

# Sunday Islamic School

6655 E 34th ST N  
WICHITA, KS 67226  
316-682-5479

## ACKNOWLEDGMENT

### **Receipt and Review of: Student Code of Conduct and Parent Handbook, 2015-16**

I, \_\_\_\_\_ hereby acknowledge and agree that I have received the Student Code of Conduct and Parent Handbook for the 2015-2016 school year of Sunday Islamic School. I further acknowledge and agree that I have read and fully understand the contents of the Code of Conduct and the Handbook. I agree to abide by the provisions of the Code of Conduct and the Handbook and shall endeavor to ensure that my child is also in compliance with the Code of Conduct and the Handbook.

\_\_\_\_\_

Parent Name (Print)

\_\_\_\_\_

Parent Name (Sign)

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Student Code of Conduct  
And  
Parent, Teacher Handbook

2015-2016

**Sunday Islamic School**

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[www.myisw.org](http://www.myisw.org)

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## **INTRODUCTION**

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At Sunday Islamic School, it is our objective to provide healthy and rewarding learning environment for Muslims students. The school will meet once a week, nine months a year. If summed up, it amounts to about thirty days of classes in a year. Within this time we are committed to do the best to provide a sound Islamic education.

Muslim children growing in the US are facing diverse challenges and conflicting pressures at schools and in friend circles. They are constantly influenced by mainstream youth culture. It is difficult to isolate them from these influences and it is painful to let them sway into the mainstream. Excessive consumerism, peer pressure, media culture, Internet, and technology confuse the youngsters' mind about their ideal objective in life. We admit parents are the main source to instill moral and values in their children. However, parents can do only so much. We admit Islamic schools have a responsibility to instill Islamic ideologies in the youths. Again, Islamic schools can do only so much. It is tough job to help them balance their Islamic identity with their 'American' identity.

We do not want to stop trying. We hope Sunday Islamic School will be able to help Muslim students appreciate and understand Islam – its rich heritage, principles, values, teachings. We hope the School will be able to provide stepping stones for the youngsters so that they understand and accept Islam as the chosen 'way' of their lives. Our success will be measured years later if these youths grow up and say: thank you, you made a difference in my life!

We are working towards that day. This guide is designed to help parents, teachers, students what to expect from the school and what the school expects from them.

Our request to the parents – please invest in your child. They are precious!

Sunday School Team

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# School Calendar

September 2015	
6	Labor Day - No class
13	Class
20	Class
27	Eid Al Adha – No Class

October 2015	
4	Class
11	Class
18	Class
25	Class

November 2015	
1	<b>1<sup>st</sup> Exam</b>
8	Class
15	Class
22	Class
29	Class

December 2015	
6	Class
13	<b>2<sup>nd</sup> Exam</b>
20	Winter Break
27	Winter Break

January 2016	
3	Class
10	Class
17	Class
24	Class
31	Class

February 2016	
7	Class
14	Class
21	Class
28	Class

March 2016	
6	<b>3<sup>rd</sup> Exam</b>
13	Spring Break – No Class
20	Class
27	Class

April 2016	
3	Class
10	Class
17	Class
24	Class

May 2016	
1	Class
8	Class
15	Class
22	Class
29	<b>4<sup>th</sup> Exam</b>

June 2016	
5	Rehearsal / Class
12	<b>Graduation</b>
19	Summer vacation
26	Summer vacation

## EXAM DATES

1st Exam	Nov 1 <sup>st</sup> 2015
2nd Exam	Dec 13 <sup>th</sup> 2015
3rd Exam	Mar 6 <sup>th</sup> 2016
4th Exam	May 29 <sup>th</sup> 2016

## Sunday Islamic School

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### **Mission Statement**

To promote broad awareness of Islam for Muslim students studying in Pre-K to 12<sup>th</sup> grade, by emphasizing upon Islamic teachings, fundamentals, ideologies and legacy. To this end, to use a comprehensive syllabus, carefully selected text books, and knowledgeable instructors so as to intellectually stimulate the students to grow up as responsible, committed Muslim citizens living in the West, and help them make Islam as a way of life.

