



**Al Madina School of Richmond
STUDENT-PARENT HANDBOOK
2019-2020**

رَبِّ زِدْنِي عِلْمًا
MY LORD! INCREASE ME IN KNOWLEDGE.

(20:114)

Principal's Welcome

As Salaam Alaikum Al Madina Family,

On the behalf of the entire staff at Al Madina School, we want to welcome you to the 2019-2020 school year!

We are thrilled to receive our family back to Al Madina School for the 2019 -2020 school year and look forward to partnering with your family to make this the best year possible for our students! We pray that you've had restful summer and ready for a dynamic new school year.

As you know, our primary goal is to provide the absolute best educational experience anchored in our Islamic faith and ideology. We stand ready; in full partnership with our parents, families and community members in support of our beloved students of Al Madina School of Richmond.

Through the grace of Allah, there is nothing we can't accomplish when we all work together as a family to move our school forward.

This year, our theme will be "**Growth Mindset**" and our work will be focused on building a strong foundation internally.

We aim for our students to have fulfilling, well rounded learning experiences rooted in great instruction and best academic practices. Our goal is to have our students become lifelong learners as well as develop the spiritual foundation centered in our Islamic ideals as decreed by Allah (SWT) and His messenger Prophet Muhammad (PBUH).

This year, we will continue to work together as a family in fostering "**Growth Mindset**" in all aspects of our lives. Through this collaboration and with Allah's will, our students will reach even greater heights this school year!

Jazakallah,

Asma Shahab
Principal

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MISSION & VISION

When Iqra Academy of Virginia and Tawheed Prep School became Al Madina School of Richmond, the mission and vision was conceived. The Board By-laws mandates that both statements are reviewed every 5 years.

1.1 Mission Statement

The **mission** of Al Madina School of Richmond is to support and develop our students academically, socially and spiritually through an outstanding curriculum offered in an Islamic environment, which will lead them to understand their roles as guardians of Allah's creation.

1.2 Vision Statement

Our **vision** is that students will embody the Islamic values of honesty, patience, justice, integrity, self-discipline, tolerance, and respect for all Creation. Our God-conscious school environment nurtures, empowers and prepares students to use Islamic knowledge as the guiding light for success in this life and the hereafter, insha'Allah.

2. PHILOSOPHY, GOALS & OBJECTIVES

2.1 Philosophy

"We have certainly created man in the best of stature" (95: 4)

We want to foster love and thirst for knowledge so that our children will serve Allah (God) to the best of their ability and appreciate the Glory of Allah (God) in the true sense. Our courses will not just give functional literacy and allow students to think critically, but will also instill Qur'anic empowerment so that youngsters use their newly acquired knowledge critically in ways that complement The Almighty's creation. This is the pedagogical approach that shall be used at Al Madina School of Richmond.

2.2 Goals

“I swear by the time, Indeed man is in a state of loss. Except those who believed and did righteous deeds and, exhorted each other to follow truth and exhorted each other to have patience.” (103: 1-3)

Al Madina will provide a supportive and positive learning environment in which students have the opportunity to attain the highest standard of education that will enable them to be responsible and productive citizens who contribute constructively to the well being of the society in which they live. At Al Madina, we encourage children to excel in all aspects of life in order to meet the challenges of the future. As they move from primary to secondary school, our goal is to further augment their education by preparing youngsters to compete for positions in business and industry against graduates from America's highest achieving secondary schools.

2.3 Objectives

“Read with the name of your Lord who created. He created man from a clot of blood. Read, and your Lord is Most Gracious. Who imparted knowledge by means of the pen, He taught man what he did not know” (96:1-5)

Critical Success Factors

- *Qualified Administration*
- *Excellent Curriculum*
- *Professional Teacher*
- *Affordable Tuition*
- *Conducive, clean and safe learning environment*

In order to meet the goals above, Al Madina strives to:

- Provide an Islamic, professional, and safe environment conducive to learning.
- Require students will go beyond being functionally literate to become critical thinkers and problem solvers
- Enhance students' advanced Math and Science skills to be competitive in global institutions
- Encourage students through Community Service Projects to show empathy for humankind as found in the example of Prophet Muhammad (saw)
- Integrate Qur'anic verses in all academic areas either by using an *ayat* as a lesson motivator or a Qur'anic principle to underpin the entire subject
- Enrich school environment through parent and community participation.
- Foster brotherhood and sisterhood among our students, staff and community.

3. ACCREDITATION and FACULTY

3.1 School Accreditation

Alhamdulillah, Al Madina is now the only Islamic Pre K-12 school in Central Virginia that is dually accredited by two prominent, national accreditation organizations:

- AdvancED, also known as SACS (Southern Association of Colleges and Schools)
- CISNA: Council of Islamic Schools of North America

For more information about the accreditation process please visit <http://www.advanc-ed.org>.

3.2 Our Faculty

Our administrative team, principal and four Administrative Assistants have over a lifetime of collective experience in education and counseling. The qualification of the teaching staff of Al Madina meets the higher state guidelines for teachers in a non-public school. The teaching staff includes full-time and part-time teachers. Al Madina's experienced and qualified teachers from various parts of the world provide positive role models as well as enrichment through the diversity of their experiences.

4. ADMISSIONS

4.1 Admission Policy

Al Madina does not discriminate with regard to race, gender, religion, or national origin, in administration of its educational policies, enrollment policies, and other school-administered programs. We accept all interested students based on our current enrollment provided they meet the school's admission requirements.

Al Madina is a primary and secondary school (Montessori Pre-K through 12th grade) following VA S.O.L.'s while providing an Islamic based educational experience for its students. All students, regardless of religion, will be required to take the full curriculum of academic courses, which include all general subjects with the addition of Qur'an, Arabic and Islamic Studies. At the parents' requests, non-Muslim students may be excused from congregational prayers and memorization of the Qur'an in Arabic. Such students will be provided with English Qur'anic Studies as a supplement.

*All new students will have a 5 week, probationary period which will be used to assess their academic performance. AMSR reserves the right to adjust grade levels based on this performance. Parents may withdraw children at this time without penalty.

4.2 Admission Requirements

- Acceptance is based on a first-come, first-served basis. Returning students and staff children are given priority over new enrollments. Submit completed admission application forms by June 30th in order to take advantage of available discounts along with the following items.
- Student's Birth Certificate.
- Copy of your Child's Social Security Card.
- Most recent Immunization records with minimum vaccinations required by the State of Virginia.
- A non-refundable application fee of \$75.00 for all new students or those who were not enrolled in the preceding year.
- A \$ 50.00 non-refundable re-registration fee for all students returning to Al Madina from the preceding year. This includes those who had not confirmed re-enrollment before the end of June deadline.
- Copies of latest transcripts and school reports from previous schools.
- Copies of IEP instructions must be submitted; a valid IEP is required for admission if your child has been considered to qualify for one. (Please see 4.4)

NOTE: Divorced parents must BOTH be included on all forms, or the parent-guardian must provide guardianship documentation.

The following are the grade specific requirements:

- a. Preschool: At least 36 months old by October 31st of the school year and fully toilet-trained.
- b. Kindergarten: Children must be five years old by October 31st of the school year. Proof of previous pre-school attendance (at least 1/2 year) and passing an independent test administered by Al Madina staff **may be** required.
- c. First Grade: New students applying for first grade must be 6 years old by October 31st. Proof of previous attendance of Kindergarten with a passing grade from a private or public school, and/or show home-schooled records which align with academic expectations for first grade.
- d. New students at the middle and high school level will submit an application and a test will be administered by Al Madina. Approved applicants will be interviewed and acceptance will be made on a case by case basis.

New Student Referrals: We love it when our current families spread the word about their wonderful experiences at Al Madina and encourage others to join our family's mission and vision. New families must mention the family who referred them *at the time of enrollment* and the new student(s) must remain enrolled through the 3rd quarter. The referring family will then receive a \$100 (per referred student) gift card to a local retailer.

4.3 Restrictions/Exceptions

Grade Placement Assessment (for students who are not familiar with the English language):

New students who are not familiar with English will be evaluated by teachers to assess their command of the English language. The result may affect grade placement or recommendation of an ESL (English as a Second Language) program. After a child is admitted, if it is determined that he/she has inadequate familiarity with the English language for a particular grade level, the child must transfer to an ESL (English as a Second Language) program.

Elementary Students

If an elementary student scores higher than 92% on their Math and Language Arts at the end of the 1st quarter, he/she will be considered for enrichment work. The teacher will prepare an Advanced Learner Folder in that subject containing projects and independent assignments that the student will complete after having done the regular class work at his grade level.

Middle and High

Students who are capable of doing advanced work at the middle school/high school level will have the option to choose one of the following tracks upon administration approval:

1. Concurrent enrollment at the 12th grade: Finishing high school core curriculum in the 12th grade while being able to take some concurrent enrollment class as electives. Result: entering college able to opt-out of several classes.
2. Concurrent enrollment at the 11th grade: Finishing high school core curriculum in the 11th grade while being able to take some concurrent enrollment class as core class and/or electives. By 12th grade, all classes would exclusively be concurrent enrollment class as core class credits or elective credits. Result: entering college with having finished 2 semesters of college and have sophomore status.
3. Dual Diploma: earning an Associate Degree of the student's choice of study (whatever is available) and a high school diploma simultaneously at the end of 12th grade. Classes as part of concurrent enrollment will count as both core class credits and elective credit. 11th & 12th grade will be exclusively concurrent enrollment classes. Should students enroll into a 4-year college program, they would most likely only have 2 more years left to earn a bachelor's degree. Eligibility and process of enrollment of Dual Diploma is more stringent than Concurrent Enrollment.

The following is the eligibility requirements for Concurrent Enrollment:

1. Student must be an Al Madina student for at least 1 full school year.
2. Student must have and maintain 3.0 GPA with no grades less than a C- or 70%.
3. Approval from principal with any necessary requested reference letters.
4. Pass the placement test conducted by VCCS.
5. Ability to pay VCCS tuition separate from Al Madina tuition and fees. Note: depending on class enrollment at VCCS, tuition and fees to Al Madina may vary.

Tuition and fees for Al Madina students in concurrent enrollment who are still taking classes at Al Madina campus would be regular tuition and fees. Additional costs to concurrently enrolled students is the tuition to VCCS for Concurrent Enrollment class(es).

Tuition and fees for Al Madina students in concurrent enrollment who are not taking any classes at Al Madina campus would be regular fees, an additional Concurrent Enrollment fee (see tuition schedule) that would cover the administration costs of managing a high school student enrolled with VCCS, and no tuition. Additional costs to concurrently enrolled students is the tuition to VCCS for Concurrent Enrollment class(es).

529 education investment account may be used for paying VCCS tuition and fees as a high school student. Please check with your 529 account agent for details.

The following are the steps for Concurrent Enrollment for those who are eligible:

1. Apply to a VCCS school with the guidance of Al Madina Guidance Counselor/ Academic Advisor.
2. Meet with VCCS counselor and sign up for placement test with the guidance of Al Madina Guidance Counselor/ Academic Advisor.
3. Take placement test and discuss results with VCCS counselor for class options (Some students' SAT scores may qualify them to waive one or both placement exams).
4. Discuss desired class and curriculum track with Al Madina Guidance Counselor/ Academic Advisor and VCCS counselor.
5. Fill the concurrent enrollment form provided by VCCS and have it reviewed by Al Madina Guidance Counselor/ Academic Advisor and approved by Principal.

6. Submit concurrent enrollment form to VCCS counselor.
7. Pay, or make payment arrangement with VCCS for tuition by the due date that VCCS counselor has informed.
8. Take classes and do well (no less than a B is desirable).
9. Get help from Al Madina or VCCS counselor as needed.
10. Once VCCS report card at the end of semester is distributed, do not forget to submit a copy to Al Madina Guidance Counselor/ Academic Advisor to transfer the class credit into high school transcript.

Success in the Concurrent Enrollment program will depend on student's performance. The granting of college credits will depend solely on the requirements from different College/ University program. Transferring out of Al Madina School of Richmond in the middle of a Concurrent Enrollment program does not guarantee full transfer of credits.

Due to the high academic demands of the Dual Diploma program, stringent eligibility criteria have been set to ensure success of the completion of the Dual Diploma program. The following are the eligibility requirements for enrolling and staying in the Dual Diploma program:

1. Parents and students and parents may be informed about the Dual Diploma program by the Principal and Guidance Counselor/ Academic Advisor as part of the orientation for middle school.
2. Student must have and maintain a 3.0 GPA (B or 80% average) with no grade less than a C (or 70%).
3. Student must submit 3 recommendation/ nomination letters from anyone in the community such as parent, teacher, coaches, etc. as character reference. Submission is given to Principal and Guidance Counselor/ Academic Advisor after the middle school orientation on the date outlined by the representative.
4. Student will be given a special recommendation if he/she has memorize Juz 'amma before the end of the 7th grade.
5. Guidance Counselor/ Academic Advisor will monitor the student's progress throughout the seven years of being in the dual diploma track and advise whether to maintain or exit the Dual Diploma program.
6. Approval from principal with any necessary requested reference letters.

7. Pass the placement test conducted by VCCS upon enrolling for Concurrent Enrollment at the end of 10th grade.
8. Ability to pay VCCS tuition separate from Al Madina tuition and fees. Note: Dual Diploma students would be exclusively taking Concurrent Enrollment classes at VCCS in the 11th and 12th grade years.

Tuition and fees for Al Madina students in concurrent enrollment who are still taking classes at Al Madina campus would be regular tuition and fees. Additional costs to concurrently enrolled students is the tuition to VCCS for Concurrent Enrollment class(es).

Tuition and fees for Al Madina students in concurrent enrollment who are not taking any classes at Al Madina campus would be regular fees, an additional Concurrent Enrollment fee (see tuition schedule) that would cover the administration costs of managing a high school student enrolled with VCCS, and no tuition. Additional costs to concurrently enrolled students is the tuition to VCCS for Concurrent Enrollment class(es).

529 education investment account may be used for paying VCCS tuition and fees as a high school student. Please check with your 529 account agent for details.

The following are the steps of Concurrent Enrollment for those who are eligible in the Dual Diploma program:

1. Apply to a VCCS school with the guidance of Al Madina Guidance Counselor/ Academic Advisor at the end of the 10th grade.
2. Meet with VCCS counselor and sign up for placement test with the guidance of Al Madina Guidance Counselor/ Academic Advisor.
3. Take placement test and discuss results with VCCS counselor for class options and curriculum for pursuance of Associate Degree.
4. Discuss desired class and curriculum track with Al Madina Guidance Counselor/ Academic Advisor and VCCS counselor.
5. Fill the concurrent enrollment form provided by VCCS and have it reviewed by Al Madina Guidance Counselor/ Academic Advisor and approved by Principal.
6. Submit concurrent enrollment form to VCCS counselor.
7. Pay, or make payment arrangement with VCCS for tuition by the due date that VCCS counselor has informed.

8. Take classes and do well. No grade should be less than a B. Depending on certain Associate degree curriculum, minimum grade maintenance would be required for earning the degree.
9. Get help from Al Madina or VCCS counselor as needed.
10. Once VCCS report card at the end of semester is distributed, do not forget to submit a copy to Al Madina Guidance Counselor/ Academic Advisor to transfer the class credit into high school transcript.
11. At the receipt of high school credits (end of 12th grade), high school transcript will be given to VCCS to allow VCCS to change status of concurrent enrolled high school student to college student for the receipt of Associate degree diploma.

Earning of Associate degree diploma is pending upon student performance in the Associate degree curriculum of their choice. Staying in the Dual Diploma program will depend upon student academic, social, and spiritual performance. Admittance to the Dual Diploma program at the end of 5th grade, or beginning of 6th grade is not an automatic guarantee of finishing with the Dual Diploma program. Transferring out of Al Madina School of Richmond in the middle of a Dual Diploma program does not guarantee full transfer of credits and eligibility of advanced academic programs. The Dual Diploma program is a commitment of 7 years.

****While VCCS will allow your child to receive college credits, any academic classes that you and your child would like to take, is SUBJECT TO PRINCIPAL/ACADEMIC COUNSELOR APPROVAL. NO CLASSES TAKEN BY ANY STUDENT WILL RECEIVE CREDIT WITHOUT PRIOR APPROVAL.**

4.4 Learning, Emotional and Physical Disabilities

Al Madina does not have programs/facilities to meet the needs of children with a history of academic/emotional/behavioral disabilities. However, such students may still be accepted on a conditional basis. If your child is receiving services due to a disability, please submit any relevant documentation. Your child will be evaluated and placed based on his/her level of academic performance. These students will be on a probationary period for 5 school-session weeks. At the end of that period, the teacher will provide a detailed interim report to parents/guardians. If the report shows your child has emotional/social or academic difficulties beyond our resources, Al Madina will refer parents/guardian to appropriate schools, or professional agencies for assessment. The parents are responsible for any costs associated with this assessment. The parents/guardian may appeal this decision with the Student Counselor Committee which is comprised of Al Madina staff, principal and BOD (Board of Directors) members.

If a student is found to have special needs that weren't disclosed when enrolling, his/her enrollment may need to be re-assessed and actions meant to provide that student with the best in learning, may vary including (but not limited to), differences in grade placement, changes to his/her academic program or withdrawal from the academic program.

4.5 Access to Student Files

Files will be maintained on each student. The files may include such pertinent information as attendance records, academic records, end of semester tests, disciplinary referrals and actions taken as well as medical and health records. The Family Educational Rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (if they are at least 18 years of age) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Standardized test scores are subject to inspection by a duly authorized representative of the State of Virginia. Otherwise, access to records by persons other than the parents, the student, and members of the school staff, is limited and requires prior written consent by the parents or the student.

5. COMMUNICATION

In order to provide an effective educational program, it is the policy of Al Madina to maintain close communication between the home and the school through the following means:

5.1 Orientation/Open House

An Orientation (Open House) before the beginning of the school year and periodic programs and meetings will be held with dates to be announced. These events are beneficial to get acquainted with teachers and our educational programs.

