

Madrasatun Nur School of Light

Policy Handbook

ST. THOMAS USVI
SCHOOL OF LIGHT



Madrasatun Nur School of Light

1823, 8th Street, St. Thomas, US Virgin Islands 00802

Phone: (340)776-3097

www.nurahlusunnah.com

Madrasatun Nur School of Light

Quick Reference Information

School Name: Madrasatun Nur School of Light

School Address: 1823, 8th Street, St. Thomas, Virgin Islands 00802

School Telephone (Main Office): (340)776-3097

School Hours: Saturday & Sunday- 9:00am to 12:00pm

Drop Off & Pickup: Gate in front of Masjid Ahl-us Sunnah

Students are Tardy: After 9:10am

In Case of Absence: Call the Imam or Principal

Tuition: \$100.00 per month per child, 10% discounted off other siblings.

Tuition is Due: the 1st of every month

Notify Main Office Immediately for: Change of Address, Telephone #'s, E-mail address

Upcoming Program Information

✚ **2018 Summer School Tuition: \$300.00**

Time: Monday-Thursday 9am to 3pm

✚ **2018 Ramadan Program Tuition: \$100**

Time: 2 hours for 3 nights per week

✚ **2018 Winter program Tuition: \$150**

Time: Monday-Thursday 9am to 3pm

Prophet Muhammad (peace be upon him) said: *"The seeking of knowledge is obligatory for every Muslim."* - AlTirmidhi, Hadith 74



Madrasatun-Nur 2018 School Calendar

JANUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Orientation

- Jan 13th

First Day of weekend School

- Jan 14th

JULY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Orientation and First Day of 2018 Summer Program

- July 23rd – August 23rd

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

AUGUST						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Eid-Adha Prayer

- August 19th or 20th

Last day of Summer Program

- August 23rd

MARCH						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No Weekend Classes

- March 31st-April 1st

SEPTEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Orientation for Weekend School

- Sep 15th

First day of School

- Sep 16th

APRIL						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Islamic Activities Week

- April 25-29

OCTOBER						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Last Day of School

- May 13th

First Day of Ramadan

- May 15th or 16th

Nightly Ramadan Activities

- May 18th – June 10th

NOVEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No weekend Classes

- Nov -24th -25th

JUNE						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Eid-Fitr Prayer

- June 14th or 15th

Eid Festival

- June 16th

DECEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of Weekend School

Dec 16th

Start of Winter Program

- Dec 24th – January 3rd 2019

OUR MISSION

Madrasatun Nur Weekend School of Light provides quality education and personal excellence. Provide quality education programs that integrate the academic education of the Virgin Islands with an academic Islamic and Arabic studies. This program will prepare students to become good citizens and contributing members of the society and guide students to develop life skills and interests.

PHILOSOPHY

Madrasatun Nur School of Light educates young minds through a curriculum based on sound Islamic knowledge, facilitating the application of this knowledge of modern day society by creating a wholesome Islamic environment. Our propagation of knowledge is not an aim itself, but rather a means to direct our students to live by Islam as exemplified by the Prophet Muhammad (PBUH). The hope is that inshallah this will produce righteous young Muslims who as adults would become contributing member of society and will carry on the essence of our purpose to “Instill with the Muslim youth a concern for themselves their families and the entire Muslim Ummah”.

ABOUT MADRASATUN NUR SCHOOL OF LIGHT

In the name of Allah, the Most Merciful, the Most Kind.

Since the beginning, Madrasatun Nur School of Light has been a vision for the Islamic community. Located on St. Thomas, Virgin Islands, Madrasatun Nur School of Light will provide boys and girls ages Pre-K through 8th grade, with a strong core curriculum within an Islamic atmosphere.

Islam encourages all Muslims to acquire knowledge throughout their life and elevates those who have knowledge over those who are lacking. Allah says in the holy Quran: *"Allah will exalt in degree those of you who believe and who have been granted knowledge and Allah is aware of what you do."* (Al-Quran 58:11), Also, as narrated by Abdullah bin Mas'oud (may Allah be pleased with him), the Prophet (peace be upon him) said, *"Do not wish to be like anyone except in two cases. The first is a person whom Allah has given wealth, and he spends it righteously. The second is to whom Allah has given wisdom, and he acts according to it and teaches it to others"*.

