



## STUDENT HANDBOOK 2018-2019



### ISLAMIC CENTER OF FRISCO SUNDAY SCHOOL

#### **A. GENERAL DESCRIPTION**

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 ICFSS Board and ICF Shurah. 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:

1. To introduce and instill the main teachings of Islam and the practice of sunnah into our students.
2. To provide an environment in which the students can interact while absorbing the etiquettes and social cues which are expectable in Islam.

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

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Memorization of Surahs   | 7. Memorization of Duas   |
| 2. Salaat                   | 8. Seerah                 |
| 3. Teachings of Quran       | 9. Introduction to Hadith |
| 4. Islamic Morals & Manners | 10. Lives of the Prophets |
| 5. Faith & Worship          | 11. Islamic History       |
| 6. Introductory Fiqh        | 12. Current events.       |

#### **B. CLASS SIZE**

Each grade level has one teacher and a teacher's assistant and a maximum of 15 children per class (per ICFSS administrations' discretion).

#### **C. REGISTRATION**

Going forward all registration will be done online on our portal: <https://sundayschool.friscomasjid.org>

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. Consent to adhering to school guidelines as stated in handbook.
3. Sign Liability Release form.
4. Sign up for volunteer activities.

Going forward all continuing students must pre-register during the month of April/May in the Spring Quarter for the following year. All continuing families are guaranteed priority in enrollment only if they preregister, complete registration, complete payment and sign-up for the automatic monthly deduction of tuition payment. ICFSS 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.

**\*\* ICFSS RESERVES THE RIGHT TO USE OUR DISCRETION, AS NEEDED, FOR ENROLLMENT \*\***

## **D. TUITION FOR 2018-2019**

*Registration:* \$50/student (Mandatory for all students)

Regular Monthly Rates (Automated payments only)

\$55/student - \$100/2 sibling students - \$130/3 sibling students - \$150/4 sibling students

Annual (10-month session) Discounted Rates

\$495/student - \$900/2 sibling students - \$1,170/3 sibling students - \$1,350/4 sibling students

The fees include the cost of the books for the grade level. Replacement of lost or damaged books will be incurred by the parents. Students can bring their own halal, mess-free, nut-free, snack from home.

Full or partial financial assistance is available upon request. Such information is kept strictly confidential. School reserves the right to verify the eligibility of people requesting financial assistance. The school guarantees admission irrespective of anybody's ability to pay, as long as it's done before the registration deadline.

**Refund Policy:** For cancellation of registration, requests must be made in writing by parent. Refund of all paid fees will be made, minus any registration fees, current month's tuition payment, and annual payment amount will revert to a prorated refund.

**Late Fee:** Tuition not paid by the first Sunday of the month will be subject to a fine off a \$10 late fee.

## **E. PLACEMENT**

Children are placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships and learning social etiquettes.

ICFSSP, in some cases, may decide to place students in a grade more appropriate for the student's learning level. However, this is an exception and a parent teacher conference will occur prior to any changes being implemented. Our goal is to have each student complete the program, with the same group of students until they graduate from the ICFSSP.

**Grade Levels:** ICFSS has grades Kindergarten to 8<sup>th</sup> grade. A child must be 5 years of age by September 1 of the same year AND attending KG in their regular school in order to attend ICFSS. Parents must present at least one document to confirm the age of the child(ren).

## **F. SCHEDULE**

ICFSSP will follow the Frisco ISD school calendar, *with a few minor exceptions*. The school year starts on the first Sunday after the Frisco ISD schools have begun their new session and ends on the last Sunday of May. This may change to accommodate for Ramadan.

The school is closed over 3-day weekends as well as Sundays that immediately follow Eid-ul-Fitr and Eid-ul-Adha. Please review the ICFSS 2018-19 calendar, which is available online: <https://friscomasjid.org/sunday-school-calendar/>

Each Sunday, the school day is divided as follows:

- 11:15-11:30 ~ ARRIVAL
- 11:30 ~ IN CLASS ASSEMBLY
- 11:35-12:30 ~ PERIOD 1
- 12:30-12:55 ~ SNACK BREAK
- 12:55-1:50 ~ PERIOD 2
- 1:50-2:00 ~ DISMISSAL
- 2:00 ~ ZUHR SALAH

## **G. GENERAL SCHOOL RULES**

Teachers, Students (and Parents) need to arrive on time every Sunday. Anybody entering school premises after 10:45AM is considered late. Any student who is late for more than 3 times within a 3-month period will not be allowed to attend class for that day.

**Arrival:** Any child arriving after 11:30AM cannot be dropped in the Parking Lot. If you are late, you **MUST** park your car and come to the front desk to sign the TARDY FORM, otherwise your child will not be allowed in the classroom and you will be asked to come and pick up your child from the school.

**Dismissal Procedure: Dismissal timing is 1:50 to 2:00PM** Students will wait in the main prayer hall area after Zuhr. They will not be allowed outside the main prayer hall area, unless released into the custody of their parent or guardian. Dismissal supervised by ICFSS staff only.

Student(s) must be picked up within the 1:50 to 2PM period, prior to the start of Zuhr salah. Students not picked up by 2:10PM will be sent to the office to wait for parent. Pick-up after 2:10PM will be subject to a fine of \$10 per child, per instance. Please communicate with the school if there is a delay in pickup.

*ICFSS will not supervise children after 2:20PM. If a student remains at school after this hour and is not in a supervised activity, his/her parents will receive a letter stating that if the situation reoccurs, the police will be notified that the child has been abandoned.*

Students shall be released from school only to their parent or legal guardians. **Prior written notification must be received for your child be dismissed into the custody of individuals listed in your registration form. Notice must be received no later than 1:30PM same day. ICFSS will use their discretion in this manner, dependent on the situation at hand.**

**Designation of Parent or Guardian:** ICFSS will recognize parent(s)/guardians(s) listed on the student registration form as the only person(s) having rights and responsibilities to that particular student and that student's presence in school. If a parent, other than the one(s) listed on the form, claims to have rights to the student, that person must present a valid court order showing change of custody rights and proper identification. Any other proof proving to be satisfactory, is the sole discretion of the school administration.

• While at school (and everywhere else too), teachers, students, and staff are expected to exhibit good moral character, including:

1. Being respectful to all teachers, staff members and fellow students
2. Being courteous and helpful, especially towards younger students
3. Refraining from the use of bad or inappropriate language
4. Students must be dressed in compliance with the School Dress Code (see below)
5. Use of skate boards, roller blades and roller shoes is prohibited.
6. Students must not damage any property in or around ICF and also its neighbors.
7. Intoxicants, weapons and sharp objects are **ABSOLUTELY** prohibited and may lead to expulsion
8. **Student Cellphones MUST BE ON SILENT. NO EXCEPTIONS.**  
Students caught talking, texting, or taking pictures on their phones will have the devices confiscated, and may be subject to disciplinary action.
9. Toys, Cards, Magazines, Headphones, ipods, Cell Phones, and distractive electronics are not allowed at ICF during Sunday school timings. If accidentally brought to school, it should be left in the student's backpack.

• Students need to pay close attention to school announcements. All announcements are made during the assembly and may also be emailed or texted to parents/guardians.

Handouts containing important announcements may be sent home with the students or emailed by the teacher; Parents are requested to pay attention as needed.

• Students should be picked up promptly after Zuhr prayer. The School is not responsible for children after they are dismissed. Salat-ul-Zuhr (the noon prayer) is not a part of the Islamic School day. We urge parents and students to join the congregation for the prayers. This helps to bind what they learn in the classroom with this essential feature of our faith while developing a strong sense of community spirit. Please show appropriate etiquettes and manners while the Salat is in progress. There should no talking, electronics, discussion or any other kinds of distractions during the prayer.

- NO parents or guests are allowed in the classrooms or hallways without the appropriate permission and badge.
- NO AUDIO/VIDEO RECORDING is allowed in the school (inside or outside the classroom).
- NO ACTIVITY (Fundraising or politics) are allowed on school premises unless it has ICF approval.

- If you are uncertain, please ask ICFSS administration first.

## **H. CLOSED CAMPUS POLICY**

The ICFSSP operates on a CLOSED CAMPUS policy. This means that:

- a. All visitors must report to the administrative desk and receive proper authorization to be in the school.
- b. Visitors must display their passes at all times.
- c. School permission is required for classroom visits by parents/guardians.
- d. Students are not allowed to leave the school premises during school hours, without supervision or authorization
- e. Written consent/proper authorization required for leaving the premises during operational hours NO EXCEPTIONS.
- f. Students leaving midday (due to illness or appointment) must have parent/guardian's present to be relieved. Parent must sign out the patient at the admin desk.

## **I. ATTENDANCE**

Attending school every week ensures that each student keeps up with the teacher's lesson plan and assignment schedule. It also instills the sense that Islamic education is as important as the other activities in his/her life, and to be taken seriously.

- Student attendance is taken each Sunday as an attendance record of each student will be included on his/her final report card.
- Teachers should be notified if a student will be absent from class either by a hand-written note or email. All the missed activities (for example homework, notes, etc) should be made up before returning to the class.
- Multiple absences may result in disciplinary action or expulsion.
- Students found wandering outside of class, may face disciplinary actions.
- The names and telephone numbers of a student's teacher will be made available to parents so they can provide proper notification about necessary absences and reach out with questions or concerns.
- ICFSS reserves the discretionary right to view each situation and deal with it in a fair and just manner.

## **J. DRESS CODE**

We realize that the majority of students do dress in accordance with Islamic norms. However, because modesty is such an essential feature of our faith and an important element of the learning environment, 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. The dress code applies to the Sunday school day and it also applies to ALL school events. The ICFSS dress code is meant for all students, teachers, and volunteers alike. All are expected to abide by the aforementioned 'Dress Code.' Disciplinary action may be taken after multiple warnings, if there is a violation of the dress code.

### **1. Girls' Dress Code Guidelines**

- a. All hair is covered with a scarf that remains in place and covers the neck.
- b. Dresses, Abbaiyah, or skirts are ankle length unless they are worn over pants.
- c. Pants are full-length, no shorts or capris.
- d. Shirts don't contain pictures and/or offensive slogans.

### **2. Boys' Dress Code Guidelines**

- a. Pants are full-length and should not be sagging.
- b. Shirts don't contain pictures and/or offensive slogans.
- c. No shorts (of any length).
- d. No underclothes are showing.

## **K. HOMEWORK**

Homework is an integral part of our curriculum. Teachers assign it so that their students will reach an academic level of achievement by the end of the school year. If not completed regularly, the student falls behind. Teachers will communicate with you if a need arises.

## **L. MORNING ASSEMBLY**

The school starts at 11:30AM with the Morning Assembly - an integral part of the school's daily schedule. It is a valuable tool for conveying information about the school, starting the day with a brief Islamic lesson and putting the children in a learning mindset.

Therefore, it is essential for parents to bring their children to the school in time to listen to and participate in the morning assembly. Excessive tardiness not only is disrespectful to the teachers and fellow students but causes a disturbance in class. Please try to be on time, as we wish for your child to gain the most of their experience. Excessive tardiness may result in a fine or expulsion.

## **M. TESTING & EVALUATION**

The school will be having 2 Evaluation Reports during the course of the year in order to keep parents informed of their child's progress. The first of these reports is sent out at the end of the fall quarter in December; the second report is sent at the end of the year in May.

The school also holds Parent/Teacher Conferences during the school year for all students and dates are listed on the ICFSS Online calendar. The children are evaluated based on their academic progress, attendance, homework, class participation, discipline, behavior and tests.

- Students who show an overall exceptional performance are acknowledged during the End of Year Ceremony.
- Lack of performance may cause ICFSSP to hold students back if the teachers feel that insufficient progress was made during the year. The students must pass their academic studies to be promoted to the next grade. Any action will be conducted with the cooperation of both the parent and teachers on as needed basis.

## **N. PHOTOGRAPHY OF STUDENTS AND STAFF**

ICFSS welcomes positive publicity. Our staff and children's photographs add color, life and interest to school activities and initiatives. Making use of photographs in school publicity materials via all media outlets can increase pupil motivation and staff morale while helping parents and the local community identify and celebrate the student's achievements.

However, photographs must be used in a responsible way and with parent consent. The principal will make an informed judgement about what constitutes publication. When using photographs on websites or other media communications, the school wishes to respect the decision of the parent. Should parents **not** want their child(ren)'s photographs used they should inform the school in writing. Otherwise it will be understood that the policy has been read and accepted and consent has been given.

## **O. SNACKS**

The ICFSSP does not provide snacks during break. Each child is responsible for bringing their own nut-free, dry snack for break time. No sharing will be allowed due to child safety and for allergy precautions. Wrappers, napkins and other garbage should be thrown in one of the many trash receptacles. Snack is allowed to be eaten only in designated areas. Your help in keeping our environment clean is truly appreciated. No Snacks are provided by the school during Ramadaan. Children are not allowed to eat openly in Ramadaan.

## **P. LOCATION & BUILDING CARE**

The ICFSSP, it is extremely important that we maintain a respect for the paperwork, books, projects, art supplies, etc, that are in use in the classrooms.

If any ICFSSP property is damaged, the responsible party will be held financially responsible. The following rules regarding the school building must be observed at all times.

- a. Do NOT Write/Mark on school property (walls, doors, bathrooms, boards, or carpets)
- b. Do NOT remove material posted in the classrooms or in the hallways.
- c. Do NOT leave the class without notifying your teacher
- d. Snack to be eaten at snack time only. Please clean up after yourself.
- e. Put back any furniture moved during the class to its original location.
- f. Do NOT write on or erase the board in the class
- g. Ask permission to borrow items or to move items

- h. Light switches are not to be touched by students
- i. No Parents/Guests allowed in the classroom without administrative approval.

## **Q. PARENT'S RESPONSIBILITIES**

Parents' responsibilities include the following:

- Make sure that their child gets to his/her classroom safely, on time, and with the required supplies for class.
- Advise and encourage their child to respect and obey the rules.
- Communication is key. Please do review all emails/watsapp messages/ ICFSS portal messages from ICFSS administration and teachers. If you have questions, please don't hesitate to reach out.
- Make sure that the child has all necessary books and supplies. The first set of books is provided by the school. However, replacement books will need to be purchased.
- Please communicate any changes that effect your child to the administration immediately.
- Participate in all parent-teacher conferences to ensure their child's success in school.
- Discuss report cards with the child.
- Ensure homework assignments, if any, are completed.
- Remain informed of their child's performance, activities and lessons in the school via emails/watsapp messages/ ICFSS portal messages
- Ensure child is dressed modestly (i.e. clothing should be appropriate for prayers).
- Pay the fees on time (either in full at the beginning of the year or at the beginning of each Month) Tuition not paid by the first Sunday of the month will be fined a \$10 late fee.
- Check notice board on Facebook, emails/watsapp messages/ ICFSS portal messages, and handouts brought home.
- Participate actively in school functions (Iftar, Teacher Appreciation, Year-End Picnic) and activities (guest speaker assemblies, parent conferences, Eid Gifts, Ramadaan Toy Drive, TV-Free Ramadaan, Eid-ul-Adha Sacrifice).
- Signup as volunteers for helping the school with various activities and functions.
- Parents are not allowed in the classrooms without prior authorization.
- Any parent who disrupts the operation of school and creates conflicts may have their registration cancelled without refund
- Sometimes children misunderstand or misinterpret the information given in the class. If you hear something from your child that sounds strange or wrong, please verify the information with the teacher directly instead of spreading the misinformation or making assumptions.

## **R. STUDENT RESPONSIBILITIES**

The students have the responsibility to:

- Attend all classes, properly dressed, prepared with supplies and assignments, every Sunday, on time.
- Do all the assigned reading, homework and test preparation.
- Show respect towards others, both students and teachers.
- Obey all School Rules.
- In case of an absence from school, gather all the missed assignments/homework and make arrangements for taking makeup/missed tests.
- Inform parents about announcements and memos.

## **S. TEACHERS/STAFF/VOLUNTEERS' RESPONSIBILITIES**

The ICFSSP is run solely by volunteers, including all of the teachers and administrative staff. We count on volunteers to perform additional tasks – some of which are discussed in the following sections. The activities and the responsibilities are determined by the school.

It is important for all parents to take a pro-active role in the success of the school by volunteering for one or more of these duties. Most of them are simple and require a minimal amount of time. Look for school announcements (notice board, morning assembly and handouts) to find out where the school needs your help. Please think carefully before signing up for a volunteer function, as we truly appreciate the help and do sign-up generously.

## **T. ROOM PARENTS & TEACHER AIDES**

Room Parents and Teacher Aides are selected by the school administration. Volunteers who are best suited for a class are selected solely at the discretion of the administration. A Parent CANNOT act as a Teacher's Aide (except in KG) in the same class as their child is enrolled.

**Teacher's Aides** are responsible for working with the teacher.

- a. Passing out announcements
- b. Collecting/grading homework
- c. Working with small group of students
- d. Helping as needed

**Room Parents** are responsible for acting as a liaison between the school and the parents of the class. Responsibilities include:

- a. Passing school information to the parents of students in the class
- b. Acting as phone-tree captain for their class
- c. Helping the school administration in organizing various school functions and activities as needed
- d. Coordinating meetings between teacher and parents.

## **U. SPECIAL TASKS, PROJECTS AND EVENTS**

- Parent/ Teacher Conferences
- Teacher Appreciation Day
- Annual Year-End Celebration
- Room Parent
- Substitute Teacher
- Helping with School Assembly
- Helping with School Dismissal
- Graduation Ceremony.

## **V. MUTUAL RESPECT**

We strive to make the ICFSSP a positive place which students and teachers enjoy attending, in order to learn and build friendships. We try our very best to operate on a principle of mutual respect - between students, between teacher and student, between students and staff.

The families who make up the staff and administrative body of the Islamic School are volunteers and give their energy and time to teach and learn because of a genuine interest in serving Allah (SWT) and helping the community. Most of the time, this commitment itself is enough to ensure that students, teachers and parents are all treated with the respect that they deserve.

However, we recognize that in any large group of people, occasionally disagreements and/or frustrations between parties can arise. In such cases:

1. In the case of a student who is consistently misbehaving and has become a significant distraction to the teacher and fellow classmates, the Islamic School of Stanford reserves the right to impose one or more of the following consequences.
  - a. Removal from the class for the day.
  - b. Parent notification and/or conference.
  - c. Levy a fine on the parents of a student.
  - d. In extreme cases, removal from the school for the remainder of the year.
2. In the case of a student who feels that he/she has been treated unfairly (or in a manner inconsistent with Islamic Adab) by a teacher or member of the administrative staff, the student should bring the matter to the attention of the Principal immediately. The student may also have his/her parents present if he/she desires.

## **W. DISCIPLINARY ACTION**

The following behavior will result in a disciplinary action:

1. Disrespecting teachers, staff or members of school administration.
2. Using abusive and/or foul language
3. Disrupting class (when the teacher prohibits it).

4. Consistently not paying attention in class.
5. Damaging school property.
6. Excessive absences.
7. Extremely poor academic performance.
8. Leaving the school premises without permission.
9. 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. This includes suspension from the school, fines (to be paid to as charity) and/or expulsion from the school.

Teachers will follow the steps below in escalating disciplinary issues:

1. Talk with the student directly.
2. If disruptive behavior continues, speak with parent via phone call or meeting
3. If the first two steps fail to produce any results, the parent will be required to sit in the classroom as long as the school feels it is necessary.

### **X. LOST & FOUND**

The school has Lost/Found box, please check if needed. Items will be donated every few months, if unclaimed.

### **Y. SCHOOL DIRECTORY**

ICFSS has information available online on all administrative staff and teachers. Teacher information will be provided to you as the teachers will be in touch to communicate about your student via notice board on Facebook, emails/watsapp messages/ ICFSS portal messages.

### **Z. LIABILITY**

**Parental Liability:** The parents of the child who causes damage to any property or causes injury to another person on the school premises will be held responsible for all damages and liabilities.

**Liability of the School:** The Islamic School is committed on providing a safe and caring environment. Every effort is made to ensure the safety of children, parents and staff (and their property). Parents are responsible for making sure that their children safely get to their classes and are promptly picked up after school. ICFSS reserves the discretionary right to view each situation and deal with it in a fair and just manner.

IN CASE OF ANY UNFORSEEN EVENT THAT CAUSES ANY KIND OF HARM OR INJURY (PHYSICAL, MENTAL OR EMOTIONAL) TO ANYBODY ASSOCIATED WITH THE SCHOOL -INCLUDING PARENTS, STUDENTS, STAFF (Teachers and Volunteers), AND THEIR BELONGINGS – ICFSS WILL NOT BE HELD RESPONSIBLE. ICFSS RESERVES THE DISCRETIONARY RIGHT TO VIEW EACH SITUATION AND DEAL WITH IT IN A FAIR AND JUST MANNER.

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Parent Name	Parent Signature	Date
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Student Name and Grade	Student Name and Grade
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Student Name and Grade	Student Name and Grade
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