



Manarah Islamic Academy

Seeking Knowledge is a Mandatory Act on all Muslims

**Manarah Lions
Student Handbook
2018-2019**

INTRODUCTION

Dear Parents, Assalamo Aliekom:

All Praise and Thanks belongs to Allah, The High Exalted, the Beneficent, and the Merciful. May the Peace and Blessing of Allah be upon His Messenger and Servant, Muhammad (PBUH). Welcome to the MANARAH Islamic Academy. It is our hope that your child will find a satisfying and rewarding experience in the Islamic atmosphere of our school. We encourage you as parents to work closely with our school and become acquainted with your child's teachers. Cooperation between home and school is essential for your child's success. An Islamic educational program can only be effective when it is reinforced in other areas of the child's life. Parents must remember that learning does not end at school, but continues and requires reinforcement at home, Insha'Allah. This handbook contains basic information about the MANARAH Islamic Academy, including your rights and responsibilities as a parent, a school calendar, and other important information. This handbook, along with other published notifications throughout the year, will be strictly followed to ensure smooth operation of the school. Please keep this handbook available for reference throughout the school year. For assistance with any questions or concerns, the Principal is usually the best person to call.

Philosophy of Islamic Education

As a highly regarded educational institution, our Islamic Academy strives to prepare competent Islamic leaders, scientists, and professionals. The curriculum and instructional programs at Manarah are designed to provide the highest quality education and knowledge needed for our Muslim Youth. Another distinguishing characteristic of Manarah is that it provides a safe Islamic environment that encourages the development and flourishing of an Islamic identity. The main goals of MANARAH Islamic Academy are to provide the highest quality education, to instill a life-long love of learning in our students, and to graduate students who will practice Islam as a complete way of life. Furthermore, the school is the foundation upon which we hope to build a living Islamic community that adheres to the Qur'an and Sunnah.

Parents' Role in Education

Parents must get involved in the educational process of their children. Manarah intends to hold parent - teacher conferences to exchange information and to work towards optimizing your child's education. Parents are highly encouraged to join and actively participate Parents/Teacher Organization (PTO). It is important for the school and home to work cooperatively in order to ensure the best education possible for our children. We thank you in advance for giving us the opportunity to help you and your children and look forward to working together to build a better community and society.

May Allah accept our deeds.

Respectfully,

Ismail Kashkoush, Ph.D. General Director - MANARAH ISLAMIC ACADEMY Chairman – Council of Education

Belief Statement

Manarah Islamic Academy is the foundation upon which we hope to build an Islamic community that adheres to the Qur'an and Sunnah. Faith, knowledge and good deeds are the keys to our children's success. Each student is a valued individual with unique physical, spiritual, social, intellectual, and emotional needs. Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work. Curriculum and instructional practices should incorporate variety of learning

activities to accommodate differences in learning styles. The school integrates Islamic Principles in the curriculum with emphasis on ideology, morality to instill proper behavior, and prepares them to be a Mo'min (practicing and believing Muslim). A safe and physically comfortable environment promotes student learning. The school provides an Islamic environment. Student learning are the chief priority for the school. The school's commitment to Islamic learning is necessary for students to become self-directed and face future challenges. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed and life-long learners. Students learn to make appropriate decisions given a supportive and challenging learning environment. Cultural diversity can increase students' understanding of different peoples and cultures. Teachers, administrators, parents, students and the community share the responsibility for advancing the school's mission and should be excellent role models

Aims and Objectives

Manarah Islamic Academy was established to meet the needs of our community for an institution that provides the best level of education and Islamic environment for our children. The character of any educational program is reflected in what it believes to be the principle aims and objectives of education. Manarah Islamic Academy is registered with the Pennsylvania Department of Education and follows the Pennsylvania Core Academic Standards, below are the educational objectives:

Spiritual & Intellectual

- To guide each student towards achieving a state of complete worship (Ibadah) to Allah (God)
- To develop each student's self-awareness, self-confidence, and personal Islamic identity
- To develop each student's ability to think, analyze and solve problems independently
- To develop each student's potential to become competent Islamic leaders, scientists and professionals

Social

- To develop in students a desire for the renaissance of Islamic society and culture
- To develop in each student, the spirit of unity of the Muslim World
- To develop in each student, the respect and mercy for mankind
- To prepare each student to carry the message of Islam to his fellow Americans
- To prepare each student to be a good and productive citizen in this society and wherever he/she goes
- To develop in each student a positive attitude toward the Islamic dimension
- To develop the foundation upon which we hope to build a living Islamic community that adheres to the Qur'an and Sunnah

Curriculum

The curriculum was developed and designed to offer the highest quality of formal academic studies while helping our youngsters fully understand the basics of our faith and how to apply them to their daily life following the Quran and Sunnah. Please review the academic curriculum details in a separate section in this Handbook. MANARAH Islamic Academy serves to benefit many Muslims in the Lehigh Valley area.

Qualified Staff

All of MANARAH's staff members (teachers, teaching assistants, and volunteers) are highly dedicated and committed individuals. Our school Principal holds, at minimum, a master's degree and a K-12 Principal certification. All teachers have one or more of the following: a bachelor's degree, a master's degree, a teacher certification, and teaching

experience. Many of our COE members hold Master's and Doctoral degrees in different fields. Our mix of committed teachers, school administration, and COE members is very intellectually rich. We are blessed with a fine mix of educators, engineers, scientists, teachers, and business men/women on our staff.

History/Background

With the growing decay of the education system in some areas and the general decay of moral standards, the need for Islamic schools has become readily apparent to almost all Muslims across the country. As a result, nearly every community from coast to coast has either opened up a Weekend Islamic School (as our sister school, Manarah Islamic School), full-time Islamic school (as this Academy, Manarah Islamic Academy), or is in the process of doing this. In the Lehigh Valley area, there are only 3 Islamic weekend schools; this number will soon increase in the very near future. It is estimated that over 10,000 Muslims live in the greater Lehigh Valley area, with an estimated 500 school age Muslim children. The current MANARAH Islamic Academy was established just over 10 years ago and has been growing at an astounding rate since that time. The school opened its doors in September 2004 with only 14 students in Pre K and Grade 1 and by the beginning of our 3rd year, our enrollment climbed to over 75 students Pre-K to grade 7. By the 2010/2011 school year, our 7th year of operation, enrollment had grown to 103 students. With the opening of our new, state of the art educational facility, starting in the 2018-2019 school year, Manarah's enrollment is 136 students (Pre-K to Grade 12). The quality of our staff has also dramatically improved throughout our history, which greatly improves our ability to garner support for the school from the community at large. The improvements in staff and facilities have also translated into a higher standard of education and learning for the students. Many Muslims in this geographic region appreciate the standard we have set forth and readily place MANARAH Islamic Academy amongst the best Islamic Educational institutions in the United States. It is no surprise when we see that many parents drive for a long distance every morning after seeing the results of the hard work of our dedicated staff. Because of the high standard of education that we set forth many parents are sending their children to our school from all over the Lehigh Valley and surrounding areas. We have set such a good example for quality education that many Muslim communities across the United States often come and consult with us on how to open and/or operate their schools.

Manarah Organizational

Admissions (Non-Discriminatory)

In its operation and admission, Manarah Islamic Academy does not discriminate on the basis of sex, race, religion, color, national, or ethnic origin in the administration of any of its policies or programs. Manarah Islamic Academy is equipped for teaching average and above average children, who do not have any special learning, speech, physical, or behavioral problems. All new students are on probation for the first 8 weeks. Those showing special needs or problems may not be able to continue at the school. Children entering a grade other than kindergarten or first must have successfully completed the previous grade for entry into MANARAH Islamic Academy. A special admission policy exists for grades Kindergarten and 1st and is outlined later in this section. In addition to these admission requirements, parents must complete the application and registration process as outlined below

New Students

Registration: Students will not be allowed to attend school without their parents having filled out proper registration forms. Applications must be filled out completely and mailed or returned to the school office along with:

- non-refundable application fee of \$100
- deposit of \$540-\$600 towards the tuition and is not refundable if the school accepted and booked a seat for the student
- copies of any previous school records including report cards

- birth certificate
- current immunization records
- standardized test results (if applicable)

Registration

A student's registration will require:

- Proof of Age (See above for age requirements for KG and Grade 1)
- Immunization records - State law requires that all students be immunized against certain diseases. At the time of registration, the school is required to have proof that your child has received all currently due immunizations. Students will not be allowed to attend school without proof of these immunizations.
- Registration Forms - A variety of forms must be completed and signed by parents including a registration form and cumulative record file release form.

Admission to Kindergarten and 1st Grade

- Students who are under-age for KG (less than 4 years and 8 months at the beginning of the school year) will not be accepted into the Kindergarten class. There will not any exemptions to this rule.
- Students who are under-age for 1st grade (less than 5 years and 8 months at the beginning of the school year and have NOT completed a KG program in a school) will not be accepted into MANARAH Islamic Academy for the 1st grade (they may apply for KG).
- Students who are under-age for 1st grade and HAVE completed a KG program in a school must:
 - Submit all transcripts detailing their progress and development
 - Submit a recommendation letter from their KG teacher describing their academic, physical, and development and progress
 - Must pass MANARAH Islamic Academy Entrance Exam
 - Submit a signed agreement from the parents stating:
 - Student will be on Probation for the 1st Quarter
 - Student progress (academic/behavioral/physical) will be monitored during this time
 - A parent conference will be scheduled if the student's progress is not at level
 - Students who are not at level by the end of the 1st Quarter will be allowed to enter KG at MANARAH Islamic Academy (if space is available) or will have to transfer to another school.
 - All agreements must be signed by the parent and submitted to the school before admission can be granted.

Required Documents for Admission

- | | | |
|--------------------------|---------------------------|-------------------------|
| • Birth certificate (PK) | • Health and Immunization | • Student Release Form |
| • Medical Treatment | • Liability Waiver Form | • Fieldtrip Waiver Form |
| • Handbook Signoff | • Fieldtrip Waiver Form | |

Tuition

MANARAH Islamic Academy receives no financial support from government sources and therefore depends solely on tuition, fees and charitable donations from community members. Through the help of Allah first and then through fund-raising efforts we endeavor to keep our fees as moderate as possible. We encourage parents to join our Fundraising Committee, which assists the school in fund-raising efforts. Refer to the Tuition Plan and Schedule for details. Please note: If your child is withdrawn early or is expelled, all paid tuition will be forfeited. Tuition is due in full each month regardless of the number of days your child has attended school. If your child is sick and does not attend, the payment will not be dropped and no compensation will be made for time missed.

IMPORTANT:

- If, by the 1st day of the new school year, a student still has a remaining balance owed from the previous year, the student will not be permitted to enroll at MANARAH ISLAMIC ACADEMY until the debt is satisfied.
- Your child's transcripts will be withheld and class spot will be withdrawn if tuition is not paid in full by the end of the school year.

Registration During Month of	Type of Payment	Amount Due Per Grade		
		PreK(full time)—>KG	1st—>5th & Hifz& MSA	6th and 7th Traditional
March through September 2018	Deposit	595	540	600
	Monthly Payment Sep —> May	595	540	600
	Total Tuition	5,950	5,400	6,000
October 2018	Deposit	670	605	675
	Monthly Payment Nov —> May	670	605	675
	Total	5,360	4,840	5,400
December 2018	Deposit	710	660	715
	Monthly Payment Jan —> May	710	660	715
	Total	4,260	3,960	4,290
	Deposit	760	710	765

January 2019	Monthly Payment Feb → May	760	710	765
	Total	3,800	3,550	3,825
March 2019	Deposit	1,165	1000	1,170
	Monthly Payment April → May	1,165	1000	1,170
	Total	3,495	3,000	3,510

Registration During Month of	Type of Payment	
		Part Time PreK
March through September 2018	Deposit	300
	Monthly Payment Sep → May	300
	Total Tuition	3,000
October 2018	Deposit	350
	Monthly Payment Nov → May	350
	Total	2,800
December 2018	Deposit	375
	Monthly Payment Jan → May	375
	Total	2,250
	Deposit	400

January 2019	Monthly Payment Feb → May	400
	Total	2,000
March 2019	Deposit	500
	Monthly Payment April → May	500
	Total	1,500

Books and Curriculum**

Students are responsible to keep and maintain the books that are loaned to them in good condition. Students will be required to purchase new books if they're lost. Most books are used by other students in subsequent years. We use curriculum materials for formal academics that are current and aligned with the PA Core Academic Standards. The Islamic subjects offered for all grades are: Quranic Arabic; Faith and Worship; Manners; History; Quran Memorization and thematic studies; Fiqh and Seerah. The books must be returned at the end of the school year.

** Refer to the published schedule. Material taught varies depending on the level of understanding in each grade and is described in detail in the published curriculum.

Dress Code/Uniform Policy

All students in Grade KG or higher will wear the designated school uniform unless otherwise specified by the administration for special events and/or activities. Although Pre-K students are not required to wear uniforms, there are some guidelines for their school attire. Students who come to school out of dress code in any way will be sent to the office to await their parents' arrival with appropriate clothing or accessories. Chronic and serious violations will be addressed by the principal on a case-by-case basis. The administration will determine whether students are complying with the dress code and may ban other items or practices considered generally inconsistent with the intent of this policy. Uniforms may be purchased from French Toast by calling 1.800.frenchtoast or 1.800.373.6248 or ordering through their website <http://www.frenchtoast.com> Manarah source code is QS5NVSM. All part numbers referred are from French Toast.

Pre-K Guidelines (Boys and Girls)

- | | |
|--------------------|-------------------------------------------------------------------|
| Shirt/Top | Any color T-Shirts or Top |
| Pants (Boys/Girls) | Any color loose fitting long jeans or pants may be worn |
| Shoes | Students must wear closed -toe shoes (sneakers, dress shoes etc.) |

KG-5th Grade Uniform (Mandatory) (Boys)

Shirt



Long/Short Sleeve Oxford Blue Shirt
Item#1017/ 1

Polo



Long/Short Sleeve Interlock Knit Blue Polo
Item # 1010H

Pants



Double Knee Pant Workwear Finish Navy Blue
Item #1524F

NOTICE: Shoes/Socks

Students **MUST** wear closed-toed dress shoes or sneakers in **solid black only with** plain navy blue, black, or white socks.

KG-5th Grade Uniform (Mandatory) (Girls)

Top/Blouse



Long Sleeve Modern Peter pan Blouse
Item # 1594GG

Pants



Double Knee Pant Workwear Finish Navy Blue
Item #1524F

Skirt



Long Skirt with Back Panel navy Blue (Maxi)
Item # 1373G

Jumper



Pleated Hem Jumper Navy Blue
Item # 1352G

NOTICE: Shoes/Socks

Students **MUST** wear closed-toed dress shoes or sneakers in **solid black only with** plain navy blue, black, or white socks.

NOTICE: Skirts

Girls Skirts/Jumper **Must Be Below the Knee or Maxi** and Girls **Must wear Navy Blue Legging Pants Underneath**

6th Grade through 12th Grade Uniforms

<p>Young Ladies (Daily)</p> <ul style="list-style-type: none">• Navy Blue Maxi Skirt• Any White Dress Shirt/Tunic Appropriate for Hijab (Length Must Cover the Entire Hip Area)• Matching Scarf (Must Be Secured on Head & Cover All Hair and Neck Area)• Shoes Dress/Closed Toed (No Heels & No Sneakers) <p>Young Ladies (Gym/Sports Activities)</p> <ul style="list-style-type: none">• Navy Blue Training Pants (e.g. Adidas, Nike)• White or Lite Blue Long Sleeved Cotton T-Shirt/Training Shirt/Tunic Appropriate for Hijab (Length Must Cover the Entire Hip Area)• Matching Scarf (Must be secured to head & cover all hair and neck area)• Sneakers	<p>Young Men (Daily)</p> <ul style="list-style-type: none">• Navy Blue Dress Pants (Loose Fitted Appropriate for Islamic Hijab)• Any White Button Down Dress Shirt (Tucked In)• Black Closed Toed Dress Shoes (No Sneakers) <p>Young Men (Gym/Sports Activities)</p> <ul style="list-style-type: none">• Navy Blue Training Pants (e.g. Adidas, Nike)• White or Lite Blue Cotton T-Shirt with Short Sleeves (Must Be Long Enough to Cover Entire Hip Area to Minimize Exposure Due to Body Movement)• Sneakers
<p style="text-align: center;"><u>Notice</u></p> <p>Clothing (both boys and girl) should NOT be:</p> <ul style="list-style-type: none">✓ Form Fitting✓ Transparent✓ Jeans, Cargo Pants, Leggings, or any other casual, “play” pants✓ Tee Shirts✓ Shorts✓ Sandals/Open toed Shoes	

Sweaters, Jackets, and Coats

- Sweaters and jackets that will be worn in the classroom must be **solid navy blue only** (please label with child’s full name.)
- Coats and other outerwear that will only be worn outdoors can be any color.

Dress-Down Days

On special days that students are not required to wear their normal school uniforms, they are still required to dress appropriately. The list that follows is not meant to be exhaustive, but to give guidelines for student dress on these days.

Girls

- Jeans or khakis or below knee skirts/dresses.
- T-shirts, as long as wording is acceptable.
- All clothing should be free of holes or ragged edges and must be worn in good taste and modesty.
- Girls must avoid low-cut, sleeveless, and tight fitting clothing.
- Sneakers or any dress shoe with closed toe & heel.

Boys

- Jeans or shorts below the knees.
- T-shirts, as long as wording is acceptable.
- All clothing should be free of holes or ragged edges and must be worn in good taste and modesty.
- Sneakers or any dress shoe with closed toe & heel.
- Boys are asked to wear clothes that fit appropriately.

Prayer Wear

- Hijab that covers the hair and goes down to the chest

Cold Weather

Please make sure your child is properly covered in warm clothes before coming to school and when leaving the school. These outerwear items must be taken off inside the classroom. In order to avoid mixing of outerwear with peers, please make sure you write the name of your child on each outerwear items.

Student Attendance

School Hours

MANARAH Islamic Academy Hours: 8:00 AM -3:00 PM Monday- Friday.

Drop-off is between 7:55-8:05 a.m. and pick-up is at 3:00 p.m., unless other arrangements have been made with transportation services and the school.

Classes begin promptly at 8:15 a.m. (Pre-K-7), 8:00 a.m. (MSA & Hifz Programs). and end at 3:00 p.m. All children must be in their classes by 8:15 a.m. Manarah students are held to high standards of responsibility and preparedness. It is because of this that tardiness is viewed as unacceptable and will be addressed immediately by Manarah staff. Two or more late days may result in a meeting between parent and teacher. If lateness becomes habitual, further action may be taken and treated as refusal to adhere to school policy and to follow school rules. It is your responsibility to walk with your child/children into the building, through the masjid door and to the Social Hall, unless your child is arriving by bus. Never drop your child off in the parking lot to go inside on his/her own. The school door will be closed exactly at 8:15 a.m. at which time all students should be seated and ready for morning announcements. Parents and students who arrive after 8:15 must wait until an administrator or teacher is available to open the school door after 8:20. It is your responsibility to stay with your child until announcements are completed and first period has begun.

If you are dropping your child off or coming to school for any reason in any time other than drop off and/or pick up time, notify the school with a note (for any changes to pick-up), a phone call, and/or a voice message at least 30 minutes in advance. Use the buzzer and communicate to an administrator through the telecom system at the school's main entrance. Upon entering the school please sign in as a visitor as well as sign out any child or children you are taking home during the day. Students may not leave Manarah premises during school hours without a parent/guardian and

without notifying teachers and administration. Violators will be subject to the disciplinary policy outlined in the Manarah Code of Conduct. In addition, ONLY parents/guardians listed in the initial application will be permitted to pick students up throughout the day and at dismissal. Any other arrangement must be made in advance and approved by the principal.

Dismissal time is exactly at 3:00 p.m. You must be on time to pick up your child/children. Please note that Manarah staff are expected to be available during the period of 3:15-3:45 for planning purposes, meetings, parent phone calls, and professional development; **hence, there are no teachers or staff available to stay with children who are picked up late.**

Morning Announcements and Homeroom

Upon entering the building, students must proceed directly to the assigned classroom and remain under teacher supervision at all times. Students recite Quran and duas, share a hadith of the day, and talk about a current event. Important announcements are made during this time as well.

Tardiness Pre K-5th Grade

Regular school attendance and punctuality are essential for a successful school experience. We consider punctuality an Islamic value and a very important part of our Islamic Education. Tardiness is disruptive to the teacher and other students in the class. Therefore, we will not tolerate tardiness and absences unless there is an acceptable reason (e.g. illness, death, court, etc.). In such cases a note stating the reason and date(s) of the absence or lateness must accompany the child upon his/her return to school. **If the child is absent for three consecutive days due to sickness, he/she must submit a note from a physician.** Any student who **misses more than half a class due to lateness or an early dismissal is considered to have missed the entire class period and his/her attendance record will be marked accordingly.** Students who are **late to class 5 times in a quarter will have a letter sent home to their parents outlining preceding and further actions/procedures.** Also, we would like to inform you that **attendance will be considered in evaluating your child for awards and certificates. In other words, attendance will affect your child's grades positively or negatively.** Students who **miss 25 days or more of school for any reason** have missed a major amount of schoolwork and instruction. In such a case, the school may have a special concern about the student's academic progress and his/her readiness for the next grade. Please arrange for doctor and dentist appointments either after school or on weekends to minimize time out of school as much as possible. Please let the teacher know about the appointment so he/she can prepare your child's homework in advance.

