

ABRAR YOUTH ACADEMY (AYA)

STUDENT PARENT HANDBOOK 2023



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Welcome

Masjid Al-Nabi is proud to announce the beginning of Abrar Youth Academy (AYA) Weekend School program, which will be providing children ages 5 to 18 with an excellent entry-level introduction to spiritual development. AYA weekend School is committed to teaching the recitation of the Holy Quran and providing Islamic education to young children as well as youth in our Muslim community. Our teachers are dedicated to nurturing spiritual growth and developing God consciousness through the teachings of the Quran and Ahlulbayt. The program will be using the KISA Kids Curriculum that helps to instill in students Islamic Akhlaq from honoring family, ethical values, and respect for others as well as learning Islamic rules, ethics, and history.

AYA School Goals

Abrar Youth Academy's goal is to develop a strong Islamic foundation in students. Our focus is in three areas:

1) Islamic knowledge

Students will learn Islamic beliefs based on the Quran, Sunnah, and Intellect.

To learn the basic and relative Islamic practices as well as how to perform them.

To learn Islamic ethics and morality.

To learn how to recite the Holy Quran and understand its meanings.

2) Practicing Islam

Students will be in an environment where they will be encouraged to practice their obligatory actions. Workshops will be held to ensure that the obligatory acts like salat (prayer) are performed correctly.

3) Obtain High Ethics and Morality

Students will be encouraged to display the best of manners to teachers, parents, and other students. The goal is to promote good ethical qualities in students such as honesty, integrity, sincerity, and to become a hard worker.

Important School Information

Administration and Office Staff

Sayed Abbas Razavian, Supervising Alim

Sister Nadwa Chahbour, Principal

Br. Afshin Karimi, Principal Assistant

Yasmin Nehme, Administrator

School Hours

AYA classes are in session starting January through May on Saturdays from 5:00 to 7:00 pm. School holidays include the Saturday of or after Eid al Fitr, Eid al Adha, and local Holidays. A school monthly calendar will be provided every month to remind of the off days.

Admissions Policy

Students seeking admissions must:

- Complete and submit the registration form online or using a hard copy.
- Pay all applicable fees.

Link for registration : <https://abraryouthacademy.org/register/>

Tuition Fees

Registration opens on November 19th to December 25th.

Tuitions are due upon registration. If there is space available registration will continue after December 25th.

Tuition fees:

- One student **\$110**
- Two students **\$160**
- Three students **\$200**
- Four students and above **\$250**

Fees are subject to change, these fees were set in the 2021 School year, please check with the administration or the website for the accurate current tuition fee.

Health & Allergy Related Matters

Parents shall inform school administration during registration of any known allergies, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with a particular food that requires immediate medical attention. Any medications and medical conditions of the student shall be disclosed to school staff so that proper care and support can be provided in case of emergency.

AYA Weekend School is not responsible or liable for any sickness, illness, loss, or injury incurred by its students or guests while in attendance at AYA Weekend School.

Your child should stay home from school if he/she has a contagious disease. A contagious disease is one that can be spread by close contact with a person or object. Examples are chickenpox, flu, vomiting, diarrhea, colds, strep throat, and pinkeye. A disease may be contagious before the child shows signs of illness.

Also, students must stay home from school due to illness if any of the following are present:

- Positive Covid test for the student or for any member of the family
- Fever of 100 degrees or higher in the past 24 hours
- Vomiting and/or diarrhea in the past 24 hours
- Unknown rash
- Itchy, red eyes with discharge
- Any contagious condition

Dress Code

To create a credible and respectful Islamic environment, students, teachers, parents, and staff should adhere to a modest Islamic dress code.

Parents, teachers, and staff need to set an example for the students during all school hours, school events, and trips, leaving a good impression and a role model for students to follow. Adhering to a modest and conservative style is necessary to maintain integrity of the Islamic dress code:

Dress code for male students and adults:

- ✓ Should be groomed and clean.
- ✓ Long or short sleeves tops (no sleeveless).
- ✓ Long pants with no tears.
- ✓ Avoid distracting hairstyles and colors.
- ✓ Wear socks all the time with or without shoes.
- ✓ Wearing a dress or sports shoes is recommended.

Dress code for female students and adults:

- ✓ Should be groomed and clean.
- ✓ Long pants with no tears.
- ✓ Hair should be covered with hijab,
- ✓ Modest clothing for example: long dresses, long skirts, long sleeve tops, loose pants.
- ✓ Female clothing should cover all her body parts except for the face and hands.
- ✓ Wear socks all the time with or without shoes.
- ✓ Wearing a dress or sports shoes is recommended.

Dress code for all:

- ✓ No inappropriate or disrespectful images, words or phrases should be on the clothing.
- ✓ Pants and shirts should not be form fitting.

Arrival & Dismissal

Being on time is essential!

Allah says: "Oh you who believe, stand by your contracts (and obligations)."

As busy parents, we are always short of time and seemingly rushing around to finish our chores and responsibilities but as believers we should uphold ourselves to the most excellent of character. Being punctual shows respect, good etiquette, and, most importantly, keeps your promise as per our Creator's order!

