

Welcome To

Madina School

PARENT/STUDENT HANDBOOK AND CALENDAR

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Dear Parents, Guardians and Students

Assalamu Alaikum wa Rahmatullahi wa Barakatahu!

The staff and students at Madina School would like to welcome you to our school. We are very happy and excited that you are joining us.

Madina School's fundamental goal is to provide our students with a top-notch education that is fully integrated with Islam. All basic subjects will be taught following the New York State curriculum. Our teachers are selected for their backgrounds in Childhood and Islamic education.

Madina School's goal is to offer a well-rounded education in a supportive, nurturing, family-like environment utilizing the latest teaching techniques and a low student-teacher ratio.

We at Madina School believe that each and every child has a special ability/area that they excel in and we will, inshallah, help them discover and nurture their talents. We will work closely with students in all subjects to help them work to their full potential in all areas of the curriculum.

In this handbook we have put together some guidelines, policies and general information about Madina School. Please contact us with any questions or problems.

We strongly urge you to be involved in the school as much as possible. We need the input and cooperation of parents to achieve our goals. If you have any suggestions for improvements or changes, please contact us.

We look forward to an exciting year and, inshaAllah, it will be the first of many. May Allah (swt) bless our endeavor and make us successful in this life and the hereafter.

Wassalam,

Madina School Staff

SCHOOL HOURS

Monday through Thursday.....8:30 a.m. - 3:00 p.m.

Friday.....8:30 a.m. - 1:50 p.m.

Children should arrive at school on time. Late arrivals interrupt the classes and cause your child to miss instruction time. Parents should make sure that their child(ren) are picked up on time.

ATTENDANCE

Academic achievement depends heavily on good attendance. Attendance will be taken and recorded daily. Frequent absenteeism can result in lower grades or retention. Only a legitimate excuse, such as illness of the child, death in the immediate family or exceptional cases should keep a child from attending school.

It is a parent/guardian's responsibility to inform the school whenever a child is absent from school. A note explaining absence(s) should accompany your child upon their return to school.

EARLY DISMISSAL

If a child needs to leave school during the day for a doctor's appointment, etc., please send a note to the teacher in the morning. We will not release a student to anyone except the parent unless there is a note of permission signed by the parent.

EARLY WITHDRAWAL

Written notification must be submitted to the School office.

PRE-ARRANGED ABSENCES

If your child will be absent from school for several consecutive days, please notify the school in advance. It is expected that all work missed while absent will be made up as soon as possible.

STUDENT DRESS

There is no uniform, but all students are required to wear Islamically correct clothing. Shoes with heels higher than 1 1/2" are not allowed. Shirts must be long enough to cover one's backside while in sajdah. Nail polish and wearing artificial nails are not allowed. Please place the child's name on clothing and other belongings to help ensure the proper return of all belongings and clothing.

Daily activities may include messy play and children should not have to worry about their clothing. Please make sure your child wears sneakers or rubber soled shoes on gym day. Please send an extra set of clothing with each item labeled with your child's full name.

The school will not accept responsibility for any lost and stolen items or valuables. In order to make sure that your valuables including jewelry are kept safe, you should leave them at home and not bring them to school.

Children will be praying every afternoon and parents should send a kufi/topee or hijab with their child for use at that time. All girls from grade 3 and up must wear a hijab all day.

LUNCH / SNACK

Students will be required to bring a nutritious lunch (including beverage. Beverages should be in a thermos or disposable container - **no glass bottles or containers please. Do not send** pork, pork products, products containing non-halal meat products (ex. gelatin) or other non-halal items, **chewing gum, soda** or candy. Suggested items are fruits, cheese & crackers, raisins, nuts, celery, carrot sticks, pretzels, granola bar, or applesauce.

Note: Gum is not allowed in school, both inside the school and outside on the grounds.

CELL PHONE / DEVICE POLICY

Cell phone usage in the classroom has a negative impact on student achievement, engagement, and well-being. The use of cellular phones and similar electronic devices will NOT be permitted before school, during school, during lunch and after school. While at school, cell phones must be turned off and put in a bookbag. Cell phones or other devices used at these times will be confiscated.

HEALTH

Immunizations

Minimum immunizations required of students by the Board of Health are required for school attendance. NYS law prohibits students who have not received the required immunizations from attending school. **A copy of your child's immunization record, birth certificate and copy of the latest report card must be submitted by the first day of school.**

Parents are expected to keep children home when they show signs of illness. If any symptoms occur during the school day you will be contacted to pick up your child. Please make sure to fill out the emergency form and update your child(ren)'s information if it changes. It is the responsibility of the parent to pick up the sick child as soon as possible. Our policy regarding illnesses has been established to ensure the safety, well being and health of all of our children and staff.

It is the job of the parent to inform the school if a child has any allergies to specific items or if a child has any type of medical condition that may affect his/her health or learning ability.

MEDICATION

The administration of medication is not the responsibility of Madina School. All requests for the administration of prescription medication must be in the form of a written note from the doctor and parent.

All medication must be dropped off in the office with a parent's note. The medication must be in the original container with the name of the student, medication, doctor, and the times to be administered on the container. The school cannot provide students with aspirin, Tylenol or any other medication. The teacher should be advised of any drug being taken by a child attending school, particularly those that might cause a change in behavior. Teachers cannot administer medications. **No student is allowed to administer his/her own medicine.**

EMERGENCY SCHOOL CLOSING

Late opening, early closing, or openings/closings of school due to heavy snow or other emergency conditions will be announced via text message from the school.

DISCIPLINE / BEHAVIOR

At Madina School, we are committed to building self-discipline. Students are expected to respect the rights and privileges of others, accept the responsibility for their own actions and the consequences of their behavior.

No student will be allowed to engage in any behavior that is not in their best interest or in the best interests of others. The consequences for disobeying classroom / school rules will result in disciplinary action. This action will be carried out at school and the parents informed.

VISITORS (PARENTS AND CHILDREN)

Madina School encourages parents to visit their child(ren)'s classroom, assembly and other programs, and lunch. Arrangements for visits can be made in advance with the teacher. Other children, friends of pupils, or students from other schools will not be permitted in the classroom except with approval from the principal.

PARENT PARTICIPATION

We at Madina School welcome active participation from parents to volunteer and support ongoing activities. Opportunities include helping with school functions (Ramadan Iftar, fundraisers, picnics, field trips, etc.) and attending Parent-Teacher conferences.

MONEY

When money is being brought to school, please enclose it in an envelope labeled with your child's name, teacher's name, and purpose. Children should be discouraged from bringing extra money to school.

HOMEWORK

If a student does not complete their homework, they will receive one warning from the teacher. The second time, if assigned homework is not completed; the student's name will be submitted to the office. Generally principles in the assignment of homework include:

- 1) Homework should serve a definite purpose and should be used as a technique for learning and reinforcement of skills learned in class.
- 2) There should be a cooperative effort on the part of teachers and parents to encourage children to assume responsibility for completing assignments.

PROGRESS REPORTS

Students earn grades in the following areas and activities:

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|----------------------|-----------------------|
| (1) Homework | (2) Quizzes and tests |
| (3) Special Projects | (4) Oral tests |