



**Pre-K - Grade 5**

Student Parent

Handbook

**2018 - 2019**

Dear Parents:

We share a common interest – your children. Our staff works very hard to provide the best possible program for Al Huda Academy children. It is only when home and school work together in a spirit of mutual cooperation and support that we can expect the children to achieve their full potential. We need your help.

The first step in this process is to make sure that you have all the information you need about your children’s school and educational program. This Student Parent Handbook is designed to answer your questions and address your concerns. We have tried to touch on every aspect of the school program – curriculum, policies, and procedures. There is also a section on what you can do to help your children succeed in school.

Communication is a two-way process, and we would like to hear from you. Please do not hesitate to call us, email us or visit if you have any questions, concerns or suggestions.

Sincerely,  
Sr. Zainab Abdul-Qaabidh  
Principal of Al-Huda Academy

## **EDUCATIONAL PROGRAM**

Al-Huda Academy is dedicated to the greatest possible development of all its students. Our mission is to provide quality academic education guided by Islamic morals in a safe and stimulating environment that nurtures a strong Muslim identity, creativity and intellectual development. Working together with the community, we will support and encourage all students to aim for excellence, to think critically and creatively, to take risks while solving problems, and to appreciate and respect other individuals and cultures.

The curriculum emphasizes the acquisition of competencies in core subjects based on Common Core Learning Standards, Arabic language, Islamic Studies and Qur'an memorization plus special electives.

The school provides the foundation that begins our students' journey towards meeting the exit outcomes by the end of the elementary stage, as follows:

## **EXIT OUTCOMES**

Recognizing that the 21st Century will demand that our students be self-directed lifelong learners, complex thinkers, problem solvers, and based on the teachings of Prophet Muhammad (peace and blessing be upon him) they are expected to be collaborative workers, quality producers and community contributors. By the end of 5<sup>th</sup> Grade Al-Huda Academy graduates should be able to:

1. Speak and write English and Arabic articulately and effectively.
2. Read, understand, and interpret written, verbal and visual materials.
3. Use information systems to qualify and quantify information.
4. Apply mathematical and scientific principles and operations to solve a range of problems.
5. Demonstrate skill in using technology.
6. Read and recite Qur'an while implementing Tajweed (recitation rules).
7. Memorize 5 Juz's of the Qur'an.
8. Provide evidence of civic responsibility.
9. Analyze the global community from an historical, geographical, political, cultural, and economic point of view.
10. Provide evidence of creative expression and participation in visual or performing arts.
11. Implement a personal plan for physical and mental health.
12. Demonstrate evidence of preparation for higher education or employment.
13. Explain, analyze and offer solutions to environmental issues.

### **REGISTRATION OF NEW STUDENTS**

Parents wishing to register students for the first time need to provide the following documents:

- Birth Certificate
- Record of Immunization
- Recent Physical report
- Report card from previous school

School registration begins in April of every year and is announced at Jamaat Ibad Ar-Rahman masjid as well as other venues. Children who have attained the chronological age of five years on or before September 30<sup>th</sup> and who have successfully completed a school readiness evaluation administered by Al-Huda personnel shall be eligible to attend kindergarten during that school year.

### **SCHOOL DAY**

School day begins at 8:30AM and ends at 3:45PM for all students.

Children can be dropped at school starting 8:15AM and need to be picked up at 3:45PM

### **RECESS AND LUNCH/SNACK**

During recess, students play outdoors, weather permitting. Lunch is held in the classrooms. The school does not offer any food on its premises so each child needs to be provided with his/ her packed snack and lunch from home every day. Each year group will have a snack at a different time during the school day as by their individual schedules.

We encourage you to send your child with a healthy lunch and snack. If utensils are needed to serve them, please send these along as well. Please make a conscious effort to supply your child with a healthy snack.

Some snack ideas are: cheese and crackers, fruit snacks, graham crackers, yogurt, fresh fruits and vegetables etc. We try to encourage parents to send in treats that have some nutritional value for the children. Please note that the nutrition break/snack time should not be a substitute for breakfast. That should be eaten at home, prior to arriving at school. Some grades will have a snack calendar where parents sign off on a day to bring snacks for the entire class. Please ensure the snacks are permissible to eat and do not contain more than 100 calories.

### **ARRIVAL/DISMISSAL**

Bus transportation to and from school is not provided, parents are expected to drop their children at the school door no later than 8:45 AM. It's the parent's responsibility to make sure that a member of staff has received his/her child at the door. All students arriving to school after 8:45 am need to be signed in at the front desk stating the reason for tardiness. Students should not be picked up earlier than 3:45PM except for a good reason. Early sign out is not permitted after 3:00PM unless it's a doctor's appointment.

If your child is going home with another child, the school MUST have a note from home that includes the full name of that student, stating that they are allowing the school to send their child home accompanied by whoever is picking up the other child and the full name of the adult. The note should be addressed to the teacher. This helps us to monitor your child's safety.

Please enter the parking lot through Revere Road and exit through Seaton road. **Please don't park perpendicularly in the marked school entrance area.** If we all follow the directions stated below, drop off and pick up will be a smooth process:

1. Cars will form a line with the first car parked parallel to the marked school entrance area with engines turned off. **Remain in your car. Do not come in to the school to pick up your child (ren). If you have other business in the school at dismissal time, you should park in any available parking space that would not disrupt the flow of traffic. (Please note that this parking lot is shared with other businesses.)**

2. All students will exit at the front entrance so leave the space in front of the school door for children to walk safely to the car.

3. **If someone other than the regular caregiver will pick up the student, please notify the office with a note or a phone call before 1:30PM.** The notification should include the full name of the person picking up your child unless the name and information is already in your child's file. (ID needs to be presented at pick up time for verification)

4. **Student early pick-up:** If parents are picking up a student prior to normal dismissal time (3:45PM), parents are required to sign their students out.

5. Please do not ask your child to cross the parking lot area except with adult supervision.

NOTE: If you come to school during the day, **please do not park second row;** you can park in a regular parking space anywhere in the parking lot.

#### **LATE PICK-UP**

A child who is left at the school after 4:00 pm is considered late. An email will be issued first in this effect then the second time the parent will be charged \$10 for every 15 minutes. Then the parent will sign a form the principal will provide that will state the time of arrival and amount due.

**\*\*Please have a backup plan for days you are running behind or stuck in traffic.**

#### **AFTER SCHOOL**

Al-Huda Academy runs an after school program for its students from 3:45 pm- 6:45 pm for a monthly fee of \$150. Activities that take place during the after school program:

- Quiet, supervised homework time

- Creative arts
- Indoor & outdoor games
- Sports
- Assembly & snack time (children provide snack)

### **ATTENDANCE**

Regular attendance at school is very important. Although it is better to be late coming to school than not to come at all, we expect students to be punctual. In order to know where your children are, we request the following procedure:

1. Parent or caretaker emails the principal on any day a student is to be absent and give the reason for his or her absence.
2. The school needs to be notified when a student is to go to the doctor or dentist. Please come to the office and sign the child out. Please try to make appointments after school.
3. Your child's attendance is very important. More importantly, however, is your child's education. He or she will obviously get more instructional time if he/she is punctual and in attendance. In the event a student becomes ill at school, you will be notified and requested to pick him/her up.
4. Students' tardiness of ten or more minutes for three times is to be considered a half day absence of school. Students who are repeatedly late, the principal will contact their parents to get this issue resolved.
5. Students who accumulate 20 or more days of unexcused absences may be subject to retention (repeating their current grade). **This is the school's policy.**

#### **What is an Excused Absence?**

The principal may excuse student absences for the following reasons, provided that satisfactory evidence of the excuse is provided to the principal:

- A. Illness or injury which prevents the student from being physically able to attend school.
- B. Quarantine; when isolation of the student is ordered by the local health officer or by the State Board of Health.
- C. Death in the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents and siblings.
- D. Medical or dental appointments for the student. A written excuse should be presented with a doctor's signature or stamp.
- E. Court or administrative proceedings.

#### **Unexcused Absences**

All absences for reasons other than those mentioned in the previous section will be deemed unexcused. An absence will be deemed unexcused unless the student's parent/guardian or

custodian provides written documentation of the reason(s) for the absence within three school days of the student's return to school.

### **BEFORE SCHOOL CARE (NEW)**

Al-Huda Academy will operate a before school care program for its students from 7:15 am- 8:15 am for a monthly fee of \$75. Activities that take place during the before school care:

- Breakfast (parent will supply)
- Quiet, supervised reading time
- Creative arts
- Indoor table & outdoor games

### **CELEBRATIONS**

The only celebrations that are allowed during school hours are publishing parties and Eid celebrations, hosted by the classroom and religious studies teachers. Students (and parents) are prohibited from distributing birthday invitations, party bags and celebratory items such as cupcakes, cakes, ice cream etc...).

### **CLASS GROUPING**

Students at Al-Huda are of varying academic abilities. Throughout the day, students may be regrouped for instructional purposes based on achievement in reading, language arts math and Arabic as well as Qur'an based on the child's memorization skills and pronunciation proficiency.

### **CONDUCT (STUDENT)**

It is expected that all students will obey all classroom and school wide expectations. Students who are determined to not be in compliance with the rules may be subject to the appropriate consequences (suspension and/or expulsion).

At Al-Huda Academy we believe that the goal of student discipline is to establish and maintain a positive, orderly educational environment, which is conducive to effective teaching and learning, and is compliant with Islamic teachings. This environment is one in which we expect students to follow the following school-wide S.T.A.R. expectations:

#### **1. Show self-control:**

- a. Waiting their turn to talk
- b. Listening quietly to others
- c. Touching only things that belong to me
- d. Waiting patiently

#### **2. Take responsibility:**

- a. Come to school on time and ready to learn.
- b. Stay on task and complete my daily work.
- c. Talk and leave my seat, only with permission.
- d. Follow all procedures, policies, and school rules.
- e. Do my homework every day and bring it back to school.

- f. Take care of school property.

**3. Act safely:**

- a. Keeping hands and feet to myself
- b. Using materials appropriately
- c. Staying in my personal space
- d. Walking, not running

**4. Respect yourself and others:**

- a. Speaking to others nicely
- b. Refraining from excessive laughing
- c. Encouraging classmates to do their work
- d. Being a positive role model

Al-Huda subscribes to a progressive system of discipline, with infractions handled at lowest possible level, and consequences starting small and increasing in response to the severity of the misbehavior. Teachers may handle minor disruptions by redirecting a child or restricting privileges.

Major concerns, such as fighting, theft, open defiance that threaten the safety of self and others, will be handled by the principal and may result in a school suspension of 1 day or longer. Chronic disruptive behavior may lead to indefinite suspension from Al-Huda Academy after two consultations with parents during which the outline procedure will be followed:

The problem will be defined on paper, goals will be established and the parents (and the child when capable) will be involved in creating approaches toward solving the problem. If the initial plan for helping the child does not work, the parent(s) will again be required to meet with the Principal. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

**CONFERENCES AND VISITING SCHOOL**

For our students' protection, persons coming to Al-Huda Academy will have to wait until they are let into the building. We are asking that parents remain in their cars until students are dismissed. This will cut down on constant interruptions at the end of the day. If an emergency exists and there is a need to take children, parents can come to the office to sign them out.

Parents are welcome to visit and observe the classrooms; we would like to keep the line of communication open between home and school. However, if you wish to talk to a teacher, meeting appointments must be made in advance for a time when the teacher does not have students. Time for parent conferences is set aside twice a year. However, you may schedule a meeting with your child's teacher at any time (if needed).

**GRADING POLICY**

All elementary students will receive a written report four times during the school year.



In Pre-Kindergarten, the academic and social progress of each student will be reported twice a year in a checklist and narrative form, first in December 2018 and second one in May 2019.

In Kindergarten - Grade 5, students will be evaluated in the areas of Language Arts (including Reading, Written Communication, Spelling, and Oral Communication), Mathematics, Science/Health, Social Studies, Arabic Language (including Reading, Written Communication, and oral communication), Qur'an and Islamic Studies. The achievement of skills in each area is rated on the following development scale:

- 4 = Exceeds expectations (90 - 100)
- 3 = Meets expectations (80 - 89)
- 2 = approaching grade level expectations (70 - 79)
- 1 = below grade level expectations (50 - 69)

Gray box = Not emphasized this quarter

### **HOMEWORK**

Daily homework for all children is an important part of their educational program. Homework assignments reinforce learning that has taken place in school. It helps develop independent work-study habits, responsibility, and long-range planning. Finally, parents can keep track of their children's learning by checking homework on a regular basis.

Time expectations for homework vary for grade levels as follows:

- Kindergarten: 20-30 minutes
- Grade 1: 25-35 minutes
- Grade 2: 35 - 45 minutes
- Grade 3 - 5: 45-60 minutes

Parents can help by supplying a quiet place with a desk or table for writing. They should help the child plan a time every day for homework. Some children work best if they do their homework right after school; others need a time to play before settling down to work. Parents should be available for help with homework if needed. However, homework is your child's responsibility, not yours. Parents should not feel obligated to read every word, check every problem, or note every mistake. It is much more important for you to take a positive interest in everything your child does in school and to make sure that television, playtime and outside activities do not interfere. High achievers in school spend a minimum of time watching TV. Restrict television viewing to at most an hour a day or solely for weekends.

### **MEDICAL EXAMINATIONS**

State law requires that all children (first year in school) to have medical examinations. Dental exams are required for children in grades K or 1. Your doctor and dentist need to complete these necessary examinations. Forms for this purpose will be sent home early in the year at your request. The medical and dental forms need to be returned to the school by mid-September.

### **PARENT GROUPS**

Al Huda Academy has its own Parent-Teacher Association. The aim of this group is to create communication between parents, community members and school staff. Fund raising efforts by this group has helped to provide children with many special programs and additional equipment. Evening meetings offer programs of educational interest and family fun. You will receive information, early in the year, about the PTA in Al-Huda Academy. We encourage you to join and participate in their activities. If you are a newcomer to the community, the parent-teacher group is a good way to meet your neighbors and to support quality education. If you are interested in participating in any way, sign your name on the survey sheet provided by your teacher and an officer of the group will give you a call. Membership to the PTA is \$5 per student and \$20 per family.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are held in the Fall on Tuesday, November 13, 2018 from 3:45 - 6:45 pm and Spring on Tuesday, April 9, 2019 from 3:45 - 6:45 pm. Parents may also request a teacher meeting any time during the year. Don't wait if you have a concern. Call us. An appointment can be arranged.

### **PROGRAMS AND FIELD TRIPS**

Student assemblies and field trips are carefully planned as learning experiences for students. Assemblies do not always involve the whole school; they may be as simple as one class performing for another.

Classes are allowed to take four educational field trips each year (one per each marking period) as extensions of class work. All trips are approved on the basis of their educational merit by the principal. Before each trip, children are prepared by their teacher for the experience. Subsequent classroom activities are developed which relate directly or indirectly to the field trip. Every student who leaves school for a field trip must have a signed permission slip from parents. However, trips are part of the school program and all children are expected to participate.

Parents who accompany classes on field trip are chaperones. Field trips are **not** family outings. Siblings and relatives are **not** allowed to participate on field trips. If a parent registers as a driver, a copy of their license, registration and insurance cards must be provided to the principal (or designee). Drivers are to solely transport students to the venue and back to the school (without making alternative stops).

### **PROMOTION POLICY**

Promotion standards are based on the belief that students should meet grade level proficiency requirements in order to be promoted to the next grade level. The purpose of this policy is to ensure that appropriate interventions are provided as early as possible for students identified as unlikely to meet promotion standards.

- A. Promotion Standards.

For grades Pre-K through Grade 2, students must show one year's progress towards meeting the Common Core English Language Arts (ELA) and Math Standards and social development. Promotion decisions are based on teacher's recommendations and principal approval.

For grades 3—5, students must show sufficient progress towards meeting the Common Core ELA and Math Standards. Promotion decisions are based on an evaluation of research and standard-based assessments and state test scores, course grades, report cards, samples of student writing, projects, and assignments. State test scores are not used as the primary factor in making promotion decisions. Promotion decisions are made by the principal.

#### B. Promotion Decisions.

Principals have the authority to promote or retain students in accordance with state and local promotion standards. In determining appropriate grade levels for students attending Al Huda Academy, principals shall consider pupils' classroom work and grades, scores on standardized tests, and students' best educational interests. Principals shall not make promotion decisions based solely on the standardized test scores. If a retention decision is partially based on standardized test scores, those scores must be verified as accurate. For students in grades K through 5, principals shall make promotion and retention decisions in consultation with a school review team. Upon review by the school review team, the final decision to promote or retain a student may **not** be appealed.

#### **TELEPHONING**

During school hours, the teacher's responsibility is in the classroom. If you wish to speak with a teacher, call the school number, which is 919-572-9500 and the teacher will return the call when it is convenient. Many times a telephone call can ease your mind about some point of confusion. Please feel free to call and clarify any concerns you may have.

School telephones are not to be used by students unless given permission from the principal.

#### **TESTING**

Computer adaptive achievement assessments in Reading, Language Usage and Mathematics are taken by students in Kindergarten – Grade 5 three times a year.

Standardized Testing currently takes place in grades 3, 4 and 5 in the elementary school, with individual results provided to the student's parents.

Periodic assessments in both ELA and Mathematics will be performed three times a year to measure academic growth. Results from these assessments will guide the learning curve to ensure instruction is differentiated to meet individual student's needs.

Many less formal measures are utilized to group for instruction and student growth and achievement; they include beginning, middle and end of the year assessments in reading curriculum and math survey tests in Kindergarten through grade 5.