5.2 Orbund

Orbund is an effective online school management system that allows parents to have instant access to their child's attendance and academic records. Parents and students should log into their Orbund account daily to get the latest updates on a student's progress, homework assignments, as well as to check in on latest announcements and events. Parents and students can also interact with teachers and Admin via Orbund.

5.3 Newsletters, Announcements, E-mail messages, and Voice-mail

A variety of methods are used to communicate with the parents throughout the school year. Newsletters and announcements are sent by email every Friday afternoon, and may also be sent home with students. Text messages may be sent for important events or weather related closings. Please be sure to read these announcements so you can keep informed about school events and activities. The official means of communication is via the online Orbund portal. All staff and students must use @almadinarichmond.org domain emails provided by the Administration.

5.4 Parent-Teacher Conferences and Student Progress Reports

Parent/Teacher conferences will be conducted 3 scheduled times during the school year coinciding with each marking period. Parents can check Orbund for report cards and are encouraged to schedule one-on-one meetings with teachers as deemed necessary. Please call or e-mail the teacher in advance to request an appointment. The best time to meet with a teacher is during his/her prep time.

5.5 Documentation Procedures and Returning of Forms

Any documentation sent home by your child's teacher requiring a parent signature must be sent back to school in a timely manner. **Interim reports, progress reports, note to parents, parent conference invitations, suspension warnings, demerits and any other official school form must be signed and returned by the next school day.** If a parent or guardian is in disagreement about information documented on the official form or note, then the parent is expected to call and schedule a conference with the teacher(s) the next school day to resolve the issue. The conference to resolve the issue must take place no later than two weeks from that date. Failure to schedule a conference within the two-week period may subject the student to several measures including but not limited to: Suspension Warning, Suspension, etc. In addition, the school reserves the right to take any additional measures that are deemed necessary in this regard. Please keep in mind that grades will not be changed on official documents more than one week after the end of the Marking Period.

5.6 Al Madina Parent Teachers Students Organization (PTO)

PTO is a support organization under the umbrella of Al Madina that serves the following purposes:

To foster awareness among parents of the need for their active participation in the total education of their children through various volunteer programs.

To sponsor fund-raising activities to promote the development and improvement of the school's educational program.

To promote effective communication among the teachers, parents, administration and Board of Directors.

5.7 Grievance Procedure

If parents or students have concerns that they feel have not been adequately addressed by teachers, they must **first** request a parent/teacher conference. After a conference, if they have not reached an amicable solution, they will then request a conference with the school principal.

If, after completing the 1st two steps, they have not reached a consensus, parents have the option of presenting their concerns to Al Madina's Board. Please contact the current Board Chair. Include a summary of the issue needing to be discussed. Include daytime phone numbers in the event that you need to be called.

6. INSTRUCTIONAL PROGRAM

6.1 Curriculum and Course Offerings

MONTESSORI Pre-K

At Al Madina we believe in instilling the love of learning in the early childhood years. Starting this year, we have implemented the Montessori Pre-K Program for our Preschool Students (3 & 4 year olds). The Montessori Pre-K teacher, child, and environment may be seen as a learning triangle, with each element inextricably linked, and a vital part of the whole. The teachers thoughtfully prepare a classroom environment with materials and activities that entice their students to learn. They may guide their students to new lessons and challenges, but it is the child's interaction with what the environment has to offer that enables learning to occur. How to live in community, to learn independently, to think constructively and creatively: These are the lessons of the Montessori Pre-K classroom that remain with its students as they make their way in the world.

KG - 12

The Al Madina curriculum has been developed around the major subject areas of Islamic Studies, Qur'an (memorization, proper recitation, reading, etc.), Arabic studies, Language Arts (English: Reading, Writing, Listening, Speaking, Phonics), Mathematics, Science, Social Studies, Computer, Physical Education and Art. The S.O.L. State Standards provide the minimum framework for what is to be taught at each grade level. However, our students are taught a curriculum that surpasses the requirements of the S.O.L. standard, providing them with a solid academic foundation. The curriculum used at Al Madina emphasizes basic skills, informational facts, problem solving, and logical, decision-making techniques. Teachers

differentiate their instruction based on student progress. Advanced learners have the opportunity to go above their regular grade level requirement. Students in High School have the opportunity to earn college credit classes through the Concurrent Enrollment program with VCCS (Virginia Community College System). In addition, students in Middle and High School can complete core Middle and High School credits in 5 years starting at the 6th grade and obtaining an Associate's degree through the Dual Diploma program that includes Concurrent Enrollment for their 11th and 12th grade years. Al Madina requirements and VCCS admissions requirements must be fulfilled in order for a student to be eligible for Concurrent Enrollment or Dual Diploma program. See section 4.3, see our website, or speak with Admin for complete details.

Al Madina curriculum represents the following standards of education:

- Virginia Standards of Learning
- Bureau of Islamic Studies and Arabic Education's (BIAE) guidelines provide the framework for Al Madina School of Richmond's Islamic, Qur'anic, and Arabic language studies
- Both Upper and Lower School's have MAP Testing to determine student growth

6.2 Homework Policy

Al Madina believes that homework assignments are a part of the learning process and help students to develop independent learning skills, responsibility, and a commitment to learning. Continued failure to complete homework assignments will result in disciplinary action and ultimately in dismissal. Sustained disregard of the homework policy will result in student expulsion.

Homework will be posted on Orbund by 5 p.m. each day. Consider the following as a **general guide/framework** for the length of time your child should spend daily on homework:

GRADE	HOMEWORK TIME LENGTH
Kindergarten	15 – 20 minutes (only if homework is given)
Grade 1 and 2	15 – 30 minutes
Grade 3 to 5	30 minutes to an hour
Grades 6 to 12	2 hours

All students (KG and up) are required to read at least 15-20 minutes every day. It is the student's responsibility to keep up with his/her homework and turned in to the teacher on time. Homework submitted one day late (after the expected date) is given partial credit*. No credit will be given for work returned later than that (with the exceptions of illness and travel). However, the assignment must still be submitted to the teacher. Parents will receive calls or may be

called in to speak with the teacher if minimum homework assignments are not met (based on teacher requirements).

6.3 Guidelines for Students (parents should assist)

- Ask questions. Be sure you understand your assignment.
- Try your best to do the work
- Be as neat and accurate as possible
- Schedule study time so that projects and long-term assignments are completed over a period of time.

6.4 Guidelines for Parents

- Provide a good study environment with few distractions, proper lighting, and supplies.
- Encourage student to keep an assignment notebook.
- Help student to prioritize and to manage time wisely.
- Encourage and support your child by validating their feelings of frustration and confusion and by clarifying their assignments.
- Take a positive interest in homework and school. Ask your child what he/she is learning and be a good listener. If problems arise, encourage your child to ask questions or call the teacher at school.
- Be aware of frustrations, procrastination, and weak organizational skills. Alert the teacher.
- The child, with some parental guidance if needed, must complete all homework.

6.5 School Supplies

Prior to the beginning of the school year, parents will be provided with a list of supplies to send to school with their child. In addition, monthly donations may be requested. Parents are welcome to bring the supplies at the School Open House.

6.6 Lunch

Al Madina may offer hot meals at which time, the admin will contact all parents and add a hot lunch menu to view and order through on Orbund.

For students who forget their lunch, the school can provide an 'emergency lunch' of crackers, fruit cups, and juice with a charge of \$5.00 to the parents' account.

- Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it.
- It is the family's responsibility to provide an ample, nutritious snack, lunch, and beverage(s) for the child.
- The school **cannot** provide cooking facilities, refrigeration, or warming of food in a microwave for the students.

- **A plastic thermos is necessary. This is to prevent leakage and waste.**
- Please do not send candy to school in your child's lunch bag.
- **Please do not send peanuts or peanut butter in your child's lunch as some children may have severe allergic reactions.**
- **NO soft drinks or any other type of canned drinks are allowed.**
- **Teachers are not responsible for peeling fruit or cutting food for students. Parents must peel all fruits and pack lunches and snacks that are easy for students to eat.**
- Please provide plastic utensils for your child to avoid a 10¢ charge for plastic forks and spoons provided by the school.
- Teachers will gently encourage your child to eat during lunch time, however, they will not be responsible for the amount of food the child eats.

Please Note The Following:

- It is highly recommended (not mandatory) for 9 years and older students to fast during the month of Ramadan.
- It is the policy at Al Madina **not** to celebrate/recognize birthdays at school. No cake or treats are to be brought to school to celebrate.
- Treats can be brought in at other times at the parent's discretion and with 1 week's prior notice to the teacher

6.7 Food Allergies

Food allergies are a growing concern in schools across America. This is a major health issue that can result in life threatening situations. At Al Madina, safety for all individuals is our priority. Therefore, **Al Madina remains a "Nut Free Zone", we will educate our students on the severity of food allergies such as peanuts.** This means that your child's teacher will send a letter to inform you if there is a student in their class who is suffering from nut allergies. We ask that you **DO NOT** send foods that contain nuts or peanuts to the classroom with your child and please ask your child **NOT** to share food with his/her classmates.

7. GRADING AND REPORTING

7.1 Montessori Pre-K

Parents will be given progress reports.

7.2 Grade Evaluation Keys

Pre-K through Grades 2

Symbol	Meaning	Range
E	Excellent progress with independence and consistency	90-100
S	Satisfactory progress	80 - 89
M	Minimal progress	70- 79
N	Not meeting expectations	69 or lower
X	Improvement needed	

Grades 3 through 5

Symbol	Meaning	Range
A	Excellent	90-100
B	Very Good	80- 89
C	Satisfactory	70 - 79
D	Minimal Progress	60 - 69
F	Needs Improvement	Below 60

Grades 6 through 12

Symbol	Meaning	GPA	GPA Honors/Dual Enrollment	Range
A+	Excellent	4.5	5.0	97-100
A		4.0	4.5	90-96
B+	Very Good	3.5	4.0	86-89
B		3.0	3.5	80-85
C+	Satisfactory	2.5	3.0	76-79
C		2.0	2.5	70-75
D+	Minimum Passing	1.5	2.0	66-69
D	Minimal Progress	1.0	1.5	60-65
F	Failing	0.0	0.0	Below 60

7.3 Report Cards

Report Cards are issued to all students at the end of each 9-week period (quarter). Parents must review, sign, and return them to the Al Madina administration. We encourage parents to schedule conferences with teachers to discuss their children's academic progress throughout

the year. Parents are welcome to communicate questions/concerns/ideas with the teachers or administrative staff via Orbund.

7.4 Academic Recognition

All students in Grades one and above will be recognized for their efforts and achievements as such:

- **High Honors** will be awarded to students in grades 3-12 with **all A's only** in their report cards and Kindergarten-2 students with **all E's**.
- **Honors** will be awarded to students in grades 3-12 with only **A's and B's** and Kindergarten-2 students with only E's and S's.
- Outstanding students will be recognized for their academic achievements in an awards ceremony at the end of the school year.

Honor Roll status will be awarded to students in grades 6 - 12 with **grades B or above** in all classes as entered on their official report cards.

7.5 Standardized Testing

At least once in each school year Al Madina shall administer a nationally standardized test, or other nationally standardized measurement, to students in their required grade levels.

Montessori Pre-K will be exempt from this testing. This procedure will measure achievement in the areas of English Grammar, Reading, Spelling, Mathematics, Social Studies, Science and writing for grades KG-12.

Qur'an/Arabic/Islamic Studies: End of Grade (EOG) examinations will be administered in these subjects, as a cumulative assessment of the lessons taught during the year. This testing will follow the academic standardized testing.

7.6 Promotion and Retention

Any student whose reading and/or math achievement is not consistent with his/her grade level placement is subject to retention in that grade level. If it becomes evident that consideration must be given to retaining a child, his/her parents will be informed of this during the last 9 weeks. The teacher will have had conferences with the parents regarding this matter during the first half of the school year. These decisions require very close communication between home and school; factors such as maturity, developmental readiness for learning, age, and special learning problems are important in determining what is most appropriate for the child. The final decision for promotion or retention lies with the administrative team (respective teacher and Principal).

Students who fail any subject (grade less than 60%) must complete summer work requirements assigned by the teacher and approved by the principal. Before the student can return to school, he/she must provide proof of completion of summer work no later than the Monday **before** the start of classes,. Furthermore, a test will be administered in the failing subject and a passing

grade of 60% or above must be achieved in order to pass the subject. Al Madina may provide summer courses on certain subjects for middle and high school students. For 1st - 5th grades, failing subjects can not be English/ Language Arts or Mathematics, nor can they be both Science and Social Studies. For 6th - 12th grade, failing subject cannot be English/ Language Arts, nor can they be 2 or more of the core classes/ subjects. Failing any elective subject may result in repeating the subject. In the case of 6th - 12th grade, failing an elective subject will result in not earning credit for the subject toward graduation diploma; the credit can be earned by re-taking the subject and passing.

Al Madina categorizes each subject as follows:

- Core subjects: English/Language Arts, Mathematics, Science, and Social Studies
- Elective subjects: any subject that is not core subjects, this includes Qur'an, Arabic, Islamic Studies, Art, Physical Education, Technology, and any other subject that may be offered which includes Concurrent Enrollment classes.

Students will also need to meet the attendance requirement for promotion to next grade level. The state compulsory attendance law allows for legal action, if necessary, for excessive absences. A student who is absent more than 18 days or 10% of the school days in a year may not be given credit for the academic year, unless proper documentation is provided that validates the reason for absence. (SEE Section 8.0)

8. ATTENDANCE

8.1 Absences

Regular attendance is absolutely necessary for effective learning. Prompt attendance is necessary for your child to maintain satisfactory progress. Students are required to attend each day school is in session. Attendance records are legal documents. If a student is absent for one to three days, he/she is required to bring a note from a parent/guardian to the teacher, explaining the absence. A note from your pediatrician explaining the reason for the absence is required in the case that a child is out for more than three days.

In the case of absences please e-mail the school at admin@almdinarichmond.org or call the office. Absences should be for legitimate reasons (illness, medical and dental appointments, death in the family etc.) only. If a student's absence is due to a contagious illness (measles, lice etc.) the school requires a doctor's note stating that the student's return to school does not endanger others.

Excused Absence:

- Illness (over 3 days needs a physician's note)
- Medical / dental appointments

- Death in the immediate family
 - Extenuating circumstances as determined by the school administration*
 - Hajj or Umrah
- * *at the discretion of the Principal*

All other absences will be considered “Unexcused”.

If a student misses 10% of the school days in a year (**18 days out** of the school year), the following procedure will be followed for excessive absence:

- The student may be retained (i.e. held at the same grade level for the upcoming year)
- The student may be dismissed
- A reminder note will be sent home when a student reaches 15 days
- Admin will report absences to the Juvenile and Domestic Relations Court

8.2 Extended Absence Policy

For students who miss more than 7 **consecutive** school days for an **absence**, the policy is as follows:

- **Parents are still responsible to pay all tuition and fees** during the child’s extended absence from school.
- **Parents of students in KG-12th grades who miss more than 7 consecutive excused school days will be required to pay an extended absence fee of \$150.00 per student and a fee of \$200 for unexcused days.** This fee will go directly to the teachers who need to prepare and administer separate tests, write lesson plans and make copies.
- “Consecutive school days” are those that occur all at once or may be separated by fall, winter, or spring break.
- Parents will be required to notify the office and students’ teachers in writing at least two weeks in advance unless it is an emergency.
- All make-up work must be completed within seven (7) days in order for the students to receive credit for the makeup work.
- Student will receive Incomplete (I) until all make-up work is completed.
- All work that is not made up within the time limit will receive no higher than a failing grade of 59%.
- Parents are ultimately responsible for their child’s education and attendance and must sign an **Extended Leave Request Form** to that effect.

In addition to the above policy, students who have excessive absences due to vacation/traveling or choose to take off from school more than 7 consecutive days at the end of the school year may receive an incomplete (I) for a grade on their report card. Incompletes may not be changed unless special arrangements are made with the principal and the teacher. Please be aware that June tuition is still due for students who are absent at that time.

8.3 Punctuality

The sun and the moon are made punctual. (M. Pickthall) (55:5)

One very important aspect of an education for Qur'anic empowerment is punctuality and The Almighty speaks to this aspect of His Creation in the above *ayat*. For our children to assume positions of world leadership this characteristic is essential. Our school calendar, daily schedule and tardiness policies are presented below.

8.4 Tardy Policy

Students are expected to arrive at the school between 8:00 a.m. and 8:15 a.m. All students should report directly to their homerooms. **A student is considered tardy after 8:15 a.m.** **Parents must park and sign in their child at the front desk for a tardy pass before the student may go to his/her class.** The bell will sound and the morning du'a will begin. The first block class will start at 8:30 each morning.

The student is responsible for all missed work due to tardiness within two days. We highly recommend that families car-pooling should assess and set exact pick-up times for each student.

8.5 Early Pick-Up

In case of early pick-up (e.g. medical appointments), parents or guardians must report to the School Office. Prior to arrival, parents should send a note to the teacher and also inform the administration regarding the early release. **Parents may NOT go directly to the classroom for their child.** They must also sign the early release roster before picking up their child.

8.6 Late Pick-Up

Late Pick-up Fee: Unless notified otherwise, all students will be dismissed as stated in section 8.4. If any student is not picked-up within 15 minutes of dismissal, parents will be charged a ten dollar (\$10.00) childcare fee per half-hour per child.

8.7 Arrival/Dismissal Procedure

In order to ensure the safety of our students and to have an efficient dismissal and arrival procedure, we need your cooperation during morning drop off and after school pick up. We kindly ask you to be respectful of our guidelines and follow the procedures during arrival and dismissal. Be advised, 8:00 a.m. is the earliest students should arrive. You may not drop off

students before this time as there is no supervision available unless the student is enrolled in the before school program.

Arrival Procedure:

Parents dropping off their children in the mornings are to enter the parking lot and follow the drop off loop and the orange cones. Students follow aides to the front of the school. Drivers then exit the school grounds by following the orange cones back onto Academy Drive. **If you must come in for a scheduled conference or to speak with the front office, please choose to park in spaces away furthest away from the front entrance. Front parking spaces are reserved for senior staff/handicapped and need to be clear for deliveries and student drop off etc.**

Please have children ready to exit the car when you arrive.

- They should have books, lunch bags, etc., ready.
- They should exit their cars and walk directly into the school building.
- **Long departing conversations should be avoided.**
- **Parents should not leave their car.** Staff will be on duty to help parents get their children into the building.
- Parents who plan to visit the school office can park their cars in the visitor area after 8:30 a.m.
 - NOT ADHERING TO THE <25 MPH SPEED LIMIT may result in a traffic ticket.

Dismissal Procedure

The same procedure should be followed for student pick up. **Dismissal time is 3:45 pm;** students will **NOT** be dismissed before dismissal time.

- **Parents should stay in their cars at all times.**
 - Students must wait patiently in their classrooms until dismissal time and listen for their names to be called on the intercom system.
 - Once the student's name has been called the teachers will send the student(s) out to the front.
 - Staff will be assisting to direct traffic. Please follow the flow of traffic.
 - When the cars have stopped completely, children may walk to their cars.
 - Parents should only leave their vehicle if they need to secure a child in a safety seat.
 - If you must come into the building, please park in the visitor area after 4:00 pm.
 - **Children are not allowed to play, or run in the parking lot or around the building.**
- Children who have not been picked up by 4:00 p.m. will be sent to After School Care at the parent's expense. (After 4:00 pm., Late Pick-Up fees are \$10 per 1/2 hour. For regular After School Care, please speak with someone in the office.**

PLEASE ABIDE BY THE >25 MPH SPEED LIMIT, as police will issue tickets for this violation.

9. SAFETY & SECURITY

Al Madina School of Richmond is committed to providing a safe environment to our students and staff and makes sure that all precautions and training are conducted to keep our students and staff safe in adverse situations. The following list provides some required measures taken every year to safeguard our students and staff from unsafe situations.

- Three fire drills are conducted.
- One severe weather drill is mandatory.
- One lockdown drill is conducted .
- One bus evacuation is conducted for the entire school.

9.1 Visitors to Al Madina

Any visitor, which for the purpose of this policy shall mean a parent, volunteer, salesperson or other person who is not an employee of the Al Madina, who enters the premises of the school shall report to the office to explain the purpose of the visit and to get permission for the visit. The School Administration and Board of Directors welcomes visits by parents in the school, especially if prearranged and for the purpose of conferences with teachers. Parents are welcome to volunteer in their child's classroom with prior administrative approval. If any violation was noticed, this parent will not be able to continue to volunteer. Please contact the teacher and/or the principal in advance regarding arranging a time and date.

- a. All visitors shall check-in at the school's office and obtain permission for the visitation and a visitor's pass.
- b. Visitors shall also sign a visitor's consent form releasing Al Madina from all claims for injury or damage resulting from any cause, including negligence, which arises out of visit to the school.
- c. All visitors who wish to enter a classroom during an instructional period must have approval in advance by the principal or designee.
- d. Visitors must wear their Visitor's Pass at all times while at the school premises. Because staff and students should at all times feel that school and work environment is safe and not hostile, all visitors to school property shall comply with all School Board policies while on school property and shall conduct themselves in a manner that is not **disruptive, threatening, or abusive. If the parent/visitor is disruptive, threatening, or abusive they will be asked to leave the building immediately.**
- e. This policy shall be posted in a place clearly visible to all visitors.

Loitering in and around the school premises is prohibited.

For the safety of all students and in order to minimize any interruption to instructional time, we ask all visitors to comply by the above policy and procedure. We appreciate your understanding and cooperation with this policy.

10. SCHOOL UNIFORM & DRESS CODE

Al Madina School of Richmond

School Uniform & Dress Code 2019-2020

O children of Adam! wear your beautiful apparel at every time and place of prayer: eat and drink: but waste not by excess for Allah loveth not the wasters. (Qur'an 7:31, Yusuf Ali)
O Prophet! Tell thy wives and thy daughters and the women of the believers to draw their cloaks close round them (when they go abroad). That will be better, that so they may be recognized and not annoyed. Allah is ever Forgiving, Merciful. (Qur'an 33:59, M. Pickthall)

In order to instill group spirit, as well as to eliminate vanity and competition on the basis of financial status, STUDENTS IN KINDERGARTEN AND HIGHER GRADES WILL BE REQUIRED TO WEAR THE APPROPRIATE SCHOOL UNIFORM. Our objective is to establish a habit of dress that is neat, modest and practical. The uniformity that we desire is in the taqwah in our hearts and extends far beyond the clothing that we wear.

General Guidelines for ALL students:

- The uniform is a statement of professionalism and pride for the Al Madina student. This is enforced daily
- Uniforms must be worn Monday through Friday. Only uniforms complying with Al Madina dress code are acceptable.
- Students not in full uniform may be sent home to change and will be expected to return to school or be marked "unexcused" absence.
- Students must wear the school uniform on field trips, to readily identify them as part of our school group.
- On special occasions (e.g. school Eid Party etc.), you will be informed that the students may wear any other appropriate clothing instead of the uniform.
- Gym Uniform is only to be worn on Gym Days for all students in KG-G5 **ONLY**
- A new student (one who doesn't start the first day of school) has two weeks - including weekend) to acquire the school uniform in its entirety.
- During the fall and winter months, the sweater or jacket worn (not coats) should be solid black or maroon/burgundy (no red) with no endorsements on outer wear; NO HOODIES ALLOWED.
- Proper hygiene should be maintained at all times.

Montessori Pre-K to 12th grade Guidelines

In order to maintain private school standards, parents of Al Madina School of Richmond will order from the sites listed below. Item numbers for all uniform requirements are also sited.

Regular Uniform for Montessori Pre-K to Elementary Girls AND All Boys

Jumpers (khaki) girls Item# 1285G, Pants (khaki) girls Item# 1315G,
Pants (khaki) boys Item# 1519F and Shirts (burgundy).

Please see site: French Toast uniforms: <http://www.frenchtoast.com/> (use Al Madina School of Richmond’s code QS5JLWQ). If you do not have access to the internet, you may place your orders by calling French Toast: 1-800-FRENCHTOAST (1-800-373-6248). Some French Toast items may be available at J.C. Penney, K-Mart, or Burlington stores.

HIJAB (all cotton/ 2 piece) SKU: girl20classic

<http://www.thehijabstore.com/classic-school-girl-two-piece-stretch-jersey-al-amira-hijab/>

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Elementary, Middle or High Girls Gym Uniform

East Essence (Search by School-enter Al Madina School of Richmond)

TOP::<http://www.eastessence.com/Islamic-Clothing/Girls-Jersey-White-Stripe-Uniform-Tee.html>

Item #GLK126-SU -- Choose Burgundy (Elementary Sizes)

Item #LK3982W – Choose Burgandy (Pre-teen – Teen/Adult Sizes)

<https://eastessence.com/collections/al-madina-school-of-richmond>

BOTTOM: Purchase any solid black **Yoga pants Boot Cut ONLY**

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All Boys Gym Uniform

T-Shirt Boy Sizes – Item#: 555179123 Choose Maroon

https://www.walmart.com/ip/Hanes-5370-Kid-Comfortblend-Ecosmart-Crewneck-Cardinal-Red-Extra-Small/40242197?variantFieldId=actual_color

T-Shirt Men Sizes – Item##: 552598905 Choose Maroon

https://www.walmart.com/ip/Hanes-Men-s-Beefy-Short-Sleeve-T-shirt/36210961?variantFieldId=actual_color

Sweatshirt Boy Sizes – Item#: 556334923 Choose Maroon

https://www.walmart.com/ip/Jerzees-Boys-Pill-Resistant-Performance-Fleece-Sweatshirt/54734374?variantFieldId=actual_color

Sweatshirt Men Sizes – Item#: 563284695 Choose Maroon

https://www.walmart.com/ip/FAST-TRACK-Hanes-Men-s-EcoSmart-Fleece-Crew/22471481?variantFieldId=actual_color

BOTTOM: Choose any solid black sweat pants.

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Middle/High School Girls Abayya Uniform

www.kabayarefashion.com Items ship in 2 DAYS!!

· Measure your child! & Save your receipt for exchanges

Item: Maroon Milk Silk Maxi Dress

<http://www.kabayarefashion.com/maroon-milk-silk-maxi-dress.html>

Choose the item in [(Short) for shorter students]

<http://www.kabayarefashion.com/maroon-milk-silk-maxi-dress-short.html>

***Please add your hijab--- CHOOSE MAROON OR MOCHA OR BOTH

Maroon Milk Silk Hijab

<http://www.kabayarefashion.com/maroon-milk-silk-hijab.html>

Mocha Milk Silk Hijab

<http://www.kabayarefashion.com/mocha-milk-silk-hijab.html>

Khaki Hijabs will be on sale at the school as soon as they become available.

OR, Another ABAYA choice can be purchased here:

<https://eastessence.com/products/biased-cut-umbrella-flare-abaya-with-frills-on-sleeves-brown-abu-011-maroon?variant=29094089261104>

Middle/High School Girls Gym Uniform

<https://eastessence.com/collections/al-madina-school-of-richmond>

CHOOSE GYM SHIRT IN MAROON ONLY

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Al Madina Students Approved Outerwear

YOUR CHOICE OF

Any solid black or solid burgundy/maroon outerwear choice is suitable for inside campus classrooms. NO HOODIES ALLOWED.

Al Madina Students Approved Footwear

YOUR CHOICE OF

Any solid black socks & solid black casual shoes (No colored markings allowed) (soft sole and velcro for younger students preferred).

Upper and Lower Level Boys may wear solid black tennis shoes but will be asked to wear casual shoes for certain trips. P.E. and recess will require tennis shoes.

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Notes for Boys:

- Uniform attire should be clean and pressed each day (shirts should be without stains and dinginess).

- Sizing of the uniform items should be fit neatly and be modest (loose-fitting) - no skinny leg pants or tight fitting shirts, vest, sweaters or jackets should be worn during the regular school day or “professional muslim student” dress out day
- Shoes should be clean and polished daily.
- Boots are acceptable only during inclement weather.
- Brothers must have neat and professional hair cuts. No fad-oriented hair styles (spiked, fades, mohawks, designs cut into hair, etc.)
- No earrings (ears, nose or tongue).
- No neck jewelry should be visible when wearing school uniform.
- Key chains, lanyards or other items should not hang from pants pockets.
- No tattoos should be visible.

Notes for Girls:

- The female student is to practice modesty at all times during the day.
- Attire of girls must be neat, modest and practical.
- Hair must be covered at all times with a school-sanctioned scarf (khimar) that is purchased from the school.
- The abaya should not be too short or too tight.
- Sisters must wear the proper undergarments under their abaya - .Pants may be worn under the abaya during cold months but they should not be visible and they must be black or maroon
- NO JEANS
- No, lipstick, false fingernails/eyelashes, r large earrings nor bold jewelry should be visible

As part of the Upper School’s leadership training, the Principal may enact "Professional Muslim Training Tuesday" when students are allowed to wear business professional attire other than the uniform. The dates for this day will be announced by the Principal.

There are criteria that must be met in order for this student privilege to be observed.

If a student does not properly adhere to the dress code set forth, the student privilege will be aborted.

Al Madina want our students to mature through establishing their own Muslim American standard based upon knowledgeable uniformity of spiritual consciousness and not by imitating superficial dress practices.

11. GUIDELINES AND PROCEDURES

11.1 Change of Address, Telephone Number, E-mail address

It is very important for the school to be able to contact parents by telephone, mail, or e-mail at all times. It is imperative that parents notify the school of any change of address or home/business/cell telephone numbers as soon as possible.

11.2 Student Emergencies

If it becomes necessary for a child to go home due to injury, illness (including open wounds), suspensions, or expulsion, the child's parent/guardian will be contacted, then a parent or a responsible person designated by the parent, must come to the school to pick up the child. Please send an email to the office with the name of that designated person if not already listed in Orbund (Family Record, Emergency Contacts).

No medications will be given to children unless permission to administer medication paperwork is filled out at the office. Medications will only be administered by the Principal or another staff member certified to administer medication in child day programs.

Only minimal first aid can be administered by the school staff. For acute injuries, the school may call "911".

Any medicine will be administered to the student after getting a confirmatory email from parent under circumstances where parent cannot send an email permission should be granted at least via text message.

If a parent is not available, the designated emergency person will be reached (as per Emergency contact info in the Family Record in Orbund).

Student must return to school per doctor's orders, with a doctor's note.

11.3 School Closings (Inclement Weather)

***For late openings or school closure due to inclement weather, please check your emails, the school website, the school facebook page, or TV channel 6, 8, or 12 for announcements. Text messages will also be sent to all parents and staff.**

11.4 Field Trip Procedures

Various field trips to libraries, parks, museums, and other areas of educational interest to the children will be planned. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Upon registration, parents or guardians signed a Field Trip

Release Form. **This authorization form will serve for the time your child is enrolled.** (Any student whose file does not contain a signed authorization will not be permitted to accompany his/her classmates and will be assigned to remain at school during the field trip.)

Additional field trip reminder forms may be sent home with the students prior to the field trip; in this case we may be requesting your assistance as chaperones, drivers, and for any necessary fees for the trip.

Virginia law requires that children less than eight years of age must be restrained in a child safety seat that meets federal standards. Children between 5 and 8 years of age (approximately 40 to 80 pounds) are safest when secured in a **booster seat** with a shoulder/lap safety belt strap, rather than just a lap belt. Please send on the day your child will go on a field trip.

11.4 Jummah Prayers

Each Friday, the students in 1st grade through 12th will be attending the Jummah Prayer at the Islamic Center of Virginia (ICVA). Students at both campuses will be shuttled to and from Jummah in school vehicles at the time indicated by the schedule. Upon registration, parents or guardians signed a Jummah Release Form. **This authorization form will serve for the time your child is enrolled.** (Any student whose file does not contain signed authorization will not be permitted to accompany his/her classmates and will be assigned to remain at school during Jummah.) Teachers will accompany students and they will be brought back to school unless previous arrangements have been made by parents/guardians no later than Thursday preceding Jummah. Students will be dismissed from school upon their return from Jummah. Students who transport themselves to and from school from home, such as high school students who drive themselves, are not allowed to transport themselves to and from Jummah unless previous arrangements have been made by parents/guardians no later than Thursday preceding Jummah.

11.5 Transfer Procedure

If a student is going to be transferred to another school, we ask parents to please observe the following procedures:

1. Notify Al Madina at least one week in advance. We will need:
 - a. Your new address
 - b. The date of the move
 - c. Name and address of the new school
2. Have the student collect all personal belongings

3. Remember that Al Madina will not release school transcripts and/or achievement and standardized test results of withdrawing students until all tuition payments, fees, and fines are settled, and all books are returned.

There will be a fee of \$50 for Early withdrawal as administrative fee.

11.6 Photographs

Photos and videos of our classrooms and students during their normal school day and at all Al Madina events are frequently taken, in addition to the yearbook individual and class photos, and shall be the property of Al Madina School of Richmond. Many of those photos and videos are used for the Yearbook, PowerPoint presentations at various programs, on the website, and in our printed brochures and other materials. Upon registration, parents or guardians signed a CONSENT AND RELEASE FOR FILM, PHOTOS & VIDEOTAPE Form. **This authorization form will serve for the entire school year.** (Al Madina will be diligent to ensure not to include students whose parents do NOT want their child's photograph etc. taken but may not be held liable in the event of an oversight.)

11.7 Volunteer Guidelines

Our needs are diverse and will vary, so please do not hesitate in offering help to our children and staff. Please share your skills and experience with us by contacting Al Madina Administrative Staff. Please obtain Volunteer Paperwork from the school office. All necessary paperwork must be submitted prior to any volunteer work being assigned. Examples of volunteering at Al Madina include tutoring, classroom assistance, office assistance, copying, substitute teaching, transportation for field trips, event planning, technology, photography, fund raising, and food products/preparation. Other suggested activities include material making, building or grounds maintenance, cultural or professional information and talent, special projects, PTO committee work, leading a staff workshop and attendance at parent education meetings.

Parents are the greatest influence in a child's life and are valuable partners with Al Madina School of Richmond. Strong schools rely on support and help from parents. Hence, Al Madina parents are strongly encouraged to volunteer four (4) hours through PTSO activities. All of our volunteers should record their volunteer time and projects in the "Volunteer Hours" log book located in the front office.

12. HEALTH AND SAFETY

12.1 Healthy Student Guidelines

- Any child with a fever (temperature > 99.5 F/37.2 C in the AM or >99.9 F/37.7 C in the PM) should not attend school until he/she is without the fever for at least 24 hours.
- Head-lice are not uncommon among schoolchildren, nor is it a reflection of a person's state of cleanliness. Check your children's hair frequently for white eggs that do not move easily. Seek appropriate treatment and remind children not to share brushes, combs, ribbons, hijabs, etc. Please do not send your child to school if suspect head lice. Students will be asked to return home if head lice is suspected.
- Any child with a contagious disease such as ringworm, impetigo, conjunctivitis (pink eye), chicken pox, or tuberculosis, is not permitted to attend school. A letter from a physician stating that the child is medically cleared is required when the student returns to school.
- If a student becomes ill at school, the administration will notify the parents/guardians by telephone as soon as possible. The parents should arrange for picking up their child as soon as possible.

12.2 Health Problems/ Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written directions from the physician. Medications must not be kept in the classrooms, but must remain in the school office. The school official will not administer medication unless it is in the original container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked.

In the event that a mental issue becomes apparent, the Principal will notify the parent immediately. As with any other illness, a doctor's notes will be required for a student to return to school.

12.3 School Emergency Dismissal Procedures

Al Madina School of Richmond will remain in session until 3:45 p.m. unless there is an emergency in the building, or when inclement weather develops during school session. We must ask all parents to PLEASE MAKE CERTAIN THAT THEIR CHILD KNOWS

WHERE TO GO WHEN PARENTS ARE NOT AT HOME IN CASE OF EARLY DISMISSAL. Also, parents should make sure that school administration has names of contacts other than themselves in the event they cannot be reached at times of emergencies. In the event of fire or other disaster, May Allah forbid, an emergency plan will be put into effect to ensure as much protection for the children as possible. Faculty/Staff orientation includes training for such situations. Fire procedures are posted in the school hallways. If inclement weather occurs, school administration will have related information on a recorded message on the school voice-mail. The school is considered open unless you receive information stating otherwise, which will be announced on local radio, television stations, and text message.

12.4 Corporal Punishment

Corporal punishment is an intentional physical punishment of a student, including but not limited to, spanking, paddling, shoving, pinching or slapping.

- Al Madina prohibits the use of corporal punishment. No school personnel, substitute teacher, or volunteer may use corporal punishment to discipline any student.
- Al Madina's personnel may use reasonable force without causing injury to control behavior or to remove a person from the scene in those situations when necessary.

12.5 Reporting Suspected Child Abuse or Neglect

Under Virginia law, certain professionals, including teachers or other persons employed in a public or private school, kindergarten or early childhood program, are required by law to report suspected child abuse or neglect to the local department of social services or the Child Abuse and Neglect Hotline. Please be aware that if a teacher suspects child abuse because of injury or bruises, they will immediately report their suspension to the Principal as well as notify the Department of Social Services.

13. TRANSPORTATION

13.1 School Bus Rules

Students are expected to follow all bus rules and procedures required by the driver. The driver has the right to recommend suspension from the bus for any student who is disobedient or guilty of any misbehavior.

Failure to comply with the following bus rules will result in suspension from the bus. If suspended from the bus, families are expected to make transportation arrangements.

- Students will follow directions from the driver.

- Students will safely wait for, board, and exit the bus at assigned bus stops.
- Students will remain properly seated.
- Students will keep hands, head, arms, and legs away from windows.
- Students will talk quietly. Loud voices and profanity are prohibited.
- Students may not eat, drink, or chew gum on the bus.
- Students will not throw ANY objects on the bus or out of bus windows.

Bus Referral Consequences

- First referral will result in a one-day suspension from riding the bus.
- Second referral will result in a two-day suspension from riding the bus.
- Third referral will result in loss of bus riding privileges for the remainder of the year.

Parents are expected to check daily schedules through the app designated at the start of the school year. Please send any administrative concerns to Principal via his/her email.

***Please note: Parents, drivers and students may experience a delay in the first 3 weeks of school. This may be caused by unfamiliar routes, routines (student/ parent lateness etc.), heavy traffic (as all school districts in the metro Richmond area converge on highways at the same time) etc. These delays normally work themselves out as a sense of normalcy sets in.*

14. CODE OF STUDENT CONDUCT

Who receiveth guidance receiveth it for his own benefit: who goeth astray doth so to his own loss: no bearer of burdens can bear the burden of another: nor would We visit with Our Wrath until We had sent an apostle {to give warning). (17:15)

The purpose of discipline policy is to ensure a safe, positive learning environment, while taking into consideration the behavioral development of each child. The aim of disciplinary measures is to correct the students and to help them learn from their mistakes except when the behavior of the child disrupts the learning environment, endangers other children, or jeopardizes the integrity of the school.

14.1 Discipline Policy

Rewards for positive choices – Consequences for poor choices – Making a poor choice lends itself to a learning opportunity. Therefore, consequences will be imposed to assist students in developing a sense of responsibility to themselves as well as to the community. The goal of every student is to become successful in life. When behavioral choices negatively impact the teaching and learning process, appropriate consequences will be given. Therefore any conduct that violates positive academic progress will not be tolerated.

This includes, but is not limited to:

Inappropriate language, aggressive physical contact, non-academic interactions between boys and girls, physical or verbal abuse, repeatedly insubordinate, threatening others, disrespectfully addressing students/ faculty/ staff, bullying or is generally out of control.

Some Behaviors are deemed “Zero Tolerance”

- Attempt to cause or causing physical injury
- Possession of dangerous objects such as pocket knives, lighters etc.
- Property damage (vandalism or graffiti)
- Property theft
- Profanity or vulgar language
- Leaving school grounds without permission
- Racial slurs
- Cheating
- Possession or use of any illegal intoxicant or substance

Discipline Procedure

- Teacher Warning- Teacher/Student Conference followed by teacher phone call home
- Teacher verbal referral to Principal and/or designated staff
- Teacher written referral to Principal
- Principal warning/ and or phone call home
- Parent/Teacher/Student Conference w/ Administrator
- Community Service/ After School Detention
- In-School Intervention Program- w/ designated staff member
- OSS – Last Resort

Consequences will be determined by staff member and/or Principal addressing the infraction and will result in an immediate pink slip. Parents will be notified of Detention day and time. Parents will be responsible for transportation arrangements. If parents refuse to allow a student to serve After School Detention, a formal suspension will be given.

14. 2 Disciplinary Actions

What is an After School Detention?

An after school detention is a disciplinary action taken by school personnel which requires a student to remain after school on a designated date for 45 minutes in the classroom. It is the responsibility of the parent to arrange transportation for their child serving detention.

What is a Suspension?

A suspension is a disciplinary action taken by school officials, which temporarily prohibits a student from attending regular classes. The length of the suspension varies from one to three days depending on the offense. Suspensions may be assigned as out of school suspensions or as in-school suspensions served in the resource room or principal’s office.

What is an Expulsion?

Expulsion is disciplinary action taken by the principal and the school board that prohibits a student from attending classes and any school activities for the remainder of the school year. Expulsion from Al Madina will result in the loss of your privileges to attend school or extracurricular activities.

14.3 Technology

Elementary Students are **not allowed** to have any Electronic Devices (e.g. cell phones, i-pads, i-pods, etc.). If they are being used during school hours, they will be confiscated and the parent must come to the office to retrieve the item.

6th - 12th Grade Students may need to use technology and electronic devices as a **necessary component of instruction ONLY**. Students are expected to handle these devices appropriately or possibly face the disciplinary consequences described above. Cell phones may be used by the request of the teacher. No calls, texts, games or any social media etc. during school hours.

1st Offense- Student directed to put the device away. Given a warning.

2nd Offense- Item confiscated. Parent contact made. Item given back to student at the end of the day.

3rd Offense- Item confiscated and brought to Principal. Parent contacted to pick up item from school

Electronic devices, when not in use for class, are to be turned completely off and stored in the students' bookbag. Students may also ask that the office store them at the beginning of school (between the times of 8:15 - 8:30 am) and reclaim them during dismissal (3:45 pm).

ACCEPTABLE USE AND INTERNET SAFETY POLICY

(in accordance with Children's Internet Protection Act [CIPA])

PURPOSE: Al Madina provides all students access to the Internet, and also in some cases laptop computers/other devices, as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the Al Madina School of Richmond Computer Use Guidelines as stated in the Code of Student Conduct / Technology section (attached). During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY

Specifically, the student:

- Should use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.
- Must adhere to guidelines each time the Internet is used at home and school.

- Should make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.
- Must use appropriate language in all communications. The student should not use profanity and should avoid offensive or inflammatory speech. The student should not participate in “Cyber Bullying” such as personal attacks and/or threats on/against anyone using these resources. The student should report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) observed while using school-owned technology.
- Must abide by copyright laws and should only download other files to a school-owned computer, including laptop, that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Should use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.).
- Should respect the privacy of others. The student should re-post (to make appear online again) communications only after obtaining the original author’s prior consent.
- Should use technology for school-related purposes only during the instructional day.
- Must not make use of material (files) or attempt to locate material (files) that are unacceptable in an Islamic school setting. This includes, but is not limited to, graphically violent images, sounds, music, language, video or other materials (files). The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned computers should be free at all times of any graphically violent images, sounds, music, language, video or other materials (files).
- Should not access or attempt to access instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication, during school hours.
- Should not attempt to discover passwords or to control access to the Internet or the computer network.
- Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.
- Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called “executable files” or *.exe files.
- Must not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.
- Should not knowingly introduce or knowingly allow the introduction of any computer virus to any Al Madina computer.
- Should not connect a personal, non-school-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of the Al Madina School of Richmond network (local area network “LAN”).
- Should not share passwords with anyone for any reason .
- Should make every effort to keep all passwords secure and private.
- Should not download, upload, import or view files or websites that purport the use of violent behavior except school-approved, teacher-supervised digital media.
- Should not bypass or attempt to bypass Al Madina filtering software.

Prior to signing this Agreement, read this ACCEPTABLE USE AND INTERNET SAFETY POLICY and the CODE OF STUDENT CONDUCT / TECHNOLOGY (attached). If you have any questions about this policy, contact the principal.

