

SCHOOL GUIDE

VIRTUOUS
CREATIVE
MUSLIM



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CONTACT INFORMATION



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ABOUT US

Virtuous Creative Muslim



Alibdaa' School is a weekend school that is operates on Sunday. Its main goal is to teach our children the Holy Quran and the Sunnah of Prophet Mohammed, peace be upon him, and to teach our kids the Arabic language using the best of curriculum and creative learning methods.

This endeavor is undertaken by a specialized and highly trained teaching staff that volunteers time and effort sincerely for the sake of Allah, hoping to raise a devout generation that excels in religious matters and matters of this life and the hereafter.

Riverwood Drive, Burnsville, MN 55337 1351
www.3cmn.org

Mission

To be the best Arabic and Islamic learning center in North America with a creative and virtuous environment.

Vision

To be leaders in improving the creative learning methods in the Islamic centers in the United States with a highly trained teachers.

Tuition

Payment Options (Per Student)

We offer flexible payment plans to suit your needs:

- Annual (1 payment) \$1,350
- Quarterly (4 payments) \$ 450
- Monthly (9 payments) \$ 150

Family Discount: A tuition discount will be automatically applied to accounts with

School tuition is an annual commitment for all admitted students and is payable in full even if the student is absent or dismissed from school for any reason.

Tuition is non-refundable.

Auto-Pay:

- Must enroll in auto-pay for convenient and timely payments.
- Checking accounts are preferred for auto-pay to avoid convenience fees.
- There are no additional processing fees; they're covered in the payment.

Additional Fees (One-Time Per Student) non-refundable:

- Registration Fee: \$45
- Books Fee: \$50
- Technology Fee: \$50

Payment and Auto-Pay Enrollment:

Please contact accounting@3cmn.org to choose your payment plan and enroll in auto-pay.

Required Documents

The following forms must be completed and signed by the first week of school:



The registration form



Liability form

School Hours

Sunday from
9:45 am to
3:00 pm

Student pick-up
will occur at
3:00 pm via the
pick-up line

Student
drop-off will
start at 9:45
am, and no
student will
be admitted
earlier

Children should never be left unsupervised, and an adult should always accompany them when they are outside the school building.

Absence, Late Drop-offs and Late Pick-ups

The school believes that having a perfect attendance record is a key requirement for improving student skills and for achieving the best academic results at the end of the year.

In the case of an excused absence, please call the school at 651-270-7272. The call should be made before 9:45 am, otherwise the absence will be deemed unexcused. Unexcused absences during official school days will not be accepted (e.g. for social, recreational or sport events)

Three unexcused absences will result in a warning letter, and the fourth unexcused absence will cause a meeting with the parents and a warning letter. The fifth unexcused absence will cause the student to be terminated from school.

In the case of an absence, the parents will be responsible for contacting the school to know about the missed classes. The parents will also be responsible for teaching their children the classes that they missed, so that students can complete the homework that is due for the next week.

Late Drop-offs

Any late drop-off or early exit from school without a valid excuse will be considered as half-day unexcused absence.

Late Pick-Ups

Students must be picked up no later than 3:15 pm. Parents who are late will be assessed a fee of \$10. The fee will be added to the bill for the next month.

Evaluation

Report card

The school has two semesters. Students will receive a report card after each semester and this report will indicate student performance in each subject in each semester.

Subject	Quran	Islamic Studies	Arabic
First semester			
Second semester			

Key to Grading

Excellent	4
Good	3
Fair	2
Needs Improvement	1

Homework and Assessment

Homework has great importance in the evaluation of each subject. Homework includes any of the following: written exercises and worksheets, dictation exams, reading exams, memorization of Quranic verses and Hadeeths.

Success and Failure

In order for a student to succeed at the current level and move to the next one the student needs to obtain a grade level of 4, 3, or 2 in each of the subject areas (Quran, Islamic Studies, and Arabic). Scoring a grade of 1 in any subject in the second semester will mean that the student needs to work at this subject in the summer and retake a test before the next year to be accepted in the next grade. Only if they pass these tests will they be allowed to advance to the next level. Students can't remain in the same grade for two years. The goal is to maintain the same age level among students in the same class - exceptions will be permitted on a case-by-case basis.

Dress Code and Recess Time

Dress Code and Other Laws

- Students are not allowed to attend school in shorts that are above the knees, or shirts without sleeves.
- Girls younger than twelve must wear Hijab or prayer dress while present in the prayer area.
- Girls that are 12 years or older must wear the hijab and covered clothes while attending school.
- Students are not allowed to wear shoes with wheels.
- Students are not allowed to bring cell phones to school.



Recess Time

Students will get a short break for lunch or snacks. Please make sure to provide your children with a healthy cold lunch and a small bottle of water with their name on it.

Please ensure that the lunch is healthy and suitable for the child's needs in terms of quantity so that no food gets thrown away.

In case a student forgets his or her lunch bag in the morning, the parents are encouraged to bring it back for the child before lunch time for that day. Some snacks might be available for purchase at school but they will not be enough as lunch for students.



WE ARE A NUT-FREE SCHOOL

The principle of rewards and discipline

Rewards

As educators, we are always keen on applying the principle of reward before the principle of punishment. This encourages the child to do better, and reinforces positive behavior and academic progress. This also helps to convert negative behavior into a positive one.

Discipline

The following behaviors can expect to be addressed:

LEVEL ONE

- Disturbance in the classroom.
 - Continuous talk.
 - Failing to sit down.
 - Throwing things.
 - Improper actions.
 - Getting out of the classroom without permission
- Harmful actions in the building or outside, such as: standing on the chair, misuse of leisure time going out for a drink or bathroom repeatedly and unnecessarily.

The consequences
of these
actions

Students' behavior is noted by the teacher up to three separate times.

The fourth time will lead to a special meeting with the teacher. The student will also be seated in a corner chair for about 10 minutes.

The principle of rewards and discipline

LEVEL TWO

- Repeating any action from level ONE for the fifth time will automatically convert it to level TWO.
- Throwing food during recess.
- Pushing other students around.
- Uttering verbal abuses or insults.
- Biting, fighting, beating, spitting or any behavior that may harm others.
- Intentional damage to school or mosque property.
- Theft.
- Fraud.

The consequences
of these
actions

- The student will be ejected out of class and go to the counselor.
- One of the following:
 - The student loses his right if misused.
 - Repairing broken or damaged property.
 - Verbal warning.
 - A written notice will be sent to the parents for signature, and will be kept in the student's file.

The principle of rewards and discipline

LEVEL THREE

- Repeating any action from level TWO will automatically convert it to level THREE.
- Bringing any dangerous tools such as knives, nail files or weapons even if they were fake toys.
- Mocking and disrespectful behavior.

The consequences
of these
actions

- The student will be ejected out of class and go to the counselor.
- The student will be taken to a meeting with the principal.
- One of the following:
 - The student loses his right if misused.
 - Repairing broken or damaged property.
 - Verbal warning.
 - A written notice will be sent to the parents for signature, and will be kept in the student's file.
 - The student will be dismissed a number of days according to the severity of the offence, and a meeting will be held with the student's parents.

LEVEL FOUR

Repeating any action from level THREE will automatically convert it to level FOUR.

The consequences
of these
actions

The students will be permanently
dismissed from school.