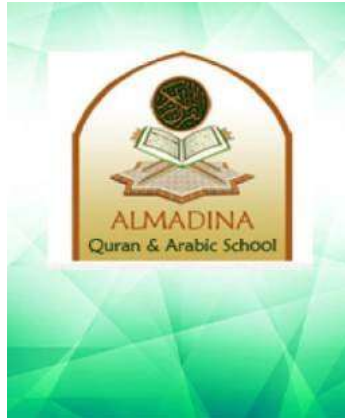


Al Madina Quran and Arabic School

Parent-Student Handbook



**A mission of enhancing our Muslim kids' Arabic language skills,
Quran memorization, and Islamiyat.**

Al Madina Quran & Arabic school at
Dar El Eman Center
School Office Phone #817-642-8634
almadinaqa@gmail.com
5511 Mansfield RD. Arlington, Tx 76017

Welcome to your school

Dear parents and students:

Al Madina Quran & Arabic School's administration and staff would like to welcome all the parents and students. Enhancing our Muslim kids' Arabic language skills, Quran memorization, and Islamiyat is our dearest dream and gate to success in this life and in the hereafter. By cooperating and positive involvement from the parents to encourage the students to follow the school rules and regulations that are made for their own good as well as helping us in achieving your dream and making it a reality. Thank you again for choosing Al Madina School for your children education needs. We will do our best Insha'a Allah to meet your expectations. Jazakum Allah Khair.

Al Madina School Board and Administration

Our Mission

Is to provide an excellent educational experience environment that promotes respect, love as well as teaching of the Arabic language, Islamiyat, Quran memorization and recitation in a caring Muslim community.

Our Vision

Is to create an environment where every child's God given uniqueness is celebrated, so to have every child value a passionate commitment to Islamic world view, academic Excellencies and spirit of volunteerism. Our goal is for our future generations to be well-educated, knowledgeable Muslim adults who can positively connect with and contribute to the Muslim community and to society at large.

Who We Are

Al Madina School is a private, non-profit Muslim weekend school of over 290 students and growing. Our curriculum focuses on teaching students the subjects of Islamiyat, Arabic language, Al-nouraniah and Quran memorization. Teaching children Wudu'a and Athan and practicing the daily prayers are an integral part of the daily school routine. At Al Madina School, we believe that friendship, caring teachers safe and disciplined learning environment are keys to the success of our students.

Therefore, our faculty:

- Are committed to Islamic education, and our teachers are certified in Alnouraniah.
- The average teacher tenure is five years at our school.
- Our school is governed by schoolboard that formulates school policy and work procedures.
- Our administrative team is made up of the school board chairperson and the head principal.

What We Believe

We believe that teaching academics is only a small part of the child's total education. Spiritual and moral values, proper attitudes, respect for authority, the rights and feelings of others are considered of major importance in training children to become mature Muslim adults and community leaders.

Our Program

Al-madinah school is an integral part of Dar Al Eman Islamic Educational Center. Our school is a community environment that provides Islamic education to the children of our growing Muslim community in Arlington, Texas. Al Madinah School offers an educational program that focuses on teaching the Arabic language, Quran recitation, memorization and Islamic studies.

School policies and procedures:

- Admission policy.
- Attendance and tardy.
- Drop off, pick up.
- Dress code.
- Tuition
- Behavior and discipline policy.
- Parents-school communication.
- Graduation.

Admission Policy

Al Madina School has an open-door policy for admissions, however, in Islam, discipline is very important. We have a strict code of behavior which must be followed by our students. Al Madina accepts enrolling students throughout the school year. However, Placement tests and conditions upon enrollment are given to students when there is an uncertainty of academic performance or behavior. Registration for new students and re-registration for returning students begin on April 1st and last to the end of October of the school year.

Student Attendance

Parent's effort to get their kids to school on time every time is highly appreciated and recommended for the full benefits of the kids.

To make sure that all students get the most out of the class, the following rules must be followed:

- Parent must drop their student at 9:15 Am for the morning class and for the evening class no later than 1:00 pm
- In case of absence, it is the responsibility of the parents to notify the school and contact the teacher to get a copy of the homework for that day
- Each teacher will send his/ her contact information by WhatsApp & in the student folder
- Three unexcused absences per semester will result in a drop of a letter grade
- Five unexcused tardy per semester will result in a drop of a letter grade
- Exceeding the number of unexcused absents or tardy may result in not graduating to the next class level
- Sick students with high temperature & or severe cough are not permitted in the school. Any student who attend in such conditions, the parents will be called to pick them up otherwise the student will have to sit out of the class for the rest of the day
- Parents must sign early release form in case of early student dismissal

Drop off & pickup times

Students drop off for the Morning sessions start at 9:15 am.

* Arriving 9:35 am or later is considered tardy.

Student dismissal is at 12:45 pm.

Students drop off for the Afternoon session is at 1:00 pm.

* Arriving at 1:15 pm or later is considered tardy.

Student dismissal is at 4:30 pm.

Students' pickup for the morning session is at 12:30 pm.

* \$10 fee/every 15 minutes will be applied after 1:05 pm.

Students' pickup for the afternoon session is at 4:30 pm.

* \$10 fee/every 15 minutes will be applied after 4:45 pm.

Student dress code

- Students are expected to dress properly according to Islamic rules
- For Boys: Shorts, Jewelry, Tank tops, T-shirts with unacceptable messages and/or pictures are prohibited during school hours.
- For Girls: Short skirts, skinny jeans & makeup are prohibited during school hours
- Hijab is highly recommended and encouraged for girls over 10 years old
- Three notice will be given to the parent/guardian of any student who is not dressed according to the dress code. The fourth notice will lead to the student's dismissal from school until proper clothing is worn.

