

ISA School Manual 2010-2011

Islamic Society of Augusta
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Education Committee Officers:

Operation Manager: Almas Gill
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Committee Members:

C.P. Abubucker
Nadeem Fatteh
Oulia Bougrine
Mohamed Abo-Elhamd
Mohamed El-Geneidy
Fatima Gisell

Sunday Teachers:

Class	Arabic	Tafseer	Islamic Studies
1	Inas Hassan Shereen El-Sonbaty	No Tafseer for Class 1	Fatima Hassan Ayesha Ahmed
2	Oulia Bougrine	No Tafseer for Class 2	Salma Kazi Mahera Syed
3	Mona Fadel Abdel-Khaleq Abdel-Nur	Zubaida Abubucker	Aisha Matrigoon
4	Ahmed Mansoor Mohamed Al-Shabrawey	Faiza Hasnain	Shazia Hashami Salma Arif
5	Yasser Bakr	Bilquis Seema	Yasser Bakr
6	Adnan Elkamash	Mohammed Elsalanty	Ahmed El-Awady

Friday tutors

Adel Syed
Mohammed Elsalanty
Abdelkhalig Eltayeb
Mohamed Abu-Elhamd
Ahmed El-Awady
Faiza Hasnain
Yasser Bakr

Islamic School 2010-2011 Highlights

The Islamic School strives to provide a well-rounded and thorough Islamic education and environment for the Muslim community. Our staff, volunteers and parents have helped the school achieve this goal through a variety of key programs that make up the curriculum. The curriculum is spread over 6 levels, each lasts for 2 years.

- **Islamic Knowledge (Sunday):** The school on Sunday is divided into two sessions for level 1 and 2 and three sessions for level 3 through 6. In these sessions, the student learns basic Islamic knowledge necessary for Muslims born and raised in America. Islamic beliefs, worship, practices, and morals are emphasized, in addition to recitation of the Quran and memorization and basic Arabic skills.
- **Character Education Program (Fridays 6:30 to 8:00 PM):** This program introduces a weekly worksheet that describes a specific Islamic character trait to students in 1st and 2nd levels. Students are introduced to the meaning of these character traits as exemplified in the Holy Quran and Hadith. Parents are then asked to sign the worksheets when the students exhibit these traits at home. The focus of the program is on learning the importance of good Islamic character and manners, and trying to exhibit these traits in their everyday lives. In addition, students that are observed using good Islamic manners during school hours are rewarded under the “Caught Being Good” program to further emphasize the importance of proper “adab”. Practical sessions will also be held to train the students on the proper performance of wudu’ and salat.
- **Leadership Program (Fridays 6:30 to 8:00 PM):** Students in level 3 through 6 will attend topic-based workshops that focus on the application of Islamic principles in everyday life. In small group forums, students will discuss current world events from an Islamic perspective. Sessions will be run by students under the supervision of group instructors/tutors. Each group will present their project at the end of each semester. Prizes will be awarded to the best project(s).
- **After School Quran Recitation Program (Everyday 4-8 PM):** The School begins a focused study on learning how to read and recite the Holy Quran through a daily afterschool program. This program includes learning the rules of reading and recitation of the Quran, with an emphasis on Quran memorization.
- **Salah Program:** Our curriculum emphasizes the importance of salah to class 2 students. These students are introduced to the concept of salah, the role of salah in our lives as Muslims and then spend the year learning how to correctly perform wudu’ and salah. Students are given an activity sheet to be filled by parents, which reports the number of prayers the student performs everyday at home.

Our staff and volunteers work very hard to design and implement a diverse curriculum that teaches students what they need to grow as practicing, educated Muslims. However, parental involvement is vital to the success of these programs and to ensure Islam becomes a way of life for our youth, and not just something they focus upon on the weekends.

General Information

The ISA Islamic School is a biweekly Islamic School that has been serving the Muslim community in the CSRA since the early 1980s. The school offers classes for students from Kindergarden to the High School level. Currently there are approximately 100 students enrolled in Islamic School. The school is run mostly by volunteers who serve as teachers and administrators to seek Allah's pleasure.

Mission Statement

The mission of the school is to prepare the next generation of American Muslim leaders who take the responsibility of establishing and presenting Islam in America equipped with Islamic faith, practice, character, and morals, in light of the Quran and Sunnah.

The Islamic School strives to achieve this goal by providing:

1. Islamic knowledge, covering Islamic belief, acts of worship, etiquette, way-of-life, and morals.
2. Quran recitation and memorization, with basic Arabic skills to allow basic understanding of the Holy Quran.
3. Character-building activities
4. Career advancement programs
5. An Islamic environment for socialization

Through such programs, the 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.

Communications

The School can be reached at the following:

E-mail: education@isaugusta.com

School communicates with parents predominantly via email. However, the school, on special occasions, will call parents when needed and sometimes send paper notices home with students.

Registration

Registration Dates and Tuitions

Registration will begin on August 1, 2010. All parents wishing to enroll their children must register with the school system no later than August 8, 2010 to allow the school staff to prepare the classrooms according to the number of students. Late registration will incur an additional \$10 late fee. For families that move to the community during the school year, they may register their children at that time.

School tuition must be made at time of registration. Both cash and in-state checks are accepted. There are no exceptions. Tuitions are \$150 for the first child and \$100 for the second child from the same family onwards. If parents cannot make payment at the time of registration, they can come back the next week and register.

Parent Volunteer Requirement

All school parents are required to be available to perform up to 6 hours of volunteer service per semester if called upon for assistance.

Registration for the upcoming school year is held in August on a first-come-first-serve basis. Registration notices are posted in the hallway outside of the Makkah Hall. Tuition is due at the time of registration. For families that do not enroll during the registration period, a late fee will be charged. The Islamic School will continue to take late registration only on a space available basis.

Refund Policy

The school will refund the amount of tuition up to 4 weeks after the beginning of school session. Request for reimbursement must be made in writing before the 4 week period has expired. Tuition refund will be based on the amount of payment minus the cost of the textbooks. Textbooks cannot be returned for payment and are the property of student upon distribution.

Tuition Waiver

The school will waive tuition for those families in need. Those families requesting tuition waiver should meet with an Education Committee representative at the time of registration.

Class Assignment

Students are assigned to a grade that closely parallels their grades in public school. There are no exceptions.

Age Requirement

The school is aligned with age requirements for Georgia public schools. Students must be 5 by September 1st, 2010 to meet the age requirement for Class 1. A copy of government-issued birth certificate is required for students joining the school the first time. There are no exceptions.

Space Availability

Registration is on a first come first serve basis. If there is room in a class, the student will be enrolled. If a class has been capped there will be no further student enrollment for that class. There are no exceptions. The registration process continues throughout the school year as long as there is a seat available for the required class.

School Closings

1. Sundays and Fridays on/or corresponding to Eid-ul-Fitr and Eid-ul-Adha are holidays.
2. Winter and summer breaks correspond with the break schedules of the Columbia County Public School System's traditional calendar.
3. School cancellations due to inclement weather correspond to cancellations announced by the local public school systems and institutions.

School Hours

Class hours on Sunday are 10:30 AM to 2:15 PM every Sunday, including attending Zuhr prayer. Class hours on Friday are 6:30 to 8:00 PM every Friday except in Ramada, when there will be no classes on Friday. Children are expected to attend the Dhuhr prayers (on Sundays) and Maghrib prayers (on Fridays) as a part of the school activity.

Students are expected to attend all classes on Friday AND Sunday. Although attendance will be graded only on Sundays, credit from Friday classes will be added to the student's final grade (see student evaluation section).

Arrival/Dismissal

Student must arrive to school by 10:15 AM on Sundays and 6:15 PM on Fridays. Instruction begins promptly at 10:30 AM and 6:30 PM, respectively. Tardy slips will be handed at 10:35 and 6:35 respectively and teachers can elect to prevent the tardy student from attending the first session. Three tardy slips are equivalent to one unexcused absence. Dismissal is at 2:15 PM and 8:00 PM, respectively, unless prayer extends beyond these times. Parents are requested to attend Dhuhr and Maghrib prayers on Sunday and Friday. At the very least, the children themselves are required to pray

these prayers as part of their school day requirements. Students must be picked up on time. The school staff will not be responsible for attending students after classes end.

Attendance/Punctuality Policy

Students are expected to attend every **Friday AND Sunday** that the Islamic School is open. However, in the event a student must miss school, parents must provide the student's teacher with a signed note with an explanation for the absence. Notes should contain the student's name, grade, teacher and the date of the absence along with reasons for the absence. Without such a note, teachers will mark the absence as UNEXCUSED.

Each student is allowed three excused absences each semester. In the event students miss more than three days in a given semester, points will be deducted from the attendance grade. All work missed due to an absence must be made up in consultation with the student's teacher to avoid losing further points from the academic grade as well (please review grading policy detailed below). Unexcused absence will cost points starting from the first lost day.

However, in the event a student receives 3 or more unexcused absences, or three days after the first three unexcused absences, the student will be referred to the Education Secretary for review of his/her attendance issues. The Education Committee will determine whether the student's attendance record merits expulsion from the school. Once a student is expelled, he/she may not be allowed to re-enroll until the following school year.

Punctuality is also of critical importance. Students are expected to be in their classroom by 10:15 pm on Sunday and 6:15 pm on Friday so that lessons may begin exactly at their stated times. Students arriving in their classrooms 5 minutes after these class start times must sign a tardy slip at the principal's office to be allowed to attend class. Three tardies will be the equivalent of one unexcused absence, and the Attendance Policy will then be followed as outlined above.

Curriculum

Class Placement

Students are placed in the grade level corresponding to their age or level in public school. In certain cases, the student may be placed according to their subject knowledge, but only after he/she has been properly evaluated by the teacher and permission has been obtained from the Education Secretary.

Sunday Sessions

For class 1 and 2, the Sunday program will be divided into two sessions:

Session 1 (Arabic): 10:30 to 11:45 AM

Snack: 11:45 to 12:00

Session 2 (Islamic Studies): 12:00 to 1:45 PM

For class 3 through 6, the Sunday program will be divided into three sessions:

Session 1 (Arabic): 10:30 to 11:25 AM

Session 2 (Tafseer/Quran Studies): 11:30 AM to 12:25 PM

Snack: 12:25 to 12:45 PM

Session 3 (Islamic Studies): 12:45 to 1:45 PM

Attendance is mandatory for all Sunday sessions in all classes, no exception. Each session will be graded separately by the responsible teacher and the final grade will be the average of session grades. The syllabus and grading model for each session will be outlined at the beginning of the semester.

Friday Sessions:

Friday session has been designed to reinforce the application of knowledge gained during Sunday classes on students' daily life in a small-group discussion format. Students are encouraged to prepare materials for discussion and are given the opportunity to lead the discussion on a myriad of topics throughout the year, under the supervision of senior tutors. This "leadership program" or "Living Islam Program" fosters student involvement in community issues and provides a practical and age-appropriate perspective on current affairs. Students will be graded based on their participation and performance and credit will be added to their final semester grade.

Each student group will present at least one seminar to the community every semester. Valuable awards will be presented to the seminar voted best by a review panel. Evaluation will be based on organization and presentation skills of the presenters as well as topic importance and accuracy of the knowledge presented.

Grading Policy

Each student will receive a total grade at the end of each semester. At the end of the school period (two years), grades from the four semesters will be added to give a final grade. The top three students in each class based on the final grade will be awarded plaques for the top three positions. The remaining students who receive passing grade will be awarded graduation certificates and will be moved to the next level.

The semester grade is based on an average of Sunday class grades. Grades from the Friday session will be added as extra-credit and will therefore be very helpful for students who want to achieve top positions. The grade represents an evaluation of how well the student grasped the presented material and how much it affected the student's behavior in school. To achieve this goal, the grade is composed of three components:

1. **Academic achievement (60% of the total)**, which will be evaluated through homework, assignments, quizzes, and exams (at least one midterm and one final exam per semester). A passing grade in this component is required as well as the total in order for a student to pass the semester.
2. **Attendance (20% of the total)**: Since physical presence of the student in the Masjid is one of the goals of the Islamic School, it should be graded as a component of student evaluation. Students will lose points on each unexcused absence (one point per day of absence). **Each student will be allowed three excused absences per semester, after which the student will lose points for each additional day, regardless of the excuse. An absence will be regarded as excused only if the school administration receives a written note from the parent within a week of the missed day, otherwise the absence will be regarded unexcused and points will be deducted.**
3. **Behavior (20% of the total)**: Also, one of the main goals of Islamic education is to reinforce Islamic morals and conduct in our children's up-bringing. Therefore, the teacher will evaluate how much the student demonstrates these principles in class and while on school premises. The school will apply a zero-tolerance policy towards any disruptive behavior, vandalism, bullying, disrespectful remarks, and profanity, both inside the Masjid building and in the playground. **Violations will be recorded and communicated to parents and will reflect on the student's final grade.**

In order for a student to move to the next level, the student needs to score 60% or above of the total grade at the end of the school period AND 60% or above of the academic component of the total grade. Since the total grade is cumulative of four semester grades, failing a semester can be compensated by higher grades from the remaining semesters in the same two-year period if the total exceeds 60%.

In case a student fails to achieve a passing total grade of 60% at the end of a school period, the student will have to repeat at least one semester. If the student achieves a passing grade at the end of the semester, the student will be allowed to graduate to the next level. The new teacher will determine the extra work needed for the student to catch-up missed classes in the higher level during the make-up semester.

Awards

Students will be properly and officially graded according to the grading rubric each teacher creates. At the end of each year, each teacher must submit NUMERICAL grades for EVERY student in the class (not just top 3 or 5, etc.) After two years, another list will be submitted and grades from both years will be averaged to determine top students.

The top three students in each class based on the final grade will be awarded plaques for the top three positions. The remaining students who receive passing grade will be awarded graduation certificates and will be moved to the next level.

Syllabi

Each teacher should submit a year's syllabus prior to the beginning of each school year. The syllabus should include a simple schedule of events for every class that year. If a textbook is used, the pages/chapters of that text covered in each class shall be noted in the syllabus so that students have this information beforehand and so that teachers have a general structured layout to follow which includes a certain amount of information to be covered each year. Dates for quizzes, tests, and project deadlines should be listed in the syllabus. Pop quizzes, obviously, do not have to be listed.

Progress Reports

Progress reports must be completed by Sunday and Friday teachers for EACH of their students. Progress reports should include the students' numerical grades at that moment as well as comments to their parents. Report cards have to be signed by the parent and returned to the teacher to be kept in the class folder. Progress reports must be completed for each student by each teacher at least once every semester (2 per year). It is the responsibility of both the teacher and parent to stay up to date with the student's progress.

Reporting the grades to Student Evaluation Officer (SEO)

While progress reports are unofficial documents that merely state a student's current academic standing, teachers should report the grades to the Student Evaluation Officer of the school (Sister Bilquis Seema will assume this responsibility for the 2010/2011 period). Grades should follow the 60% academic, 20% attendance, and 20% behavior. The SEO will collect the grades, average them for all sessions to get a total grade per student, and determine the top students. These records will remain with the SEO for the duration of their term and will be handed to the next SEO to be kept as long as the student is enrolled in the ISA school.

Class Assignments

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

Classroom Rules

1. There is to be no food or drink in class at any time except during snack break. In this case, the students are responsible for the classroom's condition

following that class period. The teacher should direct the students during clean up.

2. Disruptive or distracting behavior is not tolerated in the classroom.
3. Only school related books and materials are allowed in the classroom.
4. Students must dispose of waste in trash cans.
5. Students must not write on or mark desks, walls, floors, or other school property.

Parking

Parking at the school is limited to designated parking spaces and available street parking only. Parking in “No Parking” areas or in handicap spaces without need will result in the towing of vehicle at the owners expense. There is no parking in the drop off area in front of the school. This is for emergency vehicles only. Due to the dangers of street traffic, children should only be dropped off inside the Masjid and should never be dropped off in the street.

Emergency Procedures

In the event of an emergency, the parents will be contacted by the school. An emergency contact should be provided in the event parents are unavailable. Emergency contacts should be provided on the registration form.

Illness Procedures

In the event a student falls ill, his or her teacher will speak with the Education Secretary or assistant and the child’s parents will be contacted immediately for pickup. No medications of any kind will be administered to any students. Any known allergies of a student should be communicated to the teachers and noted on registration forms.

Dress Code

Parents and 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 while on ISA premises. Girls 11 years of age and over are required to wear loose-fitting clothes and head cover while on ISA premises.
2. Shorts and above-knee dresses are not allowed at any age.

3. Sport caps cannot substitute for Hijab.
4. Boys are not to wear above-knee shorts at any age while on ISA premises.
5. Any clothing material displaying inappropriate images or messages is not allowed.

Note: The teachers, Education Committee, Education Secretary, and President have the authority to decide whether clothing is appropriate.

Student Conduct and Discipline Policy

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.

School Rules:

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

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 come to class prepared (Notebook, Textbook, Pen or Pencils as appropriate).
5. Students are expected to attend both Sunday and Friday classes regularly and to be on time to the class. Attendance and tardiness will be recorded. Three tardies will constitute one unexcused absence. Unexcused absence will cost points from the attendance module of the final grade (please review grading policy detailed below). If a student is late by five or more minutes, for the safety and regard for the student the parent or guardian must accompany the student to the class.
6. Once the classes are finished (8:00 pm on Fridays and 1:45 pm on Sundays) parents or guardians must take over the student and supervise them while attending prayer, which is part of the school day. The school does not supervise the students once the class time is over.
7. Students must respect each other, teachers and all other adults; and greet one another with salaam. Rude and/or disruptive behavior will not be permitted.
8. Students must honor the mosque and school and take care of the properties belonging to the center.

9. Students are expected to move quietly and in an orderly manner in the mosque and school building (including halls and restrooms).
10. Cell phones must be off during the class period. No toys are to be brought to class without the permission of the teacher.
11. Students must wear proper Islamic dress in the class.
12. Students must not make unnecessary noise and conversation in the class.
13. Students are required to complete all the assignments on time.
14. Grades for the class are decided according to the students' performances in tests, quizzes, homework and other assignments in both Sunday and Friday classes.
15. School will provide only one copy of each textbook required. Students must take good care of the textbooks. In case student needs to get an additional copy of a textbook, it must be purchased.
16. Since the main purpose of the Islamic School is to inculcate Islamic character and values in students, students must practice Islam in and out of the classroom.

Consequences:

Students who continually break the school rules or are found to be disruptive or are generally misbehaving will be referred to the Education Secretary. A parent/teacher/Education Secretary conference may be necessary to resolve the situation. If the problem is excessive or extreme, it will be referred to the President or school Education Committee for determination of appropriate consequences including the possibility of expulsion from the school for the remainder of the school year.

A parent seeking clarification for a particular disciplinary action may do so by filing such a request in writing within 7 days of the action taken. This request will be addressed and submitted to the Education Secretary and Education Committee for review. In case the matter remains unresolved upon review by the Education Secretary and school Committee, the request will be forwarded to the President of the Islamic Society of Augusta for a final determination.

Grievance Procedure

If you have a concern regarding your child, please take the matter directly to the teacher. If it is not, or cannot be, resolved at the class level, the matter should then be taken to the Education Secretary of the school. In case the matter remains unresolved upon review by the Education Secretary, the grievance will then be addressed as follows: School Committee, the Executive Committee, lastly the President.

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 Imam's office. Parents and students are invited to check the lost and found for missing items. Unclaimed items will be given to charitable organizations at the end of the school year.

Volunteers

The school is run mostly by volunteers who give their time in all capacities to the school. Volunteers who have an ability, gift, or expertise in any field by which the School can benefit are encouraged to contact the Education Secretary. 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 School administration and the Islamic Society of Augusta will not be held liable for deliberate or accidental occurrences of any sort involving students both within and outside the Masjid premises.

Academic Calendar for Sunday Classes

FALL 2010	
8/1/2010	Registration Starts
8/7	Back-to-Basics Workshop
8/8	Open House
8/15	First day of classes
9/12	Eid Ul-Fitr (No Friday or Sunday classes)
10/17	MID-TERM EXAM
11/21	Eid Ul-Ad'ha (No Friday or Sunday classes)
11/28	Thanksgiving (No Friday or Sunday classes)
12/12	FINAL EXAM and Parent-Teacher Meetings
SRING 2011	
1/9	Classes resume
2/20	Winter Break (No Friday or Sunday classes)
3/13	MID-TERM EXAM
4/3	Spring Break (No Friday or Sunday classes)
4/10	
5/8	FINAL EXAM and Parent-Teacher Meetings

Parent: Please read, sign, and detach this page, then send with your child to class. Every student will have to return this signed statement by the second week of school to complete our files.

I have read and understood the ISA School rules and regulations presented in this manual. I will cooperate with the class teachers in helping my child fulfill class requirements, including attendance, homework, assignments, and test preparation. I understand that failing to fulfill these requirements will reflect on the student grades and may result in his/her inability to graduate. I also assume full responsibility for my child's actions in school, including misbehavior, bullying, or vandalism.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____

Suggestions and Comments: