

# المدرسة المسجد السنّة الإسلامية

## MASJID AS-SUNNAH ISLAMIC SCHOOL 2016-2017

*Assalam Alaykum,*

Welcome back! We hope that each one of our valuable students has had a chance to settle into the routines of the new school year.

We would like to keep you informed of all the activities we are planning for the students. Therefore, we request that you authorize us to utilize your e-mail address to send you school announcements, policies, follow up on homework assignments, and meeting requests. Please sign below marking your approval and the e-mail address you designate for us to use. Your signature also indicates that you received and read our school regulations and code of conduct documents.

We are very happy that you chose the Islamic school of Masjid Assunnah for your children's Islamic education and we are looking forward to a fantastic year Inshaa Allah!

Parent's name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent's Initials \_\_\_\_\_

## **MASJID ASSUNNAH SCHOOL REGULATIONS AND CODE OF CONDUCT**

### **School Tuition Payment:**

Parents are required to pay full monthly tuition fee to Masjid Assunnah by the first of each month. If payment is not received, the child is at risk of expulsion from the school. Please be aware that children need to be 5 years old or older. Cut off day is Sep 01. Due to the large number of students we listed this year, we are unable to accommodate any more registration requests. However, we are holding a waiting list and we will service parents as spots become available.

The tuition fee includes 2 slices of pizza per child and is **due by the first of each month**. Delay in payment will result in your child not attending school.

Please remember that payment of the **full tuition** regardless of the number of children is recommended as the school runs and operates based on the parents' tuition payment and other donations. The school staff members are also requesting the parent's assistance in purchasing school supplies, paper plates, napkins, hand sanitizers, hand soap, and toilet paper. Please remember that your financial assistance is for the sake of Allah and His reward. **The school teachers and staff members are volunteers who have one goal in common: enrich our children's Muslim identity and provide the tools for them to fulfill their role as Muslims and responsible citizens Insha Allah.**

### **Textbooks and workbooks**

Parents need to also pay a onetime fee for the school books. School books are the responsibility of the students who will be held accountable for any damage or loss. If lost, parents must pay full price to purchase new books.

### **Books schedule fee is as follows:**

#### **Quran:**

Students will use the books of Quran available at the Masjid.

#### **Arabic language learning:**

Grade one through five. Textbook and workbook: \$25

#### **Islamic studies:**

Grade one through five. Textbook & Workbook (I love Islam series): \$35

#### **2 Year program with textbook and workbook:**

\$35 per child.

Note: Some students will not need to buy books as they will continue learning their current book next year. Please check with the school staff during the registration process.

Parent's Initials \_\_\_\_\_

**Class Procedures:**

- Enter the classroom quietly.
- Place your backpack under your chair
- Take out your pencils and books and be ready
- Listen quietly to your teacher's lecture and participate by raising your hand first.
- Write your homework assignment (Teachers will write homework assignment for children who have not mastered writing yet)

**Class Rules:**

- Do not interrupt when someone is speaking. Raise your hands before shouting an answer. Be polite and patient.
- Respect others properties. Do not touch your classmate's book bags and supplies.
- Talking, chewing gum, and any disruptive behavior will be subject to reminders, verbal warnings, time out, and referrals.
- Be helpful and allow your classmates to think, speak and share ideas.

**Homework**

- The objective for homework is to help your child develop good study habits and review the class lessons so that you are always informed on how your child is grasping the material.
- Homework shouldn't take more than 20 minutes each day. Please let us know if it does. Also, please ensure that your child turns in his/her homework on time in a notebook or folder.
- Reading from the Quran or from your Arabic book is important. A good reader practices frequently and attempts to think about the meaning of the content. It is highly recommended to read every evening even if it's just one sentence or one Ayah. Your teacher can recommend some valuable Quran recitation internet sites as well.

**Make up work**

- Make-up work is very important. If it is not turned in by the established deadline, the student's grade will be negatively affected. It's the student's responsibility to get the work they missed, and to turn the completed assignment in to the teacher.
- If an assignment was due on the day of the child's absence, it would be then promptly due on the day of the student's return to school. Also no make-up work will be accepted past its due date.

**Lunch time**

- Please wash your hands before lunch and return to your class table immediately. Hand sanitizer will be used occasionally to avoid crowds in the bathroom.
- Please remain seated till you hear otherwise from your teacher.

Parent's Initials \_\_\_\_\_

## **School Dismissal**

- School Dismissal is after Salat Dhuhr (Around 2:15 Pm).
- Please park by the big plaza near Ross store and come inside to pray.
- Please do not park near the curb by the Masjid and leave your car unattended
- During dismissal, Students need to proceed to the hallway when their names are called. Running inside the masjid is NOT allowed and will not be tolerated.
- Please do not leave the school premises for any reason without approval. Leaving school grounds without permission will result in student disciplinary action.

## **Early Dismissal**

Please give advance notice to the child's teacher if you would like to pick up your child early. Use the child's notebook or teacher's e-mail to communicate about early dismissal.

## **Absences:**

- All absences must be excused and the teacher needs to be notified in advance.
- After 3 unexcused absences, a meeting with the teacher is mandatory for the child to return to school.

## **Dress Code:**

- Islamic attire is mandatory at all times.
- Girls need to wear Hijab, Abaya, or long sleeve shirts with long skirts, or long dresses.
- As far as boys, shorts are not recommended unless they are below the knee. Taoub is preferred especially during Salat.

## **Cell phone policy**

Cell phones and other electronic devices are not permitted in school. To contact your child (in case of an emergency only), please call the school or the teacher. Electronic devices will be confiscated and parents have to pick them up at the end of school day. Disciplinary action could be administered for continuous infractions. Cell phone usage is only allowed before and after school.

## **Warning and disciplinary action**

The infractions below might result in student discipline warning notices

- Homework non- completion
- Dress code violation
- Violation of or failure to observe school and/ work rules/ classroom procedures
- Discourtesy or verbal abuse towards teacher, staff or student
- Physical or verbal assault and/or fighting
- Misuse of electronic devices (cell phones, tablets, laptops, etc.)
- Cheating/plagiarism /falsification/providing false and/or misleading information
- Vandalism, damage or misuse of school property
- Harassment/ bullying/ intimidation/ threat
- Profane, obscene, abusive, inappropriate language or materials
- Disruption /disorderly misconduct
- Leaving school grounds without permission

Parent's Initials \_\_\_\_\_