



ISLAMIC CENTER OF IRVING SUNDAY SCHOOL

STUDENT-PARENT HANDBOOK 2017-2018

ICI Sunday School Vision

To be a center of applied Islamic knowledge for the youth of the DFW Muslim community.

ICI Sunday School Mission

To provide authentic Islamic education to the DFW Muslim youth so that they will not only know how to live as faithful practicing Muslims, but understand the wisdom of Islam and want to. With this knowledge, we pray these youth will become active members of society, living as shining examples of conscientious Muslims and contribute to the strength, faith and future of our ummah.

Table of Contents

ICI Sunday School Vision	1
ICI Sunday School Mission	1
Table of Contents	2
ICI Sunday School Student-Parent Handbook	4
Important School Information	4
Administration and Office Staff	4
School Hours	4
Religious and Character Education Philosophy	4
Admissions policy	4
Equal Opportunity Policy Statement	4
Health Related Matters	5
Arrival & Dismissal	5
Traffic and Safety	5
Arrival	6
Dismissal	6
Designation of Parent or Guardian	6
Changes in Transportation	7
Attendance	7
Tardiness	7
Withdrawal Procedure	7
School Cancellation or Delay	7
Electronic Devices	8
Communication	8
Contacting Teachers	8
Grievance Procedure	8
Dress code	8
Appearance	8
Boys' Dress code	8
Girls' Dress code	9
Violations	9
Homework	9
Personal Property	9

<u>Use of Personal Electronic Devices at School</u>	<u>9</u>
<u>Forgotten Items</u>	<u>9</u>
<u>Right to Search</u>	<u>9</u>
<u>Distribution of Published Materials Or Documents</u>	<u>10</u>
<u>School Materials</u>	<u>10</u>
<u>Non-school Materials From Students</u>	<u>10</u>
<u>From Others</u>	<u>10</u>
<u>Discipline and Behavior Policy</u>	<u>10</u>
<u>Code of Conduct</u>	<u>10</u>
<u>Rationale</u>	<u>10</u>
<u>Discipline/Behavior</u>	<u>11</u>
<u>Application of Policy:</u>	<u>11</u>
<u>Due Process Rights</u>	<u>11</u>
<u>Students:</u>	<u>11</u>
<u>Parents:</u>	<u>12</u>
<u>The Rights & Responsibilities of Students</u>	<u>12</u>
<u>Students have the right to:</u>	<u>12</u>
<u>Students have the responsibility to:</u>	<u>12</u>
<u>Procedure</u>	<u>13</u>
<u>Vandalism</u>	<u>13</u>
<u>Suspension and Expulsion</u>	<u>13</u>
<u>Conduct that is Illegal and/or Potentially Life or Health Threatening</u>	<u>14</u>

ICI Sunday School Student-Parent Handbook

Important School Information

Administration and Office Staff

Beth Haddad, Principal
Reema Almanasrah, Office Manager
Leena Nasaredden, Instructional Coach

School Hours

ICISS classes are in session September through May on Sundays 10am-2:15pm.
School holidays include the Sunday of or after Eid al Fitr, Eid al Adha, two Sundays in December/January for winter break and one Sunday in March for spring break.

Religious and Character Education Philosophy

ICISS goals in regards to religious and character education are to teach students to:

- Love Allah (Glorified and High is He) and the Prophet Mohammed (peace be upon him).
- Adhere to the Sunnah of our Prophet (peace be upon him).
- Love and revere the Quran and Arabic language.
- Be socially aware and responsible citizens.
- Couple faith with action.

Admissions policy

Students seeking admissions must:

- Complete an application form.
- Pay all applicable fees.

Admission is based on classroom space availability.

Equal Opportunity Policy Statement

No administrative officer or employee of ICI Sunday School, acting in his/her official capacity, can discriminate on the basis of a person's gender, race, color, or national origin regarding: personnel practices, including assigning, hiring, promoting, compensating, and discharging employees: use of facilities, awarding contracts, and participation in programs.

No student shall, on the basis of gender, race, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school.

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school.

Health Related Matters

Parents shall inform school administration during registration of any known allergies, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with a particular food that requires immediate medical attention. Any medications and medical conditions of the student, especially those students with known life-threatening anaphylaxis reactions, shall be disclosed to school staff so that proper care and support can be provided at in case of emergency.

Students must stay home from school due to illness if any of the following are present:

- Fever of 100 degrees or higher in the past 24 hours
- Vomiting and/or diarrhea in the past 24 hours
- Unknown rash
- Jaundice
- Itchy, red eyes with discharge
- Head lice
- Ringworm of the scalp (until treatment has been started)

ICI Sunday School is not responsible or liable for any sickness, illness, loss or injury incurred by its students or guests while in attendance at Sunday School.

Arrival & Dismissal

Traffic and Safety

- Please be aware of students walking across the parking lot.
- Never leave your car unattended in the fire lane.
- Never leave your child unattended in the car.
- Children should use the sidewalk and cross at the crosswalks.
- Cell phone use while driving is prohibited on school property.

Arrival

- Students should arrive to school between 9:45AM and 10:00AM. No supervision is provided for students who arrive earlier than school hours.
- Morning Assembly will begin promptly at 10:00AM.

Dismissal

- Students may not leave the ICI school building at any time during school hours unless accompanied by their teacher for recess, or to leave early with their parent or guardian.
- Preschool through 5th grade will be dismissed to parents from their classrooms after Dhuhr prayer.
- Parents with children in multiple grades are requested to pick up younger children first.
- Staff will supervise dismissals.
- Students must be picked up between 2:15PM and 2:30PM.
- Students not picked up by 2:30PM will be sent to the office to wait for parent.
- Parents will be charged a fee of \$10.00 per 15 minutes starting at 2:30PM.

ICI Sunday School cannot supervise children after 3:00 pm. 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.

Designation of Parent or Guardian

The school 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
- Proof including, but not limited to, statements from credible individuals in a position to verify this fact, including family members, clerks of the court, judges, attorneys, or other trustworthy persons
- Other proof satisfactory in the sole discretion of the school administration.

Students shall be released from school only to the parent(s)/guardian(s) or individuals listed on the Student Registration Form or to another person designated in writing by the parent(s)/guardian(s).

Changes in Transportation

A note must be sent to the office if there is a change in the person allowed to pick up your child. This applies to students who are driven home and those who walk.

Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each Sunday's learning on the previous Sunday's, and to grow as an individual. Regular student attendance is an important part of creating a successful and positive school experience for children. Arriving on time and staying until the end of the day are equally important. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Tardiness

- Students must be in line at the assembly at 10:00AM.
- Students arriving after 10:15AM must report to the office to obtain a Late Pass to ensure attendance is recorded.

Withdrawal Procedure

Parents of students withdrawing from ICISS must request the discontinuation of their child's registration in person at the ICISS office or in writing. Registration and tuition responsibility remain in effect until official withdrawal notice is received and is not in any way based on student attendance.

School Cancellation or Delay

In the event that school is dismissed early, opening is delayed, school is cancelled because of severe weather or another emergency, or if the campus must restrict access due to a security threat, the following media outlets will be used to announce closings or delays:

- www.icisundayschool.org
- Remind101 Sunday School Group text
- Facebook

ICISS will rely on contact information in students' registration file to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify the school when a phone number previously provided has changed.

Electronic Devices

Students in grades 6 and up may use cell phones to notify parents during emergencies only. Students may have electronic devices on campus when required by the teacher.

Electronic devices include and are not limited to: cellular phones, laptops, tablets, etc. If a student is found using an electronic device without permission, it will be confiscated. The parents will be notified to come to school to pick it up.

Communication

Contacting Teachers

If you wish to contact a teacher, please leave a message with the office or send the teacher an e-mail. The teacher will then contact you.

Grievance Procedure

All grievances must be in writing. Parents having a grievance to file with the school should first address it with the appropriate teacher. If the parent is not satisfied, he/she may take their grievance to the school administration. If the school administration is unable to resolve the issue then the matter will be reported to the Principal.

Dress code

Appearance

Students shall be expected to maintain a neat, clean, and well-groomed appearance at school. Shirts must be tucked in. Undergarments must not be visible. No article of clothing shall be bizarre in style, unsuitable for school activities, or of a nature to call undue attention to the wearer. Appropriate Islamic attire is mandatory when representing ICI Sunday School.

Since school life prepares students to take their place in adult life, these primary requirements are expected for all students. The first responsibility for maintaining proper standards belongs to the students and parents or guardian. The school will deal with this responsibility when the students or parents fail to recognize its importance and neglect to abide by the rule.

Boys' Dress code

- Long pants
- No sleeveless shirts

Girls' Dress code

- Abaya or loose fitting pants and long-sleeved shirt
- Hijab or head scarf that completely covers hair

Violations

The school will contact the parent(s) or guardian(s) and allow them the opportunity to bring appropriate clothing to school for the student to wear, or allow them to take the child home to dress them properly.

Homework

Homework will be meaningful and will satisfy one of the following purposes:

- Practice of skills and processes to increase accuracy and fluency
- Preparation for new learning of information and ideas

Personal Property

Use of Personal Electronic Devices at School

No electronic devices are permissible unless used as a part of a class or project and are approved by an instructor. The device will be confiscated and given to the parent or guardian at the end of the school day. School personnel will confiscate any electronic device that they see or is brought to their attention regardless of parent's authorization. If a parent wishes to contact his/her child during school hours it must be done through the office.

Forgotten Items

If you need to deliver an item to your child, label the item with the child's name, grade, and teacher and bring it to the office for delivery to the student.

Right to Search

Students do not have an expectation to privacy in regards to in-school storage areas when there is a cause to suspect the presence of a hazardous or illegal object. When possible, searches will be conducted in the presence of the student(s) and two staff members. Students who refuse to cooperate will be subject to disciplinary action.

Students are responsible for the safety and security of their personal belongings. Students are discouraged from bringing valuable personal items to school. ICI Sunday School is not responsible for any damaged, lost, or stolen personal property.

Distribution of Published Materials Or Documents

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials From Students

Students must obtain prior approval from the principal or designee before selling, posting, circulating, or distributing more than two copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization.

Any student who sells, posts circulates, or distributes non-school material without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed.

From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the Islamic Center of Irving will not be sold, circulated, distributed, or posted on the premises, except as permitted by ICI Administration.

Discipline and Behavior Policy

Code of Conduct

The Prophet (P.B.U.H.) said:

“Righteousness is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about” *narrated by Muslim*

Rationale

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the Prophet (pbuh). Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school’s expectations for student behavior.

Each student shall uphold the ICI Sunday School's Honor Code:

- Positive
- Prompt
- Respectful
- Responsible

It is the responsibility of every student and parent to have read and be aware of ICI Sunday School's behavior expectations. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.*

Discipline/Behavior

Application of Policy:

The Discipline Policy applies under the following situations:

1. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at ICI Sunday School.
2. During regular school hours.
3. During school sponsored events.
4. When going to and from school.
5. During events and activities associated with the school.
6. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process. It applies also if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

Students:

1. Two warnings before an action is taken to correct the misbehavior
2. An explanation of how to correct the misbehavior
3. A lighter penalty before a heavier one is applied
4. A notification of the violation

5. An opportunity to present his/her side of the story to the appropriate school personnel.

Parents:

1. A written notification of the violation and the consequences decided by the school.
2. A request to meet with the Principal to discuss the discipline problem.

The Rights & Responsibilities of Students

Students have the right to:

1. A quality education
2. Education without undue interruption, disruption, fear, or inhibition.
3. Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student.
4. A copy of the discipline policy.
5. Receive respect from school personnel and other students.
6. Due process procedures according to school policies.
7. Participate in school functions and extra-curricular activities.
8. Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct.

Students have the responsibility to:

1. Put forth their best effort to meet classroom expectations.
2. Conduct themselves in such a manner as to promote a positive educational environment.
3. Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree.
4. Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process.
5. Read and abide by the school rules.
6. Show respect for other students, school personnel, and school property.
7. Read and understand their due process rights.
8. NOT use school online services for illegal, inappropriate, or obscene purposes.

Procedure

School teachers and administrators will use the discipline action procedure shown below.

1. Document in writing all the necessary information related to situation requiring disciplinary action, such as teacher's name, student's name, date, time, location, and details of student's misbehavior, etc.
2. Explain to the student the misbehavior and the Islamic way of correcting it.
3. Give the student a warning and let him or her sign the misbehavior report that he received his or her first warning.
4. If the student repeats the misbehavior or makes another one, give him or her a second warning and let him or her sign the report that he or she received his or her second warning.
5. If the student repeats the misbehavior again, take disciplinary actions such as loss of recess time, written assignment, etc.
6. If the student continues to misbehave, refer him or her to the Principal's office.
7. The Principal will discuss the problem with the student and decide the necessary action, which may result in parent conference, suspension or expulsion depending on the severity of misbehavior.
8. A copy of the discipline report will be sent to the student's parents as well as kept in the student's file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the Principal's office. The form that reaches the Principal office will stay in the student's file.

Vandalism

The Islamic Center of Irving community has made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students and/or their parents will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the discipline policy.

Suspension and Expulsion

For destructive, severe, and/or persistent disruptive behavior, a conference will be held with the student and parents and the Principal will decide, based on the severity of the misbehavior, how long the student will be suspended from school or expelled. For the duration of the Out-of-School Suspension (OSS), the student is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. Any violation made after that may result in expulsion. If a student is suspended until the end of the year, the Principal then makes

the final decision to readmit the students or not for the following school year. A student who is expelled from the school may not be admitted to the school the next year.

Conduct that is Illegal and/or Potentially Life or Health Threatening

School administration has a duty to the health and safety of all its students. Any student involved in conduct that is illegal and/or potentially threatening to the health or safety of other students or school staff will be subject to immediate expulsion from school and/or legal action. Students expelled from school may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities.