



In the name of God, the most gracious, the most merciful

Fall 2012

Parent/Student Handbook

School Year 2012/2013



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The following handbook contains the most up-to-date information at the time of printing. Check Al Manara's website for the most current information and schedule at www.almanara-stli.com. Al Manara Academy reserves the right to cancel, combine, divide or limit enrollment in any class or classes; to change the date, time, instructor or place of meeting; to make any other revisions in the handbook which the Academy deems desirable or necessary; and to do any or all of the above without notice and without obligation.

I. Al Manara Academy Information

Al Manara is a K-12 non-profit organization. It serves grades K-12 in an educational environment unusual in the United States: It is small, highly individualized, and narrowly focused on one goal. That goal is preparing students (from K-12) for college (higher education) and to providing students with quality Islamic education.

Contact Information

Address: 2141 Sam's Drive, Des Peres, MO 63131

Web Address: <http://www.almanara-stl.com>

Email: info@almanara-stl.com

School Office Phone: 314-480-5659

School Fax: 314-735-4270

School Board Members

- o Dr. Talat Nawas
- o Dr. Abid Nisar
- o Br. Phillip Paeltz
- o Dr. Makin Ahmed
- o Dr. Mohammad Ahmed
- o Br. Jamal Abdul Hafidh
- o Sr. Lubna Shoaib

School Principal: Br. Jamal Abdul Hafidh

Religious Director: Sh. Ibrahim Zaidan

Board Advisor: Dr. Ahmed Karadaghy

Board of Trustees Promise

Commitment: It is not possible to attain dynamic faith unless our knowledge-edifice is firmly based on the spiritual foundations of the Qur'an and Hadith. We envision Al Manara Academy as an educational institution whose priority is to seek such high academic standards, increase academic achievement, and develop our students' life skills.

Commitment: We envision a cooperative learning environment that is based on parent body as well as larger community participation and involvement.

Cost: We see the financial resources provided to us as an immanah, and believe we have the responsibility to be trustworthy stewards and optimize those resources to enhance educational opportunities for students and the quality of life for our community. We promise transparency and accountability.

"And thy Lord is the most Bounteous, who teaches by the pen, taught man that which he knew not". Al-Qur'an (Surah 96 Ayah 3-5)

II. Introduction

We welcome you and your family to Al Manara Academy. You have taken an important step toward assuring that your child receives a proper education in an Islamic environment. We sincerely hope that your child will find it enjoyable here. It is our hope all the children will appreciate the peace and security associated with the Islamic way of life.

For your child, the quality of Islamic education depends essentially on the degree of cooperative effort from three important institutions: home, school, and community. If the child receives a high degree of Islamization in all of these three environments, then the child's Islamic personality will become stronger.

This handbook will familiarize you with general information on the philosophy and policies at our school. It will also serve as an ongoing frame of reference that governs our mutual relationship in the attempt to provide an Islamic based education for your children, our future leaders of this community. As parents and guardians, you are strongly encouraged to share the information in this handbook with your children.

Our school board and staff members are dedicated to providing opportunities for your children, which will help to bring out the best of their abilities. We want to help provide growth opportunities for their present and for their future. We eagerly welcome you as parents / guardians to be active participants in your children's educational process. We, as educators, recognize that the community is an important element that contributes to the success of your children's education. We are confident that you will contribute by acting as our ambassadors of good will; and reach out into the community for support of the school, for the pleasure of Allah (swt).

Again, welcome to, Al Manara Academy, an 'Ibadah and Da'wah based institution. May the peace and blessings of Allah be upon you and your family.

Mission Statement

The mission of Al Manara Academy is to:

- ✓ Uphold the Islamic concept of ilm that integrates the pursuit of knowledge with values and promotes an outlook of balance and genuine synthesis
- ✓ Make the excellence of learning within the Islamic heritage, the foundation of the rigorous academic program that is intended to serve the needs of the modern world without sacrificing moral and spiritual values
- ✓ Support the early exploration of Science, Technology, Engineering and Mathematics (STEM) related fields and provide a head start in pursuing advanced degrees

Vision Statement

Make excellence a predictable outcome for every student in the school by rooting their education firmly in the matrix of Islamic concepts, and strong technology based curriculum. We will prepare them with the 21st century skills and faith based values, generating the intellectual energy and productivity needed to overcome academic and professional challenges and be successful citizens.

Value Statement

At Al Manara, we are committed to the highest standards of ethics, integrity and educational excellence. Our interactions with our students, our parents, our teachers, our partners, our employees, our community and our environment shall reflect those standards.

III. Islamic Educational Objective

'Anas reported Allah's messenger as saying: "the seeking of knowledge is obligatory for every Muslim". (Mishkat-ul-Masabih, Hadith 218).

In order to create a comprehensive program that would fulfill the Islamic educational philosophy, purpose, goals, and mission, Al Manara Academy has established and defined its broad Islamic educational objectives into six areas.

1. To create a quality learning environment for the student within an Islamic environment.
2. To present core curriculum in mathematics, science, computer science, language arts, social studies, physical education, and fine arts based on some of the best public and private schools of the region in an Islamic context by using Al-Qur'an and Al-Hadith as the most important sources of knowledge.
3. To provide instruction in Qur'an, Arabic language, Islamic history, and Islamic studies.
4. To promote the development of an Islamic personality so that the individual student will live according to the principles of Qur'an and exemplified in the words and actions of Prophet Muhammad (saw).
5. To prepare each student to lead his life according to Islamic principles while equipping him with the knowledge and skills to use modern technology.
6. To prepare the youth to make a positive and useful contributions to society.

This program, if implemented properly according to the above stated objectives, will be able to produce excellent students in the academic and behavioral realms.

"...Verily! The noblest of you, in the sight of Allah, is the best in conduct..."
(Al-Qur'an 9:13)

IV. Admission Policy

"Mankind was one single nation ... Oh mankind! We have created you from a single (pair) of a male and a female, and make you into nations and tribes, that you may know each other (not that you may despise each other). Verily, the most honored of you in the sight of God is (he who is) the most righteous of you..."
(Al-Qur'an 2:213 & 49:13)

Al Manara Academy is an independent Islamic institution open to students of all cultures and background. Al Manara Academy is dedicated to serving the needs of students and families. Al Manara Academy is a private, Islamic educational institution with an appreciation of Islamic culture for those families who wish to take advantage of its numerous opportunities. Al Manara Academy believes in providing an environment for learning that is free of discrimination, while providing Islamic education. This is reflected in its policy statement as follows:

The Non-Discriminatory Policy Statement

As an independent Islamic institution, Al Manara Academy sets its educational philosophy, goals and objectives according to the teachings of Islam and the state of Missouri. In compliance with the instructions of Allah (swt), the Creator, the Al Manara Academy admits students of all races, colors, national and ethnic origins to participate in the programs, activities, privileges, and rights generally accorded to any student of the school. Al Manara Academy does not discriminate against students on the basis of race, color, nationality and ethnicity. The criteria for all selections, participation, and admissions are always based upon the standard of individual effort and achievement.

Al Manara Academy is an equal opportunity employer for the well-qualified personnel who meet the high standards of Islamic character and the standards set forth by the state of Missouri.

The curriculum and operation of Al Manara Academy are based on Islamic principles and values, but the admission is open to all children regardless of their religious background. However, priority will be given to students whose parents are members of the Islamic Community of St. Louis.

The language used in teaching at Al Manara Academy is English. Therefore, all children must be able to speak, read, write and understand according to their grade levels. Those who are not yet able to do so are encouraged to attend special programs in other schools that are designated for the non-English speaker. However, the Admission Committee will decide on such cases.

Admission Criteria

A. Criteria for Admission to Preschool

1. Child must be **3 years old by August 1st**. A copy of their birth certificate must be provided as proof.
2. Child **must be toilet trained**.
3. Child must be immunized. A copy of the child's immunization records must be provided as proof.

B. Criteria for Admission to Kindergarten

1. Student must be **5 years old by August 1st**. Copy of birth certificate is required.
2. A copy of an up-to-date Immunization Record Card. Ask your doctor for the specific vaccinations needed.

C. Criteria for Admission to 1st Grade

1. Student must be **6 years old by August 1st**. Copy of birth certificate is required.
2. A copy of an up-to-date Immunization Record Card and a birth certificate are required. Ask your doctor for the specific shots needed.

D. Transferring Students

All transferring students must request their previous school to transfer their records to our school. The school will reserve the right to re-test the child and accordingly may ask him/her to repeat the same grade. If the child has incidents on the record of bad behavior and/or was dismissed for bad behavior he/she may not be accepted in our school.

- ✓ Admission testing for Kindergarten and 1st Grade will be administered by an Admission Committee.

- ✓ Restrictions may be applied for admission to middle school student. The principal must interview all students transferring in grades 4th and above before registration/admittance is approved.
- ✓ The school board will assist the administration in making the final decision for admitting transferring students.

Registration Requirements

1. Birth Certificate
2. Social Security Card
3. Current Immunization Records
4. Proof of Legal Custody (when applicable)
5. Completed Registration Form
6. \$50.00 Registration Fee
7. \$300 Supply/Book Fee

School Hours

The official school hours are from 7:00 a.m. - 2:00 p.m. Monday - Friday. Arrangements can be made for students arriving before 6:45. Please contact the office. Juma'ah prayer is conducted every Friday at 1:00 PM. Parents and guardians are encouraged and welcome to attend.

Students should be dropped off daily between 6:45 and 7:00 a.m. and picked up between 2:00 and 2:15 p.m., Monday through Friday. A fee will be charged for late pick up according to the following scale:

If you pick up your child between:	You will be charged:
2:16 and 2:30	\$5.00
2:31 and 2:45	\$10.00
2:46 and 3:00	\$15.00
After 3:00, \$5.00 will be added every 10 minutes:	
3:01 and 3:10	\$20.00
3:11 and 3:20	\$25.00
and so on.....	

*The clock located in the school will be used to determine the correct time.

**These fees can be paid in the office or they will be charged to the families tuition account.

Academic Promotion

The following factors affect promotions:

- ✓ Achievement
- ✓ Age
- ✓ Improvement
- ✓ Parental Counseling
- ✓ Faculty Advice

V. Tuition Policy

A. Registration Fee (\$50.00 per Student)

All parents/guardians of every student must pay the \$50.00 registration fee for each child. A student will not be accepted to classroom, before a proof of full payment is made. There is no discount/waiver on registration fees.

Why must I pay a registration fee?

This covers in part, the following items: (This is not an inclusive list)

1. Process the enrollment application on the administration level
2. Pay for mailing information, transfer of records
3. Placement testing material and evaluation
4. Guarantee the commitment of the parent/guardian toward Al Manara Academy.

B. Books and Supply Fee: PK-8th Grade (\$300.00 per Student)

All parents/guardians of new and returning students must pay \$300.00 for books and supplies. There is no discount/waiver on the book/supplies fee. This fee is due at the time of registration.

Why must I pay a book/supply fee?

The fee for student supplies covers, in part, the following items: (This is not an inclusive list)

1. Workbooks
2. Textbooks
3. Testing material that include National Standardized Assessment Tests
4. School furniture, including tables, chair and blackboards
5. Chalk, copy paper, copying and other teaching material
6. Sport equipment and supplies, that include toys, balls ...etc.
7. No, you cannot take home, at the end of the school year: Textbooks, tables, chairs, chalkboards, as your payment does not cover for all the cost of these materials, but only to serve as rental fee for the school year!

Tuition

- o Preschool tuition \$4500.00 per year
- o KG – 8th tuition \$4000.00 per year
- o Tuition discount-10% off for the 2nd child and another additional 5% for each additional child.

Tuition Payments

- ✓
- ✓ Tuition payments are to be made in monthly installments spread over 10 months, September - June.
- ✓ A tuition payment contract is also required. It is also part of the registration packet and must be filled out by the parent/guardian.
- ✓ If a person qualifies for financial aid they must fill out the Financial Aid Application before the deadline. All applications will be reviewed by the Financial Aid Committee.
- ✓ There is no refund after October 31st, and the parent/guardian is responsible for all the tuition for all the school year even if his/her student(s) is withdrawn, expelled, or misses school for sickness. However, there is only partial refund of the tuition if a request is made on or before October 31st.

- ✓ If payment is not received by the due date the school administration has the right to prevent the student(s) from attending classes if no reasonable and convincing excuse for the delay is given.
- ✓ Under any circumstance, the student(s) will not be allowed in class if payment is not received by the end of the month, when tuition is due
- ✓ Unless an exception is made by the school committee members for the student(s), an expulsion will enter in effect, and the parent is held responsible for the remainder of the tuition for the whole year
- ✓ There will be no transfer of records, until any and all dues are paid to Al Manara Academy
- ✓ For students with special needs the school may charge more tuition fees according to these needs.

Why do I have to pay tuition?

Al Manara Academy is a private school and relies on tuition for its operation and existence. There is no state or federal government help to Al Manara Academy. It is you, the parent of students in Al Manara Academy, who can ensure the success of Al Manara Academy.

It is through the tuition that we can continue to provide this service to the Muslim community. Tuition helps:

1. Meet the obligation of Al Manara Academy to its staff.
2. The Al Manara Academy has a written contract with its employees, and cannot violate that contract, or else face unnecessary labor disputes.
3. The staff in Al Manara Academy is highly qualified and dedicated to an Islamic Education, and we as parents, should be concerned about their welfare to ensure a secure and stable work condition that enhances the teaching environment. We do not want to see these people worry about how to make ends meet, and expect them to perform their duties in an acceptable manner.
4. Parents in general should understand that accountability begins with responsibility. Everyone must meet their expectations: School Board, in policy making, Administration, in executing these policies, Teachers, in educating the children, parents, in supporting the school, and Students, in learning as much as they can in order to succeed. It is very important that everyone takes his or her responsibility seriously in order to meet higher standards of education in Al Manara Academy, and Allah is our witness.

* **Please note** that if a child loses or damages books or supplies it is not the financial responsibility of Al Manara Academy to replace the lost item. The parent or guardian is responsible for all fees associated with reordering lost items.

Returned Checks

All returned checks are subject to a \$25.00 bank service charge for insufficient funds. If the check is returned twice, payment in cash or money order in the amount of the check is required.

NOTE:

Al Manara Academy depends on tuition to help us fund the programs, activities, curriculum, and facilities you as parents want and expect from the school. Please help us to fulfill the needs of your child by paying tuition on time. We realize that for many the burden of a private school is not an easy one; but it is a burden that we have accepted. With the rewards of the hereafter in mind, Insha' Allah, May Allah (swt) bless you for your efforts and your support.

VI. School History

The school is governed by the Al Manara Academy School Board. The School Board is entrusted to oversee the general direction of the school. The day-to-day operations are conducted by the Principal.

The Al Manara Academy Board makes decisions, which directly affect the daily running of the school.

Board meetings are scheduled regularly. Meetings are open, except for executive sessions. Concerns that cannot be resolved through normal communication with teachers or the principal may be presented to the School Board for review.

