

SCHOOL HANDBOOK



Al Noor Islamic Academy
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“Seeking knowledge is Fard (compulsory) upon every Muslim man and Muslim woman” Hadith

In the Name of Allah, Most Gracious, Most Merciful

PHILOSOPHY

The Al Noor Islamic Academy-NEPA is based on the words of Allah (SWT) and the Sunnah of Prophet Muhammad (SAW). AL NOOR ISLAMIC ACADEMY is a comprehensive school designed to provide the Islamic content and experiences that meet the needs of the child to worship Allah (SWT). We believe that AL NOOR ISLAMIC ACADEMY should present the child with spiritual, academic, social, physical, and emotional growth opportunities that lead to the realization of Islam.

We believe in an integrated curriculum that truly defines the parameters of Islam –the concept of Islam as a total way of life.

Both in the classroom and in activities outside of classroom, ANIA strives to provide a variety of experiences, which prepare the child to become a good Muslim and a contributing member of the Ummah.

Critical to the development of Islamic identity is the role of the home, the teachers, the school administration and the community. AL NOOR ISLAMIC ACADEMY believes that the home is primarily the early setting of learning and practicing Islam and Islamic etiquette. We therefore believe that home environment at home should set the stage for the child to accept and practice Islam.

It is also our believe that some resources are out of the reach of some families, therefore the community's role is to support and assist the families in teaching Islamic values to the child. The school with the staff and administration extend the home environment in providing experiences for the overall development of the child. It is, therefore our believe that we must have qualified teachers that practice the deen with their heart to teach our children.

Finally, it is our believe that we, as a community, must do what is necessary to have an excellent Islamic School for our children and then leave the rest to the will of Allah (SWT).

Mission Statement

Our Mission at Al Noor Islamic Academy is to provide children with a quality education while implementing Islamic teachings and values in order to succeed in this life and the hereafter.

At our academy, our main focus is educating our students in Academic and Islamic studies with the highest of standards. Through our exceptional teaching and our rigorous curriculum our students have many areas in which to excel. We provide an Islamic environment in which young Muslims can thrive without compromising the quality of education.

Goals

The ANIA has the following goals:

- Provide Islamic knowledge and understanding based on the Qur'an and Sunnah of Prophet Muhammad (S.A.W.) that will develop and enhance the Islamic personality of our children.
- Within Islamic principles, treat each child as a unique individual, needing spiritual, emotional, and physical as well as intellectual development.
- Integrate academic subjects, such as math, science, technology, and language with the Qur'an and Sunnah to relate to the creations of Allah (S.W.T.) and our purpose -- to serve Allah (S.W.T.).
- Provide an Islamic educational environment that results in a solid understanding of Tawheed as well as development of leadership skills by our children.
- Provide a strong sense of responsibility and critical analysis of community and global issues with an Islamic frame of mind.
- Academically equip our children to succeed and excel in an increasing competitive, technological and challenging world.

Curriculum

An Integrated Approach

We thank Allah (S.W.T.) for giving us the health, energy and wisdom to set up an educational program that will, in sha' Allah, make us obey and implement His command when He instructed Prophet Muhammad (S.A.W.) to "Read."

As Islam is a complete way of life, an integrated and unified religion, the concepts of the ANIA curriculum are based on this. We are of the belief that science is as much a part of Islam as the knowledge and understanding of the creation of Allah (S.W.T.). We also believe that social studies, practiced within the concept of Islam, put to prospective Allah's (S.W.T.) instruction that He made us different so that we can understand each other best. Social studies teach the understanding and appreciation of the differences in creations and cultures.

In an effort to develop this curriculum, a cross-content analysis was made of different curricula. In addition, the national as well as the state academic standards were reviewed to be sure that our curriculum covers them.

Our effort is to provide the best Islamic educational environment for our children. This integrated curriculum encompasses the academic as well as the religious content to achieve the above goal, Insha'Allah.

Curricula documents are available upon request.

Admission Policy

The Al Noor Islamic Academy is established to facilitate education and provide an Islamic learning environment for all Muslim children based on resources and facility. However, admission to the Al Noor Islamic Academy is dependent upon the current available resources of the school. Classes are filled on a first come first serve basis.

Age Requirements: (for admission to each grade level students must reach the following age prior to December 31st of that academic school year.

- Pre-K3- 3 years
- Pre-K4: 4 years
- Kindergarten: 5 years
- First Grade: 6 years (or completed KG at another school and passed our academic placement test.
- Second Grade: 7 years
- Third Grade: 8 years

Children who have passed the upcoming grades at another school will be placed on the basis of an academic evaluation.

Document Requirements: (must be submitted by parents before the first day of the academic school year)

- A completed application form
- Transcripts from previous schools
- Copy of Original birth certificate
- Copy of Original social security card (passport if international student)
- Up to date Immunization form
- Physical examination form
- Dental examination form (KG and up)

Tuition and Fees:

- A completed Tuition agreement form, the first tuition payment, and a \$50 registration fee are due August 31st.
- Tuition Due Dates are as followed:
 - 4 Quarterly: September 7th, December 7th, March 7th, and May 7th
 - 1 Annually: September 7th
 - 9 (10 if applicable) Monthly: The first week of each month (September through May (June if applicable))

School Hours

School is in session from 8:30 A.M. to 3:00 P.M. Drop-off time starts at 8:00 A.M. Parents are responsible for bringing their child to school on time and to pick him/her up on time.

Late arrivals

The child must check in at the office before being admitted to class.

When a child arrives to class late, it hinders his/her progress and disrupts the class as a whole. In the event that tardiness and/or late pick-ups happen on a regular basis; parent and child will need to schedule a conference with the principal to find an effective solution to this problem.

Absences

Students are required to be in attendance unless they are ill or there is a family emergency. If your child will be absent on a given day, please notify the school office between 8:30 – 9:00 A.M. In the event that an extended family absence is necessary, the parents shall notify the principal and teacher at least one week in advance so that the teacher may send the child's homework with him/her.

If there are more than 5 unexcused absences in a quarter a meeting will be required between the parents and the principal. Legal action will be implemented if the problem continues.

Early pick-up policy

If a parent needs to take their child out of school for any reason such as a doctor's appointment, parents are to notify the teacher and send a note in writing stating the time and reason for pick-up by 8:30 that day. The student shall be sent to the office to wait being picked up, so that the classroom is not disturbed. Parents must come to the office and sign their child out. If the student will return the same day, they need to sign their child in at the office. All missed work is to be made up and is the responsibility of the student. We strongly urge parents to try to plan such doctor's appointments outside of school hours.

Class Visitation

Parents are always welcome at school; however, they must notify the teacher beforehand and get the principals approval prior to the visit. Please check in at the office and keep in mind that teachers will not be able to converse with you at this time. You may schedule a time either after school or before school to meet with your child's teacher. Only enrolled students may attend school.

Withdrawal

Parents will need to notify the school at least two weeks in advance if they will be withdrawing their child from the school. It is the school policy that all withdrawals are in writing. There will be no tuition refunds for withdrawals from school.

Parent Involvement/Volunteering

Parents are strongly encouraged to be a part of their child's learning by taking advantage of volunteering opportunities throughout the school year. Please pick up a volunteer application at the office if interested.

The AL NOOR ISLAMIC ACADEMY encourages parents to form a PTA for the purposes of assisting the school in providing a safe, secure and pleasure Islamic environment for the children.

Objectives:

At AL NOOR ISLAMIC ACADEMY, the objectives of the PTA are to:

- 1) Support the effort of the school in educating our children
- 2) Assist in informing the community about the school
- 3) Develop and implement fundraising activities
- 4) Encourage the participation of the community in the school activities
- 5) Assist the school in providing the best Islamic environment for the children.

Activities:

PTA could develop, implement and/or participate in a number of school related activities. These activities may include but are not limited to assisting in field trips, receptions, and curriculum night, welcome fair, fundraising projects, newsletters, etc.

The PTA is not part of the school administration, therefore, should not interfere in the daily administration of the school or instructional activities. Any concerns issues, and/or problems should be channeled in the appropriate way. AL NOOR ISLAMIC ACADEMY and PTA are partners in the education of the children.

