

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**STUDENT & PARENT**

**HANDBOOK**

2017 - 2018  
HIJRI 1438 - 1439



**In the name of Allah, Most Gracious, Most Merciful**

**AL-ILM WEEKEND SCHOOL**

**2846 COLD SPRING ROAD  
INDIANAPOLIS, INDIANA 46222  
(317)923-2847  
HTTP://WWW.ALILMSCHOOL.ORG**

## **MISSION STATEMENT**

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Believing that Allah has created each human being on the pattern of Islam/with an Islamic nature, the administration and staff of Al-Ilm Weekend School will provide for the students an atmosphere and experience that will help develop this Islamic character and personality according to commands and guidelines of Quran and Sunnah of prophet Muhammad (PBUH).

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## **GOALS**

1. To develop and expand each student's knowledge of Allah, man, society, and the Universe.
2. To develop each student's level of Islamic awareness and foster a sense of belonging to the Islamic community both locally and worldwide.
3. To prepare each student to assume his/her role as Allah's vicegerent (khalifah) with Faith, knowledge, righteous conduct, and selfless service.
4. To establish an Islamic environment with a high degree of moral values and discipline among students.
5. To provide opportunities for Islamic education to adults working with the school and establish avenues for their contributions and involvement.

## **OBJECTIVE**

To help and assist students to grow Islamically and become positive, functioning Muslim members of the society.

## **ORGANIZATION**

The Board of Directors represents the school community. The Board of Directors (BOD) has the authority to formulate and execute coherent, consistent and effective policies and procedures so that the intent of the Mission Statement is met.

The school community elects the Board of Directors during an annual meeting. The Board of Directors consists of seven (9) members. The five (7) members are elected; four (6) are from the parents of currently enrolled students, and one (1) from the community at large. The remaining two (2) members are the school Administrator and the Principal. The seven elected members appoint the school Administrator, Associate Administrator and the Principal.

The purpose of the Administration, in cooperation with the BOD, is to develop and implement policies and procedures for ensuring the smooth operation of the school in accordance with the Mission Statement.

The Administration consists of two divisions.

**The Operational Division:** The Administrator heads this Division. The Registrar, Treasurer, Secretary and Volunteer Coordinator shall be selected by the Administrator and approved by the BOD.

The responsibilities of the Operational Branch include but are not limited to the following:

1. Formulate and implement school administrative policies and procedures.
2. Prepare school budget.
3. Maintain school records.
4. Develop admission policies.
5. Oversee and approve of extra curricular activities for the school.
6. Prepare a detailed financial statement.

**Academic Division:** The Principal, appointed by the BOD, heads this Division. This Division appoints the academic staff. With the help of the staff this Division develops the Curriculum, selects books and develops academic policies.

### **Instruments To Achieve The Objective:**

1. Teachers
2. Books
3. Parents
4. Muslim Community

### **Purpose Of The Instruments:**

#### **1. TEACHERS:**

Teachers must be committed to use their knowledge and educational skills to achieve the Objective. They are to serve as models of Islamic character in their words, appearance and actions.

#### **2. BOOKS:**

The books should be selected to support the curriculum and achieve the maximum benefit during the minimal time available at the school. The language of each textbook must be targeted to the comprehension ability of the class level.

#### **3. PARENTS:**

Parents have the obligation to provide an Islamic atmosphere and Islamic education in the home, which will be supported and expanded, by the education provided in the school.

#### **4. MUSLIM COMMUNITY:**

Our Muslim community has the obligation to provide a secure and exemplary environment for the children in which they feel comfortable living and practicing as Muslims without any negative peer pressure.

## CODE OF CONDUCT

The Al-Ilm Weekend School was established as a weekend school to serve the Muslim community of the greater Indianapolis area. It is necessary that all parents, teachers, and students respect the building, materials, and rights of others and adhere to the following guidelines:

