



FAMILY HANDBOOK

ACADEMIC YEAR 2026-2027

Reception to Grade 6

Welcome Message



Assalamu Alaykum wa Rahmatullahi wa Barakatuh,

It is with great joy and gratitude to Allah that we welcome you to the North American Islamic Academy (NAIA) family. We are honoured 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.

NAIA is a faith-based, private online school serving students across the globe. Our Reception to Grade 6 Academic Stream follows a carefully adapted North American curriculum, enhanced with Project-Based Learning (PBL), technology integration, Arabic language learning, Islamic Studies, and character development throughout everyday lessons.

From English Language Arts and Mathematics to Science, Social Studies, Arabic, and Islamic Studies, our approach carefully reviews materials for age appropriateness and compatibility with Islamic values. Learning is centred around beneficial knowledge, curiosity, creativity, responsibility, and good character.

We aim to nurture students who are grounded in their faith, equipped with 21st-century skills, and committed to living with Niyah, Ihsan, Adab, Amanah, and sound use of the intellect (Aql) in both dunya and akhirah.

Our school uses digital platforms such as Seesaw, Raz-Kids, and Zearn Math to keep learning interactive and engaging. Coding, STEM, and age-appropriate artificial intelligence concepts are introduced progressively while maintaining Islamic guidelines for 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 available to support families with academic guidance, faith-aligned learning, and technical assistance.



Welcome to the NAIA Family



We encourage you to read this Family Handbook carefully and keep it as a reference throughout the school year. It explains the Academy's educational approach, attendance expectations, digital-safety requirements, student conduct, parent responsibilities, assessment practices, and communication procedures.

Contact the Academy

For questions, suggestions, feedback, applications, technical support, or general enquiries, please contact admin@naislamicschool.com.

Website: naislamicacademy.com

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

Best regards,

NAIA School Management Team

Our Mission



Nurturing Faith. Building Futures. Empowering Generations.

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

Founded with the conviction that Islamic values must be at the heart of a child's learning journey, NAIA combines timeless principles of the Qur'an and Sunnah with effective contemporary pedagogy and educational tools. Students are guided to develop a lifelong love of learning, a sense of moral responsibility, and the character to lead with compassion and integrity.

NAIA is committed to:

- Providing a safe, inclusive, and spiritually uplifting online learning environment
- Encouraging healthy 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 only students, but also 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.

NAIA 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 personalised, respectful, and inclusive approach
- Are supported by dedicated educators, families, and mentors working together as one community

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

Our Five Core Anchors

Niyyah (purposeful intention) • Ihsan (inner excellence and sincerity) • Adab (manners and character) • Amanah (trust and responsibility) • Aql (intellect, reason, and reflection)

Academic Overview



Reception to Grade 6

Our main Academic Stream serves students from Reception (ages 4-5) through Grade 6. The programme is based on a carefully adapted North American curriculum and includes:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Islamic Studies
- Arabic Language

All subjects are delivered through engaging and integrated approaches. Materials are reviewed to avoid music, non-Islamic celebrations, and other content that is not compatible with the Academy's values, while maintaining academic quality and age-appropriate learning outcomes.

Foundational Reception (Ages 4-5)

Our Reception programme develops early literacy, numeracy, motor, communication, and social-emotional skills through structured, play-based, and interactive learning. Islamic etiquette and character-building support a smooth transition into formal schooling.

Islamic Studies Integration (Grades 1-6)

Islamic Studies are integrated into the academic experience through Qur'anic learning, daily Sunnah duas, Seerah, Prophetic stories, basic fiqh, beliefs, manners, character, and practical Islamic conduct. Lessons are supported through NAIA modules, Nasihah World, Luqmay, teacher-guided discussion, and Seesaw activities.

Arabic Language and Islamic Learning Resources



Arabic at Our Children's Hands

العربية بين يدي أولادنا

NAIA's Arabic programme uses Arabic at Our Children's Hands through the Arabic For All online subscription platform. The programme is designed for non-native learners and develops listening, speaking, reading, and writing through progressive levels, audio and video support, guided practice, placement activities, and achievement assessments.

Students are placed according to their existing Arabic ability rather than solely by age or school grade. Arabic learning supports practical communication in Modern Standard Arabic and builds a closer connection with the language of the Qur'an and Islamic scholarship.

Islamic Digital Resources

- Nasihah World - interactive Islamic curriculum, activities, quizzes, and multimedia learning
- Luqmay - scholar-reviewed Islamic stories, videos, reading resources, and printable activities
- NAIA 21st-Century Islamic Skills Modules - practical lessons connecting faith, identity, character, and contemporary life
- Seesaw - regular worksheets, reflections, assignments, and teacher feedback

Curriculum Details

A separate NAIA Curriculum Overview provides fuller information about each subject, programme resources, assessment, project-based learning, and the five core anchors.

Technology, Tools and Learning Approaches



- Seesaw LMS - daily lessons, assignments, interactive classwork, and teacher feedback
- Zearn Math and Raz-Kids - reinforcement tools for Mathematics and Reading
- STEM, Coding and AI - introduced progressively, including block coding, Scratch, digital creativity, computational thinking, and responsible use of technology



Project-Based Learning and Assessments

NAIA uses Project-Based Learning and STEM principles to build creativity, communication, collaboration, and critical thinking. Students may complete research, experiments, models, written reports, presentations, and cross-curricular projects.

Assessment takes place throughout each term through daily work, quizzes, teacher observation, projects, presentations, reflections, midterm assessments, and final examinations. The exact approach varies according to grade level and learning option.

Continuing Growth

The Academy now serves Reception through Grade 6 and plans to expand progressively into Grades 7-8 while strengthening pathways that combine academic rigour, Arabic, technology, and traditional Islamic knowledge.



NAIA Academic Calendar 2026-2027



Staff Preparation and Term 1

Event	Date
Staff joining, orientation and curriculum preparation	Tuesday, September 1 - Friday, September 4, 2026
First day for students and start of Term 1	Tuesday, September 8, 2026
Term 1 midterm assessment week	Monday, October 12 - Friday, October 16, 2026
Regular learning continues	Monday, October 19, 2026
Term 1 final assessment week	Monday, December 14 - Friday, December 18, 2026
Enrichment, project completion and reporting	Monday, December 21 - Wednesday, December 30, 2026
End of Term 1	Wednesday, December 30, 2026
Mid-year term break	<i>Thursday, December 31, 2026 - Sunday, January 3, 2027</i>

Academic Calendar 2026-2027



Term 2 and Islamic holiday arrangements

Event	Date
Start of Term 2	Monday, January 4, 2027
Term 2 midterm assessment week	Monday, February 1 - Friday, February 5, 2027
Expected first day of Ramadan	Monday, February 8, 2027
Ramadan-adjusted timetable	Monday, February 8 - Friday, February 26, 2027
Last ten days of Ramadan and Eid al-Fitr break	Saturday, February 27 - Saturday, March 13, 2027
Expected Eid al-Fitr (1 Shawwal 1448)	Tuesday, March 9, 2027
Return to learning	Monday, March 15, 2027
First ten days of Dhul-Hijjah and Eid al-Adha break	Friday, May 7 - Friday, May 21, 2027
Expected Day of Arafah (9 Dhul-Hijjah)	Saturday, May 15, 2027
Expected Eid al-Adha (10 Dhul-Hijjah)	Sunday, May 16, 2027
Return to learning	Monday, May 24, 2027
Term 2 final assessment week	Monday, June 21 - Friday, June 25, 2027
Final feedback, portfolio completion and reporting	Monday, June 28 - Tuesday, June 29, 2027
Last day of school and year-end celebration	Wednesday, June 30, 2027

Important Note

Islamic dates are based on the projected Umm al-Qura calendar and may be adjusted according to the confirmed sighting of the moon. Any calendar change will be communicated to families as early as possible.



Technology Use and Digital Safety



At North American Islamic Academy (NAIA), we are committed to fostering a safe, respectful, and productive digital learning environment. Technology is an important part of 21st-century education, but it must be used responsibly and for beneficial purposes.

Acceptable Use Policy (AUP)

All students, staff, and faculty must follow the NAIA Acceptable Use Policy when using school technology, internet services, and digital platforms.

- Educational use only: Academy technology and internet access must be used for academic and instructional purposes.
- Respectful communication: Users must communicate appropriately through email, learning portals, video classes, and messaging tools.
- No access to inappropriate or harmful websites or content.
- No cyberbullying, harassment, gossip, or exclusion.
- No unauthorized software installation, unsafe downloads, or attempts to bypass security systems.
- No use of another person's account, credentials, or submitted work.
- Device responsibility: Students and families are responsible for maintaining suitable devices and protecting school accounts. Any school-owned equipment must be returned in good condition.