### **TOYS AND MISCELANOUS ITEMS**

Due to the possibility of loss and damage, toys **should not** be brought to school except when a teacher's note is sent home specifically asking for it for a certain activity. This same rule applies to any other item; students should not come to school with any items other than their bag, lunch and books. For example, real and toy cell phones are not allowed even if kept in bag.

### **UNIFORM**

The primary goal of Al-Huda Academy is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these goals and expectations the principal has established the following dress code for all students:

#### **Uniform policy is as follows:**

Polo shirts with the Al Huda Academy logo patch may be navy blue and golden yellow. Uniform bottoms must be khaki or navy blue. Uniform shirts and bottoms can be purchased at stores such as Target, Old Navy, Walmart and Kohls. Uniforms will be the expectation four days each week, Monday through Thursday, with Friday designated for dress up day for Jummah.

- All students must have a minimum of 1 navy blue or yellow, polo shirt with the Al Huda Academy logo and 1 pair of khaki or navy blue uniform pants. These items must be of good quality in order for students to appropriately represent Al Huda Academy in the community.
- Shirts are to be tucked in at all times.
- If socks are visible they must match and coordinate with school uniform colors.
- Girls are allowed to wear khaki or navy blue: pants, skorts (PK - Gr. 2), knee length skirts (PK - Gr. 3) and a long skirt or abaya.
- Boys are allowed to wear knee length shorts or pants in either khaki or navy blue.
- Every student should wear closed toe, rubber bottom shoes to school daily.

If a student's dress or appearance violates this dress code, the principal may require the student to change his or her dress or appearance. In case of a second or repeated violation of this policy parents will be contacted.

This dress code policy shall apply to all students during the regular school day, on field trips, and when students represent the school.

### **USE OF MEDICATION IN SCHOOL**

Medication will only be administered to students in schools under the following rules:

- Medicine will be given in school when failure to do so would jeopardize the health of the student, or the student would be unable to attend school if medicine was not made available during school hours.
- Medicine must be brought to school by the parent and must be in the original labeled container supplied by pharmacist or doctor. **AT NO TIME SHOULD A STUDENT CARRY HIS/HER OWN MEDICATION.**
- All medicine sent to school must include a signed form from the doctor stating purpose, dosage, time, and possible side effects and a note from the parent giving permission for a staff member to administer the medication.
- All medication to be administered will be securely kept in the school office.

### **VOLUNTEERS**

Volunteers are a valued part of our school community. Al-Huda provides a variety of ways for parents and community members to be involved in school. Volunteers assist classroom teachers as room parents, work in our publishing center, read aloud to young children and share their talents in art appreciation programs and student activities.

The PTA uses volunteers as room parents, program planners and fundraisers. If you would like to be a school volunteer, sign in at your child's class volunteer list or telephone the school. We'd like to have you!

### **HELPING CHILDREN SUCCEED IN SCHOOL**

One of the best ways for parents to help their children in school is by showing a strong, positive interest in education. For example:

- Pay careful attention to papers and projects your children bring home from school.
- Display examples of their work proudly on the family bulletin board or refrigerator door.
- Let your children know that you expect them to give their best efforts to their schoolwork, including completing homework every night and finishing long-term projects on time.
- Take your children to the library and read aloud to them even after they have learned how to read. Make sure they see you reading for your own enjoyment.
- In addition, parents should make sure that their children get enough sleep at night and eat balanced meals, including breakfast.

Al Huda Academy believes that the education of students is a joint responsibility that it shares with the parents. To ensure that the best interests of each student are served in the educational process, a strong program of communication between home and school must be maintained.

We also feel that it is the parents who have the ultimate responsibility for their children's behavior in school. The parents have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students observe all school rules and regulations and accept their own responsibility for children's willful in-school behavior.
2. Send children to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide a quiet place and suitable conditions for completion of assigned homework.
4. Read, sign and return promptly all communications from school when requested.
5. Attend conferences set up for the exchange of information on the child's progress in school.
6. Participate in in-school activities and special functions.

Parents should also consider that there is a negative correlation between children's school achievement and the number of hours they spend watching television. The higher the achievement, the fewer hours of television; or, to put it another way, the lower the achievement, the greater number of hours of TV. Parents should monitor both the quality of programs viewed by their children and the amount of time they spend in front of the television.

*Please sign and submit this portion of handbook to Al-Huda Academy Administration.*

I have read Al-Huda Academy 2018-2019 hand-book and will operate in agreement with all the policies and procedures. If I have any questions I will contact the Principal to clear any misconceptions. I also give my child permission to attend walking field trips with their class.

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_