character. The year's values are established each year in conjunction with the staff.

IV - Behavioral Policies

Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline. The progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline does not seek punishment; instead progressive discipline seeks concurrent accountability and behavioral change. The goal is the prevention of a recurrence of negative behavior by helping students learn from their mistakes. Progressive discipline measures hold students accountable for their behavior. Listed below are the discipline guidelines with infraction levels in which Wellspring adheres to.

Discipline Guidelines

We understand that young people are growing and learning and through the process of growing and learning, make mistakes. It is our responsibility to support their socio-emotional growth as well as their

academic growth. When young people make mistakes, our responsibility is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of progressive discipline that is rooted in learning and teaches appropriate conduct consistent with Islamic values.

Young people have different experiences that shape their lives and impact their behavior and their treatment of others. When disruptive behaviors occur, we will attempt to address them in a restorative manner focused on needs, accountability, and root causes.

When there is tension between people, we are committed to creating spaces to bring together all those affected to collaboratively address needs and responsibilities, and come up with a plan to repair relationships. All staff members will serve as caring adults to ensure that all students are supported in every way possible.

OVERALL FRAMEWORK FOR KEEPING OUR CHILDREN IN THE LEARNING COMMUNITY

STEP 1	OPPORTUNITY	The educator will redirect students toward more appropriate conduct aligned to our Islamic values and morals
STEP 2	HALLWAY TALK (2MIN MAX)	If the behavior has not changed, the educator will engage in a conversation with the student to address: 1. Discussing the expected behavior 2. Explaining how their current behavior is a violation of the expected behavior 3. Discuss what needs to happen in order to return to the expected behavior 4. Have the student reflect on their behavior and identify what needs to be changed on their end to be in compliance with the expected behavior.
STEP 3	REFERRAL	The educator completes a Discipline Form and sends the student to ACD, CD, or other individual responsible for discipline: <i>Referral Process:</i> 1. <i>Reflection Form</i> 2. <i>Self-correction conversation</i> 3. <i>Next steps determined</i> 4. <i>Steps documented</i>

In the event of any behavioral infractions, the following protocol will be enacted:

1. Identification of the root cause
2. Contacting the parent to inform them of the behavioral infraction
3. Developing a solution in consultation with the parent for behavior transformation

Bullying

Bullying can be defined as repeated verbal, physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is an act that generates a climate in which students and/or educators feel fear or intimidation. The three characteristics that generally describe bullying behavior: deliberate,

repeated over time, and intending to harm another person. As a result, not all infractions by a student can be loosely described as “bullying”. A common element in bullying is a perceived imbalance of power, which allows one student or a group of students to victimize others.

Bullying can be classified into three categories: verbal, physical, and relational.

1. Physical bullying involves hurting the body of another person or damaging property.
2. Verbal bullying involves using words to hurt the feelings of others through taunts, name-calling, humiliation, and racist or sexist remarks.
3. Relational bullying involves isolating, rejecting, excluding and blackmailing others through direct contact or using technology.

Cyberbullying is a form of relational bullying that utilizes technology such as email, blogs, texting, and social networking sites. If bullying is suspected or reported, a member of the administration will deal with the incident immediately. The incident will be recorded and parents will be informed.

Behavioral Hold

Any student who has over 3 major disciplinary infractions will be placed on a behavioral hold and their re-registration for the subsequent school year will be on hold. If the student’s behavior improves and reaches an acceptable level before the end of the school year, they will be removed from the behavioral hold and the re-registration hold will be removed. Students who do not improve behaviorally by the end of the school year will continue to be on the behavioral hold and not allowed to attend the following school year.

Probationary Measures

In cases where parental conduct significantly disrupts the school's educational environment or the well-being of students and staff, The Wellspring Schools reserve the right to implement probationary measures. This may include the ultimate dismissal or expulsion of the child, in which the child may not return for the following academic year due to persistent poor parental behavior. Probationary measures are taken seriously and are implemented with the best interests of the entire school community in mind.

Discharge

The Wellspring Schools reserve the right to discharge a student from the school, at any time, in the event of severe or repeated parental violations of the conduct clause outlined in this handbook. While every effort will be made to address parental concerns and provide support, persistent disregard for the expectations outlined in this clause may result in the ultimate discharge of the student from The Wellspring Schools.

