

Islamic Center of Morris County

Sunday Islamic School

Student-Parent Handbook

School Year 2019-2020

September 08, 2019

INTRODUCTION

As-Salaam Alaikum and welcome to the ICMC Sunday Islamic School.

Alhumdo-lillah, foundation of the school has been laid to provide a healthy and rewarding learning environment for Muslim students. The goal is to provide a well-balanced Islamic education program in a safe, fun, friendly, caring, and nurturing environment for youngsters so that they may understand and practice Islam in their lives.

This handbook has been prepared for parents of students 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 Sunday School Administration with the purpose of achieving our mutual Islamic educational goals of the school for parents, students, and staff. Please spend a few minutes to read this handbook completely. The Sunday School Administration 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 Sunday School Administration, staff, and parents will Insha'Allah work together and support each other.

Parents who have any comments or constructive suggestions regarding any school activity should contact the Sunday School Administration. Also, Parents are highly encouraged to join the School Parent-Teacher Association (PTA) and support their initiatives.

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. To strengthen student's Muslim identity by providing them an environment that is not conflicting with Islamic values. To foster Muslim student and family friendships at ICMC, and most importantly Parent involvement and support in enhancing their children's Islamic education and practice at the Sunday School and home.

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.

Currently, the school is offering Pre-K to Grade-10 Islamic Education academic levels. A placement test will be conducted at the time of registration. Students will be placed in appropriate grade level or class, based on their age and scores of the placement test. This test will assess their current knowledge in the areas of Islamic Studies, Quran and Quranic Arabic. The decision about placement will be made by the School Admin and further evaluated & confirmed by the class teacher during initial review weeks in September. 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.

School Calendar & Timings

The Sunday School program is planned on Sundays, starting around mid-September and ending with Graduation day around mid-May. Sunday School Timings for school are planned to start and end from 10:00am to 1:45pm, which includes Dhur prayers as part of the school program. School start and end timings are adjusted to 11am-1:45pm in the month of Ramadan. Parents are requested and required to bring their children at least 5 minutes before the school start time.

Registration & Tuition

Sunday School Student Registration normally will be on Sunday following the Labor Day Weekend. Also, Registration usually continues during the month of September and later to accommodate personal situations. School tuition for a given year may vary and is posted on the School Registration form. Payment of the school tuition fee is required in full at the time of registration. Fees are non-refundable unless specifically authorized by the School Administration. Payment are accepted by Cash, Check, and Credit Card. An insufficient 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 at one time, then you may pay it in installments or fill out the Financial Assistance Form for tuition discount or waiver adjusted accordingly. Extra donations to ICMC and/or the Sunday School are highly encouraged to support the Islamic Center operating

expenses incurred in providing facility and services.

IN-SCHOOL STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to provide staff and students a safe, friendly, and inviting environment for teaching and learning that is not conflicting with Islamic values. Therefore, students will be strongly encouraged to follow these rules of conduct. Parents' cooperation in this matter is vital to the success of their student.

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 Administration.

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 at least 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, Bullying, Disrespectful, or Racist Acts

A student shall not harass, bully, 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, cyber/social bullying, 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 waistline, 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.

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. Violation of this rule will be subject to confiscation of the phone, which will be returned only to parents after discussion of the incident and compliance by student.

Radios, Walkman, MP3 and Other Devices

Carrying and use of radios, Walkman, MP3, tablets, and other electronic devices is not permitted in the school at any time unless approval is clearly obtained from School Administration. 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 ICMC 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 Administration, 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

Homework

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 Textbooks/ Notebooks/Pens or Pencils

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

Student Evaluation

Students will be evaluated regularly based on 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 schoolwork 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 Sunday School Administration