



ISLAMIC SOCIETY OF AUGUSTA

SUNDAY SCHOOL

Student Handbook

General Information

Mission Statement

The mission of the ISA Sunday School is to prepare the next generation of American Muslim leaders. Insha'Allah, these future leaders will take responsibility for establishing and presenting Islam in America equipped with faith, practice, manners and morals that are based on the Quran and Sunnah.

The Sunday School strives to achieve this goal by providing:

1. Islamic knowledge, covering Islamic belief, acts of worship, etiquette, way-of-life, and morals.
2. Quran recitation, memorization, and Arabic skills to assist in understanding of the Holy Quran.
3. An Islamic environment for socialization
4. Character-building and community service activities

Through such programs, the School aims to help children become proud, practicing Muslims, Insha'Allah.

Classes Offered

Sunday Classes: 10:30am—Dhuhr prayer

Classes 1-4

10:30 AM-11:30 AM	Arabic
11:30 AM-12:00 PM	Recess
12:00 PM-1:00 PM	Islamic Studies
1:00 PM-1:30 PM	Preparation for Dhuhr/Wudu
1:30 PM	99 Names of Allah SWT
1:45 PM	Dhuhr
2:00 PM (after Dhuhr)	Dismissal/Parent pickup

Classes 5-11

10:30 AM-11:15 AM	Islamic Character
11:15 AM-12:00 PM	Qur'an
12:00 AM-12:15 PM	Break
12:15 PM-1:15 PM	Islamic Studies
1:15 PM-1:30 PM	Preparation for Dhuhr/Wudu
1:30 PM	99 Names of Allah SWT
1:45 PM	Dhuhr
2:00 PM (after Dhuhr)	Dismissal/Parent pickup

Sunday School Highlights

The Sunday School strives to provide a well-rounded and thorough Islamic education and environment for the children of the Muslim community of the CSRA. Our teachers, TAs, staff and volunteer parents help the Sunday School achieve this goal through a variety of programs that make up the curriculum.

❖ **Islamic Knowledge Education (Sundays 10:30am-1:45pm):**

The School on Sunday is divided into two sessions for level 1-4 and three sessions for levels 5-12. In these sessions, students learn basic Islamic knowledge that is geared towards Muslim children living in the United States.

- Level 1-4 students have 2 subjects: Arabic and Islamic Studies. Basic Arabic skills are taught in Levels 1-4 only
 - Level 5-12 students have 3 subjects: Islamic Character, Islamic Studies and Quran.
 - The Sunday program has a required attendance policy with graded assessment each semester.
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Enrollment Procedures

Registration

Registration is announced each year via the masjid newsletter, at Jumuaah and other weekly meetings, and on the ISA website (www.isaugusta.com) two weeks prior to the registration period. The registration forms will be available as a .pdf file on the ISA webpage. All parents wishing to enroll their children must submit the registration forms along with payment of the yearly school fee. Registration booths will be set up for this purpose on designated days prior to the start of school. Financial assistance and payment plans are offered for those in need.

We cannot stress enough that students must be registered and prepared for attendance at the first day of the school year, so as not to disrupt their child's education and the teachers' classrooms. There will be no new registration after the first day of school. The only exception will be for families that move to the community in the middle of the school year. They may register their children at the start of the next semester (i.e. January of the following year).

The School will not allow student attendance until the registration forms have been completed with emergency contact information for each child.

Tuition

Tuition is charged to meet expenses incurred throughout the school year and the fee is announced prior to the start of the registration period. The 2017-2018 fee is \$200 per child. Fees may be paid in full at the time of registration OR per semester. Spring semester tuition fees are due by December 2017. Some additional classroom supplies may be requested throughout the year per the teachers' discretion.

Student registration must be done within the active registration period. Registration after the active registration period will incur a \$50 late fee. Please see the **Registration** section for details. If parents cannot make payment at the time of registration, they must make arrangements for financial assistance (Financial Assistance Form will be provided per parent request). The School will not allow student attendance until payment arrangements have been made.

Refund Policy

The school will refund the amount of tuition up to 4 weeks after the beginning of school session. Request for reimbursement must be made in writing before the 4 week period has expired. Tuition refund will be based on the amount of payment minus the cost of the textbooks. Textbooks cannot be returned for payment and are the property of student upon distribution.

Tuition Waiver

The school will waive tuition for those families in need. Those families requesting tuition waiver should meet with a member of the ISA School Administration at the time of registration and complete the Financial Assistance Form.

Class Assignment

Students are assigned to a grade that closely parallels their grade and age in public school. The only possible exception is based on teacher recommendations. If the teachers (not the parent) assess the student and determine they are not correctly placed, they will be given a placement exam and moved to a higher or lower class based on results of the placement test.

Age Requirement

The school is aligned with age requirements for Georgia public schools. Students must be 5 by September 1st, 2017 to meet the age requirement for Class 1. A copy of a government-issued birth certificate is required for students joining the school the first time. Unfortunately, there will be no pre-K class this academic year (2017-2018).

