**In the Name of Allah, the Most Compassionate, the Most Merciful**

Masjid As-Salam

Weekend Islamic School Handbook

Assalaamu Alakium!

Dear Parents

We are pleased to have you and your family as a part of our Islamic School Program. It is our mission to provide a safe, nourishing Islamic educational environment that encourages, growth learning and Islamic values. There are many new changes that are on the horizon this year. It is our hope that with your participation in your child’s education; coupled with the committed staff and age appropriate curriculum that we can instill the Islamic values and understanding of the Quran that will impact your children for years to come. We look forward to your participation and reinforcement of the lesson plans here at school. This handbook is to provide information about the Masjid’s weekend School Program. It is the purpose of this handbook to provide information regarding the policies, procedures and best practices for the administration of our weekend school.

Our Mission:

The mission of Masjid As-Salam Weekend School is to guarantee that each student achieves academic and personal excellence, based on the teachings of Islam. Our School will provide the Islamic values that will aid our students in becoming a responsible citizen of the world. By engaging all students in meaningful programs that meet the highest ethical and Islamic standards we can create a collaborative learning community.

Tuition Fees:

Alhamdulillah, we don’t charge any fees for the school. However we encourage parents to make contribution of $30 per kid or $50 per family to cover the cost of books and graduation. Checks payable to Masjid As Salam, mention Weekend School in Check.

Curriculum:

Students at Masjid As-Salam Weekend School will study a curriculum that focuses on Islamic Character that will make them productive Citizens and strong believers. We are having three sessions

* Islamic Studies
* Quran Reading
* Quran Memorizing

Registration:

Registration will be accepted during Sep 24- Sep 30th 2010.

School Year:

Masjid As-Salam Weekend School for the 2010-2011 school will run from Sep 30th 2010-Aug 2011 (No classes in Ramadan)

Holidays:

Two Weeks after Ramadan and 1 Week after Eid-ul-Adha

School Hours:

Every Thursday and Friday from 6pm – 8 pm

Required Materials:

All students must carry a hard cover folder, notebook, Islamic Book (if any) and pen. If your kid doesn’t bring the folder for 2 consecutive class he will be send back to home.

Home Work and Report Card:

The teacher will give your kid home work , please make sure your kid does his / her home work. Parents must sign the homework. Please help your kid in doing his / her homework. Please remember the time that kids spends in class in only 4 hours per week, we request the parents to spend additional hours with kids. Report Card will be produced by the teacher and will be discussed with the parents during the Parents Teacher meeting.

Parent Teacher Meeting:

All parents must attend this event. If you are not able to attend the meeting please make an appointment with the teacher to get the report card.

1. Jan 14th 2011 from Magrib to Isha ( No Class for Kids)

 2. May 13th 2011 from Magrib to Isha ( No Class for Kids)

Rules of Behavior and Discipline:

The Masjid As-Salam Weekend School holds its students and teachers accountable to high standards, and which is held accountable by parents who expect high standards. We do not have to accept students who exhibit bad behavior and we reserve the right to discipline bad behavior or to expel students who exhibit such behavior. Only in this way can we guarantee a first rate education to students who are here to learn. No matter what, we shall maintain a safe and a positive learning environment.

There are three general areas that cover behavior:

* General Rules
* Disciplinary Procedures Student Behavior
* Dress Code

General Rules

1. A parent must come to our parent-teachers meeting.
2. A parent must call the teacher if his/her child will be absent. Three absences with no call will automatically result in suspension.
3. The students will be getting home works along with a parent’s home work sheet weekly or twice a week (for Fiqh and Quran 2 classes). The responsibility of completing student’s homework is on parents. Failure to do 3 home works simultaneously will result in suspension of the student until he brings all the home works done. The parent’s home work sheet must be returned to the next class, and failure to do so will lose the privilege to sit in the class for that day.
4. The student must be coming with a book bag, folder, notebook, and pen/pencil to every class. Failure to do so will not sit in class.
5. The student must come on time. Any student late for more than fifteen minutes will not be able to sit in any class for that day.
6. Missing a class means missing homework. It is the responsibility of the student and the parent to get the missing homework from the teacher. The student is obligated to do his or her missing homework and return it to the teacher.
7. There will be quizzes given either weekly or monthly.
8. Final Exam is a must: failing the final exam is failing the class. A failed student must repeat the class he or she fails. A failed student must pay an admission fee of $ 50 to be admitted to the school.
9. There must be a hall monitor for disciplinary and security reasons and all parents are advised that your child will be told to leave the Masjid if they come late to the school.
10. Children of age five or less than five are not allowed to come to school without any of the parents present with them. For such children, their parent must be present with them in every class.

Disciplinary Procedures:

The following penalties will be applied in the order indicated for breaking any rules mentioned above:

1. A Verbal Warning from a teacher or administrator.

2. Second warning is Student is referred to Imam’s office to meet with him and discuss the problem

3. A Conference with their parents.

4. Suspension from our classes.

5. Expulsion from all of our classes.

Student Behavior

The Masjid As-Salam Weekend School provides students with a safe environment to learn, develop character and Islamic values. Students involved in serious offenses including refusal to follow the instructions of the teacher, vandalism, acts of violence or severe disrespect to the teacher will be immediately excluded from the classroom. Persistent violators of classroom rules will receive progressively more stern discipline.

Positive actions of students will also be recognized. Good behavior and academic performance will be noted by action such as the following:

* Verbal praise - we all like to hear about it when things done well!
* Student of the week nomination
* Positive post cards to parents

Dress Code Guidelines:

All students and staff of our School are required to dress according to the Islamic Shariah. Students who are NOT in compliance with the dress code will be held in violation with a disciplinary action. Parents are encouraged to assist their children by providing the appropriate clothing that fit the dress code. We hope to balance the student's need for freedom and individuality with the school's need for responsibility and minimal distraction from academics. We require the following guidelines to be followed:

Boys:

* NO shirts with distracting words or distracting graphics
* Must wear full length pants
* Pants/Jeans-must be loose fitting, but fit body appropriately.
* Slouching, low riding are NOT acceptable.
* (Ensure pants DO NOT expose any undergarments or any kind.)

Girls:

* Loose fitting shirts (that will cover body appropriately especially while praying)
* NO shirts with distracting words or distracting graphics
* Must wear hijab (head scarf)
* Pants/Jeans-must be loose fitting, but fit body appropriately.
* Slouching, low riding are NOT acceptable.
* (Ensure pants DO NOT expose any undergarments or any kind.)

The discipline policy of warning, second warning, conference with parents, suspension and expulsion will apply to the dress code guidelines.

Student Safety

The following are important rules for each student and parent to be aware of:

* Students must remain in Masjid As-Salam for their safety during school hours
* Student riding Bicycle must wear helmets (After first warning ,if your kids rides without helmet the cycle will be confiscated and parent must come to get the cycle back)
* Notify the office of any of the following changes:
* Change in address
* Change in phone numbers
* Change in emergency contacts
* Change in email address

Pick up and Drop Off

It’s the parent’s responsibility to pick up and drop off their kids. Please be on time. Masjid is not responsible for any incidents outside the class hours (6pm-8pm).

Emergency School Closings

If for any reason the school needs to be closed, the school will make the following

Efforts to inform the school community:

* An emergency phone chain will be organized by the staff/parent teacher connection.
* Someone will call each family either late at night or in the early morning to relay a

message regarding closing of the school.

* Call the Masjid mailbox at (518) 463-6275 for announcements
* Check the website for weather closings.

<http://masjid-as-salaam.org/WeekendIslamicSchool.aspx>

Bringing Inappropriate Materials:

Students may not bring toys or electronic games or playing Cards of any kind. These items will be confiscated by the teacher and will be returned only to the parent.

Cell Phones and Electronic Devices Policy

Cell phones and ALL electronic devices are prohibited during school hours. We understand that today many children have cell phones as a way to stay in contact with their parents. Students are allowed to place phones on silent mode.

Communications

The success of our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child’s academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications and memos when they are sent home. Parents may request a meeting with their child’s teacher at any time during the school year

* Matters concerning your child’s academic or behavioral performance in

the school should be discussed with the classroom teacher first.

* Matters concerning general school rules, policy, or tuition may be brought to the attention of the Imam directly. If you believe that the teacher, staff, or administration did not address your concern, you may submit your concern to Imam in writing. The Imam may request further information, in writing or in person, before addressing your concerns.

Summer Picnic:

In keeping with the philosophy that the education of our children is not limited to the classroom, the school arranges Summer Picnic. The school may request the presence of the parent in the picnic. However, the school shall not be held liable for any injury or misfortune that may occur on a picnic.

Graduation:

Insha Allah Masjid As-Salam will hold the graduation at the Masjid before Ramadan. Parents are encouraged to attend this event and encourage the kids.

Receipt of Masjid As-Salam Weekend School Handbook

STUDENT/PARENTS SIGN AND RETURN

I have read the Masjid As-Salam Weekend School Student/Parent Handbook and agree to adhere to the policies therein.

……………………………………………………………………………………………….

Student’s Name

……………………………………………………………………………………………….

Parent’s Signature & Date

This page must be signed and returned to the school by

September 30th, 2o10

For Admin Use

Paid: Check No: Cash: