

Darul Arqum Islamic School

(A Sunday Islamic School)



School Handbook

1212 Iowa Avenue, Ames, IA 50014

<https://www.arqum.org/islamic-school>



WELCOME TO DAIS

Assalamu Alaikum.

We want to take this opportunity to welcome you to Darul Arqum Islamic School (DAIS). We are very blessed to have a community that supports Islamic Education for our children. We will work together throughout the school year to help all students achieve their academic, behavioral, and social goals. This handbook will guide you through the policies, procedures and the instructional goals of DAIS. Parents and students are required to follow and adhere to these policies and procedures to help the school function smoothly and effectively. Please read it carefully with your child/children. At DAIS we believe that parents' full commitment and participation are vital to our success. Our doors are always open to your comments, suggestions, and concerns. DAIS views the educational imperatives to be jointly implemented by the parents, the school, the Educational Affairs Committee (EAC,) and the community.

May Allah guide us in this noble endeavor.

Sincerely,

The Educational Affairs Committee
Darul Arqum Islamic Center

 education@arqum.org

 www.arqum.org/islamic-school



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Vision and Mission Statement

Vision:

DAIS' vision is to cultivate tomorrow's leaders; proud, and practicing Muslims who will positively shape our families, communities, nation, and the world insha'Allah.

Mission:

- DAIS - a Sunday school - provides Islamic education based on the Quran and Sunnah to elementary and middle school students at DAIC.
- DAIS prepares students to meet the challenges of our changing world by teaching them Quran, Islamic studies, and Arabic in an enriching and stimulating Islamic environment.

SCHOOL CONTACT INFORMATION

MAILING ADDRESS

Darul Arqum Islamic Center
1212 Iowa Avenue, Ames, IA, 50014



Registration & Tuition Fees

- Students must be 4.5 years or older to register for the school.
- Tuition fees should be paid during registration. The last date of payment is one week after the first day of school.
- After this date, students can no longer be registered for that semester.
- DAIS charges \$60 for one student, \$100 for two students, \$125 for three students, and \$150 for four students or more per semester.
- Please pay the tuition fees through the DAIC [website](#). Payment process is given in detail in the [appendix](#) of the handbook.
- For financial assistance, monthly payment plan, questions, or concerns related to fees please contact the school administrator at education@arqum.org.
- New families are welcome to admit their kids throughout the year after consulting with the school administration. Please contact the registration administrator at education@arqum.org.

Parental Consent

While registering child parents **must sign** the following parental consent:

I agree to abide by all rules & regulations of the Darul Arqum Islamic School (DAIS). I understand that false or inaccurate information provided on this form may result in admission being denied. I hereby grant permission for these student(s) to participate in all activities of the DAIS. I assume full responsibility for any injuries or damages which may occur to these student(s), in, on, or about the premises of the said school, or arising out of its activities, wherever it may be, including transportation to and from the school and its activities. I further grant permission to the DAIS administration, its teachers, or volunteers to provide emergency first aid and/or hospitalization to these student(s) in case of injury or illness as deemed appropriate by DAIS. Any medical expenses incurred for medical treatment shall be the responsibility of the student's parents. Additionally, I hereby release the DAIS and its staff, affiliates, partners, teachers, volunteers of all liabilities of any possible injury to my child(ren) emotional, mental, or physical on and off the Masjid premises. By submitting this application, I consent to these terms.

COVID -19 Policy

- **All teachers and students must wear a mask covering their nose and mouth during the school session.**
- Hand hygiene stations will be set up at the school entrance for students and staff to clean their hands before entering.
- Anyone with COVID symptoms is not allowed to come to the school.
- Parents must not send their kids if the kid or any family members are sick with COVID symptoms.
- The number of students per class/group will be limited based on the number of students and spaces.
- The students will be spaced out as much as possible without compromising the teaching environment.
- Every class will have a sanitization station equipped with hand sanitizers, disinfecting wipes, extra face masks for kids, etc.
- All parents or visitors are required to adhere to the Darul Arqum Islamic Center's (DAIC's) COVID policies.

Student Health Policy

- Do not bring your children to school when he or she has the following symptoms: fever, hacking, cough, diarrhea, severe rash, vomiting, eye discharge, constant runny nose, unclear runny nose, or an obvious illness (chickenpox, measles, scarlet fever, mumps, etc.)
- Children being treated with antibiotics must be on antibiotics for 24 hours before returning to school.
- DAIS Staff and administration own the right to refuse child entry if he or she shows any of the above symptoms.

School Timing and Drop-off / Pick-up Policy

- School classes start at 10:30am. However, the school opens its doors every Sunday at 10:15 to start the day with Fatiha and Duaa before heading to classes.
- Parents are highly encouraged to drop their children off at the school at 10:15am to enjoy the reviving gathering.
- For their own safety, students must be picked up from the school at 1:30pm (right after Dhuhur Prayer).
- Children must be dropped off/picked up inside/from the school building.
- Please slow down and drive extra cautiously in the school parking lot.
- Please contact the principal immediately if you can not pick up your child at 1:30 pm due to any emergency.

Emergency School Closure or Early Dismissal

In the event of severe weather, power failures, or other emergencies the school session will be canceled. The parents/guardians will be promptly notified via their contact information in the record as soon as the decision is made. The notice will be also posted in the school social media (What's app, Facebook etc.).

In case of early dismissal for any emergency, the parents/guardians will be responsible for picking up their children or making proper arrangements on their own. The school administration must be contacted if parents/guardians are making any alternative arrangements.

Dress Code

All teachers, staff, and students are expected to adhere to the Islamic dress code according to their gender and age.

Student Responsibilities

- Abide by rules and regulations in this Handbook
- Be courteous and respect others
- Respect the property of the Masjid and the property of others
- Behave responsibly at all school events on and off DAIS
- Attend class regularly – attendance is monitored and critical for success
- Be on time – avoid tardiness
- Come to class prepared; bring all necessary materials to class
- Dress according to the dress code and come to school well-groomed
- Cooperate with teachers and staff in maintaining order, safety, and discipline
- Report any threats, bullying, or misconduct that may jeopardize the safety of students, faculty, and staff
- Know that fights or altercations will not be tolerated; always be civil and well-mannered.
- Repeated or serious misconduct (academic, behavior) would lead to expulsion from school

All students are expected to adhere to these rules and maintain discipline at School events or functions. Failure to do so could result in removal from the event or school.

Parental Responsibilities

- Read the Student/ Parent Handbook with the child and encourage him/her to adhere to these rules and regulations
- Be actively involved in their child's Islamic education
- Encourage and support their child to establish a positive attitude toward Islamic education, discipline, and faculty/ staff
- Bring their child to school regularly and on time

- Communicate regularly with teachers, administration to ensure the success of their child
- Respect teachers, staff, and other parents
- Respond to any communication sent by school administration or teachers
- Adhere to appropriate drop-off/ pick-up procedures and timings
- Provide emergency contact information and be reachable during school hours for any emergency
- If the child is causing disturbances, is sick, or crying, the school will contact you to pick up your child

Faculty/Staff Responsibilities

- Always be on time and be well prepared for the class
- In case of absence, inform the principal in advance; call or text if there is a last-minute change.
- Report to the principal for recording the attendance
- Be gentle and courteous to parents, students, and other members of faculty/ staff
- Be fair to all students; hold them to high standards
- Be firm in discipline to manage the classroom; report disruptive behavior to Principal (and Parents)
- Maintain complete confidentiality of student records and performance
- Contact parents if a child is under-performing in class or has disciplinary problems
- Be responsive to parents and students

Mode of Communication

At DAIS we identify family involvement in schooling as a key predictor of a student's success. Clear, continuing, two-way communication is imperative. ***Google Classroom*** and ***Email*** are the two main forms of communication between school, teachers, and parents. **Please check your *Email* and your child's *Google Classrooms*** on a regular basis to ensure constant contact and awareness of your child's education, syllabus, assignments, grades, and school announcements.

