

Jaam'e Masjid Bellmore Maktab – Handbook

I. Overview

Jaam'e Masjid Bellmore's After-School Maktab Program is an age-based, comprehensive, on-site program centered on Qur'ānic reading (with a special focus on *tajwīd*) along with other essential Islamic disciplines such as *ʿaqīdah* (beliefs), *fiqh* (practice), *ḥadīth* (prophetic statements), *sīrah* (the prophetic biography), *tārīkh* (history), *akhlāq* (morals) and *ādāb* (etiquettes).

Our structured Maktab program consists of trained and qualified teachers who can relate and communicate well with the students, a management ensuring the maktab continues running efficiently, and periodic assessments of students to monitor progress and maintain educational quality.

The program caters to children, boys and girls, of elementary, middle and high school levels. It is a prime opportunity for school-going children to learn the essential tenets of their faith along with Islamic values and principles in a holistic environment.

II. Mission

Jaam'e Masjid Bellmore (JMB) Maktab has been founded with the vision to provide the Prophetic model of teaching and nurturing. Thus, JMB strives to not only provide our children an education of the Islamic disciplines in a caring environment, but also to foster in them Islamic values and morals.

With the support of the parents, the involvement of our community and the commitment and vision of the Maktab and its management team, we hope to provide a stimulating learning environment which allows the students to develop their skills and knowledge base that makes them secure in their identity as Muslims and proud of their faith.

Keeping them attached to the Masjid throughout their childhood and teenage years, with constant teaching and engagement, will protect them later in life when they are bombarded with ideologies of the modern age.

III. Curriculum

Qur'ān

The Qur'ān portion of JMB Maktab is tailored to each individual student's level and need.

- Regardless of previous learning, **all** students will complete the '*Qāʿidah for Beginners*' by Ustādh Abū Sayed.
 - All the essential rules must be committed to memory.
 - Students are taught the method of identifying and applying the rules in verses of the Qur'ān.
 - Only after demonstrating the ability to identify and correctly apply the rules will they commence Qur'ānic *nāẓirah*.
- Qur'ānic *nāẓirah* will begin from the 30th Juz'.
 - Initially, only a few verses will be given to help in ensuring *tajwīd* application and increasing recitation fluency.
 - Lesson size will gradually increase, based on the ability demonstrated by the student.

Islamic Studies

The Islamic Studies portion is taught using the world-renowned An-Nasihah Curriculum.

An-Nasihah Curriculum is a set of 8 textbooks for children ranging from 6 – 15 years. Features of this curriculum are:

- 8 textbooks, each consisting of 7 subjects
- corresponding workbooks with differentiated activities
- referenced from authentic sources
- utilizes an engaging child-friendly approach
- age-relevant content
- dyslexia-friendly

IV. Attendance Policy

Daily Timings

Monday – Thursday 4:30 PM – 6:30 PM

Friday 4:30 PM – 5:45 PM

Ramaḍān Schedule

Monday – Thursday 5:00 PM – 6:30 PM

Friday No Class

Vacations

All vacations are clearly outlined in the yearly calendar shared with all the parents in the beginning of the academic year.

JMB Maktab calendar is planned keeping school holidays in consideration. Parents are strongly urged to go for holidays in Maktab vacation time to ensure minimal disruption in the child's education.

Punctuality

Every minute of learning time is crucial to a child's learning and development. Therefore, parents are requested to ensure that students should come to class on time and prepared.

A 15-minute grace period will be granted to students in the beginning of Maktab time, after which they will be marked down as late/absent. Multiple unexcused lates may affect the attendance score.

Bathroom, *wuḍū'*, drinking water, etc. should be done at home prior to Maktab.

Absences

Absences will affect your child's education and also the final grade.

If your child is going to be absent, parents are responsible to inform the teacher in advance via text message. If prior notice is not given, students are required to bring in a signed letter the next day stating their reason for absence.

If your child intends to be absent for more than 3 days, a written request should be submitted to the principal 2 weeks prior to travel.

Students will not be penalized for absences and lates approved by the teacher and/or principal. Approval will be based on validity of the excuse; valid excuses include sickness, family emergency, etc.

Unauthorized absences totaling more than 8 days a month may result in the child's name being removed from the Maktab register with no guarantee of readmission. Parents will need to re-register their child, pay the registration fee, and will be placed on the waiting list.

V. Tuition & Fees

JMB is a non-profit organization; therefore, the payment of fees is essential for the Maktab to operate. Parents are requested to ensure that fees are paid on time.

Fees Amount

For one child: \$90 per month

For two children: \$85 each per month

For three children: \$80 each per month

There is also a registration fee of \$30 per child upon registering, which must be paid in cash. This fee covers the cost of the initial set of Islamic Studies books and other expenses.

If any parent is unable to pay the full amount for genuine reasons, they may contact the principal and request a financial assistance form or download it from the JMB website.

Payment Method

1. Automatic Bank Withdrawal (form can be printed from the website) – this is the preferred method of payment
2. Credit Card (form can be printed from the website)
3. Cash

VI. Student Code of Conduct

Objective

JMB Maktab aims to implement those procedures and rules which create such an environment wherein students acquire self-discipline and good conduct, thereby contributing to the overall well-being of the Maktab program as well as their home environment.

Every student is expected to play his part in contributing towards the creation of a conducive teaching and learning environment.

JMB strives in nurturing our student's moral and ethical values, helping them in becoming future leaders in the Muslim community.

Conduct & Behavior

- Students are expected to treat fellow students, teachers, staff and masjid attendees with courtesy and respect at all times.
- Swearing, profanity, abusive language, lying, etc. will not be tolerated.
- Cheating is not allowed.
- Bullying in any form (verbal, physical, social, etc.) is strictly prohibited.
 - JMB has a **zero-tolerance bullying policy**.
- Respect the rights and property of others.
 - No drawing/doodling on desks, books, etc.
- Speak respectfully at all times.

Classroom Rules

- Any behavior that interrupts learning and distracts others is not acceptable.
- Side conversations during class are strictly prohibited.
- Raise your hand before speaking.
- No eating or drinking during class times.

Dress Code & Personal Grooming

In order to preserve the sanctity of the Masjid, students must maintain an appropriate standard of dress.

- Clothes must be clean and loose.
- Good hygiene must be observed, including trimming of hairs and nails, bathing, brushing of teeth, etc.
- Male students:
 - Wear a *kūfī*/*topī*/prayer cap.
 - Shorts are not allowed under any circumstance.
 - Casual sportswear such as t-shirt or sweatpants should be avoided.
 - Trousers/pants must be kept above the ankles at all times.
 - Shirts, jackets and hoodies must be free of all pictures, animated or otherwise.
 - Jewelry items are strictly prohibited.
- Female students:
 - Wear a non-transparent *ḥijāb*, ensuring that **all** strands of hair are covered.
 - Wear a long, loose dress or *abāya*.
 - Nail polish and similar *wuḍū*-inhibiting items are not allowed.
 - Shirts, jackets and hoodies must be free of all pictures, animated or otherwise.
 - Jewelry items such as chains, rings, earrings, etc. are strongly discouraged for safety reasons.

Parents are humbly requested to lead by example and dress modestly, especially during drop off and pick up of students.

Electronics & Belongings

- Students should refrain from bringing any of these prohibited items to the masjid:
 - **all electronics** including phones, tablets, game consoles, smartwatches, etc.
 - dangerous items such as pocketknives, blades, firecrackers, lighters, and any that could be used to harm others such as brass knuckles, nun chucks, etc.
 - any toys or games
 - drugs, cigarettes, vaping devices
 - lewd material
- No selling/buying allowed.
- If any electronic device is brought, it must be submitted to the teacher before class; it will be returned upon dismissal. JMB is not responsible for any damages and/or loss of the device.
- If students are found with any of the above, or anything else inappropriate, it will be confiscated and may not be returned.
- In the event of an emergency, please contact the principal.

Masjid Facilities

- Take care of the Masjid facilities and premises.
- No eating or drinking in the Masjid.
- Maintain the highest levels of cleanliness.
 - Leave the premises (including the bathrooms) clean and in a better condition after use.
- Cost of replacement for vandalized and/or damaged items will be borne by the student(s) responsible.
- Honor the sanctity of the Masjid.
 - Line up for Ṣalāh in an orderly manner and show respect to others praying.
 - Before and after *ṣalāh*, wait quietly engaging in performing the *sunnah* and then in *zikr*.
- No playing inside the vicinity or surrounding areas of the Masjid.

Violations & Disciplinary Measures

- Failure to comply by any of the aforementioned rules will result in disciplinary measures.
- Disciplinary actions for **minor** violations include but are not limited to:
 - verbal reprimand/warning
 - sit in a special, quiet area
 - other disciplinary actions at the discretion of the teacher
- Disciplinary actions for **major** violations include but are not limited to:
 - being immediately sent home
 - suspension for a few days
 - calling the parents for a meeting with the teacher(s) and the principal
 - eventual expulsion from the Maktab program
- Suspension and expulsion of any student is at the discretion of JMB Maktab principal and administrators; all decisions are final.

VII. Food & Drink Policy

Considering the Maktab program only runs for 2 hours, no special time is allocated for snacks. Therefore, parents are highly discouraged from sending any food items with their children.

If any food items are brought, it may only be eaten before or after class timings.

Food Safety

Food should not be shared with other students, as some suffer from serious food allergies.

Parents are responsible for educating their own children regarding any foods they should avoid.

Ḥalāl Standards

With Ḥalāl food playing a crucial role in a Muslim's spiritual life, JMB Maktab strives to ensure that only ḥalāl food is served.

Regarding the standards for ḥalāl meat, JMB follows the standard, traditional position of 100% hand-slaughtered Zabīḥāh.

Parents wishing to bring food and drink to share among the students must first obtain written permission from the principal.

- Food may only be catered from HMS (Ḥalāl Monitoring Services) or HFSAA (Ḥalāl Food Standards Alliance of America) approved restaurants.
- Other snacks and drinks must be approved by the principal.

VIII. Safety Policy

Drop Off

When dropping off their children, parents must park in a parking spot in the Masjid parking lot and refrain from blocking the Masjid entrance and the driveway.

Parents are responsible to ensure their children have entered the Masjid building and are not loitering outside unsupervised.

Doors may be locked 15 minutes after class begins. If parents arrive late for drop off, they must contact the principal for the door to be unlocked, and wait until their children have entered the Masjid safely.

Dismissal & Pickup

Parents must arrive on time to pick up their children.

- The Masjid is not responsible for students before and after class times.

After dismissal, students must go straight home. They are not allowed to play in the Masjid hall, basement, or outside the masjid.

Parents are requested to not block the driveway. (If your child is not coming out, you may wait in a parking spot rather than inconveniencing the other parents.)

To ensure student safety, parents are requested to personally come pick up their children. If they have designated someone else for pickup, they are requested to inform the teacher beforehand.

Medical Conditions & Allergies

Parents are required to disclose any medical or psychological conditions, or allergies, during the registration process.

In cases where a student is known to have a condition that may require immediate or emergency medical treatment, it is the responsibility of the parent to leave any directions and medication with the teacher or student for administration in case of an emergency. (Examples of this include an EpiPen for allergies and an inhaler for asthma.)

In case of an emergency, teachers and staff will immediately notify the parents and then seek help from emergency and medical personnel.

If a child seems to be ill, or there is any other medical concern, the teacher will notify the parent as necessary; the parent may be required to pick up a student prior to dismissal time.

Prohibited Items

In addition to the items prohibited in the Student Code of Conduct, any item which poses an unusual threat to the safety and security of other students, teachers, JMB congregants/attendees or JMB property is prohibited.

