Islamic Center of Mason Learning Academy Saturday School

Student Code of Conduct and Parent Handbook

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2024-2025 School Year

1005 Reading Rd. Mason, OH 45040

Islamic Center of Mason Learning Academy Saturday School

ACKNOWLEDGMENT

Receipt and Review of Student Code of Conduct and Parent Handbook

I, ______hereby acknowledge and agree that I have received the Student Code of Conduct and Parent Handbook for the 2024-2025 school year of Islamic Center of Mason (ICM) Learning Academy Saturday School. I further acknowledge and agree that I have read and fully understand the content of the Code of Conduct and the Handbook. I agree to abide by the provisions of the Code of Conduct and the Handbook and shall endeavor to ensure that my child is also in compliance with the Code of Conduct and the Handbook.

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Parent Name (Print)

Parent Signature



Islamic Center of Mason (ICM) Learning Academy (LA) 1005 Reading Rd. Mason, OH 45040

Student Code of Conduct And Parent Handbook 2024-2025

Islamic Center of Mason Learning Academy Board Members:

Sr. Anila Zindani

Sr. Sadath Zeba

Sr. Romana Jeddy

Sr. Tahera Khan

Br. Naser S Hussaini

Sr. Rukhsana Savanni

INTRODUCTION

At ICM Saturday School, it is our objective to provide a healthy and rewarding learning environment for Muslim students. The school will meet once a week, ten months a year. If summed up it's about thirty days of classes per year. Within the 'short' time we are committed to provide a sound Islamic Education for our students.

Muslim children growing in the United States are facing diverse challenges and facing conflicting pressures at school and with friends. They are constantly influenced by mainstream youth culture. It is difficult to isolate them from these influences and it is painful to let them sway into the mainstream. Excessive consumerism, peer pressure, media culture, the internet and technology confuse the childrens' mind about their ideal objective in life. We admit that parents are the main source to instill morals and values in their children. However, parents can only do so much. We acknowledge that Islamics Schools have the responsibility to instill Islamic Ideologies in our children. Therefore, in order to balance their Islamic identity with the society they are living in, we need both the parents and the school as a team for their future.

At ICM Learning Academy Saturday School, it is our hope to be able to help Muslim Students appreciate and understand Islam- its rich heritage, principles, values, core beliefs, and teachings. We hope the school will be able to provide stepping stones for their students so that they can understand and accept Islam as a chosen way of their lives.

We continue to work towards that day every week. This guide is designed to help parents, teachers, and students to know the expectations from the school and what the school expects from them. Every student is precious, and we should invest together to provide the best opportunities for them as possible.

Jazak Allah Kheir

Nadine Barghout Principal ICM Learning Academy Saturday School

School Calendar



NO SCHOOL NOV 30:FALL BREAK DEC 28-JAN 4:WINTER BREAK FEBRUARY 8: ICM LA COMPETITION MARCH 22: SPRING BREAK MARCH 29: EID BREAK ICM LA SATURDAY SCHOOL

FIRST/LAST DAY OF SCHOOL

SPECIAL EVENTS FEBRUARY 22: ALL ABOUT RAMADAN DAY APRIL 5: EID CELEBRATION MAY 25: GRADUATION



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PLEASE NOTE: ALL ICM LEARNING ACADEMY CALENDAR DATES ARE SUBJECT TO CHANGE DUE TO UNFORSEEN SITUATIONS AND INCLEMENT WEATHER. RAMADAN AND EID DATES ARE SUBJECT TO CHANGE ACCORING TO MOON SIGHTING.

Exam Dates December May

<u>Tuition</u> Installement Dates September February

ICM LEARNING ACADEMY SATURDAY SCHOOL

Mission Statement

To Nurture our children's Imaan using Ihsaan through the Quran and Sunnah

Objective

ICM LA Saturday School strives to build a strong foundation for our children's Iman through Ihsaan. Focusing on traditionalism with reflection of the Quran and Sunnah in the modern day, insha Allah we will instill love for Allah and His creations in every step of their future.

