



جماعة عباد الرحمن

AL-MISBAH QURAN ACADEMY

JAMAAT IBAD AR-RAHMAN, INC

POLICIES AND GUIDELINES FOR STUDENTS & PARENTS:

Following are the policies and guidelines to which all of the students and parents are expected to adhere. Hereafter, the word *school* implies the Al-Misbah Quran Academy (AMQA), and the word *students* implies to the students who are currently enrolled in the school. The Imam is defined to be the leading Imam of the Jammāt Ibad Ar-Rahman (JIAR)

1. Mission: The mission of the school is to produce well rounded leaders who are guided by the Qur'an and the example of the prophet peace be upon him.
2. Governance: The head of the school is the Imam. The Imam is assisted by assistant teachers. The affairs of the school are managed by a committee appointed by the JIAR board of directors. The committee shall consist of five members, of which two should be non-JIAR board members.
 - 2.1. Conflict Resolution: Any conflict which shall arise must be brought to the attention of the teachers, Imam, and the school managing committee, in the order mentioned.
3. Academic
 - 3.1. Admission: The school programs will be executed in three semesters: Spring, Summer, and Fall. Students can enter the school at any semester. The admission to the Al-Misbah school is by the permission of the head of the school. An admission application shall be filled out and provided to the head of the school for evaluation.
 - 3.2. Fees: The fee is \$150 per child (\$200 per family) per semester, due at the start of the semester. In case of financial hardship, fee assistance from JIAR can be requested. The request shall be made to the head of the school.
 - 3.3. Goals: Each student and parent must accept long-term, short-term, and weekly goals set forth by the teachers in consultation with the student and the parent. These goals shall be put in writing and signed by the teacher, student, and the parent.
 - 3.3.1. Long-term goals: These tasks refer to the yearly goals set forth for the student and the parents
 - 3.3.2. Short-term goals: These tasks refer to the semester-wide achievements set forth by the teachers in consultation with the parents and the students.
 - 3.3.3. Weekly goals: These goals are set forth by the teachers in order to meet and exceed the short-term and long-term goals.



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3.4. Progression: In order to progress weekly, in the short-term, and in the long-term goals, at least 50% of the stated goal shall be met or otherwise the stated goals need to be renegotiated between the student, family and the school. A maximum of two realignment of goals is permitted in a year. Failure to satisfy or renegotiate the goals may result in probation.

3.4.1. Probation: In the event of not meeting the progression standard, the student shall be placed on probation for a period determined by the teacher. The student shall be evaluated at the end of the probation period by the teacher. A maximum of two probation periods can be granted to a student in one year.

3.4.2. Expulsion: A student who is not found performing according to the stated goals, and at least two probation interventions have taken place, a student can be expelled from the school. An expelled student can re-apply for admission after a period of one semester.

3.5. School Events: Students and parents are expected to attend the Quran Nights and other events organized by the school. The students are expected to recite Quran during the Quran nights. The students who have met their goals will be awarded during the Quran nights.

4. Behavior

4.1. Arrival & Departure: The student shall arrive on the stated times for the semester and the day of the week. Any student arriving more than 15 minutes late would receive a tardy. Upon arrival, the student shall report directly to his/her class teacher. The students shall be picked up by the parents or the assigned party immediately after the end of the school.

4.2. General: Students are expected to behave in a manner which is consistent with ethical and moral standards of Muslims and adhere to the standards of respect for teachers and the sanity of the Masjid.

4.3. Any student found behaving in a manner not aligned with the guidelines as mentioned above shall receive warnings from the teacher, and the Imam. If the ill-behavior continues, the school reserves the right to expel the student from the program. These behaviors include, but are not exclusive to:

4.3.1. Dressing inappropriately;

4.3.2. Using foul language;

4.3.3. Disrespecting the teachers and the school staff;

4.3.4. Disturbing others;

4.3.5. Not following directions by the teachers and the school staff; and

4.3.6. Engaging in verbal or physical altercations.