Online Privacy, Cyber-Safety and Technical Support



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

- Personal information protection: Do not share a full name, address, phone number, school details, photographs, or other private data on public platforms.
- Password security: Use strong passwords and do not share them with friends or other students.
- Reporting concerns: Inform a trusted adult or teacher immediately about suspicious activity, cyberbullying, unsafe contact, or uncomfortable interactions.
- Digital footprint awareness: Online behaviour creates a lasting record. Students must communicate responsibly and ethically.

Technical Support

For device, platform, password, or login support, contact admin@naislamicsschool.com.

- Troubleshooting device or connectivity issues
- Resetting passwords or supporting access to school portals and the LMS

Attendance Principles

Attendance in an online setting is not only about logging in. It means active engagement, responsible time management, consistent participation, and completion of academic expectations.

Attendance Policies



NAIA offers two academic learning options: the Live Class Programme and the Self-Paced Programme. Each has its own attendance and participation expectations.

Attendance and Tuition Responsibility

The Academy tracks participation and communicates with families, but attendance in an online learning environment remains a shared responsibility of the parent and student. Tuition is payable according to the Academy's separate Tuition Fees, Payment Plans, Refunds and Withdrawal Policy. Absence, inactivity, or partial participation does not automatically reduce tuition obligations. Formal written withdrawal is required.

Live Class Programme

Students in the Live Class Programme are expected to attend all classes according to their timetable, join punctually, remain present throughout scheduled sessions, and participate appropriately. Parents should notify the teacher in advance whenever possible if a student will be absent.

Self-Paced Programme

Students in the Self-Paced Programme may complete lessons with greater scheduling flexibility. They are nevertheless expected to engage regularly, complete daily or weekly assignments on time, and attend any required reflection, support, or assessment sessions.

- Complete assignments consistently to prevent work from accumulating.
- Attend scheduled reflection or support classes punctually.
- Seek clarification early from a teacher when support is needed.

Through these expectations, NAIA aims to cultivate discipline, responsibility, independence, and a balanced approach to learning.

Student Engagement and Inactivity



- Students must manage their schedules wisely and engage with course materials regularly. Proactive time management is essential.
- Falling behind may affect academic progress, assessment evidence, and final grades.
- Families should seek help early if a student is struggling with workload, access, or organisation.
- If a student cannot access school and has no alternative plan, the family must notify the teacher promptly to avoid unexplained inactivity.

To help students remain on track, NAIA follows a structured response to inactivity:

Condition	Academy Response
5 school days without activity	Email or phone contact with the 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; referral to the Principal; warning of possible administrative withdrawal

Students who remain frequently inactive may be at risk of administrative withdrawal. Regular family check-ins, open communication, and parental involvement are essential for student success.

Online Etiquette and Guidelines



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

1. Classroom Conduct

- Dress modestly and appropriately, as for a physical classroom.
- Mute the microphone when not speaking to reduce background noise.
- Use the virtual hand-raise or follow the teacher's instructions before speaking.

2. Learning Environment

- Join classes from a quiet, organised, distraction-free space with a stable internet connection.
- Keep the camera on when required unless the teacher has approved otherwise.
- Avoid lying in bed, eating, gaming, or multitasking during class time.

3. Communication

- Use respectful language in speech, chat, and written communication.
- Private messaging during class is prohibited unless approved by the teacher.
- Do not interrupt others; allow classmates to participate.

4. Technology Use

- Log in using the student's real name and approved account.
- Do not share class links, passwords, recordings, or private classroom content.
- Use only school-approved platforms and resources responsibly.

Islamic Behaviour and Student Conduct



Islamic Behaviour Online

- Begin learning with Bismillah and conclude with a dua for beneficial knowledge.
- Maintain good character (Akhlaq), sincerity (Ikhlas), and respect in every interaction.
- Use breaks wisely, including prayer, wudu, movement, and rest where appropriate.

Parent and Guardian Role

- Provide suitable devices, internet access, and a quiet learning space.
- Encourage routine, discipline, punctuality, modesty, and Islamic behaviour at home.
- Communicate with teachers and attend scheduled parent-teacher meetings.

Student Expectations and Code of Conduct

Education is not only about acquiring information; it also shapes character according to Islamic values and ethics. The online classroom is an extension of our Islamic identity. Students must demonstrate honesty, respect, responsibility, humility, and academic integrity.