PTA Administration Structure:

For effective management and accountability, the AL NOOR ISLAMIC ACADEMY PTA should have the following officers:

President- Responsible for running the association. He/she is also to represent the PTA in meetings and/or activities that require the involvement

and participation of the PTA. The president may delegate these responsibilities and presides over meetings.

Secretary- Responsible for keeping records of meetings, minutes, and other relative documents for the PTA. The Secretary calls for the meetings in consultation with the PTA President. He/she presides over meetings in the absence of the president. He/she communicates with PTA members.

Treasurer- Responsible for the financial activities of the PTA. He/she collects money and deposits it in the PTA account. The treasurer keeps records of all income and expenditure and any other monetary activities. He/she gives financial report at meetings. The Treasurer is a signatory PTA's check.

Fundraising Officer- Primarily responsible for raising funds for ANIA. This officer works very closely with the School administration in funding School needs, working out activities, and finding source for funds.

School Representative- This person provides the necessary support from The School to the PTA. Ideally the School Representative should be the Principal who may answer questions that might arise.

Term of office:

The term of office for each officer is one academic year. An officer could be elected to the same or another office for more than one time.

Elections

Parents who are members of the PTA are responsible for planning, organizing and conducting the elections. Elections should be conducted at the beginning of each academic year. Secret ballots should be used in casting votes. The person with most votes wins the election. In case an officer resigns, the PTA president, in consultation with other PTA officers should select another person to replace the outgoing officer until an election is held.

Care taker Committee

In the absence of elected officers, PTA members should select a caretaker Committee that should carry out the activities of the association until election is done.

PTA Membership

There should be a \$1.00 annual membership due to be a PTA member.

Discipline Policy

Students are expected to follow the rules listed below. If the students break the rules there will be consequences. Depending on the severity of the action will determine the punishment.

Minor Offenses: (violation of a general rule)

- First offense teacher will redirect the student and given verbal warning
- Second offense teacher will give verbal warning and ask student for an apology. Teacher may take privilege away from student (such as no recess, gym, etc...)
- Third offense teacher will send the child to the principal's office.

Major Offenses: (repeated minor offenses, profanity, violence, destroying school property, etc..)

- First offense student will be given a verbal warning and privilege(s) may be taken away by the teacher. A letter will be sent home to the parent notifying the parent of the child's offense.**
- Second Offense student will be suspended from the school for a specific amount of days (depending on the situation).**
- Third offense student will have a meeting with his/her parents and the school principal. At this time student may be expelled from the school.**

General School Rules

Students are expected to:

1. Show obedience to Allah (S.W.T.), His Prophet Muhammad (S.A.W.), and appropriate authority, such as parents, principal, teachers, staff, and adults.
2. Respect the rights and properties of others.
3. Be polite and act appropriately, such as asking his/her teacher's permission before leaving the classroom.
4. Speak and act truthfully.
5. Be dressed modestly.
6. Bring appropriate materials to school. Sharp objects, toys guns, and similar inappropriate materials are not permitted in the school.

If these items are brought to school they will be confiscated until the end of the school year.

7. Arrive to school on time.

Strategies

Every effort will be put by the teachers and the school administration to encourage acceptable behavior from the students. Various strategies need to be employed to encourage good behavior.

1. Ask a student to stop and think about his/her unpleasant behavior, enabling the child to work on self-control.
2. Redirecting the student to other activities, serving as a positive way to control what might become very unruly behavior.
3. Seat by the teacher a non-cooperating student in a group listening situation and remind him/her of unacceptable behavior.
4. Remove a student from a group for a period of time-out for a student who continually demonstrates unacceptable behavior. This is not necessarily a punishment but rather a time when the student may calm down and remember what behavior the teacher requires.
5. Withdraw some privileges, such as recess time, continuous recurrences of inappropriate behavior.
6. Should behavior problems persist, parent conference is to be used to discuss what may be helpful in motivating their child to behave in an acceptable way.
7. If all fails, parents may be advised that the student should be involved in professional assistance.

Every effort will be made to assist the student to cultivate and develop a positive and constructive behavior that is conducive for learning.

Suspension and possible expulsion are other recourses that the school has in extreme behavioral problems, such as threats to safety and/or security of other students, school personnel, and/or school property.

Dress Code

Boys:

- Any color shirt without images
- Loose fitted pants or slacks.
- Shorts must come below the knee
- Closed toe shoes (preferably no laces for Preschool and KG)

Girls:

- Any color shirt without images
- Loose fitted pants or slacks
- Dresses, shorts and skirts must be below the knee and comfortable for the child
- Closed toe shoes (preferably no laces for Preschool and KG)

Food

"...Eat and drink: But waste not by excess, for Allah loveth not the wasters"

- 1 Parents are responsible for having their child come to school in the morning with a prepared nutritious lunch. Children will not be permitted to purchase any food on their own.
- 2 Your child should have his/her own lunch container with his/her name clearly marked on it. The school is not responsible for any lost items. Acceptable lunch items are plastic or paper juice containers or plastic thermos with beverage. **No glass containers. No soda pop, candy, or gum is allowed in school.**
- 3 We try to teach our students the importance of eating nutritious foods. This important concept is more readily learned if it is practiced daily with lunch. PLEASE use discretion when planning your child's meals. It is preferred that you not bring in lunches from fast food restaurants.
- 4 Eating a nutritious breakfast and lunch is essential to functioning properly throughout the school day.
- 5 There is also a snack time scheduled for your child. Please provide your child with a snack for this time period.

General Health Policies

Please read carefully and observe these policies meticulously. These are for the best interest of all children.

1. It is the policy of AL NOOR ISLAMIC ACADEMY that each student must have a physical examination prior to the first year at AL NOOR ISLAMIC ACADEMY.
2. AL NOOR ISLAMIC ACADEMY requires an up to date immunization record in their student files at school.
3. Please keep your child home with any of the following symptoms of illness:
 - *an elevated temperature of 100 degrees F. or higher.
 - *a severe cold (sore throat, running nose, cough, sneezing, and earache, or inflamed or discharging eyes, pink eye).
 - *a rash that has not been diagnosed by a physician as non-contagious.
 - *an upset stomach within last twenty-four hours including vomiting or diarrhea.
4. If a child develops any of these symptoms at school, the parents will be contacted immediately. The child must be picked up from school within one hour of contact.
5. Children may return to school 24 hours after the disappearance of all symptoms including the disappearance of fever, medicine free. Children returning with any of the symptoms of illness mentioned above will be immediately sent home.
6. Medicine may be brought to school and administered by a teacher only if:
 - a) Medication is labeled with the child's name.
 - b) Written instructions and a written request for a staff member to administer medication and a parent's signature must accompany the medicine.
7. If well enough to come to school, your child is well enough to participate in the daily schedule, including outdoor activities.
8. If you know your child will be absent from or late to school, please contact the school between 8:15 A.M. and 9:00 A.M.
9. If your child develops any communicable health problems (i.e.— chicken pox, measles, etc.), please call the school so that we may notify other parents.

Field Trips

"It is He Who has spread out the earth for (His) creatures" Qur'an

1. Young children construct their knowledge through interacting with other people and with their environment. To facilitate this construction of knowledge, the students will be going on several field trips. These are planned with a definite purpose in mind. Parents will be, Insha 'Allah, notified well in advance.
2. A permission slip will be handed to the students when Field Trips are scheduled. This permission slip must be signed by the parent and handed in prior to the field trip date. If the student does not hand in a permission slip they will not be permitted go on the field trip.
3. We love to have the parents of our students accompany them on their field trips. If your schedule is such that you would be available, your child's teacher would be happy to have you join in on the field trips. Please notify the teachers beforehand if you would like to join the trip.

Safety Tips

Al Noor Islamic Academic cares about the safety of your child.

1. Please sign your child into the building and remain with your child until the teacher sees both of you.
2. When you leave with your child, please sign your child out and make the teacher aware of your departure.
3. Children need to remain inside the classroom or with the teacher outside or according to directions during pick up times.
4. Parents must personally accompany their child to the vehicle.
Children are not allowed to walk alone to their car.
5. Notify the school in advance if another person will be picking up your child. If we do not know this person, we will ask for identification.
6. If you wear niqab we kindly ask that you show your face on a daily basis when picking up your child to ensure the safety of our children.
7. Please be aware of and keep track of your arrangements with other parents who share drop off and pick up responsibilities with you.