



Madinah Academy of Madison is dedicated to providing excellence in academic education grounded in Islam and guided by the Qur'an and Sunnah of the Prophet Muhammad (Peace Be Upon Him).

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Madinah Academy of Madison Parent-Student Handbook



Current for the 2024-25 school year

Madinah Academy of Madison admits students of any race, color, nationality and ethnic origin, provides access to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality and ethnic origin in administration of its educational policies, admission policies, scholarship, loan programs, athletic and other school-administered programs.

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Madinah Academy of Madison Parent Handbook 2023 - 24

Dear Families :

Thank you for choosing Madinah Academy of Madison! Established in 2004, Madinah Academy has been a pillar in our community for nearly two decades.

Madinah Academy of Madison is dedicated to providing excellence in academic education grounded in Islam and guided by the Qur'an and Sunnah of the Prophet Muhammad (Peace Be Upon Him).

Your children's safety and education is our priority. This handbook specifies how we make that commitment to you, and what your role is, in order for all of us to be successful.

Please read thoroughly, and then complete [The MAM Parent Questionnaire](#)

Thank You

1. About Madinah Academy of Madison (MAM)

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a. Our Foundational Statement

Madinah Academy of Madison is dedicated to providing excellence in academic education grounded in Islam and guided by the Qur'an and Sunnah of the Prophet Muhammad (Peace Be Upon Him).

b. Our Mission Statement

Madinah Academy of Madison is committed to nurturing well-rounded individuals by delivering exceptional academic education deeply rooted in Islamic values and guided by the teachings of the Qur'an and the Sunnah of the Prophet Muhammad (peace be upon him). We strive to empower our students to excel academically, spiritually, and socially while fostering a strong sense of community and ethical responsibility.

c. Our Vision Statement

Madinah Academy of Madison envisions a future where every student is academically proficient, spiritually connected, and socially conscious. Our institution will be recognized as a center of academic excellence that promotes Islamic principles, promotes inclusivity, and prepares our students to contribute positively to a diverse and ever-changing global society.

d. Our Core Values

- **Islamic Integrity:** We uphold the highest ethical standards, guided by the principles of the Qur'an and Sunnah. We foster an environment of honesty, humility, and moral excellence.
- **Academic Excellence:** We are committed to providing a rigorous and comprehensive academic curriculum that challenges students to reach their full potential intellectually and academically.
- **Spiritual Development:** We prioritize the spiritual growth of our students by integrating Islamic teachings into all aspects of their education, helping them build a strong connection with Allah (God).
- **Community Engagement:** We encourage active participation in the local and global community, instilling in our students a sense of social responsibility and a commitment to making a positive impact.

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- **Diversity and Inclusivity:** We celebrate diversity and promote inclusivity, welcoming students of all backgrounds and cultures. We believe that learning from one another enriches our education and strengthens our community.
- **Respect and Tolerance:** We foster an atmosphere of mutual respect and tolerance, where differing opinions and beliefs are valued, and conflicts are resolved through peaceful dialogue and understanding.
- **Continuous Improvement:** We are dedicated to ongoing self-improvement, innovation, and adaptability, ensuring that our institution remains at the forefront of educational best practices.
- **Family and Community Partnership:** We recognize the importance of strong collaboration between parents, teachers, and the community in supporting the holistic development of our students.
- **Empowerment and Leadership:** We equip our students with the skills and knowledge needed to become confident leaders who can make a positive difference in the world.
- **Lifetime Learning:** We instill a love for learning that goes beyond the classroom, encouraging our students to be lifelong learners who seek knowledge throughout their lives.

e. Grades served: K4 - 8th Grade

f. Location: 6501 Watts Rd. Suite 157 Madison, WI, 53719

g. Contact info: principal@mamonline.org // 608-888-2021

h. Accreditations and More:

- Fully Accredited : Wisconsin Religious & Independent School Accreditation
- Registered & Approved : Department of Public Instruction
- Member : Wisconsin Parental Choice Program *Since 2020*
- Partnerships: All neighboring area school districts including MMSD, VASD, MCPASD & all Madison Area Mosques

i. Islamic Ethics

- i. MAM will adhere to the authentic teachings of the Qur'an & Sunnah
- ii. Love is our highest aspiration
- iii. Knowledge precedes our actions
- iv. Truthfulness is the mark of our speech
- v. Patience is the hallmark of our planning
- vi. Sincerity is the foundation of our existence
- vii. Forgiveness precedes our reconciliatory efforts
- viii. Humility guides our conduct

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- ix. Gratitude binds our hearts together
- x. Tolerance is the banner of our outreach
- xi. Moderation is the compass for our journey
- j. Equal education opportunity
 - i. Madinah Academy of Madison admits students of any race, color, nationality and ethnic origin, provides access to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality and ethnic origin in administration of its educational policies, admission policies, scholarship, loan programs, athletic and other school-administered programs.