Tuition

The tuition is **\$90 per month for the first child**. A **\$5 discount** will be given to each additional student from the same family, making it **\$85 per month** for the second and third child.

- One-time book fee of \$50 per level is required at the time of registration.
- Tuition is due at the beginning of each month — no exceptions.
- \$15 late fee for payments received after the second week of each month.
- Tuition must be paid by the second week of each month.
- Tuition is due every month regardless of holiday, travel, or any other events.

Students behavior & Discipline Policy

- Morals and ethics are reinforced in our classrooms as well as in our discipline policy
- The first week of the school shall be considered a “trial period” during which time each students behavior will be monitored
- Disciplinary actions are considered as training that develops self-control, character efficiency, as well as orderliness (orderly methodical systematic)
- Students are excepted to learn and follow the rules and regulations of the school
- We believe that for the most part, disciplinary actions will not and should not have to be taken. However, the possibility of us having to take some disciplinary action is there.
- We have two levels for misbehaviors of students and they are A &B
- We are coordinating disciplinary action that will be taken accordingly and they are as follows:

Students behavior & Discipline Policy

Continues

Level A misbehavior	Level A disciplinary actions
Interrupting & bothering other students during their work & /or Not working.	Warning-verbal & writing, then folder needs to be signed by the parents
Interrupting the teacher. Ignoring classroom rules& or procedures	Folder to be signed by a parent In-school suspension (limited to one day)
Classroom misconduct like eating food or candy, drinking, or chewing gum	Warning- verbal & writing for the first time & Detention
Inappropriate or loud talking Running or cutting in the line	Warning-verbal & writing first then, Folder to be signed
Throwing things, & note writing	Warning- verbal & writing
Other appropriate measures may be considered by the teacher as long as they are approved before action is taken by the administration Student will be sent to the principal Office if all attempts fail, and parents will be notified	

Students behavior & Discipline Policy

Continues:

Level B misbehavior	Level B disciplinary actions
Refusing to follow directions	Detention results in going to principal office
Verbal or physical assault on peers, teachers or administrator	Suspension plus \$100 fine
Starting or engaging in a fight	Suspension with a fine set by Administration
Destroying or causing damage to any part of the school property	Paying for the damages in full, plus suspension
Having possession of dangerous & inappropriate items i.e. weapon, drugs	Fine + suspension after parents-principal conference
Having electronic devices, i.e. cell phones, video games ... in class	Devices will be confiscated and returned at the end of the day. \$15 fine for the 2nd time before returning the device to a parent

Parent-Principal/teacher communication

- Each student has a folder. This may include your child's work, letter from the teachers, and other correspondence regarding upcoming events.

Please go through the folder with your child

It is a good way to keep in touch with what is happening with your child's Educational progress

The folder must be returned the following

Week, however, work, letters, etc. may be kept at home if specified.

- Parents are welcome to observe activities at the school at any time as long as they go through the office first
- Any parent who wish to discuss a child's progress, should contact the teacher to schedule a conference
- Drop off & pick up times are not appropriate times to discuss your child's progress or paying the tuition
- To ensure that everyone (students, parents, teachers, & administrators) who is in charge of the educational process are in the same page and since we are trying to accomplish the same goals and dreams for our children, we took it upon ourselves to summarize each party's responsibilities as follows:

Students Responsibilities

- Attend classes each day on time
- Be properly dressed according to the dress code policy
- Exhibit a respectful attitude toward yourself, your environment, your peers and your elders
- Carry out your day in the best responsible manner as much as possible
- Be ready for your class by bringing all required and needed materials such as (Reading & work books)
- Follows all school rules & regulations

Parents Responsibility

- Teach your child to pay attention & follow the rules
- Be sure your child attends school regularly and promptly and explain absence to administration
- Encourage & lead your child to develop proper study habits
- Participate in the principal-parent meetings that will be held every four months
- Participate in the parent-teacher conference to discuss your child's progress
- Discuss assignments & report cards with your child
- Maintain current home, work & emergency telephone numbers & other pertinent information on file at the school
- Return a signed statement indicating that you have read and understood all aspects of this booklet as explained to you
- Cooperate with school administration & teachers as its essential for your child's success
- Check your kids pack bag every school day before attending the school, to make sure that they have all of their books& supplies with them

Graduation

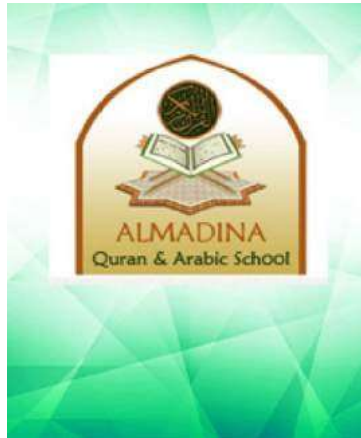
Students will only Graduate once they pass the current level, they are in. otherwise it is not necessary that a student graduate on a yearly basis. It is possible that a student may graduate in the middle of the year or it could take the entire year for the student to graduate or it might even take longer for some students to pass the level they were in. It is up to the student and parent to achieve the success they desire.

Almadina Quran & Arabic School

I am _____

The parent of _____

I have read, understood & discussed the parent/students handbook with my child. I agree with all rules and regulations of the school.



Parent signature

Date
