

مَدْرَسَةُ الْمَدَائِنِ



اسمي:

طريقي:

أَهْلًا وَ سَهْلًا فِي عَامِ دِرَاسِيٍّ جَدِيدٍ



- Parent Welcome Packet 6th - 12th Grade
- خطاب ترحيبي للآباء



- Classroom Discipline Policies
- Absence and Missing /late work



- Grading Policy
- Classroom Rules and expectation



- Teacher Information
- Promises to Students

المعلمة / زعيمة مصطفى

Teacher: Naima Mustapha

Tuesday August 26th, 2014

As-Salaamu 'Alaikum wa rahmatullaahi wa barakaatuhu'

! I pray this packet has reaches you in the best of health and faith in shaa Allah.

Allah (سبحانه وتعالى) chose Arabic to be the language of the Qur'an--His final Message to humankind: "*Lo! We have revealed it, a Lecture in Arabic that ye may understand.*" (Yusuf, 2); "*Thus have We revealed it, a decisive utterance in Arabic...*" (Ar-Ra'ad, 37

Ninety percent of the world's Muslims do not speak Arabic as their native language. Yet it is part of our daily prayers, when reading the Qur'aan, or even in simple conversations with each other, Arabic rolls off the Muslim's tongue readily. It may be broken or heavily accented, but most Muslims make an attempt to speak and understand some Arabic.

Here in Al-Huda School regardless of our linguistic, cultural, and racial differences, we are all Muslims forming one community of believers. This community is based on their shared faith in Allah Who is One and Almighty, and the guidance He has sent down to mankind, His final revelation to mankind, the Qur'aan sent over 1400 years ago in the Arabic language.

This is my 13th year at Al-Huda School of Dar us Salaam, and I am glad to be part of this great community. I thank Allah (صلى الله عليه وسلم) for giving me this opportunity to help educate and teach our children the language of Qur'aan. I pray to Allah (صلى الله عليه وسلم) to guide them to the straight path so that they can be our great future leaders and great scholars in shaa Allah.

A good learning experience is based on cooperation between the parents and the teacher, I encourage you to come and volunteer your time and talent with us in shaa Allah.

Attached with this letter please find out the following:

- Homework policy
- Absent and late assignments policy
- Grading policy
- Classroom discipline policy
- Teacher Communication

Jazakumullahu khairan

ARABIC LANGUAGE

Achieving our classroom goal (outlined below) will require the cooperation of parents/guardians, students and teacher.

CLASSROOM GOAL

I believe all students have the ability to shape their own lives and society in positive ways. My goal this year is to have all students recognize their power and use that power to improve themselves and their communities. We will use Arabic to inform students' vision and to increase their ability to make that vision a reality. In order to achieve this goal, we will need supplies, organization and procedures. These are outlined below.

NECESSARY SUPPLIES

1. One three-ring binder (1 inch)
2. 3 notebooks (1 subject)
3. loose leaf paper
4. pencils/ pens (blue or black ink only)
5. 1 packet of construction papers

RULES

All Al-Huda School rules will apply in our classroom. Students are also asked to:

1. Remember that Allah (سبحانه وتعالى) is always watching you, so worship Him with *Ihsaan*
2. Arrive on time and be prepared and ready to learn.
3. Raise your hand and wait for permission to speak.
4. Treat every individual with courtesy and respect.
5. Keep hands, feet, and other objects to yourself.
6. Follow instruction and directions the first time they are given.
7. No food, gums or drinking (only water).

DAILY PROCEDURES

- ***At the beginning of class:***
 - ✓ As you enter the classroom, be seated and quiet, and wait for instructions from the teacher.
 - ✓ Do your best to speak only in Arabic language to communicate with others.
 - ✓ Place completed homework on your desk.
- ***During class:***
 - ✓ **Sharpen pencil:** I do not like students to leave their desks to sharpen their pencils.
 - ✓ Please have your own sharpener then save trash until after class.
 - ✓ **Bathroom:** I instruct my students to wait if it is possible, so they don't miss any instruction. But, they may go during instruction if it is an absolute emergency, by raising the index and middle finger up, I will either nod "yes" or "no".
 - ✓ The only time I will nod "no" is if you are missing something very important. When I have finished covering the important issue I will give you verbal permission.
 - ✓ **Water:** You may have your bottle of water with you during class, no trips to the fountains.
 - ✓ **Early Dismissal:** No one will be excused during the first or last 10 minutes of class or during certain activities.
 - ✓ **Locker Use:** You will not be allowed to go to your locker once class has begun.
- ***At the end of class:***
 - ✓ Pack up your belongings only after you have been asked to do so.
 - ✓ Clean the area around your desk before you leave and remember cleanliness is part of our faith.

POLICIES

- **Homework**
 - ✓ I will check all homework right after roll call. All work must be on your desk by that time.
 - ✓ I will come by your desk once. If your homework is not on your desk at that time, it will be marked late.
- **Late Work**
 - ✓ Lat work will not be accepted and no exceptions will be made to this, unless a valid "excuse note" Is provided the day the assignments is due.
 - ✓ I will accept late large assignments (100 point projects, research papers, etc.) for one week after the due date. Students lose a minimum of 5 points for each day the assignment is late.
 - ✓ Students will not be allowed to turn in bulk work at the end of the term.
- **Absences**
 - ✓ With an excused absence, you may make up missed work for full credit.
 - ✓ Missed exams must be made up within 1 week.
 - ✓ Make-up work will be addressed outside of class (preferably right before school or during recess time).
 - ✓ After they have been used in class, copies of all handouts are supposed to be placed in your binder; any handouts will be given while you were absent will be placed in the absent folder.

GRADES

The Grading policy will be that as outlined in the Parent-Student Handbook so please refer to it.



PROMISES TO STUDENTS

1. If you ever feel I am doing a poor job of living up to these promises, please schedule an individual conference with me. I work very hard to make sure that I am true to my word.
2. I will always believe in your ability to succeed. This means my expectations are extremely high. I will demand your best at all times.
3. I will listen to you. I ask that you bring questions, concerns or comments to me in a calm, respectful manner at the appropriate time. Individual concerns should be addressed in individual conferences that can be arranged by seeing me before or after class.
4. I will respect you, and I will insist that others respect you in our class. Please let me know, in an individual conference, if you ever feel disrespected.
5. I will never assign work unless I can explain why it is important. I do not believe in busy work.
6. I will work hard and happily. I took this job because I love teaching, I love Arabic and I love my students.
7. I will learn from you. You are smart people, and each of you brings experiences and perspectives to the class that will benefit the group. Please share your viewpoint every day!

TEACHER INFORMATION/COMMUNICATION:

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If you have any question or concerns please feel free to contact me at the email address provided or the school phone number between the times of 7:30 to 4:00 pm

Our classes are always open *by appointment*, and messages can be left for me with our school secretary to, which I will respond as soon as possible, in shaa Allah.

Jazakumullaahu Khairan