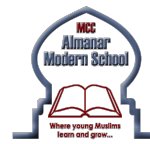


MUSLIM COMMUNITY CENTER  
OF GREATER SAN DIEGO  
UNITED BY OUR FAITH

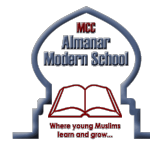
# Al-Manar Modern School

## Parent/Guardian Handbook 2013-2014



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## ***Dear Parents,***

This handbook explains procedures and regulations of Al-Manar Modern School that will help your child get the best of his/her education. Al-Manar Modern Staff believes that the policies outlined herein will enhance the individual personalities of your children as good Muslims in an Islamic environment. It is our mission to provide a safe, nourishing, Islamic education environment that encourages growth learning and Islamic values. There are many new changes that are on the horizon this year. It is our hope that with your participation in your child's Islamic and Arabic education; coupled with the committed staff and age appropriate curriculum that we can instill the Islamic values and understanding of the Quran that will impact your children for years to come. we strongly urge you to go over the contents with your child. May Allah (SWT) reward our efforts and always keep us on the right path. We appreciate your cooperation and continued support.

Sincerely,  
Al-Manar Modern School Administration

## ***Administration***

Al-Manar Modern School Administration is onsite and available to the students and parents every Saturday and Sunday. Office hours are from 9:30am to 1:30pm. To discuss a specific issue an appointment is encouraged. Below is a list of administration:

- 1- Education board
- 2- Principal
- 3- Office Administrator

## ***Admission/Enrollment***

The child should be at least 4 years of age to be eligible for enrollment in pre-School and these are the following of the grades and the corresponding age group:

Pre- School: Age 4-6

Prep1: Age 5-7

Level 1: 7-9

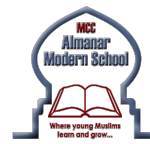
Level 2: 8-11

Level 3: 9-12

Level 4: 9-13

Advanced class: 13-16

The child is required to be enrolled by his/her parent or guardian. The registration application form must be completely filled out for the new students and updated by current information for old students. The student may begin as soon as the registration form has been filled. **Any parents who withdraw their children from Al-Manar school and want to enroll them again after one month then Full registration fees will be due. Any parents who want to withdraw their children from Al-Manar Modern School for any reason, they need to fill out the exit form and explain their reasons for this withdrawal.** The maximum numbers for our students in each class is 15 students with an exception to 17 students only for those who interest to attend one class **only**.



## ***Fees***

Membership is \$ 75 each month  
Non-Members is \$95 each month

## ***School Hours:***

Al-Manar Modern School starts at 10:00am- 1:30pm in Saturday/ Sunday

Note: Students are required to pray Dhuhur Salah in congregation and parents are strongly recommended to join with their children. Let us practice what we teach our children.

## ***Curriculum/ Books***

The school will provide the students books for Arabic and Islamic studies. Students are expected to take care of the books and write their names on them. Students are required to bring all the books to school on every Saturday/ Sunday. School will charge the cost of the books in case second copy needs to be required.

Our curriculum is divided into three subjects including Quranic studies (Memorization/Telawah), Islamic Studies ( Seerah, Aqeedah, Figh, Ibadats, Manars, Quranic stories, and Islamic history) And Arabic language( Reading , writing and speaking).

## ***Parents Role in Education***

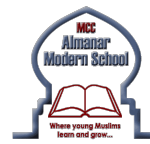
Parents plays an essential role in their children's success and well-being. So Al-Manar school strongly encourages our dear parents to promote an Islamic life-style in the home, because it is not possible for any school to exclusively take on the role of raising a Muslim child. The simple fact is this: the relative important of Islam in your life as a family is the closest indicator of its future importance in your child's. In addition to the responsibilities of providing an atmosphere that places Islam at the center of your life.

Al-Manar Modern School kindly requests your cooperation in the following matters:

- 1- Parents are expected to bring their children to school on time and to make an arrangement for them to be picked up on time.
- 2- Parents are expected to ensure that their children are well rested before coming to school.
- 3- Parents are expected to attend school meeting and functions.
- 4- Parents are expected to treat staff and administration with consideration and respect.
- 5- Parents are expected to make appointments to speak or meet with their child' teacher or with the principle.
- 6- Parents are not allowed to attend their child's classroom, or be disruptive in the class at any time.**
- 7- Parents are not allowed to distribute any snacks, Candy or any kinds of food without prior permission from the office.**
- 8- Parents are welcoming to volunteer in helping in the library, assist with school activities, and assist in the playground and mentor students.

## ***Discipline Policy***

Students are expected to demonstrate respect for themselves, towards others, towards learning and toward property.



