

ISLAMIC CENTER OF BRUSHY CREEK

Weekend Islamic School

Program Details
Parent & Student Handbook

Revised Sep 2018



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I. INTRODUCTION:

A key mission of the Islamic Center of Brushy Creek (ICBC) is instilling the role of *Deen* in the lives of our children and youth. These future leaders of our Ummah must be first and foremost educated in the Words of Allah (SWT). The Qur'an and Sunnah of Rasoolullah (SAW) is the key to our success, a guide for us in this life that will lead us to eternal bliss in the Hereafter.

It is to achieve this noble goal that we instituted the **Weekend Islamic School** at ICBC to teach children and youth, Islamic and Quranic studies.

Whereas educating a child is a commitment, it is even more of a challenging task to educating and instilling in him/her the noble values of our Deen. The ICBC **Weekend Islamic School** (WIS) aims to provide our children an environment in which to nurture their spiritual needs. The program is targeted to fill the gap that our children and youth are missing in learning in the environment of weeklong regular school.

II. SCOPE:

The Purpose of Weekend Islamic School is to teach students Islamic studies which include but not limited to following. Completing reading of whole Holy Quran is not the objective of this school. However, there is separate Quranic teaching (Nazira School) at ICBC during the week days serving this purpose

- Understand the basic beliefs and teachings of Islam in order to be a practicing and responsible Muslim.
- Understand how to perform Salah before the age when it becomes mandatory.
- Have a understanding of Islamic history, the life of Rasoolullah (SAW) and of the Sahaba
- Develop a strong sense of morality through the understanding of Quran and Hadith.
- Practice proper Islamic etiquette and manners.

III. ADMISSION:

The WIS Program is designed to cater to the needs of students attending public schools who do not otherwise have Islamic education as part of their regular school curriculum. However anyone who meets the admission requirements may enroll. The program is open to boys and girls aged between 5 and 16. Exceptions may be made on a case-by-case basis. In conjunction with ICBC Youth Committee, there will be senior classes for age above 16 years as well.

Admission is on a *First Come First Serve* basis only. There is a maximum capacity of 100 students in the program. If more than 100 students apply, additional students will be placed on a waiting list and will be contacted once space becomes available

To join the program, interested parents must complete an application and submit to WIS management at ICBC. This can be done online, too. *All parents must sign the waiver form during registration.*

IV. SCHEDULE AND LOCATION:

The program will be held on every Sunday, for 3 hours leading up to Dhuhr Azaan time. Praying Dhur along with the Jamaat is part of the school and the school breaks right after Dhur salaah.

The program is year round, and follows the regular (k-12) school year; however classes will not be held on regular and Islamic holidays, as well as during the month of Ramadan.

The classes will be conducted at the Islamic Center of Brushy Creek.

V. SCHOOL ORGANIZATION AND TEACHERS:

The school is organized into these 5 levels, based on the age of the student:

Level 1	5-6 years
Level 2	7-8 years
Level 3	9-10 years
Level 4 (middle school)	11-13 years
Level 5 (high school)	14+ years

There are 7 teachers for the program; the teachers are assisted by volunteers, depending on the number of students in the program.

The school day is organized into three periods with a 30-minute break in between. The third sessions ends with the Iqama for Dhuhr Salaah. **Praying Dhuhr Salat is part of the school day and parents are highly encouraged to pray Dhuhr with their children.** Schools ends right after Dhuhr Salat. The following is a typical day schedule for the different levels

	11:00a - 11:40a	11:45a - 12:30p	12:30p - 1:00p	1:00p - 1:45p
Level 1	Qur'an Recitation & Memorization	Islamic Studies	Break	Islamic Studies
Level 2	Qur'an Recitation & Memorization	Islamic Studies	Break	Hadith
Level 3	Qur'an Recitation & Memorization	Islamic Studies	Break	Hadith
Level 4	Qur'an Tafseer	Hadith	Break	Contemporary Issues
Level 5	Qur'an Tafseer	Hadith	Break	Contemporary Issues

VI. CURRICULUM:

The needs of the community, as dictated by the feedback and suggestions that we have received over the years has helped shape the curriculum that we adopted at WIS. The teachers use a mix of printed references and other audio-visual aids to be able to achieve afore-stated goals. This has been and continued to be an ever-evolving effort, based on the continual feedback from parents and from other Islamic institutions.

The purpose of this program is to impart basic Islamic knowledge, instill a love for Islam, and educate the children. We will focus on Quran memorization, Islamic History, Seerah and Aqeedah, with emphasis on behavior, morals and manners. There will be three periods dedicated to each subject respectively with monthly activities, interspersed.

The following is a broad outline of the curriculum.

- Islamic Studies
 - Ibadah, Aqeedah, Salah, Seerah, Islamic History
 - Morals and Manners
 - Study of Hadith

- Quranic Studies
 - Memorizing Surahs.
 - Understanding the meanings and significance of Surahs that are memorized.