Parents are kindly requested to make regular checks every Sunday of their child's backpack for homework sent by the school. Homework will require a parent's signature. Please encourage your child to do their homework, sign and return them to the teacher the next Sunday with your child.

Please contact the principal to report emergencies.

Supply List

Please make sure that the student always comes to school with pencils, erasers, and crayons (for levels 1 and 2 of Islamic studies). These items will not be provided by the school. To reduce waste, we are also requesting that students carry their own water bottles or reusable plastic cups for drinking water. Students in Levels 3 or above of Qur'anic studies, should carry their own copy of the Qur'an.

Administrative Team Structure

Principal

Chair of EAC

Member (Office, Registration, Finance)

Member (Management, IT)

Member (Communications, Special events)

Role of Administrative Team

Principal

- To ensure the policies, regulations, and procedures of DAIS are followed by teachers, students, and parents to provide a safe traditional Islamic learning environment.
- To report the status of compliance to EAC on a regular basis.
- Schedule and assign classes to teachers
- Record teachers and assistant teachers' attendance and report to EAC on a weekly basis
- Collect curriculum delivery reports from teachers and report to parents and EAC
- Serve as a primary point of contact for parents
- Prepare emergency procedures and apply them as necessary
- Supervise the instructional programs of the school
 - Evaluate lesson plans (created by teachers) and observe classes (teaching, as duties allow) on a regular basis
 - Encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development
 - Evaluate student assessment reports prepared by teachers to monitor academic progress
 - Offer feedback to teachers on teaching methods based on student assessment reports
- Report academic progress to parents based on student assessment reports
- Conduct meetings, as necessary, with teachers and EAC for the proper functioning of the school
- Student assessment reports and teaching staff assessment reports are to be properly stored in a designated Google Drive folder
- Keep the EAC advised of teachers or staff not meeting their commitment.
- Communicate with the EAC regularly about the needs, successes, and general operation of the school.
- Attend scheduled EAC meetings.

Chair of EAC:

- Coordination between EAC and Principal
- Management of school infrastructure
- Ensuring the payments of all the school staffs

- Arrangement of funding sources for the school
- Organization of recruitment process when necessary
- Overseeing school operations for compliance with policies
- Preparation of annual report for the EAC

Member (Office, registration, finance)

- Students' registration; accept payments; maintain student information
- Purchase daily supplies, library books, other – keep track of expenses and reimbursements
- Assist the Principal as necessary
- Interact with parents – new and current students

Member (Management, IT):

- Communication management (administrative side) of the school
- Administer all communications channels for academic and non-academic purposes
- Data management and record keeping
- Collecting all digital items of the school and preserve them
- Managing technologies and IT related issues.

Member (Communications, Special Events)

- Communicate with the parents
- Responsible for special events to communicate with the community
- Make changes working with the teachers and school team
- Collecting feedback from the parents and community

Roles of the EAC

- **Finances:** EAC will manage the finances of the DAIS according to the bylaws of DAIC. Any purchase order or operational expenses need to be approved by the EAC. The principal will approve and submit the attendance of the teachers to the EAC for the salary payment.
- **Building/facility management:** EAC is responsible to manage the school building/facility for its proper operations. Any modification in the school

infrastructure is not allowed unless approved by the EAC. EAC will work collaboratively with the DAIC building affairs committee for any infrastructure modification.

- Student registrations: EAC is responsible for the student registration process throughout the session and collecting tuition fees.
- Recruitment: Recruitment of any employees including principal, teachers, or other staff is the responsibility of the EAC. The principal needs to request any recruitment to the EAC when necessary.
- Curriculum/learning outcome development: EAC in collaboration with the principal will develop the curriculum and learning objectives. The education standard will be always monitored by EAC and will take necessary actions to maintain or improve the quality. Based on the necessity EAC will purchase students' textbooks and other school supplies.

Appendix

Curriculum

DAIS focuses on two areas for its curriculum: Islamic and Quranic studies. Each school day is divided into three sessions: *Arabic, Quran, and Islamic Studies*. The curriculum is further enhanced with the planning, preparation, and execution of an end-of-year event.

Quranic Studies

Goals for DAIS Quranic Studies Program

1. Students are able to read the Quran correctly
2. Students have memorized the last 5-15 Surahs of Juz Amma

Expectations of Parents:

1. DAIS provides about 90 minutes of Quranic education per week. 45 minutes are dedicated to Arabic (for reading Quran) and 45 minutes are for Quran recitation/memorization. This is however insufficient for proficiency in reading and memorizing the Quran. While we do our best, we expect parents to supplement this time with extra investment at home. Please pay special attention to all updates and feedback from your child's Quranic studies teachers.
2. To keep up with the pace of the Quranic Curriculum, we recommend daily recitation/memorization of about 15-20 minutes for all students.

Textbook for Quranic studies: Noor Al Byan (Arabic for Quran)

Islamic Studies

Goals for DAIC Islamic Studies Program

Our primary goal at Sunday school is to provide students with an age-appropriate awareness of Islam: its principles, values, and how to conduct day-to-day life as a Muslim. Students who attend Sunday school develop a coherent understanding of:

1. Faith in Allah
2. Five pillars of Islam

3. The behavior of the Muslim in the society with good morals and manners.

Expectations of Parents:

1. We do our best in introducing and explaining a concept to students during a 45-minute session. However, we need parents to be part of this teaching process. We request our parents to ask questions for their children regarding the topic(s) that they have discussed in the class each week.
2. We expect students to complete assigned reading before each class to be able to fully participate in discussions with peers and the teacher.

Student Classification

The following classification is based on the Noor Al Bayan curriculum that DAIS follows. A student, however, might be placed in a level that does not perfectly match her/his prior knowledge to accommodate their social and emotional needs.

Level	Age Group	Requirement
1	5-6	No assessment required.
2	7-8	Recognizing the alphabet.
3	9-10	Recognizing the alphabet, their different shapes, and proper sounds.
4	11+	Reading words with Harakat, Madd and Sukun.

Level 1

Quranic Studies

Arabic

1. Arabic alphabets (Noor Al Byan page 4)

Quran Memorization/Recitation

1. Surahs- Al- Fatiha, Al- Ikhlas, An- Nas, and Al- Falaq.
2. Selected Duas and Athkar

Islamic Studies

1. Allah and his uniqueness as the Creator
2. Allah is The Sustainer (Al-Razzaq)
3. Islam is our Religion, Muhammad صلى الله عليه وسلم is our prophet and Quran is our book.
4. Islamic Etiquette
 - Repeat the following words with the students and tell them when they are used: Bismillah, Alhamdulillah, MashaAllah, Insha'Allah, Assalamu alaikum
5. The Five Pillars of Islam:
 - Memorizing Shahada
 - Names of the Five daily Salahs and timings
6. The basic rules of Taharah
7. Seerah of Prophet Muhammad صلى الله عليه وسلم
 - Childhood, names of parents, grandfather, uncle.
8. The Month of Ramadan and Islamic Eids
9. Identify some essential Islamic values: honesty, respect, listening to parents.
10. What foods are forbidden in Islam?
11. Amazing Muslims Who Changed the World - students self-select topics for their classrooms

Level 2

Quranic Studies

Arabic

1. The different forms of a letter in words (at the beginning, in the middle, at the end) (Noor Al Byan page 5)
2. Letters with Fat'ha (Noor Al Byan page 6)
3. Combine letters with Fat'ha to build words, and start spelling (Noor Al Byan pages 7-10)
4. Letters with Kasra (Noor Al Byan page 11)
5. Spelling/reading words with Fat'ha and Kasra (Noor Al Byan pages 12-13)
6. Letters with Damma (Noor Al Byan page 14)
7. Spelling/reading words with Fat'ha, Kasra and Damma (Noor Al Byan pages 12-13)

Quran Memorization/Recitation

1. Surahs- Al- Fatiha, An-Nasr, Al-Masad, Al- Kawthar, Al- Kafirun, Quraish, Al-Maun, Al-Humaza, Al- Feel, and Al-Asr.
2. Selected Duas and Athkar