Our conduct expectations are inspired by the teachings of the Prophet Muhammad (peace and blessings be upon him). Students should reflect the best of Islamic character when interacting with teachers, classmates, and school staff.

- Show respect through polite language, attentive listening, and patience.
- Be punctual and prepared for every class session.
- Display modesty and dignity in dress and speech.

Respecting Others and Academic Integrity



Respecting Others Online

- Never mock, bully, gossip about, exclude, or humiliate classmates.
- Respect different opinions and encourage positive, meaningful discussion.
- Avoid sarcasm, hurtful humour, unnecessary interruptions, and distracting behaviour.
- Use school credentials honestly and submit work under the correct student name.

Academic Honesty and Integrity

The pursuit of knowledge is both a noble act and a sacred trust. All assignments, projects, quizzes, and examinations should reflect the student's own understanding and effort. Academic honesty cultivates Amanah (trustworthiness) and Ikhlas (sincerity).

Students are expected to:

- Complete and submit their own original work.
- Cite books, websites, or other external sources used in assignments.
- Avoid copying answers or allowing others to copy their work.
- Avoid unauthorised assistance, including unapproved online tools or artificial intelligence.
- Ask for help when unsure rather than seeking shortcuts.

Plagiarism, cheating, or misrepresentation undermines learning and is contrary to the ethical standards of NAIA. The Academy aims to correct mistakes compassionately while maintaining accountability.

Student Internet Safety and Parent Partnership



Student Internet Safety

NAIA prioritises student safety in all learning environments, including the digital space. Students must exercise caution when using the internet and should never share private information, photographs, addresses, phone numbers, or personal details outside the school community without informed parental consent.

Students should not take part in private online conversations with unknown individuals or arrange to meet anyone they have encountered only online. Any concerning communication must be reported immediately to a parent, guardian, or teacher.

Parental Engagement and Communication

Meaningful education is a shared journey between the Academy and the family. When parents take an active role in online learning, students are more likely to flourish academically, emotionally, socially, and spiritually.

Children are an Amanah from Allah. Parents and guardians are encouraged to nurture their growth through care, discipline, encouragement, and consistent involvement.

- Designate a quiet, well-lit, and organised space for daily learning.
- Ensure devices and internet access are working and free from avoidable distractions.
- Help students maintain a weekly schedule, goals, study time, and assignment deadlines.
- Monitor organisation closely in the early weeks until the student becomes more independent.

Communication, Assessment and Reporting



School-Family Communication

NAIA maintains open and responsive communication through email, learning platforms, newsletters, and virtual parent meetings. Parents should respond in a timely and respectful manner, notify the Academy of absences or challenges, and attend scheduled meetings to remain informed about student progress.

Assessment and Reporting

Assessment is not only a tool for grading; it is an essential part of learning. NAIA uses formative and summative assessment methods to monitor progress, identify learning needs, guide instruction, and communicate achievement to families.

Assessment evidence may include:

- Daily work and Seesaw activities
- Reading records and oral responses
- Quizzes and written assignments
- Projects, experiments, presentations, and reflections
- Midterm assessments and end-of-term examinations
- Teacher observation, participation, improvement, and academic honesty

Students withdrawn before the end of a term may not receive a formal report card if there is insufficient assessment evidence. Where appropriate, the Academy may provide an interim progress summary or withdrawal record.

Admissions, Financial Standing and Contact



Application Fee

A \$50 USD application fee is required for each new student when the application form is submitted. Full terms regarding tuition, payment options, application-fee refunds, withdrawals, and re-enrolment are set out in the separate NAIA Tuition Fees, Payment Plans, Refunds and Withdrawal Policy for 2026-2027.

Financial Standing and Reporting

The issuance of report cards, progress reports, and official academic records is subject to the student's account being in good financial standing. Outstanding balances may result in delayed or withheld academic documentation until the matter is resolved.

Withdrawal and Re-enrolment

All withdrawal requests must be submitted formally by email to admin@naislamicschool.com. Verbal communication, WhatsApp messages, non-attendance, or discontinuation of coursework do not constitute formal withdrawal. Re-enrolment is subject to available places, settlement of outstanding balances, and Academy approval.

Contact and Support

We are here to help

Email: admin@naislamicschool.com

Website: naislamicacademy.com

For applications, billing, technical support, attendance, withdrawals, re-enrolment, or general enquiries, please use the email address above.

May Allah place barakah in every student's pursuit of beneficial knowledge.