2. Personnel

a. Staff and Educators

- Samantha Schoville
- Nour Farra
- Shirin Sultana
- Hafsa Kazim
- Mariam Sabaaalazab
- Kaha Mohamed
- Noha Soliman
- Walaa Awad
- Khuloud Amro
- Asma Elhefnawy
- Amal Shoukfeh
- Gamra Boulkroune
- Rabbea Azam
- Alia Murad
- Umar Warsi
- Imane Batouta
- Khalifa Lecheheb
- Houda Bourtal
- Aisha Zain
- Maria Ahmad
- Israa Aljanabi
- Sedgwick Smith
- Taqwa Altahat

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- Nada Elkordi
- & more

b. Board of Directors

- Sarah Schlosser
- Sirosh Masood
- Nasima Fertikh
- Mahr Malik
- Muhammad Shehata
- Sahar Khatri
- Ghulman Murtaza
- Tamika Mendy

c. Board of Trustees

- Abdi Wahid Arab
- Ibrahim Saeed
- Oumer Kieta
- Safwan Shoukfeh
- Ibrahim Kheraz
- Samina Khan
- Nasra Wehelie
- Omar Yassin

3. Admissions

a. Process

- The admissions process is completely electronic, and parents must apply for placement each year through our student information system : [Gradelink](#).
- Documents to upload during registration :
 - Immunization records.
 - Birth certificate.
 - Non-Refundable \$150 Registration Fee

b. Grades Served

- MAM serves K4 - 8th Grade
- Students are generally placed according to their chronological age at the cut off date - September 1st in the year of admission. Students enrolling in Kindergarten must be five years old by September 1st.

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- **Early Entrance to Kindergarten***: For early entrance to Kindergarten the school will follow the Board of Education policy which states that a child who becomes five years of age between September 2 and December 31 may enroll in Kindergarten only after satisfactory completion of preliminary student assessments. A child being assessed for early entrance into Kindergarten should have superior intellectual growth and language skill and must demonstrate the social, emotional, physical and mental maturity normally expected for successful participation in kindergarten. Parents will be asked to complete a request form for placement on the early entrance evaluation schedule. Children born after December 31 may not be screened for early entry (Wis. Statute; Policy 4011). The MAM reserves the right to make final decisions in the matter.
 - *Early entrance to kindergarten is not applicable to students on the Choice program, per state guidelines.

c. Transfers

- i. To transfer into MAM after the start of the academic year, parents will use the Gradelink portal and upload the necessary documents. Any communication that needs to happen with MAM administration and teachers for placement into classes will occur after the registration form is complete and applicable documents are uploaded from the previous institution.
- ii. All students transferring into MAM are admitted on a probationary status. Probationary status recognizes that the adjustment to a new situation can be difficult, and that special effort may be necessary to succeed. The student will be evaluated on an ongoing basis for a semester for academic and behavioral progress.

d. Home-school

- i. Home-schooled students should provide their homeschooling schedule, records of the curriculum followed and tests taken. A placement test shall be given for placement purposes.

e. Choice program details

- i. Parents may qualify for tuition waiver through the Wisconsin Parental Choice Program based on their family size and gross annual income. More information can be found [here](#). Parents who are accepted in the Choice Program, must reapply every year.

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1. Application for Choice Program :
<https://sms.dpi.wi.gov/ChoiceParent/>
2. Parents who apply for Choice, must also register with the school through the student information system : [Gradelink](#).
3. Open application period : Feb 1st - April 15th

f. Timelines

- i. To ensure our classrooms are adequately equipped with staff and supplies, MAM encourages all students who intend to attend MAM for the academic year to be enrolled by Aug 10th

4. Fees/Tuition

- a. **4K - 8th Grade Tuition rates:** are on a sliding scale based on income levels (Base, Tier 1, & Tier 2). Annual Tuition is paid in 10 installments, and due on the first of each month including : September, October, November, December, January, February, March, April, May & June. Parents will qualify for Tier 1 or Tier 2 discounts based on their most recently submitted tax returns. A signed copy of the full tax return must be submitted to the administrative office at registration, no later than Aug 1st preceding the school year, in order for the discount to be applied.

- i. If you would like to apply for a discount, please email imane.batouta@mamonline.org by **August 1st** preceding each school year, at the latest. Discount rates will not be offered after this date.

b.

4K Annual Tuition for School Year: 2024-2025			
Category	Base	Tier 1	Tier 2
AGI	>\$100K	>\$80K<\$100K	<\$80K
All 4K Students	\$9000.00	\$8000.00	\$7000.00
KG-8 Grade Annual Tuition for School Year: 2024-2025			
Category	Base	Tier 1	Tier 2
AGI	>\$100K	>\$80K<\$100K	<\$80K
First child	\$6500.00	\$5750.00	\$5000.00

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Second child	\$5750.00	\$5000.00	\$4250.00
Third child	\$5000.00	\$4250.00	\$3500.00
Fourth child	\$4250.00	\$3500.00	\$2750.00

- c. Choice program
 - Choice Program students will *not* be charged registration, tuition or textbook fees
- d. How to pay tuition
 - i. Tuition is due the first of the month through the gradelink billing system.
 - ii. Late fees : 2-Day grace period will apply, and thereafter, on the 4th of the month, a \$50 late fee will be assessed.
- e. Textbook fees are due at registration. \$350 per student. Payment made via Gradelink.

