

# Islamic Center of Bloomington-Normal Parent's and Student's Handbook

Sunday Islamic School 2009-2010

*Last Updated: August 2009*

*In the name of Allah, Most Beneficent, Most Merciful*

**Dear Parents,**

**Assalamu Alaikum Warahmatullahi Wa Barakathuhu**

Alhamdulillah, All thanks and Praise due to Allah (SWT) for giving us the precious gift of our lives, our children, whom we cherish, provide guidance to and from whom we receive inspirations. We thank Allah (SWT) for the innocence and beauty of our children and for the opportunity to raise them as strong and pious Muslims. We would like to welcome you and your child and extend our appreciation for the opportunity to serve you through the Islamic Center of Bloomington-Normal.

We firmly believe that education is a joint responsibility of the home and school, and we plan to develop a close working relationship with you, striving to achieve the highest quality education for your child in Sunday school. Our chosen curriculum, guidelines and regulations are all designed to meet that goal, and we covet your support.

This handbook has been prepared to address some of the questions you might have concerning school. Please read it thoroughly and refer to it often. All of us, ICBN school staff, will continue to strive to do our best we possibly can on behalf of your son or daughter, and we are particularly working to make certain that you are apprised of all our policies and procedures at the ICBN Islamic Sunday School. If any additional questions should arise, we ask that they be promptly brought to the attention of the School Administrator or the classroom teacher so that they may be resolved immediately.

We look forward to working with you in the education of your child and sincerely hope that you will take an active interest in our school programs.

*“And my success in my task can only come from Allah. In Him I trust and unto Him I turn.” (Hud, 88)*

*In Service for Allah,*

*ICBN Sunday School Administrators and School Teachers*

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## IMPORTANT POLICY INFORMATION

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**We urge you to read these policies with the student(s) in your family and sign the last page of this document to verify that you received and understand the policies and procedures. These policies and procedures are in effect for all current students and apply for the duration of their enrollment. Any future changes or updates will be presented to parents for acknowledgements.**

**Please read and retain the following policies and procedures carefully; then sign and return the last sheet along with your child on the next school day.**

## Mission Statement

“The Sunday Islamic School intends to provide a place and environment for students to acquire and practice the Islamic education. We attempt to assist our children to follow the Islamic way of life while living in un-Islamic surroundings.”

## Admission/Enrollment

- The child should be at least 3 years of age by September 1 to be eligible for enrollment in Pre-K.
- The child is required to be enrolled by his/her parent or guardian.
- The registration application form must be completely filled out for the new students and updated by current information for old students. The application form(s) **WILL NOT** be processed unless **ALL** required information has been provided or updated if needed, i.e. all emergency numbers and contact information etc.
- The student may begin school as soon as the registration form has been filled out.
- If a Child is requested for admission in a class higher than his/her age group, the School/teachers will conduct a comprehensive examination based upon the requested class’s curriculum to validate the student’s knowledge. The teacher must be satisfied by the student general knowledge to be able to fit in the requested grade.

## School Hours

Regular school: 10:30 AM – 1:30 PM From the beginning of September to the end of May

**NOTE:** Students are required to attend the general assembly at 10:30 AM and to pray Dhuhur Salah in congregation in the ICBN and parents are strongly recommended to join with their children. Let us practice what we teach our children. Dhuhur Salah is held at 1:15 PM on Sundays.

## Drop off and Pickup

In order to ensure student’s safety, we require that parents to Drop off and pick up students **ONLY** inside the Islamic Center.

## Attendance

In order for a student to receive maximum benefit from his/her Islamic education, weekly school attendance is required. However, unforeseen circumstances and illnesses may require the student to be absent on certain occasion. Therefore, the Sunday Islamic School has adopted the following attendance regulations:

- In all cases, a **call** from the parents must be accrued to the center before 11:00am stating the purpose of the absence. Call 309-664-0304.
- Chronic absences may also result in administrative disciplining of students. After 2 consecutive Absences, a call will be made to the student's parents to determine the reason(s) for absence.
- A note must be provided to the teacher in case a student needs to be picked up before the formal ending of school.
- A student who arrives in class after the Assembly is been considered tardy.
- Parents have the responsibility to bring their children to the Islamic school on time.
- The director may excuse a tardy student if notified by the parent of the reason being late.
- If a student is tardy or absent, it is their duty to get the assignment of the week and prepare for the following Sunday's class.

## Books

- The School will provide the students books for the academic school year.
- Students are expected to take care of the books and write their names on them.
- Students are required to bring all the books to school on every school day unless the teacher decided to keep the books at school.
- School will charge the cost of the books in case second copy needs to be acquired

## Discipline

In order to maintain order the school administration will use the following disciplinary measures:

- For first offenses the student shall receive a verbal warning.
- The student shall receive two more warnings, and then a note will be sent home to the parent detailing the offense

- Further offenses will be dealt with by giving a detention during which the student will do textbook work, assist teachers or assist with the center work.
- For subsequent offenses the student shall receive a note detailing the offense(s), a phone call will be made to the student's parent(s)/guardian and a conference with an administrator will be required.
- For serious infractions, students may receive counseling from our religious director.
- If a student has chronic discipline problems, administrators and teachers will conference with parents to formulate an action plan so that the student may be more successful in school

## Dress Code

In order to preserve the sanctity of the Sunday Islamic School, we shall require all students to wear appropriate dress while in the center. We ask that parents ensure that students maintain a proper standard of dress, which displays respect for center's etiquettes.

- Girls are required to have/wear a hijab or other covering for their heads.
- Girls are required to wear long sleeve shirts.
- It is recommended for both boys and girls to wear modestly loose clothing.
- Shorts are not allowed.
- Sport caps are not allowed.
- Any clothing materials displaying inappropriate images are not allowed
- We trust you parents to be the role model for your kids and follow the same roles when you are on the Islamic Center premises.

## School Supplies

School supplies will be determined by each class teacher.

## Homework

Assignments are to be completed at home vary according to grade level and subject area. Homework may be assigned to enable students to expand on the skills and concepts taught in class, and to gain a more thorough understanding as a result of additional independent study.

- It is student's responsibility to complete and submit assignments on time.
- It is student's responsibility to make-up all work in case of being absent from class.

- Parents are responsible to ensure that their child does complete the assigned work each week.
- Parents are also expected to regularly monitor the homework, which provides a good overview of how and what the student is doing in various subjects. Doing proper homework could also have a direct positive effect in the child's learning, achieving grades and their Islamic knowledge.
- Incomplete homework will have negative effect on the student's final grade. We wish to provide an opportunity for the students to follow through with responsibilities and experience the success of independent learning. Parents should expect homework each week and inquire of its nature. It is recommended to spread the homework over the course of the week instead of 1 day.

## Final Exams

One final exam will be at the end of each semester. If an exam has been missed a make-up date will be given if requested by parents, otherwise an approximate grade will be decided by the teacher.

## Parent and Teachers Meeting

Parents are very strongly recommended to attend the parent and teachers meeting scheduled. Students Mid Term report card will only be provided to the parents who requested a meeting to discuss their child progress with the teacher.

## Report Cards

Our purpose for grading is to provide parents with needed information about the child's efforts and academic achievements. Grades are most important for children to determine their academic standing. As parents and teachers we certainly need to help our children set goals for improvement of their academic strengths and weaknesses.

- Each academic year consists of a fall and a spring semester. At the end of the year a final examination will be administered to all students. The last 2 Sundays of May will be set aside for administering these annual exams. Each class teacher will review over the entire year's work to prepare the students for final examinations.
- Parents are free to request a conference with teachers. However, they are requested to arrange for such a meeting in advance.
- Final report card will be provided to every student at the end of the school year.

## Grading System

<b>Attendance</b>	<b>15%</b>
<b>Participation</b>	<b>15%</b>
<b>In Class quizzes</b>	<b>10%</b>
<b>Homework</b>	<b>30%</b>
<b>Tests</b>	<b>30%</b>
<b>Total</b>	<b>100%</b>

## Personal Property

It is responsibility of parents to keep track of all personal items student bring to school each day.

- Students are expected to label all their school supplies, belongings and accessories as it help the lost & found scenarios.
- Personal property such as collection cards, walkmans, radios, toys etc. are considered nuisance items and are not permitted at school.
- Students are required to place their shoes on the shoe racks and hang their coats on the hangers.

## Visitors

Guests are always welcome at the Islamic Sunday School. A few guidelines are to be followed in order to insure a successful experience for all those involved.

- A visitor or friend may visit only if prior permission is obtained from the administration.
- The visitor or friend needs to dress and act appropriately within the Center.
- As always, parents are most welcome at any time to sit in and listen during classes and speak with the administration or teachers.
- Parents may also contact the administration to conference with a teacher.

## School Administrators and Teachers

**Sunday School Director:** Reem Yaqab-Agha

Teacher's name	Email address
AbdelKrim Daiya	Daiya99@hotmail.com
Aatifa Ahmad	aatifa786@hotmail.com
Hajer Skeef	pink_h_rose@hotmail.com
Huda Awaleh	nur_awaleh@aol.com
Jabir Syed	jabirhussain@yahoo.com
Nida Kazim	Nida.kazim@gmail.com
Reem Yaqab-Agha	Reemyaqub_gha@yahoo.com

**ICBN Mailing Address:**

2911 GILL STREET, SUITE #6  
BLOOMINGTON  
IL 61704

**Phone:** (309) 664-0304

**Website:** [www.bloomingtonmosque.com](http://www.bloomingtonmosque.com)

***THIS PAGE MUST BE RETURNED WITH THE STUDENT ON next day OF SCHOOL***

**Please read and retain the following policies and procedures; then sign and return this acknowledgement sheet with your child. ONLY ONE ACKNOWLEDGEMENT PER FAMILY IS NEEDED.**

**ACKNOWLEDGMENT**

**I have received and acknowledged the following Academy policies/procedures:**

Islamic Sunday School Statement, Admission/Enrollment, School timings, Drop off/Pickup, Attendance, Books, Discipline, Dress Code, School Supplies, Homework, Final Exams, Report Cards, Grading System, Personal Property and Visitors

Child 1 name: \_\_\_\_\_ Grade \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 2 name: \_\_\_\_\_ Grade \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 3 name: \_\_\_\_\_ Grade \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 4 name: \_\_\_\_\_ Grade \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 5 name: \_\_\_\_\_ Grade \_\_\_\_\_ Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_