

Student Hand Book

ICEV Sunday Islamic School Policies

ICEV Sunday Islamic School Vision

ICEV Sunday Islamic School strives to provide a safe, disciplined, and productive environment where students can have meaningful learning experience to earn Allah's (SWT) blessings and guidance in their lives. Our cultural diversity is our strength; the spirit of equity, unity, and respect is evident in our academic community. The ICEV Sunday Islamic School staff members are resourceful, dedicated, and committed to providing a proper Islamic education according to the Islamic Shari'ah.

- ✓ Our graduates are **successful** and are spiritually prepared to make choices in a changing society. They work collaboratively and have a passion to establish a healthy Islamic way of life.
- ✓ A majority of the parents are **satisfied** with the progress of their children. They work cooperatively with the school personnel to establish goals and priorities. They feel welcomed and valued as partners in the educational process.
- ✓ Our staff experiences a sense of **accomplishment**. They are competent, committed, and effective in working collaboratively to provide an environment that promotes Islamic value.
- ✓ Our community feels **thankful** to Allah (SWT) to have ICEV Sunday Islamic School as an organization where everyone is committed to quality Islamic education for all students.

Minimum age limit

To enroll in level 1 minimum age limit is 6 years by August 1. It is also recommended that student is enrolled in elementary school in grade 1.

Enrollment time limit

School policy on enrollment time is up to the 3rd week of the beginning of school session. Only exceptions may be for incoming students from Out of State or out of town, or for any other special circumstances.

Tuition Fees/Books

School policy is to pay full tuition and cost of books as defined by the school prior to each semester. Parents will be required to formally apply for financial assistance based on needs only. Application form and process will be made available to the needy parents.

Pick up and Drop off

Parents are responsible for the transportation of the children to and from the school. For safety of the children, the children must be dropped off and picked up from the school premises. There must be explicit permission from the parent, a note or a phone call to the administration, to inform the school that an individual other than parent will pick up the children. Early pick-up and late drop-off must be contacted through the administration.

Timing and Scheduling of Class

1. School is held every Sunday except on holidays as indicated on the school calendar and during summer break.
2. School starts exactly at 10 AM, starting with assembly. Please bring your children 5 minutes before the school start time.

3. School ends at 1:00 PM which includes Zuhr prayer. Parents are encouraged to participate in doing the Zuhr prayer in the school.
4. Shoes must be kept outside on the shoe rack at the main entrance.

Dress Code

To show respect to the Islamic teachings and to create a true Islamic environment in the school, accepted Islamic dress code must be followed. The students must feel confident being "A Muslim" and be able to act according to Islamic Shari'ah. The following dress and hygienic code is mandatory:

- A. The 'awrah' or covering for male is defined as the area between the navel and the knee. The school requires shirts with sleeves and long pants. The school also recommends avoiding garments with logos, faces, and images of living objects.
- B. The 'awrah' or covering for female is defined as the whole body except for the face and hands. Females are required to wear loose but not thin clothes. Head cover is mandatory.
- C. All garments worn should be clean.
- D. Parents of the children not meeting the dress codes will be contacted to correct the situation.
- E. The person must be clean of all impurities either through bath or wadu and must be well groomed.

Student responsibility and Discipline

The parents are asked to read and discuss the following set of rules and regulations with their children. We have a high behavioral standard in the Islamic school, requiring cooperation between parents and teachers and administrative staff. The ICEV Sunday school has the following set of behavioral expectations for all students to follow.

Respect other's feeling and possessions by being kind and courteous and using polite manners, the students will:

- A. Be responsible for his/her own behavior.
- B. Listen to and follow directions.
- C. Treat every person and all equipments with respect.
- D. Use appropriate language at all time.
- E. Help to keep class room and the school premises clean.
- F. Walk and not run at any time.
- G. No fighting or wrestling.
- H. Any kind of food, except water bottle, will not be permitted inside the class room unless class teacher gives permission, Chewing gum will not be allowed in the school.
- I. Electronic game, toy etc will not be allowed unless teacher or administrative staff gives permission.
- J. Use of cell phone during the class is prohibited. If cell phone is carried by the student, it should be in vibrating mode and be kept in their back packs, purses or pockets.
- K. It is the responsibility of the student to keep the class room clean. Any object on the floor should be picked up and disposed accordingly.
- L. Not following these rules will result in appropriate action by teacher and/or administrative staff.