5. Calendar

- a. MAM has an independent calendar for breaks and holidays off, as well as any weather related closures or delays.
- b. MAM recognizes the Islamic holiday of Eid Al-Fitr and Eid Al-Adha, and students and staff are given break at this time
 - i. These holiday days may impact the some days that MMSD is closed and MAM is not. Please refer to the school calendar posted on the [website](#) under the resources tab
 - ii. There will be regular school hours during Ramadan
- c. Full calendar will be provided before the start of the academic year and be available online for reference

6. Communication

- a. Constant and consistent communication is key for a successful engagement for students, families, teachers, and administration. Please follow the guidelines below when interacting for MAM purposes.
- b. What info to find where/when
 - i. **Website:** www.mamonline.org
 - 1. Please refer to website for any resources, Gradelink, handbook, and relevant links
 - ii. **Email:** Every teacher will have an individual email address to reach out to for communication. All emails can be found on the website. Please give

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24-48 hours for time to respond before reaching out to the administration.
However, it is encouraged to communicate with teachers via Gradelink.

1. General email: principal@mamonline.org

- iii. **Phone:** Families may call the school for updates, emergencies, or questions. If the matter is not an emergency, please give 24-48 hours to receive a response.

1. Phone number: (608) 888-2021

iv. **Newsletters**

1. MAM administration and teachers will provide a consistent newsletter to all families to ensure that families know what is happening in the classroom, any opportunities to volunteer, or conversations to have with their students. All such newsletters will be found by logging into your gradelink family account.

v. **Text system**

1. MAM will utilize a texting system to keep families updated on time-sensitive updates and reminders which families can opt out of if they choose to
2. No one will be able to respond to this messaging system

vi. **Social media**

1. MAM understands it is also important to build a community feel within the students and families. We encourage families to join our social media platforms to keep in touch with other families and connect, while staying updated on MAM programs and events
- a. Facebook:
<https://www.facebook.com/madinahacademyofmadison>
- b. Instagram:
<https://www.instagram.com/madinahacademymadison/>

7. Typical schedule and subjects

- a. MAM strives to strike a balance between large and small group spaces, individual spaces to ensure different learning styles are included while building a sense of community within the student body.
- b. The morning starts off with an assembly with all students present. Daily supplication and remembrances will be recited, and other spiritual reminders.

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One prayer (of the daily 5 prayers, Dhuhr) will occur during the school day, and all students will be encouraged to participate, and any student who is unable to or chooses not to participate will be given access to the library with a staff member present.

- c. Every student will engage in the following subjects:
 - i. Math (5x week)
 - ii. Science (2-3x week)
 - iii. Language Arts (5x week)
 - iv. Social Studies/History/Civics (2-3x week)
 - v. Arabic (2x week)
 - vi. Quran (2x week)
 - vii. Islamic Studies (1-2x week)
 - viii. Art & Home Economics (1x week)
 - ix. Technology Education (1x week)
 - x. Physical Education and Health (1-2x week)
- d. Schedule & subject frequency will vary by grade level and is subject to change

8. Process and Procedures

- a. Arrival/Dismissal
 - i. Parents are not authorized to enter classrooms.
 - ii. Students must be dropped off to school between 7:50 AM - 8:00 AM for 1st - 8th & 8:00 AM - 8:15 AM for PK - KG.
 - 1. PREK & KG Parents must drop students to the same door as pick up. Parents must remain in the left lane, park, and walk the student to the door. After 8:15 AM, parents will have to enter through the main entrance and sign in.
 - 2. 1st - 8th Grade parents must remain in their vehicle for drop off, and keep the flow of traffic moving.
 - 3. After 8:00 AM front doors will be locked. You must park in a parking spot, and enter through the school's main entrance labeled with the "Madinah Academy" sign. You must check in to the front office, sign in, and remain until the student's temperature is taken. Someone will assist the student to their next class.
 - iii. Students must be picked up from school between in a timely manner
 - a. Pre-K & KG - 3:00 - 3:15
 - b. 1st - 8th- 3:15 - 3:30

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2. Parents will be charged a \$15 late fee if picked up between 3:30 - 3:40 PM. Parents will be charged a \$50 late fee if picked up after 3:40 PM.
- iv. **Early Release on Mondays :**
 - a. Pre-K & KG : 2:00 - 2:15
 - b. 1st through 8th : 2:15 - 2:30
- v. If a student will be dropped off late or picked up early, electronic communication (email) should be sent to their homeroom teacher via Gradelink and the front office to admin@mamonline.org and please call the main office and leave a message at 608-888-2021
- b. Absence and tardy
 - i. A student will be considered tardy if not dropped off to school by 8:00 AM
 - ii. A student will be considered absent for the day if not checked-in by 11:45am
 - iii. Approved absences and tardies:
 1. Doctor appointment with note from provider
 2. Health concerns
 - a. Make-up work and homework may apply
 3. Family death
 4. Most cases will be understood, however communication is key
 - a. If a student/family has not communicated to the teacher about the absence or tardy, any points from that class/assignment may be lost.
 - iv. Anytime a student is dropped off late or picked up early, they must be checked into the school by stopping by the main office and be signed in.
 - v. Violations
 1. After 3 unexcused tardies to school, a conversation will be had with the family to ensure there are no barriers to coming on time
 2. After 5 unexcused tardies, a written notice will be provided.
 3. After any unexcused or absence without communication occurs, a conversation with student, family, and teacher may occur (via phone, email, or in person)
 - a. Absence without communication may result in loss of points and participation from class
 - b. Always communicate your absence!

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4. If a student has more than 4 unexcused absences in a semester, a conversation with the principal will be had to assess any needs or action plan to ensure attendance
- vi. Long term leave
 1. If student has a situation in which a long leave is needed (ie: traveling out of country, hospitalization, etc), it must be communicated at least 2 weeks prior (if possible)
 2. Any schoolwork missed during this time must be completed
- c. Student Conduct
 - i. Occasionally, a student may behave in a manner that is counterproductive to a well-ordered, positive learning environment focused on teaching and learning. In each of these incidents, there is a unique opportunity for a child to learn decision-making and problem solving skills in lessons that are a foundation for lifelong productive behavior.
 - ii. In the classroom, consequences for unproductive behavior will include a variety of actions depending on the situation including but not limited to the following: warning, teacher-student conference, a teacher-parent-student problem solving phone call or conference, and/or other classroom-interventions that are the natural consequence for the specific behavior. For example, if an assignment is not completed, the child may be asked to finish the work during break time; or if a student is disruptive, his/her seat may be moved to a place where the disruption is no longer possible.
 - iii. If the problem continues, the teacher may hold a conference with the parent, the child and the principal to construct a behavior plan that outlines the behavior to be improved and rewards and consequences for changing or continuing.
 - iv. Students, families, and staff are also expected to uphold the Islamic values and behaviors in regards to respect and tone of voice, modesty and gender interactions, foul language, backbiting and gossiping, stealing and cheating, drugs and alcohol, etc.
- d. Conflict Resolution

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- i. Our staff uses “teachable moments” of discipline situations to support changes in behavior and to build problem solving skills. The following problem solving skills are appropriate to address these “teachable moments” when misbehavior occurs.
 - 1. To truthfully describe the problem in a clear and concise way
 - 2. To be able to view the problem from a personal and broader perspective
 - 3. To have empathy and compassion when appropriate
 - 4. Respect the personal space of others.
 - 5. To access and use strategies for problem resolution
 - 6. To access and use strategies to calm down prior to responding
 - 7. To make a decision to seek adult assistance when appropriate
 - 8. To be responsible and accountable for one’s role in the problem
 - 9. To cease future behavior that caused or exacerbated the problem.
 - 10. Accept consequences as appropriate.
- ii. Progressive Discipline
Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior, taking into account any special needs the child may have.
 - a. Consequences for misbehavior may include the following:
 - b. Students are assigned a "reflection time" to sit and think about the situation and/or find alternative solutions.
Playground infractions could result in an immediate "solo time" or referral to the lunch recess "reflection room".
 - c. Students are redirected to another activity.
 - d. Students receive a written discipline notice from the teacher or principal.
 - e. Students will conclude by writing a "Reflection Time" sheet to describe the situation and reflect on future appropriate behavior choices.
 - f. Students will write an apology note or verbal apology to students or staff members involved.
 - g. A discipline notice is sent home to be signed by the parent and returned to school.
 - h. A phone contact with a parent by teacher or principal.
 - i. Conference with the principal
 - j. Conference with the student, parent, teacher and principal

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- k. In-house, short or long term suspension
- iii. Any serious act of disrespect, physical aggression, bullying, hate, alcohol/drugs, vandalism or stealing must be referred immediately to the principal.
 - 1. Please email or call the principal immediately.
- iv. Every situation and circumstance will be addressed and evaluated to find the best solution that allows for a safe and respectful learning environment for all, while also teaching accountability and humility when rules or respect are violated. Consequences and procedures are **not** a "one size fit all" process.
- v. Student Behavioral and Code of Conduct Policy

At Madinah Academy of Madison, we are committed to maintaining a respectful and conducive learning environment that is grounded in Islamic values. To ensure the well-being of our students and the smooth operation of our institution, we have established the following rules and consequences for violations:

Rule Violation Categories:

Dress Code: Students are expected to adhere to the prescribed dress code guidelines.

Hallway Conduct: Running in the hallways and disruptive behavior is not allowed.

Disruption of Religious Practices: Talking or engaging in disruptive behavior during prayer or religious activities is strictly prohibited.

Misuse of Technology: Inappropriate use of technology during class, such as engaging in off-task activities, using Google Chat, visiting websites unrelated to coursework, or playing games, is not allowed.

Classroom Disruption: Disruptive classroom behavior includes speaking over others, getting out of seats without permission, or engaging in disruptive activities that interfere with the learning process.

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Theft or Vandalism: Theft of teacher's supplies, stealing anyone's property, or vandalizing school property, including desks, walls, bathrooms, etc., is a serious violation.

Inappropriate Language: Use of offensive or inappropriate language, including cursing or calling offensive names towards other students, is not tolerated.

Physical Aggression: Any form of physical aggression, such as hitting others, throwing objects, slamming doors aggressively, etc., is strictly prohibited.

Implementation:

(1) Verbal Warnings:

- Students will receive three verbal warnings before any formal action is taken. During this phase, teachers will use their discretion to address the behavior, which may include administering reflection sheets, allowing the student to take a break, or consulting with other teachers.

(2) Principal's Office:

- After three verbal warnings for the same violation, students will be sent to the principal's office. The principal will conduct a discussion with the student, administer a reflection sheet, and determine if parents need to be notified. If parental notification is necessary, an incident report will be filed in Gradelink, and the student will be assigned the appropriate consequence:
 - First Occurrence: Detention
 - Second Occurrence: In-school suspension
 - Third Occurrence: Out-of-school suspension
 - Fourth Occurrence: Out-of-school suspension
 - Fifth Occurrence: Expulsion

(3) Monthly Tracking:

- At the beginning of each month, the tracking sheet will reset, allowing students to start fresh with a clean record. This encourages a culture of accountability and gives students the opportunity for a behavioral reset.