The curriculum is tailored to have a steady progression in the knowledge base of the students as they go through the school, over the years. For this reason, there is a common theme adopted for Levels 1, 2 & 3 with each level advancing the students' knowledge to help prepare them for the advanced and in depth topics that are discussed at Levels 4 & 5. Each level follow their own set of books, as detailed at the start of the school year, during parent orientation.

Books are provided by the school with each student expected to have their own copy. While we keep the books at school during the year and give this to the children at the end of school year, students can request to take the book home each day with the expectation that they are brought to school each school day. Parents are highly encouraged to ensure that their child/children being in the books with them during school day, if choosing to take this home.

The monthly activities are geared to provide a different forum for the children to learn and grow their understanding of the Islamic principles. It also provides a way for the children to work and interact with one another. There are several activities that are planned through the year, this is the school calendar that is shared during the parent orientation at the beginning of each year.

The tables below give the outline of the curriculum for each level.

LEVEL 1, 2 & 3 - CURRICULUM OUTLINE

11:00a - 11:45a	11:50a - 12:30p	12:30p - 1:00 p	1:00p - 1:10 p	1:10p - 1:45 p
Quran Memorization	Islamic Studies		Assembly	Hadith
<ul style="list-style-type: none"> <input type="checkbox"/> Aim: memorize last 30 Surahs from Juz Amma <input type="checkbox"/> Complete Sura memorization Chart 	<ul style="list-style-type: none"> <input type="checkbox"/> Ibaadah & Akheedah - Wudu & Prayers - Five pillars of Islam - 6 Kalimah <input type="checkbox"/> Morals & Manners <input type="checkbox"/> Short Dua 	BREAK	Focus on manners and behavior in Masjid, at home, and at school	<ul style="list-style-type: none"> <input type="checkbox"/> 40 Hadith by Nawawi for school <input type="checkbox"/> For Level 1 will also include Quran Stories <input type="checkbox"/> Occasional short videos on specific topics

LEVEL 4 & 5 - CURRICULUM OUTLINE

11:00a - 11:45a	11:50a - 12:30p	12:30p - 1:00p	1:10p - 1:45 p
Study of Tafseer	Hadith		Contemporary Issues
Focus on Tafseer of one Surah, for the year – (Surah Mariam/Surah Hujairaat/Surah Lukhman)	Hadith for children	BREAK	<ul style="list-style-type: none"> <input type="checkbox"/> Diversity in Islam, Wastage, Bullying <input type="checkbox"/> Interactive forum <input type="checkbox"/> Will have occasional talks by external speakers and/or local scholars

VII. TUITION FEES:

There is a nominal fee of \$60 per student per month, payable at the beginning of each month. If enrolled in another ICBC Children's Education Program, the fee for WIS will be halved.

Discount may also be given on the basis of financial need, on a case by case basis. Please contact administrators for more information.

VIII. TRANSPORTATION:

Parents are responsible for arranging transportation.

IX. STUDENT DROP-OFF AND PICKUP:

Drivers must park their vehicles at the designated parking spots in the parking area and not block other parked cars while dropping off or waiting for their children.

Drivers must approach the parking lot with extra caution and reduced speed, as children may be present.

Drivers must exercise caution when entering the ICBC premises or exiting the masjid onto Brushy Creek Road.

X. PROGRESS TRACKING:

ICBC endeavors to bring the highest quality in all programs it offers. To achieve this, punctuality and attendance by the students is of paramount importance.

Student attendance will be tracked on a weekly basis. Any student that is disruptive during the class will be subject to disciplinary action, including expulsion.

XI. PARENT RESPONSIBILITY:

The success of any educational program depends greatly on parent participation.

- The parents must ensure that their child is dressed properly when coming to Masjid.
- Parents must ensure their child reaches school on time and that they are picked up promptly after school.
- Parents are not allowed to attend their child's class unless they are teacher or child needs special assistance.
- Parents must sign their child's Homework Book every week and for all subjects.
- Parents must volunteer at school at least two days a semester..
- Parents must check their child's backpack or binder every week for homework assignment, handouts, announcements, etc.
- Parents must make sure their child brings all the necessary supplies to each class, including the Homework Book, a pencil, notebook, binder/backpack, and textbooks.

- Parents should make sure that they update their contact information with the WIS staff if it changes.
- At no time should students be left unattended at ICBC. ICBC will not be responsible for students arriving way ahead of their scheduled class time. Under no circumstances should students be dropped off before teachers/volunteers arrive. Parents are also strongly urged to pickup their child(ren) promptly after end of school.
- Parents are encouraged to discuss the progress of their child with the teachers, on prearranged times.

XII. TEACHERS RESPONSIBILITIES:

- Keep class in single-file line when walking to and from the classroom.
- Return room to its original condition at the end of the class.
- Take attendance during every class and keep a record of it. Inform office manager of any student with 3 consecutive absences or 5 unexcused absences.
- Ensure that student bring all the supplies required, including books, binder, pencils, etc.
- Notify the office if a student has lost his/her book.
- Do not accept walk-in students unless they have a class assignment from office.

XIII. STUDENT CONDUCT AND DISCIPLINE:

Discipline and appropriate behavior are important to an Islamic way of life. It is our desire to instill in our students a strong sense of self-discipline and respect for themselves and others.

All students shall abide by the ICBC Rules and Regulations as well as rules set by Teachers and Volunteers of this WIZ program.

All students are required to exhibit good behavior inside the class such that teaching and learning is accomplished in the most efficient manner.

Constant or prolonged disruptive behavior will be referred to ICBC Shura Council. More than three such incidences will be cause for a “conference” with the parents of the student. However ICBC reserves the right to take decisions based on the nature and the severity of the incident

1. Student Behavior Expectations

We have three basic expectations for behavior. Here are the specific guidelines under these three expectations. Each student must be:

a. Kind and Respectful

Student will

- show respect for themselves and others

- respect the authority of teachers, the principal, and other staff members.
- respect the differences of others.
- notify parents of any changes in schedule.
- inform parents of any disciplinary action in which they are involved.
- inform parents of Nazira-related activities.

b. Safe - Keep hands, feet, and objects to oneself

Student will

- allow others to work effectively at school.
- conduct themselves in classrooms and playgrounds in a manner that does not physically or psychologically harm others.
- set safe rules when playing in the yard.
- do not indulge in pushing, tackling, wrestling, kicking, hitting, or horseplay.
- Not climb on buildings, fences, trees, etc.
- Not play in the driveway or go outside the premises.
- Not indulge in fighting or encourage fighting between other students.

c. Productive - Follow directions the first time

Student must

- attend classes regularly, and will arrive on time.
- come prepared for the class by bringing all necessary supplies
- come with *wudhu* or make it as soon as entering the masjid
- be responsible for all personal items brought to ICBC.
- communicate their needs in a polite manner.
- establish good study habits.
- accept responsibility.
- participate actively in educational programs.
- show a willingness to learn.
- listen attentively and follow instructions.
- seek assistance when lessons are not understood.
- be responsible for meeting schedules of all individual activities.
- learn, grow, work, and play cooperatively with one another.
- Always make his/her best effort at the Nazira class.

d. **Use equipment appropriately**

Student will

- Not act in a way that causes any damage to ICBC property.
- bring personal items only with permission of teachers.

2. Consequences for Violations of Rules

The teacher will determine the appropriate course of action. Student and parent will be informed of these consequences.

1st Violation: Teacher warning issued to Student.

2nd Violation: Conference between Teacher and Parent

3rd Violation: Conference between Parent and ICBC Shura Council (designated member)

XIV. PERSONAL PROPERTY:

Toys, radios, or personal property other than clothing, are not to be brought to the Masjid unless requested by the student's teacher.

Cell phones must not be used during classes. Phones must be switched to 'vibrate mode' when inside the masjid. *ICBC is not responsible for any loss or damage to personal property.*

XV. VISITORS:

Visitors are always welcome to ICBC programs. However there are times when visiting a classroom may not be appropriate. If any one would like to meet with a teacher, such meeting must be scheduled ahead of time between the visitor and the teacher.

XVI. EMERGENCY CONTACT INFORMATON:

All parents must complete the Emergency Care Authorization Form. This is an important document and it is the responsibility of the parent to ensure that ICBC is notified promptly of any changes in address or phone numbers.

XVII. VOLUNTEERS:

The success of such programs greatly depends on volunteer work. Those interested in serving as volunteers at this program, either full-time or part-time, are requested to contact ICBC at the contact information given below.

XVIII. PROGRAM CONTACT:

If you have any questions or suggestions about the Weekend Islamic school (WIS) program, you can contact us via email at education@icbrushycreek.org.

APPENDIX



1950 Brushy Creek Road
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GUIDELINES FOR CHILDREN AT ICBC

Assalamu alaikum wa rahmatullahi wa barakaatuh!

These guidelines relate to children at the Islamic Center of Brushy Creek (ICBC) premises. For the safety and security of our children it is important that all community members and visitors to comply with this policy.

It is the desire of the ICBC to provide a safe and friendly environment for the entire community, and to avoid safety hazards that could take place as well as to preserve the sanctity of the Masjid.

- 1- Children under the age 13 shall not be left unattended within ICBC premises
- 2- Children must have the contact information of their parents / guardians with them at all times (Full name, Address, and Phone Number)
- 3- Children should be present with their parent during prayers. Parents are advised to keep their children next to them or in the prayer area and they should remain respectful during prayer.
- 4- Parents/Guardian should pick up their child immediately after any activities have been completed
- 5- Food shall not be consumed inside the Masjid during prayers or Jumu'ah khutbah.
- 6- Property damage to the facility and / or equipment will result in parents / guardian being liable to cost or repair/ replacement
- 7- ICBC nor its governing body can be held responsible for any injuries or harm that may happen to any child or adult due to their neglect or lack of supervision.
- 8- Parents bear the full responsibility for the actions of their children.

Failure to adhere to these guidelines will result in a formal warning. After two formal warnings, a third offense will be followed by notification to Child Protective Services and/or revoking access to activities.

Jazakum Allahu Khairan

The Executive Board
Islamic Center of Brushy Creek

