

Peace Academy

Student/Parent Handbook

This handbook contains a brief description of the rules, regulations and policies that the Peace Academy administration expects the students and their parents to strictly follow. Peace Academy Management will exercise its authority to see these policies implemented and observed by all.

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Introduction

Peace Academy actively engages in your child(ren)'s day-to-day reading of the Quran. Our teachers ensure each child has their attention to be successful based on the individual learning styles and abilities. In a personalized learning environment setting, our goal is to inspire and educate students to achieve not only

the highest levels of Quran knowledge, but, also to bring out a successful Huffaz in them. Individualized learning plan with the support of their family results in this great achievement, insha'Allah. By closing the gaps in knowledge with one-on-one and personalized attention, students receive the encouragement they need to ensure success.

Objectives

1. To facilitate Quran education to obtain Hafizul Quran
2. To prepare Huffaz who can lead congregational prayers
3. To provide quality Islamic education
4. To preserve the Muslim identity of the student and cultivate in them a love for Islam
5. To provide an enriched and healthy social and educational environment
6. To motivate our students to strive for excellence and reach their full potential
7. To encourage cooperation between the home, school, and community

General Curriculum

Peace Academy consists of three classes for Boys and Girls

- Qaida / Nazira
- Beginner Hafiz
- Part time Hifz

Two classes for Adults (21+ years)

- Quran Reading & Memorization (Brothers only)
- Quran Reading & Memorization (Sisters only)

Future Class: Alim/Alimah (6 years - course)

Qaida / Nazira

Level 1: Starting Quran reading from basic level is very much important, as it gives the basic tajweed skills that enables the child to read the AL-Quran without knowing the rules of tajweed. The traditional Qaida (Basic Tajweed) is designed in such a manner that enables you to read right after you complete this small booklet with the help of our teachers. Following is the brief course outline.

- The Arabic Alphabet & their Proper Pronunciation
- Consonants
- Short Vowels (Harakat)
- Long Vowels (Huroof Maddah)
- Tanween
- Soft Vowels (Huroof Leenah)
- Noon Sakinah & Tanween

- Rules of Raa
- Rules of Laam
- Noon Qutni
- Waqf (Proper Pausing and Stopping)

Level 2: Quran Reading with Tajweed has immense importance in the preservation of Quran and its authority, as correction and beauty of the words leads to the production of perfect meanings. It is obligatory for every child and adults to read the Holy Quran with Tajweed. The first step towards Quran reading with Tajweed is to learn the foundation course that is traditional Qaida (Practical Rules of Quran Reading). It enables the teacher to recite the Quran with Tajweed unintentionally; a child of 4-7 years can read with Tajweed with the teacher's guidance.

Nazira Class - Level 3: Reading the complete Quran with the Teacher.

If it is possible for the child to start Quran at the age of Four, then this would be ideal. This will help the child attain proper pronunciation from the very beginning of his/her studies.

- Age : 4 years – 8 years
- Prerequisite: Fluent in communication (children should understand English)
- Days : Tuesday and Thursday
- Time: 6:00 p.m – 8:00 p.m
- Monthly Fee: \$60/child
- Duration of the course: 1 year and 6 months.

Beginner Hafiz

This is the time when the child's memory is strong and his mind is pure. The child is mentally prepared to receive and memorize whatever knowledge he is taught. As old saying states "Memorizing while young is like carving into a rock." That which is carved into a rock cannot easily be removed; rather, it remains as the years pass. Likewise, the memorization of one who memorized in his younger years will remain strong for a long time, especially if it is supported with consistent and structured review. Memorization of the Qur'an and learning its proper recitation during one's childhood is a blessed and successful method that was commonly practiced by the Pious Predecessors of this ummah.

In this course, students will be memorizing

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|------|----------------------|-------------------|
| ➤ 30 | عَمَّ يَتَسَاءَلُونَ | Amma Yatasa'aloon |
| ➤ 29 | تَبَارَكَ الَّذِي | Tabarakallazi |
| ➤ 28 | قَدْ سَمِعَ اللَّهُ | Qadd Sami Allah |

- Age : 6 years – 10 years
- Prerequisite: Should have completed Beginner class at Peace Academy or equivalent.
- Days : Tuesday and Thursday
- Time: 6:00 p.m – 8:00 p.m

- Fee: \$100/ child
- Duration of the course: 1 year and 6 months.

Part time Hifz

Ready to go for the next higher level of memorization? Complete the entire Quran to become 'Hafiz ul Quran'. The teacher will work with individual student's ability of memorization and bandwidth of parents to complete the targeted goal.

- Age : 8 years – 14 years
- Prerequisite: Should have completed Intermediate class – Fresh Hafiz from Peace Academy or equivalent.
- Days : Tuesday and Thursday
- Time: 6:00 p.m – 8:00 p.m
- Monthly Fee: \$100/ child
- Duration of the course: 5 years.

Quran reading and memorization (Brothers Only)

Level 1: Read the entire Quran.

Level 2: Focus on memorization to target towards Hafiz ul Quran

- Age : 21+ years
- Prerequisite: Should have completed Intermediate – Fresh Hafiz from Peace Academy or equivalent.
- Days : Open from Monday to Saturday
- Time: Asr to Isha
- Monthly Fee: \$60/person.

Quran reading and memorization (Sisters Only)

Level 1: Read the entire Quran.

Level 2: Focus on memorization to target towards Hafiz ul Quran

- Age : 21+ years
- Prerequisite: Should have complete Intermediate – Fresh Hafiz from Peace Academy or equivalent.
- Days : Open from Monday to Saturday
- Time: Asr to Isha
- Monthly Fee: \$60/person.

Future Class: Alim/Alimah (Course Duration - 6 years)

- Arabic Grammar (Syntax and Morphology)

- Arabic Literature (Speech, Composition, and Rhetoric)
- Islamic Theology ('Aqidah)
- Principles of Islamic Jurisprudence (Usul al-Fiqh)
- Fiqh (Jurisprudence)
- 'Ulum al-Hadith (Sciences of Hadith Interpretation)
- Hadith (Prophetic Traditions)
- Usul al-Tafsir (Principles of Exegesis)
- Tafsir al-Quran (Exegesis)
- Sirah (Prophetic Biography)

Schedule

Children's Classes: Tuesdays and Thursdays: 6:00 p.m. to 8:00 p.m.

Students should arrive no earlier than 5:50 pm. Parents must not drop-off their child(ren) at school before 5:50 p.m. and make sure they are not unattended.

Brothers only / Sister only class: Monday to Saturday: Asr to Isha.

Student's Release

A student shall not be released from class at times other than regular dismissal hours except with the respective teacher's approval and sign-out procedures. Only those individuals authorized by parents are allowed to pick up students. Parents/guardians or authorized pick-up individuals must pick up students promptly by 8:00 p.m. or end of the session. Peace Academy will not be responsible for students who are not picked up at the required time.

Inclement Weather Days

The Academy will close if there are extreme weather conditions.

Health Services

Emergency Numbers - Parental cooperation is essential in providing for student healthcare needs that may arise during class hours. 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 during class hours is required as well as an alternative emergency number of a relative or friend. It is the parents' responsibility to update the academy with current contact numbers.

Injury

While we do everything we can to avoid injuries, accidents do happen. If a child is hurt while at Academy, an incident report will be filled out with one copy being sent to the parents and one copy kept in the school.

Medicine

If at all possible, the child's medication plan should be given outside of school hours. No student will be allowed to keep his/her own medicine.

Discipline and Student Behavior

Philosophy

At Peace Academy, we expect our students to demonstrate self-control and high standards of moral conduct. The purpose of the student code is to develop a sense of responsibility within students, to aid their growth in self-discipline, and to teach them to take responsibility for their actions. Students and their parents are expected to follow the school rules. The school staff provides guidance and reinforcement to students and their parents. The classroom teacher will take primary responsibility for student discipline. The classroom teachers will model and teach appropriate Islamic behavior. When students behave in the desired manner, the teacher provides positive feedback. When students behave inappropriately, the teacher constantly enforces the consequences. Appropriate disciplinary measures that may be taken by teachers, adult volunteers and monitors are: verbal reminders, redirection, time out, peer mediation, or school clean-up assignment. In the event of a serious violation such as fighting or direct insubordination, the referring adult must immediately fill out an office referral form.

Classroom Rules

Teachers will employ a system of discipline that is age appropriate for the students under their responsibility. They will develop and implement classroom rules in accordance with the school's goals, philosophy, and rules. The classroom rules will be positive rules; their number kept to a minimum. A well-disciplined classroom is one in which the students know and understand the importance of the classroom and school rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will reach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

Teachers Responsibilities

Teachers are responsible for but not limited to:

1. Being an example of good moral character in both behavior and appearance
2. Forming appropriate expectations for students
3. Providing adequate supervision of all children in their class
4. Providing functional and relevant instruction
5. Setting the limits and consistently enforcing the school's standard of conduct

Students Responsibilities

Students are expected (but not limited) to:

1. Show respect for themselves and others
2. Follow the classroom rules and the directions of all school staff
3. Keep hands, feet, and objects to themselves
4. Use clean language and speak in an appropriate tone of voice
5. Safeguard and protect all school, Masjid and private property
6. Be honest and truthful
7. Be prepared: report to class on time, bring supplies, homework and materials
8. Keep the school clean
9. Walk, rather than run, at all times inside the school building and Masjid
10. Leave personal items at home

NOTE: The school reserves the right to take any toys, cosmetics, or other personal items away from children. In such circumstances, a note will be sent to the parents, and the items can only be returned to a parent or guardian who comes to the office to pick them up. The school is not responsible for any personal items that are lost, stolen, or broken.

Parent Responsibilities

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

1. See that their children are well rested before coming to school
2. Show respect for school administrators and teachers
3. Provide their children a nutritious food as well as offer them a healthy dinner before school
4. Encourage their children to put a high priority on education
5. Stay informed of school activities
6. Monitor their children's progress, and supervise and ensure completion of their homework
7. Abide by Islamic teachings in private and in public life and be a role model for their children

Parent Involvement Policy

We believe 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. In furtherance of this goal, parents, teachers, students, administrators, and community members have agreed upon the following points:

- We will work closely with parents to develop strategies and techniques for assisting students with learning activities at home that support and extend the school's instructional program.
- Parents have the right to know what their children are studying in each classroom and teachers have 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 Conferences

Parents may request conferences with teachers and Administrator in regards to their children anytime throughout the school. The School may also request the same.

Food/Drinks

Parents are responsible for supplying their child's food/drinks. Nutritious food is encouraged. Parents should avoid sending sugar-coated food and sugar-added drinks. Canned drinks or snack packs with metal tops are discouraged for safety reasons. If parents want to bring food or sweets to school to share with their child's class, they must receive prior authorization from the teacher or coordinator.

Dress Code

Parents must ensure their children arrive at school with appropriate clothing.

- Boys must wear loose clothing
- Girls must wear hijab
- No shorts, tight jeans or pants allowed for both boys and girls

Visitors

Parents may visit their child's class with permission of the teacher.

- Visitors are not permitted to interrupt, interfere, or discuss anything with the teacher or any pupil without the teacher's permission during class time.
- 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.
- Other visitors must secure authorization from the Coordinator at least one day in advance

The School Organization

The student population will be limited to a maximum of 10 per class. Parents should contact the teacher for all issues related to their child(ren) and the program. The coordinator will collect fees. Teacher will teach classes and provide feedback to the parents.