

المدرسة الكليمية - ديترايت

Al Madrasa tul Kalimiyah

Detroit

Guidelines & Policies



١٤٣١-٣٢

فواكه علم ناچا كهو  هزارو بلڪه چھ لاکھو

حفاظة اھني بس مرا كهو  كسل نے دور بس نا كهو

چھ ھرايك ما جدي لذة

خداني عين چھ حكمة

العلم تاج للفتى



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Importance of Deeni Taalim

سیدنا محمد برہان الدین طع' اسال عشرۃ مبارکۃ ۱۴۳۱ نی وعظ مبارک ما دین نی تعلیم انے لسان
الدعوة نی اہمیۃ واضح کرتا فرمایو:

تو "الف" "ب" پڑھو جوئے انے سیکھو جوئے ،
انے بچدوئے بھی سکھاو جوئے ، بچدوئے خبرج نہ ہوئی
ایم نہ بنے ، پھیلے ایم بنی جائی کہ A B C D یاد ، الف بت ت
یاد نہیں ، تو پوچھو تو twenty one ، ایکویس نہیں ، کیم بھولی
گیا ! سگلو بھولی گیا ! تارے بھولی نتھی گیا ، اپن بھلاوی
دیئے چھے ، اپن کیم نہ بھولا ، اپنا باوا ماں دادا یراپنے اسکھایو ،
اپن بھلاوی دیئے تو بھولی جائی چھے ، تو بچدوئے چھے ،
مارو قول فقط الف ب پرنتھی ، ہر چیز پرچھے ، الف ب

شروع چھے ،



Lisan ul Dawat

Lisan ul dawat is our zukhur (valuable asset), a treasure worth safeguarding and passing to our young generation. It is a gate which opens to the vast horizons of **al Ilm** (ilm of Aale Mohammed ^{S.A.}). Limited understanding of Lisan ul Dawat means limiting the access to al Ilm. If these farzando learn Lisan ul Dawat well, only then will they be able to pass it on to their generation. Waledain are urged to understand the significance and urgency of this issue and help Madrasa staff teach your child Lisan ul Dawat by enforcing it to be spoken at home. Aqa Moula ^{TUS} states

گھروما تو دعوتی زبان بولوی، جوئیے

On other occasion Aqa Moula ^{TUS} emphasizes:

گھروما ايس ما بھي وات کرے دعوتی زبان بولے، اھما برکة
چھے خوبی چھے

On several occasions Aqa Moula ^{TUS} stresses the link between the zabaan with culture and the culture with Imaan (faith). If language changes gradually, it creates an impact on the culture and further on the Imaan.

Inshallah Madrasa will initiate different programs to enhance the vocabulary and fluency of Lisan ul Dawat among farzando. Waledain are requested to support Madrasa staff in their endeavors by following up at home with any assignment given to them.



Academic Calendar

Saturday Madrasah Yearly Schedule I431/4132 H 2010/2011

Month	Saturdays	English Dates	Hijri Dates	Month	Saturdays	English Dates	Hijri Dates	
5	8	7	٤	1	Result, Parent Meeting & New Term (I)	6	ذو القعدة الحرام ٣٠	
6	9	14	١١		2	13	Nov	٧
	10	21	١٨		3	20		١٤
	11	28	٢٥		4	27		٢١
	12	4	٣	2	5	4	٢٨	
	<i>2nd Term Assessment</i>	11	١٠		Ashara Holiday	11	Dec	٥
7	<i>I</i>	18	١٧		Ashara Holiday	18		١٢
	2	25	٢٤		6 *	25		١٩
	Summer Holiday	2	١	7 *	1		٢٦	
	Summer Holiday	9	٨	8	8	Jan-2011	٣	
	Summer Holiday	16	١٥	9	15		١٠	
	3	23	٢٢	10	22		١٧	
	4	30	٢٩	11	29		٢٤	
8	5	6	٧	3	12	5	٢	
	Ramazan Schedule	13	١٤		<i>Ist Term Assessment</i>	12	Feb	٩
	Holiday	20	٢١		Taabudat Prep	19		١٦
	Holiday	27	٢٨		Taabudat Prep	26		٢٣
	Eid Holiday	3	٥	Taabudat Prep	5		٣٠	
	6	10	١٢	4	<i>I</i>	12	٧	
	7	17	١٩		2	19	March	١٤
	8	24	٢٦		Milad Holiday	26		٢١
9	9	1	٤		3	2		٢٨
	10	8	١١	4	9	April	٦	
	11	15	١٨	5	16		١٣	
	12	22	٢٥	6	23		٢٠	
	<i>Final Exam</i>	29	٢	7	30		٢٧	

٢١ مي محرم (Dec 27) سي ٢٥ مي محرم (Dec 31) لگ ناسوع نے "فلك الحسين كبريلا" نا حفظ واسطے مخصوص كري سكاتي هجے .

"نصاب صيفي" ١٧ مي شعبان (July 18) سي ٢٨ مي شعبان (July 29) تك تهايسے . (Monday - Friday)



Progress Report Book (PRB)

According to the new system introduced by *Attalim*, the entire course of each grade level is divided into three terms. Each term consists of 12 working Madrasa Saturdays. The division of the course can be found in *Malaf ul Taujih wal Musaadat* provided to all the students. Whatever farzando learn each week will be assessed in oral or written form. The prior notice of these assessments will be sent through Homework/Assignment sheet.

Points attained by the students through assessment in various subjects will add up and define approximately **65%** of their grade at the end of the term.

Every fifth week waledain will be sent their child's Progress Report Book showing the points he/she has attained. With the PRB, the waledain will be completely aware of the strengths and weaknesses of their child and can help them achieve more.

Students will be assessed based on the criteria listed below. The qualifications for these criteria vary by subject and details can be found in the student's Progress Report Book.

ممتاز	Excellent
جيد	Good
متوسط	Average
دون المتوسط	Below Average
ضعف	Weak

NOTE: When the PRB is received, waledain are requested to keep note of their child's results and return the PRB signed the next week.



Imani Tarbiyat

Aqa Moula Syedna Mohammed Burhanuddin ^{TUS} on various occasions does dua for mumineen that, “may Allah preserve the *imani tukhum* till their seventieth descendants” and for farzando, Aqa Moula ^{TUS} has stated that, “may they be brought up in such a way that they become the *thandak* of their Moula’s and waledain’s eyes.”

To raise farzando in this manner is not simple; it takes much effort to provide farzando with a proper upbringing and the challenge is greater in an environment that is not centered around our culture and religion.

اقا مولیٰ طع فرماوے چھے

ہمنے خدا یاری آپے کہ ابچہ وئی تریبہ برابر کریئے ،

ہر چیز سیکھاوئیے ،

ادب سیکھاوئیے ،

نمان پڑھتا سیکھاوئیے ،

ہر چیز ، معلمین فقط نہیں والدین نے بھی کھون چھون ، گھر ماوے تو سگلو سکھاوے

From the above bayan it can be learned that the revered task of tarbiyat of farzando and nurturing their personalities towards excellence has been divided among madrasa and home. A strong partnership between these two can help meet the expectations of Moulana ^{TUS}.

To create the ideal partner at home, waledain are requested to take a keen interest in their child’s academic studies, regularly communicate with madrasa staff to be aware of their child’s progress, and to commit themselves to achieving better tarbiyat of their child.



Malaf ul Taujih wal Musaa'dat

In order to establish better communication and assist waledain in the upbringing of their child, Attalim has designed a booklet called *Malaf ul Taujih wal Musaa'dat*.

In this *Malaf ul Taujih wal Masaa'dat*, waledain will find *Musaa'dat Youmiyah form*, a checklist for all days of a year divided by months. The checklist is intended to be a guideline for the waledain as what they should ask their children to do by the end of each day. Waledain are asked to ensure that their child fills this checklist every day (preferably before sleep).

شهر محرم الحرام												عمل	
مساعدة يومية فارم													
													وَضوء، داتن ✓
													صلوة الفجر ✓
													والدين نى سلام ✓
													تظف، مرأى منظر ✓
													صلوة الظهر والعصر ✗
													صلوة المغرب والعشاء ✓
													هر نماز بعد ماتم ✓
													اقامولى طوع نا حق ما دعاء ✓
													CD سي اعادة الاسباق ✗
													وَضوء، داتن (سويابيل) ✓
													گهر ما لسان الدعوة بولوو ✓
													والدين نا دستخط ✓
													كلاس، تيجر نا دستخط
													ميقات
													ميقات
													كلاس، تيجر نا مريم ركس

Attending Majalis and Mashahid is part farzando's Tarbiyat, and it is imperative that every farzand attends the Majalis. This part of *Musaa'dat Youmiyah form* is to remind farzando of the miqaats which will come in each month. As they attend the majlis, they should check the box beside majlis; check the box beside Khatmul Quran and Qasidah as they pray Quran and Qasidah in the majlis.



Malaf ul Taujih wal Musaa'dat

After each month's **Musaa'dat Youmiyah form**, there is a monthly log sheet regarding the Tilawat ul Quran Majeed. Farzando must fill Musaa'dat Youmiyah form and **Tilawat ul Quran log sheet** on daily basis. To obtain the full **20 points** every month it is necessary that farzando perform all the required *Amal* and maintain a proper record

شهر محرم الحرام									
برنامج تلاوة القرآن المجيد									
تاريخ	پاره	صفحة ، ركوع	والدين نام مستط	كلاس تجربہ دستخط	تاريخ	پاره	صفحة ، ركوع	والدين نام مستط	كلاس تجربہ دستخط
۱					۱۶				
۲					۱۷				
۳					۱۸				
۴					۱۹				
۵					۲۰				
۶					۲۱				
۷					۲۲				
۸					۲۳				
۹					۲۴				
۱۰					۲۵				
۱۱					۲۶				
۱۲					۲۷				
۱۳					۲۸				
۱۴					۲۹				
۱۵					۳۰				

However, another purpose Malaf ul Taujih wal Masaa'dat is to assist in two way communication between parent and teacher; a part of Malaf is dedicated for waledain to communicate with the teachers and the other part is for teachers to inform whatever their concerns are regarding the academics or behavior of the child . Waledain are asked to check this part once a week for any message from the teacher and then sign.



Student Books & Supplies

- ◆ Please ensure that your child(ren) bring Quran Majeed, all textbooks, workbooks and supplies (in the Supply List) to Madrasa regularly.
- ◆ Write their names on the textbooks and workbooks clearly.
- ◆ Fill the Malaf ul Taujih wal Musaa'dat regularly. Please ask the class teacher for assistance, if needed.



Madrasa Libas

Dikrao	Dikriyo
Kurta-Saya	Jablo Izaar or Kameez Shalwar
Izaar	Rida (for Misaq wala dikrio)
Clean, starched Topi	Topi or Dupatto
White Socks	White socks



Nazafat (cleanliness) - Mara' Manzar (appearance)

- ◆ Make sure that children are **dressed neatly**.
- ◆ Their **nails** are tidy and clipped, without nail polish.
- ◆ Their **hair** is neatly tied (for girls, no loose hair) or neatly groomed (for boys, short hair such that they are contained in the topi).



Madrasa Hours

- ◆ Regular sessions are held on Saturdays **9:00** am to **3:00** pm.
- ◆ Children must be dropped at least **5** to **10** minutes before the start of the Tilawat-ul-Dua(Assembly).
- ◆ Please **do not** pick up your child(ren) before 3:00 pm and no later than 3:15 pm.
- ◆ Waledain are requested to send **healthy** snacks with their child to help them remain attentive in class.
- ◆ Children **MUST** do wuzu before coming to madrasa and **remain in wuzu** throughout the madrasa period.
- ◆ Children must bring a clean and neatly folded **masallah** for namaaz.
- ◆ All students must attend **Zohar** and **Asar Imammat Namaz** and be on time.



Attendance Requirement

Regular attendance is important for your farzand's success and progress. Please avoid unnecessary absences. Leaving Madrasa early or arriving late is a part-day absence. When farzando are out of madrasa, they miss important group lessons, some of which cannot be duplicated. If your child misses an explanatory lesson, for example, there is no way to give a "make-up" lesson. Even when make-ups are possible, they often are less effective and take your child and the parhaawnaar away from other activities.

- ◆ Schedule family vacations when madrasa is off (especially during summer time), our Madrasa Academic calendar will make this easier. Also, extracurricular activities should be scheduled after regular Madrasa hours.
- ◆ Being on time to Madrasa is essential. Farzando who are late are considered tardy and miss valuable class time. Please make every effort to get your child to Madrasa on time.
- ◆ **Tardy:** A student who fails to reach madrasa by the end of **tilawat ul dua** is marked **T** in madrasa attendance record. If there is excessive tardiness, the teacher will contact the parent.

NOTE: Three (3) tardies equal one (1) unexcused absence.

- ◆ **Excused absence:** An absence is only excused if it is due to sickness and a Parent's note is sent on the day the child returns to madrasa, indicating the reason for the absence. An absence for any other reason apart from sickness will not be excused. For every 4 madrasa days there are **20 points** for attendance.

1 Madrasa day absence- farzand will receive 12 points

2 Madrasa day absences- farzand will receive 6 points

3 absences- farzand will not get any points



Homework/Assignments

- ◆ Homework must be completed on time and checked by waledain before submission.
- ◆ Children should spend at least **30 mins** per day for revision of lessons, written assignments and memorizations.
- ◆ Madrasa homework for each class will be uploaded every week on the Detroit Jamaat website.
- ◆ Farzando shall memorize their **Surats, Duas, Qasaid** and **Nasihats** lessons with proper pronunciation and lehan using the course audio files.
- ◆ **Surats & Duas** that farzando have learned in the previous years has been divided into 6 audio tracks, a track for Monday, Tuesday...Saturday for revision. Please ensure that your child listens to these tracks every day, this will immensely help in retaining what they already have memorized.
- ◆ When absent, it is the child's responsibility to obtain any missed work from the class teacher and complete the homework posted on the web.



Library Books

In order to improve the comprehension of Lisan ul Dawat among farzando, Madrasa has obtained books and will continue to look for such resources which would help in developing their Lisan ul Dawat.

When your child brings home a book from the madrasa please ensure he/she handles it with **care** and makes **no pen or pencil marks**.



Registration/Ejamaat No.

- ◆ Please ensure that your child(ren) is properly registered.
- ◆ Ejamaat Number is needed to register your child into Idara ul Taalim and al-Madrasa result will soon be displayed on their ejamaat account. For that purpose, it is required that every child have an Ejamaat No.
- ◆ Waledain whose child's Ejamaat is in process, are requested to notify al Madrasa tul Kalimiyah as soon as they receive their Ejamaat card.
- ◆ Waledain who are not yet registered with Ejamaat, please obtain and fill out the forms "Head of the Family" and the "Family member form" for each of their family members and submit them to Janab Amil Saheb



Madrasa Fees

The yearly fees structure of al Madrasa tul Kalimiyah is as Following:

1 st Child	\$ 480
2 nd Child	\$ 180
3 rd Child	\$ 120
4 th Child	\$ 60
1 st Child-Atfaal	\$ 300



Khidmat prospects for Waledain

- ◆ Arrive at Madrasa 5 mins before time (8:55am)
- ◆ Arrange the microphone for the Tilawat ul Dua
- ◆ Assist teachers of all classes, as needed (Xerox, pencil sharpening, etc.)
- ◆ Facilitate ferzando snacks at 11:20 am: set up safras, clean up, etc.
- ◆ Monitor children playing outside/inside the building
- ◆ Escort children into masjid for namaz
- ◆ Make sure every child is picked up before leaving



A note for Waledain

Waledain are asked and encouraged to be involved in their children's education by:

- ◆ Respecting parhaawnaar and supporting them as partners in the Talim & Tarbiyat of their children.
- ◆ Share equal responsibility for improved academic achievement of farzando with their parhaawnaar.
- ◆ Understanding Madrasa procedures and opportunities to contribute or receive support.
- ◆ Participating in the development of Madrasa
- ◆ Utilizing two-way lines of communication, you and parhaawnaar on the instructions, achievements and conduct of their children.
- ◆ Performing khidmat in Madrasa.