Student Discharge

In General

The Wellspring Schools reserve the right to discharge a student from the school permanently at any time for any reason if it is deemed to be in the best interest of the school community, as determined by the school administration. While every effort will be made to address concerns and provide support to students and their families, certain circumstances may necessitate immediate action to maintain the integrity of the educational environment. Reasons for student discharge may include, but are not limited to, the following:

1. Persistent violation of school policies or codes of conduct.
2. Behavior that poses a threat to the safety or well-being of other students, staff, or the school community.
3. Academic or behavioral challenges that cannot be effectively addressed within the school's resources.
4. Failure to comply with contractual agreements, including but not limited to tuition payment or adherence to school guidelines.

The decision to discharge a student will be made with careful consideration of the circumstances and the impact on the individual student and the school community as a whole. The school administration reserves the right to exercise discretion in determining the appropriate course of action in such situations.

Refund in the Event of Discharge

In the event of a student being discharged initiated by The Wellspring Schools, full or partial refund of tuition fees may be granted at the discretion of the school administration. The decision regarding the refund amount will be made based on the circumstances surrounding the dismissal and the impact on the student and their family. Factors considered in determining the refund amount may include, but are not limited to:

1. The timing of the dismissal in relation to the academic year.
2. The reasons for dismissal, including any extenuating circumstances.
3. The extent of services already provided to the student prior to dismissal.

While we strive to maintain open communication and collaboration with students and their families, it is understood that the school's primary responsibility is to ensure a safe and conducive learning environment for all students. By enrolling their child at The Wellspring Schools, parents acknowledge and accept the authority of the school administration to make decisions regarding student discharge in the best interest of the school community.

As a condition of enrollment at the Wellspring School, every parent/guardian/caregiver shall execute the below Parental Agreement and Code of Conduct. Parents acknowledge that violations of the Parent Code of Conduct shall be grounds for dismissal of their child and/or denial of re-enrollment to their child to the Wellspring School.

PARENTAL AGREEMENT AND CODE OF CONDUCT

The Wellspring Schools is fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/guardians to participate fully in the life of our school.

The purpose of this Parental Agreement and Code of Conduct (the “Agreement”) is to provide guidelines to all parents and visitors to our school about our expectations for their conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Guidance:

We expect parents, guardians, caregivers and visitors to:

1. Respect the Wellspring Schools, this Agreement, the Wellspring Model and the Wellspring Handbook.
2. Understand that both educators and parents need to work together for the benefit of their children.
3. Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
4. Seek to clarify a child’s version of events with the school’s view in order to bring about a peaceful solution to any issue.
5. Correct their own child’s behavior especially when it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
6. Approach the school, not other parents, to help resolve any issues of concern.
7. Avoid using staff as threats to admonish children’s behavior.
8. Obey reasonable directives of school officials when they are visiting the Wellspring Schools.
9. Respect the Wellspring communication protocol, which requires that in the absence of an emergency or other exigent circumstance, parents/caregivers/family members communicate any questions or concerns regarding their child’s education to the Wellspring Schools’ customer service team, which team will provide a response within three (3) business days.

“O you who have believed, obey Allāh and obey the Messenger and leaders among you.” [4:59]

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, caregivers and visitors exhibiting the following:

1. Disruptive behavior which interferes or threatens to interfere with the operations of NYCMC or The Wellspring Schools, a classroom, an employee's office, office area or any other area of the NYCMC or The Wellspring Schools grounds including sporting events.
2. Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Islamic character.
3. Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offense.
4. Damaging or destroying school property.
5. Abusive or threatening emails or text/voicemail/phone messages or other written communication to any NYCMC employee.
6. Gossiping with other parents, educators, staff or guests regarding NYCMC or The Wellspring Schools, educators, processes, policies or otherwise.
7. Defamatory, offensive or derogatory comments regarding NYCMC or The Wellspring Schools or any of the pupils/parent/staff to third parties, including online via social media. Any concerns you may have about the school should be made through the appropriate channels by speaking to the Customer Service team, so the matter can be dealt with fairly, appropriately and effectively for all concerned.
8. Violating a culture of positivity by disseminating or publishing false and negative information about the Wellspring Schools, its employees, and/or its students, and/or displaying toxic behavior
9. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
10. Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property.

Should any of the above behaviors occur, The Wellspring Schools may feel it is necessary to remove the offending family from The Wellspring Schools and contact the appropriate authorities if necessary. The Wellspring Schools will determine the appropriate action. Wellspring Schools aims to promote the exemplification of good character and civility as this is among the most important teachings of our faith. Something along those lines

“O you who have believed, be persistently standing firm in justice, witnesses for Allāh, even if it be against yourselves or your parents and relatives.” [Quran 4:135]

The Prophet ﷺ said, “I have only been sent to perfect good character.” [Ahmad 8952]

Policies

Enrollment

I acknowledge any failure on my part to abide by this Agreement may result in the dismissal of my child from the Wellspring Schools during a school term. Further, I acknowledge that any failure on my part to abide by this Agreement may be grounds for the Wellspring Schools to reject the re-enrollment of my child if it is deemed necessary and in the best interest of the school.

Tuition Payment

Since the school has a financial obligation to its employees, I understand that students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire school year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year has begun, I understand that charges are pro-rated according to the actual number of days enrolled. I understand that no deductions will be made for tuition during the school year, regardless of the cause of such absence.

Discipline

I understand that sending my children to the Wellspring Schools is a privilege and not a right. The goals of The Wellspring Schools are not to reform, but to develop Muslim youth in the highest principles of Islamic leadership, self-discipline, individual responsibility, personal integrity and good citizenship. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's educator and/or other agent of The Wellspring Schools to make and enforce classroom regulations and school policies in a manner consistent with Islamic principles on discipline as set forth in the the Qur'ān, as well as with the Wellspring Handbook and prophetic teachings as embodied in the Wellspring Model.

“O my son, establish prayer, enjoin what is right, forbid what is wrong, and be patient over what befalls you. Indeed, that is of the matters requiring resolve.” [Quran 31:17]

Student Bins/Lockers

I understand that the student bins/lockers are property of The Wellspring Schools and that the school has a right to open and search them. The Wellspring Schools are not responsible for items/articles lost or stolen.

Liability

I, for myself, my child(ren), heirs and legal representatives or other who may have or make a claim, release and agree to hold harmless, NYC Muslim Center (and its officers, directors, trustees, employees, students, agents, representatives, and its affiliated entities, in their status as agents for NYC Muslim Center or individually, hereinafter identified as “NYC Muslim Center”), from any and all obligations, responsibilities and liabilities relating to the enrollment of my child(ren) at the Wellspring Schools, and any and all damages, loss or injuries, (including, but not limited to, personal or property damage, loss or injury), claims, costs and expenses (including, but not limited to, attorneys’ fees) directly or indirectly arising out of, relating to, or occasioned wholly or in part by any negligent act, conduct, or omission of NYC Muslim Center, and from any and all claims, actions, suits, demands or other proceedings (whether or not on behalf of third parties) related to any of the foregoing, and all assessments, judgments, awards, fines, damages, costs, and expenses incurred in connection therewith. I further agree to indemnify and hold harmless (and defend with competent legal counsel) NYC Muslim Center for any claims asserted against NYC Muslim Center by any third party that arise out of or relate to the acts or omissions of my child(ren).

“And if you disagree over anything, refer it to Allāh and the Messenger, if you should believe in Allāh and the Last Day. That is the best way and best result.” [Qur'an 4:59]

We trust that parents and caregivers will assist our school with the implementation of this Agreement and we thank you for your continuing support of the Wellspring Schools.

This Parental Agreement and Code of Conduct will be in effect for as long as my children listed below or others to be enrolled attend the Wellspring Schools.

I understand that should my marital status change, it is my responsibility to have a corrected Parental Agreement and Code of Conduct Statement signed, updated, and sent to the Wellspring Schools.

I realize that the school is an extension of me, the parent, and I pledge my prayerful support to the school administration and faculty. I will make every effort to work with the school personnel to ensure the best possible learning experience for my child.

I have read and so understand the above information and request that my child be accepted to attend the Wellspring Schools.