Islamic Studies

1. Our Belief; Allah and his uniqueness as the creator, Islam, prophet Muhammad ﷺ, Quran, Hadith, and Sunnah.
2. Islamic Etiquette
 - Repeat the following words with the students and tell them when they are used: Bismillah, Alhamdulillah, MashaAllah, Insha'Allah, Assalamu alaikum
 - Eating and Drinking
 - Bedtime
3. The Five Pillars of Islam
 - Memorization and teaching of Salah Timings
 - Learning Athan, rules of Taharah, Wudu and Salah
 - Practical Salah demonstration
4. Childhood stories of Prophet Muhammad
5. The Month of Ramadan and the Islamic Eids
6. Akhlaq (ethics) in Islam: honesty, respect, listening to parents, helping others
7. Learning about Islam - haram foods, Muslims from different nations.
8. Stories of the prophets.

9. Amazing Muslims Who Changed the World - students self-select topics for their classrooms

Level 3

Quranic Studies

Arabic

1. Madd/Alif, Waw, Yaa (Noor Al Byan pages 17-20)
2. Tanween/Fath, Kasr, Damm (Noor Al Byan pages 21-24)
3. Sukun (Noor Al Byan pages 25-26)
4. Lam Qamariya (Noor Al Byan page 27)
5. Rules of Waqf (1) (Noor Al Byan page 28)

Quran Memorization/Recitation

1. Surahs- At-Takathur, Al- Adiyat, Al-Qari'ah, Ash-Sharh, At- Tin, Al- Alaq, and Al-Qadr.
2. Selected Duas and Athkar

Islamic Studies

1. The Creator: Allah's different attributes/names
2. The Five Pillars of Islam
 - Types of Salah, why do we pray?
 - Memorization and teaching of Salah timings
 - learning Adhan, wudu and Salah
 - Practical Salah demonstration
 - Sawm (Fasting): rules of fasting, fasting nullifiers, excuses for not fasting, who should fast?
 - Zakat- What is Zakat? Who must pay Zakat? Who can qualify for Zakat?
3. Taharah, Najass and Tayamum
4. Prophet Muhammad ﷺ's life in Mecca
5. Islamic Etiquettes
 - Repeat the following words with the students and tell them when they are used: Bismillah, Alhamdulillah, MashaAllah, Insha'Allah, Assalamu alaikum
 - Eating and Drinking
 - Bedtime

- Greetings
- 6. The Month of Ramadan and The Islamic Eids
- 7. The Articles of Faith
- 8. Learning about Islam- haram foods, Muslims from different nations.
- 9. Akhlaq in Islam - honesty, respect, helping others, patience, rights of parents, altruism, cooperation
- 10. Stories of the prophets.
- 11. Amazing Muslims Who Changed the World - students self-select topics for their classrooms

Level 4

Quranic Studies

Arabic

1. Shadda + Harkat/Fat'ha, Kasra, Damma (Noor Al Byan page 29)
2. Shadda + Madd/Alif, Yaa, Waw (Noor Al Byan pages 30)
3. Practicing Shadda with Harakat and Madd (Noor Al Byan pages 31-33)
4. Lam Shamsiya (Noor Al Byan page 34)
5. Rules of Waqf (2) (Noor Al Byan page 35)
6. Shadda + Tanween (Noor Al Byan pages 36-38)
7. Rules of Waqf (3) (Noor Al Byan page 39)
8. Iltiqa' Sakeneen (Noor Al Byan page 40)

Quran Memorization/Recitation/Tajweed

1. Surahs - Al-Bayyinah, Az- Zalzalah, Ad- Duha, Al- Layl, As- Shams, Al- Balad, and Al- Fajr
2. Selected Duas and Athkar

Islamic Studies

1. Books of Allah, Names of Allah, why should we worship Allah?
2. The Five Pillars of Islam
 - Teaching the meaning and demonstration of entire Salah including Wudu, Athan, Iqamat, Athkar after Salah
 - Learning how to offer different kinds of Salah; Fard, Sunnah and Nafil
 - Sawm (Fasting): rules of fasting, fasting nullifiers, excuses for not fasting, who should fast? Ramadan and Eid Al Fitr