Harassment & Bullying

The Student Code of Conduct outlines the behavior expected of students in all classes. This code is intended to prevent any type of bullying and harassment among students. Violations of the code of conduct, including any type of bullying, are causes of disciplinary action which have been outlined above.

Parents and students should review this code of conduct to understand what is expected of them.

Students who experience any type of harassment, from a fellow student, from a teacher, or from any adult, whether verbal or physical of any kind, should immediately report this harassment to their own teacher or any other teacher or staff member. Incidents reported in a timely manner can be more easily resolved as JMB maintains security cameras with a video archive spanning several days.

IX. Progress Monitoring, Assessments & Grading Policy

Progress Monitoring

Academic progress is a key area of focus at JMB Maktab and numerous systems have been put in place to ensure that students are on track with their projected expectations.

Learning targets for Islamic Studies will be the same for the whole class. For Qur'ān, Qā'idah, Sūrah memorization, and Du'ās memorization, children will be given individual targets.

Progress will be noted daily, making it easy for both parents and teachers to monitor progress.

Term Examinations

JMB Maktab's academic year is divided into 3 terms, with each term ending in a week-long period of exams in all the subjects, covering all the material taught throughout the term.

Exams will be followed by a PTC Day, in which parents will receive their child's report card and meet with the teachers to discuss the progress of their child and any areas of improvement.

Periodic Assessments

Apart from the term assessments, students will be quizzed periodically to ensure they refresh what they learn.

- For Qā'idah
 - Students will be tested after each set of topics, and will only be allowed to progress ahead after displaying sufficient proficiency in the previously completed portion.
- For Qur'ān
 - Students on the 30th Juz' will be tested after every 5 sūrahs.
 - Students on the 28th and 29th Juz' will be tested after the completion of each quarter Juz'.
 - Students on the 27th and 28th Juz' will be tested after the completion of each half Juz'.
 - Students on the 1st – 25th Juz' will be tested after the completion of each Juz'.
- For Islamic Studies
 - Quizzes and assessments will be weekly and monthly, ideally upon the completion of each section of the coursebook.

Grading Rubric

The report card grading rubric is as follows:

- Qur'ān and Tajwīd – 30%
- Islamic Studies Coursebook – 25%
- Sūrahs Memorization – 10%
- Du'ās Memorization – 10%
- Behavior – 10%
- Attendance – 10%
- Uniform – 5%

X. Parental Responsibilities

- Ensure your child is brought to Maktab daily on-time to maximize progress and to ensure crucial learning time is not missed.
- Encourage your child to attend Maktab in Sunnah clothing to help them in understanding their Muslim identity.
- Become their role model and provide a nurturing Islamic environment at home.
 - Perform Ṣalāh and recite Qur'ān daily at home to inspire your children and instill in them its importance in the life of a believer.
 - Encourage to act upon the du'ās, sunnahs, and etiquettes taught in Maktab.
 - *Ta'ālīm* should take place daily as a family for 10 minutes (reading aloud from any Islamic book, preferably one regarding virtues of good deeds).
- Involve yourself in your child's Maktab education and monitor your child's progress in regularly.

- Parents should give their children's religious education the same importance and consideration as their secular education.
- Rather, religious education should be prioritized as eternal success is dependent on it.
- Maintain regular correspondence with the teacher to share any concerns.
- Take special precaution in ensuring only Ḥalāl food is eaten at home purchased with a Ḥalāl income. A body nourished with Ḥarām, be it Ḥarām food or Ḥarām income, is devoid of blessing.
- Make *du'ā'* daily for your children and their success in all spheres of life, secular and religious. The *du'ās* of parents for their children are accepted by Allāh.

XI. Parent Teacher Communication

To facilitate and maximize progress and productivity, effective communication between parents and teachers is essential.

Opportunities for communication include:

- PTC Day following each term examinations, with timeslots given to all parents for one-on-one meetings
- Communication via phone, text message, or e-mail
- Private meetings with the teacher and/or principal upon request

XII. General Contact Information

Maktab Principal Phone Number: (917) 640-0743

Maktab Email: jmbmaktab@gmail.com