VII. Organizational Structure

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The Al Manara Academy Board makes decisions, which directly affect the daily running of the school.

The Board meetings are scheduled regularly. Meetings are open, except for executive sessions. Concerns that cannot be resolved through normal communication with teachers or the principal may be presented to the School Board for review.

VIII. School Administration

According to Islamic teachings, every group must have an Amir (leader). The leader of daily operations at the Islamic School is the principal. The principal may delegate the responsibilities for the administration of the educational programs, school facility, and the general administration of the finances relating to the school's daily operations. All teachers and support staff are directly accountable to the Principal. Educational policies are established in conjunction with the Islamic Foundation Education Committee and devised by the Al Manara Academy committees.

IX. School Environment

Advantages of an Academic Setting with no Permanent Walls

Cost Effectiveness:

- ✓ Cost of initial, permanent walls is avoided.
- ✓ Cost of moving initial walls in the future for changing class populations is avoided.

Curricula Supervision:

- ✓ Administrators and Supervisors can monitor the academic presentations of teachers at any time.
- ✓ Administrators and Supervisors can monitor the academic work of students at any time.

Security:

- ✓ All students can be seen at any time
- ✓ All teachers can be seen at any time
- ✓ Any visitor can be observed easily.

Disadvantages of an Academic Setting with no Permanent Walls

Educations Environment:

- ✓ Students must be trained to concentrate on their work in an open environment.
- ✓ Teachers may feel uncomfortable in an open environment.

X. Faculty and Personnel

As an Islamic institution, Al Manara Academy has set its educational philosophy, goals and objectives according to the teachings of Islam and guidelines of the state of Missouri. Personnel fulfilling the stated philosophy, goals and objectives, must meet the high standards of Islamic character as well as standards set forth by the state of Missouri. Al Manara Academy is an equal opportunity employer.

XI. Curriculum

*“Read! In the name of your Lord and Cherisher, Who created-
Created man, out of a leech-like clot: Read! And your Lord
He who taught (the use of) the Pen,
Taught man that which he knew not.”
(Al-Quran 96: 1-5)*

The educational program of Al Manara Academy has been developed with the ultimate aim being to prepare the student to be the best Muslim citizen possible. That is one who consciously worships Allah (swt) and diligently promotes Islamic values; according to the teachings of Al-Quran and Al-Sunnah of the Prophet Muhammad (saw).

We present core curriculum in mathematics, physical science, computer science, language arts, social studies, physical education, and fine arts (following the best public and private schools, Department of Education grade level expectations, Parkway district, Governor French Academy). The curriculum of all subject areas has integrated the state of Missouri criteria with Islamic principles and knowledge. It also incorporates educational materials and guidelines developed by Islamic educational organizations, such as IQRA and the Tarbiya Project. Major subject areas are Quran, Arabic, Islamic Studies, Mathematics, Sciences, Social Studies, Language Art, Computer Studies and Physical Education. Al Manara Academy strongly emphasizes the development of Islamic behavior and personality. Daily instruction includes different aspects of Islamic manners, prayers and how to maintain an Islamic personality in a non-Islamic society. The instructions encompass every aspect of students' lives, such as proper Islamic dress, holiday celebrations, hygiene and personal etiquette (including and male/female social interactions).

XII. Homework Assignments

*Prophet Muhammad (saw) said: “The deeds Most loved by Allah
are those done regularly, even if those deeds are small.”
(Hadith narrated by: Saahi Bukhari)*

Islamic Education is a twenty-four hour learning process, and homework is an integral part of the educational program at AL MANARA. Performing homework assignments regularly will help the

students' levels of understanding and progress. It also helps reinforce their respective skill and knowledge acquired in the classrooms.

At AL MANARA homework assignments vary, consisting of skill sheets, memorization exercises, reports, and projects. Completion of homework assignments is mandatory. Homework will be assigned daily, in small portions, on a subject rotation basis according to each classroom teacher. Students receive a daily homework sheet containing homework assignments for each class. As parents and guardians, you are requested to check your child's homework sheet and sign it daily, once the assignments have been completed.

Al Manara Academy parents /guardians are requested to provide a quiet, well-lit area for the child in which to study and perform daily homework. We suggest that parents limit or eliminate TV viewing during the school week. We strongly urge you to refrain from allowing your child to watch "R" rated and violent TV shows and movies at any time. Instead, select programs and entertainment that will benefit your child morally and educationally. The following "quality time" is recommended as a minimum time for a child to complete daily assignments. Additional study in any subject is encouraged beyond the assigned schedule.

- | | | |
|------------------------|-------|---------|
| o Kindergarten | 15-20 | minutes |
| o First Grade | 20-25 | minutes |
| o Second Grade | 25-30 | minutes |
| o Third Grade | 30-40 | minutes |
| o Fourth Grade | 40-45 | minutes |
| o Fifth Grade | 45-50 | minutes |
| o Sixth Grade | 50-60 | minutes |
| o Seventh Grade and Up | 60+ | minutes |

XIII. SAT (Stanford Achievement Test)

Al Manara Academy annually, administers standardized achievement tests to students from kindergarten through eighth grade. The main purpose of the standardized testing is to provide additional information for the teachers in planning individual and group instruction.

The test provides supplemental information about a child's background knowledge and skills as well as an indication of the general developmental level of the child. However; it is not the only; nor, the most important, assessment of a child's learning progress.

XIV. Academic Requirements

Promotion

At Al Manara Academy the academic policy is that all students must successfully complete the requirements of all subjects in order to be promoted to the next grade level.

Promotion depends on the following criteria:

- ✓ At least 80% attendance.
- ✓ Minimum final grades of "S" (Kindergarten) or "C-" (70%) in all subjects.

Any student earning an "N" (Kindergarten) or "D" or "F" in (grades 1 through 8), in one or two subjects may retake tests offered in August. Upon successfully passing this test, the student will be promoted to the next grade level.

Retention

A student not meeting the promotion requirements listed above will be retained at the current grade level:

- ✓ Any student who earns 69% or below for three subjects will automatically be retained in the same grade.
- ✓ The re-test will not be granted in this case. A conference must be set up with the parents, teachers, and the administration to discuss the student's academic problems.
- ✓ Any child that fails one grade level (see first point), 2 years in a row cannot be readmitted to the school.
- ✓ Missing SAT standardized test results, i.e. student did not attend testing, will prevent promotion.
- ✓ Missing 22 or more school days in a year will prevent promotion.

Advancement

XV. Grading Policy

Al Manara Academy establishes a grading system, which consists of the following letter codes. In grading the role of the teacher is not to make grades to suit student but, to record the grades earned by the each student himself, as accurately as possible.

Pre-School/Kindergarten

- S - Student demonstrated "**Satisfactory**" achievement.
- N - Student "**Needs reinforcement**".
- I - Student is "**Improving**" in his or her performance.

1st-8th Grade

1. Grading system:

- A** - Signifies the student has demonstrated consistent and **superior** understanding and achievement. The quality of the student's performance is 90% and above.
- B** - Signifies the student has demonstrated **above average** achievement. The quality of the student's performance is 80% -89%.
- C** - Signifies the student has demonstrated a fulfillment of the basic objectives of the subject in a **satisfactory** manner. The quality of the student's performance is 70%-79%.
- D** - Signifies the student has not achieved the basic objectives of the subject. It is **unsatisfactory** and below average. The quality of the student's performance is 60%-69%.
- F** - Signifies **failure** to master requirements of the subject. The quality of the student's performance is 59% and below.
- I** - Signifies the student cannot earn a grade because his/her work is **incomplete**. An incomplete will be changed to a letter grade by the next grading period.

2. Distribution of Grading

In each quarter, the student will earn academic credits according to the following distribution.

o Final exam	=	40%
o Tests/Quizzes	=	30%
o Assignments	=	25%
o Personal conduct	=	5%
Total	=	100%

3. Weighted Point System

All grades are included in the computation of the grade point average. Grade point average is figured on the traditional 4.0 systems. The GPA is only recorded for students in grades 9 through 12.

XVI. Student Records

Student records are calculated and maintained by teachers and office personnel. Records are kept in strict confidence. Parents have a right to inspect and review all their child's official records. Requests by parents / guardians for access to the child's records will be granted within a reasonable time frame and mutual convenience for the office personnel. All record requests should be in writing. Due to the right to privacy; Islamic- ally, as well as legally, Al Manara Academy will not release the record of any student without written permission from the legal parent or guardian of the child except, as required by law. Parents should submit a written statement if a change needs to be made on a child's permanent records. Parents transferring their child to another school also need to complete an official withdrawal form to terminate any contract arrangements with Al Manara Academy and to allow for the release of the student's records.

Each teacher should keep adequate records of daily progress of the students.

Confidentiality

Al Manara Academy takes privacy very seriously and we shall protect the privacy of its clients and the confidentiality of their records. The school generally follows the requirements of the Family Educational Rights and Privacy Act (FERPA) to the extent this is practicable, although Al Manara Academy receives no money from the federal government and FERPA is technically inapplicable.

Al Manara Academy recognizes the parent's right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA or another federal or state law authorizes disclosure without consent. The school discloses education records without a parent's prior written consent under the FERPA exception for disclosure to other school officials with legitimate educational interests.

Al Manara Academy acknowledges the parent's right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Unlike the provisions in FERPA, the school does not provide parents with the right to a hearing to request an amendment of the student's education records that the parent or student believes is inaccurate, misleading, or

otherwise in violation of the student's privacy rights under FERPA. However, the school will allow a parent or student to insert a reasonable amount of explanatory written statement to be permanently included within the student's education records.

Progress Report Cards

Al Manara Academy issues progress reports four times during each year. The interim progress reports are issued at the end of the first and third quarters to offer an opportunity for the student and parents to have a better understanding of the child's strengths and deficiencies. Twice during the year semester progress reports will be presented to the parents personally or at parent/teacher conferences. Academic grades are recorded at these times. During the year, teachers or parents may schedule special conferences to discuss specific issues with each other as the need arises.

Parent/teacher conferences are held at the end of the first, second and third quarters. By holding the conferences, parents and teachers together follow up on the student's learning and behavioral progress. Teachers or parents also may request conferences at other times in the year.

Filming of Student

Any parent who does not want his/her child filmed in any way during school activities may ask for that proviso. Upon such request, every reasonable arrangement will be made to protect the student from filming. This may necessitate some unusual procedures to shield the student.

XVII. Home/School Communication

The Islamic education of a child begins at home with the parents from the moment the child is born. It is very beneficial for the child if parents are actively involved in the Islamic education process with the school. Children learn by example. The parents and guardians should model a positive attitude about being a Muslim. It is in this way that all members of the Muslim community can demonstrate that they value Islamic education.

The learning environment of the child is enhanced by communication between the parents or guardians and the school. Parents are expected to attend all parent-teacher conferences. It is essential for you as parents to help your child prepare for school. Insist that your child has a good night's rest and nutritious breakfast. In addition to a clean body, make sure your child has a clean and proper uniform, supplies, books and homework. Please do not allow your child to bring toys of any kind to school without the teachers' permission. Students should also avoid bringing excessive amounts of money or other valuables to school. Over \$5.00 is considered excessive. Monies for trips, tape recorders (for projects) and etc., should be turned in to the appropriate teacher for safekeeping. Please make tuition payments directly to the office.

Al Manara Academy distributes its own newsletter monthly. Please look for this as it holds very informative information about the school for the whole month.

XVIII. Emergency School Closing

Emergency closings due to weather, broken pipes, etc., will be announced on the following Television channels; KSDK - 5, and KDNL - 30, KTVI - 2.

XIX. School Visitors

Parents are welcome to visit and participate in school programs. However, parents are requested to make arrangements at least one day in advance to allow the staff to accommodate your request. Visiting parents may not bring other children or adults unless prior permission has been given or the person(s) accompanying the parent is a prospective enrollee. Likewise, parents may not send other non-enrolled children to spend the day or part of the day with their enrolled child without the principal's advanced authorization.

Visitors must sign in with the school receptionist and are expected to observe Islamic dress and conduct. Please refer to the Appendix for a description of the appropriate dress and conduct.

Al Manara Academy Principal, Director, Principal has an open door policy, Al-Hamdulillah! This means the parents may come to see him or call to talk to him anytime during working hours, if he is not with staff or students. However, for the sake of courtesy and to make sure not to waste the parents' time, parents should call for appointments. If a concern or problem is not satisfactorily resolved at the initial conference, the School Board of directors may be contacted for assistance.

XX. Discipline Procedure

*Abu Heraria has related that the Messenger of Allah (saw) said:
"Verily, Allah does not go after your bodies and appearances, but
Allah (swt) scans your hearts and deeds." (Narrated by Muslim)*

To be successful in both this world and the hereafter, everyone must obey what Allah (swt) says in Al-Quran and follow the Sunnah of Prophet Muhammad (saw). Home is the first foundation where the child learns how to behave and conduct himself/herself. Teaching the child good manners is primarily the responsibility of the parents. Prophet Muhammad (saw) stated "No father can give his child anything better than good manners" (Tirmidhi).

The purpose of the Islamic School is not to take over the responsibility of the parents in teaching good manners and proper behavior. Its purpose is to assist parents to fulfill their responsibility in the child's formation as a well-educated Muslim.

Since the act of "ibadah" (worship) is everything that pleases Allah (swt), the student must form the habit of following not only the expectations listed, but also general rules of good manners and conduct. The excuse that a particular violation of good conduct is not specifically mentioned is not acceptable. Habitual disregard of the Islamic School expectations of good conduct will inevitably lead to serious penalties.

The following are expectations intended to help the Islamic School to function for the benefit of all:

Manners

- A. Obedience - Students are expected to show obedience to Allah (swt), His Prophet Muhammad (saw), and all assigned authorities, i.e., parents, school teachers and staff, and adults (An-Nisa: 59).
- B. Respect - Students are expected to show respect for the teachings of Islam, teachers and staff, adults, and one another as demonstrated by the students' words and actions. Students

are expected to respect the personal property of fellow students and staff and all public properties.

- C. Politeness - Students are expected to seek permission from the teachers or staff before leaving classrooms or the school building. No student is allowed to leave the school campus at any time during the school day without explicit permission from the principal. Parental knowledge and consent are also necessary to gain such permission. Talking and movement should be in a manner appropriate for the area of the school building. Profanity and fighting are not appropriate at any time or in any place.
- D. Honesty - Students are expected to speak and act truthfully. Therefore, stealing and cheating are not permitted at any time by anyone.
- E. Modesty - It is reported that the Prophet Muhammad (saw) said: "Every religion has its special characteristic, and the special characteristic of Islam is modesty." Students are expected to dress and behave in the most modest manner. Boys should not stare at girls, nor should girls act in a manner to bring unnecessary attraction to themselves.
- F. Chastity - Islam does not approve of boyfriend/girlfriend relationships. Boys and girls together are not permitted to intermingle alone or play together after they have reached the age of puberty.

Bullying Policy

Al Manara Academy does not allow its students to bully each other. If we observe bullying we move directly to the action stages.

As soon as we are told that someone is being bullied we investigate the situation. This takes about one hour. After the investigation we initiate actions that start with counseling and move through a litany of what the Principal thinks is appropriate consequences. If there is a reoccurrence, the consequences are executed. The consequences can include everything through expulsion.

Disciplinary Procedures

One of the main purposes of Islamic education is to promote Islamic values to our students. After efforts to teach these values have been made and the student still shows disregard for the Islamic values, as evidenced by cheating, lying, disruptive behavior, rudeness, profanity, fighting, etc.

1. One) Consequences may be in one or more of the following disciplinary procedures:

- ✓ Recording the behavior on the disciplinary sheet
- ✓ Giving extra work assignments, such as community services
- ✓ Elimination of privileges such as recess time and special activities
- ✓ Removal from the group or classroom
- ✓ Scheduling parent/teacher conferences
- ✓ Placing the child on a behavioral contract
- ✓ Placing the child on probation
- ✓ Detention after school hours
- ✓ Suspension from classes for one period, one day, or more
- ✓ Expulsion from school as a last resort

Each student must assume responsibility for his own behavior and act in such a manner that does not injure himself or others. The student behavior, which disrupts other students learning or prevents or distracts teachers from teaching, will not be tolerated.

AL MANARA Offense Report:

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Al Manara Academy Offence Report

Student's Name _____

Grade _____

Date _____

Dear Parent(s): The above-referred student has violated one or more school rules as given below. Please talk to your child about such a violation(s) and urge him/her to a more proper learning environment. These points will be compiled, and if a child accumulated 30 points within a school year, he/she will be suspended until the parents will provide the school with a document from a child psychologist. If the child continues to accumulate points to reach 50 points, he/she will be expelled from school. (Missouri State Law, Section 167.161). Please sign and return this report.

Major Offenses	Minor Offenses	Wudu and Restroom
Disrespectful behavior (2-3)	Violation if Dress code (1)	Not leaving the wudu area clean (1)
Name Calling (4-6)	Disruption in the classroom (2-4)	Water fight (2)
Profanity (4-8)	Untidy appearance (1)	Not making wudu before salat (2)
Fighting and Assault (6-10)	Unexcused absence (1-2)	Hiding in restroom (3)
Carrying Dangerous Objects (8-12)	Tardy to class (3)	Throwing paper towels on floor (2)
Damage to property (6-10)	Breaking area rules specifically (2)	Performing Wudu carelessly (2)
Stealing (6-10)	Talking back to teacher (2)	Payer / Jummah Offenses
Cigarettes (5)	Climbing playground fences (2)	Absent for Khutbah (4-6)
Extortion (6-10)	Tardy to assembly (1)	Late entry to khutbah (4-6)
Refusal to follow Direction (2-3)	Running in hallways (1)	Talking during Khutbah (4-6)
Verbal Threat (6-8)	Eating/chewing gum in class (1)	Carrying objects into prayer (2)
Physical Threat (6-8)	Not leaving lunch plate clean (2)	Refusal to follow direction (2)
False Fire alarm (20)	Disruption in the assembly (1)	Untidy appearance (2)
Leaving campus without permission (20)	Homework and test offenses	Hijab not worn properly (1)
Bringing school illegal and harmful weapon (50)	Incomplete work (1)	Physical threat during Jummah (4)
Lying (6-10)	Not turned in on time (2)	Verbal threat during Jummah (4)
Cheating, Academic dishonesty (20)	Not signed by parents (1)	Wandering around/leaving khutbah Prayer (5)
	Illegible work (1)	Causing disruption during khutbah /prayer (5)

Other: _____

Comments of Staff Member Writing Report:

Student's Statement:

Total Points Deducted for Offense: _____

Teacher's Signature

Principal Signature

Parent's Signature

2. Two) Probation:

Probation is a status that lasts for a minimum of one quarter to a maximum of one calendar year. While on probation the student who violates any major infractions or a serious accumulation of minor infractions of Al Manara Academy rules and regulations could result in suspension or expulsion. The following acts are considered as major violations of Islamic School standards and supported by shari'ah (Islamic law):

- ✓ Stealing
- ✓ Smoking
- ✓ Gambling
- ✓ Vandalism
- ✓ Cheating or lying
- ✓ Physical fighting
- ✓ Possession or use of weapons
- ✓ Gang affiliation or gang like activities
- ✓ Defiant, rebellious disobedience or attitude
- ✓ Alcohol or drug possession or use
- ✓ Profanity or obscenity in gestures, drawings, writings
- ✓ Zina (fornication), or lewd & licentious behavior
- ✓ Possession or distribution of any paraphernalia designed for use in any of the above described activities

3. Three) Suspension:

Suspension is dismissal from classes for a period of time which may be served at home or at school, depending on the decision of the principal. Any student whose conduct tends to demoralize Al Manara Academy may be suspended by the principal by the authority of the Al Manara Academy board of directors. The student, who consistently refuses to follow a teacher's directive or consistently disregards Al Manara Academy regulations, may be suspended by the principal, in accordance with Qur'an and Sunnah and Missouri state law, section 167.161 RSMO.

4. Four) Expulsion:

Expulsion is dismissal from school, usually without the privileges of re-admittance to Al Manara Academy. Any student, who deliberately shows disobedience and disrespect to Allah (swt), His Prophet Muhammad (saw) and Islamic School assigned authorities, will face dismissal from Al Manara Academy. The examples of such serious cases are physical fighting, stealing, and dealing with drugs, alcohol and zina (fornication/adultery).

Problems

1. Respect

Students are expected to show respect for the teachings of Islam, teachers and staff, adults, and one another as demonstrated by the students' words and actions. Students are expected to respect the personal property of fellow students and staff and all public properties.

- ✓ Verbal insults to teachers, other staff and other students.
- ✓ Refusing to do what asked to do or doing what asked not to do

2. Fighting

Initiating or reacting to fighting in school with other students. This includes:

- ✓ Verbally insulting, threatening, shouting and the use of foul language.
- ✓ Pushing, grabbing, and pulling.
- ✓ Punching, kicking or being excessively aggressive.

3. Cleanliness

- ✓ Attire and uniform
- ✓ Hygiene and being well groomed
- ✓ Responsible for littering in classroom and hallway
- ✓ Cleaning after oneself when using the bathroom
- ✓ Cleaning after lunch

4. Potential Consequences

These consequences are not necessarily sequential.

- ✓ Warning: Either verbal or in writing
- ✓ Conference: With the parent(s)
- ✓ Detention: In school detention that should imply isolation of student and writing repetitive sentences and other assignments depending on the circumstances (i.e. apologizing, clean up ...etc)
- ✓ Suspension: For up to a maximum of 10 days (Beyond which a discipline committee that includes school committee representation must first convene)
- ✓ Recommendation for Expulsion: Final decision will be approved by the chairman of the school committee and can be based either on:
 - o One) Excessive disciplinary violation
 - o Two) Exhaustion of all previous disciplinary consequences
 - o Three) three suspensions

XXI. Conflict of Interest & Problem Resolution

Al Manara Academy is dedicated to providing a high standard of service and to maintaining its reputation for honesty and integrity in all its dealings with children, parents, teachers and our community. If our level of service has failed to meet your expectations, we would like you to tell us.

It is Al Manara's goal to make a positive difference in lives of our children, parents, teachers, staff and our community and, as such, all complaints and disputes will be dealt with promptly and fairly.

If you wish to make a complaint you may do so by contacting our office. Or alternatively you can tell us about your complaint by writing a letter or email. Our contact information can be found at the beginning of this handbook. We take all complaints very seriously. Each complaint will be recorded in the Book of Complaints and appropriate Complaint ID will be issued so you can track the progress of resolution.

Conflict of Interest

The conflict of interest policy shall be defined in the Conflict of Interest Policy of the Al Manara Academy (adopted by the Board of Directors).

Complaint & Problem Resolution Policy

Any complaints regarding teachers or staff members should be first addressed directly with the concerned party. If the concern is not resolved, then the immediate supervisor or principal should be involved. If the concern is not resolved after talking to immediate supervisor or principal, the complaint shall be recorded in Book of Complaints. The Complaint ID shall be issued so you can track the resolution of your complaint(s).

If you chose so, you can tell us about your complaint by writing a letter or email. Please provide your contact information so we can send you Complaint ID which you can use to track the progress of your complaint resolution.

Any unresolved concerns and complaints about the Principal or any Board Member should be addressed to the School Board in writing. The complaint shall be added to the Book of Complaints and appropriate Complaint ID shall be issued.

The School Board or appointed Conflict Resolution Committee shall review each complaint from the Book of Complaints at the next scheduled meeting and propose appropriate resolution. If necessary, the School Board shall schedule the hearing of the concern in a reasonable time period. The School Board reserves the right to organize Ad-Hoc Conflict Resolution Committee in order to start the complaint resolution on single or multiple complaints.

- a) The School Board shall, if appropriate, appoint a disinterested member of the School in good standing or third party not associated with the Al Manara Academy to be part of the ad-hoc committee in order to investigate alternatives to the proposed solution or arrangement. The Board reserves the right, if appropriate, to organize Ad-Hoc Conflict Resolution Committee by appointing only third party individuals not associated to the School.
- b) The School Board will elect the Chair of the Ad-Hoc Conflict Resolution Committee who shall preside over the proceedings and conflict resolution process.
- c) The Ad-Hoc Conflict Resolution Committee shall interview all parties involved in the complaint resolution.
- d) After any discussion with the parties involved, the party shall leave the Ad-Hoc Conflict Resolution committee while the determination of an issue resolution or solution to the problem is discussed and voted upon. The Ad-Hoc Conflict Resolution Committee shall determine appropriate action if it is determined that the problem exists.
- e) If a more advantageous solution or arrangement is not reasonably possible under circumstances not producing a conflict of interest or additional problems, the Ad-Hoc Conflict Resolution Committee shall determine by a two-third vote of the disinterested members whether the proposed solution or arrangement is in the School's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to implement suggested solution or arrangement.
- f) After the decision has been made by the Ad-Hoc Conflict Resolution Committee, any party in the complaint resolution has the right to submit appeal to the proposed solution or arrangement one time. The School Board reserves the right to appoint a new Ad-Hoc Conflict Resolution Committee to review an appeal.
- g) If the complaint has a religious nature or if it needs review from the Islamic perspective, the Religious Director shall be part of the Ad-Hoc Conflict Resolution Committee.
- h) The Religious Director has veto power only if the decision made by the School Board or Ad-Hoc Conflict Resolution Committee is not according to the Islamic Law. Religious Director shall provide written explanation of the reason for the veto 7 days after such decision is made. Appropriate Islamic references shall be quoted in the written explanation. The School Board or Ad-Hoc Conflict Resolution Committee shall adopt Religious Director's decision and, if

necessary, shall work on alternate solution. In a case that two thirds of School Board or Ad-Hoc Committee are not in agreement with the Religious Director's explanation of the veto decision, the School Board has the right to contact third party scholar to get the second opinion. The third party has to be somebody who has the authority and the background to deal with the issue at hand. The School Board shall accept the opinion of the scholar and they will work on alternate solution. Any decision made shall not violate any laws of the U.S.

- i) After final decision has been reached and voted upon, no additional appeals shall be accepted.
- j) The final decision shall be valid and in effect immediately after it was signed by the Chair of the Ad-Hoc Conflict Resolution Committee, all members of Ad-Hoc Committee and, if possible, parties involved in the complaint or problem resolution.
- k) The School Board shall define the strategy to implement agreed upon complaint resolution. If necessary, the School Board shall delegate that responsibility to the current School staff.

XXII. Dress Code

Ibn 'Umar reported that the Messenger of Allah (saw) said: "He who imitated a people (other than the Muslims) would be among them." (Musnad Ahmad)

The concept and practice of the Islamic dress code is introduced to our children as early as three years of age in the preschool. All students are required to wear clean, neat, and well-pressed uniforms. The uniform must cover the body loosely, without being transparent, revealing, or tight. Girl's uniform should not expose the legs. Boy's shirts/tunics should be long enough to cover the private area and pants should not drag below the ankles. A head covering for girls is part of the Islamic dress uniform. Coats, hats, jackets must be removed and stored once classes have begun. Only burgundy or grey cardigan type sweaters may be worn over the uniform. Please refer to the Appendix for detailed uniform specifications.

Students not dressed in the proper uniform (which includes the cleanliness and neatness of the uniform, inappropriate haircuts, wearing jewelry, nail polish or makeup) will be denied entry to classes. It is not appropriate for students to wear clothing that have words or pictures displaying themes other than Al-Islam for physical education or other school functions. Parents will be contacted to either pick up the child or to bring required garments if the child neglects any of the required dress standards.

A child learns best by imitating what adults do. Therefore, to help us teach our children the value of the Islamic dress, all parents are also required to observe Islamic dress standards and behavior at Al Manara Academy.

Al Manara Uniform Requirements

General Requirement

Hair:

- ✓ Cover for all girls (creme scarf)—mandatory they have reached the age of puberty. All girls must wear a white scarf.
- ✓ Plain cut for boys, i.e., no designs, braids, dreadlocks, etc.
- ✓ White kufi for boys

Feet:

- ✓ Enclosed tennis shoes or sneakers or gym shoes, **no sandals or open style shoes** (clogs, thongs, etc.)
- ✓ Clean socks

Gym:

- ✓ Students may bring sweat pants for physical education/recess
- ✓ Plain t-shirts or t-shirts with Islamic themes; no t-shirts advertising any other messages or pictures. T-shirts can be worn under uniform.
- ✓ Sweaters or Cardigans (front button style), burgundy or grey only
- ✓ No jackets, sweatshirts, plaid shirts, coats, etc., to be worn over the uniform.

*Girls are welcome to wear a full-length black abaya/jilbab

*Boys are welcome to wear a white full-length thobe

Girls' Uniforms (from French Toast Uniform company)**KG - 4th Grades:**

- (I) Burgundy/gray plaid jumper (French Toast brand)
- (II) Gray pants
- (III) Long-sleeved burgundy collared shirt
- (IV) Cream colored hijab
- (V) Tennis shoes
- (VI)

Grades – 5th - 8th:

- (I) Black full-length abaya/Jilbab
- (II) creme scarf

Boys' uniforms**KG-8th Grades:**

- (I) Khaki pants
- (II) Burgundy collared shirt
- (III) Tennis shoes

For more information visit <http://www.almanara-stl.com/uniform.pdf>

XXIII. General Rules

Attendance

"Do not abuse the time, for I (Allah swt) am the time" (Hadith Qudsi).

Regular and punctual attendance is an important responsibility of the parent and student. The teacher cannot teach a student who is not present. Tardiness and absence disrupt the continuity of instruction not only for the individual student who is absent but also for the entire class. School begins promptly, at 7:00 A.M with the morning assembly.

A student's absence or tardiness from school is recorded as excused for the following reasons only:

1. Illness;
2. Death in the family;
3. Court summons;
4. Authorized school activities.
5. Extreme weather / travel conditions (as determined by the principal).

When a child is absent or tardy, he/she is required to bring a note from home or from a doctor explaining the reason for the absence or tardiness before being admitted to class. In the case of illness, a parent or guardian should call and notify the school office on the day of the absence or it will be considered an unexcused absence. Notification of court summons or authorized school activities should be given at least one week in advance.

All missed assignments should be made up within one week of the excused absence to avoid receiving a grade of "F" for the missing work. Parents may request a Homework Assignment Sheet prior to the day of the absence (or on the day of absence for illness) which will be passed to each teacher. The Homework Sheet will then be available for pickup by 7:10 AM on the next school day. In case of lengthy absences due to extended illness, the teachers and principal will determine appropriate methods to make up work.

Absences and tardies are recorded as unexcused for any reason other than those listed above. A student arriving after assembly must report to the office with his/her written excuse before being admitted to class. On the second unexcused tardy or absence, parents will receive a written reminder regarding the rules of attendance. On the third unexcused absence or tardy, the student will receive one after-school detention. If there is a fifth absence or tardy, the student will not be allowed to return to classes until a parent conference has been held with the school administration to determine a solution for the problem. Work missed due to unexcused absence or tardiness is made up at the prerogative of the teacher. This procedure is repeated for each quarter. Early childhood students will not receive a detention, however, the suspension policy will be enforced.

Parents who wish to take their child out of school before the end of the school day (2:30 P.M.) must either come to the school in person or send an authorized person (as listed on the enrollment form) to pick up the child. This individual is required to sign an early release permit. Please note that early releases are considered unexcused absences unless the absences comply with the reasons previously stated.

The authorized person must present a photo I.D. if he/she is unknown to the office staff. The office will notify the teacher that this has been done before the teacher can release the child to the parent, guardian, or authorized person. The teachers will direct the parents or authorized persons to the office if they have not completed this procedure when requesting an early release.

Health

Whenever children are in a group situation, they are more prone to illness. This is another reason it is very important to keep your child clean and nourished with well-balanced meals. Remind your child to wash his/her hands thoroughly after bathroom usage and to keep all nonfood items out of his/her mouth. Teach your child the Islamic etiquette for bathroom usage – sitting on the toilet for both girls and boys, using water for cleansing of the private body parts.

In the event your child becomes ill, please make sure he/she is free of all symptoms for at least 24 hours before returning to school. Several common illnesses and the required isolation periods are listed in the Appendix for your convenience. For any illnesses not listed, contact your family's physician.

Teachers are not permitted to administer medications. Parents can keep the child at home or arrange another time at home for the child to take medication unless special written agreement has been made between the principal and the parent for a chronic condition. The medication then must be stored in the office for dispensation. No child should have any kind of medication including aspirin/Tylenol upon his/her person.

Health chart for School and Parents cooperation:

DISEASE	SIGNS/SYMPTOMS	HOW SPREAD	ATTENDANCE
CHICKEN POX	Fever, malaise (tiredness), blister-like rash widely spread.	Contact with infected person or articles used by them.	7 day and until lesions are dried up.
IMPETIGO	Crusty lesions more on exposed parts of body. May drain. Often follows an insect bite or skin abrasion.	Contact with lesions or infected people and discharge from nose or Throat; self-infectious.	Sores must be covered. Under Dr. treatment 24 hours. (Dr. note requested).
INFLUENZA	Combination of headache, nausea, diarrhea, muscle ache, sometimes fever.	Contact with infected people or articles used by them.	Exclude for 3-5 days and fever has ceased for at least 24 hours.
MEASLES "old fashioned"	Resemble common cold. Runny nose and eyes, fever, cough. Rash appears in 3-4 days.	Virus found in secretion of nose & throat. Contact with infected people and articles used by them.	Exclude during cold symptoms and 8 days after rash is gone.
MUMPS	Slight fever, swelling at angle of jaw & front of ears.	Contact with infected people and articles used by them.	7 days and no swelling or tenderness.
HEAD LICE	Irritation and itching of scalp, presence of light gray insects & eggs in hair.	Contact with infected people. Insects may jump person to person.	Prescription shampoo second application 1 week later. Must be free of insects & nits.
PINK EYE	Conjunctivitis of 1 or both eyes. Light sensitivity, itching, runny eyes, swollen lids, reddened rims, eventually yellow mucous drainage.	Contact with infected people or articles used by them.	Note from Dr. when Symptoms disappear (1-2) week.
STREP THROAT	Very red and sore throat	Contact with nasal discharge.	24 hours after prescribed medication
RING WORM	Flat red spot spread out like a circle. Seems to heal in the middle while area grows larger & flaky.	Contact with infected people or articles used by them.	Under Dr. treatment & note. Sores must be covered.
SCABIES	Itching, eruptions found in folds of skin, fronts of wrists, webs of fingers.	Contact with infected people or their clothing.	Under Dr. treatment & note from Dr.
SCARLET FEVER	Sudden onset, fever nausea, pinpoint rash, sore throat with blisters on tonsils & back of throat.	Contact with nasal discharge, infected people & articles used them.	Exclude 7 days until fully recovered or after 72 hours Dr. care

Safety

To help us ensure the safety of your child, we request that you provide the school with up-to-date health information, emergency numbers, and the names of adults authorized to pick-up your child. Please pick up your child promptly and supervise their activity until they leave the school grounds with you. The office is unable to effectively handle non-emergency transportation and other personal calls. Please make transportation arrangements for your child prior to the school day, and make sure that your child is aware of the arrangements before coming to school.

Lunch & Snacks

Islamic education doesn't stop at lunchtime. Provide your child with healthy lunches (and snacks for preschool through kindergarten). Lunch boxes should not have superheroes, partial nudity, or reflect non-Islamic values.

Computer Use

All of our students may use the computers and internet unless they have been restricted from same for disciplinary reasons. The School however, may monitor, check, inspect, censor all computer/internet use on its grounds or during its activities.

XXIV. The Importance of Islamic Education

"Those who believe and their children who follow them in faith will be united together. Everyone will receive his due worth." (Al-Qur'an 52:21)

According to Islamic teachings, parents residing in the paradise, with the mercy of Allah, would wish very eagerly that their children would be with them in the paradise, too. Allah (swt) will please these parents by making their children join the family, if the following conditions are fulfilled, according to the above ayah.

First of all, parents must be believers in Islam. Secondly, their children must also be believers in Islam. Lastly, the children must follow the footsteps of their parents in good deeds. Allah (swt) promises in Al-Qur'an that He (swt) then will make the whole family come together, forever, in paradise (Al-Jannah).

In order to fulfill these three important conditions, and to benefit from the open invitation and sacred promise of Allah (swt), Islamic education is a must, and an Islamic school is a necessity for us as parents living in a non-Islamic society. Islamic education is the education about Allah (swt) the Creator and all His creation within the instruction of conventional subject areas. With this approach, children will be continuously assisted to achieve the state of (taqwa) awareness and fear of displeasing Allah (swt).

According to a Hadith mentioned by Ibn Katheer and narrated by Abu Hurarah in Musnad Ahmad, individuals residing in very high levels of paradise will wonder how they reached the high levels when their own deeds did not seem to merit such a reward. Allah (swt) will say to them:

"You left behind your children who were praying for you all the time, and this kept raising your level in paradise, higher and higher."

If we as parents wish to raise our children to pray for us, and whose prayers are granted by Allah (swt), Islamic education is the only alternative. Full-time Islamic education should be the top priority for us

and for our children. Then we will see, with the mercy of Allah (swt), all family members together and in higher and higher levels in paradise, insha' Allah.