- Zakat- What is Zakat? Who must pay Zakat? Who can qualify for Zakat?
 - Hajj- The Importance of Hajj, The Process of Hajj, Eid Al Adha
3. Taharah, Najass and Tayamum
 4. Hijra and Prophet Muhammad ﷺ's life in Madina
 5. The Articles of Faith
 6. Akhlaq from the light of Quran and Hadith
 - Example of Akhlaq: honesty, truthfulness, perseverance, patience, altruism, cooperation, rights of parents
 7. Halal and Haram earnings, food, and drink
 8. Discussion of bad habits- Backbiting, Bad/good tv/video
 9. Stories of the prophets.
 10. 1001 Inventions and Awesome Facts from Muslim Civilization

Student's Assessment

Assessments are designed to provide timely information on each student's proficiency and to provide struggling students with additional time and support for learning.

- **Assignment:** Teachers assign a particular assignment related to the classwork. Guidelines are given on what and how to do this assignment, as well as the date for submission.
- **Quizzes:** Teachers observe a regular schedule of quizzes.
- **Final Exam:** Students receive a final exam which serves as a major factor in determining a student's final grades.

Evaluation:

Assignment	20%
Quizzes	30%
Final Exam	30%
Participation	20%

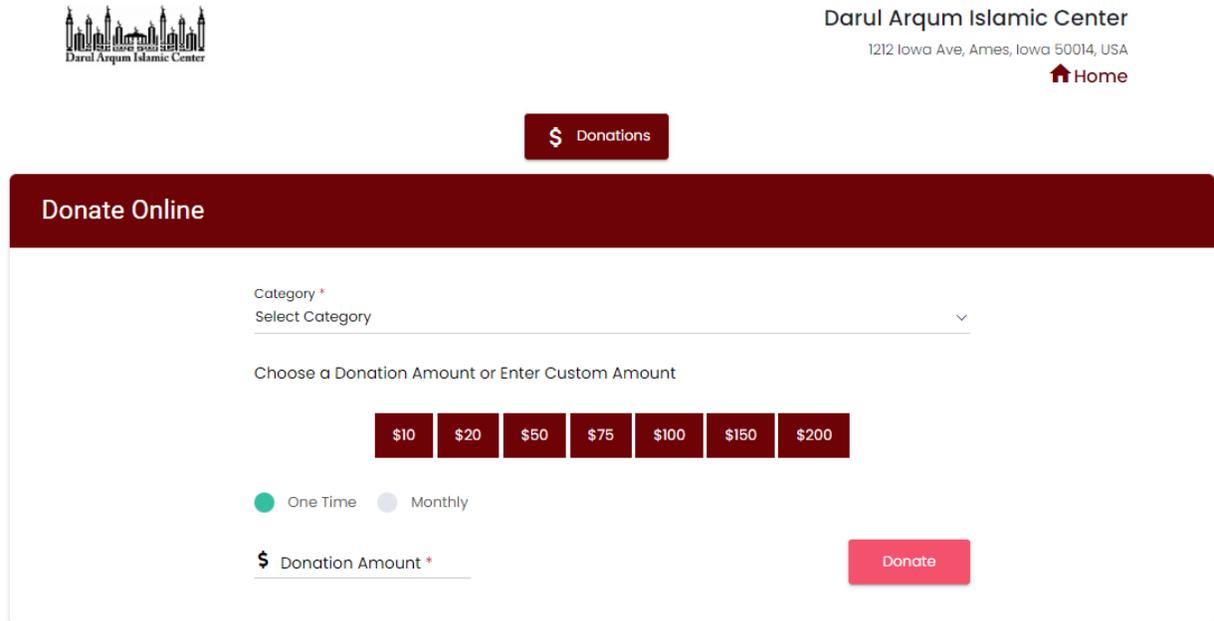
All students are assessed for Quranic and Arabic proficiency on the first day of school to place them at the appropriate level.

