NAML Academy
Student-Parent Handbook
2026- 2027

2160 S. Edmond Lane Lewisville, TX 75067
469-880-0662

NAML Student Handbook

Mission

At NAML Academy, we nurture confident, compassionate, and curious learners from Pre-K through 8th grade. Our Montessori program (Pre-K–1st) builds independence and a love of learning, while our 2nd–8th grade program blends Texas TEKS standards with a strong Islamic foundation rooted in Qur'an, Arabic, and character development—preparing students to thrive in all aspects of life.

Vision

Our vision is To create a thriving, faith-based learning community that nurtures the whole child and inspires compassionate, confident leaders who serve their communities with excellence.

Values

- Faith
- Respect
- Responsibility
- Excellence (Ihsan)
- Collaboration

Motto

Our Kids, Our Legacy

School Colors

Navy Blue, White

Important School Information

Administration

Gulshen Lacka-Ame
Principal

Fakhra Rehan
Director

Email: info@namlacademy.com

Website: www.namlacademy.com

School Hours

Building 1 8:00 AM– 3:00 PM Monday – Thursday

Building 2 8:00 AM– 3:15 PM Monday – Thursday

8:00 AM – 1:00 PM Friday

8:00 AM - 3:15PM (Full Time Hifdh)

NAML Student Handbook

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Educational Philosophy & Learning Environment

About NAML Academy

NAML Academy is a private school LLC, operating partially as a non-profit under the name Alatfal Academy. We cater to children from Pre-K through grade 8, following the esteemed Montessori philosophy in the early years. This philosophy is designed to foster a learning environment that meets the diverse needs of our students, promoting their growth in education, social skills, and emotional development. At NAML Academy, we believe that children thrive when they are guided in a way that supports their natural curiosity and desire to learn. Our dedicated educators continuously support children's development.

Educational Approach

We follow a Montessori approach in Pre-K through 1st Grade, emphasizing hands-on, child-centered learning, mixed modalities of instruction, and the development of independence, confidence, and a lifelong love of learning. Our prepared environments encourage exploration, self-direction, and individualized growth while fostering social-emotional development and practical life skills.

Beginning in 2nd Grade through 8th Grade, we follow a traditional academic framework aligned with the Texas Essential Knowledge and Skills (TEKS), providing structured, grade-level instruction across all core subjects. To enrich this foundation, we thoughtfully incorporate Montessori-inspired elements such as hands-on learning, student choice within clear boundaries, and a carefully prepared environment that nurtures independence, focus, and intrinsic motivation. This balanced approach supports both academic excellence and whole-child development.

Indoor and Outdoor Classrooms

We offer both indoor and outdoor learning environments to support student engagement and whole-child development. Our indoor classrooms are intentionally structured to promote focused, standards-aligned instruction in a calm and organized setting. Outdoor spaces provide opportunities for exploration, movement, and meaningful connection with the natural world. By integrating hands-on experiences and moments of discovery into a strong academic foundation, we foster curiosity, independence, and a lifelong love of learning.

Professional Guidance

Our educators are trained to deliver rigorous, standards-aligned instruction within a supportive, student-centered environment. They serve as knowledgeable guides, facilitating learning by offering individualized support and encouragement while fostering a respectful and collaborative classroom community. Through ongoing observation and personalized attention, our teachers

ensure that every student receives the guidance needed to thrive academically and develop independence, confidence, and a love of learning.

Community and Diversity

NAML Academy is proud of its diverse community. We embrace and celebrate the unique backgrounds, cultures, and perspectives of our students and their families. This diversity enriches our learning environment and prepares our students to become compassionate, global citizens.

At NAML Academy, we are dedicated to creating an inclusive and supportive environment where every child can thrive. By providing professional guidance, a prepared environment, and scientifically developed materials, we help children realize their full potential and prepare them for a bright future.

NAML Academy Belief Statement

At NAML Academy, we recognize that every child is on a unique journey of growth and development. We are committed to nurturing each student as they grow into a morally grounded, responsible, and accountable individual; a confident and capable learner; and a self-motivated, independent contributor to their community.

Our goal is to develop critical and creative thinkers, compassionate peacemakers, and socially responsible problem-solvers who are both academically prepared and spiritually rooted. Students are encouraged to engage respectfully with others, honor diversity, care for the environment as stewards of Allah's creation, and respond to authority with integrity and self-discipline.

Central to our approach is respect—for each child's individuality, for their peers, for cultural and personal differences, and for the vital roles of parents, teachers, and the learning environment. We believe children thrive when they are active participants in their own learning and supported to reach their fullest potential.

We value the essential partnership between parents, teachers, and students, recognizing this collaborative relationship as foundational to fostering self-esteem and academic success. Through this united effort, we provide a comprehensive and enriching educational experience grounded in Islamic values, curiosity, and a lifelong love of learning.

At NAML Academy, we are dedicated to preparing our students with the knowledge, character, and skills they need to lead purposeful lives and contribute positively to society. Together, we nurture and develop the leaders of tomorrow, InshaAllah.

Code of Conduct & Behavioral Policies

NAML Academy is committed to fostering a respectful, safe, and nurturing environment for all students, staff, and community members. This Code of Conduct outlines the expectations and responsibilities of all individuals within the school community to ensure a positive and productive educational experience.

General Conduct

1. **Respect and Dignity**
    - Treat all individuals with respect, dignity, and kindness.
    - Always use appropriate language and behavior.
    - Refrain from any form of harassment, bullying, or discrimination.
2. **Integrity and Honesty**
    - Uphold the highest standards of integrity and honesty in all actions.
    - Avoid cheating, plagiarism, and any other forms of academic dishonesty.
    - Take responsibility for one's own actions and mistakes.
3. **Safety and Well-being**
    - Prioritize the safety and well-being of oneself and others.
    - Report any unsafe conditions or behaviors to school authorities.
    - Follow all school safety procedures and guidelines.
4. **Responsibility and Accountability**
    - Be punctual and prepared for all classes and school activities.
    - Complete assignments and tasks to the best of one's ability.
    - Respect school property and the property of others.

Student Conduct

1. **Classroom Behavior**
    - Attend all classes regularly and on time.
    - Participate actively and respectfully in class discussions and activities.
    - Follow the instructions of teachers and staff promptly.
2. **Dress Code**
    - Adhere to the school's dress code policy. Dress in a manner that is neat, clean, and appropriate for the school environment.

3. **Technology Use**

- Use school technology responsibly and for educational purposes only.
- Refrain from using personal devices during instructional time unless permitted.Contribute to a positive school community through active involvement.

Student Cell Phone and Smartwatch Policy

To support student safety, privacy, focus, and a productive learning environment, **students are not permitted to bring or use cell phones, smartwatches, or other personal electronic communication devices on campus** unless specifically authorized by NAML Academy administration for a school-related purpose.

- Cell phones and smartwatches must remain at home.
- Students may not use personal devices to make calls, send messages, access the internet, take photographs or videos, record others, or communicate through social media while on campus.
- Smartwatches with calling, messaging, internet, camera, or communication capabilities are not permitted, even if the communication features are disabled.
- If a student brings a prohibited device to school, the device will be collected by school staff and held in the office. The parent/guardian will be notified, and the device will be released according to the Academy's procedures.
- Repeated violations may result in additional disciplinary consequences.

If a student needs to contact a parent or guardian during the school day, the student should go through the school office. Parents who need to reach their child should contact the school office rather than contacting the student directly.

4. **Extracurricular Activities**

- Represent the school positively in all extracurricular activities.
- Follow the rules and guidelines of any activity or team in which one participates.

