

ISNEO Sunday school

Parent Handbook



**ISNEO
SUNDAY SCHOOL**

Document revision history

Date	Updated By	Description of change
February 8 th , 2014	Muhammad Aymen	Initial draft document
July 23 rd , 2015	Muhammad Aymen	Added content.

Note – *This document can only be updated by the school administration after a mutual consensus. No other school administrative personnel have the authority to update this document. The school administration may consult school staff though if deemed necessary or useful.*

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What and what?

As Salam o alaikum!

Thank you for enrolling your children in the ISNEO Sunday school. Enrolling your children in the Sunday is just the start of their Islamic education. Ensuring that your children become good and holistic Muslims is a job, in which, we are going to share responsibilities. The school sets the stage for the children however without proper instruction and environment at home, our efforts will not see fruition. So it is very important to understand that no one can play a bigger role in your child's Islamic upbringing and education than you. Missing parent interest and participation in their children's Islamic education often leaves them behind at school and that not where any kid should be. So Inshallah! We will do our part and we hope that you will do yours.

We appreciate your time and hope the following information will be of assistance. Should you, however, have additional questions or suggestions, do not hesitate to contact the School administration or staff.

Our goal is to develop an individual who,

- Knows the message of the Quran
- Can read the Quranic Arabic
- Learns how to pray and develops the habit of prayer
- Lives and is loyal to the Islamic faith
- Is proud of his/her Muslim identity
- Has the power to think creatively, constructively, and cognitively
- Has acquired basic skills in Islamic principles, ethics, history, language, and other aspects
- Is gaining a sense of Allah (SWT), a sense of direction, a sense of responsibility
- Is acquiring a basic sense of Islam and the Islamic way of life

Punctuality and attendance

- Students should be in their classes by 9:55 AM. Teachers will take attendance and begin classes at 10:00 AM. Because our time with the students is limited, we stress the importance of being on time at the start of the day.

- The school entrance will be closed at 10:05 AM. You will be required to knock at the door or ring the bell in order to come in. You must accompany your child to the office before sending them into class if you are late. Parents ARE NOT ALLOWED to escort their children to the classroom.
- Parents should arrive at the school at 1:50 PM to pick up their children; you are required to come into the school premises instead of picking them up outside. School will end at 1:50 PM. Students will not be allowed to leave with anyone other than their parents unless the parents have designated someone else to pick them up on their behalf. This should be clearly communicated to the school administration ahead of time.
- If you need to pick up your children earlier, please inform the school administration at the time of drop off. This will ensure the teacher has any take home materials for your child ready. When you arrive to pick them up, please come to the office and let someone from the school administration bring out the children. Please DO NOT go to the classroom and pick up the children yourselves. We require your cooperation to keep the classroom and ongoing study session undisturbed.

Absenteeism and tardiness

- Please note students that have more than 4 *unexcused absents* during the semester will be subject to disciplinary action as considered appropriate by the school administration. This may result in a maximum of expulsion or being held back for the school year. Tuition and book costs will be non-refundable in this case.
- If the parent calls or email the school administration prior to 9:45 AM of the school day regarding their children's absence that day, then the students will be granted an *Excused Absence*. All contact information is listed on the school website at <http://school.isneo.org>.
- If the parent calls or emails the school administration after 10:00 AM of the school day regarding their children's absence or does not call or email at all, then the students will be marked with an *Unexcused Absence*.
- If a student arrives at school after 10:05 AM, they will be marked as *Tardy*. Their parent must accompany them to the office before they can enter their classroom. 2 tardy constitute an *unexcused absence*.
- The school administration can make exceptions in case of emergencies or valid reasons. Some reasons, which will not accepted as valid are sleeping in, not in the mood etc.

School closing policy

School can be closed for various reasons most commonly being weather such as wind chills or dangerous driving conditions due to snow. There have been instances of maintenance issues, which make it possible for school closings as well. The school has an automated calling system and email distribution list. In the event of a school closing, an automated message will be sent out and an email will also be sent out. Besides the announcement will also be posted on the school website at <https://school.isneo.org>.

Disclaimer: The school administration shall not be responsible in any way for any students dropped outside the school premises without ascertaining whether the school is open and whether someone from the administration or teachers (not assistants) is present.

Student discipline

In guiding the students' growth, we will try to emphasize positive rather than negative virtues. When necessary, discipline will be administered in a fair and consistent manner. When students exhibit disrespect, disregard, or dangerous misconduct, parents and students alike must be ready to accept the consequences of not following the rules governing school discipline.

For less serious offenses, discipline will be as follows:

1. Warning
2. Time out in the office
3. Call parents to pick up student
4. Suspension for a few days

Expulsion from school is a last resort after a serious offense or after continued disregard of the rules.

Examples of Misconduct:

- Showing disrespect to teachers, administrators, any other school personnel, or fellow students.
- Intentionally "skipping" or not going to class.
- Vandalism or theft of school/masjid property or the property of others.
- Swearing, the possession of narcotics, matches, explosives, guns, knives, lighters or physical confrontation on the school/masjid grounds.
- Use of any electronic gadgets or cell phones during school hours. If you need to contact your child, call the school administration and we will connect you with your child. Teachers will be instructed to take possession of any gadgets and deposit them in the school office. Refusal to comply on part of

the student will result in disciplinary action. We understand the need to sometimes connect with your child, please contact the school administration and we will be happy to bring you together.

- Loitering in the hall.
- Chewing gum in the school/masjid.
- Running in the school/masjid/community hall.
- Refusal to pray without a valid reason.
- Disregarding the dress code.

Dress code

The school wants all boys and girls to be part of the Islamic experience. Proper Islamic dress is part of this. It is a reminder of who and what we are. The ISNEO Sunday School will enforce an Islamic dress code as a way to encourage the students to take pride in themselves as Muslims. Students brought to the school who are not compliant will not be attending class until proper attire is provided.

Islamic dress code:

- Girls aged 10 and up must wear scarves to cover their hair in the classrooms and Musallah (prayer hall).
- If boys wear shorts, the shorts must be below the knees.
- Clothes must be neat and clean, free of rips and tears along places which constitute our Awrah, contain no profanity, and be loose fitting. No skin tight or figure hugging clothes at all.
- We also encourage parents to observe the dress code. **Exceptions will not be made for students based on their parent's views.**

Grade distribution

TBD