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It is imperative that all students understand and adhere to these rules and consequences to ensure a respectful and productive learning environment. Our goal is to nurture responsible, respectful, and ethical individuals who embody the values of Madinah Academy of Madison.

e. Dress Code and Uniform

- i. MAM students must dress in uniform, and each student is encouraged to have at least 2 pairs of uniform for cleanliness.

1. Boys:

- a. Light blue long sleeve polo
- b. Navy blue pants
- c. Navy blue sweater vest (if needed)

2. Girls

- a. Light blue long sleeve polo
- b. Navy blue jumper
- c. Navy pants
- d. Or navy blue floor length skirt
- e. Or navy blue abaya/jilbaab

ii. Shoes

- 1. Students must wear closed toed shoes that are made for playing/running. Outdoor time is essential for student development.
- 2. No flip flops, sandals, dress shoes, etc.

iii. Hijab

- 1. Girls will be strongly encouraged to wear the hijab while (a) learning the importance of it, (b) having the chance to discuss their feelings and understanding of the hijab with peer mentors, and learn from the experience of resilient professional Muslim women in the face of religious scrutiny in public spaces. The hijab will be part of the school uniform required for Middle School (5th grade & up). A hijab must be packed and brought to school for each female student to use during Quran and prayer time.
 - a. Sharing of hijabs will not be permitted to limit exposure or chance of lice, etc.

iv. Where to buy

- 1. Old Navy
- 2. Children's Place

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3. Target
4. Customized tailors
- v. For any families who may need assistance in costs of uniform, please inform the principal ASAP by emailing principal@mamonline.org
- f. Classroom Policies
 - i. All classroom parties must seek principal approval
 - ii. Birthday parties are not allowed; alternatives may include a classroom party for academic or islamic achievements i.e. finished a surah, started wearing hijab, fasting for the first time, completing the recitation of the Qur'an, etc.
 1. Any items including food or non-food items distributed to the class by parents must be approved by the Principal
- g. Supplies
 - i. A supplies list will be provided based on grade to each student when closer to school opening date.
- h. Illness Policy
 - i. A sick child should not attend school. Any student who appears ill or is unable to participate in activities due to illness or fatigue will be sent to the office and parents will be called to pick them up promptly. Please do not refer a child to school staff for a diagnosis or first aid for an illness, or injury that has occurred at home. For the protection of the student who is ill, as well as the rest of the school community, students should stay home when they indicate:
 1. Fever 99.8 (oral) or above.
 2. Inflammation or drainage in eyes.
 3. Discharge from nose (thick green mucus).
 4. Vomiting/diarrhea. (Children returning to school after flu should be eating well and be able to keep up regular activities, generally at least 24 hours after symptoms have subsided.)
 5. Deep, persistent coughing. In the case of communicable diseases such as strep throat, scarlet fever, impetigo, chicken pox, and conjunctivitis (pink eye)., a child cannot return to school until the child receives appropriate treatment within the time limit designated by the Wisconsin Department of Health Guidelines. Please inform the school if your child is diagnosed with any of these conditions.

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- ii. A student needs to be **symptom-free** (fevers, vomiting, and diarrhea) **for 24 hours before they can return to school**. Also, if a student is put on an antibiotic, they must be on the medicine for 24 hours before returning to school. In case of illness over five days, the student must bring a written medical notice.
- iii. After hospitalization or surgery, a child must have a doctor's written release to return to school. This note must include the date s/he may return and any restrictions to our normal school activities. This notification is necessary to protect the health and welfare of the child and to keep our school health records current.
- iv. **Accident/Injury:** The staff is required to report any injury, regardless of severity, to the office immediately. The teacher supervising the child at the time of injury is required to complete an Accident Report Form, a copy of which is sent home with the child. Students injured while at school are cared for in the following ways:
 - 1. The injuries are inspected by the teacher & the student is kept under observation in the classroom.
 - 2. The parent will be asked to come promptly in case of serious injury or any accident requiring immediate medical attention or parent involvement. Up-to-date emergency contact information is mandatory and the responsibility of the parent.
- v. **Medication:** NO medication, including Aspirin/Tylenol may be administered by school personnel without written approval from a physician and the parent. The school does not provide any medication - it must be provided by the parent. A release form must be submitted if your child will need to be on medication at school. School staff is not required to administer medication, but will assist when the appropriate forms, and medicine in its original container, are provided. Most medications can be timed so that they can be given at home rather than during the school day. Students are not to have pills, aspirin, even "over the counter" medications, etc., in their possession.
- vi. **Head Lice:** Head lice can happen to anyone, anywhere. Please report any case of head lice to the office. Cleanliness does not seem to be a significant factor; lice are attracted to all children.
 - 1. You will seldom see the lice themselves. The symptom is an itchy head. Look for the tiny silvery eggs (nits) attached to a strand of hair. Nits are smaller than the period at the end of this sentence.

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Favorite hiding places are behind the ears and at the base of the neck. The nit cannot be flicked off like dandruff; it is glued to the hair.

2. Our policy is to not allow children in school until all nits have been removed. After treatment, when you believe all nits are removed and you wish to have your child return to school, contact the school office. The office will contact one of our trained volunteers and arrange for the volunteer to be here to recheck your child. You will be called back to tell you when this can be done. School staff do not do lice checks. You must stay with your child in the event that there are still nits and the child needs further treatment.

- vii. **Emergency Contact Information:** Please keep your contact numbers, including cell phones and pagers, up-to-date on your child's enrollment card. We will always try to contact a parent first. Then it becomes the parent's responsibility to either pick up the child or notify someone who can do so in an expedient manner. No child will be sent home until a parent or authorized contact is reached. Students will not be released to anyone who has not been authorized to do so either on the enrollment/emergency card or by the parent when phone contact is made.

i. Inclement Weather and Emergencies

- i. Generally, MAM will follow closures and delays due to weather as announced by MMSD but MAM reserves the right to make their own decision. Communication will be sent promptly by email and text from MAM. MAM will announce any plan for early dismissal due to progressive weather issues once students are already at school.

1. Options for virtual learning *may* be implemented on days with inclement weather

ii. Fire/Tornado/Safety

1. MAM students will complete drills for each kind of emergency throughout the year, and the practiced drill will be put into action when needed. We will follow necessary procedures to handle these situations. It is imperative that you always keep all contact information up- to-date on your child's emergency card. No child will be sent anywhere until a parent or designee is located.

- iii. The decision to close schools before the regularly scheduled closing time might have to be made. This need could arise from a relatively minor emergency, such as a prolonged interruption in power, or from a major

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event, such as fire, disastrous earthquake or severe storm. Evacuation would take place as soon as it appears safe to do so.

- iv. Parents should develop an evacuation plan with their children and be sure that children understand its details. It is important that a calm, matter-of-fact approach be used in discussing possible emergencies with your children.

j. Prayer in School

- i. All students are allowed and able to pray in school as needed. All students will assemble at least once a day to perform one of the five obligatory prayers as a group in the afternoon. All students are encouraged and expected to participate.
- ii. For those who cannot participate or choose not to, it must be communicated with the homeroom teacher and students will be allowed to study in the library with staff present.

k. General Rules

i. Lunch/water/snacks

- 1. All students are required to bring a packed lunch to school. Lunch should be healthy and filling. Please plan on bringing lunches that can be stored at room temperature as we do not have enough space in the refrigerator, or include ice pack. We also have limited microwaves so to prevent long lines and delays, please send lunches in thermos to stay warm if needed.
- 2. Students will also be required to bring a water bottle to school. Reusable bottles are preferred and encouraged.
- 3. Snacks such as fruit/vegetables or cheese may be permitted based on class and permission.
 - a. K4 and K3 will be provided snacks.

ii. Recess and outdoor time

- 1. All students will get recess every day for a minimum of 25 minutes. Recess will be held outside as default, and move indoors due to weather issues including:
 - a. Rain and storms
 - b. Cold temperatures below negative 10 degrees windchill
 - c. Construction danger
- 2. All students must participate outdoors unless a doctor's note is provided for a medical issue.

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3. Games, materials, and equipment will be provided by the school, and personal items should not be brought to school.
- iii. School property
 1. All students are expected to stay on school grounds for the entire day without exception. If a parent or designated guardian needs to pick up or meet with a student, it must be done through the office.
 2. Students cannot leave school grounds even before or after school without permission notifying the school from a parent.
 3. School will be in session at the school site unless there is a field trip which families would be notified of ahead of time.
 4. All school material, spaces, and equipment must be respected.
 5. Any materials, equipment, technology, etc. owned by MAM must stay on school grounds unless permitted to be taken out by a MAM teacher or staff.
 - a. Loss or damage of such material will be assessed
- iv. Books (Text or library)
 1. Reimbursement is expected if they are lost and/or damaged. A student who has lost or damaged a library book will not be allowed to borrow additional library books until the book(s) are paid for. Students may also lose privileges for not returning, paying for, or replacing lost or damaged library/textbooks. The following prices will be adhered to when levying book fines
 - a. Torn pages - \$1.00 per page
 - b. Torn/broken binding - \$5.00 per book
 - c. Torn cover/holes in cover - \$5.00
 - d. Abused book which renders it unusable or lost book
 - e. New – 100% of original cost
 - f. 2 to 5 years old - 75% of original cost
 - g. Over 5 years old - 50% of original cost
- v. Electronics
 1. MAM discourages students from bringing cell phones, tablets, iPods, headphones, and other electronic equipment to school. Electronics often become a distraction to the educational environment, and are targets of theft.
 2. If a student carries a cell phone the phone must be turned off and stored out of sight during school hours. Phones may not be used

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to talk, take pictures, play games, record or text during school hours, including recesses.

3. Offenses:

- a. 1st infraction - students will have their cell phone taken away and returned at the end of the day.
- b. 2nd infraction - students will have their cell phone taken and secured in the office until a parent can come to school to retrieve it.
- c. 3rd infraction - students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

vi. How to reach student/student to parent

1. If any communication is needed from a parent to a student or a student, please use the school phone number for this use.

vii. Visitors policy

1. Every person who enters the school must check-in at the main office, and check out before leaving to ensure the safety of our students and school. This applies to all parents, siblings, families of staff, construction and maintenance individuals, etc.

viii. Parking and transportation

1. Parking is available anywhere in the lot. Please adhere to posted handicap and reserved signs.
2. Options for carpooling are under discussion. Please communicate with the principal if you would be interested in a carpool system, or before/after care for your student.

ix. Treats, gifts, and parties

1. Bringing in treats for a class is permissible but must be communicated to the homeroom teacher at least 7 school days in advance.
2. Please do not send treats in recognition of any holidays except Ramadan, Eid Al-Fitr, or Eid Al-Adha.
3. Please try to send only individually wrapped treats.
4. Giving gifts to teachers is neither discouraged or encouraged.. However, a staff member is not permitted to accept or solicit for personal use a gift worth more than token value from a parent or pupil. Because many children enjoy giving things to their teachers, we suggest that gifts take the form of a book or a game for the

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classroom. In this way, all students can benefit from gifts given to teachers and other staff members.

- x. Lost and found
 - 1. A central lost and found will be in the main office. Students should seek a lost item before or after school but not during class session.
- xi. Transcripts and records
 - 1. If any record is requested, please first check Gradelink to retrieve it. If unavailable on Gradelink, please contact the principal and give one week's notice for intended record and purpose.
- xii. Release of Personal Information: The personnel of the Madinah Academy shall respect the confidentiality of the personal records of the staff, family and the children. Any information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to the school academic staff, unless the parents of the child grant written permission for disclosure.
 - 1. Whenever the parents want the information to be released to any agency or individual, they will be required to sign a release form in the presence of the Principal of the school specifying to whom the information will be released and for how long the release form is valid.

9. Curriculum

- a. General
 - i. Language Arts: Core Knowledge and MENSA for Kids
 - ii. Math: Dimensions- Singapore Math and Art of Problem Solving
 - iii. Science: Core Knowledge, Create for STEM, OpenSciEd, Generation Genius, and Health Education
 - iv. Social Studies: Core Knowledge
 - v. Arabic: Bidaya
 - vi. Islamic Studies: An Naseeha
 - vii. Quran: The Clear Qur'an for English Translation
- b. Tarbiya Program: Developing the Complete Individual
 - i. Tarbiyah is an Arabic word that in the Islamic tradition translates as "increase" or "growth." Our objective as an Islamic School is to develop our students into whole individuals. We aim to implement programs and opportunities for students that will aid them in their personal character development.

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- ii. The product of Tarbiyah should be an ideal citizen who lives in harmony with the universe and balances the needs of this world with the needs of the Hereafter. Together with others, these citizens should help build ideal societies as an American Muslim. Their character should reflect the qualities of a Muslim as illustrated in the Quran and the teachings of Prophet Mohammed, PBUH.
 - iii. The primary goals and objectives at Madinah Academy are to implement this Tarbiyah process within our educational programs to develop the complete individual.
 - iv. Ultimately, the goals of Tarbiyah would prepare young Muslims to become:
 - 1. Committed & Balanced Muslims
 - 2. Knowledgeable Scholars
 - 3. Contributing Citizens
 - v. These three objectives go hand in hand and cannot be taught one at a time or in a linear manner. They are taught and practiced at the same time using an integrated approach
 - 1. September – Responsibility
 - 2. December – Courage
 - 3. March – Fairness
 - 4. October – Respect
 - 5. January – Trustworthiness
 - 6. April – Honesty
 - 7. November – Citizenship
 - 8. February – Caring
 - 9. May – Reflective
- c. Accommodations and support
- i. MAM assesses the needs of the students and which forms of accommodations and support can be provided. This comes in the form of a parental input and teacher feedback. Once the needs are assessed, MAM will work with families in conjunction with their residential public school district to provide support needed for the student to succeed. This support may look like tutoring, therapy, learning accommodations, technological assistance, etc.
- d. Grading system/scale

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- i. Grading: Students in grades K-8 receive a report card and progress report, alternately, at the end of each academic quarter.
- ii. Letter Grades Numerical Equivalent Grade Point Average Scale
- iii. A 90 – 100% 4.0 Outstanding
- iv. B 80 – 89% 3.0-3.9 Satisfactory
- v. C 70 – 79% 2.0-2.9 Needs-Improvement
- vi. D 60 – 69% 1.0-1.9 Needs-Improvement
- vii. F below 60% 0 Unsatisfactory
- viii. The year's Final grade breakdown will consist of the following:
1st Quarter-25% 2nd Quarter-25% 3rd Quarter-25% 4th Quarter-25%
- ix. This yearly grade breakdown will result in a student's cumulative final year grade. Students in Pre-Kindergarten receive semester progress reports (January and June)
- e. Homework policy
 - i. Ensuring that homework is beneficial requires a balanced approach and clear communication between the student, the teacher and the family. Homework that is assigned should be purposeful, appropriate to the age level of the student, and tailored to the needs of the child and their family.
 - ii. Reasons for assigning homework include practicing new skills, applying previously learned skills in new contexts, and/or fostering productive study habits and independence. Homework has the additional potential benefit of helping young children understand that learning happens everywhere, while also providing parents with information about our curriculum and opportunities to support their students in their learning.
 - iii. With these ideas in mind, we practice the following approach to homework:
 - 1. A maximum of 60 minutes of homework per night allocated as follows:
 - a. A minimum of 20 minutes spent reading from self-selected and/or teacher assigned texts either independently or with an adult is a nightly homework requirement.
 - b. A maximum of 15-20 minutes total spent working on learning math facts and/or sight words in addition to assignments provided by the teacher that are relevant to the learning taking place in class at that time.
 - c. A minimum of 20 minutes reviewing Arabic and Quran memorization.

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- iv. Homework should be able to be completed by the student independently.
- v. While homework is an expectation and participation in homework is strongly encouraged, there are no consequences imposed on a student who does not complete homework.
- vi. Families may choose to modify assignments by adding to or decreasing the amount of homework assigned.
- vii. Learning occurs in a variety of ways outside of school. We encourage students and their families to explore opportunities to foster growth and responsibility in many ways including participating in completing household chores, discussing current and world events, and through participation in local community activities.
- f. Testing into next level
 - i. We understand that some students (or their parents) would like more of a challenge in certain subjects. MAM believes that school is not only for academics but also social development, and encourages students to stay with their class for all subjects. If teachers assess the need for more of a challenge, they may be assigned extra assignments or higher standards on an assignment.
 - ii. It is imperative for students to build comradery with their peers in their class, and for teachers to assess students as a whole and individually. Thus, during the school day, the goal would be to keep students with their assigned class for all subjects. Students showing advanced learning skills in a subject may be encouraged to join after school clubs and programs to enhance the learning experience.
 - iii. Further discussions on individual student situations will occur between the teacher and family after the 1st quarter is complete.
- g. Parent- teacher conference
 - i. There will be two annual parent-teacher conferences each year, and time slots will be made available
 - ii. Parents may request a conference by contacting the teacher directly and set a time that works best, if needed outside of the scheduled parent-teacher conference days.
- h. Grade and progress reports
 - i. Grades will be available for students and families to review on Gradelink, and progress report on grades and any other classroom performances on a quarterly basis. Parent-teacher conferences will be scheduled around this time for any further communication that may be needed.

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- i. Teacher's responsibilities
 - i. The planning and executing of lessons
 - ii. Preparing the teaching materials as needed
 - iii. Making sure the classroom is inviting, neat, clean and organized
 - iv. Being a good model in both behavior and appearance
 - v. Formulating appropriate expectations for students
 - vi. Providing adequate supervision of all children in their class
 - vii. Being able to prevent any disruption in the classroom
 - viii. Sharing their ideas, feelings and thoughts and cooperating with other staff members
 - ix. Updating the principal of what goes on in the class
 - x. Providing functional and relevant instruction as needed
 - xi. Setting the limits and consistently enforcing the standard of conduct school - wide
 - xii. Keeping records for each student's development throughout the year
 - j. Field trips
 - i. Students will be taken on field trips for educational and recreational purposes. At least one week before the trip, parents will be notified of the date, place, lunch requirement, cost, etc. The parents must sign and return the permission slips if they wish to send their child on the trip. Cost should NOT prohibit the student from engaging in this opportunity. If costs are a concern, it should be communicated with the homeroom teacher 5 days before the field trip in order to be accommodated.
 - ii. Parents/guardians are invited to participate in field trips and may be requested to help with transportation and/or chaperoning. It is the chaperone's responsibility to maintain discipline in his or her group and to keep the entire group with him or her at all times.
10. Parent/Family involvement
- a. General
 - i. Parent involvement is crucial to the success of our students, and their future. Please check in with your student, and create a schedule to adhere to at home to ensure all work is done or if there are any questions.
 - ii. Parents are also very important to the school community. Parent involvement in programs, learning, and happenings of the school is encouraged!
 - b. Parent-Teacher Committee

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- i. MAM encourages parents to get involved through the PTC. In the past, PTC has helped plan events and activities for the students, fundraisers for the school, and coordinate field trips.
 - ii. To get involved, email ptc@mamonline.org
- c. Parents' Responsibilities:
 - i. See that their children are well rested before coming to school.
 - ii. Abide by the attendance laws
 - iii. Provide school with accurate emergency contact number
 - iv. Show respect for school staff
 - v. Provide a nutritious lunch/snack and offer their child a healthy breakfast before school.
 - vi. Help their child (ren) with homework.

11. Grievances

- a. The school would be happy to meet with the parents or community members at any convenient time to address any grievances or to discuss the ways of improving school. However, the school takes strong exception to misbehavior of parents with teachers. In all circumstances, a teacher deserves respect and regard which is an important element of Islamic ethos and norm of the civilized societies across the globe. Unbecoming behavior of parents is not only detrimental to their own ward but is also likely to find mention in the behavior folder of the child, which will be transferred as part of other records. It may also result in expulsion of the student from the school.
- b. If a parent has a complaint related to a class matter, a conference should be scheduled with the class teacher. If the problem is not addressed satisfactorily, the complaint should be sent in writing to the MAM administrator within one week. Every effort will be made on part of the MAM administration and board to resolve the issue amicably.



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ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I, the undersigned Parent/Guardian, on behalf of my child, [_____], understand that I am responsible for reading the policies contained in the Madinah Academy of Madison (MAM) Parent-Student Handbook. I further understand that this handbook serves as a general guide and that the provisions and/or terms may be changed and/or updated by the school at any time during my child's enrollment.

As the school provides updated policy information, I accept the responsibility for reading and ensuring that my child abides by these changes. If there are any policies or provisions that I do not understand, I will seek clarification from the school administration or the appropriate school personnel.

I expressly understand that neither this Parent-Student Handbook nor any other communication by school representatives, whether oral or written, is intended in any way to create a Contract of Enrollment.

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My signature on this form is an acknowledgment that I agree to ensure that my child abides by the provisions outlined in the MAM Parent-Student Handbook.

Print Parent/Guardian Name

Signature

Date

Print Student's Full Name

Student's Date of Birth (MM/DD/YYYY)