



JAMIA-TUL-MADINAH

(A Project of Dawat-e-Islami Inc.)

Our mission is to produce authentic scholars who can guide the community to lead their lives according to Islamic guidelines.

Parent & Student Handbook

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Introduction

Welcome to Jamia-tul-Madinah! Opened in 2018, the school offers a home school-based academic curriculum that is rigorous and challenging. Our students will maintain a strong attachment to Islamic principles and values that lie at the core of our mission while excelling academically at the same time. As an Islamic school, Jamia-tul-Madinah believes in Sunni Islam and adheres to the Sunni Sufi creed of Ahl-us Sunnah.

All of us – parents, students and staff – strive to do everything we can to ensure that our students have a happy and successful academic year. This handbook is prepared to help us reach that goal. Reading the handbook carefully will help parents and students know what is expected. Basic policies and guidelines are included in the hope that we can prevent problems before they arise.

Parents are always welcome at Jamia-tul-Madinah. We encourage you to visit, be aware of what is happening in your child's life and become involved in the educational process. When the school and parents work together, a child's potential for success is greatly multiplied. If parents ever have a question or concern, they are invited to contact JamiatulmadinahUSA@gmail.com or (413)353-2626.

We ask that parents to review this handbook with their child, then sign and return the Parent Acceptance of Handbook to the office. Your signature is required to complete your child's registration.

Jamia-tul-Madinah's Vision

- To please Allah and His Messenger صَلَّى اللهُ تَعَالَى عَلَيْهِ وَآلِهِ وَسَلَّمَ.
- To provide Islamic knowledge to Muslims.
- To provide the mindset to safeguard and protect faith.
- To teach basic obligatory knowledge.
- To provide supplementary knowledge such as tasawuf and da'wah.

Jamia-tul-Madinah's Objectives

1. To provide a college preparatory and religious curriculum.
2. To provide an enriched and healthy social and educational environment.
3. To preserve the Muslim identity of the students and cultivate in them a love for Quran and Sunnah.
4. To impart knowledge of Islamic religious sciences to enable students to go on and embark on further Islamic education.
5. To prepare well rounded Muslim scholars who have a good grasp of religious knowledge as well as the intricacies of tasawuf (spirituality) and dawah (calling towards righteousness.)
6. To train students to take on roles of leadership in the community, be it through their writing or speeches or as organizers.

The Curriculum

Jamia tul Madinah is an Islamic institute – a project of Dawat-e-Islami – which teaches the traditional Islamic knowledge known as Dars-e-Nizami or Alim Course.

The Alim course at Jamia-tul-Madinah spans over 5 years, in which students are taught the in-depth knowledge of Quran, Hadith, Usool-e-Hadith, Aqeedah (Islamic theology), Fiqh (Islamic jurisprudence), Usool-e-Fiqh (principles and applications of Islamic jurisprudence), Sarf & Nahv (Arabic grammar), Arabic literature, balagah (eloquence), and much more. By the end of this course, the student will receive a degree in Islamic sciences.

Arabic and Islamic Studies

In-depth knowledge of

- Quran
- Tafseer
- Usool-e-Tafseer
- Hadith
- Usool-e-Hadith
- Aqeedah
- Fiqh &Usool-e-Fiqh
- Sarf & Nahw
- Arabic Literature, and much more.

Complete overview

https://www.jamiatulmadinahusa.com/curri_online.php

Highschool Diploma (Online)

Jamia-tul-Madinah has also adopted Penn Foster. Its High School Program is nationally accredited because it has met the high standards required by the Distance Education Accrediting Commission (DEAC) in Washington, D.C. This online program will give the students to complete their Highschool Diploma alongside their study of Islamic Sciences.

Guided by the school mission, our college preparatory program and curriculum are designed to provide students with the skills to succeed in a rapidly changing world. These skills, which include creativity, communication,

teamwork, leadership, self-awareness, and critical thinking, are indispensable in a fast-paced and sometimes tumultuous global environment.

Books, Kits and Resources

<https://www.pennfoster.edu/pf-homepage/index.html>

Spiritual Life & Dawah Practice

Jamia-tul-Madinah tries to engage their students with spiritual activities to train them in

their daily and spiritual life. This is why Jamia-tul-Madinah has kept 100 points in the final exam for the extra-curricular activities during the whole year (excluding the two months of vacation around Ramadan). These activities include:

Madani Muzakra: There are 4 or 5 weekly Madani Muzakra each month (typically on Saturdays.) One Point will be given for attending each Muzakra. The student who attends at least four weekly Madani Muzakras during the month will get 4 points for the month and 40 points for 10 months.

Madani Ina'amat: Two points for submitting the Madani Ina'amat card each month. Students will get 20 points for submitting the Madani Ina'amat card for 10 months.

Madani Qafila: Four points will be given for travelling in the Madani Qafila each month. A total of 40 points for 10 months.

The total adds up to 100 points and will be included to the final semester exam.

Enrollment and Attendance

Enrollment Requirements (could be completed online)

The entire registration packet must be submitted before a student will be accepted. The registration packet outlines the policies, rules, and requirements of enrollment in detail, and includes:

- a provisional admission form (for new students),
- temporary guardianship authorization,
- a parent handbook acceptance form,

- a medical information form (which includes a doctor's statement on the child's health record if there is any limitation for school activities),
- a student data / emergency contact form,
- copies of the student's birth certificate
- immunization record
- two recent passport size photos
- letter of recommendation, preferably from one of the board members of Dawat-e-Islami Inc.
- transcripts from current middle school or high school
- transcripts of seminary education (if applicable)
- Hifz certificate copy (if completed)
- Take Admission Test
- Interview (via video conference)

Guidelines for Admission into Jamia-tul-Madinah

1. The student should be Sunni Baralewi and adhere to the correct Islamic beliefs in accordance with the Sunni Sufi creed of Ahlus Sunnah.
2. The student should be ready to participate in activities of Dawat-e-Islami, which are assigned to them, while enrolled in Jamia-tul-Madinah.
3. The student must follow the guidelines and rules set forth by the Administration of Jamia-tul-Madinah and Dawat-e-Islami.
4. The student should neither solicit funds for himself, as a loan and or a grant, nor for any other individual or organization besides Dawat-e-Islami orbits departments.
5. The student should not be convicted for any misdemeanor or felony.
6. The student should follow the guidelines given by the Administration of Jamia-tul-Madinah USA at all times.
7. The students will have to attend the Thursday Weekly Congregational Ijtima of Dawat-e-Islami.
8. Jamia-tul-Madinah is not responsible for a student leaving the premises without permission.

9. The student who is found to have left without permission, will be suspended from attending any classes until such suspension is reviewed by the Administration of Jamia-tul-Madinah USA.
10. A minimum of one-week notice is required for any leave of absence greater than 3 days and will require the approval of the principal.
11. No outside visitors are allowed to stay in Jamia-tul-Madinah without the permission of Administration.
12. A student is not allowed to leave the premises to go to any Programs, Mehfil and or events without the permission of Administration of Jamia-tul-Madinah.
13. The students should secure their own belongings. Administration of Jamia-tul-Madinah will not be responsible for any lost or stolen items.
14. A minimum of 80% attendance is required to take the yearly examination. Any student who does not fulfill this criterion will not be allowed in the examination hall.
15. A student is required to take all Jamia-tul-Madinah's examination and Ijtimas. Failure to do so without any notification or permission can result in a suspension.
16. Students are required to get permission from the administrator or management, to leave the premises of the Jamia, the Masjid, and or the residence at any time. Even during break times and on the days off they can NOT leave the premises without such permission.
17. The administration of Jamia-tul-Madinah has the right to suspend any of the students when necessary, with or without cause.
20. Any use of tobacco will not be allowed. Failure to abide by this rule could result in suspension or even being expelled.
21. Any part-time job, while enrolled at Jamia-tul-Madinah are not allowed until and unless written approval is granted by the Administration of Jamia-tul-Madinah.
22. Residing Students are only permitted to meet those family members whose names are mentioned on the admission form.

23. Cell phones and/or e-devices (including tablets, laptops, ipods, etc.) may not be used during the instructional day or after 11 p.m. or during Madani Halqa (group-study) times, for recreation or personal business.

Pre-Registration, Registration and Waiting List Policy

Students at Jamia-tul-Madinah must renew their registration every year. A spot will be reserved in the following year's class for students who are currently enrolled at Jamia-tul-Madinah provided that they fulfill all the requirements of matriculating to the next grade level and complete all the required pre-registration materials before 1st May each year.

NOTE: Current students who fail to complete the pre-registration materials before 1st May will lose their reserved seat in the upcoming year's class. It is also incumbent that all the material in the pre-registration packet is filled out every year, even if similar material was filled out in past years. It is the parent's responsibility to ensure that the material has been completed and that Jamia-tul-Madinah has accepted their child's pre-registration.

Pre-registration is only open to current Jamia-tul-Madinah students. The pre-registration period will end on 1st May of each year.

Anyone who is not a current student at Jamia-tul-Madinah but wants to be considered for a spot in next year's class can be placed on the waiting list. A student can be placed on the waiting list beginning January 1st of the current year of enrollment. Those on the waiting list need to fill out the Provisional Admission Form at www.JamiatulmadinahUSA.com. It is the responsibility of the parent to ensure that the contact information remains updated. All the material in the packet must be completed by May 15th.

In June, the number of current students who have pre-registered will be counted and the number of openings in each class will be determined. Those on the waiting list who completed the registration packet and submitted it along with the necessary documents by May 31st will be placed in those open positions based on their test results and interview reviews.

Even if we have open spots, we reserve the right to turn down admission to people on the waiting list.

NOTE: If a student on the waiting list does not submit the required materials in May, they will lose their spot on the waiting list.

Dismissal of Students

Jamia-tul-Madinah reserves the right to dismiss any student whose presence in the program is considered detrimental to the best interests of the student, fellow students, or the school in general.

Jamia-tul-Madinah also reserves the right to terminate or not renew a student's enrollment if the school concludes that the actions of a parent or guardian interfere with a positive and constructive relationship, or otherwise seriously interfere with the school's accomplishment of its mission.

Jamia-tul-Madinah also reserves the right to dismiss any student or staff member who knowingly goes against any of the school's published policies or promotes negative discourse against the school verbally, in writing, or on any published medium, including social networking sites. Parents who commit these infractions may put their child at risk of dismissal, as well.

Any action that contradicts any Islamic ruling, local or federal laws or is against the policies of Dawat-e-Islami will result in the student being expelled from Jamia-tul-Madinah.

- If the student does not follow the rules of Jamia-tul-Madinah.
- If any male student trims their beard less than a fist-length.
- If the student becomes habitual of being absent for more than three days without permission. (If this action is done more than twice, it will be counted as habitual.)
- Damaging any property of Dawat-e-Islami or Jamia-tul-Madinah.

- Misbehaving with any of the administration, teachers or employees of Jamia-tul-Madinah.
- Being Habitual of fighting ,bullying, rough housing and or using foul language or gestures with anyone on campus and in the residence area.
- Students are also required to take all of the end of the semester final examinations.
- If the students are expelled then their parents will have to fill out the Provisional Admission Form and also submit a re-admission fee of \$500, if they wish to re-enroll.

Tuition and Fees

There is no tuition charged to families whose children participate in the program.

However, families are financially responsible for some expenses:

- There is a mandatory medical emergency fund deposit of \$300 for each student. Whenever the student graduates or terminates his education, unused portion of this deposit will be returned to the parents.
- Penn Foster's registration and fees.
- Medical expenses, including emergency care and prescriptions.
- Transportation to / from Houston at the beginning of the term, the mid-year break, and the end of each year (school term).
- \$35 returned check fee.
- Re-admission Fee of \$500. There is no admission fee for first time enrollment but if the student is expelled or withdraws from the program then there is a re-admission fee of \$500 for every subsequent re-enrolment.

Notranscriptwillbereleaseduntilallfeesarepaidinfull.Finaltranscripts will be mailed after the close of the school year once all accounts have been cleared. Payments may be made by May 31st.

Transportation Rules

Transportation will be provided from Faizan-e-Attar (student housing facility) to Jamia-tul-Madinah (Sugar Land). Students are expected to follow these rules:

Loading/Unloading

1. Give yourself plenty of time. Be ready at least five minutes before the shuttle is scheduled to arrive/depart.
2. Walk safely.
3. Stay on sidewalks.
4. Wait in orderly manner – do not attempt to load until the vehicle has come to a complete stop.

On the Bus or Van

1. Students are to remain in their seats. Seats may be assigned at the monitor or driver's discretion.
2. Students are to keep heads, hands, feet, and personal objects inside the shuttle.
3. Students may talk without being loud and or distracting the driver.
4. Students may be required to wear seatbelts.
5. Students may eat or drink with driver's permission ONLY.
6. Students will cooperate with the driver at all times.

If a student does not follow the transportation conduct guidelines, then the student may be disciplined to protect the safety and wellbeing of everyone.

Video Monitoring

There will be video monitoring with audio in hallways, in common areas, (not in bedrooms, closets and restrooms), at entry and exit ways, also in classrooms and prayer areas etc.

After School Care

Jamia-tul-Madinah will provide supervision for the students around the clock. Students are expected to follow program rules at all times for their safety and that of others.

Immunizations

All enrolled students are required to have current immunizations in accordance with standards required by the Texas Department of State Health Services. The student's current immunization record must be on file with the school prior to admittance. It is the parent's responsibility to ensure that the student's immunization record is updated when needed. A student whose record is not properly updated will not be allowed to remain in the program.