Madrasatun Nur School of Light will incorporate Islamic foundations, teachings and studies as part of the curriculum which includes Quran memorization and recitation, Aklaaq, Aqaid, Arabic, Dua, Fiqh, Hadeeth, Tajweed, Tareekh and Salah for all levels. Core academics will include Math, English, Reading, Science, Geographical Studies and Computer Science to prepare students to be competitive among their peers while going to school.

Our brilliant staff and teachers have qualified credentials and have experiences that will add to the excellence and high standards that Madrasatun Nur School of Light will bring to further student's academic goals. Madrasatun Nur School of Light is comprised of a diverse student body and encourages all ethnicities and backgrounds to take part and be thankful for this blessing as we are one Ummah seeking guidance and gaining knowledge under Allah (SWT).

Parent Orientation

All parents and students are highly encouraged to attend orientations. New parents and returning school parents are required to attend orientation. At this time, the handbooks will be explained. Changes to certain policies from year to year and other new policies will be introduced. Parents who are not able to attend because of a legitimate excuse must notify the administration and set up a make-up appointment.

School Hours

The school building is open Saturday and Sunday from 9:00am-12:00pm. School class hours are Saturday & Sunday from 9:00am-12:00pm. School related business such as tuition payments can be made in the Masjid Nur Ahl-Ul-Sunnah Main Office Monday through Friday during office hours. Our office number is (340) 776-3097.

Admissions

Admissions are open to all students in Pre-K to 8th grade. The school does not discriminate in enrollment on the basis of race, age, gender, religion, disability or national origin. Madrasatun Nur School of Light reserves the right to decline admission to students for the following reasons which are not considered inclusive of all the reasons justifying denial of admission: if a student requires special education instruction beyond the scope of the school's capability or capacity.

Tuition Policy

Tuition must be paid in full the 1st of each month at the main office located in Masjid Nur Ahl-Ul-Sunnah. For families with more than one child, the payment of fees will be that the fees for the first child remains the same and a reduction of 10% for the second and more children. The mode of payment is cash and check. Please observe the requirement of upfront payment as it is important for managing the budget for the school.

Communication with Parents

Madrasatun Nur School of Light strongly promotes communication between parents/guardians and teachers. Prior arrangement to speak with the principal or teacher will need to be arranged ahead of time so that instruction is not lost during class time. An appointment is essential.

Complaint Procedure

All concerns regarding a complaint of the school or student should be referred to the principal or teacher.

Delivery and Pick-up of Children

Students are to be dropped off at 9:00am and must be picked up no later than 15 min after class is over. Respect of time is essential. If a child is left beyond those limits with no arrangements made, an added fee will be assessed. Due to safety, children must always be brought directly to the classroom by parent/guardian. Parents/guardians must return directly to classroom to pick up their own children.

Release of Children

If a child is to be pick-up by someone other than parent/guardian then a written consent is required. Emergency pick-ups can be arranged via the telephone but identification will be required upon pick-up

Discipline and Consequences

If a student misbehaves, he/she will receive a verbal warning from the teacher for the 1st offence. If the student misbehaves a 2nd time, the student will visit the principal's office. The 3rd offence will result in a principal/parent/teacher meeting The Principal will schedule the time and date of the conference. Allow 3-5 days for the conference unless it is an issue that threatens the safety, physical or mental health of your child. If behavior continues, then it will result in suspension of the child depending on severity of the offence. Offences will be reviewed on a case by case basis.

The following are examples of general misbehaviors (not inclusive):

- ❖ Disrespecting Islamic Principles, teachers, staff, MNSL school property
- ❖ Pushing, hitting, kicking etc.
- ❖ Disrupting class
- ❖ Not listening, cooperating
- ❖ Inappropriate language, gestures, contact with other students
- ❖ Bringing forbidden or inappropriate things to school
- ❖ Unhygienic action
- ❖ Taking someone else's property

Dress Code

Madrasatun Nur School of Light established a dress code to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

Boys:

- ❖ Navy Blue Pants (NOT Jeans, Shorts are not acceptable)
- ❖ White Collared Shirt (Polo, short sleeve or long sleeve acceptable and should be tucked in pants)
- ❖ Comfortable shoes (can be used for gym)

Girls:

- ❖ Head Scarf/ Hijab (required for Kindergarten and up)
- ❖ Long Sleeve Collared White Shirt (long sleeve required for Kindergarten and up)
- ❖ Navy Blue Pants (NOT Jeans, Shorts are not acceptable)
- ❖ Comfortable shoes (can be used for gym)

Emergencies, Drills, Closings

A crisis management handout will be given to all staff and teachers to follow in case of an emergency or in the event of an evacuation. If school needs to close due to weather or for any other reason, Madrasatun Nur School of Light will notify you.

Student Evaluation

A skills report/ evaluation will be sent out on your child’s progress and/or school activities. Parental involvement is encouraged and if there are significant problem areas, these should be discussed with the teacher in a private meeting with a second staff member present.

Health/ Illness

If your child is sick and won’t be attending school, we ask that you notify Madrasatun Nur School of Light. In the event that a student becomes acutely sick at school we will call the parent/guardian who is on file to pick up the child early. The following guidelines are meant to assist parents with the decision to keep their child at home:

1. The child does not feel well enough to participate comfortably in the usual activities of the program.
2. The staff cannot care for the sick child without interfering with the care of the other children.
3. The child had signs or symptoms that indicate a contagious disease or immediate need for medical evaluation.

If head ice are present, the teacher will contact parents to make sure infestations of other students are not present. The child will not be permitted to return to school without proof of treatment.

Injuries

If a child becomes injured while at school, staff will immediately assess the situation and treat the child’s injuries with basic first aid. If injuries are server and require professional medical attention,

staff will contact an ambulance and the parents/guardians. When a child is injured, parents/guardians will always be notified, regardless of severity of the injury.

Medication Use

Medication (prescribed) will only be administered to student on when necessary. It is requested that medication be given before or after school hours whenever possible. However, if it is essential that a child receive medication during school hours, there must be a physician prescription prior to administration of medication. Medicine must come to school in the original container with the prescription labeled by the pharmacist of physician and be handed to the teacher directly from the parent/guardian. The label must contain the child's name, physician name, pharmacist, medication, dosage, frequency, and starting/expiration date if applicable. Medication sent in unlabeled container cannot be administered. If a child has an allergy that requires an epi-pen or asthma and requires an inhaler, one should be obtained from their doctor and left at school where it will be kept in case of emergency.

Field Trips

Field trips are an important part of our program. Parents/ Guardians will be informed ahead of time when one is planned. It is necessary for the school to have a signed permission slip from parents authorizing participation. Some field trips require extra cost to each family that will be stated in prior notifications to cover transportation and entrance fees per destination. No child will be permitted to leave Madrasatun Nur School of Light without written authorization.

Food/ Snacks

Students must provide their own snack every weekend. Madrasatun Nur School of Light asks students to provide their children with healthy nutritious snacks and not sugary snack items.

* Madrasatun Nur School of Light reserves the right to update, change, add or remove any of the aforementioned policies and otherwise at any time. Notification of changed will be made available to parents and students and is available on the website. January, 2018

Madrasatun Nur School of Light Signature Page

I, _____, along with my child(ren), _____, have read the entire **Madrasatun Nur School of Light Policy Handbook** and agree to the terms included in this policy I recognize that if my child's actions break any of the aforementioned policies they may warrant the repercussions stated on the **Madrasatun Nur School of Light Discipline and Consequences Policy**. If I have any questions or concerns with what has been written I will contact MNSL administration early in the year and not only if/when my child is in violation of a policy.

Student signature: _____

Student signature: _____

Student signature: _____

Parents/ Guardian Signature: _____ Date: _____

*All students enrolled Madrasatun Nur School of Light who are in 3rd grade and up are required to sign. Only the parent signature is required for 2nd grade students and younger.