



# **IQRA Weekend Islamic School**

## **Student-Parent's Handbook 2023-24**

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## **Introduction**

**“And say (O Muhammad): ‘My Lord! Increase me in knowledge’.” Quran 20:114**

The very first verse of the Qur'an revealed to the Prophet Muhammad (PBUH) on the night of 27th of Ramadan in 611 AD reads:

"Recite: In the name of thy Lord who created man from a clot. Recite: And thy Lord is the Most Generous Who taught by the pen, taught man that which he knew not." (Quran, 96:1-5)

Prophet Muhammad PBUH, said

***"The seeking of knowledge is obligatory for every Muslim." - Al-Tirmidhi, Hadith 74***

"Acquire knowledge, it enables its possessor to distinguish right from the wrong, it lights the way to heaven; it is our friend in the desert, our society in solitude, our companion when friendless - it guides us to happiness; it sustains us in misery; it is an ornament among friends and an armor against enemies."

The aspiration to seek knowledge is an essential part of being a Muslim. Allah (SWT), the Most High created world in perfect order. Order is essential to education. In order to insure that the school operates in an orderly fashion, a few rules and regulations have been instituted. This handbook will serve to inform and guide parents, students, teachers, and staff regarding the general operation of the Weekend Islamic School.

### **Goal:**

The goal of the program is the development of an Islamic personality through the inculcation of Islamic values and nurturing of Islamic behavior. Our purpose is to preserve the Muslim character and to develop spirituality, self-discipline, individuality, ethical and moral values, and love of acquiring knowledge. To prepare them to recognize self as Muslim and able to live a life of purity and sincerity based on teachings of Islam.

The purpose of an Islamic school is to provide opportunities for students to be actively involved with their teachers, parents, peer group and the principal in a continual process of education based on the knowledge of the entire range of Islamic religion and its civilization. This range is specially based on the Quran and the Sunnah as important components of Islamic studies. The investment of valuable time by Muslim parents in the Islamic educational and schooling process of their children is crucial in secular societies where Islamic ideology must to compete with other ideologies in the open market of ideas.

### **Salient Feature of an Islamic School**

- Basics of Islam are taught and practiced in the school
- All teachers are Muslim and thus maintain an Islamic atmosphere in the classroom
- Students are expected to wear Islamic attire and maintain a proper Islamic manner which gets reflected in the rest of their lives
- Topics covered in the classes has Islamic touches, thus enabling the students to relate the world from an Islamic point of view
- Small class size and good student/teacher relationship

**Registration Requirements:** Classes will be assigned based on student's age from 5 to 13+ years.

## **Financial policies**

The weekend Islamic school's fee policy states that an Islamic education should be within the financial reach of all community members. Therefore, fee is kept low enough to be affordable by the majority of the community. The remaining costs of running the school are achieved through the contributions from the majlis-e-shura.

School Fee is as follows:

- \$250 / student for the year for first child
- \$450 for the year for two children from the same family
- \$600 for the year for three children from the same family
- \$100 for the year for each additional child from the same family

## **Please note:**

- **School fee covers entire year of tuition, books & other course material, registration fee and snacks.**
- **Parents/guardians are responsible for the full yearly school cost even if the student is absent for any reason or is withdrawn from the school. Any exceptions to this policy need to be addressed directly to the principal/administrator.**

## **Delinquent Accounts**

A delinquent account is the one that is not paid after thirty days from school start date. Parents are expected to pay tuition within 30 days from school start date or discuss with principal/administrator for other arrangements.

## **Discipline**

Parents and teachers must clearly and consistently demonstrate both respect and responsibility as we work together as a team to nurture our children toward being respectful and responsible students.

If a student persist in refusal to perform his/her duties, then any combination of the following discipline steps or consequences may be imposed:

- Relevant written assignment
- Detention
- Parent/teacher/principal meeting

Offences as violence, stealing and vandalism may result in some form of restitution and may be involvement of local police.

## **Attendance/Promptness**

Parents should ensure that their child comes on time. Tardiness disrupts the entire class and hampers your child's classroom routine, so please encourage your child to be punctual and to attend school regularly and promptly.

A written excuse signed by the parent stating the reason for any absence is required. It should be returned to the teacher the first day the child returns to school. If it is a schedule off/long absence then notify the teacher ahead of time so we can help your child keep up with his/her school work.

If a child gets sick during school hours, parents will be contacted to take the child home.

A student is considered tardy if she/he does not arrive within 5 minutes after the class starts. Every two tardiness will receive a disciplinary notice. Every six tardiness will count as one unexcused absence.

If a student is absent without prior notice for consecutive 2 weeks, then the school administrator will call parent's home.

### **Early Dismissal Procedure**

If parents desire early dismissal, parents should notify the administrator at the time of the child drop off at school/ a note to the teacher for an early dismissal. The parent/guardian should not visit the classroom, the child will be sent to the principal's office, and the parent/guardian can pick them off.

Special efforts should be made to make medical and dental appointments outside of school hours.

### **Teaching & Learning time**

We ask parents to work in partnership with the school to protect and preserve Teaching and Learning Time for our children so that they might have the best possible opportunity for success.

### **Homework Policy**

Homework is assigned to reinforce skills taught in class. Students must complete the assigned work to the best of their ability, we require parents to ensure that their children must complete the assignments. If your child has continuing difficulty with homework assignments, please notify the teacher.

### **Grading Scale**

Students will be assessed according to the traditional letter grade system. The passing score will depend on the overall performance of the child and distribution will be as follows:

30% = class work/attendance/tests

30% = Mid-term exam

40% = Final exam

<u>The grade scale:</u>	A = Excellent	90-100%
	B = Very Good	80- 89%
	C = Good	70- 79%
	D = Poor	60- 69%
	F = Fail	59% or below

**Pupil pick up:** Please pick up your child from the foyer of the school.