Co-Curricular Activities

1. Field Trip
2. Book Fair
3. Spelling Bee- Arabic and English
4. Quran Competition
5. Cultural Day
6. Ramadan and Eid Celebrations

How to Pay Tuition Fees

Step 1: Click the link below to access the Mohid online donation and payment center. <https://us.mohid.co/ia/desmoines/daic/masjid/online/donation>



Darul Arqum Islamic Center
1212 Iowa Ave, Ames, Iowa 50014, USA
[Home](#)

\$ Donations

Donate Online

Category *
Select Category

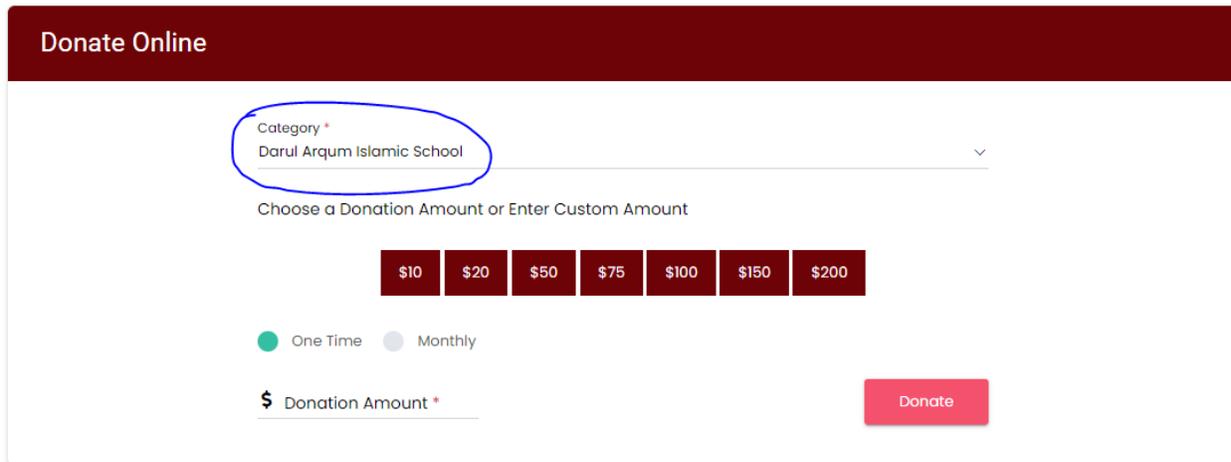
Choose a Donation Amount or Enter Custom Amount

\$10 \$20 \$50 \$75 \$100 \$150 \$200

One Time Monthly

\$ Donation Amount *

Step 2: On the first page, select “Darul Arqum Islamic School” for the category.



Donate Online

Category *
Darul Arqum Islamic School

Choose a Donation Amount or Enter Custom Amount

\$10 \$20 \$50 \$75 \$100 \$150 \$200

One Time Monthly

\$ Donation Amount *

Step 3: In the box for donation amount, type the amount owed according to the fee structure, based on the number of students you are enrolling. An example is shown below for one student - \$60.

Donate Online

Category *
Darul Arqum Islamic School

Choose a Donation Amount or Enter Custom Amount

\$10 \$20 \$50 \$75 \$100 \$150 \$200

One Time Monthly

Donation Amount *
\$ 60.00

Donate

Step 4: Click “Donate” and enter your personal information on the next page. Be sure to completely fill out the Contact Information section. Click "Continue to Payment".

Step 5: Fill out your payment information. In the Notes section, **please list the name(s) of the student(s) you are paying the registration fee for** to ensure proper documentation for all student fees. An example is shown below for one student named Abdullah.

2 Payment

Payment Method
 eCheck/ACH Credit Card

Name on Credit Card *
Mohammad

Credit Card Number*
0000 0000 0000 0000

Expiry Date*
December 2019

CVV Code*
0000

Monthly Recurring

Notes*
Students Names: Abdullah

Payment Summary

Category Darul Arqum Islamic School

Amount \$80.00

Total Cost \$80.00

Enter Code *
FAMILY

Pay Reset

{ forte }

Review the Payment Summary and click "Pay" to finalize your payment.