

NEW HORIZON ACADEMY

Students and Parents Handbook

6201 Franklin Avenue, Des Moines, IA 503255

Tel. 515 255 0215

www.goicdm.org or email at icdm.support@gmail.com

Assalamu Alaikum,

I would like to thank you for enrolling your child at New Horizon Academy “NHA”. My primary focus is to create a great environment for our children and promote a high standard of education including Arabic language and Islamic studies. Through our sincere and concerted effort our goal will, inshallah, be achieved. May Allah help all those who work hard to achieve success in this life and in the hereafter.

The staff commitment is to continue developing our school while looking forward to achieve an even higher level of success. This handbook is intended to serve as a guideline to students and parents in achieving a successful school year. It is very important to read the rules and regulations carefully as the school administration will be very strict in making sure they are observed. We hope NHA will be a place filled with learning, growing, and fulfillment of goals for your child. We hope and pray that this year will be a year that we all can look back on, years from now, with fondness.

We ask that you assist us in maintaining and improving our school, so that we will continue to be known not only for our academic achievements, but also for our adherence to Islamic Principles of correctness and discipline. Strive with us, learn with us, smile with us, and be patient as we continue to grow together.

I trust you will help us in providing your child with a strong foundation for his/her future.

Salamu Alaikum

Luai Amro
NHA – Board President

Why NHA?

“O ALLAH, give us the good in this world and the good in the next world!”

As Muslims, we are obligated to prepare our children to live an Islamic life, respecting and abiding by the principles of Qur’an and Sunnah. Living in a non-Muslim environment complicates our efforts. The need for an Islamic school emerges as a survival tool for all Muslim children, in a Muslim or non-Muslim country.

The Islamic school is an extension of the parents’ efforts to instill Islamic practice/values into an impressionable and formidable mind. It is the wholesome environment of Islam that promotes brotherhood, consciousness of ALLAH, a conviction to Islam, religious identity and an acceptable atmosphere to practice the Deen.

The child is given Islam across the curriculum, to produce intelligence with ALLAH’s laws as a basis for thinking and learning. NHA aims at providing all the essentials to promote “the good in this life” and strives to secure “the good in the next life”, insha’Allah. We pray that you understand and appreciate this golden opportunity and strive wholeheartedly to support this effort

Our Objective

Striving for Excellence:

NHA is committed to offering its students a competitive curriculum while adhering to the highest possible Islamic and academic standards. NHA will strive to provide a safe and secure school atmosphere while preserving the Islamic identity of its students. The School will attempt to achieve these goals by approaching the education process holistically—by satisfying the cognitive, spiritual, psychological, physical and social needs of the students.

Philosophy

NHA philosophy is to educate the whole child and to provide an environment, which promotes a feeling of self-worth. Early childhood is the time for education in living and approaching life with freedom to explore, ask questions and dream. Later education in intellectual skills will be fully effective only when a child has learned to live with themselves, their parents and friends.

Purpose

- To help children develop a good self image so they can handle their world.
- Spark an interest and enthusiasm for life-long learning through first hand experiences.

- To provide a loving, stimulating and relaxed environment.
- To encourage social interaction and the development of such social skills as sharing, caring and respect for others and their property.
- To encourage and expand curiosity, creativity and imagination.
- To stimulate language development and encourage appropriate listening skills.
- Development of Muslim values.

NHA Programs

NHA offers the following programs

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| • Pre-School | 3 years old |
| • Pre-School | 4 years old |
| • Kindergarten | 5 years old |
| • 1st grade elementary | 6 years old |

In these programs NHA will help the students with:

Physical Development

Physical education and movement are an integral part of a young child's growth. Children should progress at their own rates in developing physical skills, enjoying physical activity, improving physical fitness, and developing a positive self concept.

Emotional Development

A child begins to make decisions about feelings, right or wrong, at an early age. The child will begin to learn to accept changes with reasonable explanation, make decisions independently, seek adult help when needed, and try new activities willingly.

Social Development

A child begins to realize they are individuals but must function within a group. A child will experience sharing, taking turns, taking part in group activities and taking care of personal needs. These experiences will help develop positive attitudes and a feeling of self-worth.

Mental Development

A child begins to develop skills and habits related to work and play. The child interacts with others in a positive way, follows directions, expresses creativity and tries to do their best work. A child will develop intellectual curiosity through literature, first hand experiences, discussion and activities.

Spiritual Development

A child begins to develop Muslim values. These values are developed through a loving atmosphere, caring environment and Islamic related activities.

Educational Development

NHA will follow the recommend curriculum for reading, writing, math and science by the school district of Des Moines

Admittance

All school programs will be open to all children regardless of race, religion, color, sex or national origin. It will be based upon the Board of Education admittance policy. Children with special needs requiring trained personnel and/or programs to meet their needs are encouraged to seek services designed for that express purpose. Prior to attending, parents are required to provide a copy of an updated immunization record and a copy of the child's birth certificate. These documents are required to be on file prior to the first day of school. Child must be potty trained.

School Hours

School starts at 8:30 am and dismisses at 4:00 pm Monday through Friday

Before and after school program is also available from 7:00 am to 8:30 am and from 4:00 pm to 5:30 pm.

Parents are required to accompany their child into the school. Children are to be promptly picked-up at the dismissal time by an authorized adult. All students will be dismissed from the school main entrance. Parents must sign in and sign out their child daily

Tuition and Fees

- Registration Fees- New enrollment only \$75 per student
 - Activity Fess/books – Prek-4 K , 1st and 2nd \$75 per student
- Registration Fees are due at the time of registration and are NONREFUNDABLE*
- Preschool 2-3 years \$105 per week
 - Preschool 4 years \$105 per week
 - Kindergarten \$105 per week
 - 1st and 2nd graders \$105 per week
 - Before School Program 7am to 8:30am Free
 - After School Program 4pm to 5:30pm Free

* NHA will accept DHS financial assistance.

Fees will be effective starting August 1st, 2009

Drop off and Pick-up location and time

- Students should be dropped at the main school entrance not less than 5 minutes prior to the starting of the classes.
- Students should be picked up at the main entrance immediately at the end of the school day.
- Students who have not been picked on time, are escorted to a classroom for after-school care.
- For early pick-up, the parent is required to inform the teacher at the time of the morning drop off.
- Parents please minimize communicating with the teachers during the class time.
- Students will be released ONLY to parents or Authorized people.

Health and Safety

We expect parents to inform the teacher and the administration of any allergy or medical condition their child might have. Form for such Allergies MUST be completed by the parents.

Medical Guidelines

ACCIDENT OR ILLNESS

In the event of a student illness or accident, the parent/guardian or emergency contact will be notified at once.

ADMINISTRATION OF MEDICATION TO STUDENTS

All medication is administered by the teacher. We do not have a nurse on staff, please make sure this is done ONLY for simple medications.

If your child requires medication during school hours, please review the following procedures:

- **Parents must complete the parent “Request for Giving Medication” form for prescribed and over-the-counter medication that is to be administered at school.** A separate form is to be used for each medication or when the dosage changes.
- Prescription Medications **must** be in the original pharmacy-labeled container with date, student's name, prescribing physician or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescribed instruction.

ATTENDANCE

Philosophy - Success in school and regular attendance have a strong correlation. While it is possible for an absent student to make up most the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students.

We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. Students are prohibited to leave the school building or playground during the school day without written permission from their parent or guardians. If a student is to be pick-up during class time, a written note is required.

ABSENCE FROM SCHOOL

Parents are required to contact the school **(515-255-0212) before 8:30 AM** if a child is going to be absent or tardy. Parents are to provide the following information:

- Name (please spell the last name)
- Grade
- Teacher
- Reason for absence

If the school has not been notified, the office will contact the parents after 9:00 AM.

If your child has been home due to illness for three (3) consecutive days or more, the school requires a note from the child's physician stating the reason for absence and when the child can return to school.

WHEN SHOULD YOUR CHILD STAY HOME?

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. **Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24-hour recommendations.**

- **Diarrhea/Vomiting** – within the last 24 hours: keep child home.
- **Fever** – 100 degrees or greater: keep child home until **fever-free at least 24 hours.**
- **Strep Throat** – highly contagious bacterial infection – sore throat, fever (usually), aches; diagnosis is made by a throat culture: **child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.**
- **Pinkeye** – highly contagious and presents itself with burning, itching red eyes with yellow drainage: **child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.**
- **Chicken Pox** – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that open and form scabs. The rash causes itching with may be severe. Children should not

return to school until all blisters have scabs. This usually takes seven (7) or more days.

- **Impetigo** – a skin infection that occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots that fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. **The child should be on medication for 24 hours before returning to school.**

- **Rash** – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.

EMERGENCY SNOW CLOSINGS

- The decision to delay the start of school, cancel or to dismiss early, will be made by the school administration.
- If Des Moines Public Schools delay the start of school or cancel school due to weather, NHA will also delay or cancel school.
- To check for school cancellation, etc, please check on channel 8 or call the school

School Calendar

All parents will receive the following from NHA:

1. School Calendar highlighting the days school will be closed
2. Classes schedule for each grade

Communication

Parents will receive regular communication from the school and the student's teacher. The communication will be sent via email, in writing or verbally and it will include important reminders and updates. Communication from the teacher will include information regarding past month's activities and a brief overview of the upcoming month.

The school web site will also provide important information, documents, schedules and the hand book. If your family does not have email or internet access, all communication will be sent home with your child. Please check your child's backpack every day.

