

**Http://www.icpalhikmeh.com**

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**To: *The Parents and Enrolled Students***

**Subject: *The Mission statement, Objectives, Attendance, Discipline, Etiquette***

Al-Hikmeh after-school program follows a structured curriculum that has been designed from experience of teaching Muslims students for more than twelve year, researching and contacting many different Islamic full time schools. The school program has well defined objectives and goals. Participation in this program is voluntary. However, once enrolled students will be required to adhere to the rules of Al-Hikmeh. This includes, but is not limited to, the following:

**WHAT IS OUR MISSION:** *To promote the authentic knowledge of religion, and inviting others to Allah.*

**WHAT IS OUR OBJECTIVES:**

*1) To Please Allah (Sub’haneho Wet’alla,SWT,)*

*2) To Develop/Establish a Real Muslim Community*

*3) To Encourage the Good & Forbid the bad*

*4) To build a better Community*

**1.1 Attendance:** the parents should perceive this program as part of their children’s normal school curriculum. Islamic and Arabic studies are considered major subjects of any Islamic school; children who attend Islamic schools would not pass to the next school year without completing the above subjects.

The program is designed so that the students attend the school three evenings a week, and spend at least 40 minutes to two hours for every scheduled evening. Missing classes other than illness or family emergencies is not tolerated. **In case of emergency, illness, or bad weather**, it is recommended that you call (as soon as possible)

Home (717) 732-9308, If no response, call cell phone (717) 608-5532. Please leave a message.

Islamic Center of PA, Al-Hikmeh After-schools program hopes, “Insha’Allah”, to develop its program within the next 3 years into a full time daily Islamic school. This kind of determination (Al-‘Hamdullah) from our side hopefully will be matched with equal commitment from the parents and the students. The parents need to accommodate their children's activities schedules to meet After-School program schedule to obtain the most possible benefit.

**Islam is concerned with man’s well-being in both body and soul, and it encourages all kinds of sport that will strengthen the body and maintain good health as well as provide relaxation and leisure, such as swimming, shooting, horseback riding, sword fighting and wrestling.** But when Islam accepts sports and encourages us to engage in them, it does not make them a goal in and of themselves. Rather sport is considered to be a means of protecting the sacred limits of Islam and the dignity and rights of the Muslims, in the belief that strength is one of the most important means of achieving victory and prevailing in the face of challenges and warding off the threats that face Islam.

**1.2) Picking up students:** **The Islamic Center of Pa, Al-Hikmeh Institute** requests from all parents to pick up their children on time after classes are over. No children are allowed in the premises without parent supervision.

**The Islamic Center of pa bares no responsibility what so ever for leaving their children unsupervised.**

2. Three unexcused absences (such as medical, weather or family emergency) in a month regretfully, will force us to request the student to drop the program. The undisciplined attendance is a problem not only to the student himself/herself but also to his peers. Further more, it deprives the program its seriousness that the teachers and parents work hard to maintain.

3. Frequent tardiness is a clear indication of disrespect and negligence to the Islamic Knowledge.

**4. Discipline:** Discipline has a great impact on attendance and on learning. Over looking disciplinary attitude towards the program definitely is going to reflect on learning of the children and their progress and ultimately on their future.

4.1 Students under no circumstances would be able to memorize their assignment’s Surrat from Qur’an or Hadiths (Sayings) of the Prophet Mohammad (pbuh), if their attitude towards the after-school program is loose and disorganized. We need to build the true conscience and the awareness of this deen (religion) together. **Commitment, determination, seriousness and punctuality are the only method of success.** We need to show our children by action that we really “love them”. So, we strive to give them the best practical Islamic knowledge available in the area. One of the biggest lessons of our religion is organizing, structure, and discipline. Let us color our program and our behaviors as much as we can with these Islamic attributes.

4.2 Parents are not allowed to accompany their children to the class rooms without permission from the principle.

4.3 No child should participates or get into the class if his/her application is complete and approved.

4.4 Visitor Students needs pre permission to stay in any class.

**4.5 Parents:** have no right to use the materials of the ICP or/and consuming snacks and food without verbal or written permission from the Administrator of the Institution directly.

**Parents: No soliciting of any type on ICP premise, permission is required in advance for any sale or collecting donations for any cause on the ICP property. Soliciting, promoting political agenda or other Centers is not serve the ICP's goals & objectives and it's prohibited on the ICP grounds.**

## 5. Fees:

**5.1 The Islamic Center of Pa, Al-Hikmeh Institute** has been committing to excellence of performance in all aspects of its duties, so we are obligated to honor financial contracts with other agencies such as payment of rent etc.

ICP is truly hopeful that you fulfill your financial agreement with ICP and make your monthly payment **before the 5<sup>th</sup> of every month.**

**5.2** A \$30 non-refundable registration fee is applied to All **NEW** After-School application Program at the time of registration.

**5.3** Any student drops-out for the period of five (5) weeks or longer will be considered a new student, if he/she desired to enroll back in Al-'Hikmeh Institute a \$30 non-refundable registration fee will be required at the time of registration.

**5.4** All parents have the choice to continue their children or discontinue them at Al-'Hikmeh Summer program without the payment of \$30 registration fee at the beginning of the new school year.

**5.5** Parents are responsible to register their children on the designated time or before. Late registration will incur a late fee of \$20 due at the time of handing the application.

**5.6** Al-'Hikmeh after-school program school year starts September through May (9 months).

## 6 - Etiquette:

**6.1 The Islamic Center of pa, Al-Hikmeh Institute does not compromise on the fact that every student regardless his/her age should perform the prayer in congregation as long as the prayer is going to be established with 5 minutes; as the Edhan or Iqameh is in process or people lining up for prayer. It is a reminder for all parents/students new or current.**

**6.2 Males Students:** Boys, all ages should dress in long pants (no shorts above the knees), long sleeves shirts or tee shirts (no cut sleeves), and if they have to wear shorts then short should cover under the knees.

No baggy pants dangling between legs and showing ('Awreh, private parts), or dragging on the floor should be used. Regular clean cloths are recommended (no imitation of kafir's dressing).

No bracelets, necklaces or uneven haircuts are desirable.

Smoking cigarette is prohibited on school's property at any time.

**6.3 Females Students:** Girls nine years and older should cover their hair and their necks.

Girls should wear long dresses to the ankles or wear long skirts over the pants or long shirts reach to her ankle.

Student girls and parent ladies should not wear any make up.

The Islamic etiquette, manner, and appearance have a great impact on maintaining and increasing our Ieman (faith) in this Deen (religion). The Islamic etiquette is the jihad (offensive struggle) against the non-Islamic culture to protect our selves and community. The Islamic etiquette is a constant speechless De'weh (propagation) to Islam. The (disbelievers) do know how much you hold 'Ieman (faith) in your heart but they will respect a person of principle who practices his/her belief. The Islamic etiquette conveys you're good to the community to forbid the bad.

The Islamic etiquette for the above reasons and many others unmentioned reasons should be enforced by all means.

**General:** The cars should be parked in an organized manner

Please remove any filth or dirt from the school property.

Please dress modestly while on the school property.

**Code of Discipline:** The participants of ICP should be modestly dressed at all times.

Shoes are not allowed in the prayer halls.

Men should wear trousers and shirts.

Women can wear any traditional clothing as per personal preference; however legs and head should be covered at any time and especially during Salat.

Each participant shall work for the unity of all persons, Muslims as well as non-Muslims and avoid creation of Conflict or discord.

**Being not abided by the regulation, commitments and the etiquettes of the Center would force us regretfully to ask parents to withdraw their children from the program.**