Our Goal is to beautify our childrens' character not by memorizing knowledge, but by implementing life lessons from Quran, Fiqh, Hadith, Seerah, Arabic and Aqidah. We aim to secure our beliefs in our future Ummah and hold on to their Iman through the trials of this world.

Our Staff

Our staff are professionals drawn from various fields, countries and backgrounds. They all have average to above average Islamic knowledge. Many of them have prior teaching experience. They have good communication skills. Special emphasis is given to make sure that the teachers can communicate in English as well as their love for teaching and for children.

Our Students

Admission is open to any student, male or female, who resides in the US, irrespective of their immigration status. Since the main medium of instruction is in English, the ability of students to understand and communicate in English is important. Students are placed in a great commensurate with their regular school grade. Any exception to this provision will be considered only on an exigent basis.

Transfer Students

Students who wish to transfer from other schools to ICM LA Saturday School will be required to pay a registration fee.Similarly, if they wish to transfer from ICM LA Saturday school, the registration fee or tuition fee will not be refunded except under a *Refund of Tuition* clause mentioned on the next page.

Our Classes

All classes are co-educational in lower grades. Boys and girls sit on different rows

of the class, but not necessarily boys behind the girls or girls behind the boys. In Kindergarten or lower level classes, the teacher determines if they can co-mingle during classroom activities. At this time we do not have a gifted program in the school.

Our Curriculum

The school will follow a systematic, comprehensive curriculum. The objective of the curriculum is to provide a broad understanding of all aspects of Islam as envisioned in the mission statement. The teachers, students and parents have access to this curriculum. Thus, everybody will know what is being taught and what is expected from each student at each grade. The curriculum is continuously being developed. Once fully developed, each grade will be matched with appropriate books and classroom lessons.

School Hours and Calendar

The academy year begins in September and ends in the following year in May. In general, class schedule is as follows:

- 11:00-11:10-Morning Meeting
- 11:10-11:50-Islamic Studies
- 11:50-12:00-Break (Prekg-2nd grade)
- 12:05-12:15-Break (3rd grade and up)
- 12:00-12:30-Arabic Language
- 12:30-12:55--Quranic Studies
- 12:55-1:00-Pack up and dismissal

Please note that teachers have the flexibility to alter subjects and time to complete the curriculum within the year.

Tuition

One time registration fee of \$15 per student is due at the time of registration. We do offer a \$25 sibling discount.

Parents have the following options for tuition payment

- One time tuition per student: 250 + 15 registration fee = 265/year
- Installment Option: August-September: \$132.50

February: \$132.50

Although it is preferred to collect tuition through our online system at *portal.icmlearningacademy.com*. We continue to accept other forms of payments such as cash or check. However, the system will continue to indicate the registration as pending until payment is received.

Refund of Tuition

No refund of tuition fee or registration fee will be made if a student drops out at any time after registration or attending class. However, if advance tuition payment for several months was made, and the student drops out before any teaching months. A refund of unattended future months can be requested. The request for refund must be written before the child drops out. After the request has been made, it is up to the ICM LA Board to accept or deny this request.

Registration fee is non refundable.

IN-SCHOOL STUDENT CODE OF CONDUCT

Attendance and Tardiness

Parents are advised to drop their children at least 5 minutes before school starts. The gates of the school will open at 10:45, 15 minutes before the beginning of the school day. The school day ends at 1:00 P.M. Dismissal begins 5 minutes before. Parents are strongly suggested to arrive in time to pick up their children. Tardiness at the time of arrival and leaving the school should be avoided by all parents. Please let the administration know if situations arrive.

Abuse of School or Mosque Property

All students must refrain from causing any type of damage or abuse to the school and the mosque property. If a student is found to have caused damage to the mosque or school property in any manner, responsible parents will be liable to remedy the damage in a manner decided by the ICM LA Board. Furthermore, your child may be subject to suspension or expulsion from the ICM LA Saturday School as determined by the ICM LA Board of Directors.