Parent and Community Conduct

1. **Respectful Communication**

- Communicate with school staff and other parents respectfully and constructively.
- Attend school meetings, conferences, and events as needed.

2. **Support for Learning**

- Support and reinforce the school's educational goals and policies at home.

- Encourage and support children's participation in school activities and their academic progress.

3. **Volunteering and Participation**

- Volunteer and participate in school activities and events whenever possible.
- Contribute to a positive school community through active involvement.

Parent and Visitor Code of Conduct

Parents and visitors may come across confidential information about our program, our staff, and students. All information received from NAML Academy must always remain confidential. Breaching confidentiality may result in discharge of your child(ren) and forfeiture of any money collected. Parents and visitors must respect the presence of children when on our campus. Refrain from threatening, abusive or aggressive type language and behavior always towards any person.

Enforcement

1. **Reporting Violations**

- Report any violations of this Code of Conduct to school authorities promptly.
- Use the appropriate channels to address concerns and grievances.

2. **Consequences**

- Understand that violations of the Code of Conduct may result in disciplinary action.
- Cooperate with any investigations and follow through with any corrective actions required.

By adhering to this Code of Conduct, all members of the NAML Academy community contribute to a positive, respectful, and effective learning environment. Let us work together to uphold these standards and ensure the success and well-being of every student.

Enrollment

Participation at NAML Academy requires annual enrollment. Placement is determined based on the child's age as of September 1st of the current school year and is subject to the Director's discretion. NAML Academy does not discriminate in enrollment based on race, ethnicity, gender, religion, disability, or learning differences.

Enrollment for each school year is contingent upon submission of a completed enrollment application, payment of enrollment fees, up-to-date immunization records, a health statement, and a signed Parent Handbook Agreement.

Please note that the Enrollment Application and Parent Handbook Agreement do not constitute a contract guaranteeing enrollment for any specific duration.

Parents are responsible for promptly notifying NAML Academy of any changes to the information provided at enrollment or thereafter. Failure to provide updated information may result in disenrollment of the child(ren) and forfeiture of any fees paid.

Withdrawal

To ensure a smooth and orderly withdrawal process, NAML Academy asks all families to follow the guidelines below.

Official Withdrawal Notice

- The **Student Withdrawal Form** is the only accepted method for requesting a student's withdrawal from NAML Academy.
- A separate Withdrawal Form must be completed for each student being withdrawn.
- Verbal, email, or other informal notifications will not be accepted as official notice.

Notice Period & Financial Responsibility

- A **30-day written notice** is required for all student withdrawals during the academic year and summer programs.
- Families who do not provide the required 30-day notice by submitting the Withdrawal Form will be responsible for the next scheduled tuition payment.
- All tuition, fees, and any outstanding balances must be paid in full before the withdrawal process can be finalized.

Return of School Property

- All textbooks, classroom materials, technology devices, and any other school-issued items must be returned before the student's withdrawal is complete.
- Library books and other borrowed materials must be returned to the school.

Release of Student Records

Student records, report cards, transcripts, and other official documents will be released only after:

- The withdrawal process has been completed.
- All financial obligations to NAML Academy have been satisfied.
- All school property has been returned.

Non-Attendance Does Not Constitute Withdrawal

- A student's absence from school, including failure to attend at the beginning of the school year, does not automatically withdraw the student from enrollment.
- Tuition and applicable fees will continue to be charged until an official Withdrawal Form is received and processed.

Refund Policy

- Tuition and fees are non-refundable for the month in which the official Withdrawal Form is submitted.
- Any applicable refunds will be processed according to NAML Academy's tuition and financial policies.

Exit Feedback

We value the partnership we have with our families and appreciate your feedback. Families may be invited to complete an Exit Feedback Form to help us continue improving our programs and services.

Policy Acknowledgment

By enrolling a student at NAML Academy, parents/guardians acknowledge their responsibility for all tuition and fees as outlined in this policy. These withdrawal procedures apply regardless of the reason for withdrawal unless otherwise approved by school administration.

Extended Absence

We understand that unexpected circumstances and emergencies can arise. If a student will be absent for more than five consecutive school days, parents should notify the Academy office.

Absences longer than five days without communication may be considered a withdrawal from the program, unless an emergency situation prevents timely notification. In such cases, families are encouraged to reach out as soon as possible.

Discharge

NAML Academy reserves the right to discharge any child from the school for any of the following reasons:

- Failure to observe NAML Academy policies and procedures.
- Behavior which is a threat to the safety, or emotional wellbeing of the children or adults.
- Physical or verbal abuse of children or adults.
- Special needs which cannot adequately be accommodated by our employees or facility.
- Non-payment or excessive late payment of fees or tuition.

NAML Academy reserves the right to discharge any parent or child at any time with or without cause. Refunds of fees, tuition and money collected may not be granted.

Admission Records

- All information on the Enrollment and Release Forms
- Parent Handbook Acknowledgement
- Current Immunization Records and Health Statement as required by TDHHS.

Immunization Records

Current immunization records must be on file before a child is allowed to attend class. Documentation must have been validated by a physician or other health-care professional with a signature or stamp and include the month, day and year the child received each vaccination. Immunization records should be updated at each well-child visit to your child's doctor.

Children may be enrolled that have not received immunizations due to various medical issues or personal beliefs. Formal exemptions will be accepted. Speak with the director for specific guidelines if you wish to file an *Exclusion of Compliance Affidavit.*

Adults having direct contact with the children are encouraged, but are not required, to update their immunizations for vaccine-preventable diseases as recommended by the Center for Disease Control (CDC).

http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf

Health Statement

A current health statement, signed by a physician, must be on file before a child is allowed to attend class.

Vision and Hearing

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36 requires: All children 4 years of age by December 31st of each school year must undergo a vision and hearing screening before January 1st of the current school year.

Tuberculin Testing

Tuberculin Testing is not required in Dallas County currently

NAML Academy Admission Policies

General Admission Policy

NAML Academy welcomes students from diverse backgrounds who are committed to academic excellence and personal growth. Our admission process is designed to ensure that students and their families align with our mission, values, and educational philosophy.

Age Requirements

Primary: 3 years to 6 years (must be toilet trained)
Elementary: Grades 1 through 5
Middle School: Grades 6 through 8

Application Process

1. **Inquiry and Tour**
   - Prospective families are encouraged to visit our campus for a tour and to learn more about our programs and philosophy.
2. **Application Submission**
   - Complete the application form available on our website.
   - Submit the application fee as specified.
3. **Documentation**
   - Provide the child's birth certificate or passport.
   - Submit previous school records (if applicable).
   - Provide immunization records or a notarized exemption form.

4. **Assessment and Interview**
    - Children applying for the Primary program and above will undergo a developmentally appropriate assessment.
    - Parents and children will have an interview with the Head of School or designated staff member.
5. **Acceptance and Enrollment**
    - Admission decisions are based on the interview and alignment with our educational philosophy.
    - Upon acceptance, families will receive an enrollment packet to complete the registration process.
    - Submit the Annual enrollment and the resources fee to secure the child's spot.

Tuition and Fees

●Tuition and fee details are provided in the enrollment packet.

Financial aid may be available for eligible families. Applications for financial aid are reviewed confidentially.

Re-enrollment Policy

- Current students are given priority for re-enrollment.
- Re-enrollment forms and fees are due by the specified deadline to secure placement for the following academic year.

Non-Discrimination Policy

NAML Academy admits students of any race, color, national and ethnic origin, religion, gender, and ability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, national and ethnic origin, religion, gender, or ability in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additional Information

For more information or assistance with the application process, please contact the NAML Academy Admissions Office at [admission@namlacademy.com] or visit our website at [www.namlacademy.com].

FINANCIAL OBLIGATIONS

Tuition

Tuition payments are due by the **1st of each month prior to attendance**. Tuition rates are reviewed annually and are subject to change.

All tuition payments will be billed through **PaySimple**. Parents are responsible for ensuring that payments are submitted on time through the PaySimple portal. Payment confirmations and receipts will be available through PaySimple.

Non-Refundable Fees

All fees paid to NAML Academy, including Admission Fees, Enrollment Fees, Re-enrollment Fees, Resources, Books and Materials (RBM) Fees, and Supply Fees, are non-refundable.

These fees are used to secure enrollment and to purchase, reserve, and prepare educational materials, curriculum resources, books, and supplies for the student. Withdrawal, non-attendance, transfer, or a change in enrollment status does not make these fees eligible for a refund.

Fees

Application and testing fees must be submitted with the application. Once your child is accepted, all remaining fees are due within 2 business days.

Monthly Tuition Rates			
Grade	Part-time (8am-12pm)	Full-time (8am-3pm)	Extended Care (8am-6pm)
Infant (1-12 m)	$800	$1,150	$1,400
Infant (12-18m)	$700	$1,000	$1,250
Toddlers	$650	$900	$1,200
PreK3/PreK4	$600	$850	$1,150
K-8th	-	$850	$1,000

Admission & Enrollment Fees	(Non-refundable)
Application & Testing Fee (New Students)	$250
Enrollment	$150
Supply	$200

Re-enrollment Fees		(Non-refundable)
Early	Regular	Late
$150 +RBM+Supply	$250+RBM+Supply	$300+RBM+Supply

Resources, Books & Materials (RBM) (New and Existing Students)(Due at Enrollment/Re-enrollment)	(Non-refundable)
Pre-K 3/Pre-K4	$450
K-8th grade	$650
Hifdhs Full-time	$250
Hifdhs with Secular Study	$650

Enrollment

Enrollment fees are determined by the number of days your child is enrolled at NAML Academy. Please note that this fee is assessed annually and is non-refundable.

Late Fees/Tuition

A $20 late fee will apply for any payments not received by the due date. Please notify the Director prior to the due date if an untimely payment may occur. All delinquent accounts will be automatically charged late fees, beginning the first month due.

Non-Sufficient Funds

A minimum $30 fee will apply for Non-Sufficient Funds (NSF). All NSF checks must be replaced, and any additional fees reimbursed. Returned checks will not be re-deposited. Parents will be responsible for reissuing a second check. If a second NSF check is received, then all future tuition and fees must be paid by cash, money order or cashier's check.

Late Pick-up

Students must be picked up according to their registered schedule. Dismissal times are as follows:

- **Building 1:** 3:00 PM Monday–Thursday; 1:00 PM on Fridays
- **Building 2:** 3:15 PM Monday–Thursday; 1:00 PM on Fridays

A grace period of **10 minutes** will be provided after the scheduled dismissal time. After the 10-minute grace period, a late fee of **$15 for each additional 10-minute interval, or any portion thereof,** will be charged.

Habitual late pick-ups may result in a student's removal from NAML Academy at the discretion of the Director. Parents are encouraged to notify the school as soon as possible if unforeseen circumstances will delay pick-up.

Non-Payment

Non-payment of fees or tuition is grounds for immediate dismissal from the program. Timely payments are essential for the continued success of NAML Academy. If you anticipate difficulty with payment on time, please discuss arrangements with the Director, immediately.

Refunds and Credits

Refunds or credits are not made for days missed due to family vacations, illness, early release or days off related to unscheduled school closings. Missed days will not be made up. No refunds or credits will be made for any fees or tuition already collected.

Hours of Operation

Building 1 8:00 AM– 3:00 PM Monday – Thursday
Building 2 8:00 AM– 3:15 PM Monday – Thursday
8:00AM – 1:00PM Friday

Class options are based on child age.

Preschool (3 years old) and Pre-K (4-5 years old)

- Monday – Friday
- Monday/Wednesday/Friday

Elementary school

- Monday – Friday

Middle School

- Monday - Friday

Calendar

NAML Academy follows the official school calendar, which is available on our website and shared with all families at the beginning of each school year. The calendar includes school holidays, special events, important activity days, early dismissal days, and dates when school will be closed.

Families will receive reminders throughout the year regarding important dates and upcoming events. The most current calendar and school information can always be found on our website.

2026-2027 School Calendar

NAML Academy
2160 S. Edmonds Ln. Lewisville,TX,75067
469-880-0662
www.namlacademy.com

Jun 15-Jul 17	School Office Closed
Jul 20	School Office Opens
Aug 3-11	Staff Development Day/School Holiday
Aug 10	Back to School Night Little Scholars
Aug 11	Back to School Night Elementary/MS
Aug 12	First day of School
Sep 7	Labor Day/School Closed
Oct 8	Term 1 Ends
Oct 9	Staff Development Day/School Holiday
Oct 12	District Holiday
Oct 13	Term 2 Begins
Nov 23- Nov 27	Fall Break
Dec 18	Term 2 Ends
Dec 21 - Jan 4	Winter Break
Jan 4	Staff development day/School Holiday
Jan 5	Term 3 Begins
Jan 18	District Holiday
Feb 8-26	Ramadan Schedule
Feb 15	Staff development day/School Holiday
Mar 1-12	Spring Break /Ramadan/Eid Break
Mar 19	Term 3 Ends
Mar 22	Term 4 Begins
Apr 23	Bad Weather Make-Up Day
May 17-21	Eid Al Adha Break
May 27	Last Day for Students
June 4	Last Day for Staff

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

February 2027

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
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11	12	13	13	14	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Category of Events

Jan 5th	Re-Enrollment Opens
Feb 1st	New Enrollment Opens
Oct 16,23,30	Parent Teacher Conference
Apr 2,9, 16	Parent Teacher Conference

Staff development Day/Student Holiday
1st and Last day of school
Term Begins or Ends
Ramadan Schedule 8:00 am -1:00pm
School and District Holiday
Parent Teacher Conference
Bad Weather Make-Up Day

School Hours

Infant - Pre-K4	**8:00am - 3:00 pm**
KG-8th Grade	**8:00am - 3:15 pm**
Friday Early Release	**8:00am - 1:00pm**
Ramadan Schedule	**8:00am - 1:00pm**

Inclement Weather Days

NAML Academy reserves the right to make independent decisions regarding school closures, delayed openings, and early dismissals due to weather or emergency conditions. Families will be notified through Brightwheel, email, text message, WhatsApp, and the school website.

Emergencies

In the event of an emergency such as a severe storm, fire, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

Prayer Times

Students will perform Salah in the designated prayer room at 2:30 PM, accompanied by their teachers.

Arrival & Dismissal

Traffic and Safety

NAML Academy experiences increased traffic flow during arrival and dismissal times. To ensure the safety of all students, please allow ample time for drop-off and pick-up and remain vigilant for children walking across the parking areas.

Please adhere to the following guidelines:

- Follow all drop-off and pick-up procedures carefully.
- Respect and comply with instructions from duty staff.
- Use of cell phones while driving on school property is strictly prohibited.
- Observe the posted speed limit of 5 MPH at all times.
- Never leave your vehicle unattended in the fire lane.
- Do not leave your child unattended inside the vehicle.
- Always use sidewalks and cross only at designated crosswalks.

Your cooperation is essential in maintaining a safe environment for all members of the NAML Academy community.

Arrival

Students will need to be dropped off in a carline each school day between **7:50am - 8:00** am each day.

Late Arrival

Beginning at 8:15 AM, parents must park in designated parking spaces and accompany their child(ren) to the front office. Parents will be required to complete the late sign-in sheet, after which an administrative staff member will issue a late pass before the student proceeds to class.

Dismissal

- Only authorized adults (must be 18 or older regardless of relationship) will be allowed to pick up children from school and will need to place children in a proper car seat.
- Teachers will not place children in car seats and will not be held responsible for the proper use of a car seat.
- A 10-minute grace period will be provided after the scheduled dismissal time. After the 10-minute grace period, a **$15 late fee for each additional 10-minute interval, or any portion thereof, will be charged.**
- For the safety of all students, parents arriving **after the 10-minute grace period** are required to park in the designated parking area and come inside the building to sign out their child.

***** It is required by law that any incidents of a child being left unattended in a car, or not being secured into a booster seat or proper seat belt be reported to Child Protective Services or local Law Enforcement.*****

Authorized Pick Up

Children will be released **only to persons designated** in writing on the child's enrollment form. Parents must notify the school in writing to authorize any changes. Unfamiliar persons picking up a child will be asked to show picture identification. Teachers will not release a child without proper information. Children will not be released to any minor.

All information will be kept confidential. NAML Academy will only release records and other pertinent information with written authorization of the parent/legal guardian, as required by

TDHHS or under court order.

NAML Academy reserves the right to inspect any student's personal belongings, backpack, desk, and/or locker at any time, if deemed necessary, to maintain the safety of the school environment and ensure compliance with school rules and policies.

Custody Situations

NAML Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. If a custody dispute takes place on our property, the local Law Enforcement will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk or disruption to our facility or staff, NAML Academy has the right to terminate care.

Cell Phones

Your children deserve your full and undivided attention during "hello" and "goodbye" moments. The Texas Department of Health and Human Services (TDHHS) prohibits the personal use of cell phones in classrooms. To help us remain in compliance, please refrain from using cell phones during drop-off and pick-up times. These are essential moments that help your child transition smoothly. If you need to make a call or use your device while visiting for special events or activities, kindly step outside of the classroom area.

Audio/Visual Taping & Photography

NAML Academy employees may photograph, videotape or voice record the children during school sponsored activities, for use with class projects and historical photo documentation for parents to enjoy through our *BrightWheel* App. These photographs may be placed in publicly visible areas of the school.

Please note: During certain public events and programs—such as, but not limited to Celebrations, and Graduation—photographs or videos may be taken by parents and visitors. NAML Academy is not responsible for monitoring photography or videotaping at these open events. If you prefer that your child not be photographed, you may choose to have your child not participate in these specific programs.

During classroom activities, please request permission from a child's parent or guardian before taking photos of any student other than your own. In order to protect the safety and privacy of all children—especially those with identity protection needs—we ask that families refrain from

using cell phones or cameras without prior consent. Your understanding and cooperation help us maintain a safe and respectful learning environment for everyone.

As the State of Texas does not prevent videotaping or the photographing of children/youth (except for Senate Bill I, section 26.009, which deals specifically with school districts), it does encourage parental consent. Additionally, current photographs may assist law enforcement agencies dealing with the Missing Children's Program.

Electronic Device Policy

To promote a focused, safe, and respectful learning environment, the use of personal electronic devices during the school day is prohibited. Any unauthorized electronic devices brought to school or used during school hours will be confiscated and returned in accordance with school policy.

Electronic devices include, but are not limited to:

- Cell phones
- Smartwatches
- Tablets
- Gaming devices
- Wireless earbuds and headphones

Cell Phones
Students who bring cell phones to school must keep them powered off or on silent mode and stored in their backpacks during school hours. Cell phones may not be used during instructional time, transitions, lunch, recess, or while participating in school activities unless specifically authorized by a teacher or administrator.

Smartwatches
Smartwatches may be worn for timekeeping purposes only. Students may not use smartwatches for texting, calling, internet access, photography, recording, gaming, or any form of communication during the school day.

Photography and Recording
Students may not photograph, video record, audio record, or post images, videos, or recordings of students, staff, classrooms, or school activities without prior authorization from school administration. Unauthorized recording or sharing of content is strictly prohibited.

Consequences for Misuse
Failure to follow this policy may result in one or more of the following:

- Confiscation of the device until the end of the school day, parents must pick up the device.
- Parent/guardian notification
- Loss of the privilege to bring electronic devices to school
- Additional disciplinary action as determined by school administration

NAML Academy is not responsible for lost, stolen, or damaged electronic devices brought to school. Students bring such items at their own risk.

Bullying and Cyberbullying

NAML Academy is committed to maintaining a safe and respectful learning environment. Bullying, harassment, intimidation, and cyberbullying are strictly prohibited.

Bullying includes repeated actions intended to harm, intimidate, embarrass, threaten, or exclude another person.

Cyberbullying includes inappropriate behavior through text messages, social media, email, online gaming platforms, or other electronic means.

Students who experience or witness bullying should immediately report the incident to a teacher, counselor, or administrator.

Reports will be investigated promptly, and appropriate disciplinary action will be taken when necessary.

FAMILY INVOLVEMENT AND COMMUNICATION

Family involvement is essential to the continuing success of our program. We encourage all family members to share time and talent. We welcome and invite your suggestions.

⇒ *Special events and activities will include staff and children only, until further notice.*

Visitors

For the health and safety of all students and staff, adults who do not have a specific necessity or prior authorization to be on campus are respectfully requested to remain outside the school premises. Only approved visitors, volunteers, and scheduled guests may enter the building during

school hours. This policy helps us maintain a secure and focused learning environment for every child. All should obtain a visitors badge from the office after signing -in.

Volunteers

We encourage families to volunteer time and talent. All volunteers must complete clearance information as required by TDHHS and Safe Environment Training as required.

Communication

To ensure effective and consistent communication between families and staff, important information will be shared through multiple channels, including WhatsApp, Email, BrightWheel App, and Gradelink. Families are encouraged to check these platforms regularly to stay informed about classroom updates, student progress, announcements, and important school news.

Please make sure your contact information is up to date to ensure you receive all communication promptly.

Email/Phone

The school email accounts listed below will be available for you to send questions and comments regarding classroom activities and your child. Information will be given to the teachers as soon as is feasible. Teachers will not have access during the school day so immediate questions, comments and concerns should be directed to the main email account. Teachers' response time is within 2 school weekdays. All correspondence will be monitored by the school administration. Teachers may not share private email accounts or phone numbers with current clients. Teachers may also be reached by phone at the school office number.

NAML Academy Grievance Policy

What is a grievance?

A grievance is a formal complaint about how school policies or procedures have been applied. We expect all communication to be respectful and clear about the concern.

If you have a concern or issue, please share it in writing by email. We ask that you first reach out directly to the person involved—like your child's teacher if the concern is about grades—to try to resolve the matter. Please be respectful and include clear details such as your child's name, class, and grade.

After your initial email, you may continue the conversation by email or schedule a meeting with the teacher, parent, and student. If your concern is not resolved, you can request an appointment within **14 days** to discuss the issue with the appropriate staff member.

If the issue remains unresolved, you may escalate it to the Head of School. Should the Head of School be unable to resolve the matter, you may bring the concern to the School Board.

Please note: NAML Academy reserves the right to ask a family to withdraw their child(ren) if the relationship breaks down due to:

- Providing misinformation to the school
- Sharing confidential information about students, staff, or the school
- Disrespectful or inappropriate language or behavior toward staff or others
- Defamation of the school
- Any unacceptable conduct at school or school events

How to Submit a Grievance

Step 1: Contact the Person Directly
Start by emailing the teacher, coach, or staff member involved. Most issues are resolved this way.

Step 2: Contact a School Administrator
If the issue is not resolved, email a department lead or the Head of School.

Step 3: Contact the School Board
If needed, the final step is to escalate the grievance to the Leadership Team.

Office Phone: 469-880-0662
management@namlacademy.com –

- **Report absences**
- **General Information**
- **Questions, concerns or comments needing immediate assistance.**
- **Communication with the Director or classroom Teacher**
- **Financial questions, comments or concerns**
- **Use of BrightWheel Parent App**

We value open communication and partnership with families. Please inform the office if:

- Something unusual or concerning has occurred at home that may affect your child's behavior or emotional well-being.
- You will be out of town and your child will be staying with a sitter or relative.
- There are any changes in address, phone numbers, or emergency contacts.
- Your child contracts a communicable disease so we can take appropriate precautions to protect other students and staff.

Conferences

PTC & other related teacher - parent conferences must be scheduled. We request that parents do not approach teachers with concerns or questions regarding their child outside of the scheduled time.

Website

Our website **www.namlacademy.com** is another great place to receive information. We update the website during inclement weather or other school changes. You can also follow the BrightWheel app for the details.

Cyber Identity/Social Networking Web Sites

Employees of NAML Academy are prohibited from participating in social networking with current students. This includes, but is not limited to personal email, Facebook, Twitter, and Instagram.

Parents, students, and community members are expected to use social media responsibly. Concerns regarding school matters should be addressed directly with school administration through the grievance process. Posting confidential information, student information, or defamatory statements regarding the school, staff, students, or families may result in disciplinary action or withdrawal from the Academy.

HEALTH/SPECIAL NEEDS

Nutrition

Parents are responsible for meeting their child's daily nutritional needs. NAML Academy does not prepare meals and are not responsible for meeting the daily nutritional needs of each child. All children will be encouraged, but not forced to eat.

Snacks from Home

Parents are required to provide mid-morning snacks for their child each day. Please note that we do not microwave food at school. For warm meals or beverages, kindly send them in a thermos to keep them hot.

- Students are encouraged to eat a nutritious breakfast at home, as snack time is scheduled for 9:50 AM.

- For birthdays, muffins or cookies are permitted.

Lunches from Home

Lunch must be provided by the parents. We do not have the capacity to refrigerate or heat any food or beverage items for students. Parents are responsible for seeing that all perishable items are packed appropriately. Any lunch items not eaten and able to be reasonably repacked will be left in the lunch box to be taken home. Label all food equipment with your child's name. Preparing child-friendly food that your child can manage independently will help with this. Cut all grapes, hot dogs and other appropriate foods lengthwise, to help reduce the possibility of choking or obstruction of airways. Candy and carbonated drinks should not be included in your child's lunch.

Water

Water is provided to the children during snack and lunch. Water is also available throughout the day and drinking enough water is encouraged. Please provide a labeled water bottle or sippy cup.

Caffeinated Beverages

To promote student health, wellness, and academic success, **students are not permitted to bring or consume caffeinated beverages** while on campus or during school-sponsored activities. This includes, but is not limited to:

- Coffee
- Energy drinks (e.g., Red Bull, Monster, Celsius)
- Highly caffeinated teas
- Sodas containing caffeine

Students are encouraged to bring **water** or other non-caffeinated beverages. If a student brings a caffeinated beverage to school, it may be collected by school staff and returned at the end of the day or disposed of at the school's discretion.

Life Threatening Allergy Students

Several students with life threatening allergies attend NAML Academy each year. It is our intention to provide a safe environment for these children. Epinephrine and emergency medications will be easily accessible to all caregivers.

It is imperative to note that our classrooms are shared by multiple groups throughout the

week. Students' allergy precautions and detailed information will be posted along with the child's name, in each classroom and will be viewed by others. Parents must sign a waiver for the child's information to be posted, for the child to safely participate in our program.

NAML staff members are trained in First Aid, CPR and use of Epinephrine. NAML Academy, or participating individuals will not be held liable for any medical issues related to a possible contamination and will not be held liable for damages for an act performed in administering care. We do ask parents of all children to abide by any restrictions set within individual classes and within the program.

Peanut Allergies

Peanut allergies – the food allergy that claims more lives each year that any other – is our most common. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food or contaminated item.

To eliminate classroom to classroom policy confusion, and after careful consideration regarding the continual shared spaces and equipment, we have the following school wide safety guidelines in effect:

PLEASE

- Do not send any peanuts, peanut butter or foods containing peanuts or peanut products to school.
- Read all food labels and avoid sending foods with the following or like warnings:
    - "May contain Peanut or Tree Nuts."
    - "Processed on shared equipment with Peanuts or Tree Nuts."
    - "Manufactured in a plant with Peanuts or Tree Nuts."
    - "Contains Peanut or Tree Nut Ingredients"
    - Any similar label
- If your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands have been washed with **soap and water** before arriving at school.

Water alone does not do the trick!

We trust you understand how deeply important respecting and adhering to these guidelines is for these children and their families. This is not a lifestyle choice but a **life-saving choice** that these families must learn to navigate.

Medication

No medications shall be administered at any time. Exceptions will only be made for emergency medications (Epinephrine, emergency asthma medications). Emergency medications must be in the original container labeled with the child's full name, be current with expiration date and

will only be given as recommended in writing by a doctor. All medication prescriptions must be issued in the United States.

Emergency Care

In case of critical illness or injury requiring the immediate attention of a physician the following contact procedures will be followed:

●Give child first aid treatment or CPR as needed.
●Contact Emergency Medical Services
●Contact the child's parents.

- If parents cannot be notified, the emergency contact on file will be notified.

Any injury/illness occurring at school that requires the care of a physician must be reported to the school and documented. A copy of an incident report will be given to the parent, TDHHS and kept in the child's file. Minor injuries occurring at school will be documented and the parent will be informed at the end of the school day with a copy of the documentation.

Health Checks

NAML Academy staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parents at that time and to notify the administration. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

Illness – According to the Texas Department of Family and Protective Services:

No child may be admitted to class if one or more of the following exists:

●Noticeably sick
●Infrared Thermometer reading of 99.0* Fahrenheit or higher temperature.
●Symptoms and signs of possible severe illness such as

- lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling
- behavior changes, or other signs that the child may be severely ill.
- A health care professional has diagnosed the child with a communicable disease.

A child must be symptom free and fever-free (without the aid of medication) for 72 hours before returning to school.

DO NOT GIVE YOUR CHILD FEVER REDUCING MEDICINE IF THEY HAVE AN ELEVATED TEMPERATURE AND SEND THEM TO SCHOOL.

Children who do not feel well, have a fever or cannot comfortably participate in all classroom and outdoor activities should be kept home from school. Also, if a child's health issues result in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care, the child may not be present at school.

If a child becomes ill during the school day, the school will contact the parent/guardian or an authorized emergency contact to arrange for the child to be picked up as soon as possible. Parents are expected to arrive to care for their child as soon as possible or arrange alternative care within 1 hour, or standard late fees may apply. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, NAML Academy may call EMS at the parent's expense.

Due to the safety and health concerns of other students please inform the office as soon as possible if your child has been diagnosed or shows symptoms of a communicable disease. Your child's personal information will be kept confidential. By reporting this information, you will help protect the other children in our program. These diseases which include but are not limited to Covid – 19, measles, mumps, scarlet fever, chicken pox, etc., may be reported as required by the state of Texas to the local health department. A child diagnosed with a communicable disease must have written documentation from a health care professional indicating when the child is able to return to school.

Plan of Care for Special Needs

NAML Academy will accept and make reasonable accommodations for students with a variety of special needs. It is important that parents inform the director of any special needs their child may have. By doing so, the appropriate school team can work with the family to develop a Plan of Care that will assist all parties in making the best choices for the child.
If reasonable accommodation cannot be made within the NAML Academy program, it may be necessary for NAML Academy to terminate the enrollment of the child. This will be at the discretion of the Director. If reasonable accommodation cannot be made, NAML Academy may help families find outside resources to assist them whenever possible.

SAFETY AND SECURITY

Emergency Evacuation Procedure

Detailed emergency procedures are on file in the office and are available for review anytime. Fire drills are practiced monthly. Severe Weather and Lock-Down drills are practiced every three months.

If the NAML Academy facility or environment poses an immediate threat to the children, the children will be moved to outside Courtyard childcare parking.

If immediately necessary, children will be transported by car to safety. In all situations children will be cared for until a parent or guardian arrives. Due to the nature of the emergency, it may be necessary to transport children to the nearest hospital or medical facility for evaluation and care.

Inclement Weather

The weather is monitored throughout each day. If a Severe Weather Watch is posted, we will begin to prepare the children and teachers to anticipate the need to move to our designated storm safety area. It is possible that we will move the children and teachers prior to any severe weather warnings. Our decisions will be based on the need for calm and safety of the children in our care.

If a severe weather warning is posted or sirens are sounding, we will immediately take shelter in the storm safety area. Parents, other caregivers and siblings are welcome to come inside and join the children in order to ensure safety. Please do not sit outside during a severe storm warning. We have witnessed extreme damage in the past and do not wish anyone to be unsafe.

Once the decision to move to the storm safety area has been made**, we will not allow children to be released from our care**. Anyone joining us in the storm safety area, must abide by the directions of the school and administration. Once the threat of severe storms has passed as determined by the school and administration your children may be signed out and released to your care.

After any emergency or relocation of children and staff, when it is safe to do so, parents and guardians will be contacted to advise them of the next phase of the emergency plan.

GENERAL POLICIES

Animals

Throughout the school year animals may be present in the classrooms. All animals will be screened and meet the requirements of the TDHHS. A notice to parents will be posted when animals are present.

Birthdays

Each child's birthday will be recognized with a special day during the year. Individual teachers will let you know when your child will have the opportunity to celebrate. If your child's birthday falls in July or August, your child will get to celebrate in September. If your child's

birthday falls in June, they will get to celebrate in May.For birthdays, muffins or cookies are permitted, but no frosting, please.

⇒ *Until further notice no invitations will be distributed.*

Shoes

Children should wear closed shoes with rubber soles (no sandals or Crocs). Our playground surface is mulch. Help protect their little toes. Hard, slick soled shoes are not ideal as the floors of the classrooms and auditoriums where they dance, and move can be slippery. High heels, earrings and drawstrings can all increase the chance of injury. NAML Academy will not be liable for injuries due to improper clothing, shoes or accessories.

Jewelry

Be thoughtful when sending a child to school with jewelry. NAML Academy and its employees will not be responsible for injuries or loss due the wearing of any jewelry.

Toys

Children should not bring toys, games, or smartwatches from home unless specifically requested by their teacher for a class activity.
Our 2-step policy for unapproved items is as follows:

1. First time: A note will be sent home, and the item will be returned at the end of the day.
2. Second time: A note will be sent home, and the item will not be returned until the end of the week.

Outdoor Play

Outdoor play is a regular part of our daily routine. Children should be prepared to play outside some part of every day. Do not request that your child stay indoors. Per the Texas Department of Health and Human Services, children too sick to go outside should not be at school. If weather does not permit outside play, we often have access to our auditorium. For safety, please have your child wear rubber soled, solid play shoes.

Personal Belongings

Label all items brought to school with your child's name. In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home.
⇒ *Children should bring only their snack/lunch box, water bottle and a jacket if necessary. No other personal items will be allowed.*

Staff/Class Assignments

Small class groups are maintained to give each child the care and attention they deserve. Every classroom is staffed with caring and trained professional teachers. Annual training is required of all staff including 24 hours of Developmentally Appropriate Practices, CPR and First Aid, emergency preparedness, and the protection of children.

Teacher requests may be made in writing however, classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age; and are at the discretion of the Director. We follow the state of Texas age requirements to initially assign age groups. Specific requests are not always able to be fulfilled or guaranteed.

Outside Employment

Due to liability issues, employees of NAML Academy are not permitted to take children home from our center. Employees of NAML Academy are prohibited from employment or contractual agreements with parents of children enrolled in the program outside those sponsored or supported by NAML Academy. This includes but is not limited to babysitting and/or nanny-type, or other non-childcare related positions. If prior relationships were formed prior to a child's enrollment exemptions may be made with approval from the Director. Employees should not have additional employment or be involved with other activities that could interfere with providing their best performance for the preschool program.

DISCIPLINE AND GUIDANCE

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

Staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

●Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.

●Reminding a child of behavior expectations daily by using clear, positive statements.

●Redirecting behavior using positive statements, *and/or engaging child in another appropriate activity* and.

●Providing a brief, supervised calming break away from the activity when appropriate for the child's age and developmental needs. The purpose of the break is to help the child regain self-regulation, emotional control, and readiness to rejoin the learning environment.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

●Corporal punishment or threats of corporal punishment.
●Punishment associated with food, naps or toilet training.
●Pinching, shaking or biting a child.
●Hitting a child with a hand or instrument.
●Putting anything in or on a child's mouth.
●Humiliating, ridiculing, rejecting, or yelling at a child.
●Subjecting a child to harsh, abusive or profane language.
●Placing a child in a locked or dark room, bathroom, or closet; and
●Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance.

Outdoor and Indoor Activities

Encourage children to play outside several times a day.

- Basketball
- Soccer ball
- Nature walk
- Slide
- Hide and Seek

If the weather is bad and outdoor activities are not feasible, there are various engaging indoor activities that can be incorporated.

Student Uniform Policy

Girls (Toddlers – Kindergarten)

Required Uniform

- **Navy blue polo dress (short or long sleeves)**
- **Plain white polo shirt worn under the dress**
- **Navy blue pants or leggings worn under the dress**

Optional

- **Solid white turtleneck worn under the uniform**

Cardigan

- **Plain solid navy-blue V-neck cardigan**
- **No designs, logos, or hoods**

Socks

- **Clean black or white socks**

Shoes

- **Closed-toe black or white shoes/sneakers only**
- **🚫 No sandals**

Students should bring a white one piece hijab and cardigan for prayer time.

