

Islamic Weekend School

Parent’s Handbook

2019-2020

13100 Waters Landing Dr.,

Germantown, MD. 20874

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# A Message Form the Director

Dear Parent/Guardian,

AssalamuAlaikomWaRahmatuallahiWaBarakatuh,

It is with great pleasure that I welcome you and your children to **Jannah Academy** WeekendSchool.

As a Director of the WeekendSchool, it is an honor and a privilege to lead this learning community. Jannah Academy Weekend School is committed to preparing students to effectively deal with the challenges of a modern society in an Islamic manner. We seek to develop in each student a positive identity of a Muslim who is equipped physically, intellectuality, and spirituality to compete in today’s world in accordance with Islamic principles. We hope to establish within each student a strong commitment to family, society, and humanity.

Our School helps shape the student’s impressions about themselves, their religion, country, culture and ensuring the preserving of their Muslim identity.

It is our goal to instill in each student a love for and understanding of Allah (SWT), his prophet –peace be up on him- and Islam. We aim to nurture the identity of each child as a confident and faithful Muslim. We hope to accomplish these basic goals through Islamic and Qur’anic studies.

Jannah Academy weekend School willprovide a high quality of Islamic education for our community students. The weekend School is committed to providing Islamic education

according to the **Qur’an** and the **Sunnah**, based on high moral and ethical values in an Islamic environment.

This handbook is your guide to the Weekend School. Inside, you will find the following information:

* Rules and regulations regarding the WeekendSchool.
* The Teachers’ and books list.
* Description of teaching levels.

Alhamdu-lillah, you have taken the first step of instilling the importance of our religion and the Holy Qur’an by enrolling your child in the Weekend School. InshaAllah, your child will enjoy our Islamic, enriching, and enjoyable environment, which will lay the foundation for your child’s future. Our request from you as a parent is to spend some quality time with your child reviewing the week’s lesson and ensure that the homework is completed.

May Allah (SWT) rewardsall of us for our intentions and keep us on the Straight Path. Ameen

Diaa Shakleya, Ph.D.

Director, Jannah Academy Weekend School

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# Virtues of Knowledge

Anas (RA) relates that Rasulullah (SAW) said: “ The seeking of knowledge is an obligatory duty (Fard) on every Muslim man and woman.” (Ibn Majah)

Note: Learning about the religion of Islam is a duty upon every Muslim. And through knowledge, one can understands more about right and wrong. Knowledge makes one a better human being, it makes one’s life easier, happier, and more fruitful.

In Islam, Knowledge includes the proper understanding of Deen such as Qur’an and Hadith, as well as the general knowledge of all other useful subjects such as math, science, languages, etc. We should continue seeking knowledge throughout our life and put our knowledge to useful practice by teaching others what we have learned.

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# Weekend School 2019-2020 Committee members

1. Director: Diaa Shakleya
2. Curriculum Coordinator & Chair: Ruwaida Salem
3. Registration Coordinator : Khaled Abuhatab
4. IT coordinator: Rafik Kouissar
5. Lead Teacher: Nadia Zahime

 - For any issues regarding Jannah Academy Weekend School you may contact:

|  |  |
| --- | --- |
| Name | Email |
| Diaa Shakleya | jannah\_parents@googlegroups.com |
| Khaled Abuhatab | jannah\_parents@googlegroups.com |

# Weekend School Teachers 2019-2020

We are proud to have well-qualified teachers, who are well known for their participation into the Weekend School.

|  |  |
| --- | --- |
| Teacher’s name | Level |
| Nadia Zahime | 1 |
| Aseel Al Shawaheen | 2 |
| Haleema Albadawi | 3 |
| Laila Adib/Salma  | 4 |
| Rania Quttenah | 5 |
| Ekram Shaqlieh | 6 |
| Hisham Qusa | 7 |
| Raed Tayeh / Mahmoud Abunaser | 8 |

Frequently Asked Questions

Q. How will I know about upcoming events at Jannah Academy Weekend School?

A. There are multiple ways to keep informed of upcoming events. Emails will be sent out periodically with any important notices or reminders. Notices and reminders will be also posted on the Facebook, InshaAllah

Q. What do I need to know about visiting the school?

A. We take educating your child seriously and try to keep distraction at minimum. As such, we request that all parents arrange an appointment with their child’s teacher either before or after class if you would like to have a meeting.

Q. Who will contact me when my child is having learning difficulties?

A. If your child is experiencing academic difficulties; the classroom teacher will contact you or will send out a notice with your child.

Q. How do I withdraw my child from the Weekend School?

A. Parents who wish to remove their child from the Weekend School need to send or email a withdrawal notice to the director within the first 14 days of beginning the school. After that the school tuitions are **non-refundable**.

**Policies and Procedures**

## Admission and registration requirements:

* Students are admitted on a “first-come, first serve” basis only.
* Parents who wish to register their child after classes are full, they are required to be added to the waiting list and they will be contacted by the school coordinator when space become available in the desired class.
* For allstudents, application form has to be filled by the parents and/or brought to the Weekend School site on the orientation/registration day or the first day of School.
* We accept cash, checks, money order, and credit or debit cards.
* For parents who cannot afford the tuitions, a tax return and a last paycheck have to be presented to Jannah Academy Education board of Director.
* A charge of $20 will be applied in all cases of insufficient funds for credit cards or checks.
* Please note that fees will not be refunded, in part or in full, if the office has not been notified of a student’s withdrawal by the end of the second week of the semester beginning.

Registration Fees:

Please refer to [www.jannahacademy.net](http://www.jannahacademy.net)

## Attendance policy:

The process of learning requires consistency. Therefore, regular student attendance is a vital component of the education process and in the evaluation of student’s progress.

Compliance to the following rules is required:

* Sunday school starts at 10:00am & ends at 1:30pm. Duhur Prayer is included and students should be there.
* Students should be dropped off by their parents 10 minutes prior to classes starting time.
* Parents don't have to sign during drop off, but need sign out during pick up time. This will help us secure the safety and accountability of the child.
* Students should be picked up at 1:30pm. Parents will be charged late picking up fees after 1:40 pm.
* Please call or email in advance to Jannah Academy email if your child will not be attending the Weekend School.

## School Cancellation:

If the Weekend School will be cancelled due to an inclement weather or emergencies, parents will receive an email or a telephone call. Please notify the teachers, or the Director (Diaa Shakleya) of any changes in contact information as soon as possible.

## Homework policy:

The goal of the homework is to have a positive impact on student’s learning process. Assignments are intended to reinforce concepts learned in class. Parent’sinvolvement is necessary in memorizing Surahs and complete the homework.

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## Appearance Code Policy:

Please help your child to be well groomed and appropriately dressed for school. We prefer that your child dress to be an

Islamic dress as we are trying to instill Islamic meanings into their daily life. Please not if the child does not meet the Islamic dress code will be excused from the class.

## Rules of Conduct:

Every student on school ground and at school events requires appropriate conduct. Conduct expectations are as follows:

* Showing respect.
* Keep hands, feet, and objects to yourself.
* Follow directions and possible.
* No use of foul language

Whenever possible, consequences for breaking rules will be handled in the classroom. At the teacher discretion, a student may be sent to the School director with a referral for fighting, insubordination, or in any way preventing the entire class from functioning effectively. School Principal will meet with the student to review the behavior and determine the consequences.

Our goal is to maintain a safe and orderly learning environment for our students. Jannah Academyadministration reserves the right to immediately use any of the following consequences if the behavior deems it necessary:

* Verbal warning by teacher.
* Verbal warning by principal.
* Phone conference between parents and the director.
* One-day suspension.
* Expulsion.

## Forbidden Articles:

Tobacco, drugs,weapons, lighters, etc. are not permitted on school property. If any such articles are found, it will be immediately confiscated and parents and law enforcement may be contacted. The use of pagers, laser pointers, toys, video games, music players (including iPod), magazines, make up and nail polish are also not permitted on school property.

## Damage to School Property:

Students are required to report to the teacher and/or the director in the event of any loss of, accident, or damage to any school property. This includes but not limited to books, and all other educational materials. Writing, scratching, or defacement of desks, tables, walls, or any other school property will result in disciplinary action. Parents will be responsible for any monetary implications associated with their child damaging school property.

## Break and Lunch Policy:

Students will have 30 minutes lunch break during which cheese pizza will be served. All students are required to remain on school grounds and are not permitted to leave during the break time. Any student found violating this rule will be sent to the director and the necessary disciplinary action will be taken.

# Teaching Levels Description & Books

Please refer to [www.jannahacademy.net](http://www.jannahacademy.net)

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# Useful Websites

* [**www.quran.com**](http://www.quran.com)
* [**www.tajweedinenglish.com**](http://www.tajweedinenglish.com)
* **http://toolstolearnarabic.blogspot.com/2010/04/pdf-36-arabic-stories-for-kids-for.htm**