

We raise children. Higher

STUDENT-PARENT HANDBOOK

2018-2019

Madina Academy

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Table of Contents

I. MESSAGE FROM MADINA ACADEMY	4
II. VISION	5
III. MISSION	5
IV. CORE VALUES AND BELIEFS.....	5
V. GOALS	5
VI. ADMINISTRATION & STAFF.....	6
VII. ADMISSION	7
VIII. TUITION	8
IX. CURRICULUM.....	9
X. REPORT CARDS	9
XI. CONFERENCES.....	10
XII. ATTENDANCE	10
XIII. SCHOOL HOURS	11
XIV. ACADEMIC CALENDAR	11
XV. WEATHER RELATED CLOSINGS.....	12
XVI. UNIFORMS.....	12
XVII. HEALTH & MEDICAL REGULATIONS	13
XVIII. STUDENT CONDUCT AND DISCIPLINE.....	13
XIX. SAFETY	16
XX. PARTICIPATION.....	18
XXI. ELECTRONIC DEVICES AND TOYS.....	20
XXII. STUDENTS PICTURES.....	20
XXIII. CHEATING AND PLAGIARISM	20
XXIV. RESPECT FOR EQUIPMENT & PROPERTY	20
XXV. INTERNET AND COMPUTER USE POLICY	21
XXVI. OBSERVATION OF STUDENT PERFORMANCE.....	21
XXVII. FIELD TRIP POLICY	21
XXVIII. BIRTHDAY POLICY	21
XXIX. MOVIE POLICY	22
XXX. SONGS/MUSIC POLICY	22
Madina Academy Middle School	22
Madina Academy Upper School	24
Attendance Policy	24
Madina Academy Upper School	26
Community Service Policy	26

“ Love Madina Academy? Absolutely!”

“Absolutely, Love Madina Academy.”

I. MESSAGE FROM MADINA ACADEMY

On behalf of the Board, Admin, Staff, and Faculty- we welcome you to Madina Academy, the only accredited, full time, Islamic School in Connecticut. Madina Academy is located in the beautiful historic part of Windsor. It has been established since 1998. Its beginning was humble- yet promising: today our school is situated on a 14-acre land, educating children from preschool through 12th grade. It is our hope that this educational place will produce strong personalities that will stand parallel with, if not ahead of, their global peers as proud American Muslims, dedicating their lives in serving others. For students, Madina Academy is an excellent opportunity to create a positive school climate that is conducive to learning, setting and achieving goals, and making lasting friendships. Our role is to facilitate and guide students in developing skills for success in a safe and nurturing environment.

This handbook gives an overview of the policies, procedures and regulations based on decisions made by the Board of Education. They are subject to change or revision without prior notification, and as the Board sees fit. Any changes made will be communicated via email. The policies herein are for the benefit of our entire school community and aligns with our school vision and mission. Please contact us whenever you have questions or concerns. In addition, our schools are always open for you to visit. We greatly appreciate parent visits and encourage everyone to share their experiences.

We are excited to start a brand- new year working with your children!

Sincerely,

Masuda Vohra

II. VISION

The vision of Madina Academy is to graduate generations of scholars who have a strong Muslim identity and are ready to compete in the global society. Madina Academy is dedicated to equipping students with the necessary tools and resources needed to be globally competitive, college and career ready, and productive Muslim citizens.

III. MISSION

Madina Academy provides an academically challenging and safe environment that fosters creativity, academic excellence and community engagement. Madina Academy students will develop strong character based on the Islamic faith and excel in academics.

IV. CORE VALUES AND BELIEFS

1. Islam is the basis of everything we do at the Academy.
2. All members of the school community are dedicated to support students' development (academically, morally, socially, and religiously.)
3. We are dedicated to providing our students with a world class education that is competitive to the best and highest performing public and private schools in the nation.
4. We recruit, hire and retain qualified teachers with the highest proficiency in their fields of knowledge, who carry out the Academy's mission and vision tirelessly.
5. We believe that parents are vital partners in the success of the educational cycle.
6. We believe each student is unique and is a precious addition to the culture and diversity of the school. We cater to all our students needs to ensure we help each and every student reach their fullest potential.

V. GOALS

1. Approach the principles of the Holy Qura'an and the blessed Prophet Muhammad (PBUH) to the minds and hearts of our children by teaching the Holy Qura'an, Hadith, Seerah, Fiqh, the lives of the Sahabah (companions), and the lives of the greatest spiritual, scholarly and historical figures from Islamic history.
2. Teach Arabic Language as an integral part of the curriculum in order to open pathways to a deeper understanding of the Holy Qura'an, create a deeper sense of community amongst Muslims in the United States, and strengthen the spiritual bonds with the Muslim Ummah.

3. Provides high learning and practice standards in mathematics, language, natural and social sciences, and the humanities by creating a curriculum that maintains an appropriate balance amongst the different components, use of the best sources, text and tools available, drawing upon the most effective teaching methods
4. Create in our students, the love of learning, the spirit of inquiry, and the habit of reflection and think critically in order to form life learning individuals in all matters of life professionally and religiously and to prepare them to cope with the rapid progress in science and technology.
5. Reinforce the values and teachings of our Islam regarding promoting collaboration, diversity, tolerance, acceptance and respect of others in order to prepare our students to live, work and compete successfully in multicultural societies, but always keeping their Muslim identity and distinguish between lawful (halal) and unlawful (haram).
6. Maintain leisure and cultural activities such as sports, arts, crafts and games in order to develop individual talent and leadership characteristics and offer an outlet for demonstrating creativity.

VI. ADMINISTRATION & STAFF

Board of Education

The Madina Academy is governed by the Board of Education which makes policies, decisions, and rules regarding the operation of the Academy and supervises and administers all the functions of the Academy. Decisions of the Board are based on recommendations made by the Principal, subcommittees, or, by one or more Board member(s). Decision are made by consensus or by a majority vote. The members of the Board do not receive any financial compensation for their work as Board Members.

Members of the Academy's subcommittees are recruited from the community, parents and teachers. Priority is given to those who show commitment and have special knowledge and/or experience in the task assigned to the subcommittee. Subcommittees are assigned specific tasks from the board of directors and/or the school principal. All subcommittees report to the principal of Madina Academy then the principal reports their findings and suggestions to the board of education for final approvals. The following list represents Madina Academy's subcommittees: *(New Subcommittees might be added as the need arises.)*

1. Curriculum Departments: This subcommittee is responsible for developing and improving curricula.
2. Public Relation Subcommittee (PRS): This subcommittee is responsible for communicating with the Muslim community at large and with the parents of enrolled students. This committee will conduct outreach and community education in order to raise awareness about the school.
3. Fundraising Subcommittee (FRS): This subcommittee makes plans to raise funds to finance the deficit of the school year and the future expansion of the school.

4. Facility and Planning Subcommittee (FPS): This subcommittee develops short and intermediate term plans for the academy. The subcommittee proposes minor/major modification to the existing building to fit the immediate need of the academy (e.g. fencing, bathrooms, library, entrance, etc.). Members of this subcommittee should have knowledge about building, such as being an architect or having experience about building alteration).
5. Financial Aid Subcommittee (FS): This subcommittee administers the Madina Academy's financial aid program.

Principal

The Principal of Madina Academy supervises all activities of the Academy under the rules and regulations set by the Board of Education. The teachers, other school personnel, and volunteers work under his/her supervision. The Principal may delegate the responsibilities for the administration of the educational programs, school facility, and the general administration of the finances relating to the school's daily operations. All teachers and support staff are directly accountable and report directly to the Principal.

Staff

The school staff is selected based on educational qualifications, certification, proficiency in English and Arabic, Islamic values and relevant experience. All Academy teachers have a high degree of commitment to Islamic values as well as sound academic backgrounds and experience. The Academy does not discriminate on the basis of color, ethnicity or gender. We also have volunteers who act as teaching assistants. The Hiring Committee will hire and /or dismiss school staff with the approval of the principal and School Board.

VII. ADMISSION

Madina Academy does not discriminate on the basis of color, ethnicity, or gender for enrollment. The school offers an outstanding opportunity for students who possess the ability and willingness to benefit from an academically intensive school program within an Islamic environment. The curriculum and other activities combine the best training in core subject areas with the practice of Islam, so that our students can grow up to be conscientious Muslims. The Academy requires all its students to take all core courses including Islamic education and Qura'anic reading.

The admission committee takes the following factors into consideration when reviewing a student's application for admission: previous grades, character and available space in class.

Admission Requirements

Madina Academy is not equipped to teach students that might need ESL (English as a Second Language) instruction, special education, or might have behavior problems. Parents or school personnel refer students in need of special care to the appropriate local public-school districts.

Students seeking admission into Kindergarten must be five years old by December 31st of that academic year.

Registration and Enrollment Forms

Completed enrollment packages must reach the school office by the appointed deadline.

Grade Transcripts and School Records

Parents whose child(ren) have attended a school other than the Academy must sign Release of Student Documents Form which will enable the Academy to obtain a copy of candidate's current and previous school records.

Interviews

Applicants may be interviewed by the Madina Academy admission officer prior to admission. This gives us a chance to learn more about candidates and their families, as well as allowing the families to learn more about the Academy.

Entrance Assessments

Madina Academy reserves the right to administer entrance exams to new applicants or re-enrolling students on conditional status. These exams are based on grade level Math and Language Arts proficiency.

Medical Records

Proof of completed immunizations and a signed physical examination report by a family physician must be submitted.

Tuition Contract

Parents must review and sign the Tuition Contract annually.

VIII. TUITION

Tuition at Madina Academy does not reflect the actual cost of educating a student. Student tuition generally covers less than 50% of the total cost of running the Academy. Upon acceptance a tuition contract must be agreed upon and signed by parents. Madina Academy reserves the right to adjust the tuition and fees for books and activities at the beginning of each academic year.

Financial Assistance

Limited financial assistance may be offered each year, depending on availability. The Academy's FA program is zakat based. In order to be eligible, parents must complete and submit a financial assistance application by the appointed deadline. Parents may be interviewed by the financial aid committee.

Payment

Payments must be made by check made out to 'Madina Academy.' Cash will not be accepted.

If we receive a check that has been returned by the bank for any reason, the parent will be charged a penalty fee. After two (2) returned checks, only money orders will be accepted.

Tuition payments are due no later than the tenth (10th) of each month. A late fee will be accessed for late payments. (Fee to be determined and communicated to parents in writing)

If tuition is not paid, then your child(ren) will not be allowed to attend classes after the fifteenth (15th) day of each month, until tuition is paid.

Student Withdrawal Policy

If student(s) withdraw during September of the academic year, parents will be liable for 25% of the annual tuition.

If student(s) withdraw during October-December of the academic year, parents will be liable for 50% of the annual tuition.

If student(s) withdraw after December 31 of the academic year, parents will be liable for 100% of the annual tuition.

Additional Charges

Parents are advised to anticipate additional charges throughout the year. School supplies, uniforms and field trips are examples of such expenses.

IX. CURRICULUM

Madina Academy's current curriculum was designed by the curriculum committee in consultation with other Islamic schools such as Al-Hamra Academy in Massachusetts. The school curriculum is currently under review in order to ensure Common Core and State Standards compliance. Curriculum development is a dynamic process that will continually evolve. Madina Academy is committed to providing a high standard of education. The school principal and the board of education reserve the right to make any changes to the school curriculum to ensure compliance with the state mandates and to ensure that we are providing our students with the highest level of academic and Islamic education rigor in every grade level.

X. REPORT CARDS

The school year is divided into four marking quarters with report cards sent home at the end of each term. Each term is 9 weeks long. Parents will receive the student's report card no later than 10 school days after the end of each marking quarter.

XI. CONFERENCES

Parents or teachers can request parent teacher conferences on an as-needed basis.

XII. ATTENDANCE

Written records of student attendance will be maintained throughout the whole year. Children are required by law to stay in school during school hours. Absences due to illness or emergencies are excused. The parent is responsible to notify the school promptly if their child will be absent.

If any student needs to leave school earlier than the stated dismissal time, his/her parents must come to the administrative office and sign the student out. The parent must not enter the classroom, rather he/she must wait until the student is brought out of class to the administrative office. Students will only be released to parents. The parents must inform the school in writing if someone other than the parents will be picking up their child.

Madina Academy discourages absences from school for reasons other than illness. In cases where students have to be absent from school for more than 10 consecutive days for an approved absence (All absences must be approved by the principal) the principal and the board of education of Madina Academy have the discretion to approve or disapprove such absences. If the extended absence is approved, students and parents are responsible for the following:

1. Parents are responsible for inquiring about all materials that will be covered during the period of the student's absence. Upon request, teachers will only give a rough estimate of the subject material that will be covered.
2. Parents will be responsible to home school the student while away from school.
3. Parents will be asked to pay a one-time fee of \$25 for the school to administer all missing tests after school upon the student return.
4. Parents will be responsible for communicating with the student's teacher to set up a time after school where the teacher is available to administer all missed tests.
5. All missed tests must be taken within 5 days of returning to school.
6. Projects and assignments must be submitted either prior to the planned absence or within 5 school days, as per teacher's instructions.
7. Families must adhere to the tuition schedule as agreed upon in their contract.

After administering all missing tests and completing all missed assignments the student is going to be evaluated by the classroom teacher. If the student is not on track with other students in the classroom because of the time that was missed from school, the school reserves the right to dis-enroll the student in case of disenrollment the parent will be responsible to fulfill the terms of their tuition contract. Parents will be asked to sign and date the school extended absence policy and pay the administrative fee before the absence is approved.

XIII. SCHOOL HOURS

School starts at 8:00AM. Teachers will be starting the daily instruction and activities at 8:15 a.m. Parents are allowed to start dropping their children up starting at 7.45AM. Students are expected to come in to the event hall from the back door and enter quietly. In the morning, the morning adhkar will be played so students can listen to them every day and memorize them. No students will be allowed to be dropped off at the front entrance. Students who are late and arrive after 8:00 AM must be dropped off by a parent using the front entrance. Students who are late will be marked tardy on their permanent attendance record. Students who accumulate more than 4 tardies per quarter will be disciplined according to the following late policy:

- 5 tardies: 1 day after school detention
- 6 tardies: 2 days after school detention
- 7 tardies: Parent meeting
- 8 tardies: Not eligible to participate in any school activities for the following quarter/impact on grade for participation

School dismisses at 3:30 p.m. Students are expected to stay in their classrooms continuing their learning until 3:30 p.m. At 3:30 p.m. students are escorted by their teachers to the dismissal hall to be dismissed. Parents **MUST** drive around the building and pick their child(ren) up from the back using the dismissal/entrance door. Students will not be released to anyone who is not indicated on the students' enrollment form.

XIV. ACADEMIC CALENDAR

An academic calendar is made available by the Spring prior to each new academic year. To see our 2018-2019 academic calendar please visit our website at www.madinacademy.org. Students must complete a total of 180 school days. The calendar has more days built in for inclement weather days and teacher professional development day. Once teachers' professional development days have been set, we will email all parents a week in advance to let them know that students will not be coming to school that particular day.

XV. WEATHER RELATED CLOSINGS

In case of bad weather, school will either be closed or delayed. In the event that there is a delayed opening or school closure, Madina Academy will relay this information by 6:30 am through two local television stations: Channel 3 (WFSB) and Channel 30 (WVIT). Alternately, a school email will also be sent by the Principal and the school answering machine will announce the closing/delay. In addition, you will receive a call and a text message (if you have subscribed to SchoolWay app.)

XVI. UNIFORMS

We, at Madina Academy, feel there are many advantages to having a school uniform. Not only does a uniform promote equality amongst students but it also fosters self-discipline and self-esteem. We live in a society that fosters un-Islamic self-images and promotes inappropriate fashions. A uniform discourages students from following un-Islamic behavior and encourages them rather to concentrate on their studies.

Girls:

- Girls will wear dark navy pleated jumpers, blue pants, light blue (knitted polo or dress) shirts and blue knitted sweaters.
- The shirts may have long sleeve and/or short sleeves. However, all girls in grade 4 and up will wear long sleeve shirts.
- Girls will wear dark navy socks (not tights and black or navy dress shoes. (no heels)
- All girls must wear hijab (headscarf) during school hours. This light blue scarf will be made available to
- the students at a nominal charge.
- Make-up will be strictly forbidden.
- *One* small pair of simple earrings will be permitted. One simple chain or necklace may be worn. However, no rings or bangles may be worn.

Boys:

- Boys will wear navy pants and light blue shirts (long sleeve and/or short sleeve T-shirts) and blue knitted sweaters.
- Boys will wear black or navy dress shoes (not sneakers.)
- Boys will be encouraged to wear a prayer cap (kufi.)
- Boys will not be permitted to wear any jewelry.

- The length of boys' hair should not be below the earlobe.

XVII. HEALTH & MEDICAL REGULATIONS

It is the responsibility of parents to update their child's medical form on a regular basis. This is especially necessary with regards to emergency contact information and numbers.

If a minor injury occurs, it will be treated immediately and the student will be returned to class. A note explaining the nature of the injury will be sent home with the student. In case of a medical emergency, the office will call the local emergency number. The parents will also be contacted and all possible initial care will be provided by one of the staff members trained in first aid and CPR.

The school does not allow faculty and staff to administer medications unless otherwise allowed by physicians in case of life and death circumstances. Student inhalers will be kept in a safe location and students will be allowed to self-administer their inhalers. A student with a communicable health condition should not be sent to school.

XVIII. STUDENT CONDUCT AND DISCIPLINE

Madina Academy endeavors to instill in our students a strong desire to please Allah Subhana wa Ta'ala through appropriate behavior. We believe that children must be *taught* appropriate behavior. It is only when young Muslims learn to regulate their own behavior that they will be able to strive for success in this life and the Hereafter, Insha'Allah.

In an effort to address additional disciplinary issues Madina Academy implements progressive steps of discipline toward correcting students' behavior. It is the responsibility of parents to understand and discuss this policy with their children.

The following are Madina Academy's Expectations:

1. Be on time with all your needed supplies.
2. Keep your hands and feet to yourself.
3. Respect all adults in the building (ZERO TOLERANCE).
4. Abide by all school rules and procedures.
5. No profanity (ZERO TOLERANCE).
6. Students must never have in their possession any weapons, tools, objects or materials (sharp, blunt, or otherwise) that could inflict bodily harm upon themselves; or a student, teacher or employee of Madina Academy (ZERO TOLERANCE).

Madina Academy will not tolerate any bullying & disrespect

The faculty and staff may take the following measures if students partake in inappropriate behavior:

STEP I

Verbal reprimand and discussion with student regarding behavior. Loss of privileges (i.e. in class; store, gym)
Time-out (i.e. in the class reflection center).

STEP II

Initial disciplinary notice/slip will be given for parents to sign. A copy will be included in the students school file.

Recess/lunch/after-school detention. Parents will be informed of after-school detentions so that they can arrive at the appropriate time to pick-up their child.

Teacher/parent conference may be requested (Principal/Vice Principal may be present.)

STEP III

Second disciplinary notice will be given for parents to sign. A copy will be included in the student's school file. A letter of conduct will follow three disciplinary slips. Students are warned that repeated letters of conduct can lead to suspension (see below).

A student can receive a letter of conduct without previously being issued a disciplinary slip.

Suspension: Accumulation of three letters of conduct can lead directly to suspension. Duration of a suspension can be from 1-5 school days. If the emotional and/or physical safety of students or staff is in jeopardy a student may be suspended without the accumulation of three letters of conduct. The decision to suspend will be made at the discretion of the Administration.

Re-admission to class will be allowed only after a Parent/Principal/Teacher conference.

STEP IV

Expulsion: After the third suspension, during one academic year, a student will be expelled from Madina Academy. If the emotional and/or physical safety of students or staff is in jeopardy a student may be expelled without the accumulation of disciplinary notices or suspensions. Such a decision would be at the discretion of the Administration.

Classroom Minor Infractions

Minor behaviors infractions will be dealt with in the classroom. Teachers reserve the right to implement their own consequences and rewards system within their classrooms. Parents will be notified of each teachers' reward and consequences system through a welcome/syllabus letter at the beginning of the school year.

This is an example of a school wide progressive system of students' discipline:

- 1st offense: Verbal warning
- 2nd Offense: Changing of seating
- 3rd Offense: Time out (Reflection corner older students)
- 4th Offense: Parent call
- 5th Offense: Student- Parent meeting
- 6th Offense: Referral to Principal
- Principal will assign detention, suspension or expulsion based on severity of behavior

Conduct and Expectations during lunch

For most grades, lunch and recess are combined: students will have 20 minutes for lunch and 20 minutes for recess (Might differ for KG and 1st grade). All students will eat lunch in the lunch room or outside when weather permits. The following are the expectations that must be observed at all times:

1. Candy, gum and soda are not allowed.
2. No food sharing. This is due to students that have food allergies and to be respectful to families that eat zabiha only meat.
3. Refrain from certain foods if requested to do so by Madina Academy School Administration or the teacher.
4. Students are not allowed to use the microwave to cook their lunches. Only heating of lunches (no longer than 1 min) will be allowed. Teachers for elementary grades will heat up their students' lunches.
5. Recite dua'a before eating and drinking.
6. Sit while eating and drinking.
7. Chew and swallow before speaking.
8. Recite dua'a when you are finished eating.
9. After eating, clean up your area and make sure there is no garbage on the floor or table near or around you.
10. Push in your chair.
11. Keep lunch boxes in the proper area of the classroom.
12. Students must finish eating their lunch completely before being dismissed for recess or to class.
13. Absolutely NO eating or drinking during recess or in the hallways.

14. Students who chronically forget their lunch or parents who consistently do not send lunch with their children will be called by the School Administration and will be required to bring the student's lunch to school.
15. Students who are part of the hot lunch program will be given their lunch by the PTS. Students cannot purchase hot lunch the day of the lunch. All orders must be made in advance.

XIX. SAFETY

It is our first priority at Madina Academy to ensure that every child and staff member is secure and safe while at school. We believe that learning and teaching can not effectively take place if the school environment is not safe and secure and all members of the school community feel so. We do take all issues and concerns seriously especially when it comes to the safety and security of our children at Madina Academy.

Visitors

All visitors must report to the front desk. All visitors must explain the reason for their visit and sign in and out. Parents wishing to observe the classroom during school hours must arrange a day and time in advance with both the Principal and teachers. Parents who volunteer as part of the PTS must sign in and wear the school designated visitor badges at all time while on campus. The school principal and the board of directors reserve the right to ask any volunteer to leave the school premises if deemed necessary and appropriate for students' and faculty safety. All school doors will remain locked throughout the school day. Any visitor will have to come in through the front door which is equipped with security cameras for the identification of the visitors. If the visitor is recognized the front office secretary will let him/her in.

Visitor Policy

Madina Academy welcomes parents, family and community members to visit our school. Indeed, there are many potential benefits which can result from increased interaction with our community and especially with our students' families. At the same time, the Academy has an interest in avoiding disruption to the educational process, ensuring the safety and welfare of our students and staff, and protecting the school's facilities/property. As our school grows, we recognize the need to modify our policies accordingly.

To ensure that the faculty and students remain safe and that educational programs are not interrupted unnecessarily during school hours, the Academy has a clear protocol and procedure to monitor the admittance of visitors (including but not limited to family members, maintenance workers, company representatives etc.)

Procedure/Guidelines

1. During the hours of 8:15 am – 3:45 pm all visitors who are not active faculty and staff members must enter through the main school entrance. They must proceed to the front desk and log in to acquire a visitor badge. Visitors must state their name, date/time, purpose of visit and may be asked to show their ID.

2. If a parent wishes to meet with a faculty member they must have made a prior appointment. If a parent has not made an appointment, but would like to inquire about the availability of a faculty member they are to remain in the waiting area until the teacher is contacted regarding availability.
3. Before departure, all visitors must record their departure time in the log book and return their badge.
4. If for any reason the administrative staff has stepped away from their desk, visitors must remain in the waiting area. Under no circumstances, should a visitor proceed past the waiting area without permission from the administrative staff.

These visitation procedures will not be used to bypass the school procedures for dropping off or picking up students.

Drop Off/Pick Up

Students should be dropped off at the back-school entrance by their parents. Students will not be allowed to enter through the front entrance. The front entrance will be used once the back door has been locked at 8:30.

At no time should students be left unattended. The school will not take responsibility for students arriving before 8:00 A.M. Similarly, it is the parents' responsibility to pick up their children promptly at the end of the school day.

If a child is to be picked up by someone other than the parents the school must be informed prior to the pick-up.

If families are car-pooling the school should be notified.

Any child remaining past 3:40, will be sent to the afterschool program and the parents will be billed accordingly.

Please approach the parking lot with extra caution and reduced speed as children may be present.

Emergency Contact Numbers

All parents are required to complete Emergency Contact Forms. This is an important document and it is the responsibility of the parents to ensure that the office is informed immediately of any change of address or phone numbers.

Playground/Outside Lunch Rules and procedures

It is a privilege given to all Madina Academy students to be able to use the school playground and eat lunch outside (As approved by the school principal and classroom teacher.) In order to ensure the safety of all our children, all students must abide by the following rules and procedures while going outside to play or eat:

Must remain with your teacher during all time.

No running. NO EXCEPTIONS.

All students going to the playground will be escorted by their teachers. Students must remain in the fenced area of the playground.

When allowed by the teacher for students to play sports in the school field, students must remain in the grass area of the field at all times and not stand, run, or walk across or to any paved driveways.

If a student wishes not to go outside for any medical or other reasons please inform your child teacher.

XX. PARTICIPATION

Parent Involvement

Parent feedback and involvement is important to the success of the Academy. All student policies included in the Madina Academy Parent/Student Handbook will be applied to and consequences implemented to ALL children regardless of their parents in order to maintain fairness and equity.

It is the policy of Madina Academy to fully encourage parents' participation through involvement in subcommittees as well as the PTS (Parent Teacher Shura). The PTS is designed as a support system for the school. Chaperoning school trips and other volunteer activities as well as initiating fundraising activities are just some of the examples of the activities the PTS is involved in. The PTS will work with the Principal to set long and short-term goals and objectives for the PTS. A strong PTS is essential to the success of any school.

The PTS is not a policy making body and does not interfere with the management of the school. The Principal must approve all PTS activities.

Parent Expectations

The following are expectations that Madina Academy has from all our parents in order to ensure that the collaboration between home and school is existent.

1. Parents are expected to check in with their child(ren) daily on their progress at school and on homework for the day.
2. Parents are asked to limit the number minutes that their children spend during school days watching TV and or playing video games. Instead we encourage parents to encourage their children to read books, and review materials that were studied at school.
3. Parents are expected to provide a comfortable noise free environment for their children to do their homework on a daily basis.
4. Parents are expected to keep an open communication channel with the teachers.

5. Parents are expected to attend and participate in different school events to support their children and the school.
6. Parents are our liaison between the school and the community; we expect that all our parents market our school in a positive light.
7. Parents are expected to share their suggestions, concerns, and feedback with the principal.
8. Parents are expected to adhere to the policies found in this handbook.
9. Parents are expected the grievances and conflict resolution procedures as outlined in this handbook.

Grievance and Conflict Resolution Procedure

Throughout the school year, problems and misunderstandings may occur between students, parents, teachers and administration. It is vital to maintain good communication between all four parties. The following procedure should be followed in order for all parties involved to feel respected and heard, and for the conflict to be resolved in a quick and precise manner.

Step 1: Parent calls to schedule a conference with the teacher. (Teachers cannot hold conferences with you in the classrooms when students are present, in the hallway or at functions outside of school.) If you are not satisfied with the results of this meeting, proceed to step 2.

Step 2: Contact the principal's office and schedule a conference between yourself, the teacher, and the principal. The principal will schedule the time and date of the conference. Please allow 3-5 days for the conference unless it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of the meeting, go to step 3.

Step 3: You may not take this step unless you met with the principal and discussed the issue with him/her. If not satisfied you can send a letter or an email (board@madinaacademy.org) to the school board. Please include your concerns and results from the previous meetings. A school board member will respond by email or phone in 7-10 days or sooner if it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of this correspondence, proceed to step 4.

Step 4: Request a face-to-face meeting with the school board. You may do this by sending an email to (board@madinaacademy.org).

Parental Consequences for Misconduct

Your child may be dismissed from the school based on parental misconduct. Misconduct is as follows:

1. The parent threatens or verbally abuses any staff member or another student of Madina Academy.
2. The parent refuses to adhere to policies prescribed by the school in the Parent & Student Handbook.
3. The parent disrespects any staff member by yelling, or cursing.

XXI. ELECTRONIC DEVICES AND TOYS

Students are not allowed to bring in any electronic devices to school. Electronic devices are anything that has an on and off switch ex: cellphones, iPod, iPad, tablets, laptops, video games, etc. Students are also not allowed to bring any toys from home. If a special item was requested to be brought from home by the teacher these items should go immediately to the teacher and not kept with the students all day. The school will not be responsible for toys, games, or any other electronic equipment. In case students bring any of these items to school, all teachers, and administrators have the right to confiscate those items and a parent must retrieve them. The school is not responsible for any item that was confiscated and lost.

XXII. STUDENTS PICTURES

Throughout the school year, teachers and administrators will be taking pictures of students working and doing different activities. All pictures taken will only be used by Madina Academy for school purposes. Pictures will be placed on the school monthly newsletter, inside classrooms, student of the month bulletin board and rising stars bulletin board, or in hallways to encourage students' engagement and participation. School pictures will be taken by a professional photographer and parents will have the option of purchasing the school pictures or not. Time, location and prices of school pictures will be determined and parents will be informed beforehand. If for any reason you do not wish for your child/children to be part of these pictures and activities please let the school principal and or administrative assistant know of this request.

XXIII. CHEATING AND PLAGIARISM

Cheating and plagiarism is taking someone else's work and claiming it as your own. Cheating and plagiarism is haram and will not be tolerated at Madina Academy. If you students are found guilty of cheating and or plagiarizing the student will receive a grade of 0 for the assignment and more disciplinary action will be taken depending on the number of incident.

XXIV. RESPECT FOR EQUIPMENT & PROPERTY

Madina Academy prohibits any action that represents vandalism, tampering, disruption or unauthorized modification of hardware, software, files or network. Tampering with and vandalism school property including bathrooms, classroom furniture, computer lab equipment etc is considered a crime. Students found vandalizing school property will be disciplined according to the infraction. Serious offenses will lead to suspension and expulsion.

XXV. INTERNET AND COMPUTER USE POLICY

Students are not allowed to use the school internet network for personal use. Students are only allowed to use the internet if allowed by the teacher and only to complete school assignments under the teacher supervision. Students are strictly prohibited to log on to any social media websites such as Facebook and Instagram at school. The school reserves the right to take disciplinary actions towards students who are found guilty of cyber bullying towards another student who attends school even if the cyber bullying took place outside of school. If it affects students at school, we reserve the right to discipline our students according to the offense.

XXVI. OBSERVATION OF STUDENT PERFORMANCE

Throughout the year, the teacher and principal will be observing students to determine their performance. If a child is found to be not performing on grade level we will provide him/her all the support that we have at the school. Should the child require more support that is not available at the school we will refer the student to the public school system for more support. The school also reserves the right to place any student who is not performing on grade level on a conditional enrollment status pending quarterly review of his/her progress.

XXVII. FIELD TRIP POLICY

At Madina Academy, we feel that first hand experience is vital part of the learning process. This is the reason we take field trips. Field trips are often used to enhance curriculum. **All students in grades KG through 12th Grade are required to attend educational field trips planned by their teachers.** “Fun” field trips, which may occur throughout the year, are not required. We do recommend that students attend these as well, as it teaches them to interact with others and gives students an opportunity to represent Islam outside the hallways of the school. If children have been having increasing behavioral problems prior to the trip, the student may not be able to attend or a parent may be asked to accompany them.

On field trips, if the teacher does not require students to wear uniforms, they must wear Islamically appropriate clothing. Parents will be notified of the field trip rules, times, fees and appropriate attire before every field trip.

XXVIII. BIRTHDAY POLICY

We do not celebrate birthdays at Madina Academy. Students may not bring birthday cakes, cup cakes, etc for snack or lunch. Students are not allowed to hand out birthday party invitations to students at school.

XXIX. MOVIE POLICY

Occasionally, Islamically appropriate and age appropriate movies may be used for teaching purposes or for celebrations/free time. Educational movies may be used across all the curriculum subjects. It is required that all students watch educational movies that are being used to supplement the curriculum. If you do not want your children watching movies for entertainment, please write a formal letter to the teacher requesting this.

XXX. SONGS/MUSIC POLICY

At Madina Academy, we use songs to teach, in the remembrance of Allah and for Eid celebrations. We especially use songs to reinforce academic concepts. It is required in the lower elementary grades, KG through 3rd. Students benefit spiritually, emotionally, mentally and physically from participating in these songs in class. Rarely, are instruments used. On occasion, some of our students participate in vocal concerts and concerts using instruments. Our students also sing nasheeds at our End of the Year Ceremony and Graduation. If you do not want your child participating in concerts, please send a formal letter to the teacher requesting this.

Madina Academy Middle School

Grades 6th through 8th will be considered as part of the middle school. For students in middle school, all of the above stated regulations apply along with additional expectations and rules explained below. As students of these grade levels, there will be greater expectations placed upon them in terms of akhlaaq (manners) and adab (politeness). Note: The Middle School Department Chair is Susie Hassan.

Transition to adulthood

- This progression to middle school will be one of growth, development, and change for your child as well as you, the parent. Parents must be prepared to help their children transition from childhood to young adulthood
- Your children, our students, will be going through many physical, emotional and spiritual changes. Please discuss any concerns that may come up during the school year with the teachers and administration. We need to develop a strong partnership and open communication.
- Madina Academy staff, parents and students will rely on the Qur'an and Sunnah to help guide our "kids" into Allah conscious, educated and responsible young adults, Insha'Allah.

Hygiene

As students become teenagers, their hygiene becomes more significant. Parents should make sure that their children:

- Take regular showers.
 - Wear deodorant.
-

- Wash their clothes regularly, especially after physical activity.
- Wear clean socks.
- Make proper wudu.
- Maintain wudu throughout the day.
- Wear clothing that fits them modestly.

Academic Expectations

Madina Academy follows the national common core state standards for its academic subjects. Therefore, it must be noted that at the middle school level, the curricula are more advanced and require greater effort, focus, and discipline for class work and homework. Keep in mind: our students take 3 extra academic subjects (Quran, Arabic, and Islamic studies) compared to their fellow students in other public schools. This adds to the weight of academic responsibilities.

Facts about MIDDLE SCHOOL

1. Students will have a lot more homework than past years. Be prepared to give them more time, more help, and more support.
2. The work will be more demanding and difficult.
3. Students will have more projects; hence, they will need additional project supplies computer and printer access throughout the year.
4. Students will need to go to the library.
5. Students will need to meet outside of school to work on projects if projects are not completed during school hours. You will need to arrange rides.
6. It is the duty of the student to check with classmates or the teacher about assigned homework in the event of absence or lateness.
7. Homework that is not presented neatly may be refused or the student may be asked to redo the assignment.

Competitions & Special Projects

Alhamdulillah, in the past few years, Madina Academy has had great success in different competitions/projects such as Science Fair. For students at the middle school level, there will be greater opportunities as well as greater expectations for participation in these types of events. Some of these events take months of preparation. Please be prepared to arrange for after-school and week-end sessions during which time teachers would be helping students carry out their research, design their projects, practice presentations, etc. Please note that some of these events may require out-of-town travel for students and

teachers. In addition, students will need extra materials to carry out these projects. Additional information will be provided during the school year.

Discipline

Our middle school students are the “Emerging leaders” of the school. We expect them to serve as role models for younger students in the elementary school and respect the older students in the upper school.

Two issues unique to middle school are:

Bullying: Any mistreatment, threatening, rumor spreading or hurting of other students is unacceptable. Students will have serious consequences if they continue to bully or intimidate others. (Refer to the Code of Conduct for more information.) Cyber bullying is a form of bullying that takes place over the internet or through texting.

Inappropriate male/female interaction: In tarbiyyah, we discuss appropriate ways of dealing with the opposite gender. Students are expected to follow the Islamic teachings in male/female relationships. Misconduct in this area will be treated as a major offense as outlined in the Code of Conduct.

Madina Academy Upper School

Attendance Policy

As required by law, written records of student attendance will be maintained throughout the year. Students are required, by State of CT law, to stay in school during school hours. Absences due to illness or emergencies are excused. Parent(s) are responsible to notify (by phone or email) the school, prior to 8am, if their child will be absent. The Upper School Department Chair is Dilek Ibic.

If any student needs to leave school earlier than the stated dismissal time, his/her parents must come to the administrative office and sign the student out. The parent must not enter the classroom; rather he/she must wait until the student is brought out of class to the administrative office. Students will only be released to parents or individuals who have been authorized.

Please note that unexcused absences and unexcused tardiness will result in a decline of grades as indicated in the conduct/participation portion of individual course grading policies. After any absence, it is incumbent upon the student to approach his/her teachers to inquire about what he/she has missed.

Excused Absence

The term absence is defined as not being present for 20 minutes or more for the following reasons:

1. Health/illness- any absence for more than 3 days due to health reasons will require a physician’s note.

2. Religious Holiday - currently the Academy remains closed on both Eids. Days within the month of Ramadan are not considered religious holidays for the purpose of this regulation.
3. Funeral or death in the family Court appearance
4. School related/approved events

Course credit will not be received if there are 5 unexcused absences per semester for courses that meet 3 times a week.

Missed School Work/Tests

Students absent (excused) on the day of a test or submission of an assignment must take the test and/or submit the assignment within 5 days of returning.

Unexcused absences such as family trips require students to submit assignments and projects *prior* to leaving. Tests are given the day the student returns to school.

Missed quizzes cannot be made up. The remaining quiz results will be averaged for a grade.

Tardy Policy

1. Students must be in class by 8 am, otherwise they are considered late/tardy.
2. Students have to be at their next class within 3 minutes of the commencement of class (or upon hearing the period bell), otherwise they are considered late/tardy.
3. **Three tardies** per marking quarter will transfer into **one unexcused absence**.

If a student has been late to school five (5) times during a marking quarter or has exhibited a pattern of missing a particular class or scheduled assessments due to tardiness, he/she jeopardizes his/her privilege to make up any missed work and/or assessments and will be required to meet with the Principal to discuss the problem. Continued tardiness will result in consequences including but not be limited to: detention(s), parental meeting, suspension from field trips, suspension, loss of course credit, and out-of-school suspension.

Travel

Student absences due to travel, at times other than the days or weeks identified in the school calendar as “vacation periods”, are strongly discouraged. Therefore, parents/guardians need to be aware that teachers are not obligated to provide school work in advance of these planned absences. It should also be noted that these kinds of absences are counted toward unexcused absences. Any assignments and assessments must be submitted/completed *prior* to leaving unless otherwise sanctioned by the Principal.

Madina Academy Upper School

Community Service Policy

﴿ وَأَعْبُدُوا اللَّهَ وَلَا تُشْرِكُوا بِهِ شَيْئًا وَالْوَالِدِينَ إِحْسَانًا وَيَدِي
الْقُرْبَىٰ وَالْيَتَامَىٰ وَالْمَسْكِينِ وَالْجَارِ ذِي الْقُرْبَىٰ وَالْجَارِ
الْجُنُبِ وَالصَّاحِبِ بِالْجَنبِ وَابْنِ السَّبِيلِ وَمَا مَلَكَتْ
أَيْمَانُكُمْ إِنَّ اللَّهَ لَا يُحِبُّ مَن كَانَ مُخْتَالًا فَخُورًا ﴾

Worship Allah and associate nothing with Him, and to parents do good, and to relatives, orphans, the needy, the near neighbor, the neighbor farther away, the companion at your side, the traveler, and those whom your right hands possess. Indeed, Allah does not like those who are self-deluding and boastful
Surah Nisah 4-36

1. All Upper School students must complete 50 hours of community service during their 4-year high school career as part of their graduation requirement. Students will complete a minimum of 10 hours each year in the 9th and 10th grades and a minimum of 15 hours each year in the 11th and 12th grades.
2. Students must gain experience from at least five different program categories. From the total of 50 hours required, at least five hours must be completed from each of the five chosen categories.
3. All community service activities must be given **prior** approval by the Principal or Supervising Counselor.
4. Students must complete a Community Service Record for each visit/event.
5. The following regulations exist for an activity to be counted as Service:
 - o The activity cannot be for pay
 - o The activity cannot be work for a parent or sibling
 - o Students may work for individuals in their neighborhoods for no pay in cases of emergency or need, for example raking leaves or shoveling snow for a disabled person
 - o Students may use the community service hours they have donated for a religious obligation or civic organization
 - o Students may volunteer for a local business as long as it is not for pay
 - o Students may use hours working as an in-school tutor or aide at Madina Academy

Madina Academy Upper School Community Service Policy

Categories

Example Agency

1. Senior	Hospital, Assisted Living Centers, Community Senior Center
2. Young Children	Daycare, Pre-School, Elementary Schools, Tutoring
3. Hospital/Medical Facility	Shadowing opportunities, volunteering at local hospitals
4. Town of Residence	Library, Town Parks and Recreation Center
5. Local Muslim Organization	Sunday School
6. Muslim Youth Group	Local MSA chapter, MYNA (ISNA), YM (ICNA) etc...
7. Madina Academy	Upper School initiative, Accreditation committee
8. Career Exploration	Shadowing individuals in various fields
9. Environmental	Parks, Conservation Areas, local animal shelters
10. Other	Local businesses/companies etc...

Madina Academy Upper School

Discipline Policy

A student's behavior impacts not only their own learning but that of others. The Academy Upper School nurtures a sense of self-discipline and the monitoring of one's own behavior based on Islamic codes of conduct. We believe in the importance of character education in helping students develop an innate sense of right and wrong.

However, we recognize that to ensure the safety and security of the entire school community, a formal discipline policy is necessary. Accordingly, the school staff (Faculty and Principal) will use the guidelines presented in this document in their classrooms and throughout the entire school. Within the classroom environment a teacher may implement a *pre-approved* discipline policy that differs from the one presented below.

It is not possible to anticipate all forms of minor and major misconduct. The following policy presents *some* violation examples and consequences. The school Board and Principal reserve the right to use fair discretion to ensure that the school mission and vision is upheld.

Level 1: Sample consequences: verbal reprimand, deduction of course conduct/participation points, student conference, loss of privilege, after school detention, etc.,

- Class disruption
 - Out of class without permission
Teasing
others
 - Chewing gum, eating candy, or food at non-authorized times
Loud conduct
-

- Throwing or littering
- Repeated incomplete/missing homework

Level 2: Repeat of a level 1 offense or any of the offenses listed below or similar behaviors. Sample consequences: parental contact by telephone, incident report and/or conference; loss of privilege, detention, in-house suspension, deduction of course conduct/participation points.

- Disturbing students' property
- Disrespecting teachers
- Backbiting or spreading rumors
Instigating others
- Inappropriate physical contact such as play fighting
Throwing an object at a person
- Repeated refusal to follow direction
- Bringing electronic items without prior permission

Level 3: Repeat of a level 2 offense or any of the listed offenses or similar behaviors
Sample consequences: probation, a mandatory meeting with the student and the parent, behavior contract, detention, suspension; loss of grade/credit.

- Obscene or otherwise inappropriate language
- Using slurs, racial comments, profanity in language/gesture- written, verbal, or electronic
- Bullying (see definition)
- Fighting - Hurting another person or threatening to do so
- Academic Dishonesty (Including, but not limited to: plagiarism, cheating, copy, and using unauthorized materials)
- Bringing a dangerous object to the school
- Intentional damage of school or others properties
- Skipping school or class
- Unlawful entry to a school classroom or office
- Inappropriate use of electronic equipment such as computer, cell phone etc.

- Major violation of the Islamic code of conduct in public including Islamic dress code and/or inter-gender relationship

Level 4: (Repetition of a level 3 offense or any of the listed offenses or similar behaviors. Sample Consequences: suspension and a review by the school Board and/or principal for further consequences which may include long-term suspension or expulsion.

- Bringing a weapon to the school
- Bringing a controlled substance to school
- Harming or attempting to harm another person with a weapon
- Possessing, selling, or distributing controlled substances including cigarettes, alcoholic beverages, and drugs (including over the counter medications without notification).
- Being involved in any gang related activities, criminal act or stealing

Probation

Probation can be based on academic performance and/or behavior. A student may be placed under probation for a period that may extend up to the end of the academic year. During probation the student's progress is observed closely. If a student continues to violate school policies he/she may be expelled from the school *without* a further due process.

Suspension

This is determined by the Upper School Coordinator. The suspension can either be in-school or at-home as determined by the coordinator. An in-school suspension requires student to attend school as usual, but he or she will not be allowed to attend any classes (the student will be under constant supervision of a staff member and will be doing classwork). At-home suspension requires the student to stay home for the period determined by the coordinator. Each suspension will be followed by a parent conference documented in the student record. Three suspensions may lead to expulsion.

Dismissal

Any of the following academic reasons can result in dismissal of a student from Madina Academy Upper School:

A student who fails a course may not be allowed to register for the next academic year. A student with an end-of-the-year GPA below 2.0

All 10th grade students who fail the dual enrollment entrance requirements are not permitted to re-enroll for the following academic year.

A student who is placed on academic/admission probation may be dismissed during the academic year if he/she does not show improvement (Example 1: a student who does not do the assigned homework or

reports on times or who does not comply with the academic policy for homework and testing. Example 2: a student who needs academic intervention beyond what the Academy can offer)

Expulsion

- A student may be expelled after 3 suspensions
- A student who is placed under disciplinary probation may be expelled during the probation period for violating school policies
- A student may be expelled for offenses listed under level 4 of the discipline flow chart (or similar ones). In such a case, the student is immediately suspended from the school by a decision of the school administration and the recommendation to expel the student is submitted to the school board

On the authority of Abu Hurairah that the Prophet said:

"Whosoever removes a worldly grief from a believer, Allah will remove from him one of the griefs of the Day of Judgment. Whosoever alleviates [the lot of] a needy person, Allah will alleviate [his lot] in this world and the next. Whosoever shields a Muslim, Allah will shield him in this world and the next. Allah will aid a servant [of His] so long as the servant aids his brother. Whosoever follows a path to seek knowledge therein, Allah will make easy for him a path to Paradise. No people gather together in one of the houses of Allah, reciting the Book of Allah and studying it among themselves, without tranquility descending upon them, mercy enveloping them, the angels surrounding them, and Allah making mention of them amongst those who are with Him. Whosoever is slowed down by his actions will not be hastened forward by his lineage." An-Nawawi's 40 Hadith - Hadith no: 36

Related by Muslim

Madina Academy Upper School

Community Service Report

Student Name: _____

Grade: _____

Date of Service: _____

Time in: _____ Time out: _____ Total time: _____

Name of Host Organization: _____

On site volunteer supervisor: _____ Phone: _____

Location(s) of community service performed:

Requirement Category: _____

My Personal Learning Objectives and/or Goals were:

Continue on reverse side.....

Specific Tasks Performed:

Continue on reverse side.....

Student Signature: _____

*Site Supervisor Signature: _____

*School Counselor/ Principal's Signature: _____

** Note: Site Supervisor and School Counselor should sign only after the student has completed the entire form*

Madina Academy Upper School UNIFORM GUIDELINES

There are many advantages to having a school uniform. Not only does a uniform promote equality amongst students but it also fosters self-discipline and self-esteem. We live in a society that promotes un-Islamic images and inappropriate fashions. A uniform not only discourages students from following un-Islamic behavior but it also encourages them to concentrate on their studies.

Strict adherence to this policy is expected. Infractions will be dealt with through the discipline policy as outlined in this Student Handbook. Any issues that may arise regarding the uniform that are or are *not* addressed in this document will be decided by the Administration. The Academy reserves the right to modify these guidelines as needed. Parents/students will be given adequate notification accordingly.

Brothers

1. *Tan/Khaki pants.
2. *Burgundy polo shirt with school name embroidered (long or short sleeve).
3. *Tan or Burgundy sweater/cardigan with school name embroidered.
4. Kufi to be worn for Jummah, optional at other times; (knit/crochet style) solid white, beige or black.
5. A clean, pressed thobe (tan or white) may be worn during Jummah.
6. Black *dress* shoes.
7. Black socks.
8. Loose t-shirt/sweatshirt must be to mid-thigh, loose track/sweat pants and sneakers for gym.
9. No jewelry. Wrist watches are permitted.
10. Short hair; short trimmed nails.

Sisters

1. Loose Tan/burgundy colored abaya as purchased/supplied by Al-Hannah.
 2. Solid burgundy/tan hijab that covers chest area and undercap as purchased/supplied by the Upper School.
 3. Tan or black pants (denim fabric is not permitted).
 4. *Tan or Burgundy sweater/cardigan with school name embroidered.
-

5. Black or tan shoes (not sneakers); no heels.
6. Black/tan socks.
7. Loose t-shirt/sweatshirt must be to mid-thigh and long-sleeved, loose track/sweat pants and sneakers for gym.
8. No make-up is permitted (including but not limited to kohl/kajal for eyes, lip gloss, perfume). Henna is permitted on nails and hands.
9. Short trimmed nails.
10. No jewelry. Wrist watches are permitted. Earrings may be worn as long as they are not visible through the hijab. Hijab pins are permitted.

These items are to be ordered from CT Shirtman located at 70 Tolland Street. in East Hartford, CT.

Parent/Student Handbook Agreement Contract

2018-2019

Madina Academy

I have received a copy of the 2018-2019 Parent and Student Handbook. I have read and understand the parental commitments stated in the Handbook and I agree to comply with them.

Parent Name (please print) _____

Signature _____

This agreement is entered into on date of _____, 2018 by and between Madina Academy and the above named parent. By signing the Parent/Student Handbook the following student(s) will be expected to abide and follow all rules procedures and expectations outlined in this handbook.

Student Name _____

Student Name _____

Student Name _____

Student Name _____