**Respect for others:** Treat others kindly, speak in an appropriate tone of voice, and keep hands, feet and objects to self, use positive language and attitude.

**Respect for self:** Dress appropriately, speak in an appropriate tone of voice, talk to your teacher if you are having any problem in class, and engage in school activities positively.

**Respect for learning:** be on time for class every week, be prepared with school duties, complete and submit homework on time, listen to your teacher when he/she is speaking.

**Respect for property:** Keep the Masjid clean and neat, clean up your own trash throughout the school and Masjid property, walk calmly in the hallway, no running at praying area, no playing in the Masjid area, ask for permission before touching anything that does not belong to you.

## ***Dress Code***

In order to preserve the sanctity of Al-Manar Modern School, we shall require all students to wear appropriate dress while in the center. We ask that parents ensure that students maintain a proper dress which display respect for center's etiquette. Girls in grades 1st to 7<sup>th</sup> should bring a scarf to wear during Quran and for Salaht. Let us try our best to keep the Masjid a wonderful place where the basic principles of Islam are applied.

## ***Student Arrival and Departure Times***

Classes will begin promptly at 10:00 a.m. and will end at 1:30 p.m. Please ensure that your child will be at School on time to ensure that classes are not disrupted once the session begins and the children maximize their learning time while at the School. Any parents who want to pick up their children early, they should fill a Permission slip from the office earlier.

Al-Manar Modern School is not a day care center. It does not and cannot provide childcare services. It is the responsibility of the parent/guardian to pick up the child on time. "ON TIME" means immediately after the child's class ends. A late pick-up charge will apply and must be paid by the parent/guardian upon pick-up. The charge is as follows:

\$5 for the first five minutes

\$1 for each additional minute

## ***Parent/Guardian Sign In/Out Sheets***

A document containing a list of student names can be found in each classroom. This document is a sign in/out sheet for parents/guardians. All parents/guardians, please be sure to sign IN and sign OUT each of your children each time you bring them to School and pick them up. For legal purposes, it is extremely important for the School to have everyone follow this process every School day.

## ***Parent/Guardian Liability***

The parent/guardian shall be liable for any damages or injuries caused by their child to other persons, the Almanar Modern School, or to the premises in which the School is located. The Almanar Modern School and its employees are not liable for any School's student outside the School's facility, after the student leaves the School or inside the school after school hours.



### ***Registration, Textbook and Materials Fee***

There is a non-refundable annual registration fee of \$75 per child for MCC members and \$95 per child for non-members. This fee will cover the cost of the textbooks and materials needed for the school year. In order to receive the membership discounts on registration and tuition, all MCC membership dues must be up to date and proof of membership will be required.

### ***Tuition Payment***

The monthly tuition for MCC members is \$75 per child and \$95 per child for non-members. Tuition for each month is due on the first weekend of that month. If the tuition payment is not received by the second week of the month for which it is due, it will be considered late. A late fee of \$10 will be added to the tuition amount for every month the tuition is paid late.

***Please note that if there is a long waiting list at the School, priority registration will be given to the children whose parents are MCC members and are up to date on their membership dues.***

### ***Returned Check Policy***

A processing fee of \$20 will be charged every time a check is returned.

### ***Cancellation Notice***

A written, two-week notice is required if a child is leaving the School. If a two-week notice is not provided, the tuition for the remainder of the month will be retained.

### ***Student Absences or Illness***

Refunds to the tuition will not be given if a child misses classes during the School year due to illness, vacation, or for any other voluntary reason. If a child will be absent for greater than 1 week, the parent/guardian is responsible for contacting the teacher for the missed work so that the child makes up the work missed and avoids falling behind in the classroom. **If a child is excessively absent during the School year, he/she will be required to repeat the class again and to repay the full registration fees after one month's absence without excuses.**

### ***Updated Contact Information***

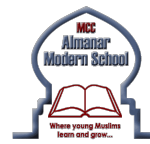
When there is a change in a student's personal situation (e.g. name change, address/phone change, change in emergency contact, etc.), an updated form must be completed by the parent/guardian and provided to the School Administration *immediately*. This will ensure that accurate contact information is on file in case of an emergency situation.

### ***Report Cards***

There will be **two tests** for the entire year and the results of the tests as well as teachers' evaluations during class work should be documented in the students' progress reports. Teachers are responsible for tracking the performance of each student and keeping accurate records of each student's grades. Students will be issued report cards twice a year (once in January and once at the end of the School year), which will be prepared by the teacher. A copy of the report cards will be provided to the School Administration for retention in the student's file.

### ***Communication***

It is the teachers' responsibility to keep parents/guardians aware of the progress of their child in the classroom. If a student is having any problems, the teacher will inform the parent/guardian as well as the



principal and/or vice principal.

