

# Parent/Student Handbook 2019-2020

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## **Nova Elm Academy Non-Discriminatory Policy**

Nova Elm Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, financial aid programs and other school administrated programs.

## **Our Mission**

NEA's purpose is to undertake and engage in congregational prayers; religious, charitable, educational and cultural activities; promote friendly relations between Muslims and non-Muslims and to foster a Muslim community based on Islamic principles of brotherhood, equality, mutual help, and Islamic teachings of peace, love and justice.

## **Non-Profit Status**

NEA is not a for profit business. As such there is no individual who profits financially from its operation. The fees, tuition, donations and fundraising money that are collected are used to operate the school, purchase supplies and equipment, and to pay staff salaries. The remainder of the money is re-invested into the school for future use.

## **Facilities**

Nova Elm Academy utilizes all the classrooms on the ground and first floors of the NEA headquarters. We have Tahfeez classes for all ages 3 and up for Quran which includes Pre-school, Pre-K, Kindergarten as well as First, Second, Third, Fourth, Fifth and Sixth grade home-schooling program. We make certain that our facilities are clean and safe for our students.

## **Public Liability Insurance**

Nova Elm Academy possesses a Public Liability Insurance policy that covers the school.

## **Teachers and Staff**

Our teachers have extensive practical experience working with students. Many of our staff members, teachers and administrators, have earned Masters Degrees in Education or related fields. All of our teachers are Muslim.

To maintain our high academic standards, NEA requires our teachers and staff to have certain qualifications, which include background check, a T.B. test, CPR, First Aid, and Child Protective Services training. They also undergo regular in house teachers training.

### **Students**

We focus throughout the year on the achievement and development of each of our students. To ensure that each child receives the type of attention they need, we regulate enrollment through eligibility requirements for registration. These are:

- He/she must fulfill the minimum age requirement as per Virginia law
- The child must be toilet trained
- We are not equipped or certified to provide the services for children with special needs
- At least one parent must be Muslim to enroll his/her children in our program
- Upon acceptance of application, the parents will be required to submit copies of certain documents for the office files.

### **Requests to Parents**

- Please drop-off and pick-up your child on time
- Ensure that your child's attendance is consistent
- If your child will be absent, please contact our office by phone or e-mail by 9.00 am
- For early dismissal, contact the office at least 2 hours before picking your child
- If a student is picked up late, the parents will be assessed a late fee of \$5 for the first 10 minutes, and \$1 per minute thereafter
- Your child must be dressed in accordance to the Islamic rules for attire and the school dress code

- Preschool, PreK, and KG students will store a complete change of clothes (shirt, pants, and underpants) in their backpack. The clothes should be placed in a large ziplock bag and labeled with the student's first and last name
- All supplies and personal outer clothing (jackets, coats, hats, mittens/gloves, sweaters etc.) should be labeled with the student's name
- Each child needs to bring a snack to school. Older children may purchase snacks from the vending machine. Full time students will need to pack a lunch as well as a snack
- Please inform us if your child has any food allergies so we may make the proper arrangements
- Students may not wear any makeup of any kind including eye liner, nail polish, and lip gloss
- Children are not allowed to bring any toy weapons to school. If a toy weapon is found, it will be confiscated by the principal and returned at the end of the day to the parents

### **Sick Policy**

If a student exhibits any of the following signs of poor health he/she should remain home for a minimum of 24 hours or until the student is symptom-free without the help of medication.

- A fever of 101 degrees or more
- Vomiting or diarrhea
- Any suspicious rash that has not been seen by a doctor
- Any colored discharge from the nose, eyes, or ears
- Children with head lice will be sent home and may not return to school until they are nit-free.

NEA does not administer any medicine.

### **Medication**

NEA does not have any MAT certified staff members. All medications need to be given at home, or if needed, the parents may arrange with the administration to come into the school to administer any medication.

## **Expectation from Parents**

NEA's Main Office is open Monday – Thursday, 8:00 am – 4:00 pm, and Friday 8.00 am – 12.30 pm. All school visitors, including parents and guests, are required to obtain authorization from the main office. Parents' cooperation with these procedures is essential to maintaining a safe and secure school environment.

To ensure your child's success, parents need to be actively involved with the teachers and the administration. Parents are encouraged to take part in the monthly Parent Teacher conferences, and respond to any correspondence that is made by a teacher or administration.

Parents are also encouraged to volunteer as needed.

