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The Islamic School of Carbondale

Handbook

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of God, the Most Gracious, The Most Merciful

General Information

Islamic Center of Carbondale has established Islamic teaching during weekend and summer to serve the Muslim community in the Southern Illinois region. . The school offers classes for students from age 5 and up. The school is run by hired and some volunteers who serve as teachers and administrators.

We are not accredited School, we (ICC) are trying to teach the Muslim children their religion.

The ICC does not have a legal duty to shield students from their own dangerous conduct.

The ICC is not a part of any conflict or problem could happen between adults or parents inside or outside the property of the ICC.

The classes will be given in the ICC center and in masjid Al noor.

Mission Statement

The mission of the Islamic School of Carbondale is to provide an Islamic education and teach Islamic concepts in the light of the Quran and Sunnah, to our children in a pleasant and receptive manner with the goal of preparing them to conduct themselves as Muslims living USA.

Islamic School of Carbondale strives to achieve this goal by providing:

1. Classes in Islamic Studies, Arabic (learning to read the Quran) and in the Quran (memorization, understanding, and recitation of the Quran).
2. An Islamic environment for socialization.
3. An opportunity to offer (prayer) in (congregation).

Through such a program, Carbondale Islamic School aims to instill Islamic behavior and manners in our youth, to teach students the basics of Islam, and to help children become proud, practicing Muslims, insha' Allah.

Contact

Islamic School of Carbondale Committee Members can be reached by:

Imam Moustafa Morsy

Phone (voicemail): (618) 549-3868

Registration and Admission

1. Admission: The ICC may deny admission to any students who fail to meet admission standards as set by the school board.
2. The ICC may deny readmission for parents who disagree with school philosophy, goals, place where the lessons are given or parents who fail to abide by the student-parent handbook.
3. The ICC may not deny admission to students with disabilities. However, the school does not have to do more than minor modifications in its program to accommodate the disabled student.
4. The ICC board may conduct disciplinary hearings and take action against a student for off-campus misconduct.

Tuition is due at the time of registration. For those returning families that do not enroll during the registration period, a late fee will be charged. Only students who are new to the community will be admitted to the school after the deadline. Student enrollment for the second semester will be reopened one month prior to the start of the second semester.

Age Requirement:

A child must be 5 years old (by or before December 31st of the current school year) to be enrolled in the Islamic School of Carbondale. Years of experience have shown that children under this age do not have the attention span that may be needed for school and tend to be disruptive. For this reason, we have made a general rule to which we will not be able to make exceptions.

Kids of the age of 14 and older please contact the center's administrator for assessment and placement.

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Tuition:

Tuition is charged to meet expenses incurred throughout the school year. The cost of textbooks and course materials are included in the tuition fee. Tuition must be paid at the time of registration. In cases of economic hardship, fees may be reduced or waived. Forms for requesting a waiver are available at the office. Tuition is as follows:

Per Family

Summer School	Number of children	Student Parents	Professional Parents
	1	\$25 /month	\$100 /month
	2	\$40 /month	\$200 /month
	3 and up	\$50 /month	\$300 /month
Sunday School	1	\$20 /month	\$20 /month
	2	\$40 /month	\$40 /month
	3 and up	\$40 /month	\$60 /month

Teacher's children are 50% off. Volunteer's children are free.

No refunds will be made two weeks after the start of the school year.

Class Placement:

Students are placed in the grade level corresponding to subject knowledge. Assessment will be given to new kids and will be placed according to the results regardless of age.

Grading Policy:

The recommended breakdown of the total course grade is as follows.

25% Midterm

25% Final Exam

25% Quizzes and Assignments

10% Classroom Participation

15% Behavior and Attendance

Midterm and Final Exam

Midterm and Final Exam are held at the end of the first and second semester. Report cards will be sent home with students at the end of the school year.

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Class Assignments:

Students must complete their homework assignments. Incomplete homework will affect the student's grade.

Attendance:

Regular attendance is essential for the program. Attendance accounts for up to 15% of the total grade, dependent upon the discretion of the teacher. Excessive absence can result in expulsion from school.

Curriculum

Objectives

The primary academic objective of the school is to introduce and instill the main teachings of Islam into our students. We use a very structured approach to teach Islam as a religion, and not as a set of cultural practices.

- (a) Recitation of Quran: The objective of the school is to facilitate students in the reading of the Quran. This however requires very active follow-up by parents at home.
- (b) Memorization of Surahs & Duas: Memorize 15-20 Surahs (Web sites will be provided to assist in this process) and Duas related to Salaat and everyday affairs.
- (c) Salaat: Goal is to make sure children know how to perform the Salaat before they get to an age when it becomes mandatory. *Children of ages 12 and older are expected to know how to perform Salaat.*
- (d) Arabic language: Teach the foundation of the Arabic language to support Quranic studies and average daily communication.
- (e) Quranic Studies: Basic Quranic Teachings. Study about Quran (Tafseer & Uloom-ul- Quran) at higher levels.
- (f) Islamic Morals & Manners in the light of the Quran & the Hadith.
- (g) Faith & Worship: Articles of Faith, Five Pillars and Worship of Allah (SWT)
- (h) Introductory Fiqh: Basic Fiqh, Shariah & Usul-Fiqh.
- (i) Seerah: Life history of Prophet Muhammad (pbuh) - taught at various levels.
- (j) Introductory Islamic History: Brief overview of the Islamic history (Khulfa-Rashidun, Omayyad & Abbasid periods, Muslims in Spain, Ottoman Period, Crusades, Islam in Africa & Islam in America).
- (k) Introduction to Prophets: Stories of Prophets.
- (l) Introduction to Hadith: Introduction to the science of Hadith and some important Ahadith.

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Level -1

1. Arabic Language
 - a. Arabic Letters – to read and write letters
2. Quran
 - a. Memorize:
 - i. Fatihah (1)
 - ii. Al-Nas(114)
 - iii. Al-Falaq(113)
 - iv. Ikhlas(112)
 - v. Al-Masad(111)
 - vi. An-Nasr (110)
 - vii. Al-Kafirun(109)
 - viii. Kawthar(108)
3. Islamic Studies
 - a. Morals & Manners
 - i. Eating
 - ii. Greeting
 - iii. Cleanness
 - iv. Dealing with parents
 - b. Tawheed
4. Activities

Level -2

1. Arabic Language
 - a. Short vowels and Nu nations
 - i. Fatha
 - ii. Kasrah
 - iii. Dammah
 - iv. Fathatain
 - v. Kasratain
 - vi. Dummatain
2. Quran
 - a. Memorize:
 - i. Al-Ma'un (107)
 - ii. Quraish (106)
 - iii. Al-Feel (105)
 - iv. Al-Humazah (104)
 - v. Al-'Asr (103)
 - vi. At-takathur (102)
 - vii. Al-Qari'ah (101)
 - viii. Al-'Adiyat (100)
 - ix. Az-Zalzalah (99)
3. Islamic Studies

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- a. The five pillars
- b. Halaal & Haraam basics according to Quran
 - i. Food and drink
 - ii. Dressing
- c. Life history of Prophet Muhammad (pbuh) - Basic
4. Activities

Level -3

1. Arabic Language
 - a. Sukun and Shuddah
 - i. Sukun with Fathah
 - ii. Sukun with Kasrah
 - iii. Sukun with Dummah
 - iv. Skun and Shuddah
 - v. Sukun and Shuddah
 - b. Joining Letters
 - c. Muddah with prolonged Fathah sounds
 - d. Development of simple phrases
 - e. Advanced phrases
2. Quran
 - b. Memorize:
 - i. Al-baiyinah (98)
 - ii. Al-Qadr (97)
 - iii. Al-Alaq (96)
 - iv. At-Tin (95)
 - v. Ash-Sharh (94)
 - vi. Ad-Duha (93)
 - vii. Al-Lail (92)
 - viii. Ash-Shams (91)
 - ix. Al-Balad (90)
 - x. Al-Fajr (89)
5. Islamic Studies
 - a. Wadua and Prayer
 - b. Life history of Prophet Muhammad (pbuh)
4. Activities

Level -4

1. Arabic Language
 - c. Arabic Language Conversation
 - i. Greeting and meeting people
 - ii. 50 phrases and sentences
2. Quran
 - c. Memorize:
 - i. Al-Ghashiyah (88)

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- ii. Al-A'la (87)
- iii. At-Tariq (86)
- iv. Al-Buruj (85)
- v. Al-Inshiqaq (84)
- vi. Al-Mutaffifin (83)
- 3. Islamic Studies
 - d. Life history of Prophet Muhammad (pbuh)
 - e. Hadith
- 4. Activities

Level -5

- 1. Arabic Language
 - f. Arabic Language Conversation
 - i. Asking for direction
 - ii. 50 phrases and sentences
- 2. Quran
 - d. Memorize:
 - i. Al-Infitar (82)
 - ii. At-Takwir (81)
 - iii. 'Abasa (80)
 - iv. An-Naziat (79)
 - v. An-Nab (78)
- 3. Islamic Studies
 - g. Life history of Prophet Muhammad (pbuh)
 - h. Hadith
 - i. Basic Fiqah
- 4. Activities

Books and Supplies:

Textbooks are supplied by the school. If a student loses a book, a replacement can be purchased from the school. Students are required to bring the following supplies to class every week: pencil, paper, Islamic School folder, crayons and backpack. Students are responsible for their own belongings.