School Attire

All students are required to wear NHA's school uniform. Please make sure your child has two sets of uniform. During winter time, please dress your child accordingly. Snow suits and boots are to be sent with the child. All students are

expected to be well groomed and clean; fingernails and hair must be kept short and clean

Conferences

Students in the 4 and older year old program will have conferences in the fall and spring. Parents will be informed of the conferences and the available meeting times in advance.

Lunch and Snacks

Parents are responsible of sending Lunch and snacks with their child. Snack schedules for each class are posted in the classroom and on the school web site. We recommend that the parents follow USDA food guidelines for healthy lunch and snacks. No Peanut products are ALLOWED to be sent with your child to school.

School Visitors

Visitors are welcome to visit during school hours. However, they must check in at the school office and obtain a visitor's nametag.

Young children are not permitted to visit classrooms with their parents, but certainly may join their brother or sister during lunch WITH a parent. Please remember: When young children not attending the school accompany parents into the school, they must be under close supervision at all times.

Behavior Expectations

Overview

The following guidelines are not intended to restrict individual freedoms, but to enforce the right of every student to obtain a good education in an Islamic environment. Equity, consistency, and firmness will exist for all students, insha'Allah. No student shall be denied the right to express his/her opinion in any given situation.

Responsibilities

Student's Responsibilities

Students are expected to:

- Think, talk and act in an ISLAMIC MANNER
- Accept responsibility for their own behavior.
- Have a positive attitude toward learning.
- Attend class regularly. Have appropriate materials in class.
- Arrive at school prepared to learn (sufficient sleep, nutritious breakfast), etc.
- Participate in class discussions and activities.
- Speak clearly when called upon. Follow directions. Keep desk and materials clean and orderly.
- Raise hand for permission before speaking.
- Recognize and respect the rights of others: Individual rights (privacy, property, right to education, etc.).
- Assist in communication between school and home. Help develop a sense of community within the school.

Teacher's Responsibilities

- Seek out and utilize alternative learning activities within the classroom.
- Learn and utilize alternative techniques in dealing with behavior within the classroom.
- Confer with parents making certain that problems and alternatives are presented in layman's language.
- Inform and involve an administrator when appropriate.
- Safeguard the rights of students from violated by other students.
- Be aware of and enforce school rules inside and outside the classroom whether or not student is assigned to him/her.
- Be aware of and follow NHA School's policies and administrative regulations pertaining to discipline.
- Be with the students for the full duration the specified class time: Not leaving the students unattended.

Parent's Responsibilities

- Being aware of and understanding school policies and regulations.
- Helping promote in the student a positive attitude about school.
- Helping the student to be self-disciplined in regard to attendance, having supplies, studying, and respecting the rights of others.
- Becoming acquainted with student's teacher and school.
- Sharing relevant information about student with school personnel.
- Becoming involved with school activities.
- Helping in classrooms or assisting school personnel in activities when desirable or possible.
- Conferring with teacher when desired or requested.
- Taking student home or providing an alternative place when removal from school becomes necessary (a cooperative effort between parent and school).

- Reporting to the teacher and/or administrative personnel in writing any incident not following school policy.
- Ask about the qualifications and certifications of you child's teacher
- Report any concerns about the teaching or teachers to the school administrator.

Prayer Room (Musallah) Rules

- Sit properly in the Musallah.
- Keep quiet, respect the Musallah and Salaat.
- Move in an orderly manner to and from Musallah with your teacher.
- Always move quietly in the Musallah.

Classroom Rules

- Listen to teacher and/or other students without interruption.
- Follow directions.
- Keep hands and feet to yourself and keep feet off of school furniture.
- Stay in place and do not slouch in desk.

Lunch Time Rules

- Clean up your area before leaving the eating area.
- Eat only in lunch-room or assigned area.
- Keep food off of the floor.
- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Return to class with your teacher when the recess is over.

Bathroom Rules

- Clean toilet seat and wash hands after use.
- Boys are to sit, not stand, to urinate (Sunnah).
- Clean private parts with water after toilet use (Sunnah).
- Finish your business in the bathroom quickly without socializing and playing.

School Property Rules

- Keep all school furniture and property free from damage.
- Keep all school furniture and property free of graffiti.
- Keep hands off of fire alarms
- Keep school grounds clean and clear of all personal belongings, and/or garbage.

Sharing Time

Students will have sharing time when it is appropriate to the curriculum. We appreciate items to share which are related to the themes. Parents will be notified when such events will take place and which items are appropriate.

CHANGES

Please notify us immediately if you have any address, phone, day care, contact information changes. If there is a change in your family situation that may affect your child's behavior or feelings, we also appreciate knowing this information.

CONFIDENTIALITY

ALL student information will be considered confidential and will not be shared without prior written consent from the parents.

CONCERNS/QUESTIONS

Please feel free to contact the teacher or the school administrator if you have any questions or concerns.

You are welcome to email

515 255 0212

lcdm.support@gmail.com