1. Students must treat Masjid Al-Fajr premises with respect and enter with clean body and clothes as described by the Islamic shariaa.
2. All students attending the school must be registered with the school.
3. All students must be of five years or older to enroll for any class.  
NO CHILD UNDER THE AGE OF FIVE YEARS IS ALLOWED TO BE LEFT IN THE SCHOOL AREA WITHOUT ADULT SUPERVISION.
4. Regular attendance is essential especially since the school is conducted only once a week.
5. Students must be respectful to their teachers, fellow students and all others.
6. Students must ask the teacher's permission to leave during class hours.
7. Students must attend Salaat-ul-Duhr as part of the regular school day unless they have received permission to leave early.
8. Every student, teacher and parent has the obligation to keep the classrooms and general areas clean.
9. Food and beverages are permitted only in designated areas, i.e. multi-purpose room and kitchen.
10. Students should bring their own supplies i.e. notebooks, pencils, pens, etc.
11. Students are not allowed to leave the building until after Salaat-ul-Duhr.
12. Parents are to pay for the text books and supplies (if required) for their child (ren)'s classes.
13. No loitering or abuse of Masjid Al-Fajr and its premises is allowed. Anyone responsible for any kind of damage will be required to pay for the replacement or repair.
14. Parents must pay the required tuition or, if unable to pay, must notify the school treasurer. Tuition assistance is available for eligible parents/students.

15. Parents are encouraged to discuss their children's progress with the teacher. This develops a positive parent/teacher relationship.
16. The School is not responsible for taking care of students after school is dismissed. Parents **must** be prompt in picking up students and **must not** leave the students alone, regardless of their age.

### STUDENT DISCIPLINE

Implementation of disciplinary policies at class and individual level is required. All **teachers, members of the administration, students and parents** must follow these policies. Failure to follow these policies will result in undesirable consequences. The following procedures are to be followed:

Step 1. Call the student to the school office and immediately involve the principal and vice principal to investigate the matter.

Step 2. Parents will be notified, however, no action will be required from the parents at this time.

Step 3. Based on the seriousness of the situation, a brother and a sister (selected from the teachers and/or parents), will be asked to examine the situation in order to provide an impartial evaluation. They will work in collaboration with the school principal and vice principal.

Step 4. Maximum of three (3) warnings will be given to the student before the final punishment.

Step 5. Serious matters will be dealt with immediately and could result in the student's expulsion from the school.

## **DRESS CODE**

All **teachers, volunteers, members of the administration, students, and parents** must be dressed according to the guidelines of Islam. Dress code guidelines are as follow:

1. Clothing must cover all necessary areas of the body.
2. Clothing must be loose enough so as not to describe the shape of the body.
3. The cloth must be thick enough so as not to show the color of the skin or hair it covers.
4. Clothing should not attract attention.

This means:

- All pants must be loose fitting.
- Scarves may not be of a see-through material.
- Blouses and tops for all sisters must have long sleeves.

In addition the 'Al-Ilm Weekend School' has the following specific rules:

- Blouses or tops must be long enough to cover the hips
- Long pants are required for brothers and sisters alike.
- No picture of animals or humans is allowed on clothes.

## **ADMISSION AND REGISTRATION**

Al-Ilm school would start 1<sup>st</sup> Semester after Labor Day. All children are welcome to attend the school; however, the following guidelines are applied to maximize the efficiency of the school.

1. New enrollees must be at least five years old at the time of Admission. School will also accept students who may turn five by September 30<sup>th</sup> on a first come first basis and capacity of the class.
2. Previous year's enrollees will have first opportunity to pre-register since school space and resources are limited.
3. Students are expected to join the school on the registration day.
4. Late registration is permitted provided classes are not filled. However, parents and students will be solely responsible to catch up with all materials already taught in the class.



**CLASS STRUCTURE AND DURATION**

10:45am – 2:20pm during Daylight Saving Time

09:45 a.m. - 10:15 a.m.	Assembly (Attendance required)
10:20 a.m. - 11:20 a.m.	Quranic Studies
11:25 a.m. - 11:55 a.m.	Break for Snacks
12:00 a.m. – 1:00 p.m.	Islamic Studies
01:10 p.m. – 01:20 p.m.	Duhr Prayer (students are required to attend Duhr prayer) School ends after Duhr prayer.

**TUITION/PTO DUES**

	<b>Option 1</b>	<b>Option 2</b>	<b>PTO Charges</b>
	Per Year	Per Semester	Per Year
1 Child	\$300	\$167	\$30
2 Children	\$475	\$257	\$40
3 or More Children	\$595	\$317	\$55

(A \$10.00 late charge apply to the tuition not paid within the due month)

- ❖ Tuition assistance is available to eligible families (contact School Treasurer).
- ❖ Al-Ilm School is operated by volunteers, the admiration requires all parents to volunteer, however if the parents are unable to do so then they are required to pay an additional fee of \$30/semester, this fees will be used to pay hired resources.

