

*In The Name of ALLAH, Most Beneficent,
Most Merciful*

***Parent/Student Handbook
For Weekend Islamic School of Greater
Lafayette
2010-2011***

1022 1st Street (corner of Russell & 1st)

West Lafayette, IN 47906-2804

Phone: (765) 743-8650

Welcome to Weekend Islamic School of Greater Lafayette (WISGL)! We are a weekend school that has been serving the Muslim community in Greater Lafayette the establishment of the school. Our school offers classes for students from Kindergarten through the High School levels. The school is run by volunteers who serve as teachers, administrator, and principal.

Our goal at the school is to provide a good environment for our children to be exposed to and learn this great religion of ours, Islam. Our vision is to be the best choice for parents for teaching Islamic education to their children.

Inshallah, with the help and blessings of Allah (SWT), we will work together to meet this vision and make this effort a successful one. We take pride in treating our school in professional and organized manner. We strongly believe that parent involvement and cooperation plays a major role in helping to achieve these goals. Thank you for adhering to the policies of the WISGL Sunday school!

Mission statement

“Inshallah to teach our children the fundamentals of Islam and how to implement these fundamentals in their daily lives based on Allah’s (SWT) book “Al-Quran” and His Messenger’s (s) authentic sunnah in accordance with the understanding and practice of the righteous salaf (the sahabah and their true followers)”

School Goals

The mission statement Inshallah will be achieved using the following goals:

1. Teach each student how to read the Quran and memorization of Surahs.
2. Teach each student how to perform daily prayer (Salah). This will include wudu.
3. Teach the Seerah of the Prophets, with emphasis on Prophet Muhammad (saw).
4. Teach Islamic Basics which include Aqeedah, Fiqh, Hadith, Manners.
5. Teach Tafsir of Quran, Current Events and Projects for the older children.

Each level curriculum is based on one year per level of teaching.

School Information and Policies

The Sunday school will begin at 10:00am SHARP and end at 2:30pm.

The actual schedule is as follows (according to daylight savings time change):

Period (November to March)	Time
Assembly	10:00 - 10:15
Quran Memorization	10:15 - 10:45
Islamic Studies	10:45-11:50
Lunch Break	11:50 – 12:20
Activity Time	12:20 - 1:00
Quran Reading/tajweed	1:00 - 2:00
Salat Al_thohor	2:00 - 2:25
School Dismissal	2:30

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Students are not permitted to leave school before Salat Al_thohor. It is strongly recommended that parents attend the prayer with their children and teachers, and thus serve as role models.

Registration:

Inshallah, Registration will be as follows:

Sunday January 9th (11:00am-1pm) it will be open house and orientation for parents about the school too.

You can fill the application online and send to any of the following emails:

IEB Coordinator Dr. Walid Sharabati wsharaba@purdue.edu

Principal Sreen Alkhalili salkhali@purdue.edu

1. Tuition Costs:

All Parents must pay tuition at time of registration or registration will be voided

If you are a parent who is unable to afford the full tuition costs at once: pay a minimum of \$30 per child on registration day, then you will be contacted by Dr. Walid Sharabati, IEB Coordinator, or Sister Sreen Alkhalili, Principal, to discuss payment arrangements. All personal information, as well as payment arrangements and sponsorship will be kept strictly confidential.

# of Children	Parent a Student/ Please Pay	Parent a Resident/ Please Pay
One Child	\$115	\$170
Second Child	\$95	\$150
After the Second Child	\$85	\$140

There will be additional 30\$ flat rate for books. The textbooks are to be returned at end of semester and if not returned there will be a fees (30-40\$).

2. Late Fees Policy: It is mandatory for all parents who receive late fee slips to pay the amount due to the administrator on the due date. All families who did not pay last year's late fees will be required to pay the amount at registration for this year.

Registration after January 9th only accepted with (\$ 20 cash) late fees. The only exceptions will be families who are new and arrived to the community after January 1st.

- If you cannot attend that day, you must make other arrangements beforehand.
- You must register your own children; registration from others will not be accepted

3. Late pick up fees: As a reminder, the school begins at **10:00am SHARP** and attendance is taken at this time. Any child that enters the classroom after 10am will be considered tardy, and will be issued a yellow tardy slip. The first 3 tardies will be no charge, for each additional tardy, the child will be charged a late fee of **\$1.00 per child** In addition, children who are not picked up at dismissal time (at 2:30pm) will be charged the **after-school care fee of \$5.00**. After 2:50pm, the parents will be charged **\$1.00 per minute**.

When late fee slips are delivered, all parents are expected to be polite and respectful of the school policy. All monies collected will go into the general school fund.

4. Drop-off/Pick-up Policy:

- Inshallah, we will continue with our drop-off and pick-up plan that we used in the past (drop the child/ren at Main entrance, assistants will be there to pick the children from you and return them to you)
- We are strongly encouraging parents to come and join us for Salat Thuhur and wait to pick up their children.
- Children must be picked up no later than 2:50 PM on Sunday
- Parents who are habitually late picking up their children will be expected to pay late fees (mentioned above)
- Please make arrangements for transportation prior to registering your child for school

5. Attendance: Regular attendance is essential for optimal learning at Sunday school. Please bring your children to school regularly. Timeliness is also a very important quality to teach your children in Islam. Coming to school on time shows priority given to Sunday school...late fees will be administered and adhered to. Undue tardiness or excessive absence will result in a meeting with the administration. If you need to take your child out of class early, you must send a note for the teacher informing her ahead of time. In the event that your child arrives for school AFTER 10:00am more than THREE TIMES during the semester, your child will be EXPELLED from the school.

6. Visiting Relatives Screening Process: Visiting Relatives may be allowed to attend Sunday School. If screening process is approved (20\$ will be the registration fees for each Sunday attended). The screening process includes:

1. Teacher approval/availability in classroom.
2. Age of child has to be 8 years or above.
3. Visitor should be relatively the same age as WISGL student.
4. Length of stay?
5. If staying through lunch, lunch must be provided.
6. Fill out form and meet with Principal

7. Lunch Policy: ALL students are required to bring a snack lunch to school. The school will provide a onetime cup of juice and handful of crackers, any additional juice or cracker will be for a charge of 1\$ each. The parent is **NOT** allowed to have the child skip lunch during lunchtime.

We encourage the parent to volunteer to be lunch monitors during this time. If interested, please talk to the Principal or IEB coordinator.

8. Dress Code Policy: As stated in the Handbook, the parents are expected to make sure their children are adhering to the school policy which is as follows:

- All students are required to wear clean, neat and well-pressed clothes.
- Clothes must cover the body loosely without being transparent, revealing, or tight.
- Girl's clothes should not expose the legs.
- Length of boy's shirts/tunics should be at arm's length and pants should not drag below the ankles.
- A head covering for girls is part of the Islamic dress uniform.
- Pants are required for boys, no shorts are allowed.
- Coats, hats, jackets must be removed and properly hung before classes have begun.
- Students not dressed in the proper clothes will be denied entry to the class and parents will be called to bring appropriate clothing.
- All students are required to remove their shoes at the door and place them on the proper shoe racks. Students may bring INDOOR house slippers or leather socks to wear on their feet.
- It is not appropriate for students to wear clothing that have words or pictures displaying themes other than Al-Islam.

Children learn by example, thus, to help teach our children the value of the Islamic dress; **all parents are also required to observe the dress code policy**. Please keep in mind that the school is being held in a masjid, and the parents will be required to respect the masjid etiquettes and rules regarding dress code issued by the masjid. Parents will be given a written reminder by the administrator if this policy is not followed, and repeated offenses will be brought to the attention of the principal and a meeting will be required.

9. Discipline Policy: Students are expected to behave according to Islamic manners and be respectful and proper in the masjid and classrooms. They are not to run at any times in the masjid or entryway, as they may slip and injure themselves. They are **NOT** to make a mess in the bathrooms during wudu time and should be taught to wipe up after themselves (please take the opportunity to come into the bathroom with your child and show them). They are required and expected to be respectful of his/her teacher as well. We ask the parents to remind their children about this every Sunday before coming to Sunday school. Abuse, whether physically to the building (damages will be charged to the parents) or verbally to the teacher in any way will absolutely **NOT** be tolerated. There will be a note that will be sent home if your child has had a discipline issue in class. It will need to be signed by the parent and returned to the teacher by the following Sunday. When a student disrupts their class, he/she will be warned by their teacher, on the second warning the student will be dismissed from the class and sent to the principal for evaluation of the problem. Upon returning to class, if the student continues to disobey the teacher, the student will then be directed back to the principal. At this point the parents will be telephoned to PICK UP their child from the school immediately. We will WELCOME the student back for the next school day, but this process will be repeated until the child can observe the rules in an organized school setting.

There is to be no food or drink in the class at any time. No shoes are to be worn in the classrooms. Only school related books and materials will be allowed in the classroom. Gum chewing is not allowed during the class, nor is passing notes to other students (no matter what

the circumstance), and finally, no cell phones in the class. Teachers are allowed to have it on the vibrating mode. The school will be very strict about discipline this year and we would appreciate your cooperation.

More students rules to be observed:

- Students must bring backpack, books, ASSIGNED folder, & pencil to each session.
- Folders **must** be **signed** each week.
- Arriving on time will NOW BE REQUIRED for every student. In the event that your child arrives for school AFTER 10:00am more than THREE TIMES during the semester, your child will be EXPELLED from the school.
- If your child is sick or you are going out of town, you **must** either email Muslimkidss@yahoo.com , salkhali@purdue.edu prior to the absence, or call 765-496-4667 & leave a message.
- TWO NO-CALLS & TWO NO-SHOWS, you will receive a WARNING in the mail. 3 NO-CALLS & NO SHOWS will result in your child/children being withdrawn from the class list and you will be required to re-register them for the semester if you wish for them to continue.
- ALL CLASSES WILL HAVE REQUIRED HOMEWORK EACH WEEK. I (Sreen Alkhalili) will be holding a tutoring session in the Multi-purpose room BY APPOINTMENT to aid students in their homework preparation for Sunday IF NEEDED. Students who CONTINUE to come to school WITH OUT HOMEWORK will be EXPELLED after THREE TIMES.
- Teachers, Students & Visitors are required to remove their shoes at the door and place in the shoe racks.
- Students may wear socks, leather socks or slippers in the Islamic School, but ALL SHOES worn OUTSIDE must stay in racks.
- There will be absolutely NO: pushing, shoving, touching, bad words/language or bullying TOLERATED!!
- When a student disrupts their class OR having fight with other students, he/she will be warned by their teacher, on the second warning the student will be dismissed from the class and sent to the principal for evaluation of the problem. Upon returning to class, if the student continues to disobey the teacher, the student will then be directed back to the principal. At this point the parents will be telephoned to PICK UP their child from the

school immediately. We will WELCOME the student back for the next school day, but this process will be repeated until the child can observe the rules in an organized school setting.

- Please DO NOT let your child bring any toys, **game boys or electronic games to Islamic School**. These will be confiscated and can only be picked up by the parent.

10. Parent Involvement:

□ Please expect the school to enhance your students Islamic Education, but please don't expect the school to be the only source of education, this must be continued at home, as well.

Due to the limited space and time parents are not allowed to sit with their kids in the class

Do not send children to school with a fever of 100.0F or higher. It is very important to keep the school healthy for all students. Parents will be called to pick-up any child running a fever of 100.0F or higher

11. Grading Policy: The category breakdown of the total class grade is as follows:

- Homework: 10%
- Attendance 10%
- In-Class Behavior: 10%
- Class Participation: 10%
- Mid-Term Exam: 20%
- Final Exam: 20%
- Quizzes: 20%

A mid-term and quizzes will be given to each student at announced date from the school teacher. Progress reports will be also be given to each student at end of each semester so the student and parent know the child's performance and areas of strength and weakness. If there are any areas of questions or concerns, the teacher may request a parent/teacher conference. Final exams will be given in the last session of classes at the end of the semester. Each student will receive a Final Report Card at the end of each semester. This report will not include the class level for the next year, and that information will be provided at the beginning of the school year.

12. Parent Volunteers: We have mandatory Volunteering from parents to participate in various areas that the teachers or school need help with and appreciate your volunteering in advance. Parents need to contact Principal Sreen or Dr. Walid for arrangements for the volunteering times. However, parents are **NOT** allowed to stay in the classroom other than what they volunteered for and cannot stay "to help" in teaching or supervising children in the classroom. Any incidences or issues that may occur while you are on the school premises during school hours are to remain confidential.

13. Parties: The school will provide two Eid parties for the entire school at announced times and places. Please do not send treats for your child on his/her birthday to the classroom, as we will not be having any other parties in the school other than the two Eid celebrations and the graduation at end of each semester.

14. Lost and Found: When your child loses an article of clothing or other items, they will be deposited in the lost and found box located in the multi-purpose room. You may ask the teacher to check if the lost item has been turned in.

15. Address/Phone/Emergency Contact Changes: If you move or change your home or cell number, please notify the teacher or administrator immediately. Also, if the number of the person you list for an emergency contact changes, please notify us of that change. It is very important that the school has all of the correct contact information for your child in case we need to reach you for any reason or if there is any emergency.

16. School Calendar: A school calendar will be available on registration day listing important dates/vacations for the school year.

DISCLAIMER: The Weekend Islamic School of Greater Lafayette will not be held liable for deliberate or accidental occurrence of any sort involving students who go outside the school premises. Thank you once again for adhering to WISGL's Sunday school policies and for your cooperation. We have excellent volunteer, dedicated teachers and we look forward to teaching our children and working closely with the parents. Together, inshallah, let's have a wonderful, exciting and educational school year for our children!

Spring 2011

1. Fathers Name (First, Last):----- Email: -----

2. Mothers Name (First):----- Email: -----

Parent is a Student: yes or no [Please circle one]

# of Children	Parent a Student/ Please Pay	Parent a Resident/ Please Pay
One Child	\$115	\$170
Second Child	\$95	\$150
After the Second Child	\$85	\$140

School Use Only/Don't Fill In Fees

#	Child's First Name	Child's Last Name	Exact Date of Birth	Sex (M/F)	Known Allergies	Tuition Fee Amount Paid	If Paying by Check please indicate:
1							Check # _____
2							
3							
4							Donation \$-----
5							

3. Address: -----

4. Home phone number: ----- 5. Cell phone: -----

6. In case of emergency, whom to contact other than the parents?

Name: ----- Telephone: -----

7. Native Language: -----

Donations Needed: For those parents who are financially able, we would appreciate your help, by sponsoring a student who cannot afford tuition. Just include the donation in your registration envelope with the number of children you would like to sponsor. **The Spring 2011 session will cost the school more than \$130 per child, this includes book fees.** Some families in our community will have a hard time to cover these fees. Your help will be greatly appreciated.

IMPORTANT INFORMATION ON DISCIPLINE DURING SCHOOL TIMES

When a child disrupts his or her class, he will be warned by his teacher, after two or more warnings, the child will be dismissed from class and sent to the principal for an evaluation of the problem. Upon returning to class if the child continues to disobey the teacher, principal or volunteers the child will then be directed back to the principal. At this point the parents will be telephoned to pick their child up from school. We will welcome the child back for the next school day, but this process will be repeated until the child can observe the rules in an organized school setting.

Our goal, Inshallah is for all of our Muslim children to be in an organized, happy and safe learning environment. Inshallah after a few school sessions all of the children will be adjusted to the new semester. Please support us in our efforts and trust that we will keep your child's best interest in mind.

I acknowledge the discipline policy and guidelines mentioned in the SPRING 2011 registration packet, and agree to its terms.

Printed Name of Parent Signature

Questions and suggestions are highly encouraged. In order for us to address issues appropriately all suggestions and comments must be in writing, via email, or handwritten.

Contact Information:

Walid Sharabati, IEB Coordinator wsharaba@purdue.edu
Sereen Alkhalili, Principal salkhali@purdue.edu,

Dear Parents: We are in the process of collecting student data in order to help us in choosing which surahs to focus on for your child in order to avoid repetition. Please check off the surahs your child already has memorized.

Student Name: _____ Date: _____

- | | | |
|---|--|---|
| <input type="checkbox"/> An-Naba' (No. 78) | <input type="checkbox"/> Al-Lail (No. 92) | <input type="checkbox"/> Quraish (No. 106) |
| <input type="checkbox"/> An-Nazi'at (No. 79) | <input type="checkbox"/> Ad-Duha (No. 93) | <input type="checkbox"/> Al-Ma'un (No. 107) |
| <input type="checkbox"/> Abasa (No. 80) | <input type="checkbox"/> Ash-Sharh (No. 94) | <input type="checkbox"/> Al-Kauthar (No. 108) |
| <input type="checkbox"/> Al-Takwir (No. 81) | <input type="checkbox"/> Al-Tin (No. 95) | <input type="checkbox"/> Al-Kafirun (No. 109) |
| <input type="checkbox"/> Al-Infitar (No. 82) | <input type="checkbox"/> Al-'Alaq (No. 96) | <input type="checkbox"/> An-Nasr (No. 110) |
| <input type="checkbox"/> Al-Mutaffifin (No. 83) | <input type="checkbox"/> Al-Qadr (No. 97) | <input type="checkbox"/> Al-Masad (No. 111) |
| <input type="checkbox"/> Al-Inshiqaq (No. 84) | <input type="checkbox"/> Al-Bayyinah (No. 98) | <input type="checkbox"/> Al-Ikhlâs (No. 112) |
| <input type="checkbox"/> Al-Buroj (No. 85) | <input type="checkbox"/> Az-Zalzalah (No. 99) | <input type="checkbox"/> Al-Falaq (No. 113) |
| <input type="checkbox"/> Al-Tariq (No. 86) | <input type="checkbox"/> Al-'Adiyat (No. 100) | <input type="checkbox"/> An-Nas (No. 114) |
| <input type="checkbox"/> Al-'Ala (No. 87) | <input type="checkbox"/> Al-Qari'ah (No. 101) | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Al-Ghashiyah (No. 88) | <input type="checkbox"/> At-Takathur (No. 102) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Al-Fajr (No. 89) | <input type="checkbox"/> Al-'Asr (No. 103) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Al-Balad (No. 90) | <input type="checkbox"/> Al-Humazah (No. 104) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ash-Shams (No. 91) | <input type="checkbox"/> Al-Fil (No. 105) | <input type="checkbox"/> _____ |

Islamic School of Greater Lafayette – Student Agreement

Rules – Please initial each rule and sign this agreement below

- Students must bring backpack, books, ASSIGNED folder, & pencil to each session.

- Folders **must** be **signed** each week. _____
- Arriving on time will NOW BE REQUIRED for every student. In the event that your child arrives for school AFTER 10:05am more than THREE TIMES during the semester, your child will be EXPELLED from the school. _____
- If your child is sick or you are going out of town, you **must** either email Muslimkidss@yahoo.com, salkhali@purdue.edu prior to the absence, or call 765-496-4667 & leave a message. _____
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- Students may wear socks, leather socks or slippers in the Islamic School, but ALL SHOES worn OUTSIDE must stay in racks. _____
- There will be absolutely NO: pushing, shoving, touching, bad words/language or bullying TOLERATED!! _____
- When a student disrupts their class OR having fight with other students, he/she will be warned by their teacher, on the second warning the student will be dismissed from the class and sent to the principal for evaluation of the problem. Upon returning to class, if the student continues to disobey the teacher, the student will then be directed back to the

principal. At this point the parents will be telephoned to PICK UP their child from the school immediately. We will WELCOME the student back for the next school day, but this process will be repeated until the child can observe the rules in an organized school setting. _____

- Please DO NOT let your child bring any toys, **game boys or electronic games to Islamic School**. These will be confiscated and can only be picked up by the parent.

Name of Student(s): _____

I have read and understand the expectations of the Student Agreement: _____