Parent Volunteer Requirement

All volunteering efforts are for the sake of Allah (SWT) only. The school is run predominantly by volunteers who give their time in all capacities to the school. Volunteers who have an ability, gift, or expertise in any field by which the School can benefit are encouraged to contact the Education Secretary or Principal. We are always looking for knowledgeable individuals to volunteer in teaching our young Muslims.

All parents with children enrolled in The Sunday School are required to be available to perform at least 1 day of volunteer service per academic year. The duties assigned may include: car line door opener/greeter, classroom assistant, snack/drink distributor, Wu'du helper.

Policies and Procedures

Arrival and Dismissal

Student arrival must be by 10:30 AM on Sundays. Instruction begins promptly at 10:30 AM. Tardy slips will be handed, starting at 10:31 AM and teachers can elect to prevent the tardy student from attending the first session. **Three tardy slips are equivalent to one unexcused absence**, which counts against a student's final grade.

Dismissal is at 2:00 PM, unless prayer extends beyond that time. The children are required to pray Dhuhr as part of their school day requirements. Class 1-4 students will return to their classrooms after Dhuhr and be dismissed from the classrooms.

The School is not responsible for the welfare of your child/children after 2:15 PM and there will be no on-site supervision.

Attendance and Punctuality

Students are expected to attend every Sunday that the Islamic School is open. However, in the event a student must miss school, **parents must provide the Office Manager Lida Popal with a signed note providing an explanation for the absence.** Notes should contain the student's name, grade and the date of the absence along with reasons for the absence. The note **MUST** be received the day the student returns to school. Without such a note, the office will mark the absence as **UNEXCUSED. Email and text message notification will not be accepted.**

An absence is considered EXCUSED for the following reasons:

1. Personal illness

--For personal illness, 2 notes from a parent/guardian will be accepted per semester.

**Additional absences will be excused only with an original medical excuse signed by a medical provider.

2. Serious illness or death of an immediate family member (Immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)

3. Emergencies which reasonably necessitate absences from school

Each student is allowed one UNEXCUSED each semester.

All work missed due to an absence must be made up in consultation with the student's teacher (via phone or email) before the next class.

In the event a student receives more than 2 unexcused absences; the parent will be contacted by the office. Should the student accrue more than 3 unexcused absences, the Education Committee will determine whether the student's attendance record merits disenrollment from the school. Once a student is dis-enrolled, he/she may not be allowed to re-enroll until the following academic year.

Please note three tardy slips are equivalent to one unexcused absence.

Dress Code

Parents and students are reminded that Allah (SWT) required that our aurah be covered. We encourage students to respect themselves and adhere to Islamic rules for dress.

Parents are urged to ensure that their children follow the school dress code.

1. All girls are encouraged to wear a head cover while on ISA premises. Sport caps and/or hoodies cannot substitute for a headcover.
2. Girls 11 years of age and over are required to wear their hijab, i.e. loose-fitting clothes and head cover while on ISA premises. Shorts, above-the-knee dresses, and skinny jeans/spandex are not allowed for any age.
3. Boys are not permitted to wear shorts at any age while at the Sunday School. Above-the-knee shorts are not allowed on the masjid premises at any time.
4. Any clothing that displays inappropriate images or messages is not allowed.

Note: The teachers, Education Committee, Education Secretary, and Principal have the authority to decide whether clothing is appropriate.

Student Conduct and Discipline

Students are expected to maintain an atmosphere that is conducive to learning and display appropriate Islamic behavior. Parents are urged to emphasize the importance of education, respect for teachers, polite language around their peers, and the need for spiritual and physical cleanliness, decency in dress, and Islamic behavior.

Classroom Rules

1. Students will come to each class prepared with notebook, textbooks, pen or pencil, and bookbag.
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2. Students will listen to their teachers and follow the teachers' directions.
3. Students will practice self-control, keeping hands, feet and objects to themselves.
4. Students must not write on or make marks on desks, walls, floors or damage school property.
5. Cell phone and other electronic devices must be turned off during the class periods. No toys are allowed. Fidget spinners and/or Pokémon Cards are NOT permitted.
6. Students must not make unnecessary noise and conversation or be generally disruptive in class.
7. Students are expected to move quietly and in an orderly manner in the masjid and school building (including hallways and restrooms).
8. Students are required to complete all assignments on time.
9. Students will be provided only one copy of each textbook required. Students must take good care of the textbooks. In case a student needs to get an additional copy of a textbook, it must be purchased.
10. Students must respect each other, teachers and all other adults in the masjid and greet one another with salaam. Rude and/or disruptive behavior will not be permitted.

Consequences

Students who persistently break the school rules or are found to be disruptive and misbehaving, will be referred to the Principal and/or Education Secretary. A parent/teacher/Principal-Education Secretary conference may be necessary to resolve the situation. If the problem is excessive or extreme, it will be referred to the President or Education Committee for determination of appropriate consequences, including the possibility of expulsion from the school for the remainder of the school year.

Grading Policy

Each student will receive a total grade at the end of each semester (Fall and Spring). At the end of the school year, grades from both semesters will be added to give a final grade. The top three students in each class based on the final grade will be recognized. The remaining students who receive a passing grade will be awarded graduation certificates and will be moved to the next level.

The semester grade is based on an average of class grades. The grade represents an evaluation of how well the student grasped the presented material and how much it affected the student's behavior in the school. To achieve this goal, the grade is composed of three components:

1. **Academic achievement (60% of the total)**, which will be evaluated through homework, assignments, quizzes, and exams (at least one midterm and one final exam per semester). Students must complete their homework assignments. Incomplete homework will affect the student's grade.
 2. **Attendance (20% of the total)**: Since physical presence of the student in the masjid is one of the goals of the Islamic School, it should be graded as a component of student evaluation. The attendance policy has been explained above. Please see attendance/tardy policy above.
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3. **Behavior (20% of the total):** Also, one of the main goals of Islamic education is to reinforce Islamic morals and conduct in our children's up-bringing. Therefore, the teacher and TA will evaluate how much the student demonstrates these principles in class and while on school premises. The school will apply a zero-tolerance policy towards any disruptive behavior, vandalism, bullying, disrespectful remarks, and profanity, both inside the school building and in the playground. Violations will be reported and will reflect on the student's final grade.
- ❖ **In order for a student to move to the next level, the student needs to score 60% or above of the total grade at the end of the school period AND 60% or above of the academic component of the total grade.**

In case a student fails to achieve a passing total grade of 60% at the end of a school period, the student will have to repeat at least one semester. If the student achieves a passing grade at the end of the semester, the student will be allowed to graduate to the next level. The new teacher will determine the extra work needed for the student to catch-up missed classes in the higher level during the make-up semester.

A Humble Request

Our staff and volunteers work very hard to design and implement a diverse curriculum that teaches students what they need to grow as practicing, educated Muslims. However, parental involvement is key to the success of these programs and to ensuring Islam becomes a way of life for our youth, and not just something they focus upon on the weekends. Please work with your children throughout the week on their assignments and help ensure they are well prepared for the Sunday program.

Other Regulations

Parking

There is absolutely no parking in the drop off area in front of the school. This is for emergency vehicles only!

There will be a carline in the mornings so parents may drop off their children at the front of the school entrance only. Children should never be dropped off in the street or allowed to walk through the parking lot unattended for safety reasons.

If your child is late, please park your car and accompany your child to the school lobby to complete a tardy slip.

School Closings

1. Sundays that correspond to Eid-ul-Fitr and Eid-ul- Adha are holidays.
2. Winter and summer breaks correspond with the break schedules of the Columbia County Public School System's calendar. If there is no public school, then there is no Sunday School.
3. School cancellations due to inclement weather correspond to cancellations announced by the local public school systems and institutions. In the event of school cancellation, the school administration will notify parents, teachers and support staff via phone, text or email. Parents are urged to check their voicemail/email on Sunday morning.

Safety

1. Unless an emergency takes place (i.e. family emergency, injury to student and similar cases), students must remain in the school during school hours and will not be allowed to leave without being accompanied by a parent or guardian. If the student has to leave the school in case of
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emergency, the student/parent/guardian should inform the teacher and/or principal.

2. Permission from the office is required for early dismissal.
3. Parents should not send students to school if they are sick, especially if they have a communicable (i.e. contagious) illness. Students may not attend school if they have a fever. They should be afebrile (and off fever-reducing medications—Tylenol/Advil) for at least 24 hours prior to being able to return to school.

Emergency Procedures

In the event of an emergency or school closing, the parents will be contacted by the school. An updated emergency contact should be provided and on file in the event parents are unavailable.

In the event a student falls ill, his or her teacher will speak with the Principal, Education Secretary or office staff and the child's parents will be contacted immediately for pickup. Parent/Guardian must come and tend to the student within 30 minutes from receipt of call. For any life-threatening emergency, 911 will be contacted. No medications of any kind will be administered to any students. Any known allergies of a student should be communicated to the staff and noted on registration forms.

****Please notify the office immediately if there is any change in your home address, phone number or email address.**

Grievance Procedure

If you have a concern regarding your child, please take the matter directly to the teacher either before or after school or through email; parents are not allowed to disrupt a class in session. If the issue is not resolved at the class level, the matter should then be taken to the Principal and/or Education Secretary of the school.

In case the matter remains unresolved upon review by the Principal and/or Education Secretary, the order in which the grievance will then be addressed is as follows: School Committee, the Executive Committee, and lastly the President.

Disclaimer

Students must stay within the school premises during school hours. The Sunday School staff and teachers as well as the masjid Executive Committee members are

ISA SUNDAY SCHOOL

not to be held liable for deliberate or accidental occurrences of any sort involving students both within and outside the school premises.

Contact Information

Education Secretary	Dr Hasan Syed	hms998@gmail.com
Principal	Dr Mohammad Elsalanty	elsalanty@gmail.com
Registrar/Academic Affairs	Dr Shima Syed	shisyec04@gmail.com
Office Manager	Mrs Lida Popal	lidapopal@gmail.com
