

معهد ثمرات

Thamarat Institute
2021-2022

Parent and Student Manual

(Protocols & Procedures)

A Guide for Parents and Students

Title: Thamarat Institute 2021-22 Parent and Student Manual Protocols & Procedures - A Guide for Parents and Students

Published by: Thamarat Institute of ICCL

E-mail: info@thamarat.icclmd.org

First Edition: September 2021

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1. Introduction

Thamarat Institute of Islamic Community Center of Laurel (ICCL) is an after school program which provides children with essential Quranic and Islamic knowledge. It is taught and managed by qualified teachers and staff. Dedicated and concerned parents of the ICCL community serve on the School Advisory Panel (SAP) who support and provide resources and feedback to the teachers for better development and success of the institute.

As Muslims living in America, there are many challenges we face everyday when it comes to upholding and maintaining Islamic beliefs and values. Muslim children who attend 6-8 hours of public school but only a few hours of Islamic studies in the masjid, face great hurdles and challenges in finding good balance for their children. Imbalance results in chaos and confusion sometimes leaving devastating effects. This will compel some to compromise core elements of Islamic faith and value. Parents who are aware of this realize the importance of good balance in religious and secular education so that their children grow up as faithful Muslims and good citizens.

As the Quran teaches us to seek knowledge, "IQRA," similarly the Holy Prophet Muhammad ﷺ educated his companions at the house of *Arqam*, also known as *Darul Arqam* in Makkah. He gave them spiritual and moral training along with this education that transformed them into the best of all nations and people. So parents, by all means possible, should and must commit a part of their daily schedule to educating and morally training their children to avoid falling prey to chaos, confusion, or even losing their Muslim identity, God forbid.

With this goal in mind, TI is dedicated to providing our children with basic and essential Islamic education, along with instilling in them good manners and character with the goal of having love and respect for the *Deen*. They will develop courage, competency, and steadfastness for maintaining faith and doing good deeds while seeking the pleasure of Allah *Subhanahu Wa Ta'ala*. They will be equipped with the basic tools needed to combat evil and malevolence to stay upon the straight path, *al sirat al mustaqeem*.

Islamic Knowledge and Secular Knowledge

In distinguishing between the intelligent human being and an informed one, the Noble Messenger of Allah ﷺ said, "A wise man is the one who calls himself to account (refrains from evil deeds) and practices good deeds to benefit him after death." Intelligence should create consciousness of Allah and develops the heart. Whereas, information forms and develops the mind. Intelligence drives man to prepare for the hereafter, information merely acquaints him with the hereafter. Allah *Ta'ala* says: "Have you seen one who takes as his god his desire? Allah has led him astray, despite having knowledge..." Therefore with a balance of both we need to equip our youth and develop them into role models and leaders for the future generations to come.

The Islamic Value System sees man as:	The Secular Value System sees man as:
A Khalifah or vicegerent	A Sovereign and owner alone
Obligations Oriented	Rights Oriented
One who serves humanity as a priority	One who earns money
Sacrifice	Pleasure
Humility	Pride
Accountability	Heedlessness
Transformation	Information

2 - Syllabus

The Thamarat syllabus is divided into two sections:

1. Qur'an
 - Qa'idah Nooraniyyah
 - Qur'anic reading from the mushaf or Nazhirah with Tajweed Rules
 - Surah Memorization
2. Islamic Studies (Al-Nasihah Series)
 - Aqaaid (Islamic Creed and Belief)
 - Fiqh (Islamic Jurisprudence)
 - Akhlaaq (Islamic Morals)
 - Adab (Etiquettes)
 - Tareekh (Islamic History)
 - Hadith (Prophetic Traditions)
 - Dua (Supplications and Prayers)

Daily Schedule in a glance

1. Roll call and Prayer chart
2. Short Motivational Talk/Virtues of Prayer
3. Purification and prayer
4. Islamic Studies
5. Dua revision
6. Quranic verse that is currently being memorized for revision purposes.
7. Qur'anic Studies may include Qaidah practice, basic Reading, phonetics With practical Tajweed, memorization, and rules of Tajweed.

Books and Materials

Thamarat will provide each child with An-Nasihah Curriculum based upon their grade level. This will include:

- Course Book
- Workbook
- Dua/Surah Book
- Madrasah Pupil Planner & Homework Diary

Parents and students can purchase books from the Thamarat Administrator. The books will be kept in a handy book pouch provided by Thamarat. This is included in the one-time registration fee at the beginning of the new school year.

Days and Hours of Classes

Day/ Minutes	10 minutes	40 minutes	10 minutes	30 minutes	10 minutes	10 minutes
Monday: 1:50 minutes	Targheeb	Qaidah/ Nazirah	Prayer	Islamic Studies/ Akhlq/Adab	Review Dua/ Hadith	Review Ayah/Surah
Tuesday: 1:50 minutes	Targheeb	Qaidah/ Nazirah	Prayer	Islamic Studies/ Hadith/Dua	Review Dua/ Hadith	Review Ayah/Surah
Wednesday: 1:50 minutes	Targheeb	Qaidah/ Nazirah	Prayer	Islamic Studies/ Aqeeda/Fiqh	Review Dua/ Hadith	Review Ayah/Surah
Thursday: 1:50 minutes	Targheeb	Qaidah/ Nazirah	Prayer	Islamic Studies/ Tarikh/Seera	Review Dua/ Hadith	Review Ayah/Surah
Friday: 1:50 minutes	Targheeb	Qaidah/ Nazirah	Prayer	Islamic Studies Review	Review Dua/ Hadith	Review Ayah/Surah

Qur'anic Education Structure at TI

The first phase of Qur'anic learning is to start with the primer Qa'idah. This is taught according to the spelling method and phonic method (i.e., without spelling or just sounding it out). The second stage is to read from a Mushaf using the spelling method and phonic method. The class is then taught as a group from the start of the Qur'an until they are able to read on their own. The purpose of learning at TI is for the child to learn to apply Tajweed rules and become a lifelong proficient reader.

3. Administrative/School Protocols and Procedures

TI Administration

The TI administration works within the existing structure of the Islamic Community Center of Laurel where an identified syllabus is taught to children ages 7-11 after school. Below is relevant information, guidelines, and protocols for operating purposes and maximum functionality within a two hour time schedule.

Physical Location

The TI is located at 7306 Contee Road, Laurel, Maryland 20707. The upstairs prayer hall of the existing building is used for both boys and girls Quran and Islamic Studies classes. The ICCL Academy located in the basement is also utilized for classes and to serve students snacks during break time.

Office and Class Schedule

The Thamarat office operates for three hours 3:30-6:30 PM Monday thru Friday. Classes run from 4-6 PM Monday thru Friday. The Thamarat Administrator works from 3:30-6:30 PM Monday thru Friday for office related duties, student admission, communication, correspondence, and student arrival and dismissal duties.

Teacher Standards and Qualities, Protocols and Expectations

The requirements of a Quran and Islamic Studies teacher, in order of suitability, is he or she should be:

- i. An Alim or Alimah (graduate from an accredited Islamic Institute of Knowledge)
- ii. A Hafidh or Hafidhah (graduate from an accredited Quranic Institute)
- iii. Someone has done some of the Alim course, or
- iv. Someone whose Qur'an reading (Tajweed, Makharij etc) is good.

If the teacher's reciting is not correct then the child will also learn incorrectly.

If the teacher is not an Alim or a Hafidh but reads Qur'an correctly, can educate in English, practices the Deen and is sound and sane of mind, they can be considered for this position.

The style of teaching must be appropriate for American speaking children. He/she must be able to connect and communicate well in English with students.

The qualities of a teacher should include the following:

- The teacher must have dedication, worry, and concern for the welfare and balance of the student. He/She will teach the syllabus in a systematic and organized manner

with care, love, and affection. He/She must always be mindful of both Ta'leem (quality education) and Tarbiyyah (moral training) of the students.

- The teacher must have some prior training of teaching and has attended teaching workshops in the area.
- The teacher should be able to express and communicate with the students according to their level of understanding.
- Should work cheerfully and sincerely and should not see it as a burden.
- Should be experienced and have the ability to teach without corporal punishment and screaming. Corporal punishment is not allowed in any circumstance.
- Should be local or live near the facility for less stress of commuting back and forth home.

Appointment of a Teacher at TI

New teachers are appointed by the SAP (School Advisory Panel) and the Thamarat Administrator. The following steps are taken:

- Two rakats are offered and dua is made to Allah Ta'ala that He select and send a good teacher by His grace and mercy.
- A legal and criminal background check should be conducted for all teachers regardless of race, color, or gender.
- Check references from all previous careers, jobs, and institutes.
- Any prospective teacher must submit a Curriculum Vitae/Resume.
- Seeking goodness and acceptance from Allah (استخاره) and mutual consultation (استشارة) is observed.
- Ensure that the teacher fulfills the requirements and qualities of a good teacher. If a teacher has not completed any teaching workshop, they should be told to do so prior to hiring them. TI offers workshop training to new teachers prior to the school year.
- A reasonable salary should be fixed and a pay raise can be considered based on performance and skills upon completion of the academic year.
- Prospective teachers should be evaluated by an Alim/Imam or Hafidh/Qari and the TI Administrator.
- Teachers should not be changed regularly or unnecessarily. This may have negative effects on a child's education.

Enrollment and Admission

- The enrollment should be at a fixed time for all students (eg. beginning 2 weeks after Eid-ul-Fitr) but general admissions may continue throughout the year. This will make it easy to organize the classes, enable effective group teaching, etc., Important and timely administrative-related issues such as fees and book purchases will be easier to complete. The specific time should be decided and announced that general admissions are open.
- Preparations for the new academic year will be made in minimum of 4 weeks before school starts.
- Children less than 5 years old should be not be enrolled. Any child who cannot express their needs (such as using the washroom) should not be enrolled.
- Girls and boys should be taught separately if feasible. When they reach the age of 10 years old they must be taught separately.

Enrollment Form

- A new enrollment form must be filled at the start of each academic year or updated as required by the TI Administrator.
- If there is a 2-3 months absence, a new enrollment form should be filled.
- All details that are required in the form must be filled in: Details of child, parent, contact information, previous learning (reasons for stopping/changing schools and level/results from previous schools), fees, Thamarat conditions for enrollment and timings.
- A parent student manual with the conditions of the school will be given to parents.

Enrollment Conditions

- To participate in exams, students must have attendance of 85% or more.
- Students can be removed or expelled from the institute, but this is only when there have been serious and consecutive violations of student ethics and code. A joint decision will be made by the Administrator and SAP.
- The purpose of such protocols and conditions is to uphold and maintain respect and discipline to the highest level possible, and to avoid rigidity that will cause children to be deprived of education.

- Maximum of 10-12 children per class. Unless the teacher is skilled, then a maximum of 15.
- Individual parent meetings should be arranged with the TI Administrator for issues regarding student discipline, behavior, attendance, homework, and/or syllabus related matters. Upon enrollment the TI Administrator will require and stress the active participation of parents for the success of the enrolled student.
- A student is considered to be late if they arrive more than 10 minutes after the starting time.
- Parents must purchase and pay for books before their child can be accepted into TI. They will not be able to attend class without full registration and payment of fees.
- Classes are divided according to the child's age. The grouping of several closely aged students in a single class may be necessary based on the skill level of the child.

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- Qur'an - There is a stock of the An-Nasihah Curriculum Books, in the TI Bookstore. After completing the Surahs in the curriculum, the student will move onto a Mushaf.
- An-Nasihah Books - Students will have their own books which makes group and individual study easier and creates an educational environment. The teacher should keep the set of books (course book, workbook, dua/surah book, and parent teacher communication book in the pouches provided by Thamarat with the name of the student written on it. Any substitute teacher can thus easily teach a class with little interruption to the students.
- Blackboard/Whiteboard/Visual Aids - is used to facilitate cooperative or group learning. Using a board or visual aids help the whole class focus on a single lesson.
- Qa'idah - Available in the Bookstore for students starting the Arabic Alphabets and letters.
- Surah/Hadith/Dua/Chart - These will be used by teachers. The Large laminated prints will be placed on the wall for group learning and memorization purposes. The templates are available from the An-Nasihah website.
- Desks shall be used to:
 - Create a structured atmosphere in the classroom.
 - Respect the Quran and Islamic Books by placing on desks.

- Accommodate the Teacher instructing from the book and other needed material can be stored.
- Accommodate students to follow the teacher during lessons and to store their books and school materials.

Dress code

Students should always be encouraged to dress according to the Sunnah, especially when attending the Masjid and Madrasah. Teachers must ensure that pupils attend Madrasah in appropriate dress:

- Clothing should have no faces on it or inappropriate language. No tight clothing for boys and girls is allowed.
- It is preferred for boys to wear a white Thowb/Jubba. Boys must wear a cap (Kofi/Topi) in class. Shorts above the knees and singlet tops will not be allowed. Un-Islamic haircuts will not be allowed.
- Girls are required to wear, a non-see-through Hijab and must be dress modestly with long dresses / skirts below the ankles, and should be encouraged to wear Abayah's. Girls must not wear jeans and tops or anything resembling boys clothing. They must wear loose fitting clothes that do not reveal their body shapes. Girls should not be made to wear any jewelry.

Cleanliness and Purification

- Cleanliness of the school both inside and outside should be maintained at all times.
- Classrooms, chairs, desks and bookshelves should be clean.
- Clothes, hands, feet, nails and hair of the students should be checked for cleanliness. Hand sanitizer and tissues should be used when needed.
- Indoor trash cans should be used for any non-food and non-drink waste. Outdoor trash cans can be used for food and drink waste.
- Janitorial services are provided in the masjid area and classroom areas regularly. Staff, teachers, and students must ensure the environment of the Masjid, school, and bathrooms remains clean at all times.

- Students will make sure they are sitting with wudhu during Quran and Islamic Studies classes. Teachers can allow students to use the bathroom for wudhu as needed.
- Parents should make sure they have their child use the bathroom and perform wudhu before coming to the school so more time can be spent in learning.

Salah Procedures

- Routinely one congregational prayer will be performed in the Masjid, either Asr in summer or Maghrib in winter. It is the duty of the teacher to ensure that all children perform their Salah at one time. Students must remain silent in their places until the teacher completes their Salah, Tasbeeh, and Dua. Students should be encouraged to perform Dhikr and Dua after the performance of Salah.

Food and Drink

- No food or drink is allowed to be consumed inside the premises, unless if it is break time or school related activity is organized by the teacher.
- Snacks will be served to students during their break time in the ICCL basement.
- No student is allowed to bring food from home to school, otherwise it may be confiscated and returned to the student at the end of the day.
- If any teacher wants to distribute sweets during school, prior permission should be sought from the Administrator, which includes stating the products/brand to be purchased. This is to avoid any complaints from the parents relating to allergies, or other issues.
- Strictly no chewing gum allowed.
- Homemade items can be brought by students for end-of-year programs.

End of Class/Dismissal

- Class should be ended daily with Dhikr of Allah, and the Dua for conclusion of a Majlis. The teacher should ensure that student books are placed back into their book pouches.
- The reward chart should be completed daily after the conclusion of the class. A sticker/reward can be awarded to an individual students for good behavior and actions.
- Students will follow teacher directions for dismissal, lineup orderly and quietly, then proceed outside the building to meet their parents or guardians.
- Student ID cards will identify guardians by special code provided by TI

Environmental Protocols

- Sufficient seating and lighting is provided in the classrooms.
- Heating and cooling is adequately adjusted, however students must wear appropriate clothing based on the season and climate.
- The water fountain, bathroom, and toilets should be kept clean at all times.
- Shoes should always be placed on the racks in an orderly manner. Shoes are not allowed in the masjid. However, they are allowed in the ICCL basement.
- Due to COVID restrictions Thamarat works with and follows the guidelines of PG County officials in order to maintain a clean and healthy environment. Hand Sanitizer should be used as needed by students and they should wash their hands and wipe them with paper towels also provided in the bathrooms.
- Students are required to wear masks when mandated by PG County officials and should observe healthy hygiene guidelines to help reduce the risk of infection.
- Students should keep their masks on while indoors, they may remove them while eating or drinking or when they are outside the building.

Yearly Calendar

TI operates Monday thru Friday from 4-6 PM. Important holidays and other breaks are observed according to Prince Georges County Public Schools. There will be no school on/during:

- Saturday and Sunday
- Long weekends
- The Blessed Month of Ramadhan
- Day of Eid-ul-Fitr
- Day of Eid-ul-Adha
- Three Days following Eid-ul-Adha
- PG County Public School Winter and Spring Breaks
- The yearly timetable is available from the ICCL website.

Communication with Parents/Guardians

- By having parent-teacher meetings, the learning link is made stronger. It creates support and aid to the staff and teacher in regard to effective and successful learning. One individual meeting should be held at the end of each month or as required with the child's parent and teacher or TI Administrator.

- Parents should be kept in touch with the latest information about Thamarat announcements via email, newsletter, etc. Parents should be informed about matters such as attendance, fees, annual gathering, parents meetings, etc.
- A daily parent teacher communication book, in which a teacher can make a note to parents, is a good way for teachers, parents, and students keep up to date with homework, and others school related matters.
- Meetings reduce absenteeism, non-payment of fees and protect a child's environment at home. Parents are made aware of their children's strengths/weaknesses, or other learning concerns.

Parent-Teacher Meetings

The purpose PT meetings may be for one or more of the following reasons:

1. Motivation to the child as parents and teachers are key to the success of the student.
2. Attendance record: Punctuality is necessary for the child to make progress, as each lesson will develop the child's proficiency and knowledge level by regularly attending class.
3. Character building will help shape and form the behavior and mentality of the child. This starts with daily eating and sleeping habits, small and effective chores, and taking responsibility of actions.
4. Practicing Lessons: Islamic knowledge is only considered real knowledge when implemented, inculcated and practiced upon. We encourage both the teacher and parents to be role models for students at all times.
5. Dress code: simple and clean clothing makes for spending less time on fashion and style. This enables concentration and attention for attaining the objectives and goals of the curriculum.
6. Parents should be commended for their efforts by sending their children to learn Deen and Qur'an.
7. Feedback should be requested from parents.
8. Points of emphasis in meeting:
 - Importance of parent's responsibility and communication
 - Encouragement to maintain a good environment at home or change it to a more Islamic one. Parents should ensure that their children practically implement their Islamic education and uphold their Islamic identity at home and elsewhere.

- Importance of Dua for children and to do tarbiyyah with love and affection.
- Be the means of their children becoming pious and learning good habits, traits and values.
- Treating boys and girls fairly and encouraging them to become the best they can be as Muslims and Citizens.
- Teach Duas and Sunnahs of every situation. Duas and Sunnahs should be practiced on their respective occasions, eg. when entering and leaving the toilet, eating, sleeping, etc.
- Teach their children the name of 'Allah' when beginning work and the Kalimah should be taught and memorized.
- Teach Wudhu and Salah when children reach seven years of age. Have them observe prayers regularly when they reach the age of ten and discipline them for not doing so.
- Encourage parents to stay away from sins and protect their children from unIslamic or harmful literature, activities or media. They should protect their children from tools of sins such as phones, computers, internet, or TV. Supervise their usage and teach them appropriate usage.
- Parents should ensure that their children revise lessons daily and listen to everything they have learnt daily.
- Make sure the daily student log is filled correctly
- When they reach an age of 10 years to separate their beds.
- Tell them stories of Prophets and Sahabah.
- Make sure the parents and children are punctual. Students should not be dismissed early, unsupervised, dropped off early or picked up late.

Fees and Paying Wages

- Fees, on average, are \$150 per month. Fees are calculated at this rate per at a monthly basis, but an annual payment of \$1650 can also be paid which includes student registration. Registration fee is due for all students regardless of how many.
- Fees are due at the beginning of each month.

- Fees are structured for discounts in 2nd and 3rd child (and subsequent children thereof) who are enrolled in TI. Please see attached tuition chart.

Fee Category	1st Child	2nd Child	3rd Child and up
Registration Fee	\$150.00	\$150.00	\$150.00
Monthly Fee	\$150.00	\$100.00	\$100.00
Total	\$300.00	\$250.00	\$250.00

- A receipt should be issued for any cash/check payments received by parents or sent with students.
- Any TI teacher is entitled to have one child studying in the institute for free, and any other child after that will be given a discounted tuition fee at the jurisdiction of the TI Administrator.
- Sponsors/donors can support low income parents who want enroll their child in the TI program, so they are not deprived of Islamic Education.
- The TI Administrator should collect fees and send reminders. Arrangements can be made with parents, such as single mothers, to pay fees in installments.
- Teachers can teach on a voluntary basis or be contracted by Thamarat on an hourly basis. A competitive salary will be determined based upon experience and duties.
- Thamarat Teachers must sign in and out when reporting to and from work by which salaries are determined.

Examination Schedule:

- Students Exams will be administered at the middle of the year and end of year.
- Exams are graded and marks given. Afterwards, teachers and parents will meet to discuss the results.
- Parents will be contacted or emailed by the TI Administrator, to set up Parent/Teacher meetings.

Annual School Gatherings