Tardiness 6th Grade-12th Grade

Regular school attendance and punctuality are essential for a successful school experience. We consider punctuality an Islamic value and a very important part of our Islamic Education. Tardiness is disruptive to the teacher and other students in the class. Therefore, we will not tolerate tardiness and absences unless there is an acceptable reason (e.g. illness, death, court, etc.). In such cases a note stating the reason and date(s) of the absence or lateness must accompany the child upon his/her return to school. **If the child is absent for three consecutive days due to sickness, he/she must submit a note from a physician.** Any student who **misses more than half a class due to lateness or an early dismissal is considered to have missed the entire class period and his/her attendance record will be marked accordingly.**

The following consequences will be followed regarding tardiness to classes and/or school:

1st Tardy (Late) Verbal Warning

2nd Tardy (Late) Letter sent to parent/guardian outlining policy

3rd Tardy (Late) Parent/Student conference with school administrator to seek resolution

4th Tardy (Late) Letter mailed regarding consequence with next tardy

5th Tardy (Late) After school detention period with principal from 3:00-4:30

Excessive Tardiness 6th Grade-12th Grade

Excessive tardiness is defined as being late more than 10% of the current school session. Students who have excessive tardiness may miss the next class activity/field trip or special event, or anything deemed appropriate by the school principal. In addition, formal proceedings will be sought to remove students from Manarah and all of its programs who continue to be excessively tardi.

Absences

Parents are required to call the MANARAH Islamic Academy office each day the student is not in school and state specific reasons for the child’s absence. Please call before 8:00 a.m. or after 8:30 as this will leave lines open and staff available for other more immediate student needs such as transportation or health-related emergencies. Students who are absent will be expected to make up missed work. A written note or email from the parent explaining the absence must be handed to teachers prior to students returning to class; otherwise, the student may not be admitted into the class. Any student who fails to make up missed assignments will receive unsatisfactory grades for those assignments and will be **marked TRUANT**.

Changes to Pickup

If your child needs to leave school early or the transportation method changes, the office must be notified via a note in the student’s folder or by a phone call before noon.

Vacation

Students who will be on vacation for 10 days or more must fill out the “Student Vacation Form”, available at the office. Teachers may assign homework for students on vacation if the school receives an advance notice of two weeks. If notice is not given within the two weeks, it is the student’s responsibility to make up any missed work.

Leaving School Early

Doctor’s appointments, family emergencies or sickness are acceptable excuses to miss a portion of the day. If the student must leave school during the day for a scheduled doctor’s appointment, please bring a letter from the doctor on the following school day. Parents/guardians will have to sign out their child(ren) for early dismissal.

Truancy

Any unexcused absence from school will be categorized as truancy. No credit will be given for work missed during the time of the truancy. No tests may be rescheduled and/or no assignments will be accepted. If truancy occurs frequently and/or is determined to negatively impact a student’s behavioral, emotional, and academic well-being, parents may be asked to meet with administration and more severe action may be deemed necessary.

Early Drop Off/Late Pick Up

Any parent who does not pick up his/her child by 3:15 PM. Currently we do not have an afterschool program or an early drop off option.

Test Make Up for Excused Absences

Parents are to arrange make-up tests with the teacher. If the student does not make up the test within 3 days upon his or her return to school, he/she receives a "0" for that test. If a student has missed multiple tests he/she should make them up in the order they were originally scheduled.

Transportation Pre-Kindergarten

All parents of Pre-School and Pre-Kindergarten students are responsible for bringing and picking up their children to/from the academy.

Transportation

MANARAH Islamic Academy does not provide transportation. However, some school districts will provide transportation if the MANARAH Islamic Academy is not more than 10 miles away from the school district boundaries. A request for transportation form should be filled out by parents and will be faxed once received by Manarah administration. Transportation offices directly communicate with parents and the school to communicate important information regarding transportation services (i.e. bus card, bus number, bus stop). Otherwise, parents are responsible for bringing their children to the academy.

Emergency Closing

We follow the Parkland School District for any school closings, late starts, or early dismissals due to inclement weather. Please tune into your local TV, radio station, or check www.wfmz.com. In exceptional situation, for instance, if Parkland is having a day off for operational reasons like professional development say and the weather condition are bad, we will make the decision and contact you via email and the call-em-all service. Check your email before you go to bed, and before you leave your home to school in the morning. If in doubt, you can always call the school or check the website to stay posted about the closing status.

Health Illness

Children who are sick MUST be kept home. A child with a **fever (over 100°F) may not attend school**. Any child previously suffering from a fever must be **fever free for 24 hrs before returning to school**. Lengthy illnesses may require doctor notification. **Children are required to stay home from school if they experience vomiting or diarrhea, until they are symptom free for a minimum of 24 hours.**

Communicable Disease

If your child has a communicable disease or condition such as lice, chicken pox, staph infection, strep throat, measles, mumps, etc. a parent of the child must notify the school immediately and **the child must stay home from school until no longer contagious. A doctor's note will be required in order for the student to return to school.**

If a child has a fever or manifests another communicable disease while at school (including but not limited to vomiting or diarrhea) **parents are required to pick up the child from school within 45 minutes of notification by phone**. If the parent is unable to pick up his/her child, he/she should arrange for an alternate pick up.

Emergencies

If your child should become ill or injured while at school, you will be contacted and will be required to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with persons to be contacted in lieu of parents. **If there is a change in this emergency information**, please notify the school immediately so that records may be updated. Should the situation require a medical or emergency vehicle, it is the parents' responsibility to incur expenses.

Administration of Medications

Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by the school Principal. In order to do so, the Islamic School must receive a written statement from the physician detailing:

- Name of the medication
- Method of administration
- Dosage to be given
- Times of administration

A written statement must be received from the parent indicating a desire for the Islamic School to assist the pupil in taking the specified medication. **In addition, the parent must call the school each time the medication is to be administered.**

School Phone Use

The school phone may be used by students only in case of emergency. No other use is permissible without clear permission by the Principal.

Discipline policy

The following school-wide discipline approach shall be followed in addressing student's violation of classroom rules:

- First time: Verbal warning and removal from the group within the classroom. Parents shall be notified via e-mail/phone call.
- Second time: Recess taken away and contact the parents as well.
- Third time: Parents shall be asked to visit with the teacher and Principal to discuss an action plan to help their child behave properly in class.

Student Responsibilities

- Students are expected to report to class on time, bring supplies, homework, and materials.
- Students are expected to show a polite and respectful attitude towards other students, adults, and school personnel.
- Students must follow the classroom rules.
- Students are expected to be honest.
- Foul language, fighting, or other misconduct will not be tolerated.
- Students must have permission to walk out of the classroom.
- No gum, candy, drinks, or food is allowed in the classrooms without the teacher's permission.
- Students must not litter or deface school property.

- Every Muslim student is required to offer Salah along with other students at school

Parent Responsibilities

- Parents should offer their child a healthy breakfast before school. Scientific studies show that children who eat a nutritious breakfast attain higher achievement.
- Parents have the responsibility to bring their children to school on time and pick them up on time.
- Parents have the responsibility to bring their children to school following the school dress code policy as stated in this handbook.
- Young children need 10 - 12 hours of sleep each night. Parents have the responsibility to see that their children are well rested before coming to school.
- Parents are highly encouraged to show support for the MANARAH Islamic Academy by participating in school functions and communicating with school personnel.
- Parents must show respect for school personnel.
- Parents are responsible for providing a quiet, well-lit place for the student to do his/her homework and for scheduling homework time in a way that will not interfere with other activities or family plans.
- Parents must review their child's homework and sign any forms requested by the child's teacher.
- If a parent desires to speak with a teacher or the Principal, an appointment must be made with the appropriate individual.

NOTE: Teachers have the students bring home a work folder, which summarizes the child's homework and other important information for the day. **You should make it a habit to personally look** through your child's bag when they come home each day to see what their assignments are.

Respect for Property

Students and their families will be held financially responsible for any deliberate destruction or defacing of school property. This includes but is not limited to desks, chairs, books, walls, floors, PCs, TV sets, etc.

Items from home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys or any other items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Any item that is distracting to learning is not allowed on school property, as well.

- Cell phones are not allowed in school for grades Pre-K-5th. For grades 6th-12th, if a cell phone is carried while in school, it must be turned off.
- Electronic games, headphones, or any other electronic device of the sort are not allowed.
- Toy weapons or anything intended to be used as a weapon are not allowed.
- No Skateboards or Roller blades are allowed in the school/masjid building
- No PokeMon Cards are allowed while in school

Also Prohibited: all Haram items as clearly defined by Quran and Sunnah e.g. pork products, gambling games, etc.

Academic Standards

Students of the MANARAH Islamic Academy will be expected to achieve academically to the best of their individual ability. Grading is done according to grade level, quality of work, completion of assignments, class participation, behavior, and teacher judgment. **The teacher is the final judge for all grades.**

Grading System

The following **weighted grading system** is used to calculate the percentage grade for students in grades KG-12.

Classroom Assessment	Weight
Tests	40%
Quizzes	10%
Homework (credit given if homework is done/it is not graded for accuracy as homework is considered)	10%
Classwork	20%
Project	10%
Behavior	10%

Promotion Policy

- At least 69 % in all subjects—Promotion to next grade
- Below 69 % in any subject—Retention

Homework

Homework is designed as practice to strengthen the skills students are acquiring daily during classroom instruction and activities. Ours is a spiral curriculum designed to provide a solid base in the early years and then build on prior knowledge each year thereafter. Though concepts remain similar, students are continually challenged as the depth of the subject matter increases from one grade to the next. As a result, parents may notice the same concepts being taught each year. The difficulty level of each concept increases as the students enter higher grades.

It is important to note that MIA strives to compete with other private schools and as a result, our expectation for homework and the amount given is often more than surrounding schools. This policy has been written to serve as a guide to supplemental learning at home. Homework will be given to students in Pre K-7th Grades. This is the case for all subjects offered at Manarah. These guidelines in the table below have been thoroughly researched, and happen to exceed the expectations of public schools in our surrounding districts.

When homework is sent home, teachers expect that it will be completed in an excellent manner both in presentation and content of the work. It is expected to come back neat, with the students' name on it and be finished in its entirety. It is expected that parents make it possible for students to complete homework in an environment that is conducive to learning, and free from distractions. All children work at a different pace, and parents should encourage their children to complete the homework by taking their time and checking for errors when it is done. All of these factors together will insure neatness, legibility, and ultimately complete the learning process, meeting the educational goals of all individuals involved in the students' learning process.

The amount of time teachers expect students to spend on homework each night is described in the table below. Again, these are guidelines that have been thoroughly researched and have been adopted by national agencies.

Grade Level	Academic HW	Religion HW Per Day	Arabic HW Per Day	Total HW Per Day
Pre K	5 min	4 min	3 min	12 min
KG	7 min	6 min	5 min	18 min

Grade 1	9 min	8 min	7 min	24 min
Grade 2	16 min	14 min	12 min	41 min
Grade 3	25 min	18 min	17 min	60 min
Grade 4	30 min	22 min	18 min	75 min
Grade 5	35 min	28 min	27 min	90 min
Grade 6	45 min	30 min	30 min	105 min
Grade 7	60 min	30 min	30 min	120 min
MSA Program	According to Online Charter	45min	45 min	N/A
Hifz Program	According to Class Work	60min	N/A	N/A

Homework During Absences

In the event of an absence, parents may arrange for students to call other Manarah students in order to remain informed about any work assignments missed. In many cases, students may choose to ask the teacher upon their return to school. Ultimately, the Manarah code of conduct stipulates that it is the responsibility of the student to make up all school work.

Progress Report and Parent Conferences

Manarah Islamic Academy will conduct two parent-teacher conferences that will provide parents an avenue to discuss their child’s performance throughout the year. Parents will be given their child’s(ren) progress report cards for marking period. If you have any concern about the progress of your child(ren) in between the marking periods report cards, please contact the principal.

Honesty

Honesty is a value we want to instill in our students of every age. Students may not use, take, or borrow any property that belongs to another without permission. Lying is a violation of Islam; neither lying nor stealing will be tolerated at MANARAH Islamic Academy. Serious consequences will be levied against violators.

Copying/Cheating/Plagiarism

Students must be taught the gravity of copying, cheating, and plagiarizing. If a student is caught plagiarizing, his/her parents will be contacted and he/she will receive a 0 or an F on the assignment. If it occurs again, serious measures will be taken. Cheating and copying will not be tolerated at MANARAH Islamic Academy. Students who are caught will receive a 0 or F on the assignment and parents will be contacted. If it occurs again serious measures will be taken such as dismissal from Manarah and all of Manarah programs.

Money and Valuables

Any large amounts of money (more than \$5) should not be brought to the school. Any other valuables, like jewelry or collectibles, should be kept at home.

Lunch

Children will need to bring a lunch and snack from home. The lunch should be nutritious and adequate. Lunch should be sent in a lunch box that clearly labels the student’s name. Ice packs are recommended if your child’s lunch requires

refrigeration. Sugary snacks such as soda, sweets, and candy are strongly discouraged and may be restricted based on student behavior and upon classroom teacher's request. Hot liquids and breakable bottles/containers are not allowed. Sharp objects and knives are not allowed. **THIS IS A NUT-FREE SCHOOL.**

Recess

Students will have one recess period daily. This time is spent outside, weather permitting. Students upon the instruction of their teachers will process walking to the recess area, where they should play in a cooperative manner. Please make sure to dress your child(ren) appropriately for the weather conditions.

Parent and Visitor Procedures

No parent or visitor is allowed to enter the classrooms or offices without an escort. All parents and visitors should have a seat in the waiting area and wait to be assisted before entering any classrooms or offices. Once school has started the students are in need of the teacher's undivided attention. Parents wanting to speak with a teacher or administrator must have a prior appointment, to ensure that the teacher or administrator will be ready to receive you and someone else can look after the class, if necessary.

Volunteers

Volunteer helpers are greatly valued and appreciated at MANARAH Islamic Academy. Community members and parents who would like to share their expertise with the school are encouraged to do so. In order for the school to fully benefit from your help we must ask you to follow these guidelines when volunteering: Volunteers must arrive promptly for their assigned tasks. Volunteers must notify the Principal in advance if they cannot arrive at the appointed time. Volunteers must rely on teachers and school personnel to confront any behavioral incidences observed during school functions. Volunteers should maintain positive roles and interactions with students. Any negative interaction will be addressed by the principal and probation of volunteer activity may ensue. The Principal will try to assign responsibilities in areas of interest to the volunteer. However, volunteers should be prepared to be assigned to any variety of tasks that come up each week in the school. May Allah (swt) reward you for all your efforts. Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer in any capacity, please fill out a volunteer form in the office - specify how you would like to contribute to the school.

The Importance of Volunteering

- Manarah Islamic Academy recognizes that parent participation is a key component in student success in school. Parents become an integral resource used to provide a quality education to our students while reducing operating costs.
- Each family is encouraged to contribute a minimum of 20 hours a year to the school by volunteering on one or more areas of the school's operation.

Parent's Obligations

- Parents have the choice of donating \$200 to the school or completing 20 hours of volunteer work. Every \$10 will be equivalent to an hour of volunteer work.
- \$200 non-dated check must be submitted at the start of the school year. It will be returned back at the completion of the 20 voluntary hours. If the family had volunteered some hours but less than 20 hours, a refund equivalent to the number of the hours volunteered will be issued.
- The money donated will be used for internal school matters.

- There will be a list of specific tasks, such as office work, copying, school events and distributing pizza that parents can sign up for.

When to Volunteer

- Parents will be able to sign up for volunteering at the parent orientation and/or open house.
- Parents will receive a notice that will state exactly when they are needed for their volunteer services and will specify details to accompany their tasks.

Teacher's Obligations

- The teachers involved in the volunteer committee will be responsible for keeping track of the parent hours and also assigning the parents to their tasks. The teachers will make their best effort to assure that the parent will be assigned to a task and time that is convenient.

Responsibilities

1. Parent Responsibilities

- Throughout this document, "parents" includes single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to:
 - Provide for the physical needs of the student.
 - Encourage Islamic behavior and character from their child; especially in regards to issues such as, respecting those in authority and maintaining appropriate relations with the opposite gender.
 - Teach the student to listen to teachers and other school personnel and obey school rules.
 - Be sure the student attends school regularly and on time; and promptly report and explain absences and tardiness to the school.
 - Encourage and lead the students to develop proper study habits at home.
 - Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
 - Keep informed about school policies and the academic requirements of school programs.
 - Paying required fees and fines, unless these are waived (with required proper documentation).
 - Participate in school-related committees.
 - Be sure the student is appropriately dressed and groomed at school and school-related activities.
 - Discuss report cards and school assignments with the student.
 - Bring to the attention of school teacher/personnel any learning problem or condition that may relate to the student's education.
 - Maintain up-to-date home, work, and emergency telephone numbers and other contact information.
 - Cooperate with school staff.
 - Be sure the student attends school tutorials when required or as the need arises.
 - Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by (a) the negligent conduct of the student if the conduct is reasonably attributable to the failure of the parent to exercise their duty to control and reasonably discipline their child, or (b) the willful or intent misconduct of their child.

2. Student Responsibilities

- Student's responsibilities necessary for achieving a positive learning environment at school or school related activities include the following:
 - Attending class regularly and on time.
 - Being in their assigned seat with all necessary material when the class begins.

- Giving their best effort with every assignment.
- Being appropriately dressed and groomed with the MANARAH Islamic Academy dress code.
- Avoiding confrontations with other students and reporting such incidents to staff members when requested. Respecting other students and teachers.
- Respecting the masjid (mosque) and salah times.
- Following the specific rules in each class.
- Obeying all safety rules. ☑ Respecting school property.
- Following all rules as described in this Discipline Policy and Procedure manual.

3. Teacher Responsibilities

- Teachers have the responsibility to: ☑ Provide a safe and nurturing classroom environment using effective classroom management techniques.
- Establish clear and concise classroom rules.
- Discuss and clarify consequences of misbehaving with students.
- Maintain a discipline record for each student and submit such records to the school disciplinarian(s) on a regular basis.
- Ensure the fair and equitable implementation of this discipline policy among their students.
- Teachers should monitor their discipline situation bi-weekly and report progress to team leaders.
- Teach students to develop and practice self-discipline.
- Being punctual and having regular attendance.
- Being prepared to perform their teacher duties with appropriate preparation, assignments, and resource materials. Comply with MANARAH Islamic Academy policies, rules, regulations, and directives as outlined in the Parent/Student Handbook.
- Maintain an orderly classroom atmosphere conducive to learning.
- Meet the standards of teacher performance established by MANARAH Islamic Academy as described in the staff manual.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- Encourage good work habits that will lead to success in meeting personal goals.
- File a standard behavioral incident report with the school disciplinarian regarding a student's repeated category 1 and 2 offenses as well as any violation defined as a category 3 or 4 offense within the student Code of Conduct.
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession and according to the Qur'an and Sunnah.
- Interact with parents to mutually resolve any disciplinary problems the students may have.
- Comply with discipline techniques stipulated within Islamic code and state regulations.

4. Teaching Assistant Responsibilities

- Teaching Assistants have the responsibility to:
- Fully support the teacher inside and outside the classroom and be prepared to perform their teacher duties with appropriate preparation, assignments, and resource materials.
- Being punctual and having regular attendance.
- Take Students attendance and write down homework assignments. Check HW on the following week
- Perform all duties assigned to by the teachers
- Comply with MANARAH Islamic Academy policies, rules, regulations, and directives as outlined in the Parent/Student Handbook.

- Meet the standards of teacher performance established by MANARAH Islamic Academy as described in the staff manual.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession and according to the Qur'an and Sunnah.

School Board (COE) Member Responsibilities

The school board member has the responsibility to:

Respond to discipline problems referred to them by the school principal.

Act as the school's discipline person(s).

Develop and maintain a standard discipline citation form for principal's use.

Ensure the fair and equitable implementation of Manarah's discipline policy by All school staff.

Promote effective training and discipline of all students.

Encourage parent communication with the school, including participation in required parent-teacher conferences.

Provide appropriate assistance to school personnel in providing students support in learning self-discipline.

Provide instructional leadership support to building administration for discipline and to evaluate the discipline policy.

Serve as appropriate role models for the students.

Send a written notice to a parent within 24 hours after receiving a citation form from the school principal for a serious offense committed by a student.

Follow-up with the school principal and parents on all student disciplinary actions until matter is resolved.

Parent/Guardian Code of Conduct

Manarah Islamic Academy requires the parent/guardian(s) of enrolled children to behave in a manner consistent with decency, courtesy and respect at all times. Parent/Guardian(s) who violate the parent/Guardian code of conduct will not be permitted on the Academy property thereafter.

Swearing/Cursing:

No parent/ guardian or adult is permitted to curse or use other inappropriate language on the Academy property at any time, whether in the presence of a child or not. At NO time shall inappropriate language be directed towards members of the staff.

Threatening of employees, children, other parent/guardian(s) or adults associated with Manarah Islamic Academy:

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and prosecuted to the fullest extent of the law. PARENT/GUARDIAN(S) MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

Physical punishment or verbal abuse of your child or other children at Manarah Islamic Academy:

While Manarah Islamic Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the Academy facility. While verbal reprimands may be appropriate, it is not appropriate for parent/guardian(s) to verbally abuse their child. We welcome parent/guardian(s) to discuss a behavior issue with the staff and seek advice and guidance regarding appropriate and effective disciplinary procedures. Parent/Guardian(s) are prohibited from physically and/or verbally addressing, for the purpose of correction or discipline, a child that is not their

own. If a parent/guardian should witness a child that is not their own behaving inappropriately, or is concerned about behavior reported to them by their own child, parent/guardian(s) must direct their concern to the Academy Principal. Furthermore, it is inappropriate for one parent/guardian to seek out another parent/guardian to discuss their child's inappropriate behavior. All behavior concerns should be brought to the attention of the Academy Principal who will then address the situation appropriately.

Withdrawing Students

Parents of enrolling students reserve the right to withdraw their child(ren) during the school year. However, it is important to understand that no partial refunds of tuition or fees can be processed. Similarly, text books are school property and may only be used as long as a child is enrolled at the school. Upon withdrawal of the student all materials remain the property of Manarah Islamic Academy. All student records will be transferred upon request from the new school. No records will be provided to parents except Manarah report card (if issued).

Parent -Student Acknowledgement Page

Student

I _____ (Student Name) have received, read and understand the MSA Handbook.

Student Signature _____

Date _____

Parent

I _____ (Parent Name) have received, read, understand,

and discussed the MSA Handbook with my child _____ (Student Name).

Parent Signature _____

Date _____ **MANARAH ISLAMIC ACADEMY**

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