It is extremely important to keep an open line of communication with School Administration. Any concerns related to issues *outside of the classroom* should be addressed with the *principal*. Any concerns related to issues *inside the classroom* should be addressed with the *relevant teacher* first.

School updates will be communicated to the parents/guardians via memos and via the School newsletter that is published in the MCC Voice on a monthly basis. Also, the School Administration will be conducting surveys to get crucial feedback from parents/guardians on the progress of the School. Parents/guardians are strongly encouraged to participate in the surveys and provide their comments.

### ***Snack Requirements***

The school will be selling snacks and pizza. Pizza slice is for \$1.00 and snacks and drinks are for sale for \$0.50. Students may also bring their own snack with them. (*Examples of healthy snacks and drinks are as follows: bagels and cream cheese, fresh fruits (washed and cut), vegetable tray and dip, salsa and tortilla chips, peanut butter and jelly sandwiches, trail mixes, 100% real fruit juices, and water.*)

### ***School Holidays/Breaks***

The School will observe three holidays or breaks during this year. Students will observe two holidays for Eid (one for Eid Al' Fitr and one for Eid Al' Adha). The remaining holiday will be finalized by the School staff each year and will be communicated to all parents/guardians via the School holiday calendar distributed at the beginning of the School year. Full tuition is required during the observance of these three breaks.

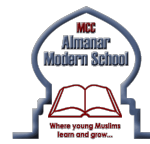
### ***School Rules and Disciplinary Action***

In order to ensure the safety of our students, we have compiled a formal list of School Rules that all students will need to abide by. Below is a summary of the rules:

1. Running will not be allowed in the School at any time (including break time)
2. Hitting, threatening, harassing or bullying others, and acts of physical violence will not be tolerated
3. Name calling or inappropriate language in or out of the classroom will not be allowed
4. Students must demonstrate acts of honesty at all times
5. Students must respect each other and all staff members
6. Students must demonstrate good Islamic behavior at all times

If a student breaks the rules the 1<sup>st</sup> time, he/she will be issued a verbal warning. If a student breaks the rules the 2<sup>nd</sup> time, he/she will be given a written warning, a note will be sent home to the parents, and the principal and/or vice principal will be notified. Should the student break the rules the 3<sup>rd</sup> time, he/she will be sent to the office and his/her parents will be contacted.

***In-School Discipline:*** The following infractions will result in immediate in house suspension of one or more weeks: Severe disrespect of, or rudeness to teachers or other staff on school ground, damaging or breaking school, Masjid or personal property, fighting with other students physically, of profanity either verbally or with gesture, continuous disruptions of class and lying to avoid consequences of negative



behavior.

### ***Emergency Procedures***

In case of an emergency, the School staff will take the following steps quickly and efficiently:

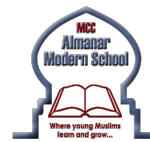
**Medical Emergency:** The School staff will dial 911 for medical assistance and contact the parents/guardians of the student immediately. The staff will refer to the emergency first aid box and materials if necessary.

**Fire:** The School staff will dial 911 for fire assistance. Each student will be evacuated from the building and relocated to a safe location. The designated safe location where a parent/guardian can pick up their child, in case of an emergency, is at the International House of Pancakes Restaurant that is across the street from MCC. The teachers will be responsible for taking role call and ensuring that all of their students have gotten out of the building safely. The School Administration staff will be responsible for taking the First Aid Kit and a contact list of information for all of the students when the School is evacuated.

### ***Exceptions to the Policy***

If a parent or guardian would like the School to make an exception to the policy outlined in this handbook, the parent or guardian must provide the principal with a *written* request. In the written request, the parent or guardian must detail why they believe an exception to the policy should be made. Both the principal of the school and the Education Director must jointly approve the request for an exception to the policy. If the principal and the Education Director deny a request to make an exception to the policy, the parent or guardian will be notified in writing.





(Detach Here-Give Upper Portion to Parents)

***ACKNOWLEDGEMENT OF RECEIPT of PARENT/GUARDIAN HANDBOOK 2013-2014***  
*(Parent/Guardian Representative Signature Required)*

I, the parent/guardian of *[list the name of all children enrolled]*  
\_\_\_\_\_, have received a copy of the “Parent/Guardian Handbook 2013-2014” from the Almanar Modern School. I have agreed to the document and would like my child(ren) to be enrolled in the Almanar Modern School during the 2013-2014 School year.

\_\_\_\_\_  
**Parent/Guardian Name (please print)**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*NOTE: This acknowledgment must be retained in the child's file while the remainder of the document is provided to the parent/guardian representative.*