

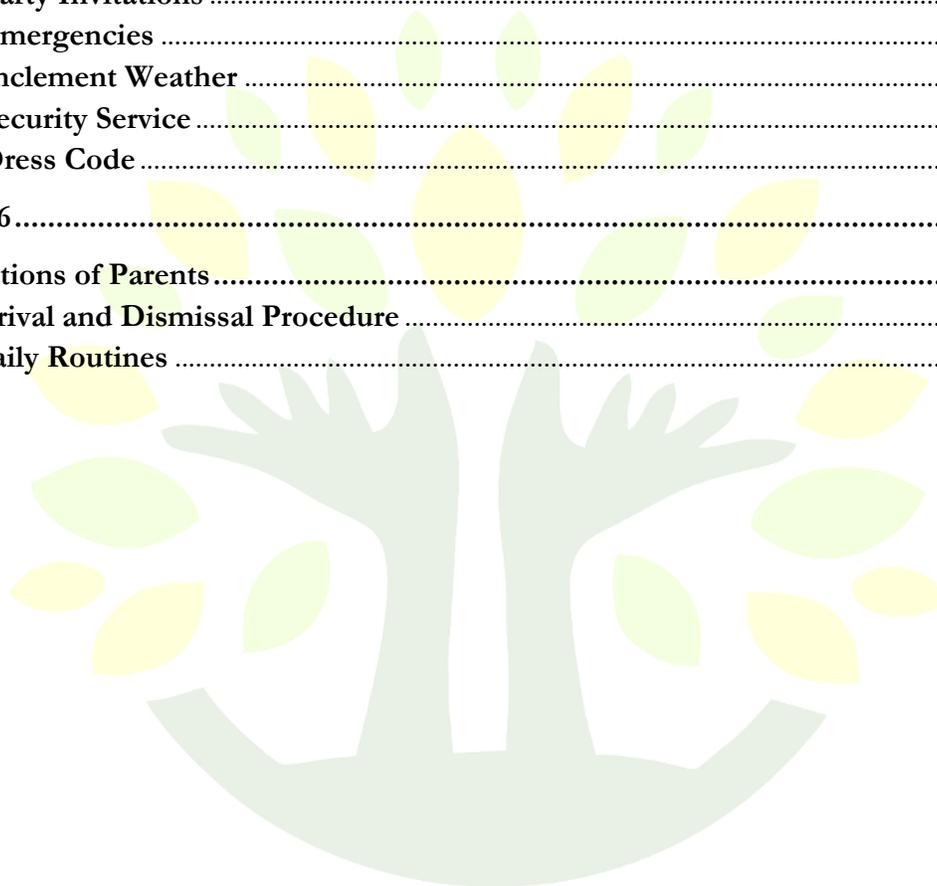


STUDENT MANUAL 2024/2025

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Introduction

Noble Garden Academy (NGA) warmly welcomes you and your family to a journey of holistic growth and lifelong learning. At NGA, we offer a range of thoughtfully designed programs to meet the diverse needs of our community. These include our full-time academic and Islamic programs, our nature exploration program, our mini Tahfeedh program, our summer camps and our Islamic after-school program.

Our vision is rooted in nurturing hearts and minds through meaningful connection with Islam. We teach our students the Qur'an to attach their hearts to Allah; the seerah to deepen their love for Prophet Muhammad ﷺ, and fiqh of the deen and dunya to help them navigate their way into the right path. Our teaching methodology is entirely inspired by the Prophetic way as outlined in the hadith of Anas Ibn Malik: "I served the Prophet ﷺ for ten years, and he never said to me, "Uff" (a minor harsh word denoting impatience) and never blamed me by saying, "Why did you do so or why didn't you do so?" We teach with love, correct with love, and guide with love.

We offer both academic and religious education for elementary and middle school students in a warm, inclusive, and encouraging environment. Our aim is to create a safe space where students feel inspired to explore, grow, and thrive at their own pace. Learning is not just about academics—it's about cultivating strong character, spiritual awareness, and a deep love for knowledge.

We're honored to partner with you in this journey, and we pray that your time with Noble Garden Academy is filled with blessings, growth, and lasting joy for both you and your child.

Section 1

1.1 Vision

At **Noble Garden Academy**, our vision is to cultivate a generation of confident, compassionate, and spiritually grounded individuals who are deeply connected to the Qur'an and the Prophet ﷺ and guided by Islamic values in every aspect of life. We envision a vibrant learning environment where students blossom into lifelong learners, responsible citizens, and thoughtful leaders who embody excellence in both character and knowledge.

1.2 Mission

Our mission is to provide a nurturing, faith-centered education that harmonizes Islamic teachings with academic excellence. Through an integrated curriculum, we empower students to strengthen their relationship with Allah ﷻ, develop strong moral character, and engage meaningfully with the world around them. We are committed to fostering curiosity, creativity, and a love for learning in every child, while honoring their individual journey and potential.

1.3 Educational Philosophy

We believe that every child is a unique soul, entrusted to us as an *amanah* (sacred trust). At Noble Garden Academy, education is not limited to the intellect alone—it is a heart-centered process that nurtures the whole child: spiritually, emotionally, intellectually, and socially.

Our holistic approach:

- Emphasizes *tarbiyah* (character development) alongside academic rigor
- Encourages self-paced, meaningful learning in a supportive environment
- Instills a deep love for the Qur'an, the Prophet ﷺ and Islamic values
- Celebrates each child's voice, identity, and contribution
- Partners with families to create a community rooted in trust and shared purpose

We are dedicated to planting the seeds of faith, knowledge, and excellence—so our students may flourish in this life and the next, in sha Allah.

1.4 Mini-Hifdh Program

Our *Mini-Hifdh Program* lies at the heart of NGA. We aim to nurture a deep and lasting connection between students and the Qur'an by cultivating a love for its words, meanings, and message. Whether a student is memorizing the entire Qur'an or selected surahs, we prioritize quality, understanding, and spiritual growth over speed or quantity.

Students are guided by compassionate and experienced teachers who support them in practicing rules of recitation (*tajweed*), memorization techniques, and reflective understanding (*tadabbur*). We understand that every child is on a unique journey, and our approach is patient, personalized, and encouraging.

Our goal is to raise *Huffadh* who not only carry the Qur'an in their hearts, but who also embody its teachings in their character and daily life.

1.5 Academics Program

Our academic program is designed to inspire curiosity, critical thinking, and a lifelong love for learning. Noble Garden Academy blends strong academic foundations with Islamic values, helping students develop a well-rounded understanding of the world and their purpose within it.

We offer core subjects—including language arts, mathematics, science, and social studies—taught through engaging and interactive methods that meet students where they are. Lessons are aligned with state standards, yet intentionally framed within an Islamic worldview, allowing students to see the harmony between faith and knowledge.

Students are encouraged to explore, ask questions, and take ownership of their learning. With small class sizes and dedicated teachers, we foster an environment where academic success is nurtured, not pressured—so that students thrive with confidence, purpose, and joy.

1.6 Islamic Studies Curriculum

At **Noble Garden Academy**, our Islamic Studies curriculum is designed to cultivate a strong foundation in *deen*, a deep love for Allah ﷻ, and a sincere connection to the life and teachings of the Prophet Muhammad ﷺ.

Our program covers key areas including:

- Aqeedah (creed and belief)
- Fiqh (practical rulings and acts of worship)
- Seerah (life of the Prophet ﷺ)
- Islamic history
- Islamic manners and values (*akhlaq* & *adab*)

We strive to make Islamic knowledge meaningful, relevant, and age-appropriate. Students are not only taught *what* to believe and do, but *why*—encouraging critical reflection and internalization. The goal is to nurture students who love practicing their faith and who live Islam with sincerity, humility, and purpose.

Our classrooms are safe spaces for questions, reflection, and discussion, so students feel empowered to grow spiritually and ethically in a way that resonates with their personal journey.

1.7 Teaching Staff

Our teachers are the heart of Noble Garden Academy. We are blessed with a team of dedicated educators who bring not only academic expertise, but also passion, compassion, and sincerity to their teaching.

Each staff member is committed to the holistic growth of every student—intellectually, emotionally, and spiritually. Our teachers are lifelong learners themselves, continually seeking to improve their craft and embody the values they teach.

We hold our educators to high standards of professionalism, Islamic character, and nurturing care. Through their example, students experience what it means to be people of integrity, kindness, and excellence.

We believe that when students are surrounded by mentors who genuinely care about them and believe in their potential, incredible growth becomes possible—both in the classroom and beyond.

Section 2

Roles and Responsibilities

At **Noble Garden Academy**, we believe education is a shared trust and a collective effort between the school, students, staff, and families. Each member of our learning community plays a vital role in creating a nurturing, safe, and spiritually enriching environment.

2.1 School Directors

Our School Directors oversee the spiritual and academic vision of Noble Garden Academy. They work to ensure that all programs reflect our values of excellence, integrity, and holistic development. The directors guide the overall direction of the school, support staff, and maintain open lines of communication with parents to cultivate a strong school-family partnership.