15. Financial Responsibility

2:177 It is not righteousness that ye turn your faces toward East or West; but it is righteousness to believe in Allah and the Last Day and the Angels and the Book and the Messengers; to spend of your substance out of love for Him for your kin for orphans for the needy for the wayfarer for those who ask and for the ransom of slaves; to be steadfast in prayer and practice regular charity; to fulfill the contracts which ye have made; and to be firm and patient in pain (or suffering) and adversity and throughout all periods of panic. Such are the people of truth the Allah-fearing. (Translation: Yusuf Ali)

Tuition and Fees for each child attending Al Madina School of Richmond is outlined in the Tuition and Fees page on the Website. All Fees are non-refundable unless specified.

In order to streamline our payment system, families must fill out the ACH Payment form. Payments by check, Paypal, money order or other non-ACH payment, add \$25.00 per month. Credit Card payments are subject to 2.5% processing fee.

*Every school year, Al Madina may increase tuition 2-5% due to the increase in the cost of living and inflation. Parents will be notified of this during the summer.

Please note that a full payment is due each month, even though school ends in mid-June (the annual tuition is divided into 10 equal payments).

Student(s) will be **indefinitely suspended** if tuition and all other fee payments are not made by the last day of the month; and student may not attend school until full payment has been made.

The student(s) will not be **readmitted to the school if there is an outstanding tuition and/or fees balance from a previous semester or academic year. Additionally, diplomas, certificates, academic records, transcripts, teacher references, etc will NOT be released to other schools or to parents.**

If a family decides to withdraw their child from Al Madina EVEN if for a temporary period of time (extended absence) within the academic school year, including the months of December and June, the parents remain responsible for payment of full tuition during those periods. This policy applies to all students in PK – 12th Grade. If a family decides to withdraw their child from Al Madina before the end of the school year, they must send a notice in writing with their signature, a \$50 Early Withdrawal Fee in addition to any outstanding tuition and/or fees.

Parents must sign and acknowledge the Student/Parent Handbook which states that they are legally responsible for the payment of all tuition and fees.

Extended Hours: Available upon request. Arrangements must be made in advance to ensure proper staff scheduling. **The fee for students in the after school program until 4:30 p.m. is \$30.00 per week per child.**

Late Departure: A late fee of \$10.00 per every half an-hour/child will apply. After 4:00 p.m. parents must park and come into the school building to pick up their child(ren) and pay the late fee. Montessori Pre-K half-day students are dismissed at 12:30 p.m., the late fee is applied after 12:45 p.m. Parents must call the school office if they cannot pick up their child(ren) on time and late fees will still apply. This also applies to carpool students.

15.2 Financial Aid

Al Madina recognizes that Islamic education is essential for all Muslim children regardless of their financial status. Insha'Allah, efforts will be made to reduce tuition for families who qualify to receive financial aid.

To be considered for financial aid, families in need must complete a Student Aid Form, which can be obtained from the school's website and submitted with all required supporting documents along with a \$31.00 (fee subject to change) non-refundable payment to FACTS. FACTS is a private third party that provides a comprehensive service which handles all aspects of the financial aid application and verification process for Al Madina. FACTS will evaluate each application and will verify eligibility of each applicant with professionalism and consistency. For more information regarding FACTS please contact the Al Madina office or visit <https://online.factsmgt.com/signin/4L3YP>.

The following applies to all who receive financial assistance:

- **Submitting an Application for Financial Assistance does not guarantee a financial assistance award.**
- Families must submit a new Financial Assistance Application each school year before the deadline.
- If a student does not perform at grade level he/she will risk losing the financial assistance award.
- If a student shows chronic behavioral problems and fails to rectify after repeated warnings he/she will risk losing the financial assistance award.

Financial aid does NOT cover any fees such as school resource, activity, testing, technology, nor dual enrollment fees. Financial aid cannot be combined with any other discounts such as sibling discounts or special discounts.

15.3 Fundraising Expectations

Al Madina's staff, parents and students are expected to be actively involved in fundraising. Tuition alone does not cover the cost of running the school; therefore, the school relies heavily on fundraising. Three of our top fundraising event is the Jummah Lunch sales, Teacher lunches and Snack Sales.

Parents, students and staff are expected to buy and sell tickets for any applicable fund raisers. Parents and staff are expected to solicit donations for the Ramadan Iftar fundraising and/or assist in setup such as food preparation and the like. Students are expected to represent the school and assist in the Ramadan Iftar Fundraising presentation and donation receipt.

Parents are expected to assist in the Jummah lunch sales by either sending an adult to assist in the sales or volunteer their time to assist in the sales. Parents are required to volunteer time or send a representative for at least one sale during the school year.

TIPS FOR PARENTS

A Parent's Pledge

My interest and involvement with my child's education will promote a positive attitude toward learning and academic achievement. As a parent, I pledge to:

1. Try to be an Islamic model for my child.
2. Spend time talking and listening to my child every day.
3. Praise my child for having done good work in school and for his/her good Islamic behavior at home and school.
4. Help my child develop self-confidence and self-discipline.
5. Talk with my child's teacher about his/her progress in school.
6. Talk with my child about schoolwork.
7. Set a regular time and place for schoolwork. During this time, there will be no television, no radio, no games or internet, and no phone calls.
8. Encourage reading, read to my child, and listen as my child reads to me.
9. Make sure my child gets healthy meals, enough sleep and good exercise every day.
10. Love my child enough to say 'NO' when necessary.
11. Help my child discover the joy that learning and thinking bring at any age.
12. Always try to instill in my child (Taqwa) righteousness by having him/her practice salat (prayer) and the rest of the pillars of Islam, and to please Allah (SWT) in whatever they do.

13. I will accept school rules.
14. I will follow all Islamic guidelines for discipline.

Accept the fact that rearing children is a very challenging task. You are the major role model for your children. They will adopt the qualities that they see. They will imitate and emulate you. You have a great responsibility.

Apply the advice of the Prophet Muhammad (Peace be upon him) *“For the first seven years leave them (Islamic Studies but, These are the Years for Teaching Manners). For the second seven years, instruct them.”* (‘Leave them’ does not mean that you allow your children to engage in dangerous or rude behavior).

This advice is psychologically and scientifically sound. Parents must protect and nurture the development of their children’s self-esteem and self-image, much of which occurs during the first seven years.

- Be available, physically and mentally (meaning truly listen to them).
- Acknowledge their observations and feelings (don’t say: “that’s not true.”).
- Encourage and support their curiosity and exploration of their environment (this is a biologically inherent quality).
- Choose your words carefully, for they carry much weight. Do not name-call and avoid personal criticism.
 - Praise and/or criticize actions or behaviors, not your child’s person. For example, do not say, “You are a bad boy,” or “You are dumb.” Focus on their actions and comment. For example, “Hitting your sister is wrong and it will hurt her.” Or, if the child is curiously taking someone’s belongings, say, “It does not belong to you, it belongs to someone else.” This will require rehearsing from you as parents.

Remember the following ayah from the Qu’ran:

“The example of a bad word is like an evil tree torn out of the earth, lacking stability.” (14:26)

“A kind word and forgiveness are better than charity that is followed by injury.” (2:263)

- Respect your child, and you will be respected in return. This means not to humiliate or degrade your child in front of their friends or family. Value and welcome your child's questions and opinions.

Welcome mistakes; they encourage learning.

- Admit if you, the parent, are wrong, and apologize. This will teach your child to accept responsibility and to be humble.

TRUST:

Let your children know that you trust in their ability to succeed. They see themselves through your eyes. Therefore, they develop trust in themselves when they know that you trust them.

Note this ayah:

"If you pardon, overlook, and forgive, verily Allah (SAW) is forgiving and compassionate." (64:14)

STUDENTS REMEMBER....

10 % of what they read >>**20%** of what they hear >>**30 %** of what they see >>**50%** of what they see and hear >>**70 %** of what they discuss >>**80 %** of what they experience (hands-on) >>**95 %** of what they teach!

RECEIPT OF PARENT/STUDENT HANDBOOK

Parents: Please sign and submit to Al Madina 's Administration

We, the undersigned parents of _____ of grade(s)
 _____ Student's names

Acknowledge the receipt of the Parent/Student Handbook. We have read this Parent/Student Handbook and shall to the best of our abilities abide by its rules, Insha'Allah:

Mother's/Guardian Name in Capital Letters

Father/Guardian Name in Capital Letters

Signature

Signature

Date: _____

Date: _____

STUDENTS:

I understand and agree to abide by Al Madina's Acceptable Computer System Use Policy and Regulation. I understand that the School may access and monitor my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me.

I agree to act responsibly by adhering to the following usage while at home:

PARENTS:

I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system in accordance with Al Madina's policies and regulations and for Al Madina to issue an account for my student.

<ul style="list-style-type: none"> · With my parent's permission · Appropriately, and only for the reason I request permission from my parents · For the length of time allowed by my parents <p>I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.</p> <p>Student Name (Please Print)</p> <p>Student Signature</p> <p>Date: _____</p>	<p>Parent or Guardian Name (Please Print)</p> <p>Parent or Guardian Signature</p> <p>Date: _____</p>
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Staff: Please sign and submit to Al Madina 's Administration

I, the undersigned Al Madina staff member, have read this Parent/Student manual and shall to the best of my ability abide by its rules, Insha'Allah:

Name of Staff Member: _____

Signature: _____ **Date:** _____