



AL-ILM Weekend School

**4950 W 34th ST. Indianapolis,
Indiana-46224
(317) 672-0488
support@alilmschool.org**

CODE OF CONDUCT

Al-Ilm Weekend School was established as a weekend school to serve the Muslim community of the greater Indianapolis area. It is necessary that all parents, teachers, and students respect the building, materials, and rights of others and adhere to the following guidelines:

1. Students must treat Masjid Al-Fajr premises with respect and enter with clean bodies and clothes as described by the Islamic sharia.
2. All students attending the school must be registered with the school.
3. All students must be of five years or older to enroll for any class.

NO CHILD UNDER THE AGE OF FIVE YEARS IS ALLOWED TO BE LEFT IN THE SCHOOL AREA WITHOUT ADULT SUPERVISION.

4. Regular attendance is essential especially since the school is conducted only once a week.
5. Students must be respectful to their teachers, fellow students and all others.
6. Students must ask the teacher's permission to leave during class hours.
7. Students must attend Salaat-ul-Duhr as part of the regular school day unless they have received permission to leave early.
8. Every student, teacher and parent has the obligation to keep the classrooms and general areas clean.



9. Food and beverages are permitted only in designated areas, i.e. multi-purpose rooms and kitchens.
10. Students should bring their own supplies i.e. notebooks, pencils, pens, etc.
11. Students are not allowed to leave the building until after Salaat-ul-Duhr.
12. Parents are to pay for the textbooks and supplies (if required) for their child (ren)'s classes.
13. No loitering or abuse of Masjid Al-Fajr and its premises is allowed. Anyone responsible for any kind of damage will be required to pay for the replacement or repair.
14. Parents must pay the required tuition or, if unable to pay, must notify the school treasurer. Tuition assistance is available for eligible parents/students.
15. Parents are encouraged to discuss their children's progress with the teacher. This develops a positive parent/teacher relationship.
16. The School is not responsible for taking care of students after school is dismissed. Parents must be prompt in picking up students and must not leave the students alone, regardless of their age.



STUDENT DISCIPLINE

Implementation of disciplinary policies at class and individual level is required. All teachers, members of the administration, students and parents must follow these policies. Failure to follow these policies will result in undesirable consequences. The following procedures are to be followed:

Step 1. Call the student to the school office and immediately involve the principal and vice principal to investigate the matter.

Step 2. Parents will be notified, however, no action will be required from the parents at this time.

Step 3. Based on the seriousness of the situation, a brother and a sister (selected from the teachers and/or parents), will be asked to examine the situation in order to provide an impartial evaluation. They will work in collaboration with the school principal and vice principal.

Step 4. Maximum of three (3) warnings will be given to the student before the final punishment.

Step 5. Serious matters will be dealt with immediately and could result in the student's expulsion from the school.

ADMISSION AND REGISTRATION

Al-Ilm school would start on the first Sunday of August. All children are welcome to attend the school; however, the following guidelines are applied to maximize the efficiency of the school.

1. New enrollees must be at least five years old at the time of Admission. School will also accept students who may turn five by September 30th on a first come first basis and capacity of the class.
2. Previous year's enrollees will have first opportunity to pre-register since school space and resources are limited.
3. Students are expected to join the school on the registration day.
4. Late registration is permitted provided classes are not filled. However, parents and students will be solely responsible to catch up with all materials already taught in the class.