XXV. Friendship in Islam

Quotations from the Qur'aan:

Statements of Allah (swt)

1. "Your (real) friends are Allah, Rasulallah, and the Believers, who establish regular salat and pay zakat and bow down humbly in worship." 5:55
2. "As for those who take Allah, Rasulallah and the Believers for friends, they are in the party of Allah and they shall be triumphant." 5:56
3. "O you who believe! Take not the unbelievers for friends rather than the Believers. Do you wish to offer Allah an open proof against yourselves?" 5:144
4. "O you who believe! You must fear Allah and be with those who are righteous in Islam." 9:119
5. "Let not the Believers take the unbelievers for friends or helpers rather than the Believers. Whoever does this, he shall have nothing of friendship with Allah..." 3:28
6. "O you who believe! Take not for friends and protectors those who take your religion for a mockery or sport, whether among 'Ahuil Kitaab' or Kuffar'. You must fear Allah, if you are believers." 5:57
7. "And keep yourself among those who pray to Allah every morning and evening and they (the Believers) desire only His pleasure; and do not turn your eyes away from them (the Believers) to the attractions and adornment of this worldly life; and do not follow him whose heart We have turned away from Our remembrance, and who follows his desires and therefore he has broken the limit of Islam." 18:28

Quotes from the Hadith of Rasulallah (saw)

1. One companion asked Rasulallah (saw), "Who can be my best friend?" Rasulallah (saw) answered, "Your best friend is a person:
 - ✓ when you see him, he makes you remember Allah;
 - ✓ when you listen to him, knowledge of Islam is increased; and
 - ✓ when you see his actions, you are reminded of the life of the Hereafter."
2. Rasulallah (saw) taught his companions by saying, "Shall I tell you a thing by which you can obtain good in this world and the Hereafter?"
 - ✓ Be with the assemblies of those who remember Allah (swt).
 - ✓ Be busy in remembrance of Allah (saw) when you are alone.
 - ✓ Be in the gatherings wherein knowledge of Islam and Qur'an is taught.
 - ✓ Be with those whose love is for the sake of Allah (swt).
 - ✓ Be with those whose dislike is for the sake of Allah (swt).

XXVI. Parent Involvement

Al Manara Academy invites all parents and community members to take an active part in the Islamic education process. There are two major ways that this can be done:

First, all parents are expected to participate in the PTO (Parent teachers organization) this is a school-parent dialogue group that exchanges learning ideas regarding Islamic education and parenting in North America.

Second, the Parent teacher's organization was formed as a task force group designed to implement programs such as fundraising projects, upgrading the Al Manara Academy facility, assisting with enrichment activities, and providing assistance to staff during special events. This group is open to all who are interested in active participation. Meetings are scheduled in the Al Manara Academy Calendars. However, PTO activities are ongoing throughout the month.

Parents are welcome to participate during special event activities, such as the science and math fair, Qur'an competitions, extra-curricular activities, etc. Homeroom helpers are always welcome. Please let the school know if you would like to participate in any of these ways.

XXVII. Definition of Child Abuse and Neglect

Definitions as found in Sections 210.110 and 210.166 of Missouri Law:

CHILD IN MISSOURI, a child is defined as:

... any person, regardless of physical or mental condition, under eighteen years of age. (210.110)

... "those responsible for the care, custody, and control of the child", are those included but not limited to the parents or guardian of a child, other members of the child's household, or those exercising supervision over a child for any part of a twenty-four hour day. Those responsible for the care, custody and control shall also include any adult, who, based on their relationship to the parents of the child, members of the child's household or family, has access to the child. (210.110)

ABUSE IN MISSOURI, abuse is defined as:

... any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for his care, custody, and control except that discipline including spanking, administered in a reasonable manner shall not be construed to be abuse. (210.110)

NEGLECT IN MISSOURI, neglect is defined as:

... Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for his well-being. (210.110)

IN MISSOURI, educational neglect is specifically defined as:

... Failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required for children ages 7 through 16 years.

Educational neglect must be differentiated from truancy (a status offense). When a child is continuously absent from school through intent or neglect of the parent or caretaker, there is educational neglect. When a child is absent through his/her own intent, this is truancy and not reportable as child abuse/neglect.

Home schooling does not constitute educational neglect. When a parent or caretaker is providing a child an education in their home the DFS worker should refer the matter to the Superintendent of Schools of the appropriate school district.

REPORTS

WHO MUST REPORT?

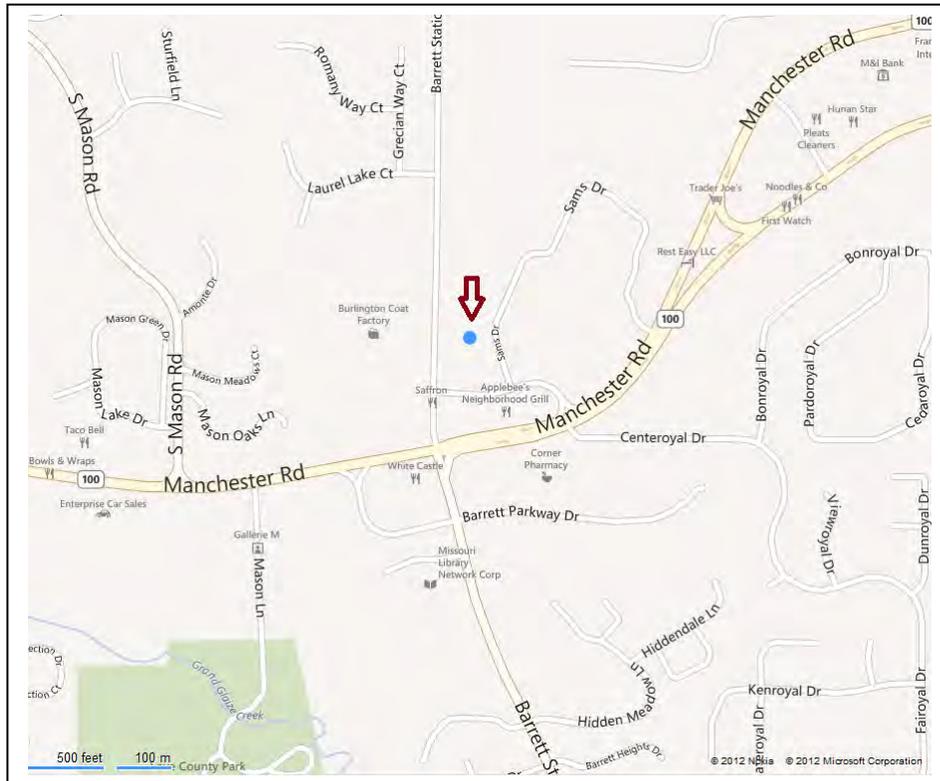
Reports must be made by:

... any Physician, Medical Examiner, Coroner, Dentist, Chiropractor, Optometrist, Podiatrist, Resident, Intern, Nurse, Hospital and Clinic Personnel (engaged in the examination, care, treatment or research of persons), and other Health Practitioner, Psychologist, Mental Health Professional, Social Worker, Day Care Center Worker or other Child Care Worker, Juvenile Officer, Probation or Parole Officer, Teacher, Principal or other School Official, Christian Science Practitioner, Peace Officer or Law Enforcement Official, or other person with responsibility for the care of children. (210.115)

Whenever such person is required to report under Sections 210.109 to 210.183 in his official capacity as a staff member of a medical institution, school facility, or other agency, whether public or private, the person in charge or a designated agent shall be notified immediately. The person in charge or a designated agent shall then become responsible for immediately making or causing such report to be made to the division. Nothing in this section, however, is meant to preclude any person from reporting abuse or neglect. (210.115)



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