## **Disciplinary Action**

Students are expected at all times to conduct themselves in accordance with Islamic manners and to obey all policies, rules, and regulations of NEA, derived from Islamic guidance. When a student violates a rule, disrupts the school environment, harms another student or teacher, or damages school property, the Principal shall take appropriate disciplinary action in accordance with established policy and procedures. The administration will give the parent/guardian up to 3 written warnings (which include incident and/or accident reports) before expelling the child from the program.

No student shall possess any weapon for any reason while on school grounds or under school supervision. The term weapon includes, but is not limited to, the following: knives of any size or purpose, guns, chemicals, or any destructive device. Any student who violates this policy shall be subject to disciplinary action, including expulsion and long-term suspension, as deemed appropriate.

## **Custody**

If your family has special custody arrangements that have been mandated by a judge, NEA must have a copy of the court order. If no such document is submitted, the school cannot refuse a parent access to his/her child.

## **Uniforms**

### **Tahfeez Students:**

Boys: White Shirt, Navy Blue Pants, Navy Cardigan

Girls (1st-3rd): White Shirt, Navy Blue Pants, Navy Jumper and Navy Cardigan

Girls (3rd and up): Black Abaya, White Hijab

A few options on where to buy abayas for girls:

[www.eastessence.com](http://www.eastessence.com)

Halalco in Falls Church

### **Pre-school and KG:**

Girls: Light Blue Shirt, Navy Blue Pants, Optional Navy Jumper and Navy Cardigan

Boys: Light Blue Shirt, Navy Blue Pants, Navy Cardigan

*\*please see specific styles by following the steps below:*

1. Visit [www.frenchtoast.com](http://www.frenchtoast.com) and Click on "Shop By School" in the top navigation of our site
2. Enter your school code (QS5HKHH)
3. Click on your School Name

You have the option of either purchasing from the above website or other stores such as Target, Old Navy, etc.

## **Arrival and Dismissal Procedure**

- The arrival time for all students is between 7.45am and 8.00am
- The dismissal time for Preschool and Pre-K students is 1pm
- The dismissal time for Full time Tahfeez students without homeschool is 1.30pm

- The dismissal time for Full time Tahfeez students with homeschool is 4.00pm
- Please make sure that you sign in your child each morning, and sign out your child each afternoon before leaving the school
- If someone else will be picking up your child, you must fill out an Alternate Person Pick Up Form at the office. Your child will not be released to anyone except the parent unless this form has been filled out, even if the child recognizes the person.
- If a student is picked up late, the parents will be assessed a late fee of \$5 for the first 10 minutes, and \$1 per minute thereafter

### **Tuition and Fees**

Please note that upon acceptance to NEA, you are required to sign an agreement which commits you to the program for a period of one academic year. By signing this agreement, you commit to pay the monthly tuition in advance by way of ten post-dated checks. If we do not receive that payment on time, you will be charged a late fee. NEA reserves the right to take appropriate action for delinquency.

Please note that NEA grants financial aid based solely on need. All financial aid funds are considered as Zakat.

### **Field Trips**

For each field trip planned, the school will require a signature giving permission from the parents for students to participate in an off-site learning experience.

### **Birthdays and Party Invitations**

Following the Islamic tradition, NEA does not celebrate birthdays. Instead, teachers will recognize student accomplishments and contributions to the well-being of the classroom. To facilitate appropriate classroom courtesies, please do not pass out invitations to private parties unless all students in the classroom are invited.

### **Emergencies**

NEA has established an Emergency Preparedness Plan to cover the most likely emergencies to affect our facility based on our geographical location as well as our hours of operation. In all



cases, the two main methods for handling emergencies include our “lockdown” emergency response plan and our emergency evacuation plan.

### **Inclement Weather Policy**

NEA follows the Loudoun County Public School announcements for inclement weather. However, there may be days when our decision may be different than that of LCPS. Information about delays and closings will be sent through the Remind App, text and e-mail to parents.

Please note that the above policy only applies in case of inclement weather, you will receive a separate calendar for holidays.

### **Suggestions and Concerns**

NEA is a school that consistently strives for improvement in all areas. All members of the school body – students, parents, volunteers, assistants, teachers, administrators and visitors – are welcome to provide suggestions for improvement. Also, if there is a concern or complaint, it should be brought to the appropriate person.

