



# RAMADAN

2025

*A toolkit for Muslim  
students in public schools*

# Ramadan Welcome Letter



Dear (Insert Teacher/Principal Name),

It's that time of year again when millions of practicing Muslims worldwide observe the month of Ramadan: a holy month in the Islamic tradition. This year, the month of Ramadan will begin around the evening of Friday, February 28th, and will end around Saturday March 29th. Between dawn and sunset each day, individuals who are fasting must abstain from all food and drinks, including water.

The Eid al-Fitr holiday, marking the end of the month of fasting, will begin on or about Saturday, March 29th.

## **Reasonable accommodations that would be appreciated for fasting students:**

1. PE / Gym Class: due to the inability to rehydrate, we ask the coaches to give fasting students the option to sit out of rigorous lessons that require increased physical activity.
2. Lunch: The smell and sight of food for a child who has already been fasting for 7-8 hours can be difficult even for the strongest of fasters. It would be kind of the school Administration to allow fasting students to sit somewhere outside of the cafeteria such as the school library or computer lab during lunch and use that time period as a study hall. If needed, the school can send out a sign up genius for parents and community members to volunteer during these shifts so that it does not place extra burden on current staff.

Finally, please do not hesitate to reach out to me if you would like a parent representative to visit your classroom and share information on Ramadan from a non-religious, culturally relevant, age appropriate manner. The parent will work directly with you and share the content for your consent before sharing it with students.

Thank you for partnering with us to foster an environment of diversity and inclusivity.

With much respect,

NAME

EMAIL

PHONE NUMBER



# How to do a Staff Luncheon

Please read through this entire letter prior to reaching out to your school administration or teachers. Post Oct 7th, schools have become very sensitive to allowing parents to provide food or baskets regarding Ramadan or Eid. If they use the excuse that the school doesn't want to favor any religion over others please reinforce that it is not an instruction on religion - it is awareness of something that will be affecting Muslim students and a chance to show appreciation for the staff during a month where we show gratitude for many things in our lives.

## **Step 1 - Determine how many people will be able to contribute.**

>If you have 10 or more parents then option A is better for you.

>If you have 5 or less parents then option B is probably better.

The size of your school really matters. Without going to teachers and Admin try to figure out how many people you have to cater for. For example, a large school like ASE has 120 staff. Please don't forget to account for janitorial staff. It goes a long way in regards to kindness and inclusion. If you are involved in your regular PTO, the hospitality committee will have these numbers. I am speaking to you from experience, do not tell the PTO what you are planning. Many PTO's will try to go to the principal and shut down this activity stating secular reasons for denying it.

**You know yourself and your capability. Look over both options below and see which one would work better. We strongly urge all members to choose at least ONE initiative this year to do at your school.**

# How to do a Staff Luncheon

## Examples of option A :

\*\*\* Remember that staff lunch times will have volatility. In larger schools like ASE the staff may go to lunch as early as 10:30 and go all the way to 1:30. Many restaurants will not be able to prepare the food prior to 11:00am. Please keep this in mind when deciding your options for catering and don't forget to include vegetarian options.\*\*\*

**Full Service Lunch** - Make it an iftar theme - Mediterranean boneless or baked chicken or gyro's with sides such as hummus, baba janoush, pita bread, salad, dates, ramadan cake, baklava, water and soda, tea or coffee.

This is a really healthy option that can cater to a wide range of people, especially with trending diets. Teachers and staff rave about this set up and really feel spoiled. They talk about it for weeks prior and after. It garners favor with the admin because happy staff is a happy school.

**Full service breakfast/brunch** - Make it a sahoor theme with Chicken or beef patties, Samosas, Hummus and pita, olives, dates, bagels and cream cheese, fruit selection, baklava, tea and coffee.

# How to do a Staff Luncheon

## Examples of option B:

**Grab and Go fruit basket** – mini baskets that include an apple, an orange, a banana, pre packaged dates and baklava in disposable condiment containers, and a bottle of water with an electrolyte packet. Pre made baskets are likely to capture the most staff due to their ease of grabbing. The staff can come by at any point in the allotted time frame and is very convenient for teachers.

**A la cart** – bring a variety of items and provide paper or plastic bags for your teachers to fill up. Examples are containers of baklava, dates, packets of chips, candy, variety of fruit, calligraphy bookmarks, incense packs, water, coffee station. The upside to this version is that teachers and staff will linger longer at your table and allow more engagement time. They only take what they like and you decrease food wastage.

**Step 2** – Now that you have finalized which option is feasible for you and your group, proceed to contact the principal or other admin with whom you have the most engagement for approval of your activity. Select the person who has been the most visible and involved in the school. It is not a requirement but prior goodwill goes a LONG way in determining approval for this event. Avoid going to teachers! They will need to get approval from admin and may not properly convey what you are trying to arrange. Ensure that you lock down a date and time. Decide with your group 3 dates and times that work for your group prior to going to your Admin.

If you get push back or a straight-out refusal by email. DO NOT REPLY with anything other than – Could I please have a face to face meeting in regards to this? Use the simple argument in paragraph 2 to explain what you are trying to do. Admin are less likely to deny you if you go in face to face.



# How to do a Staff Luncheon

## Step 3 - Now that you have:

- decided on what service you are providing
- gotten approval from Admin
- Locked down a date and time

You can proceed to organize your group. \*Please ensure you have the individual members follow up with step 4

- Decide who will collect funds
- Decide who will order food or how items will be collected
- Decide who will help with set up, during the event, and clean up
- Decide who will do the decorating

## Step 4 -

- Collecting funds is hard and an Amannah. Get a general idea of how much the activity will cost and then be upfront. Ask parents for a pre determined number. This is usually the easiest way to collect all the funds you need. If you leave it to the parents to donate what they are capable of, often times you will not be able to collect the full amount required. You can cut out items if needed however, when providing a full lunch this can become challenging. Have the person collecting keep a running total with full transparency of how much you have collected and publicly text on the public group every time they receive a donation and the new running total. Any left over funds should either be equally reimbursed or agreed upon to be donated to a charity.
- Decide if you will purchase all the items or will have a donation drive. All non-perishable items should be sent directly to the school 1-3 days prior to the event. Often times parents forget, get sick, or run out of time. If there is something that is essential, it puts a huge burden on the person organizing to have to run around at the last minute. Sodas should be cooled. Many schools have fridges you can store drinks in ahead of time or bring an ice bucket and use the ice from the cafeteria. Get permission ahead of time. Please appoint a second person to follow up with the person ordering to ensure that there is no drop off. No food = bad situation.

# How to do a Staff Luncheon

- If at all possible, allow at least 2 people to engage staff for all shifts. This protects the organization, in regards to liability in case someone says something that is not correct or goes against the agreement with the Admin. Clean-up has the most work, the most difficulty in recruiting help, and the most no-shows. Keep this in mind, especially for full lunches which require a lot of clean up.
- For decoration, you can set up stars and lanterns, and set up fasting guide posters. Without even saying Ramadan - you are conveying the point. Also, if the volunteers verbally say Happy Ramadan, nothing is in writing, so you may be able to get away with that.
- **REMINDER: NO PAMPHLETS, FLYERS NOR RELIGIOUS LITERATURE IS ALLOWED.** Even if it's from ICNA or other organizations, it should be kept off the table. Any children's book that is out should not talk about religion. Curious George is a great example of an approved book. It doesn't talk about religion, just cultural aspects of Ramadan and Eid. Moons and Lanterns are great non-religious ways to convey Ramadan and Eid. Select color schemes that also help represent this message. Be creative.

## Step 5 -

Last but not least - A smile goes a long way. After all, it is the Sunnah of the prophet SAWS. Be genuine and be kind when talking to the staff. Engage them on religious topics only if they ask you about it but be sure to remind them that the purpose of the table is to create awareness for teachers and staff that their students will be impacted by fasting. This way if a teacher complains you can go back and say - you answered a direct question and did not offer this information without prompting.

Leave the space the same or cleaner than you found it. If you don't clean up properly there is a strong possibility you will not be invited back again.



# Gifts for Your Child's Teacher

## Small Gifts and Gesture Ideas For Your Child's Classroom Teacher and/or Administrators

The goal is to create opportunities for awareness and cultural exchange. Here are some creative ideas for fostering a greater acceptance of Ramadan and Eid with your child's classroom teachers and / or administrators.

### 1. Ramadan-Themed Gift Baskets

- a. Dates and Sweets: Dates are traditionally used to break the fast, making them a symbolic and delicious addition. Include date-based treats. Other sweets can include ma'amool cookies or baklava.
- b. Honey or Specialty Tea: A small jar of honey or a box of herbal or specialty teas adds a comforting touch.
- c. Decorative Oud Scented Candles or Incense
- d. Personalized Ramadan Greeting Card: Include a card explaining Ramadan's significance and offering warm greetings.
- e. Custom Keychains or Bookmarks: Consider designs with calligraphy or traditional patterns.
- f. Handwritten Notes from their students: A note from students expressing thanks for the teachers' understanding and explaining what Ramadan means to them adds a personal and educational touch.

### 2. Small Informational Gifts

Gift a Ramadan or Eid book to the class or the school library.

### 3. Eid Gift Ideas for Teachers

- a. Give a gift of your choice to your child's teacher and include a cultural information pamphlet. Basically, create a simple flyer explaining the customs of Eid, such as communal prayers, festive meals, and charitable giving, wearing traditional ethnic clothes, etc.
- b. Purchase a gift from a local Muslim-owned business which will promote Muslim entrepreneurs and expose staff to beautiful cultural gifts. (think: scarves, jewelry, lotion sets, etc.)