Hearing and Vision Screenings

Jamia-tul-Madinah's staff will monitor students for any potential issues with hearing and vision during the school year. Parents will be notified of a possible problem with a student's hearing or vision. Parents are responsible for following up on any possible problems by having their child further checked by a medical professional and taking any required steps needed to meet their child's hearing and vision needs.

Student Records

A student's school records are confidential and are protected from unauthorized use. Custodial parents and guardians have access to the records of their children.

School Hours

School hours for students are from 8:00 a.m. to 3:30 p.m. A more detailed schedule will be provided on the Jamia-tul-Madinah's website. Jamia-tul-Madinah reserves the right to modify the daily program schedule as needed. All absences from the daily program (i.e. in case of illness) must receive approval from Jamia-tul-Madinah after communication with parents.

Release of Students

A student shall not be released from school or program care except with Jamia-tul-Madinah's approval and prior written

request or approval from parents/guardians. And only those authorized by the parents are allowed to pick up students.

All early releases from the daily program must receive approval through the administrative office.

Tardy Policy

Punctuality is an essential element of a good work ethic. To fully benefit from the instructional program, students are expected to be ON TIME to school, meals and prayers. “Tardy” means the student is not at an activity when it begins. Students who are tardy may be given disciplinary consequences.

Time clock with thumb print will be used to monitor student’s attendance. They will have to thumb print when they enter or exit the residence and also when they arrive and leave the Jamia-tul-Madinah.

Excuse from Going Outdoors

Physical activity is an integral part of the total education of the child. In accordance with state education standards, we also schedule periodic recesses to give students the opportunity of getting fresh air and sunshine, which is essential to good health. We do not allow students to go outdoors when it is extremely cold or rainy. But weather permitting, students are expected to go outdoors for recess, unless there is a health reason that prevents them from going outside.

Students will be allowed to stay indoors and refrain from participation in outdoor recess for health-related reasons with a written request from the parent/guardian. A physician’s note explaining the nature of the student’s limitation and recommended length of nonparticipation shall also be acceptable.

Inclement Weather Days

During inclement weather, Jamia-tul-Madinah will remain closed if Fort Bend Independent School District schools close, meaning there will be no travel to/from lodging and students will work on their studies from the student housing.

Health Services

Emergency Contact Numbers

Parental cooperation is essential in providing for student health care needs that may arise. This includes making sure that a parent or guardian can be reached in case of a child's illness or accident. A telephone number at which a parent can be reached at all hours is required, as well as an alternate number for a relative or family friend. It is the parents' responsibility to keep these numbers current with the administrative office.

Illness

For the health and wellbeing of all the staff and other students we must ask that students who are sick be kept home. A student may not attend school with a fever (100.8 degrees or higher) and must be fever-free for at least 24 hours before returning to school. Lengthy illnesses may require a doctor's care.

A student will not participate in classes because of a health need if he:

1. Has a fever, has diarrhea, or vomits
2. Appears ill and is unable to do classwork
3. Is suspected of having a contagious condition
4. Sustains an injury which needs medical attention
5. Has active head lice

If a student is ill and the parents cannot be reached or if the illness or injury is serious, administrative office will call 911 for emergency care. Parents are responsible for covering any medical expenses incurred as a result.

Contagious Conditions

If your child has a contagious condition such as chicken pox, strep throat, measles, mumps, head lice, etc. the parent of the child will be notified immediately. Children with a contagious condition must stay home from school.

Injury

While we do everything, we can't avoid injuries, accidents do happen. If a child is hurt while at Jamia-tul-Madinah an incident report will be filled out with a copy sent to the parents. Appropriate care / medical attention will be provided or sought.

Medicine

If it is (or becomes) necessary for a student to take medicine, prescription OR over-the-counter, while in the program's care:

1. A form should be signed by the parent or legal guardian stating:
 - a. The name of the child
 - b. The name of the medicine
 - c. Dosage
 - d. The time to be given
 - e. Name of the prescribing doctor if applicable
2. No student will be allowed to keep his/her own medicine.
3. Prescription medicine must be in the original pharmacy container and include all original labels.
4. The medicine will be kept in a locked cabinet in the student housing and administered by the Night Chaperones and Administrator.

Promotion and Retention

Basic Promotion

Students will earn promotion to the next year of the program based on the end-of-year exam results.

Changes in grade level classification will be made at the beginning of the fall semester. Emphasis should be placed on earning the proper credits in a progression toward graduation from the five year program. Some students might need more than five years to complete the program and earn their certification.

Final Examination – End of Semester

Jamia-tul-Madinah has divided the academic year into two semesters. Towards the end of each semester there will be an examination. All students are required to take the exam. If a student does not participate in the year-end exams or fails in more than two subjects, then they will be unable to move ahead to the next level. They will have to remain in the current year and repeat it. Students who fail in one or two subjects can re-take the exam for those subjects. If they pass on the second attempt they will be permitted to move to the next level. However, if the student fails again on the second attempt, they will NOT be allowed to move to the next semester. Students will have to maintain an 80% yearly attendance rate. If a student's attendance is lower than 80%, he will not be allowed to sit in the Final Exams.

Academic Probation

Students who fail to reach a minimum score of a (70) or a C in one or more classes or have a GPA below 2.0 may be placed on academic probation for the next semester. Failure to reach the C minimum or to show reasonable progress may result in dismissal. The management board makes the final decision.

Learning Disabilities

Jamia-tul-Madinah is prepared to assist students with mild learning disabilities. However, students with more severe learning disabilities should be enrolled in a school dedicated to assisting those students.

Management Board

For Jamia-tul-Madinah, the Management Board Members are:

- Faizan A. Khan
- Mohammad Obaid Aziz
- Asvad Naviwala (“Nur”)

Guardianship Responsibilities

On behalf of Dawat-e-Islami Inc. (of Texas) this board members will act as the guardians and guardianship decision making body, while the students reside in the housing provided by Jamia-tul-Madinah.

They shall make all decisions related to the child's educational, religious, and recreational activities and undertakings; and authorize or administer general first aid treatment for any minor injuries or illnesses experienced by the child. If the injury or illness is life-threatening or needs emergency treatment, DAWAT-E-ISLAMI, INC. is authorized to summon any and all professional emergency personnel to attend, transport, and treat the child. DAWAT- E-ISLAMI, INC. is further authorized to consent to any x-ray, radiographs, anesthetic, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution.

The parent(s) agree that they shall be solely responsible for the payment of any and all bills and expenses that have been paid and/or incurred on behalf of the child. The parent(s) shall obtain health insurance coverage for the child that provides basic health care services, including usual physician services, office visits, hospitalization, and laboratory, x-ray, and emergency services. The parent(s) shall maintain such health insurance for the child as long as the child is attending DAWAT-E-ISLAMI, INC. and shall provide DAWAT- E-ISLAMI, INC. with a copy of the health insurance policy, insurance card, and any other forms necessary for the use of the insurance at the time of enrollment of the child at DAWAT-E-ISLAMA, INC., and each time the policy is renewed and/or changed.

Academic Integrity

Academic honesty and integrity are basic to an effective learning community. All students are expected to be honest and display a high standard of integrity in the preparation and presentation of work for credit in all classes.

Character Building

The overwhelming research on this topic shows that students who are required to make an honor pledge for assignments strongly

embrace honesty in all aspects of their lives and that cheating and dishonesty drops significantly in school. The Honor Code ensures that all students understand the importance of academic integrity at Jamia-tul-Madinah. The acceptable standard for a Jamia-tul-Madinah student is to be honest and honorable in his dealings with fellow students, faculty, and staff.

Honor Code

- Greet with Salaam
- Be honest
- Be self-controlled
- Be polite and use clean language
- No littering and vandalism
- No rough housing and bullying
- Obey the law and all school policies
- Respect other people and others' properties
- Value diversity
- Participate regularly in school and mosque services and activities
- Encourage others in their commitment to comply with the Honor Code

Academic Dishonesty

If any student attempts to present any work, as his own work that which is not honestly performed by the student will be regarded as a serious offense which will be subject to penalty and disciplinary action. Cheating and dishonesty go against the core attributes of a practicing Muslim and are a great sin. The student who cheats is harmed because he is not learning the material. Other students are harmed when those who cheat gain an unfair advantage in the classroom. The seminary program suffers when the climate of trust and mutual respect is undermined.

Consequences of Honor Code Violations

- The student receives no credit for the work and is required to make up the work or re-take the assignment.
- The administration office notifies the parents.
- The principal will administer disciplinary consequences.

Discipline and Student Behavior

Discipline Policy

“The best among you are those with the best behavior.” **Prophet Muhammad** صلى الله تعالى عليه وسلم.

We aim, as Muslims, to become people of great character, following the legacy of the Prophet صلى الله تعالى عليه وسلم. This path to developing our character does not come easily and must be instilled from a young age, oftentimes through a system of discipline that fosters a sense of self-control and rooted in proper guidance. Islam teaches us to maintain self-control. We learn self-control through prayer, fasts, Zakat, hajj, etc. There are special times for offering salaah and we pray during these times. At the time of Fajr, we might like to sleep, but we get up and pray. While fasting, we feel hungry and thirsty, however, we do not eat or drink anything. Islam teaches us self-discipline, good manners, and respect for others.

Parents, staff, and students must cooperate to ensure high standards in manners, dress, appearance, and general behavior in the classroom are maintained. We must meet these commitments at a very high standard as much as possible at all times.

While the emphasis is on encouragement, sanctions will be imposed on students who constantly fail to conform to the program standards. The central feature of our discipline system is cooperation between the staff, parents and students in order to prevent difficulties from becoming major problems.

Jamia-tul-Madinah provides educational excellence in an Islamic environment promoting creative inquiry with a passion for learning and developing ethical leaders committed to bringing excellence to a diverse society surrounded by Taqwa (piety). Jamia-tul-Madinah is committed to upholding Taqwa values such as integrity, justice, responsibility, and respect.

Disciplinary Action Plan

Jamia-tul-Madinah is committed to offering individualized education at all grade levels. Just as education should be

individualized,so should be the discipline system. Jamia-tul-Madinah is committed to fairness, equity, and a just system.

Student Management System

The heart of discipline should always be left to the adult. Jamia-tul-Madinah endorses the ability of each staff member responsible for student care or learning to devise a system for maintaining the very best in discipline. Housing rules written and implemented by the caregiver, with the approval of the principal, best serves the interest of the individual child. Therefore, the policy will be:

1. The care giver will set out written rules and procedures to be followed by all students in the house. Staff will develop a plan with warnings and consequences specific to the grade levels served.
2. When a policy or procedure is not followed ,the staff member will give the student a warning, enact appropriate positive steps to assist the child in understanding why the behavior was inappropriate, discuss and document the inappropriate behavior with one or both parents/guardians, or enact steps for discipline designed to change behavior.
3. Staff will use discretion in following the procedures in step#2byrepeatingthesteps as often as necessary in attempting to change inappropriate behavior. When staff believes student is not producing the desired outcomes, the staff member will follow one of two procedures:
 - a. Write a counseling referral to be given to the principal where by the assigned counselor will have a minimum of two lunch time meetings with the student.
 - b. Write a discipline referral whereby the principal will devise a documented behavior plan in coordination with the staff, parents, and/or administrative office to insure the child can succeed in the program. Parents and all other staff will be notified of the documented behavior plan and asked to help in the implementation of the plan.
4. The counseling/discipline referral policy will be followed. If the desired behavior is not achieved and the principal believes that student removal from the program is warranted,the student will

be removed and parents will be responsible for transportation home.

Violations of Handbook

Staff should be very familiar with the Student Handbook, and actions so egregious as to violate the safety of students or staff should be immediately reported to the principal. In the event of a case so serious as to endanger other students or staff, or to violate the Mission of Jamia-tul-Madinah or state/federal law, the principal is required to convene a conference as expeditiously as possible with the parent, teacher, and administrator. The conference should be used to:

- Determine the facts of the actions.
- Determine actions that should be taken to insure the safety and integrity of all concerned.

When the findings of the conference result in removal of the child, the Principal will contact the parents as expeditiously as possible and inform the parents of the school's actions. If the conference results in a decision that law enforcement involvement is necessary, then the Principal will contact with the parents/guardians and inform the parents/guardians of the decision.

Out of Class Violations

- 1st Offence: Lunch or recess detention
- 2nd Offence: Lunch AND recess detention (LRD)
- 3rd Offence: Sunday detention

Uniform & Tardy Consequence Progression

- 1st Offence: Warning
- 2nd Offence: Warning
- 3rd Offence: Lunch or Recess Detention
- 4th Offence: LRD
- 5th Offence: LRD & Sunday Detention
- 6th Offence: Discipline Intervention Meeting

Electronic Devices

Students who violate this policy regarding cell phones and electronic devices are subject to appropriate disciplinary consequences. Cell phones and devices may not be used during the instructional day or after 11 p.m. or during Madani Halqa (group-study), times for recreation or personal business.

1st Offense: Confiscation by staff member; student can retrieve the phone (or device) at the end of the school day.

2nd Offense: Confiscation by staff member; parent conference required; LRD

3rd Offense: Confiscation by staff member; parent conference required; Sunday Detention

Shuttle Behavior

Students are expected to obey and comply with the rules of the driver and the driver will notify the Principal of any infractions. Inappropriate behavior reported by the driver will be investigated by principal and appropriate actions enforced.

- 1st Offence: Warning, phone call home.
- 2nd Offence: Removal from the shuttle for one day.
- 3rd Offence: Possible forfeiture of transportation privileges pending meeting with student and parents will be informed.

Physical Assault

Any malicious physical contact anywhere, including but not limited to spitting, hitting, kicking, poking, throwing objects, punching, and head butting will result in immediate referral to principal. Such actions could result in immediate expulsion.

Inappropriate Language

This includes vulgar and hurtful language.

- 1st Offence: Warning
- 2nd Offence: Student will be required to call parent and explain what vulgar/hurtful words were said
- 3rd Offence: Student will be required to call parent and explain to parent what hurtful/ vulgar words were said; use of Student Management System

NOTE: Discipline policies and consequences are open to adjustment at the discretion of the principal.

Parent Responsibilities

Education succeeds best when parents and staff work together in a strong partnership. The school staff asks parents to:

1. Show respect for school administrators, staff and teachers
2. Encourage their children to put a high priority on education
3. Stay informed of school activities and be involved
4. Attend meetings in person or by phone
5. Monitor their children's academic progress
6. Abide by Islamic teachings in private and in public life and be a role model for their children

Parent Involvement Policy

Jamia-tul-Madinah believes that parental involvement is a critical element of effective schooling. In support of the research that shows conclusively that increased parental involvement improves student achievement, we are committed to ensuring that parents have every opportunity to be involved in all aspects of their child's education. Parents have the right to know what their children are studying and staff has the responsibility to communicate this to parents in a clear format. Parents also have the right to know about their child's academic progress and results on any assessment tests.

Parent-Staff Conferences

Conferences are held throughout the year either at the parent's request or if the staff feels a conference is needed.

Grievance Procedures

Parents are encouraged to discuss any concern about their child's education with the teacher. If the issue is not resolved with the teacher, parents should then bring their concern to the attention of the principal.

It is important when parents address issues about staff to use the utmost respect and in no way demean the staff in any form of written or verbal communication.

Texas Department of Family and Protective Services (DFPS) Compliance

Jamia-tul-Madinah complies with all the standards and requirements established by the Texas Department of Family and Protective Services (DFPS). A copy of the DFPS minimum standards is available for review in the office. Parents can also contact the child abuse hotline at 1-800-252-5400. The DFPS webpage can be found at <http://www.dfps.state.tx.us>.

Field Trips and Chaperones

Jamia-tul-Madinah will conduct field trips for our students. Field trips are part of the mission of the school and not considered optional. Parents will be notified at least one week before the field trip of the day, times, destination, etc.

By allowing your student to attend a field trip, you agree that you will not hold Jamia-tul-Madinah, its officers, or staff liable for any incident, accident, or injury that may occur during the trip. Should the need arise, licensed medical or dental care will be administered to your child and you will be responsible to cover any cost for that care and reimburse Jamia-tul-Madinah.

Madani Qafila

Madani Qafila is a 3-day retreat focused on practicing and preaching the Islamic manners and Prophetic ways. Sometimes the Qafila travels to different cities or within the city to various masjid in the area and stays there for 3 days. Madani Qafila is scheduled every month during the academic school year and all students are required to partake in this religious retreat.

Electronics Policy

BACKGROUND

Use of Cell Phones or Other Electronic Devices

Electronic devices have become an integral part of the educational process. Electronic devices enhance the learning experience providing access and tools for all students. The personal use of electronic devices must not endanger persons or property, disrupt the educational process, or violate a publicized policy of the school. We understand that the behavior of the student using the device should be addressed rather than the possession of the device.

Use in the Classroom

Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools, including online texts and other resources, thereby connecting the classroom to the world but use of electronic devices is not appropriate where safety is a concern.

Classroom use of electronic devices is subject to regulation by the staff. *If electronic devices are utilized as part of a planned instructional design, the school will ensure that all students have access to the electronic device.*

POLICY

The possession and use of Electronic Devices (E-Devices) is a privileged part of the educational experience. The school may revoke the privilege of possessing and using E-devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information which shall include but not be limited to pagers, cellular phones, iPods, Personal Digital Assistants, MP3 Players, portable music players, laptops, CD players, gameplayers, cameras, videocameras, GPS, etc. The school is not responsible for lost, damaged, or stolen E-Devices, their programs or their contents.

1. E-Devices may be kept by the student during the school day in his/her backpack and must be turned off and out of sight.
2. E-Devices may not be used to take photos or videos unless specifically allowed and directed by staff.
3. E-Devices provided by the program may not be used to access any social networking site (e.g. Facebook, Instagram, Twitter, etc.).

Refer to the Student Management system regarding consequences for electronic device violations.

School Uniforms

To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform items. The required uniforms are as follows and may be purchased from Maktaba-tul-Madinah at Jamia-tul-Madinah facility.

All Grade Levels: Wrap a turban around their cap (turban cloth can be of any of the 7 colors which are established by Sunnah), White Kurta or Jubba, according to Sunnah. Shalwar or loose-fitting trousers above the ankles.

White shawl to keep on the head, Brown sheet to do veil while sitting is recommended.

All boys should NOT trim their beard less than a fist-length.

Uniform should be neat, clean, and in good repair. Shoes should be closed-toe and sturdy enough for outdoor use. Sandals and dressy shoes are not appropriate. Washer and dryer will be provided at the housing facility for students to do their laundry.

Winter jackets/coats/hoodies cannot be worn indoors. If students would like to wear an extra sweater or jacket it must be a plain cardigan-type sweater or jacket **with no writing, stripes, designs, or images on it.**

Hair should be trimmed or styled to stay out of the eyes and be clean and neatly combed. Fistful beard is compulsory and prophetic haircut is encouraged. Fingernails must be clean and trimmed.

Parents are requested to write the student's name in every clothing garment. Jamia-tul-Madinah is not responsible for any lost or stolen uniform items. It is the student's responsibility to care for their uniforms, jackets, sweaters etc. Found items will be returned to the student when a name is present. Clothing items with illegible names or no names will be kept for a short time in our lost and found and then disposed of or donated to the needy at the school's discretion.

Refer to the Disciplinary Action Plan Section regarding consequences of uniform violations.

In addition to uniforms, sweaters, shoes and outerwear, students will need to have the following items. Appropriate storage arrangements will be provided at the lodging location.

- two pairs of pajamas / sleepwear
- house shoes
- 6 complete outfits for use on weekends: Kurta/Jubba, trousers (shalwar)
- 2 footwear
- 12 sets of undergarments
- athletic shoes
- 3 Imama cloth according to Sunnah color
- 2 brown chaddar
- 2 white chaddar
- 2 bath towels and wash towels
- 2 bedsheets and 2 pillows and blankets (could also be bought here from a local store (like Target or Walmart etc.)
- and personal hygiene items. Have to buy replacements from a local grocery store.

Photographs

Throughout the year, photos may be taken for educational or promotional activities. Staff may post photos of the students on screens, website and social media pages of Jamia-tul-Madinah or use in other ways for learning or team-building activities. If parents have any objection to their child’s photo being taken or being used in any of the above ways, they should contact administration office to make that objection known in writing at the time of registration.

Vandalism

The Muslim community has made sustained financial commitment for the upkeep of school and lodging facilities. To ensure that facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and may be subject to criminal proceedings as well as disciplinary consequences.

Emergency Drills

Jamia-tul-Madinah will conduct fire drills as well as other severe weather drills as needed throughout the year. The school also practices “criminal on campus” drills to ensure student safety.

Integrated Pest Management Program

As a part of our commitment to provide your child with a safe, pest-free learning environment, Jamia-tul-Madinah may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications at Faizan-e-Madinah, Jamia-tul-Madinah and residence are made only by trained and licensed technicians and usually done during non-school hours, weekends, and scheduled vacations so as to limit student exposure to potentially hazardous treatments. Should you have questions about Jamia-tul-Madinah's IPM program, parents may contact administration office.

Visitors

Parents wishing to visit the school during instruction need to contact the administrative office. Visitors are not permitted to interrupt, interfere, or discuss anything with the staff or any student without the principal's permission.

Parents wishing to visit the program / lodging during non-instructional time should contact the administrative office and seek permission. Lodging is not provided for parents who visit the program.

- A parent may not bring children or other adults with him/her except when the child is a prospective student.
- Parents may not send other children to school to spend the day or any part of it with their enrolled child/children.
- Only visitors listed on the admission application will be allowed to meet with the student unless invited to an open house or event organized for public by the Jamia-tul-Madinah.

Parent Council (PC) Policy

The Parent Council (PC) is an organization that serves as a support system for the school, the school policies, and its staff. The main function of the PC is that of fundraising and helping to organize and/or assist in extracurricular activities for the students. The PC is not a policymaking body and does not interfere with the management of the Jamia-tul-Madinah. All functions carried out

by the PC will be carried out with the approval of the principal. A strong PC is essential to the success of Jamia-tul-Madinah.

Disclaimer

This handbook is subject to change as needed. Jamia-tul-Madinah reserves the right to add, delete or modify this document at any time, and notify students and parents of changes enacted.

Currently, the school does not carry any liability insurance. Should you have any questions, please contact the school administration and mention your concerns.

By registering your student, you have agreed to the contents of this booklet.
