

ICDM SUNDAY SCHOOL

SUNDAY SCHOOL POLICIES AND PROCEDURES

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Introduction

Our mission with the help of Allah is to make the Sunday school year an educational and enjoyable year for the Sunday school students. After the help of Allah it is important to understand that few hours a week teaching the children Quran, Arabic and Islamic Studies WILL NOT be enough alone. We do our best but our effort at school must be matched with the parents' effort at home.

“ The beautiful dress does not reflect beauty.

The beauty is the beauty of knowledge and morals.

The one whose father dies is not an orphan,

The real orphan is he who brings bad name to his tribe.”

Policies and Procedures:

School Date/Time

Usually the Sunday school starts on September every year until May of the next year, we will announce the registration date sometime in July and we will announce the exact starting date of the Sunday school.

The daily classes start at **10:00AM SHARP**. Please make sure your child is 5-10 minutes before class and well prepared. Classes end at approximately **01:15PM** and then we get ready for Dhur Salah, which is at **01:30PM**. Parents can pick up their children from the Masjid after the Duhr prayer. We always encourage the parents not to pick up their kids before the prayer so that the kids can join us with the group prayer.

If for any reason the parent wants to pick up their kid/s during the school time then they **must** notify the school office first. The Sunday school office must be notified in advance if the parents will be late picking up their kids. It is for the safety of our kids to make sure you instruct your kid(s) to stay in the Islamic Center till your get there.

Important Note: we ask all parents to notify and let the Sunday school office know if their kids **will completely** stop coming to the Sunday school so that the school will work on enrolling other students from the waiting list.

Students Items

Each student MUST bring the following items with him/her:

1. Back bag
2. Folder
3. Pencil/s
4. Eraser
5. Sharpener

Evaluation Tests

To help the teachers assess the learning process of the students, all kids will have to attend two tests, one in the middle of the school and the second one is one day before the last day of school.

Discipline Policy

All students are expected to maintain proper discipline in the school and the Masjid. This includes **proper Islamic dress, respect for the teachers and other students; indecent language and aggressive behavior will not be tolerated and will be handled according to the disciplinary policy below.**

Any child who is late will have to accompanied by his/her parent to the class after stopping by the office. Any child who is more than 30 minutes late **will not** be allowed to attend the first class and parent must stay with the student till it is time for the second class.

VERY IMPORTANT: Please be aware that if your child doesn't attend the classes for **Three consecutive weeks or up to six random absences** –unless it was announced by the school differently - then his/her record will be deactivated and a new student from the waiting list will take his/her place in the school.

All students are expected to finish and turn in their homework on time.

Disciplinary Procedures:

- 1st offense: verbal warning
- 2nd offense: note to parent or guardian
- 3rd offense: parent teacher conference
- 4th offense: suspension from school for 3 Sundays
- 5th offense: possible expulsion from school

Harming of school property or equipment will result in strict disciplinary action and payment of damages. Parents will be responsible financially for any intentional act by their kid resulting on physical damage to the property of the center

If the parents have questions and want to meet the teachers, then they can meet them either before school starts from 09:50AM to 10:00AM or after Duhr prayer.