### **Our Staff**

Our staffs are mostly professionals drawn from various fields, countries and backgrounds. They all have well to above average Islamic knowledge. Many of them have prior teaching experience. They have good people skills. Special emphasis is given to make sure the teachers communicate well in English.

### **Our Students**

Admission is open 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,

### **Our Class**

Most classes are co-educational. In kindergarten or lower level classes, teacher determines if they can co-mingle in the class during learning activities. At this time there will not be any gifted child program in the school. Placement of a student in Arabic Reading class may not follow the regular school grades. Regardless of age of a student, based on the proficiency in Arabic reading, he or she may be placed at a higher or lower grade. The decision about such placement will be made by the Principal in consultation with the class teacher.

### **Our Curriculum**

The school will follow a systematic, comprehensive curriculum. The objective of the curriculum is to provide a broad understanding of all aspects of Islam as envisaged in the Mission Statement. The teachers, students and parents will know the curriculum – thus, everybody will know what is being taught and what to expect from students at each grade and collectively, from the entire program. The teachers will carefully follow the curriculum.

### **Tuition**

Tuition per Semester:

1 <sup>st</sup> Child:	\$150
2 <sup>nd</sup> Child:	\$100
3 <sup>rd</sup> Child:	\$50
4 <sup>th</sup> Child:	

Tuition will be collected at the start of the semester.



## **IN-SCHOOL STUDENT CODE OF CONDUCT**

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### **Attendance and Tardiness**

Parents are advised to drop off their children at least 5 minutes before school starts. The school will end at 1.30 P.M. Parents are strongly suggested to arrive in time to pick up their children. Pre-K and Kindergarten students will have to be picked up from their respective classes. Tardiness at the time of arrival and leaving the school should be avoided by all parents. All tardiness at the time of arrival should be reported to the front desk before the child can go to the class.

### **Abuse of School or Masjid Property**

All students must refrain from making any type of damage or abuse to the school and mosque property. If a student is found to have caused damage to the Masjid or school property in any manner, the parents will be liable to remedy the damage in a manner decided by the school or Masjid authorities. Furthermore, your child may be subject to suspension or expulsion from the Sunday Islamic School.

### **Assault of Student, Teacher, Staff**

All students will refrain from verbally or physically assaulting other students, teachers or staff of school. Any type of violent and abusive behavior will not be tolerated and may be a ground for suspension or expulsion of the student.

### **Dangerous Weapons**

A student shall not bring to school actual or look-alike counterfeit weapon, firearm, knife, or other such devices. If any such item is found with a student, he or she will be removed from the school and may lead to suspension or expulsion of the student.

### **Harassment and Intimidation or Disrespectful or Racist Acts**

A student shall not harass, 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, and obscene gestures, verbal or non-verbal abuse. Such acts may subject the student to suspension or expulsion.

### **Respect for Others**

A student's personal conduct is an indication of his/ her desire to belong to the Islamic School. It is the goal of the school to create a mutually respectful atmosphere between all individuals involved within our community including administrators, teachers, students, peers, parents, & visitors. As such, all entities are expected to remain respectful to each other at all times. Students are expected to greet each other with kind words and student/teacher exchanges should be friendly, in an appropriate tone, and should remain respectful.

The following are considered offenses at this school:

- a. Cruelty towards others.
- b. Disrespect for any authority.
- c. Use of vulgar language.
- d. Stealing and cheating.
- f. Bullying

### **Dress and Expression**

Parents and teachers are strongly advised to follow proper dress codes for their children during class days.

Proper attire is a must for boys and girls. The attire should be modest. Boys or girls will not be admitted in the class if their outfit reveals bare waist line, abdomen, deep neckline, bare arms, legs etc. Tight fitting trendy attire should not be worn during school hours. Students are not allowed to wear, sunglasses or chains in the class. Only type of cap permissible are those universally accepted as part of Islamic attire in some countries,

Boys will be required to wear full length pants. Knee-length pants are not allowed.

Girls are required to wear head scarves during the school hour and while inside the school. Revealing attire or tight-fitting clothing shall not be worn by our female students at the mosque or during school hours.

### **Lost and Found Policy**

If anybody finds item or items not belonging to them, they are requested to submit the item or items to the front desk. These items will be placed in the Lost and Found Box. The School is not responsible if a student, parent or teacher loses any item in 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 at school. But it is mandatory that students will turn the cell phones off during class and salāt time. Cell phone can only be used during the break time.

### **Snack**

School will arrange snack each Sunday. Students may bring snacks from home.

### **Complaints**

If a parent has a complaint about the school, the parent should voice their complaint verbally or in writing to the Principal.

### **Expulsion of Student**

A student can be expelled from the school for various grave wrongdoings, disruption of teaching or other misconduct as expressed in this guidebook. The Principal may expel a student. A student can be expelled for a certain number of days or for the entire academic year. Parents of the student will be notified over the phone and/or in writing about the decision. In certain cases, at the discretion of the Principal, the school and parents of other children will be notified when a student is expelled.

### **The School is not a Daycare**

Parents are expected to 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 home works, be attentive in class and participate in school activities. Parents are expected to drop them off and pick them up on a timely manner.

### **Pre-Kindergarten Students:**

Early start is always encouraged. School will provide fun filled learning activities for all pre-kindergarten aged boys and girls. As long as they are potty trained, able to stay away from parents and aged around 4 years, they can be enrolled. But unless they turn into 5 years of age, Pre-K students cannot progress to Kindergarten level class. Thus, in some early-start students, they will be required to stay in Pre-K for 2 years until they are ready to progress to Kindergarten class. If a Pre-K child turns 5 years of age in the midyear, no promotion to Kindergarten class will be permitted in the midyear.

## STUDENT PARENT ACADEMIC RESPONSIBILITIES

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### Home Work

Most of the classes will routinely hand out homework. Students are advised to complete homework in a timely manner. Best practice would be to finish all homework on the evening of Sunday, after returning from School since the student's memory would still be fresh. Most homework can be finished within 15-20 minutes.

### Parents to Follow Up with Home Work

Parents are strongly encouraged to follow up with their child about homework.

### Bring Text Books/Pen/Paper

Students are required to bring their prescribed text books for each class. Before coming to the class parents are required to guide and make sure their child has taken required text books with them. Most classes will also require the students bring with them notebooks to write down class notes. **Pens, erasers, etc. will not be provided by the school. It is responsibility of each student to make sure he or she brings these items regularly.**

Please understand that the class rooms will be used for different other programs by different committees. Occasionally there will be community dinner or activities held in some of the rooms. The school will not take responsibility for safekeeping any books, student supplies etc. left behind by a student.

### Report Card

Four exams will be administered during the academic year. In most cases report card will be issued in the week after an exam has been administered. Parents are required to review the report card, sign acknowledgement section of the report and return it to the school.

### Awards

The School will give a number of awards for Academic Excellence. Each student can qualify for the award. The award will be given solely based on academic performance. The academic performance will be determined by three criteria mentioned below. The students will be recognized in front of the audience during annual function.

In order to qualify for the Academic Excellence award and/or certificate, students must fulfill the following three criteria:

1. Consistently complete the homework correctly and in a timely manner.
2. Take all exams.
3. Awards based on Best conduct, Islamic Behavior, and Attendance will also be given.

### **Inclement Weather Notification**

In the event of inclement weather, notification will go out to all parents and teachers in a timely manner. Parents will be notified by email and broadcast phone message.

The school website will also be updated. It will be responsibility of the parents to check the email and the website. If any additional procedures are implemented, these will be notified to the teachers and the parents.