

**Islamic Center of Morris County**

**Weekend Islamic School**

**Student-Parent Handbook**

**School Year 2016-2017**

*School Board*

## **INTRODUCTION**

Assalamu Alaikum and welcome to the ICMC Weekend Islamic School.

The foundation of the school has been laid to provide a healthy and rewarding learning environment for Muslim students. The objective is to provide stepping stones for the youngsters so that they may understand and practice Islam in their lives.

This handbook has been prepared for students and parents with the intent of providing information about the rules and regulations that govern the school activities. These rules, regulations, and the responsibilities were formulated and defined by the School Board for the purpose of achieving our mutual goals as parents, students, and Board members. Please spend a few minutes to read this handbook completely. The School Board will revise and update this handbook as deemed necessary and parents will be notified of any changes.

The education of our children is a cooperative effort involving the school, students, and parents. Informed and concerned parents make fine partners in the educational process. The School Board, staff, and parents must work together and support each other.

Parents who have any comments or constructive suggestions regarding any school activity should contact the School Board.

*ICMC Weekend Islamic School Board*

## **ICMC Weekend Islamic School**

### **Mission Statement**

To promote broad awareness of Islam for Muslim students by emphasizing Islamic teachings, fundamentals, ideologies, and legacy. To intellectually stimulate the students to grow up as responsible and committed Muslim citizens living in the West.

### **Our Students**

Admission is open to any student, male or female, who resides in the US, irrespective of their immigration status. Since the main medium of instruction is English, the ability of students to understand and communicate in English is important.

At this time, the school is offering three academic levels. A placement test will be conducted at the time of registration. Students will be placed in one of the three levels, based on their age and scores of the placement test. This test will assess their current knowledge in the areas of Islamic Studies and Quranic Arabic. The decision about placement will be made by the Principal in consultation with the class teacher. Students may be transferred from one level to another during a school year, depending on his/her progress.

### **Curriculum**

The school will follow a systematic and comprehensive curriculum. The objective of the curriculum is to provide a broad understanding of all aspects of Islam. The teachers, students and parents will know what is being taught and what to expect from students at each level and collectively, from the entire program. The teachers will carefully follow the curriculum. The curriculum will be reviewed continuously.

### **Tuition**

Payment of the fee is required in full at the time of registration. Fees are non-refundable unless specifically authorized by the School Board. Bounced check fee is \$30.00. ICMC will not deny registration to anyone who is not financially able to register his/her child. If you cannot afford to pay the full tuition, please fill out the Financial Assistance Form and your tuition will be adjusted accordingly.

### **Withdrawal**

In the case that a parent desires to withdraw a child from the school, the withdrawal form must be completed by the parent. A thirty-day notice is required before a child can officially withdraw from the school.

## **IN-SCHOOL STUDENT CODE OF CONDUCT**

### **Attendance and Tardiness**

Parents are advised to drop off their children at least 5 minutes before school starts. Parents are strongly suggested to arrive on time to pick up their children. Tardiness at the time of arrival and leaving the school should be avoided by all parents.

### **Abuse of School Property**

All students must refrain from abuse of any kind and from causing any type of damage to the center property. If a student is found to have caused damage to the school property in any manner, the parents will be liable to remedy the damage in a manner decided by the school authorities.

Furthermore, a student may be subject to suspension or expulsion from the ICMC Weekend School as determined by the School Board.

### **Assault of Student, Teacher, Staff**

All students will refrain from verbally or physically assaulting other students, teachers or staff of the school. Any type of violent and abusive behavior will not be tolerated and may be a ground for suspension or expulsion of the student. Suspension will last for a period of one week. Three suspensions will result in expulsion.

### **Dangerous Weapons**

A student shall not bring to school actual or look-alike counterfeit dangerous weapons, firearm, knives, explosives, or any such devices. If any such item is found with a student, he or she will be removed from the school and this may lead to suspension or expulsion of the student.

### **Harassment, Disrespectful or Racist Acts**

A student shall not harass, intimidate, disgrace, incite, provoke, threaten or discriminate against any other student or school employee or otherwise disrupt the school environment. The act of harassment or intimidation includes, but is not limited to: slurs, profanity, obscene gestures, verbal or non-verbal abuse. Such acts may subject the student to suspension or expulsion.

### **Dress and Expression**

Dress in accordance with Islamic guidelines will be required for all those participating in school. Males are required to wear clean shirts and long pants that are loose fitting. Females are required to cover all body parts except the face and hands. Boys or girls will not be admitted in the class if their outfits reveal bare waist line, abdomen, deep neckline, bare arms, legs, etc. Revealing or tight fitting attire should not be worn. Students are not allowed to wear caps, sunglasses or chains in the class. Outfits must not display profane language or pictures.

The purpose of the school is to strengthen our children's Muslim identity by providing them an environment that is not conflicting with Islamic values. Therefore, they will be strongly encouraged to follow the guidelines. Parents' cooperation in this matter is vital to the success of the school.

### **Lost and Found Policy**

If anybody finds an item not belonging to them, they are requested to bring that item to the teacher or the Principal. The School is not responsible for any items lost on the premises of the school.

**Cell Phone Use**

Cell phones are part of today's life and its value cannot be denied. We will not prohibit any student from carrying cell phones in school. But it is mandatory that students will turn the cell phones off during class and Salat time.

**Radios, Walkman, MP3 and Other Devices**

Use of any radios, walkman, MP3, ipods and other electronic devices is not permitted in the school at any time. Violation of this rule will be subject to disciplinary action.

**Complaints**

Parents can express their complaints verbally or in writing to the Principal. We welcome constructive criticism as well as positive feedback.

**Dispute Resolution**

If a complaint from a parent cannot be resolved by the Principal, then the parent, the Principal and Executive Board shall take part in a dispute resolution procedure, designed to alleviate the complaint in a peaceful and non-combative manner. Parents hereby agree that they shall utilize and exhaust this procedure, prior to taking any legal action.

**Expulsion of Student**

A student can be expelled from the school for various wrongdoings such as assault, disruption of teaching, or other misconduct as expressed in this handbook. The Principal, in consultation with the School Board, may expel a student. Parents of the student will be notified over the phone and/or in writing about the decision.

**Not a Daycare Facility**

Parents must understand that the school is not a daycare center. Children should not be sent or enrolled in the school with the intention to provide them daycare services while parents are out. To that end, children are expected to study for classes, do homework, be attentive in class and participate in school activities. Parents are expected to drop them off and pick them up in a timely manner.

## **STUDENT PARENT ACADEMIC RESPONSIBILITIES**

### **Home Work**

Most of the classes will routinely hand out homework. Students are advised to complete homework in a timely manner. Parents are strongly encouraged to follow up with their children for the completion of homework.

### **Bring Text Books/ Notebooks/Pens or Pencils**

Students are required to bring their prescribed text books, notebooks, pens, pencils, erasers, etc. for each class. These items will not be provided by the school.

### **Student Evaluation**

Students will be evaluated regularly on the basis of various factors such as their performance on tests, homework, class participation, attendance, and their conduct. Parents are required to review and sign their children's school work on a regular basis.

## **FOOD ALLERGY ADVISORY**

ATTENTION PARENTS:

IF YOUR CHILDREN ARE ALLERGIC TO ANY FOODS, SUCH AS PEANUTS, MILK, ETC., PLEASE MAKE SURE TO ADVISE YOUR CHILDREN TO ASK AN ADULT AT THE WEEKEND SCHOOL TO CHECK THE LIST OF INGREDIENTS OF ANY SNACK ITEMS THEY MAY WANT TO EAT.

Thank you.

*ICMC Weekend Islamic School Board*