FAMILY

HANDBOOK

Welcome Message

Asalamu Alaykum wa Rahmatullahi wa Barakatuh,

It is with great joy and gratitude to Allah ﷻ that we welcome you to the North American Islamic School (NAIS) family. We are honored that you have chosen to partner with us in your child's educational journey—one that we hope will be filled with learning, faith, character, and connection.

NAIS is a faith-based, private online school serving students across the globe, grounded in the principles of academic excellence and Islamic values. Our Kindergarten to Grade 4 Academic Stream follows a culturally sensitive North American curriculum, enhanced with Project-Based Learning (PBL), technology integration, and moral development through everyday lessons. From English Language Arts and Math to Science and Social Studies, our approach avoids un-Islamic content and instead centers learning around ethics, storytelling, curiosity, and character.

In parallel, we are proud to introduce our specialized Traditional Islamic Sciences division:

Madinatul Ilm wal Ihsan

This initiative serves as a dedicated branch of NAIS for learners ages 12 to 18, as well as adult seekers of knowledge from around the world. It offers:

• A comprehensive 7-year Islamic Studies track (originally designed as a 4–5-year program, expanded for flexibility)

• Subjects include: Qur'an, Tafsir, Hadith, Fiqh, Aqeedah, Islamic History, and Arabic language & grammar

• Taught by traditionally trained scholars and graduates of well-known Darul Ulooms in India, Pakistan, the UK, and Canada

In addition to the youth track, *Madinatul Ilm wal Ihsan* hosts:

• Adult Arabic programs including Qur'anic and classical Arabic

• Sisters-only Arabic classes in safe, camera-free virtual spaces

• Ten Qirā'āt of the Qur'an course, led by a Qari with Ijazah in all ten recitation modes

• Enrichment offerings such as Tafsir, Fiqh, and spiritual mentorship sessions

Through both streams—academic and Islamic—we aim to nurture students who are grounded in their faith, equipped with 21st-century skills, and committed to living a life of excellence (ihsan) in both dunya and akhirah.

Our school uses digital platforms like Seesaw, Raz-Kids, and Zearn Math to keep learning interactive and engaging. Coding and AI are introduced in Grade 3 to foster innovation while maintaining Islamic guidelines in digital safety and content.

We value the trust you have placed in us and view parents as essential partners in this journey. Our team is always available to support you with academic guidance, faith-aligned parenting resources, and technical assistance.

We encourage you to explore this Family Handbook in detail and keep it as a reference throughout the school year. For questions, suggestions, or feedback, you may contact our administration at:

For queries contact: admin@naislamicschool.com

Visit our website: www.naislamicschool.com

May Allah ﷻ grant your family barakah, success, and steadfastness in this shared pursuit of beneficial knowledge.

Best Regards,

NAIS School Management Team

Our Mission

Nurturing Faith. Building Futures. Empowering Generations.

At North American Islamic School (NAIS), our mission is to educate and empower Muslim children by integrating traditional Islamic values with a robust North American academic curriculum. We believe that our students should grow with a strong Islamic identity while being well-prepared to meet the challenges of the modern world.

Founded with the deep conviction that Islamic values must be at the heart of a child's learning journey, NAIS seeks to combine timeless principles of the Qur'an and Sunnah with the best of contemporary pedagogy and educational tools. Our students are guided to develop a lifelong love of learning, a sense of moral responsibility, and the character to lead with compassion and integrity.

NAIS is committed to:

• Providing a safe, inclusive, and spiritually uplifting online learning environment

• Encouraging healthy lifestyle choices and holistic development

• Cultivating curiosity, critical thinking, and creativity through project-based learning

• Empowering students to become confident Muslims, active citizens, and future leaders

We aim to serve not just students—but their families and communities—through a faith-driven, high-quality education that is accessible, affordable, and globally relevant, Insha Allah.

Our Vision

To raise a generation of academically grounded, spiritually anchored, and socially conscious Muslim youth who excel in this life and strive for success in the Hereafter.

NAIS envisions a dynamic virtual school that harmonizes Islamic tradition with global relevance, where students are encouraged to explore their identity, reflect deeply, and contribute positively to society. We seek to develop well-rounded individuals who:

• Understand their responsibilities as Muslims and as global citizens

• Embrace the beauty of Islamic scholarship alongside modern learning

• Learn through a personalized, respectful, and inclusive approach

• Are supported by dedicated educators, families, and mentors working together as one community

We believe that every child has a unique purpose, and through strong faith, excellent education, and collective support, that purpose can be realized.

