

Rahmat-e-Alam Foundation Bellevue

Maktab Guidebook
2016-2017

Rahmat-e-Alam Foundation Bellevue
15935 NE 8th St
Bellevue, WA 98008
(206) 578-6952

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Introduction

السلام عليكم و رحمة الله و بركاته

May Allah Ta'aala accept your efforts to give your children Islamic education and training.

We have prepared this guidebook to help you derive maximum benefit from the Maktab program. Please read through it carefully and understand the guidelines contained therein. If you have any questions or concerns, please do not hesitate to contact us.

Vision

To protect and safeguard our children from all those elements which can lead them away from the Straight Path.

Goal

Our goal is to provide Islamic education in an environment where students can also practically implement the teachings of Islam.

Admission/enrollment

We accept students aged 5-16 on a first-come, first-served basis. Our enrollment is open year-round. If our classes are full, your child will be placed on a waiting list.

Class Hours

We have two sessions which are as follows:

- 4:30 – 6:00 PM
- 6:00 – 7:30 PM

Spaces in each session are also assigned on a first-come, first-served basis. Parents are requested to bring their child only during the session assigned to them.

Fees

- Admission fee is \$25 per child and is due when registering.
- Fees are \$100 per month for each child and should be paid by the first weekday of each calendar month.
- Payment can be made via check or cash. Checks are to be made payable to Rahmat-e-Alam Foundation Bellevue.

Withdrawal

In the event that you would like to withdraw your child from our classes, please give us 2 weeks' advance notice. Doing so will make it easier for us to give space to those on our waiting list.

Attendance

Punctuality and regularity is essential for progress in any field. Islamic education is no exception to this rule. Parents should therefore ensure that their children arrive on time for class and that they do not remain absent from class. Permission to arrive late or remain absent will only be given for valid reasons. Parents are requested to submit the details of the reason to remain absent 2 weeks in advance.

Our policy for unexcused absences is as follows:

1. First incident: Parents will be sent a reminder
2. Second incident: A warning will be sent to the parents that the student will only be allowed in class with an explanation of his absence from his parents.
3. Third incident: The student will be immediately sent home and is not allowed to return to class without an explanation of his absence from his parents.

Our tardiness policy: Three tardies are equal to one absence and will be treated as such.

A few more points to bear in mind regarding attendance:

- Those with less than 85% attendance may not be allowed in class the following year.
- Enrollment of any student absent for more than 2 weeks without prior notice will be automatically canceled. Reinstatement of the student's enrollment will depend on available spaces in class.
- In the event that an absence is unavoidable, such as traffic or transportation issues, family emergencies, or illness, parents must notify the principal immediately.
- If a student remains absent for more than 1 day of class due to unavoidable circumstances, he is required to bring in a note from his parents explaining the reason of absence.

Student Drop off and Pick up

- Please drop off and pick up your child on time.
- Drop off time starts 5 minutes before class time and ends at class starting time.
- Pick up time starts at end of class and ends 5 minutes after.
- Please ensure your vehicles are correctly parked at all times.
- Parents must ensure that their children have entered the Musalla before leaving.
- Please register the names of all individuals assigned to pick up your child along with their vehicle make, model, and license plate number. This is for the safety of your child.
- Our late pick up policy is as follows:
 1. First and second instance: A reminder will be sent home
 2. Third instance: A note will be sent home informing the parents that a fourth instance will result in suspension and conference with the principal.

Conduct

- Students must show respect to the teacher at all times and should adopt a respectful and polite manner when addressing and speaking to the teacher. Inattentiveness, interrupting the teacher, contradicting or arguing with the teacher will not be tolerated.

- Respect must also be shown to fellow students, regardless of their relationship or level of friendship.
- Electronic devices of any kind are not allowed in class, regardless of the student's age. If any such devices are found with a student, they will be immediately confiscated and will only be returned to their parents.
- Each student will receive a homework planner which will show his homework. Parents are to review the assignments given and sign once the homework is completed.
- Please ensure that all homework is completed before the next class.
- Students must concentrate on preparing and reciting their lessons in class.
- No physical contact is allowed between students except for shaking hands.
- We have a zero-tolerance for bullying. Anyone found bullying other students may be immediately sent home.

Discipline

We hope that students will abide by the guidelines mentioned in this book. However, it is our duty to ensure that discipline is maintained within the classroom. In the unfortunate event that we need to reprimand and discipline any one of the students due to misbehavior, we will use the following methods of discipline:

- Warning with a reminder of the consequences of repeated misbehavior
- Time-out
- Send note home to parents
- Call parents
- Student conference with principal
- Conference with principal and parents
- Suspension
- Expulsion

Dress code

Allowed:

- Full-sleeved thawb or kurta which is no higher than the knees.
- Loose-fitting lower garment above the ankles.
- Islamic cap

Not allowed:

- Any upper garment above the knees. This includes all types of shirts.
- Shorts
- Tight-fitting jeans or other lower garment
- Any article of clothing with pictures

Hygiene

Rasulullah ﷺ has said “Cleanliness is half of faith.” We therefore request that students come to class neat and tidy. Some recommendations are mentioned below:

- Proper training of how to cleanse oneself after using the restroom
- Trimming nails weekly
- Periodic bathing
- Clean clothing

Health and Emergencies

- If your child is ill, please keep him home until he has recovered. Notify the principal immediately that your child is ill and will not be attending class.
- If your child becomes injured or falls ill in class, you will be contacted and requested to pick up your child. If you cannot be reached, the emergency contacts we have on file will be contacted. We therefore request you to keep all your contact information updated and notify us immediately if there are any changes. Parents are required to sign a medical waiver form each

year allowing emergency medical care to be obtained in case parents cannot be reached (this includes taking the student to the Emergency Room for treatment if needed).

Updating our records

To ensure that we always have your current contact information, we will email you a reminder at the beginning of every semester.

Expectations from Parents

We hope that parents will fully support us in our efforts to educate their children. We expect parents to assist us by:

- Treating teachers and staff with respect
- Providing feedback regarding their child's progress. All homework planners, notes, and logs must be signed by one of the parents before the next class. We would also like the parents to inform us if their child is experiencing any difficulty in class, be it academic or otherwise.
- Abiding by the rules and regulations set within this guidebook.
- Giving the Maktab classes and homework assigned therein its due importance, thereby instilling the same in their children.
- Supporting the principal and staff in their efforts to train their children with Islamic manners and correct behavior. Should disciplinary measures be needed, parents should not complain and object.

Our recommendation for school bags

Since it is inappropriate that the Glorious Qur'an and other Islamic books be placed behind the back, we recommend that a laptop briefcase or messenger bag be purchased for class. If you do not know where to purchase such a bag, we will gladly assist you. Please also make sure that the bag brought to class does not have any pictures on it.