Assault of Students, Teachers and Staff

All students will refrain from verbally or physically assaulting other students, teachers, or staff of school. Any type of violence and abusive behavior will not be

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tolerated and may be a ground for suspension or expulsion of the student.

Dangerous Weapons

A student shall not bring to school actual or look-a-like counterfeit dangerous weapons, firearms, knives, explosives or other such devices. If any such items is found with a student he or she will be removed from the school grounds and may lead to suspension or exclusion of the student.

Harassment and Intimidation or Disrespectful or Racist Acts

A student shall not harass, intimidate, disgrace, incite, provoke, threaten or discriminate against any other student or school employee. This includes any methods that disrupt the school environment. The act of harassment or intimidation includes but is not limited to slurs, profanity, obscene gestures, verbal or non verbal abuse. Such acts may be subject to suspension or expulsion of the student.

Dress and Expression

Parents are strongly advised to follow proper dress codes for their children during class.

Proper attire is a must for boys and girls. The attire should be modest for both boys or girls. Boys/girls will not be admitted in the class if their outfits reveal bare waistline, abdomen, deep neckline, complete bare arms and legs. Students are not allowed to wear caps, hats, sunglasses or chains in the classrooms.

Boys and Girls should wear attire that coincides with the Islamic teachings and *awrah*. Girls are encouraged to wear the headscarves during school hours.

Lost and Found Policy

If anybody finds any item that does not belong to them, they are requested to submit the item to the front desk. These items will be placed in the Lost and Found box. The school is not responsible if a student, parent or teacher loses any item in the premises of the school.

Cell Phone and Electronics

Cell phones are part of today's life and it is a value that cannot be denied. We will not prohibit any student from carrying a cell phone at school, but it is mandatory that students will turn off their phones during class time and salat time. The use of any other electronics such as iPods, smartwatches and laptops are not permitted during class time. It is up to the teacher to allow devices only during break. Students are strongly urged not to bring these devices at school. If students found using these devices during class time, they will be asked to switch it off and kept at the office until the end of the school day.

Water and Snacks

Students are allowed to bring a small snack. However, please keep in mind that break is only 10 minutes, after the break time, students will be asked to put all food away.

Students are encouraged to bring their own water bottles, please make sure their name is visible. However, students will be provided with water during the school day.

Complaints and Dispute Resolution

If a parent has a complaint about the school, the teachers or other students, the parents have the right to voice their complaint to the principal either in written or verbal form. If a complaint from a parent cannot be resolved by the principal, the ICM LA Board shall be involved. They will take part in a mediation procedure designed to elevate the complaint in a peaceful and non-combative manner. Parents hereby agree that they shall utilize this dispute resolution procedure prior to taking any legal action.

Disciplinary Actions

In most minor misbehavior actions, it is up to the teacher to evaluate the appropriate consequences. However, if misconduct continues, students are sent to the Principal's Office to reflect on their wrongdoings. They might need to stay part of class or during break time. Furthermore, if mischief is uncontrolled, then the involvement of the ICM LA Board is inevitable.

A student can be suspended or expelled from the school for various grave wrongdoings, distribution of teaching, or other misconduct as expressed in this guidebook. The principal, along with the ICM LA Board, may suspend a student for a certain number of days depending on the circumstances and level of destruction. Parents of the student will be notified over the phone or in writing about the decision.

The School is not a Daycare

Parents are expected to understand that the school is not a daycare center. Children should not be sent or enrolled in the school with the intention to provide them with daycare services while parents are out. Therefore, students are expected to study for classes, do their homework, be attentive in class as well as participate in school activities. Parents are expected to drop them off and pick them up in a timely manner.

Preschool and Kindergarten Students

Early education is always encouraged. School provides fun -filled learning activities for all preschool aged boys and girls. As long as they are potty trained, able to stay away from parents and aged at least four years old, they can be enrolled. However, due to age restriction, some early start students will be required to stay in the preschool/pre-K class for two years until they're ready to progress to 1st grade.

Grade Placement

ICM LA Saturday School uses the following chart to determine grade placement. Students are accepted from the age of 4 if they are potty trained.

Birthdate	Grade Placement
Born after 2020	Deny *
October 1, 2019-September 30, 2020	PreK/KG
October 1, 2018-September 30, 2019	PreK/KG
October 1, 2017-September 30, 2018	1st grade
October 1, 2016-September 30, 2017	2nd grade
October 1, 2015-September 30, 2016	3rd grade
October 1, 2014-September 30, 2015	4th grade
October 1, 2013-September 30, 2014	5th grade

ICM LA Saturday School 2024-2025 Grade Placement

October 1, 2012-September 30, 2013	6th grade
October 1, 2011-September 30, 2012	7th grade
October 1, 2010-September 30, 2011	8th grade

* Students who turn 4 within the school year can register after their birthday if fees are paid and space allows.

STUDENT PARENT ACADEMIC RESPONSIBILITIES

Homework

Most of the classes will routinely hand out small homework assignments. Students are advised to complete the homework in a timely manner.Most homeworks can be finished within 15 to 20 minutes.It is best to distribute any Quranic memorization throughout the week to not overwhelm the students.Parents are strongly encouraged to follow up with their students' homework.

Classroom Supplies

Students are required to bring their prescribed textbooks before coming to class. Parents are encouraged to guide and make sure their child has taken the required textbooks with them. Most classes will also require the students to bring with them a notebook, and a writing utensil with them to write down information in class.Please understand that the classrooms will be used by other programs in the Learning Academy, therefore the school will not take responsibility for safe keeping any books of students or any supplies left behind.

Exams and Quizzes

The teachers are free to give quizzes to their students whenever they find it necessary. However, the school will require at least two exams in the year. It is the students and parents responsibility to prepare for these exams. These exams only serve as a checkpoint to allow the administration to evaluate the curriculum meticulously.

CURRICULUMS

ICM LA Saturday School Islamic Studies Curriculum Overview

Grade	Main Topics
PreKg/Kg Book: Safar Islamic Studies Workbook 1	 Identity as a Muslim Tawhid-Oneness of Allah Manners in Islam Steps of Salah/Wudu Stories of the Prophets (RA)
First Grade Book: Islamic Education-The Right Path Step Prekg and Kindergarten	 Tawhid-Oneness of Allah Manners and Etiquettes in Islam Steps of Wudu/Salah Stories of the Prophets (RA)
Second Grade Book: Islamic Education-The Right Path Step 1	 Tawhid-Oneness of Allah Manners and Etiquettes in Islam Steps of Wudu/Salah Pillars of Imaan Stories of the Prophets (RA)
Third Grade Book: Islamic Education-The Right Path Step 2	 Al-Aqeeda (beliefs) Al-Ibadat/Pillars of Islam Manners and Etiquette in Islam Prophets of Allah (RA)
Fourth Grade Book: Islamic Education-The Right Path Step 3	 Al-Aqeeda (beliefs/name of Allah) Al-Ibadat/Pillars of Islam Manners and Etiquette Prophet Mohamed (PBU)
Fifth Grade Book: Islamic Education-The Right Path Step 4	 Al-Aqeeda (beliefs) Al-Ibadat/Worship Manners and Etiquette in Islam Holy Cities in Islam Seerah and Stories of the Prophets (RA)

ICM LA Saturday School Arabic Curriculum Overview

Note: It is important to note that although all these topics will be introduced, the main concentration will be only on vocabulary

Grade	Main Topics					
Pre Kg/kg Book: In the Arabic Language Garden Workbook: Level KG1	 Introducing Arabic Letters Writing Arabic Letters Simple Vocabulary Words 					
First Grade	Beginning, Middle, End of LettersShort Vowels-Fatha, Kasra, Dammah					
Book: Complete Qa'idah Second Grade Book: Madinah Arabic Reader: Book 1	 Lesson 1- This, What is this, Is this? Masculine (هذا) Lesson 2-That, What is that, Is that? Masculine (نلك) Lesson 3- Definite/Indefinite Article, Sun/Moon Letters Lesson 4-Prepositions Lesson 5-Possessive, Whose? 					
Third Grade Book: Madinah Arabic Reader: Book 1	 Lesson 6-This is, What is this, Is this? Feminine (هذه) Lesson 7- That, What is that, Is that? Feminine (تاك) Lesson 8-Predicates, Sentence Completion Lesson 9-Adjectives Lesson 10-Possessive Pronouns 					
Fourth Grade Book: Madinah Arabic Reader: Book 2	 Lesson 1-In it Lesson 2- Pronouns Lesson 3-Plural of nouns and adjectives Lesson 4-Plural Pronouns Lesson 5- Introduction to verbs Lesson 6-Noun Classifications 					
Fifth Grade Book: Madinah Arabic Reader: Book 2	 Lesson 7-Noun Classifications II Lesson 8-Introduction to Dual Lesson 9-Sentences with 3-10 Lesson 10-Sentences with 3-20 Feminine Form Lesson 11-Test Lesson Lesson 12-Diptotes Lesson 13-Genitive Cases 					

ICM LA Saturday School Quranic Studies Curriculum Overview

Note: All surahs will be studied in meaning, only the italicized surah will be asked to memorize for the year

Grade Level	Surahs	
PreK/Kg	 <i>Al-Fatiha</i> An-Naas Al-Falaq Al-Ikhlas Al-Kafiroon 	
First Grade	 Al-Kawthar <i>Al-Ma'oon</i> Quraish Al-Fil Al-Humaza Al-Asr 	
Second Grade	 Al-Takathur Al-Qare'a Al-Adeyat <i>Al-Zalzala</i> Al-Bayenna Al-Qadr Al-Alaq Al-Teen 	
Third Grade	 Al-Shar'eh Al-Duha Al-Layl Ash-Shams Al-Balad Al-Fajr 	
Fourth Grade	 Al-Ghasheya Al-A'laa At-Tariq <i>Al-Buruj</i> Al-Inshiqaq 	
Fifth Grade	 Al-Muttafefeen Al-Infitar Al-Takweer Abb-asa Al-Naze'at 	

Books Recommended but not required:Juz 'Amma for School Students Workbook: Volume 1



• Juz 'Amma for School Students Workbook: Volume 2



- Juz' Amma For The Classroom: Workbook
- Juz 'Amma for School Students (With Transliteration)



ICM LA Saturday School Youth Boys/Girls 1 Curriculum Overview

Islamic Studies (Arabic)	 Qasas Al-Nabyen Prophet Ibrahim (AS) Prophet Yusuf (AS)
Arabic Grammar	 Understanding Al-Quran Grammar Lessons 1b-8b 1b-Pronouns 2b-Making Plurals 3b-Suffixes for Possessive (Masculine) 4b-Suffixes for Possessive (Feminine) 5b-Answering Questions, Adding suffixes 6b-Prepositions 7b-Prepositions II 8b-Demonstrative Pronouns
Quranic Studies	 Powerpoint Presentation with tafseer, lessons and themes of Surah: Surah Al-Fatiha

- Surah Al-Baqarah
- Surah Al-Imran
- Surah An-Nisa
- Surah Al-Ma'eda

ICM LA Saturday School Youth Boys/Girls 2 Curriculum Overview

Islamic Studies (Arabic)	 Qasas Al-Nabyen Prophet Ibrahim (AS) Prophet Yusuf (AS)
Arabic Grammar	 Understanding Al-Quran Grammar Lessons 8b-16b 9b-Past Tense Verbs I 10b-Past Tense Verbs II 11b-Past Tense Verbs III 12b-Present Tense Verbs I 13b-Present Tense Verbs II 14b-Present Tense Verbs III 15b-Present Tense Verbs IV 16b-Command Verb Forms I
Quranic Studies	 Presentation with tafseer, lessons and themes of Surah: Surah Al-An'am Surah Al-Araaf Surah Al-Anfal Surah At-Tawbah