Here are some guidelines to help the school and parents work together for smooth arrival and dismissal times, Insha'Allah:

Traffic and Safety

- Please be aware of students walking across the parking lot.
- Please be careful backing up.
- Never leave your car running and unattended.
- Never leave your child unattended in the car.

Arrival

Please arrive no earlier than 4:30 PM to the masjid. The doors will not be open prior to 4:45 PM. This is very important; the teachers need time to prepare the classrooms for the day and are not free to supervise children until class time starts. No supervision is provided for students who arrive earlier than school hours.

Please have your child use the restroom, if needed, before entering the classroom.

Classes start at 5:00 PM. Please be on time, and call or text ahead if you think you will be late. Make sure your students are in class at the beginning of the session. Students who are tardy miss the introduction of the lesson, and they cause distraction.

Sign in / Sign out sheet

It is imperative that you or an authorized person sign in your child each day when you arrive at School and sign them out at pick up time. Your child must be accompanied to his/her room and to the care of a teacher.

Staff will use the sign-in sheets to account for every child under their care. If there is an emergency, staff will need an accurate attendance sheet to ensure everyone is accounted for. Students may not leave the AYA school/Masjid building at any time during school hours unless accompanied by their teacher for an outside activity, or to leave early with their parents or guardian.

Tardiness

- Students must be in class at 5:00PM.
- Students arriving after 5:15PM must report to the office to obtain a Late Pass and to ensure attendance is recorded.

Dismissal

Please make sure to arrive by 7:00 PM when picking up your child from School. If you know that you are going to be late, please notify staff immediately so that we can reassure your child. Staff will supervise dismissals.

- Students must be picked up between 7:00 PM and 7:15 PM.
- Students who are not picked up by 7:15 PM will be sent to the office to wait for their parents. Parents will be charged a fee of \$5.00 per 15 minutes starting at 7:15PM.
- Parents with children in multiple grades are requested to pick up younger children first

Early Pick Up

If you are picking up your child early, when possible, please inform staff beforehand so they can have your child ready at that time for you. Please allow the teacher some time to complete the discharge of the student and to give them materials and last-minute instructions, if any.

Student Release

Students shall be released from school only to the parent(s), guardian(s) or individual(s) listed on the Student Registration Form, or to another person designated in writing by the parent(s) or guardian(s).

A note must be sent to the office if there is a change in the person allowed to pick up your child.

Attendance - Every Week Counts!

Regular school attendance is essential for a student to make the most of his or her education — to benefit from teacher-led and school activities, to build each Saturday's learning on the previous Saturday's, and to grow as an individual. Arriving on time and staying until the end of the day are equally important.

AYA Weekend School will have an attendance program in place to monitor attendance and to help improve attendance issues if they arise.

Good communication is always important when your child misses class. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. If your child is absent, you will receive a call verifying that your child was not present. If too many absences occur, this will hinder your child's education.

If too many absences occur:

A School Attendance Review Meeting will be requested between parents, the Principal, and Alim to discuss the ongoing attendance issues (absence, tardy, truancy, etc.).

An action plan will be developed to expedite missing instruction by the student.

This action plan will be a Short-Term Independent Study to get your child's knowledge back in line with the class.

Regular student attendance is an important part of creating a successful and positive school experience for children.

Reporting Absences

As soon as a parent knows that their child is going to be absent, they must call the teacher/principal or inform them about the absence in the child's class group on WhatsApp.

Discontinuing School

Parents of students that decide to discontinue from attending AYA weekend school must request the discontinuation of their child's registration in person or in writing. Registration and tuition responsibility remain in effect until official withdrawal notice is received and is not in any way based on student attendance.

School Cancellation

If school is dismissed early, opening is delayed, school is canceled because of unforeseen reasons or God forbid an emergency, the following media outlets will be used to announce closings or delays:

- www.AbrarYouthAcademy.org
- WhatsApp School Groups

- School's Social Media

AYA will rely on contact information in students' registration files to communicate with parents in an emergency, which may include a phone call or SMS messages. It is crucial to notify the school when a phone number previously provided has changed.

Attendance Tips for Parents and Guardians

1. Allow your child to stay home only when he/she has a contagious illness or is too sick to be comfortable at school.
2. Get your child to school on time every week, and make sure homework assignments are complete.
3. Post important dates on a family bulletin board or on the refrigerator.
4. Give your child enough time to get ready for school in the evening.
5. Try preparing lunches/snacks, packing school bags, and laying out clothing the night before.
6. Plan/schedule any family events during non-school times.

Discipline and Behavior Policy

Each student shall uphold AYA's Weekend School's Honor Code:

"ABRAR"

Attentive

Be on time

Ready to learn

Act Responsibly

Respectful

Student's Code of Conduct

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Ahlulbayt (AS). Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school's expectations for student behavior.

At Abrar Youth Academy (AYA), all students are expected to conduct themselves in such a manner as to promote a positive educational environment.

With this goal in mind, we have put the following rules:

Attendance

- Attend class regularly and on time.
- Call ahead, when possible, if you are going to be absent or late.

Respecting Authority and Rules

- Honor the Dress Code.
- Only bring school books and supplies to your class.
- Remain obedient to staff and comply with school rules.
- Always remain in specified, designated areas.
- Always follow staff directions and teacher's instructions.
- Do not talk back to teachers or staff in charge, including substitutes, volunteers, and lunch/snack supervisors

Responsibility for Learning

- Be prepared for class.
- Demonstrate a serious and responsible attitude in daily work in all subjects.
- Homework is carefully and thoughtfully completed and on time in all classes.

Manners of Speech

- Students are expected to always speak respectfully and with politeness.
- Greet your teachers and classmates with “Assalamu Alaikum”.
- Students, when necessary to speak, should use their soft voices when moving inside the masjid building.
- Be active and engaged in all subjects, which includes participating in classroom conversations and being respectful and attentive to those instructing.
- Raise your hand and wait for a turn to speak.
- Have an open mind and respect your classmates' answers and ways of thinking. Do not laugh or make fun of their answers.

Conflict Resolution

- Students are expected to take positive, proactive steps to discussing, reforming, and resolving any conflict between themselves and faculty by using the means available to them.

Respecting Each Other

- Always be respectful of classmates, both physically and verbally.
- Students are expected to always be honest, courteous, and kind to each other.
- Respect other people’s property and personal space.
- Respect differences in people, their ideas, and their opinions.
- Always use appropriate language with your fellow students.
- Do not bully or tease other children.
- Always be willing to lend a helping hand.

Taking Care of School's Property

- Students should show care and regard for school property and the property of others.
- Students should not carry, conceal, or bring to school materials which are inappropriate or may disrupt the educational process.
- Students shall move safely through the school.
- Students should not play around in the bathrooms or hallways.

- Students should keep classrooms clean and organized.
- Students should never take anything from school unless permitted by administration.
- Students should keep the Masjid walls free from any damage or graffiti.
- Students should not vandalize school property (desks, chairs, white boards, bookcases, buildings, bathroom, etc.)

Self-Respect

Students are to always act with academic integrity.

Students are to work and study hard.

Use Of Personal Electronic Devices At School

The use of personal electronic devices is strongly discouraged at Abrar Youth Academy. Personal electronic devices are not permissible unless used as a part of a class or project and are approved by an instructor. If so, students are allowed to bring laptops or tablets for projects or presentations. For a student to carry a cell phone during field trips, parents must submit a request to the teacher in charge. The reason for the request must prove a justifiable need. The request must then be approved and accepted by the school prior to the student bringing the device. If a parent wishes to contact his/her child during school hours, it must be done through the main office.

Discipline and Behavior Policy

At Abrar Youth Academy we have a clear reward and discipline system which is used to reinforce the idea in our students that good deeds earn them rewards while bad deeds lead to unpleasant consequences.

Discipline refers to specific corrective learning – and not a punishment – that is intended to clarify the expectations from a student and to build foundational behaviors and habits that will actively contribute to the wellbeing and success of the student.

Each student shall conduct himself or herself to reasonably comply with the school's code of conduct as outlined in Student Code of Conduct. However,

we have put a plan of action for when discipline is needed, noting that it is not possible to reasonably foresee all grounds for disciplinary action. Administrators, teachers, and school staff shall ensure that disciplinary actions lead to positive development and are not merely punitive. Disciplinary actions shall not remove a student's opportunity for breaks (eg. snacks).

Schedule of Disciplinary Actions

Learning and correcting shall be the foundation and primary consideration of any disciplinary action. There will be two warnings before an action is taken to correct the misbehavior. Disciplinary actions may include, but are not limited to:

- Step 1:** Problem solving, an explanation of how to correct the misbehavior, monitoring, or reviewing behavior expectations with the student and reprimand.
- Step 2:** A lighter penalty before a heavier one is applied (eg. Temporary removal of privileges).
- Step 3:** Establishment of a behavioral contract with the student.
- Step 4:** A notification of the violation followed by parental involvement that may include a Disciplinary Hearing.
- Step 5:** Suspension from school.
- Step 6:** Expulsion from school.

Reward System & Strategies

The school encourages all staff to use positive reinforcement and reward students that are behaving according to the code of conduct. The rewards help students remember the classroom rules and proper behavior.

Below is a list of some of the strategies which are applied that helps in creating a positive culture in the school.

1. Praise and encouragement in classes to recognize achievement.
2. Positive written comments on work or agenda.

3. Star student, teacher aid, sit in teacher's desk, etc.
4. Displaying student's good work.
5. Certificates.
6. Name displayed on the School board.
7. End of year awards.
8. Homework pass.
9. Teacher makes a positive phone call home or email.
10. Give a treat.

Parents involvement

As a weekend school primarily run by volunteers, parental involvement is crucial to the development and growth of Abrar Youth Academy. We encourage parents to participate in the school as well as invest in the students by helping them with their homework and any extra requests they may have. As the school administrators and teachers strive to achieve goals and success, these goals will be met more efficiently and effectively with the help of the parents. For more information about parental involvement and how you can help please contact AYA weekend school administrators and let them know of your availability.

Jazakumllah Khayran! We look forward to to be at your service in 2023 .

-AYA Staff