Academic Overview (Reception to Grade 4)

Our main academic stream serves students from Kindergarten (ages 4–5) through Grade 4, based on the Canadian curriculum with carefully curated subjects:

- English Language Arts

- Mathematics

- Science

- Social Studies

These are taught with age-appropriate Islamic adaptations, avoiding music, non-Islamic holidays, and other culturally inappropriate content. All subjects are delivered through engaging, integrated approaches aligned with North American standards.

Foundational Kindergarten (Ages 4–5)

Our Preschool Program builds core literacy, numeracy, motor, and social-emotional skills using play-based and structured learning. Rooted in Islamic etiquette and character-building, it ensures a smooth transition into formal schooling.

Islamic Studies Integration (Grades 1–4)

We implement the *Safar Publications Islamic Studies* curriculum, offering:

- Qur'anic learning and memorization

- Prophetic stories and values

- Fiqh basics and character-building lessons

This is seamlessly embedded within the daily academic timetable for Grades 1–4, with plans to expand through Grade 8.

Technology & Tools

- Seesaw LMS – Daily lessons and interactive classwork

- Zearn Math & Raz-Kids – Reinforcement tools for Math and Reading

- STEM + AI – Introduced from Grade 3, including block coding, Scratch, Python,

Project-Based Learning & Assessments

We employ PBL and STEM principles to build creativity and critical thinking. Assessments occur at the end of each 18-week term through projects, reflections, and written evaluations.

Future Vision

We plan to expand to Grades 5–8 academically while offering Grades 6–12 integration with the Islamic Sciences program — creating a unique path that fuses academic rigor with traditional Islamic knowledge.

Traditional Islamic Sciences Program (Ages 12–18)

Delivered online under our *Madinatul Ilm wal Ihsan* department, this program welcomes teens outside the school to enroll virtually in a structured path of Islamic scholarship.

Key Features:

- Originally a 4–5-year classical program, it has been thoughtfully expanded to a **7-year** pathway to better accommodate students during their regular school years. This flexible structure ensures that students are not overwhelmed while balancing academic studies and Islamic learning.

- The program is designed to be completed with just 2–3 hours of daily commitment, enabling students to achieve remarkable progress, without burnout.

- Upon completion, students will have the strong foundations to either continue at a senior Dar al-Uloom or madrasah, or join our upcoming advanced regional program, a 1–2-year intensive program designed to prepare them for classical Islamic scholarship at a higher level.

Subjects include:

- Arabic Language & Grammar

- Qur'an, Tafsir, Hadith

- Fiqh, Aqeedah, Islamic History

Our Ethos & Environment

- Emphasis on moral character, respect, and empathy

- Daily Dua's, prophetic stories, and Islamic reminders

- Safe online spaces

N.A.I.S 2025–2026 Academic Calendar

Term 1

First Day of School and Term 1	*Monday, Sept. 8, 2025*
Mid-Term Break – Teachers' Professional Development Week	Monday, Oct. 20 – Friday, Oct. 24, 2025
Return to learning	Monday, Oct. 27, 2025
End of Term 1 & Winter Break	*Monday, Dec. 22, 2025 – Friday, Jan. 2, 2026*

Term 2

Start of Term 2	*Monday, Jan. 5, 2026*
Long Weekend Break – Teachers' Professional Development	Friday, Feb. 13 – Monday, Feb. 16, 2026
Return to learning	Tuesday, Feb. 17, 2026
Ramadan & Eid-ul-Fitr Break	*Monday, Mar. 16 – Sunday, Apr. 5, 2026*
Return to learning	Monday, Apr. 6, 2026
Day of Arafah & Eid ul Adha Break	*Monday, June 22 – Friday, June 26, 2026*
Last Day of School (non-instructional/celebration)	*Wednesday, July 1, 2026*

Technology Use & Digital Safety

At North American Islamic School (NAIS), we are committed to fostering a safe, respectful, and productive digital learning environment. The integration of technology in the classroom is a vital part of 21st-century education. To ensure responsible use of school-provided and personal devices, NAIS has established clear guidelines around technology use, digital citizenship, and online safety.

Acceptable Use Policy (AUP)

All students, staff, and faculty must adhere to the NAIS Acceptable Use Policy, which outlines appropriate behavior when using school technology, internet services, and digital platforms.

Key points include:

• Educational Use Only: Technology and internet access provided by NAIS are strictly for academic and instructional purposes.

• Respectful Communication: Users must communicate in a respectful and appropriate manner on all platforms including email, learning portals, and messaging tools.

• Prohibited Activities: The following are strictly prohibited:

• Accessing inappropriate or harmful websites

• Cyberbullying or harassing others

• Unauthorized software installation or file downloads

• Attempting to bypass school internet filters or security systems

• Using another person's account or credentials

• Device Responsibility: Students are responsible for their devices. School-owned devices must be returned in good condition. Loss or damage may result in a replacement fee.

Guidelines for Online Privacy and Cyber-Safety

NAIS emphasizes the importance of maintaining personal privacy and protecting sensitive information in the digital world. Students are educated regularly on how to stay safe online.

Best practices taught include:

• Personal Information Protection: Never share personal data such as full name, address, phone number, or school name on public platforms.

• Password Security: Use strong passwords and do not share them with anyone, including friends.

• Reporting Concerns: Students are encouraged to report any suspicious activity, cyberbullying, or uncomfortable interactions to a trusted adult or teacher immediately.

• Digital Footprint Awareness: Students are taught that their online behavior contributes to a lasting digital footprint and are encouraged to engage responsibly and ethically online.

To ensure smooth and continuous use of digital tools, NAIS offers technical support services for students and staff.

Email: **admin@naislamicschool.com**

- Support Services Include:

- Troubleshooting device or connectivity issues

- Resetting passwords or login support for school portals and LMS

Attendance Policies

At NAIS, attendance in an online setting is not only about logging in—it's about being **actively engaged**, managing time responsibly, and meeting academic expectations. As our courses are designed to offer flexibility, students are not required to attend live sessions at specific times unless directed. However, consistent progress and timely submission of assignments are critical for success.

- Students are expected to manage their schedules wisely and engage with course materials regularly. Most tasks can be completed independently, so **proactive time management** is essential.

- Falling behind can significantly impact academic performance and final grades.

- If a student is struggling to keep up or manage their workload, they are encouraged to seek help from their **parents or** reach out to their **teacher** early on. Families should not wait—early intervention is key.

- Students must have a **backup plan** in case of internet issues or power outages. This includes having access to a **public library or any local facility** with internet and computer access to complete schoolwork.

- If a student cannot access school due to such issues and **does not have an alternative plan**, they are required to **notify their teacher immediately** to avoid being marked inactive without justification.

To ensure students stay on track, NAIS follows a structured response to inactivity:

Condition	Response
5 school days without activity	- Email or phone call to family - 5-Day Inactivity Notice
10 school days without activity	- Follow-up communication - 10-Day Inactivity Warning
15 school days without activity	- 15-Day Inactivity Report - Notification to the Principal - **Warning of potential withdrawal** from NAIS

Students who are frequently inactive may be at risk of administrative withdrawal, per school policy. We strongly encourage regular check-ins, open communication, and parental involvement to help students remain focused and successful in their learning journey.

Online Etiquette and Guidelines

To maintain a productive and respectful online learning environment, all students are expected to follow these rules:

1. Classroom Conduct

- Students must dress modestly and appropriately, as if attending a physical classroom.

- Mute microphones when not speaking to avoid background noise.

- Raise your hand (virtually) to ask or answer questions.

2. Environment

- Join classes from a quiet, distraction-free space with a stable internet connection.

- Ensure cameras are turned on during sessions unless instructed otherwise by the teacher.

- Avoid lying in bed, eating, or multitasking during class time.

3. Communication

- Use respectful language in chat and while speaking.

- Private messaging during class is prohibited unless approved by the teacher.

- Refrain from interrupting others; let everyone have a turn to participate.

4. Technology Use

- Log in using the student's real name only.

- Do not share meeting links or passwords with anyone outside the class.

- Use school-approved platforms responsibly.

5. Islamic Behavior Online

- Begin each session with **Bismillah** and end with **Du'a** for knowledge.

- Maintain good character (akhlaq) and sincerity (ikhlas) in all interactions.

- Use breaks wisely, including making wudu or offering prayer if time permits.

Parent & Guardian Role

- Ensure students have the necessary devices and internet access.

- Encourage routine, discipline, and Islamic behavior at home.

- Communicate with teachers regularly and attend parent-teacher meetings virtually.

Student Expectations & Code of Conduct

At North American Islamic School (NAIS), we believe that education is not just about gaining knowledge, but also about shaping character in accordance with Islamic values and ethics. The online learning environment is an extension of our Islamic identity, and students are expected to uphold high standards of behavior, respect, and academic honesty.

Our conduct policies are inspired by the teachings of the Prophet Muhammad ﷺ and the values of honesty, respect, responsibility, and humility. Whether interacting with peers, teachers, or school staff, students are expected to reflect the best of Islamic character online.

General Islamic Etiquette (Adab)

- Begin all work and sessions with "Bismillah" and close with du'a for knowledge and guidance.

- Show respect to all teachers and classmates by using polite language, listening actively, and waiting for your turn to speak.

- Be punctual and prepared for every class session, just as one would be for in-person learning.

- Display modesty and dignity in dress and speech, even in an online setting with cameras on.

- Avoid unnecessary interruptions, sarcasm, or humor that could be hurtful or distracting.

- Avoid using slang, emojis, or informal speech during academic conversations, especially in chats or discussion boards.

Respecting Others in an Online Space

- Never mock, bully, or make fun of classmates, whether during class discussions or in private messages.

- Respect different opinions and encourage positive, meaningful dialogue.

- Remember that "the best among you are those with the best character" – strive to be that student in every session.

- Students are expected to demonstrate Islamic manners and noble character in all interactions—whether with peers, teachers, or school staff. The Prophet Muhammad ﷺ emphasized the central role of adab in education and daily conduct.

- Use your real name and school credentials when logging in to classes and submitting work.

- Respect classmates and refrain from cyberbullying, gossip, or exclusion in group work or forums.

Academic Honesty and Integrity

At North American Islamic School (NAIS), we believe that the pursuit of knowledge is both a noble act and a sacred trust. In our online learning environment, students are expected to approach their studies with sincerity, integrity, and a strong sense of personal responsibility.

Academic honesty means that all work submitted—whether assignments, projects, quizzes, or exams—should reflect a student's own understanding and effort. This not only helps foster meaningful learning, but also cultivates the Islamic values of trustworthiness (**amanah**) and sincerity (**ikhlas**) in every action.

Expectations for All Students

Students are expected to:

- Complete and submit their own original work.

- Cite any books, websites, or external sources used in written assignments.

- Avoid copying answers from others or allowing their work to be copied.

- Refrain from using unauthorized assistance during tests or assessments, including online tools or platforms, unless specifically approved by the teacher.

- Ask for help when they are unsure or struggling, rather than seeking shortcuts.

Plagiarism, cheating, or misrepresentation of work undermines the educational process and is contrary to the ethical standards we uphold at NAIS.

Support and Accountability

We understand that academic challenges may arise, and we encourage students to communicate openly with their teachers or parents when support is needed. Our goal is

to guide students with compassion and to help them develop habits that lead to long-term success, both academically and spiritually.

We encourage families to reinforce these values at home and to remind students that true success comes not just from achievement, but from honesty, effort, and personal growth.

Student Internet Safety

At North American Islamic School, we prioritize the safety and well-being of our students in all learning environments, including the digital space. As part of our shared responsibility to protect children online, we kindly ask that students exercise caution when using the internet.

Students should avoid sharing personal information such as their full name, home address, phone number, or photos of themselves or others with anyone outside the school community. Any sharing of such details must have the clear and informed consent of a parent or guardian.

Furthermore, students are advised not to participate in private online conversations or make arrangements to meet individuals they have only encountered virtually. Maintaining boundaries and using discretion online is essential for ensuring a safe and respectful learning experience.

We appreciate the cooperation of both students and families in supporting a secure and values-based digital environment.

Parental Engagement & Communication

At North American Islamic School (NAIS), we believe that meaningful education is a shared journey between the school and the family. When parents take an active role in

their child's learning, especially in an online environment, students are more likely to flourish—academically, emotionally, and spiritually. In Islam, the role of parents as caregivers, mentors, and role models is a sacred trust. As Allah ﷻ reminds us in the Qur'an:

"O you who believe! Protect yourselves and your families from a Fire whose fuel is people and stones…" *(Surah At-Tahrim, 66:6)*

Children are an amanah (trust) from Allah ﷻ, and it is the parents' responsibility to nurture their growth with care, discipline, and love. We encourage parents to be actively engaged in their children's education by taking a sincere interest in both their academic performance and spiritual development. Positive involvement at home—through encouragement, guidance, and setting healthy expectations—greatly contributes to a child's success.

To ensure focus and consistency in the online learning experience, we ask parents to:

- Designate a quiet, well-lit, and organized space for daily schoolwork.

- Ensure that all devices (laptops, tablets, internet access) are working properly and are free from distractions.

- Help students create a **weekly calendar** to set goals, schedule study time, and manage assignment deadlines.

- Monitor your child's organization plan—especially in the early weeks—until they become more confident, independent, and consistent

.

To strengthen the school-family partnership, NAIS maintains open and responsive lines of communication. Teachers and staff communicate regularly through email, school platforms), newsletters, and virtual parent meetings. Parents are kindly asked to respond to communication in a timely and respectful manner, notify the school of absences or

challenges, and attend scheduled meetings to stay informed and engaged in their child's progress.

Assessment & Reporting

At North American Islamic School (NAIS), we believe that assessment is not just a tool for grading but a vital part of the learning process. Our assessment philosophy reflects our commitment to individualized growth, academic excellence, and strong partnerships between school and home. We use a blend of formative and summative assessments, depending on the grade level, to support student learning and development.

Contact & Support

We are available for all queries at: **admin@naislamicschool.com**