Level Layout and Books

Level 1:

Sailing with Arabic letters

Level 2:

Learn To Read The Qur'an

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Level 3:**Learn To Read The Qur'an****Level 4:****Academic Calendar:**

The Islamic School of Carbondale will normally begin September on the first Sunday following Labor Day. The school operates on a semester program. The first semester ends in mid-January. The second semester ends the last Sunday in May. See the Islamic School of Carbondale Calendar for details on specific days.

The ICC Board can change the times of semesters for any reason.

School Closings:

1. Sundays on/or following Eid-ul-Fitr and Eid-ul-Adha are holidays.
2. Winter and summer breaks correspond with the break schedules of the local public school systems.
3. During the month of Ramadan.
3. School cancellations due to inclement weather correspond to cancellations announced by the local public school systems and institutions.

School Hours:

School hours start two hours before Dhuhr prayer. Children are expected to attend the Dhuhr prayer as a part of the school activity.

Snack Break:

Students should bring a small snack.

Arrival/Dismissal:

Parents are expected to ensure that children arrive at school on time and be picked up within 15 minutes after the Dhuhr Prayer. All students must wait inside or in the prayer area for pick up.

Every teacher should watch his or her class students till they leave safely with their family or friends.

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Every teacher should not leave the school before his or her class student leave.

Every teacher should know the phones numbers of the guardians or the family of every student to contact them in case of emergency.

Tardy:

Arriving to school on time is very important. Students who are more than 10 minutes late for class will be considered tardy. Tardiness may affect their mid-term and final grades. If the problem becomes habitual, a parent conference will be scheduled.

Dress Code:

Students are reminded that Allah (SWT) required that our aurah be covered. We encourage students to respect themselves and adhere to Islamic rules for dress.

1. All girls are encouraged to wear a head cover in Quran classes. Girls 11 years of age and over are required to wear their hijab, i.e. loose-fitting clothes and head cover during school.
2. Shorts, short dresses, and tank tops are not allowed.
3. Caps (sport) are not allowed in the classrooms.
4. Any clothing material **displaying** inappropriate images is not allowed.
5. Student should come on time, rested fed, and. Clean.
6. Student will have necessary school supplies in all classes.

Note: The School Director, Committee and/or a class teacher has the authority to decide whether clothing is appropriate.

Student Conduct:

Students are expected to maintain an atmosphere that is conducive to learning and Islamic behavior. Parents are urged to emphasize the importance of education, respect for teachers, and the need for spiritual and physical cleanliness, decency in dress, and Islamic behavior.

Discipline Policy:

School Rules:

In order to provide the best learning environment for students it is important that all students follow the school rules.

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1. Students will listen and follow directions.
2. Students will practice self control.
3. Students will keep hands, feet and objects to self.
4. Students will respect others. (no name calling or disrespect to anyone)
5. Students will come to class on time.
6. Students will come to class prepared.
7. Students will follow the dress code.
8. Students will place shoes neatly on the shoe rack (not ground) and go to his/her designated class in a quite/respectful manner.
9. Students will bring only school related books and materials in the classroom
10. Students will respect school/masjid property (not ruining anything at the school)
11. Students will clean up after themselves.
12. Students will stay in class under the supervision of the teacher at all times.
13. Students will stay in the designated areas for breaks and must not leave the supervision of their teacher.
14. Students will stay on the school premises during the school timings.
15. Students will follow the appropriate and proper manners during class time, break, wudu, and salaat time.

Homework

Children in each grade are expected to have some amount of home study .

Reading and study are a very important part of homework.

Time schedules vary with each child.

We request that parents:

1-Provide a place and time for study.

2-Supervise the schoolwork done at home.

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3-Question your child to see if work has been completed neatly. Ask to look at it.

4-Stress quality work and punctuality.

Consequences(depend on severity of infraction).

- Verbal warning,
- Make necessary apologies.
- Practice expected behavior.
- Removal from group.
- Loss of privilege.
- Restitution of time or material.
- Sent to another room.
- Notification of parents.
- Notification of supervisor.
- Conference with parents, teacher, and/or supervisor.
- Suspension.

Suspension- Expulsion.

1-The supervisor may suspend a student for gross misdemeanors, immorality, persistent disobedience, or for violation of the regulations, rules, or policies established by the school. Reinstatement shall be conditioned upon a conference with the pupil's parent or legal guardian to be held not later than five school days after the date of suspension.

2-Expulsion

The supervisor may recommend to the Board for Expulsion for any of the reasons forth above in section 1, if such misconduct is of a severe nature (such as weapons or drug possession) or cumulative misconduct, so as to warrant, in the opinion of the supervisor, such recommendation. The Board will make the final decision for or against expulsion.

DISCIPLINE OF AUTHORITY.

The following procedures for handling problems should be used by all:

- 1-Discuss the problem with the teacher involved.
- 2-If the problem is not rectified, parents then confer with the supervisor.
- 3-If the problem is not corrected, the supervisor will call a meeting with the parents and teacher.
- 4-If the above fails, the matter may be brought to the BOARD

School staff may physically restrain or remove a student for non-compliance, even if the student is hurt in the process.

Confidentiality Policy:

Confidentiality is extremely important for an organization and is valued by the Islamic School of Carbondale. To avoid any misinformation and gossiping, the school upholds a strict policy of confidentiality. All staff members and families of all students should discuss the matters only with

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the person who is involved and/or the school with the intent to solve the problem. If that communication does not work, then discuss the situation with the administration of **the Islamic Center. Try to make this school better place to work, enjoy and learn. Above all “Allah (SWT) is the Witness.”**

Lost and Found:

Students are encouraged to leave all non-school items at home. Coats, backpacks, books, etc. should be clearly marked with the child’s name to permit easy identification. There is a lost and found box in the office. Parents and students are invited to check the lost and found for missing items. Unclaimed items will be given to charitable organizations.

Volunteers:

Volunteers who have an ability, gift or expertise in any field by which Islamic School of Carbondale can benefit from are encouraged to contact the Director. We are always looking for knowledgeable individuals to volunteer in teaching our young Muslims.

Disclaimer:

Students must stay within the school premises during school hours. Both The Islamic School of Carbondale administration and the Islamic Center of Carbondale will not be held liable for deliberate or accidental occurrence of any sort involving students or for any accident both within and outside the school premises.

Islamic School of Carbondale 2006-07 Calendar

Sunday, November 4th- First Day of Sunday School

Sunday May 4th – Last Day of Sunday School

No School Dates:

Sunday, November 25th Thanksgiving Break

Sunday, December 23rd Winter Break

Sunday, December 30th Winter Break

Sunday, January 6th Winter Break

Sunday, January 20th Winter Break

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Sunday, January 27th – No School on Friday, 25th (Parent Teacher Conference)

Sunday, February 17th Presidents Day Weekend

Sunday, March 9th Spring Break

Sunday, March 16th Spring Break

Sunday, March 23rd – No School Friday, March 21st

Sunday, April 8th – No School Friday, April 6th

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Acknowledgement and Release of Liability

As a parent or guardian of (please print) _____, who is the student attending Islamic School of Carbondale, I request for my daughter/son/ward to be a participant in the Islamic School of Carbondale activities (hereafter referred to as ‘the school’), offered by the Islamic Center Carbondale, Illinois. By signing this document below I am acknowledging that I have been made aware of the Rules and regulations of the Islamic School of Carbondale. This acknowledgement and Release of Liability Form must be returned with each registered child upon the first day the student attends school in order to continue with participation in its curriculum. I understand and will ensure that my above named son/daughter/ward will:

- Abide by instructions of the teachers and the administration;
- Dress in accordance with the requirements contained in this document
- Represent them selves in an exemplary fashion

I also understand that if the above-named individual does not abide by these requirements, he/she will have to go through the discipline procedures of the school. In case of medical or other emergency, I hereby give and grant permission to any licensed physician, dentist, hospital or emergency service selected by the school, to secure medical care and treatment including but not limited to any X-ray examination, anesthetic, dental, medical or surgical diagnosis or treatment for my daughter/son/ward named above. I also release the school and it’s teachers and administrators from all responsibility for any liability arising out of any illness or accident which may be sustained by my daughter/son/ward while in their care.. I understand that reasonable efforts will be made to contact me immediately in the event that something unforeseen happens that needs immediate attention. However, if the school’s teachers and administrators are unable to contact me, I hereby authorize them to grant any medical or legal authority which I could grant if personally present in any emergency or urgent situation affecting my daughter/son/ward.

On behalf of myself, I release, hold harmless and discharge forever the school, the teachers and the administrators from any and all liability.

Signature of Parent

Name of Parent or guardian Printed

Date

In the Name of God, the Most Gracious, the Most Merciful
Islamic Center of Carbondale (ICC)

Islamic Study Registration Form

Name of Parents(s)/Guardian _____

Home Phone () _____ - _____ Emergency Contact Name _____

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Emergency Phone () _____ - _____ Email Address _____

Student Information:

Please list your children who will be attending Sunday/Summer School

Minimum age of student must be 5 years old

Name Age

Name Age

Name Age

Name Age

The below payment is due per month. Please pay monthly according to the below schedule

Per Family

Summer School	Number of children	Student Parents	Professional Parents
	1	\$25 /month	\$100 /month
	2	\$40 /month	\$200 /month
	3 and up	\$50 /month	\$300 /month
Sunday School	1	\$20 /month	\$20 /month
	2	\$40 /month	\$40 /month
	3 and up	\$40 /month	\$60 /month

For Teachers, they will pay 50% of the above fees for their children.

Please explain if your child has health or special conditions teachers should know about:
