



HANDBOOK – GUIDELINES AND REGULATIONS

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Introduction

The Islamic Center of Frisco Sunday School Program (ICFSS) places its emphasis on teaching Islam as a Religion rather than a set of cultural practices. The school is an extension of the Islamic Center of Frisco and is run as a community service by volunteers (who are not compensated for their services) and is administered by the Sunday School Board and Board of Directors. We are blessed to have staff and students who come from diverse ethnic and cultural backgrounds. It is open to all Muslim students.

The primary objectives of the Islamic Center of Frisco Sunday School Program (ICFSS) are:

- To introduce and instill the main teachings of Islam and the practice of sunnah into our students.
- To provide an environment in which the students can interact while absorbing the etiquettes and social cues which are expectable in Islam.
- To encourage a desire to gain more in-depth knowledge of Qur'an.

The following subjects, based on traditions of Sunnah, are integrated in the curriculum:

- Memorization of some Surahs & Duas
- Ibadah & Aqeedah
- Islamic Étiquettes
- Introductory Fiqh
- Seerah
- Introduction to Hadith
- Lives of the Prophets
- Islamic History
- Current events

For further details, see the School Curriculum. Each grade level has one teacher and one teaching assistant:

Period 1: Islamic Studies

(Iman, Fiqh ul-Ibadat, Fiqh ul-mu'amalat, Qur'an, Hadeeth, Seerah, Islamic character education, The Muslim world).

Period 2: Workbook Islamic Studies

The purpose of this document is to apprise the parents of what is taught at ICF Sunday School and what regulations and guidelines are to be followed while their child(ren) are enrolled.

Enrollment

Class Size

Each grade level has one teacher and a teacher's assistant and every effort is made to keep a maximum of 15 children per section (per ICFSS administrations' discretion). The classes will be conducted in person.

Registration

Registration requires the completion of the following steps.

1. Submit registration form with mandatory auto payment forms.
 - a. Accept/decline inclusion in School Directory.
 - b. Specify whether pictures can be taken of your child(ren).
2. Read School Guidelines, sign and abide by them
3. Sign Liability Release form
4. Sign up for volunteer activities

All continuing families are guaranteed priority in enrollment if the registration fee is paid by the announced date. All students from previous academic year are promoted to the next grade automatically. Siblings of returning students are given priority in new enrollments. ICF Sunday School discretion to be used as needed.

New families may pre-register for the fall during the month of June/July. Placement will be on a first come, first served basis.

Registration is closed after the first week - except in cases where class size meets the class limit, in which case the registration will be closed earlier.

**** SCHOOL RESERVES THE RIGHT TO REFUSE ADMISSION TO ANYBODY****

Placement

Children will be placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). For example, a child enrolled in 3rd grade in their elementary school will be placed in 3rd grade at the Islamic School. Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships. For Quranic Studies, in some cases, it may be necessary to place students in a lower grade if they do not have the required background. However, this is the exception.

We offer grades from Kindergarten to 8th grade. (5yrs to 12 yrs)

In order to be admitted into kindergarten, a child must be 5 years old by Sept. 1st of that academic year AND attending Kindergarten in the regular school.

Registration & Tuition

All students are charged a one-time registration fee of \$50 every year to cover the cost of books and material.

All enrolled students are automatically invoiced for the full academic year fee of \$440 which is equivalent to 8 months of Tuition (with one month discounted off). Parents can request the invoice to be converted on a monthly plan and in that case the tuition is \$55.00/month for the first child payable by 10th of each month and is charged for 9 months. The tuition for each additional sibling(s) is at a discounted rate. The fees include:

Full or partial financial assistance is available upon request. Such information is kept strictly confidential. Sunday School reserves the right to verify the eligibility of people requesting financial assistance.

The school guarantees admission irrespective of anybody's ability to pay if it's done before the registration deadline.

Refund Policy

For cancellation of registration, requests must be made via email in writing by parents (sundayschool@friscomasjid.org). Refund of all paid fees will be made, minus any registration fees and the current month's tuition payment.

Late Fee

Tuition not paid by the 10th of the month will be subject to a fine off a \$10 late fee.

Schedule

Please visit www.friscomasjid.org and find the schedule under Education->Sunday School .

The school is closed on over 3-day weekends as well as Sundays that immediately follow Eid-ul-Fitr and Eid-ul-Adha. Please review the ICF Sunday School 2020-2021 calendar, which is available online.

The following holidays are observed:

- Thanksgiving Weekend
- Eid-ul-Fitr Sunday
- Winter Break (last 2 weeks of the year) Eid-ul-Adha Sunday
- Memorial Day Weekend Sunday
- President's Day
- Spring Break (1 week in March)
- Labor Day

Each Sunday school is in session from 11:30am to 2:15pm. Zuhr prayers are mandatory for all students and no pickup will be allowed before the prayers unless an excuse note has been submitted to the Principal in advance. Arrival time is between 11:00am to 11:30am. Tardy will be marked after 11:40am.

A donation of \$25 will be requested towards the Masjid if a child is not picked up by 2:30pm.

General Rules and Procedures

Overview

Teachers, Students (and Parents) need to arrive on time every Sunday.

Punctuality

Students (and Parents) need to arrive **on time** every Sunday. **More than 3 tardies will count as a single absence (please see below for details).**

Behavior

While at school (*and everywhere else too*), students are expected to exhibit good moral character. This includes:

- Being respectful to all Teachers, Staff members and fellow students.
- Being courteous and helpful, especially towards younger students
- Refraining from the use of bad or inappropriate language.

Closed Campus

We operate on a **CLOSED CAMPUS** policy.

- Permission is required if the parents/guardians want to visit the classroom
- If you need to pick up your students early, you need to sign your student out at the Front Desk. Students are not allowed to leave the school premises during school hours, without permission and proper authorization. **NO EXCEPTION.** [Failure to adhere to this rule may lead to immediate termination of a child from school without warning or notice.](#)
- Parents are to pick their students from the front entrance of the school, and not from the classes after the Dhuhr prayer is over.

Use of Gadgets

- **Student cell phones MUST be TURNED OFF during school hours.** Students found talking or 'messaging' on their phones will have the devices confiscated, and will be subject to disciplinary action
- Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (i.e. IPODs Walkman, MP3 Players) and Electronic Games (such as Game Boys) are not allowed at School. If such a radio/game is accidentally brought to school, it should either be left in the student's backpack or at the Front desk until the end of the school day.

School Announcements

- Students [and Parents](#) need to pay close attention to school announcements. All announcements are made during the Assembly and are also sent as an ICF Sunday School email to all parents.

- Handouts and Sign-Up sheets are also available at the Front Desk.
- Handouts containing important announcements may be sent home with the students; parents should look for them every week

Prompt Pickup

Students should be picked up promptly after Dhuhr prayer at 2:15. Only in case of an emergency, please call the office and let them know that you are running late. [Late pickup may be subject to additional charge \(see SCHEDULE section above\).](#)

Disciplinary Action

The following behavior will result in disciplinary action:

- Disrespecting teachers, staff or members of school administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging school property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the school premises without permission.
- Fighting with or insulting other students.

Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action, even resulting in expulsion from the school.

Teachers will follow the steps below in escalating disciplinary issues:

1. Talk with the student directly.
2. Call parents at home or set up a meeting with them at the school.

If the first two steps fail to produce any results, the principal should be informed in writing and she will take a decision in consultation with the parents.

The attendance record of each student will be included in his/her final Report Card.

Dress Code

Modesty is an essential feature of our faith and an important element of the learning environment; therefore, we want to remind students and parents of the expected Dress Code. This ensures that everyone has the same information and is held to the same standard.

General Rules

- Students are expected to dress according to Islamic guidelines of personal modesty. Generally, this means that clothes are loose-fitting and not revealing.

- Also, clothes containing slogans or messages that are obscene or offensive should not be worn.
- The Dress Code applies to the Sunday school day - including arrival and departure from the school. It also applies to ALL school events: Ramadan Iftar, Eid Celebration, Teacher Appreciation, etc.
- While the Dress Code is meant for all students, it is particularly important for students in grades 6 and up.

Girls' Dress Code Guidelines: (Grade 6 and above)

- Full Length Dresses, or skirts with full length sleeves
- Loose, full-length pants
- Loose and long sleeve shirts
- **Hijab to cover hair**

Boys' Dress Code Guidelines

- Loose full length pants. (Please avoid sagging pants that show the undergarments.)
- Shirts shouldn't contain pictures and/or offensive slogans.
- No shorts (of any length).

Parents and teachers will work as a team to implement the Dress Code. Parents, please review the information contained here with your child. Discuss with him why modesty is emphasized in Islam. Model the behavior, be an example. Read Islamic literature to develop an understanding of Islamic Values.

Teachers please discuss the importance of modesty and give gentle reminders about modesty. Also please be a model for your students.

Lost and Found

Lost & Found items - such as clothing, books, or stationery - that are left behind at the school will be placed in the Lost & Found box.

- Items in this box will be saved for 1 month.
- Any item not claimed within that time period will be donated to charity.
- The ICF SUNDAY SCHOOL is not responsible for belongings left at the school.

Writing the student's name on all of his/her books and belongings will make it easier to identify a misplaced item.