Girls (1st – 8th Grade)

Required Uniform

- **Light-blue tunic**
- **Navy blue pants**

Hijab Requirements

Elementary Girls (1st–5th Grade)

- **Solid white hijab encouraged**

Middle School Girls (6th–8th Grade)

- **Solid navy-blue hijab required**
- **Must be worn at all times**
- **Must be securely pinned**
- **No hair should be visible**
- **An underpiece (underscarf) is required**

Cardigan

- **Plain solid navy-blue V-neck cardigan**
- **No designs, logos, or hoods**

Socks

- **Clean black or white socks**

Shoes

- **Closed-toe black or white shoes/sneakers only**
- **🚫 No sandals**

Boys (Toddlers – 8th Grade)

Required Uniform

- **Plain light-blue polo shirt (short or long sleeves)**
- **Navy-blue pants**
- **🚫 No cargo pants**

Cardigan

- **Plain solid navy-blue V-neck cardigan**
- **No designs, logos, or hoods**

Socks

- **Clean black or white socks**

Shoes

- **Closed-toe black or white shoes/sneakers only**
- **🚫 No sandals**
- **🚫 No light-up shoes**

Physical Education (PE) Uniform

Pre-K 4 – 8th Grade

- **Official NAML Gym Shirt**
- **Black or gray sweatpants**
- **Athletic shoes/sneakers**

Friday Spirit Wear

To promote school spirit and community, students may wear either:

- **Official NAML Spirit Wear**
  OR
- **NAML Gym Uniform**

Students who do not have spirit wear should wear their regular school uniform.

Uniform Purchasing Information

Most uniform items may be purchased from local retail stores such as Target, Walmart, Old Navy, Children's Place, or similar retailers, provided they meet the school's uniform requirements.

The following items may be purchased directly through NAML Academy:

- **Girls' Light Blue Tunics**
- **Navy Blue Hijabs**
- **NAML Gym Shirts**
- **NAML Spirit Shirts**
- **NAML Spirit Sweaters**

📌 Parents are not required to purchase uniform items through the school, with the exception of school-branded apparel, the approved girls' tunic, and navy-blue hijabs. Families may purchase uniform-compliant items from any retailer that meets the color and style requirements outlined in this policy.

Additional ordering information, pricing, and availability will be shared with families prior to the start of the school year, insha'Allah.

Uniform Expectations

- **Uniforms must be clean, modest, and in good condition each day.**
- **No visible logos, designs, graphics, or writing.**
- **🚫 No jeans.**
- **Only school-approved outerwear may be worn indoors.**
- **Hair must be neat and modest.**
- **🚫 No makeup, nail polish, or excessive jewelry.**
- **Closed-toe shoes are required at all times.**

Uniform Compliance

Students who arrive out of uniform may be required to correct the issue before attending class or participating in school activities.

Jazakum Allahu Khayran for supporting NAML Academy's commitment to excellence, professionalism, modesty, and Islamic values.

Hifdh Program Policy

Program Hours

- Full-time Hifdh Program

Students in the full-time Hifdh program may follow one of the following schedules:

- **Option One:** Attend ELA and Math classes as scheduled, participate in Hifdh sessions during other periods, and dedicate time in the afternoon for Hifdh practice.
- **Option Two:** Attend Hifdh sessions in the morning and dedicate afternoon time to Hifdh practice (No academics).
- **Option Three:** Focus exclusively on Hifdh sessions and practice, with a dismissal time of 1:00 PM.
- Students are expected to arrive on time and be prepared for class.

Attendance

- Regular attendance is mandatory to ensure consistent progress in memorization.
- Absences must be reported to the office in advance whenever possible.
- Excessive unexcused absences may impact a student's continuation in the program.

Dress Code

- Students must dress in their **school uniform** every day.
- Girls must bring a **hijab** for Salah and program activities.

- Clothing must be clean and appropriate at all times.

Memorization and Review

- Students are expected to complete assigned memorization daily.
- Regular review sessions are mandatory to maintain and strengthen previously memorized portions.
- Teachers will monitor progress and provide individualized support as needed.

Behavior

- Students must demonstrate respect toward teachers, peers, and school property.
- Disruptive behavior will result in reflection, correction, or parent communication depending on severity.
- Positive behavior is encouraged through verbal praise and recognition.

Homework

- Assigned homework must be completed on time.
- Homework may include memorization practice, and review.

Assessment

- Students will be assessed regularly on memorization, accuracy, and review.
- Tests will be oral.

Fees

- Tuition and program fees are outlined in the registration packet.
- Fees are due according to the school's payment schedule and are non-refundable after the stated deadline.

Communication

- Parents will receive regular updates regarding their child's progress.
- Teachers are available for meetings or communication through approved channels.

Withdrawal

- Withdrawal requests must be submitted in writing to the administration with one month's notice, the refund policy will be applied.
- Outstanding fees must be cleared before withdrawal is finalized.

Sick or Health Absences

- Students with illnesses or contagious conditions must stay home until fully recovered.
- Absences due to health reasons should be communicated promptly.
- Teachers will provide guidance on how to catch up on missed memorization or review.

Homework & Grading Policy

Elementary School (Grades Kg to 5)

- Pre-Kindergarten and Kindergarten:
  No homework assignments will be given.

- Grades 1 and 2:
  Homework should take no more than 10 to 15 minutes each day during the school week. Assignments typically involve listening to reading and practicing handwriting. Parents are expected to be actively involved in supporting their child's homework at this stage.

- Grades 3 and 4:
  Homework will be assigned 2 to 4 times per week, with a daily time expectation of 10 to 30 minutes. This helps students begin taking greater responsibility for completing their work, which should be submitted daily or weekly. Parents should monitor homework completion but allow students increased independence.

- Grade 5:
  Homework should take approximately 40 to 50 minutes per day, assigned 3 to 4 times per week, with no homework on Fridays. At this level, students are encouraged to develop strong study habits, manage their time well, and take responsibility for their assignments. Parental support is important for monitoring progress, though most work is expected to be completed independently.

Homework for grades 1 through 5 may include:

- Handwriting exercises
- Reading tasks or activities related to upcoming lessons
- Extended projects requiring additional time beyond the classroom
- Practice assignments reinforcing Texas Essential Knowledge and Skills (TEKS), such as flashcards and homework pages
- A daily reading expectation of at least 20 minutes

Secondary School (Grades 6 to 8)

- Middle School (Grades 6 to 8):
  Students should expect 60 to 80 minutes of homework daily, which includes classwork completion and longer-term assignments. Parents should stay informed about homework assignments and help ensure completion. Students are also encouraged to read for at least 20 minutes each day outside of school.

General Information:

Homework time expectations vary by grade level. If a student consistently spends more than 2 hours per day on homework, parents are encouraged to contact the Principal via email.

Homework and Missed Assessments Policy

Homework

Homework is an important part of reinforcing classroom learning and developing responsibility.

- Homework is due on the assigned due date unless otherwise communicated by the teacher.
- Homework submitted one school day late may receive up to 80% credit.
- Homework submitted two school days late may receive up to 50% credit.
- Homework submitted more than two school days late may receive no credit, unless prior arrangements have been approved by the teacher or administration due to extenuating circumstances.
- Students are responsible for obtaining and completing any missed homework after an absence.

Missed Quizzes and Tests

- Students who are absent on the day of a quiz or test are responsible for making up the assessment within three (3) school days of returning to school, unless otherwise approved by the teacher.
- It is the student's responsibility to arrange a make-up time with the teacher.
- Students who miss an assessment due to an excused absence will be allowed to make up the work without penalty.
- Students who miss an assessment due to an unexcused absence, or who fail to complete the make-up assessment within the allotted time, may receive a reduced grade or a zero at the discretion of the teacher and administration.

Extenuating Circumstances

Exceptions may be made for extended illness, family emergencies, or other circumstances approved by the administration. Communication with the teacher and school office is expected as soon as possible.

Grading Reports

Report cards are distributed every nine (9) weeks. Please refer to the school calendar for specific dates.

Grading Scales

Kindergarten

Students are evaluated based on skill sets aligned with the Texas Essential Knowledge and Skills (TEKS) standards.

Symbol	Description
M	Mastered – consistently demonstrates independent mastery of the skill
D	Developing – progressing as expected
SD	Still Developing – requires additional support and practice
NE	Not Evaluated – skill not assessed or evaluated at this time

Letter Grade	Number Grade
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
F	Below 65

Grades 1-5

Elementary Grading Weighted Categories & Required Gradebook Entries			
Categories	**Percentage**	**Interim/Progress Required number of grades (4 weeks)**	**Term Report Card Required number of grades (9 weeks)**
Homework	**10%**	**3-4**	**5-6**
Classwork/Participation	**15%**	**3-4**	**5-6**
Projects	**25%**	**0-1**	**1-2**
Quizzes	**20%**	**2-3**	**3-4**
Tests	**30%**	**1-2**	**2-3**
Total	**100%**	**9-14**	**16-21**

Grades 6-8

Secondary Grading Weighted Categories & Required Gradebook Entries			
Categories	**Percentage**	**Interim/Progress Required number of grades (4 weeks)**	**Term Report Card Required number of grades (9 weeks)**
Homework	**15%**	**3-4**	**5-6**
Classwork/Participation	**25%**	**3-4**	**5-6**
Projects	**20%**	**0-1**	**1-2**
Quizzes	**10%**	**2-3**	**3-4**
Tests	**30%**	**1-2**	**2-3**
Total	**100%**	**9-14**	**16-21**

Academic Integrity

Students are expected to complete their own work and demonstrate honesty in all academic activities.

Academic dishonesty includes, but is not limited to:
• Cheating on tests or assignments
• Copying another student's work
• Allowing another student to copy work
• Plagiarism
• Submitting work created by another individual or artificial intelligence without teacher approval

Violations may result in a reduced grade, reassessment, parent conference, disciplinary action, or other consequences as determined by school administration.

Safety, Legal Compliance, and Student Privacy Policies

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. NAML Academy is a GANG FREE ZONE.

Smoking

Smoking of any type such as but not limited to, cigarettes, cigars, e-cigarettes, vaporizers, pipes, is not allowed anywhere in the presence of children or on the premises when attending a school sponsored event or during school operating hours.

Weapons Policy

Weapons of any kind, including firearms, knives, look-alike weapons, fireworks, or dangerous objects, are prohibited on school property, school transportation, and at school-sponsored events. Violations may result in immediate dismissal from NAML Academy.

Keeping Children Safe

Information regarding keeping children safe is posted on the parent board. ***If you have any concerns regarding the safety and wellbeing of someone you know, or you are concerned about risks within your own family, please call for help.***

ABUSE REPORTING LAW REQUIREMENTS

NAML Academy staff are required by the Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional abuse, neglect, or exploitation. Staff members are trained annually to recognize and report suspicions of abuse. We are committed to

increased awareness of prevention and intervention of abuse by offering training, literature and connections with community resources to families.
The staff may not notify parents when the police or CPS is called.

Leaving a child in a car unattended, not securing a child in a seat belt or booster seat as required by law, unexplained marks or bruises on opposite sides of the body, and severe child hygiene issues or untreated medical issues are all examples and are not limited to the required reasons for a staff to call to the police or CPS.

FERPA

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that NAML Academy, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records.

NAML Academy School Hours

Elementary (K - Grade 5):
- 8:00 AM - 3:15 PM

Middle School:
- 8:00 AM - 3:15 PM

Friday Early Dismissal
- **All Students:** 1:00 PM (except for those enrolled in extended care)**Before and After School Care**

Morning Care: Available from 7:30 AM
Aftercare: Available until 6:00 PM
Note: Before and after school care is available for an extra cost.

Office Hours
- **School Office:** 8:00 AM - 3:00 PM

For more information or to discuss specific scheduling needs, please contact the NAML Academy office at [management@namlacademy.com].

Morning Assembly
Every morning, NAML Academy begins with an assembly 8:15 AM in the multipurpose room. The assembly includes Quranic recitation, and morning Adhkar. Participation in the assembly is mandatory. Children who do not participate will be marked tardy.

Attendance Policy

Daily Attendance

Regular attendance is crucial for academic success. Students are expected to attend school every day unless they are ill or have a valid reason for absence. Parents must inform the school office of a child's absence by 8:00 AM on the day of the absence.

Excused Absences

- Illness (a doctor's note may be required for absences longer than three days).
- Medical or dental appointments (preferably scheduled after school hours).
- Family emergencies or bereavement.
- Religious observances.

Unexcused Absences

- Absences without prior notification or a valid reason.
- Vacations taken during school days without prior approval.
- Students must attend at least **90% of the school year** (no more than **9 absences per semester**) to be eligible for promotion. Absences are only excused for valid medical reasons or exemptions under Texas Education Code §25.087.
- Tuition is due in full during any student leave. Students with **over 18 unexcused absences** will not be promoted. Promotion decisions are made by the Principal

Tardy Policy

Definition of Tardy

- Students arriving after 8:15 AM will be marked tardy.
- Late arrival disrupts the assembly and the start of the academic day.

Consequences of Tardiness

- Repeated tardiness will be addressed with the student and parents to find solutions.
- Accumulating 10 tardies will result in the suspension of the student, and parents will be required to pay a re-enrollment fee.

Reporting and Communication

- Parents should ensure that their contact information is up to date with the school office to receive timely notifications about absences, tardiness, and school cancellations.
- Any concerns or questions about attendance policies should be directed to the school administration.

School Cancellation

Inclement Weather

- In the event of severe weather conditions, school cancellations or delays will be communicated via email, text messages, and the school's website.
- Parents are encouraged to check these sources for updates on school closures.

Emergency Situations

If the school needs to be closed due to an emergency (e.g., power outage, natural disaster), notifications will be sent out immediately.
The safety and well-being of students and staff are the top priority in such situations.

Reporting and Communication

Parents should ensure that their contact information is up to date with the school office to receive timely notifications about absences, tardiness, and school cancellations.
Any concerns or questions about attendance policies should be directed to the school administration.

Handbook Revision

NAML Academy reserves the right to amend, revise, interpret, or discontinue any policy contained in this handbook at any time. Families will be notified of significant policy changes. Enrollment at NAML Academy constitutes agreement to abide by all current and future policies.

Parent Handbook of Policies and ProceduresAcknowledgement

I have been provided access to the NAML Academy Parent Handbook via PDF format and offered a printed copy. I acknowledge that I have read, understand and agree to abide by all of the guidelines, responsibilities and the operational policies and procedures of NAML Academy .

I agree with and will support NAML Academy guidance and discipline policies.

I understand the policies and procedures stated in the handbook are a general list of rules and guidelines and are not considered comprehensive. An opportunity to ask questions regarding these policies and procedures. All rules apply to adults and children.

I have also been provided with access to contact information if I should need support or resources for my family, or another family that may benefit from this information, at the end of the handbook.

Student Names (list all enrolled children here)

_____

NAML Academy Code of Conduct Acknowledgement form

Name: _____ Date:_____

Parent/Guardian

Parent/Guardian Acknowledgment

As the parent/guardian of the above-mentioned student, I acknowledge that I have read and understood the NAML Academy Code of Conduct. I will support my child in adhering to these guidelines and ensure they understand their responsibilities as a member of the NAML Academy Community.

Parent/Guardian Name: _____

Signature: _____

Date: _____