2.2 Director of Administration

The Director of Administration handles the day-to-day operations of the school, ensuring smooth logistics and supportive systems. They coordinate schedules, manage facilities, oversee enrollment, and help create an organized and welcoming environment that allows students and teachers to thrive.

2.3 Teaching Staff

Our teaching staff are mentors and role models who guide students through both academic and spiritual growth. They are committed to nurturing each child's strengths, supporting areas of development, and creating compassionate classrooms where students feel seen, heard, and valued.

2.4 Our Students

Students are active participants in their own learning journey. We encourage them to approach each day with curiosity, respect, and a sincere intention to grow. Students are expected to uphold good character, care for one another, and take responsibility for their learning, actions, and environment.

2.5 Our Parents

Parents are our essential partners in nurturing the next generation. We welcome and encourage family involvement, and believe that a strong home-school relationship supports the emotional, academic, and spiritual success of each child. We ask parents to stay connected, uphold shared values, and communicate openly with staff as we work together in this sacred trust.

Section 3

Expectations of Parents

At **Noble Garden Academy**, we view parents as co-educators and collaborators in the educational journey. In order to create a strong and consistent support system for students, we kindly ask parents to:

- Foster a positive attitude toward learning, school, and teachers at home.
- Ensure consistent attendance and punctuality.
- Communicate openly and respectfully with staff regarding any concerns or needs.
- Stay informed and engaged through school newsletters, meetings, and updates.
- Reinforce the values of responsibility, honesty, and good character at home.
- Encourage Qur'an recitation, reflection, and prayer as part of daily family life.

Together, we plant seeds that will grow into hearts rooted in faith, minds enriched with knowledge, and souls driven by purpose.

Section 4

Student Registration

We strive to make the registration process at **Noble Garden Academy** smooth, transparent, and welcoming for all families. Our goal is to ensure each child is placed in an environment where they can grow with purpose and joy, both academically and spiritually.

4.1 Admissions

Admission is open to students of all backgrounds who are committed to learning within a nurturing, Islamic environment. Our admissions process includes:

- Submission of an application form
- Parent and student interviews
- Placement assessments (as needed)

We take the time to understand each child's educational and spiritual needs to ensure they receive personalized attention and support from day one.

4.2 Tuition and Fees

Tuition helps us sustain high-quality programs and a nurturing learning environment. A detailed tuition schedule is provided to families during the enrollment process. Financial aid and payment plans may be available for those in need. We believe every child deserves access to a meaningful Islamic education, and we do our best to support our families.

4.3 Registering as a Homeschooler

Families who choose to register as homeschoolers while attending Noble Garden Academy for core instruction or enrichment are asked to comply with state homeschooling regulations. We're happy to provide guidance and documentation support as needed.

4.4 Standardized Testing

While we value a well-rounded view of student progress, we also recognize the role of standardized testing. Students may participate in state or national benchmark assessments to help track growth and identify areas of support. Testing is conducted in a calm and supportive environment, with a focus on personal development over competition.

Section 5

School Policies

Our school policies reflect our commitment to a respectful, faith-centered, and orderly environment where every child feels safe, valued, and inspired to grow.

5.1 Uniform

Students are required to wear modest and appropriate uniforms that reflect our Islamic values. Uniform guidelines are shared with families during orientation. Uniforms help foster unity, reduce distractions, and create a sense of shared identity within our learning community.

5.2 Hygiene

We emphasize the importance of personal hygiene and cleanliness, in line with Islamic teachings. Parents are asked to ensure that children arrive at school clean, with proper grooming and fresh clothes each day. Hygiene practices are gently reinforced throughout the school day.

5.3 Disciplinary Action

Our approach to discipline is rooted in *tarbiyah*—nurturing the heart before correcting behavior. We aim to guide students with love, patience, and consistent boundaries. When needed, staff will work with students and families to reflect on behavior, restore harmony, and build stronger habits.

5.4 Academic Integrity

Students are expected to complete their work honestly and to the best of their ability. Cheating, plagiarism, or dishonesty undermines trust and learning. We use gentle correction, education, and restorative practices to uphold integrity and help students take responsibility.

5.5 Student Code of Conduct for Online Learning

In virtual settings, students are expected to maintain respectful behavior, dress modestly, and participate attentively—just as they would in person. Clear expectations for online learning will be shared at the start of each program.

5.6 Sick Child Policy

If a child is unwell, we ask that they stay home to rest and recover—for their wellbeing and to protect others. In the event of illness during school hours, families will be contacted promptly to pick up their child.

5.7 Safeguarding Concerns

We are committed to the safety and protection of all students. Any concerns about a student's wellbeing—whether physical, emotional, or spiritual—are taken seriously and addressed with compassion and confidentiality, following proper protocols.

5.8 Custody

To ensure a secure environment, parents are asked to inform the school of any legal custody arrangements or court orders that may affect school-related matters.

5.9 Field Trips

Field trips offer enriching, hands-on learning experiences and are thoughtfully planned to align with Islamic values. Families will be notified in advance and must submit signed permission slips for participation.

5.10 Party Invitations

To protect student feelings and maintain fairness, we ask that party invitations not be distributed on school grounds unless the entire class is invited. We encourage inclusive and respectful celebrations.

5.11 Emergencies

In the event of an emergency, Noble Garden Academy follows a well-established safety plan. Staff are trained to respond calmly and effectively, and families will be notified through designated communication channels.

5.12 Inclement Weather

School closures due to weather conditions will be communicated via email and/or phone alerts. We prioritize student safety in all decisions related to weather or transportation concerns.

5.13 Security Service

To maintain a safe learning environment, security measures are in place throughout the campus. We work closely with trained personnel and local authorities to ensure that every child is protected and cared for while at school.

5.14 Dress Code

General Guidelines

- Modesty and humility in attire are essential values at Noble Garden Academy.
- Clothing should be clean, ironed, and in good condition.

Specific Guidelines

For Boys

- Loose-fitting pants and shirts are recommended.
- No shorts allowed; long pants that cover the awrah (private area) are required.
- Clothing should not be tight, revealing, or immodest.

For Girls

- Loose-fitting clothing that covers the body modestly is required.
- No tight clothes or revealing attire allowed.

- Hijab (headscarf) is required for girls from Grade 4 onwards.
- Clothing should be long enough to cover the *awrah*.

Additional Guidelines

- Clothing should not display inappropriate logos, images, or slogans.
- Shoes should be comfortable and suitable for school activities.
- Students are encouraged to dress in attire that reflects Islamic values and modesty.

Purpose

The dress code aims to promote a modest and respectful environment, fostering a sense of community and equality among students. By adhering to these guidelines, students can focus on their academic and spiritual growth.

Section 6

Expectations of Parents

At **Noble Garden Academy**, we believe that education is a shared responsibility and a partnership between parents, teachers, and the school community. This collaborative effort plays a vital role in equipping children with the skills, knowledge, and values they need for adulthood and spiritual growth. As partners in this journey, we invite parents to embrace the importance of a strong working relationship with the academy, grounded in mutual respect and open communication. By doing so, we can create an environment where every child thrives academically, socially, and spiritually.

Parents are kindly requested to demonstrate their commitment to these expectations by signing the **Student Agreement**, affirming their role in supporting their child's learning experience.

6.1 Arrival and Dismissal Procedure

- The school day for all students begins at **7:50 am**.
- **Only Mini Hifz** students (without academics) will be dismissed at **9:00 am**.
- Full-time **Academic** students will be dismissed at **3:00 pm**.
- Please ensure that your child is signed in and out every day. If someone other than the parent will be picking up your child, we ask that you complete an **Alternate Person Pickup Form** at the office or email the form ahead of time. Your child will not be released to anyone without this prior authorization, even if the individual is recognized by your child.

6.2 Daily Routines

1. Please ensure timely drop-off and pick-up of your child each day.
2. Consistent attendance is crucial for your child's growth and development. Please support us by ensuring your child arrives on time and attends regularly.
3. If your child will be absent or late, kindly inform the office by 8:00 am using the **Absence Form**.
4. For planned early dismissals, please contact the office at the start of the school day using the **Absence Form**.

5. In the event of late pickup, there will be a late fee of \$5 for the first 10 minutes, and \$1 per minute thereafter.
6. We encourage healthy habits—please provide your child with a nutritious snack and lunch each day.
7. If your child has any food allergies, please inform us so we can be mindful during class events and activities.
8. For the safety and focus of our students, toy weapons are not allowed on campus. If a toy weapon is brought to school, it will be confiscated and returned to parents at the end of the day. Please see the **Disciplinary Action** section for further details.
9. **Cell phones and iPhone Watches** are not permitted at school. If a student brings one, it will be confiscated and returned at the end of the school day. Repeated occurrences may result in the phone being held for several days. Should your child need to contact you during the day, they can ask permission to use the school's phone at the office.
10. Digital devices brought in by elementary and middle school students will be kept in the school office during school hours, to be handed out when needed. Students are responsible for bringing in a **clearly labeled, fully charged device** along with a charging cable. Additionally, students must adhere to the **Student Code of Conduct for Online Learning** outlined in **Section 5.5**, whether learning at home or at school. Parents are also encouraged to ensure that appropriate **parental control software** is installed on devices to help protect students from misuse, both intentional and unintentional.