### **Homeschooling Information (Each section needs to be filled out):**

- Registering as a Homeschooler with the County
- Orientation for home schooling parents
- Curriculum Support
- Responsibilities of NEA Home School Program
- Responsibilities of Parents
- Standardized testing

### **Quran teacher (Each section needs to be filled out):**

- Curriculum Support

- Responsibilities of NEA Tahfeez Program
- Responsibilities of Parents
- Testing
- Portal

#### Preschool / Pre-K / KG Tahfeez

- Islamic Studies curriculum
- Tahfeez Curriculum
- Academic Curriculum
- Responsibilities of NEA Tahfeez Program
- Responsibilities of Parents

# Book list

## Kindergarten

Calvert Math text & workbook
Houghton Mifflin Reading Practice Book Volume 1&2
Spectrum Sight Words
Spectrum Language Art
Calvert Science Activity
Harcourt Social Studies
<b><u>The books used in class</u></b>
Calvert Teacher Aid
Child Board Instant Art Activities
Teacher Helper Skill Builder for your Class room
Scholastic Fun & Phonics cut & paste
Scholastic Word Books
Spectrum Math 1st Grade
Calvert Letters & Words
<b><u>Islamic Studies</u></b>
Islamic Education Text & Workbook

## Book List

Math in Focus Student Book 1A and 1B
Math in Focus Work Book 1A and 1B
Houghton Mifflin Reading 1.1
Houghton Mifflin Reading 1.2

First Grade

Houghton Mifflin Reading 1.3
Houghton Mifflin Reading 1.4
Houghton Mifflin Reading 1.5
Houghton Mifflin Reading Practice book 1.1
Houghton Mifflin Practice book 1.2
Phonics Library Black line Masters
Spectrum Language Arts Grade 1
Spectrum Spelling Grade 1
Critical Thinking Level A
Reading Comprehension
Scholastic reading Pages

# Book list

## Second Grade

Math in Focus Student Book 2A and 2B
Math in Focus Work Book 2A and 2B
Houghton Mifflin Adventures 2.1
Houghton Mifflin Delights 2.2
Houghton Mifflin Practice book 2.1
Houghton Mifflin Practice book 2.2
Phonics Library Black line Masters
Spectrum Language Arts Grade 2
Spectrum Spelling Grade 2
Critical Thinking Level B
Reading Comprehension
Scholastic Reading Passages

# Book List

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Math in Focus Student Book 3A and 3B
Math in Focus Work Book 3A and 3B
Houghton Mifflin Reading 3.1
Houghton Mifflin Reading 3.2
Houghton Mifflin Reading Practice book 3.1 and 3.2
Spectrum Language Arts Grade 3
Spectrum Spelling Grade 3
Critical Thinking Level C
Reading Comprehension

## Book list

### Fourth grade

Math in Focus Student Book 4A and 4B
Math in Focus Work Book 4A and 4B
Spectrum Writing
Spectrum Reading
Spectrum Language Arts
Spectrum Spelling
Spectrum Vocabulary



# Book list

## Fifth Grade

Math in Focus Student Book 5A and 5B
Math in Focus Workbook 5A and 5B
Spectrum Writing
Spectrum Reading
Spectrum Language Arts
Spectrum Spelling
Spectrum Vocabulary

# Book List

## Sixth Grade

Math in Focus Student Book 6A and 6B
Math in Focus Workbook 6A and 6B
Spectrum Writing
Spectrum Reading
Spectrum Language Arts
Spectrum Spelling
Spectrum Vocabulary

# Islamic Studies Curriculum

## Full Time Tahfeez Students

### 1. Morning Assembly

- Daily Duas

### 2. Hifz / Reading

- From Quran Al-Kareem
- Noorani Qaidah

### 3. Arabic Language

- Quranic Vocabulary (nouns and verbs)

### 4. Islamic Studies

- I Love Islam by ISF Publications

### 5. Tafseer

- Juz 'Amma for School Students by Husain A. Nuri and Mansur Ahmad

### 6. Tajweed

- Teacher Notes

## Evening Students

### 1. Writing

- Arabic Writing for Beginners (Part 1-3) by Zafar H. Qureshi

### 2. Hifz / Reading

- From Quran Al-Kareem
- Noorani Qaidah

### 3. Prayers (Perfecting Salah)

- Wudu, Adhan, Times, Etiquettes

## Weekend Students

### 1. Hifz / Reading

- From Quran Al-Kareem
- Noorani Qaidah

### 2. Islamic Studies

- Prayers, Wudu, Adhan, Etiquettes
- Islamic Studies - Weekend Learning Series Level 1.2 and 3 by Mansur Ahmad and Husain A. Nuri

## Arabic Program

### 1. Arabic Language

## Ladies Quran Program

### 1. Reading with proper Mukharrij

- Quran Al Kareem