**CURRICULUM**

The Curriculum is based on the Quran & true Hadith of Prophet Mohammad (PBUH). Comprehensive courses are offered in a wide range of Islamic Studies. Proficiency is developed in Quranic Studies through memorization and comprehension of Quranic Text and Vocabulary. The Curriculum is reviewed and assessed periodically to utilize new tools and techniques.

### **BOOKS AND SUPPLIES**

1. Parents are to pay for books and supplies used by their children. Books and required materials will be available at the school premises for purchase.
2. Parents who find it difficult to pay for the books should contact the treasurer for an exemption of up to 50% of the cost.
3. Parents who get a waiver or reduction of tuition fee/reduction of payment for books, must complete a volunteer registration form and volunteer their services to the school. The work hours are to be assigned by the administrator/principal based on school needs.
4. Faculty members, members of the administration and volunteers must also complete a volunteer registration form if requesting an exemption of tuition, fee/reduction of payment for books.

### **EVALUATION OF STUDENTS**

1. At least two exams will be given during the year, one at the end of each semester.
2. If a student is falling behind in class, additional work may be assigned by the teacher and/or support from the parent may be requested.
3. If a student is unable to make the required improvement, the following year he/she may be assigned to a more appropriate class level.

### **REPORT CARDS**

1. Report cards for all classes will be provided to each student at the end of the semester. The parents are to review the report cards with the teachers, sign, and leave them with the teachers after the first semester.
2. The annual report cards (first and second semester) will be provided to the students at the end of the school year.

### **TARDINESS**

Students are expected to arrive on time and be in the assembly area by 9:45 am (10:45 am during DST). Students who arrive after 10:00/11:00 am or leave before the end of school shall be considered tardy. For students arriving late, parents must get a tardy slip from the school office and give it to the teachers before leaving the students at the school. Also, a permission slip is necessary for the student to leave school early.

## ABSENCES

Parents are expected to notify the school in advance or by 10:15 a.m. on a school day if their child is going to be absent. Upon returning to school after an absence, the student must present a note from his/her parents or guardian to the teacher explaining the absence. Until the note is received, the absence will be considered unexcused and the student may not receive credit for work completed. **If a student misses three (3) consecutive classes without notifying the school secretary, he/she will be dropped from the school roster.**

## PERFECT ATTENDANCE

Attendance will be considered perfect when there are no days tardy or absent in a semester. This includes partial days of absence.

## HOMEWORK

Meaningful homework has a positive effect on student achievement. Parent involvement has direct relationship to student progress. It is important that parents see to it that the student completes all homework and turns it in for credit towards final grading. Upon returning from an absence it is the student's/parent's responsibility to contact the teacher to receive missed assignments. The student then has until the next class day to turn in make-up work. After that day, assignments will not receive credit.

## Normal/Double Promotion Policy

Students in Grades KG-10 must show proficiency in school curriculum in order to be promoted to next grade. Below are the criteria for class completion/promotion.

Distinction-	90% or better
Honors-	70% to 89%
Minimum	50% to 69%

**Students who earn 49% or lower for Islamic and/or Quranic Studies may have to repeat the grade or may be given additional evaluation based on case by case basis.**

Policy for double promoting students from a lower grade to a higher grade:

1. Student must initiate the request to the Principal/Vice Principal within one week of the start of the new school year, clearly stating reasons for the requested academic promotion or test out.
2. Student must have earned grades of 95% or above for all semesters for two years in a row.
3. Student must receive testimonial supporting the request from teachers in the class he/she is wanting to be promoted out of.
4. Student must undertake an evaluation. The Evaluation can include but is not limited to the following:
  - a) Exam
  - b) Essay

- c) Presentation
- d) Recitation/memorization
- e) Questions and answers

As a result of this evaluation, the student must demonstrate at least 80% proficiency of the material/content for the class they are wanted to opt out of.

5. School Administration will make a determination in light of the above steps and inform the student with the decision.

### **Graduation Criteria for Senior Grade**

#### **Quranic Studies**

1. Students who memorize full Juz-Amma will graduate with High Honors.
2. Students who memorize three-fourths of Juz-Amma will graduate with Honors.
3. Students who memorize one-half of Juz-Amma (Surah Al-Fajr- Surah Al-Naas) will graduate. This is the bare minimum requirement for graduation.
4. Students must be able to read Quran in Arabic.
5. Students must know the rules of Tajweed using the curriculum book.
6. Students must demonstrate the main idea of memorized Surahs.
7. Students must know the meaning of commonly used words for the Surahs they have memorized.

#### **Islamic Studies**

10th grade weekend Islamic Studies is our highest curriculum level. Grades 11-12 are geared toward community service projects.

Students who have attended Al-Ilm since 7th grade until the highest curriculum level (10 grade) and have obtained 90% or above (A grade) on aggregate or average in their class will graduate with 'Distinction', 70% or above but less than 90% with 'Honors', and 50% or above but less than 70% will simply graduate. Students who obtain below 50% will receive certificate for attending the school.

Students who start attending in 8th or higher grade and complete the highest curriculum level as well as students who desire to complete the entire Islamic Studies curriculum early, both will be given a test based on school curriculum content in order to graduate. The graduation type will be determined on the basis of their test score as explained for those who have attended the school since 7th grade.

Note: The graduation criteria and guidelines are subject to change at the discretion of Al-Ilm School's appropriate officials. Senior grade students as well as those students intending to graduate from Al-Ilm School are advised to discuss graduation criteria and their current academic status with their class room teachers/Principal/Vice Principal.

Grades 11 & 12(Senior Grade) will have non-academic assignments which will not require a specific academic curriculum. Senior students at Al-Ilm will spend the last two years in school in activities such as Assistant Teacher, Administrative Assistant, Imani Aid volunteers, Social Activities as recommended by Academic Coordinators, Special Projects, attend lectures arranged

by school etc. Attendance and participation in the above activities during the senior years is required for Graduation.

### **SNACKS**

Volunteers are responsible for purchasing and distributing the snacks to students during break time. All students must limit their eating/drinking to the designated area and dispose of snack remains in the trash containers. During Ramadan, snacks are provided to students in KG through level 3. All other students are expected to fast or refrain from eating/drinking.

### **COFFEE/SNACK SHOP**

1. This is a fund raising project for the school. Everyone is expected to pay for items.
2. The coffee shop is devised to raise funds for the upkeep of the school.
3. Volunteers are responsible for running the coffee shop. They will set the prices of items considering the cost, labor, time, and profit.
4. Tea, coffee, sugar, cream, paper cups, stirrers, spoons, paper plates, and napkins will be provided by the school. Members of the community will donate snacks.

### **PARENT/TEACHER ORGANIZATION**

Parental involvement in the school and with the students is vital to the success of both. The Parent Teacher Organization (PTO) can provide input and help make teaching and learning effective and interesting. The PTO encourages active participation and interest of parents in their children's academic and social development. Bylaws for the PTO have been approved by the school administration. Elections for office bearers are held in the first semester of each year.

### **PARENTAL INVOLVEMENT**

1. Parents are expected to spend time in the school, not just deliver the children at the school's doorstep and leave.
2. Parents are expected to know the teachers of their children, be familiar with the Curriculum being followed, and look for ways to assist their children.

3. Parents are expected to attend and participate in the parent-teacher meetings.
4. Parents are expected to be involved in fund raising activities.
5. Parents are expected to be involved with their children by taking interest in their studies and homework and by setting an Islamic example with their own behavior at home.
6. Parents are expected to participate in the school functions by helping to organize them and by being present on such occasions.
7. Parents along with other adults, are expected to ensure that Islamic behavior is observed in the masjid not only by their children, but also by all other children.
8. Parents are expected to join the ummah for Salaat-ul-Duhr and assist in providing examples of the correct manner of prayer.
9. Parents are required to volunteer their time in performing day to day school operation activities.

### **PARENT-TEACHER CONFERENCES**

Maximum progress of each student necessitates a close line of communication and understanding between the teachers and parents. Parent-teacher conferences are probably the best means through which this can be realized. The teacher or the parent can initiate special conferences. Scheduled conferences are held during each Semester, check school schedule.

### **LOST AND FOUND**

All found articles are to be turned into the school office and may be claimed at the school office. Money and belongings, which are not claimed for two weeks, will be put into the school fund or discarded. School highly recommends that students do not bring items of high monetary value to school, in an event the item is lost or stolen, the school will not be responsible for the loss.

### **TELEPHONE**

School office phone can be used only in case of an emergency.

## EMERGENCY CLOSINGS

It may be necessary for the school to close upon occasion because of weather conditions. Al-Ilm School closure will be announced on WISH TV 8 and/or other local TV channels.

Br Nazmul Huda

317-839-6532

## POLICY REGARDING HOLIDAYS

Islam has only two days of **annual** celebration and festivities. **Each year we celebrate the two ‘Eids; ‘Eid-ul-Fitr after Ramadan and ‘Eid-ul-Adha following Hajj.** We have planned our school calendar to remain close for these Islamic celebrations. In addition, school also stays close for our other national holidays such Memorial Day, Independence Day etc., please refer to academic calendar for details.

## **AL-ILM WEEKEND SCHOOL CALENDAR 2017 – 2018 (HIJRI 1438 - 1439)**

School Hours: Sunday, 9:45am to 1:20pm  
10:45am to 2:20pm, during DST

Academic Schedule 2017-2018		
First Semester(17 School Days)		
Dates	Scheduled Activities	
7/23/2017	Registration / No School	
7/30/2017	Teacher Orientation/ No School	
1	6-Aug-17	1st day of school
2	13-Aug-17	
3	20-Aug-17	
4	27-Aug-17	
	3-Sep-17	Labor Day/No School/ Eid al-Adha Sept 1
5	10-Sep-17	
6	17-Sep-17	
7	24-Sep-17	
8	1-Oct-17	Mid-Term Exam
9	8-Oct-17	
10	15-Oct-17	
11	22-Oct-17	
12	29-Oct-17	Parent Teacher Conference / No Assembly
13	5-Nov-17	Daylight Savings
14	12-Nov-17	
15	19-Nov-17	
	26-Nov-17	Thanksgiving/No School
16	3-Dec-17	Final Exam
17	10-Dec-17	**Santa Run**Alternate schedule

<b>First Semester(16 School Days)</b>		
	<b>Dates</b>	<b>Scheduled Activities</b>
1	17-Dec-17	
	24-Dec-17	Winter Break / No School
	31-Dec-17	Winter Break / No School
2	7-Jan-18	
3	14-Jan-18	
4	21-Jan-18	
5	28-Jan-18	
6	4-Feb-18	
7	11-Feb-18	
8	18-Feb-18	Mid-Term Exam
9	25-Feb-18	
10	4-Mar-18	Parent Teacher Conference for Sr students
11	11-Mar-18	Daylight Savings
12	18-Mar-18	
13	25-Mar-18	
14	1-Apr-18	
15	8-Apr-18	
	15-Apr-18	Cincinnati / No School/ Educational Forum
16	22-Apr-18	Final Exam
	29-Apr-18	Field Day/ Makeup day/Teacher in Service
	6-May-18	Graduation & Annual Picnic

Unless stated otherwise, school will take place on each Sunday of the academic year. The above calendar is subject to change to accommodate any necessary rescheduling.



## Al Ilm Committee Members

Sr. Rownak Ali  
Sr. Naima Shifa  
Sr. Shehnaz Hersi  
Br. Muhammad Islam  
Sr. Manal Genawi  
Br Ahsan Siddiqui  
Br. Aziz Karim

### ADMINISTRATION

Administrator	TBD	
Associate Administrator	Br Nazmul Huda	317-839-6532
Principal	TBD	
Vice Principal	Sr Rubina Dalal	317-366-7584
Registrar	Br Ahsan Siddiqui	317-427-8679
Associate Registrar	Br Shakeel Ahmad	317-701-1631
Treasurer (payable)	TBD	
Treasurer (Receivable)	TBD	
Book Store Coordinator	Br Mark Ali	317-565-9652
Administrative Assistant		
PTO Coordinator	Sr. Parveen Tai	
Volunteer Coordinator	Br. Nazir Chauguley	

### **Education Coordinators:**

<u>Junior Grades</u>		
Quranic Studies	Br. Mustari Islam	
Islamic Studies Jr Grades	Br Waqar Muhammad	317-910-3060
<u>Senior Grade</u>		
Quranic Studies	Sr Manal Genawi	317-918-0339
Islamic Studies	Br Waqar Muhammad	317-910-3060

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