



Westfall Academy Parent Handbook 2026-2027

دليل أولياء الأمور – أكاديمية ويستفول
العام الدراسي 2026-2027



Westfall Academy
727 Westfall Road
Rochester NY 14620
585-442-0120

"My Lord! Grant me knowledge that is useful (to humanity)"

WFA Main Office (585) 442-0120
ICR Main Office (585) 442-0117
Fax (585) 442-9924

Please inform us whenever your child will be absent or late!

Need Help?

This checklist should help families contact appropriate staff members with questions or concerns. We encourage you to contact the staff member most directly involved with any question or concern first. If the question is not answered or the issue is not resolved at that level, the concern should proceed to the next step outlined. Members of our school community are always welcome to contact members of the Board of Education as well, but issues often are handled most effectively by school staff responsible for that area of concern.

Question/ Concern	Step 1	Step 2	Step 3
Curriculum, difficulties	Homeroom Teacher >>>	School Head>>>	Education Committee
Athletics	PE Coach >>>	Homeroom Teacher >>>	School Head >>>> Education Committee
Behavioral Issues	Homeroom Teacher >>>	School Head >>>	Education Committee
Special Education	Homeroom Teacher >>>	School Head >>>	Education Committee
Transportation Issues	Driver >>>	Transportation Director at your school district >>>	School Head/admin
Safety	Homeroom Teacher >>>	School Head >>>	Education Committee

Purpose

The purpose of this publication is to provide students, parents, school personnel, with a concise and comprehensive description of the minimum standards of behavior for all students enrolled at Westfall Academy. It defines appropriate student conduct and presents alternatives to be employed by school administrators to address individuals who exhibit inappropriate behavior.

HOURS OF OPERATION FOR STUDENTS

- Pre-k Level I and Level II 8:00am-1:00pm Monday-Friday
- Pre-K Extended Hours 1:00pm- 3:15 pm
- Kindergarten-5th Grade 8:00am-3:15pm Monday-Friday
- After School Care (additional fee) 3:15 pm-5:30pm
- Before School Care (additional fee) 7:30-8:00am



School Vision

Provide lifetime foundation of knowledge based on Islamic values and to prepare the students for a successful career based on strong knowledge of all disciplines so that they can be productive and exemplary members of the community.

Mission Statement

The mission of Westfall Academy is to provide a safe, nurturing, and stimulating Islamic learning environment that enables students to achieve their maximum educational potential and prepare them for their future roles in society as responsible citizens.

Our goal is to promote a comprehensive curriculum that meets the student's intellectual, spiritual, social, emotional, and physical needs.

Our Values

Respect
Honesty
Responsibility
Compassion

BEHAVIORIAL GUIDELINES

OUR SCHOOL VALUES ARE:

RESPECT

HONESTY

RESPONSIBILITY

COMPASSION

OUR ULTIMATE GOAL IS:

BE RESPECTFUL

BE KIND

BE SAFE

DO YOUR BEST

WE UNDERSTAND THE FOLLOWING:

WE DO NOT INTERFERE WITH ANOTHER PERSON'S LEARNING.

THERE IS NO EXCUSE FOR BAD MANNERS.

RESPECT THE RIGHTS AND PRIVILAGES OF OTHERS

Six Character-Building Behaviors Students Should Learn

Caring Kind, compassionate behavior, expressing gratitude, forgiving others, and helping people in need.

Citizenship Helping to make school and community better, staying informed, obeying rules and laws, respecting authority, and protecting the environment.

Fairness Playing by the rules, taking turns and sharing, being open-minded, listening to others, not taking advantage of others, and not blaming others.

Respect Being tolerant of differences, using good manners and appropriate language, not threatening, hitting, or hurting anyone, and dealing peacefully with anger, insults, and disagreements.

Responsibility Doing what one is supposed to do, persevering, doing one's best, maintaining self-control, thinking before acting, and being accountable for one's choices.

Trustworthiness Being honest, doing what you say you'll do, doing the right thing, building a good reputation, being loyal to family, friends, and country, and not deceiving, cheating, or stealing.

Late pick up fine: The school doors will open at 8:00 am, not any earlier. Please make sure that your child is not dropped off before 8:00am. There is late pick up charge. After school, your child will be put in after-school care. **The late charge is \$5 per 15 minutes .**You will be required to pay the fine when you come to pick up your child. Please do not ask us to make exceptions.

Statement of Non-discrimination:

Westfall Academy located at 727 Westfall Road, Rochester NY 14620, operating under the umbrella of Islamic Center of Rochester, admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, and loan program, or athletic and other school administered programs.

General School Policies

School Closings: The Principal will close the school when the weather conditions are too hazardous for safe operation. The closing notices of Brighton School District will be followed. Check TV channels 8, 10 and 13 for announcements of Westfall Academy school closing.

Attendance Regular attendance is essential to a student's success in school. Students should arrive ready to learn and willing to work. When a student is unable to attend school, family/families should call before 8:00 AM with the reason for the absence. If a family member forgets to call, school admin call will families of students who are marked with an unexcused absence. The following lists of circumstances are excuses for legal absences. These include but are not limited to:

1. personal illness
2. family illness
3. death in the family
4. religious observance
5. required court appearances
6. quarantine
7. attendance at health clinics

Attendance Policy Determination of Excused and Unexcused Absences, Tardiness and Early Departures Based WFA's education and community needs, values and priorities, WFA has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- a) Excused Absence: An excused absence is an absence, tardiness or early departure due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, road tests, military obligations or other such reasons as may be approved by the Board of Education.
- b) Unexcused Absence: An unexcused absence is an absence, tardiness or early departure which does not fall into the above categories (e.g., family vacation, babysitting, haircut, obtaining learner's permit, road test, oversleeping) or any absence for which a reason is not provided.

Please remember to call when your child will be absent.

Tardiness:

Regular school attendance and punctuality are essential for a successful school experience. Coming to school after 8:15 am is considered tardy. Tardiness is recorded. **An accumulation of 5 tardy days will result in a one-day absence on the student's attendance record.** Accumulation of 5 tardy days will result in notice sent home. Accumulation of 6 tardy days will result in one day of detention. After arrival at school, students are not allowed to leave school without permission from the office.

Absence: The parent or guardian of a student is required to explain any of the student's absences. This should be done by email to the administration and homeroom teacher on or before the day of the absence. Upon a student's return to school, he/she must provide a written statement by the parent or guardian giving the date (s) and reason (s) for the absence. The school is NOT obligated to call home to inquire about the child's absence.

Early dismissal: For a student who needs to leave school early, his/her parent or guardian should send an email to the administration and the homeroom teacher stating the time his/her child should be dismissed and the reason for the dismissal, so that make-up work can be prepared. The parent/guardian should pick up the student from the principal's office and sign him/her out.

Appointments Families are expected to make every effort to schedule any appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Please remember to send a note in with your child the morning of an appointment so that your child's teacher and the office are aware that your child will be being picked up early. If you do forget to send in a note with your child, please call and let the Main Office know and they will get a message to your child's teacher.

Drop-off/ Pick-up Policy

Parents are required to drop off / pick up children at the **main door**. **Parents are not allowed to walk their child to class.** If the parent wishes to speak with the teacher an appointment has to be made. This can be done by sending a note or emailing the teacher. This measure is taken so that instruction time is not disturbed or interrupted.

Bus Conduct Riding the bus is a privilege. The following rules have been established in order to ensure the safety of all students who ride buses:

- No bullying, teasing or name calling
- Use only the bus and bus stop assigned.
- Orderly behavior is required at the bus stop, and while riding the bus.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly.
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not eat on the bus.
- Do not litter the inside of the bus or throw anything out the window.
- All school rules apply while riding the bus. Infractions of the above rules will be brought to the attention of the administration and/or the family/families. A second offense may result in the loss of bus privilege.

School Uniform Policy

Girls:

- ✓ Navy blue jumper / Abaya with white/navy blue collared shirt
- ✓ Navy blue or white leggings, or pants
- ✓ Navy, black or white socks
- ✓ **Sneakers: no open shoes, sandals, or heels**
- ✓ Navy blue or white Hijab (optional PreK-4th Grade, required for 5th Grade).

Boys:

- ✓ White/navy collared shirt
- ✓ Navy blue full pants
- ✓ Navy, black or white socks
- ✓ **Sneakers: no open shoes, sandals**

Note: this policy applies to sweaters, hoodies and/or any other garments.

Cleanliness is a must.

Students coming to class without uniform will be sent to the office; their parents will be called, and they must be in uniform in order to return to class.

All students' belongings should be labeled for identification. This includes: their backpack, lunch box, and winter jackets. The school will not be responsible for any lost items.

Emergency Drills

Fire evacuation drills will be performed throughout the year. Students will be taught safety measures.

Parent volunteering

Parent volunteering is mandatory. A minimum of 10 hours per year of volunteering is expected from the parents. If a parent is not able to volunteer at all, we recommend a one-time gift of \$200.

Academic Information

Preschool: Students will receive a developmentally appropriate enriching, bilingual (English and Arabic) education program. Particular attention is paid to developing Islamic manners and encouraging creativity and instilling love of learning. Students will be exposed to all disciplinary subjects: reading, writing, math, science, social studies, art, Arabic language and Islamic studies, at their developmental level.

Kindergarten: The curriculum is designed to integrate Islam into all subjects: language arts, mathematics, science, Arabic, social studies and art. At the kindergarten level focus will be put on the command of

phonics and rudimentary writing skills and developing fine motor skills. Emphasis will be put on creativity, and developing leadership qualities.

First Grade- Second Grade: Subjects taught are English language arts with special attention to developing reading, writing skills and comprehension. Math, Arabic language, Quranic reading and memorization of short suras with tajweed and Islamic studies are all part of the daily curriculum.

Third Grade-fifth Grade: As the second graders move on special emphasis is paid on reading and creative writing skills in English Language arts. Math includes addition, subtraction, multiplication, and division among other manipulation of numbers. Math in 3rd -6th is taught by math teacher. Spoken Arabic language with proper usage of grammar, reading of the Quran with tajweed, memorization of suras and Islamic Studies are all part of the daily curriculum. Memorization of the entire juzamma (30th juz) is stressed.

Electives such Science, Social Studies, Art, Physical Education and Computer are taught at all grade levels.

The use of manipulatives, games, projects, and various activities are utilized to maximize the learning and make it fun for the students.

A great deal of focus is placed on Islamic History, Arabic as a second language, and trainings in the appropriate Islamic conduct.

Report Cards: Three times a year, report cards will be sent home. There will be two Parent-Teacher conferences; one in December and one in March when parents will get an opportunity to discuss the child's report card with the teacher. The school will send these dates ahead of time. The report card will be due: December, March, and June.

Homework: Homework is a very important part of a child's school life. Students will be expected to assume responsibility for the completion of all assigned work. Parents should ask their child about their daily homework. They should check their child's folder daily for assignments and other notices from school. Parents are responsible for providing a proper environment for the child to do his/her homework.

Field Trip: Educational field trips are planned during the year to enhance student learning experiences. Permission slips and trip fees are required prior to the student participation. Parent chaperones will be needed to assist teachers on some field trips. Students need to pay school bus fee in order to participate in a field trip. All students must ride the bus if they want to attend the field trip.

Transportation: K-5th students will be bussed provided they have filled out the bus form. If your child will not take the bus on any particular day you need to send **an email to school administration and copy homeroom teacher** that he/she will not be taking the bus and also mention the alternative transportation arrangement.

School Discipline

Westfall Academy has the goal of establishing proper learning atmosphere in which students feel safe, respected, happy, and inspired. In an effort to accomplish this goal, we have developed an **Assertive Discipline Plan**. Good behavior will be rewarded with certificates of recognition. Each month we will seek out students with excellent behavior and good citizenship. Similarly, bad behavior will be discouraged by repetitive reminding of the rules and the consequence of misbehavior. Repetitive offenses will result in parents being called to a meeting with the principal and together work out appropriate disciplinary measure. Name-calling, bullying, hitting etc will not be tolerated.

Our school-wide rules:

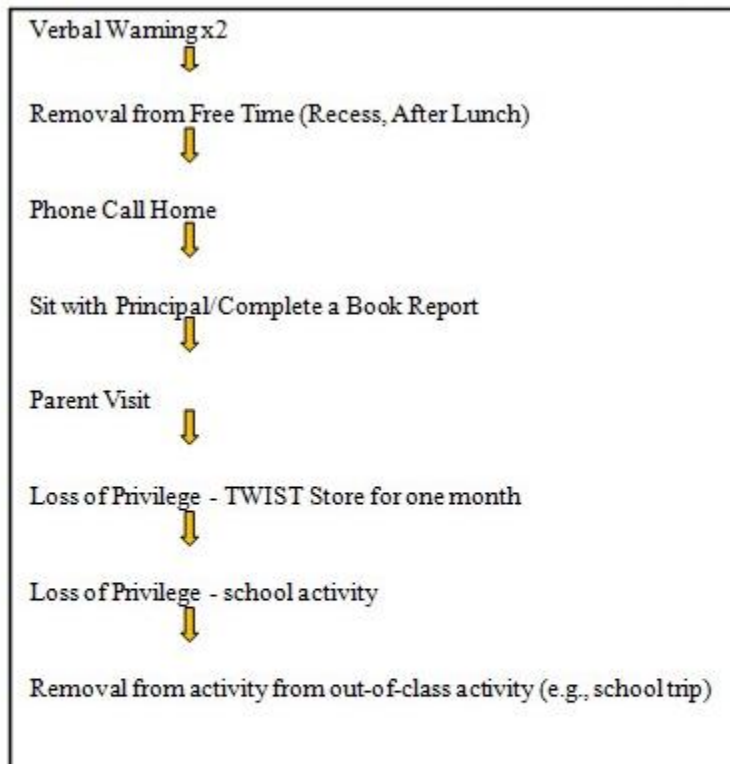
- ❖ Use soft voices
- ❖ Keep hands, feet and objects to yourself
- ❖ Follow directions
- ❖ Be on time and in designated areas
- ❖ Be respectful to peers, faculty, and property
- ❖ Use appropriate language
- ❖ It is prohibited to bring any form of dangerous and harmful objects such as guns (includes toy guns), knives, video games, etc onto the school premises. Violation will result in confiscation of the object and possible suspension from school for a determined number of days.

Disciplinary Action

If a student chooses to break a rule, the following consequences may result:

- 1st disruption – warning and teacher counsels student one on one and explains what an acceptable behavior is, and reinforces class room rules.
- 2nd disruption – up to 15 minutes time out and no "free choice", and teacher counsels student one on one and explain what an acceptable behavior is, and reinforce class room rules.
- 3rd disruption – note home
- 4th disruption – parents will be called for a meeting with the principal and appropriate action will be taken. The school reserves the right to expel any student who violates the school rules or is engaged in any illegal activity.

Ladder of Consequences



Student's name:

This ladder means students will be encouraged to show their best behavior but also understand that there are consequences for our actions so we must act responsibly. Students will receive consequences for **severe, zero-tolerance misbehavior**:

- Eloping - Leaving a space without teacher permission
- Bullying/Defiant Behavior – unkind words, eye-rolling, putting head down to ignore instructions
- Aggression – pushing, hitting, scratching

Category A

- Minor misbehavior
- Use of bad language
- Walking out of room without permission
- Pushing
- Coming to school without uniform

Ladder of Consequences

1. Student will receive a warning.
2. If it occurs again, the parent will be sent a written notification.
3. The parent will be called in for a conference.

At all stages, report(s) will need to be written up by the teacher for record and signed by administrator.

Category B

- Injury in a fight
- Fight
- Bullying
- Quarreling
- Lying
- Stealing
- Biting
- Scratching
- Pushing

Ladder of Consequences

1. Student will be verbally reprimanded and a written notification will be sent to the parent.
2. If the incidence repeats, the parents will be called on the phone and/or given written notification for conference.

At all stages, report(s) will need to be written up by the teacher for record and signed by administrator.

Category C

- Fever of more than 100 degrees
- Coughing severely or coughing for more than three days
- Pink eye
- Lice
- Diarrhea
- Ear infection
- Vomiting
- Bad looking rash
- Allergic response (rash/hives)

Next Steps

If student is sick and needs medical attention, parent will be called and asked to take the child home.

At all stages, report(s) will need to be written up by the teacher for record and signed by administrator.

Category D

- Student faints
- Difficulty breathing
- Cut that requires stitching
- Seizure
- Anaphylactic shock (needs to have shot administered).

Next Steps

Incidences above require immediate attention. Parent will be called immediately and 911 calls made.

At all stages, report(s) will need to be written up by the teacher for record and signed by administrator.

Snack: The child should bring healthy snack. A list of healthy snack suggestion will be provided.

Lunch: If a child chooses to buy lunch at school below you will find the pricing lists.

- ▶ Students can buy lunch at \$3 per day or bring lunch from home.

Westfall Academy Lunch and Snack Policy

- ✓ School lunch is \$3. It contains main entrée, milk, vegetables and fruits
- ✓ Teachers should know if a student is buying lunch first thing in the morning. Late orders may not be accepted.
- ✓ Refrigerator or microwave are not available for students
- ✓ Lunch from home must be in one bag with your name on it
- ✓ Soda, colas or juices heavy in sugar are not allowed at school
- ✓ Gum is not allowed to be sent or chewed at school
- ✓ Students need to bring their own utensils from home if not buying
- ✓ Students need to bring their own condiments.
- ✓ School has daily snacks for sale \$1 each

Health Insurance:

It is required that all students have medical insurance coverage. Neither the ICR nor the Westfall Academy will be liable for medical coverage for accidents that may, Allah forbid, happen in the premises of the ICR.

The school requires a copy of the medical insurance policy.

School Programs Highlights

- Fully implemented New York State Standard Curriculum.



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity



- **Certified teachers in grades K-5th grades**

All of our staff participates in professional development workshops

- **Arabic language class for grades Pre-K-5th**

At Westfall Academy students start to learn Arabic language as early as 3 years of age

The focus is to read Arabic, learn the vocabulary words, and appreciate the Arabic grammar

- **Reading Program: Reading a-z.com**

We are registered with the readinga-z.com. This program allows students the opportunity to listen, read and comprehend various stories.



- **Daily Morning Assembly:**

School makes daily morning announcements and Surah recitation at 8:10 am via our PA system. We also have an in-person morning assembly at the big window on Fridays 8:10 am-8:30 am.

- **Quickschools.com, Online Student Reporting Service**

Parents can view student report cards, attendance, and homework through www.quickschools.com.



- **IXL Learning** is an American educational technology company based on learning. The company's main product is ixl.com, a website primarily offering educational practice for K-12th graders.



- **After-school Tutoring**

- Students who qualify under Title I regulations will be recommended for afterschool tutoring 4 days a week from 3:15-4:00.

- **During the day Intervention**

- Students who qualify under Title I regulations will be taking a small group intervention during the day

- **Enrollsy:**

- Parents can pay tuition using our online payment mouth via Enrollsy. The new **enrollment and billing system** is now live! This is an important upgrade for our school as we continue to grow and improve.



Awards System: TWIST Program Guidelines PBIS Positive Behavioral Interventions and Supports

- ✓ Always Positive, Never Punitive – Our program should be used to reinforce positive behavior and should not become a punitive measure. We should always be giving for good behavior but not taking away or discarding token for bad behavior. If you find there is misconduct, we encourage you to treat students who are displaying excellence as models for good behavior so that students can learn from each other.
- ✓ Teachers Decide - Teachers will use their discretion when awarding tokens. If you see any instances for being thoughtful, wise, independent, safe or together, you are welcome to reward students as you see fit. This can be in the classroom, hallways during transition, in the cafeteria, or during prayer in the musalla. At the beginning stages, teachers are encouraged to give out more tokens to build enthusiasm for the program.
- ✓ Certificates vs. Tokens – Tokens can be given out as often as teachers like for good social and academic behavior. Certificates will be awarded only on Fridays. Your highest token earner does not need to be awarded the certificate of the week. The certificate will be in recognition of a model student of your choice or for a student who has made great improvements, regardless of how many tokens they have earned. We want to acknowledge student strengths and gains, no matter how big or small!
- ✓ Separate Class Reward Systems - Teachers can continue to have their own class-based system separate from TWIST if one has already been established or can combine the earnings into one system.
- ✓ Saving and Storing Tokens - How we save TWIST tokens will vary from class to class (on sticker charts, in jars, in envelopes on the wall, etc). Please feel free to share ideas across classrooms.
- ✓ TWIST Store Reward Ideas - Teachers are welcome to recommend what types of small or big token rewards should be brought in for our TWIST store.
- ✓ Rules and Period of Adjustment - As we adjust to the start of the year, it's important we remind students that they must be patient while earning. While a child might have rightfully earned a token, it is non-TWIST behavior to disrupt a lesson to ask the teacher for a token, for instance. Please gently remind your students and guide them with this understanding until the TWIST expectations have been completely understood by them.
- ✓ Continuing TWIST Dialogue - Our own expectations and understanding as educators using TWIST will also evolve, so please continue to contribute to the TWIST conversation with staff as you experiment!

WestfallAcademy
727 Westfall Road
Rochester NY 14620
585-442-0120

Parents Acceptance of Handbook and School Rules

We as parents have read this handbook and reviewed the School rules with our child (children). We will abide by the provisions of the Parent Handbook and the School Rules and impress upon our child the necessity to follow the rules

Name of Student _____ Grade _____

Name of Mother _____ Email _____

Name of Father _____ Email _____

Home Phone _____

Cell Phone (mother) _____

Cell Phone (Father) _____

Mother's Signature _____

Father's Signature _____

Date _____

Please fill out and turn into the school

The School reserves the right to modify/add to the rules and notify the parents.