



Masjid As-Sunnah Islamic School

As-salam Alaykum

Dear parents,

Welcome back!!

We are so grateful you are part of our school family. With your support, we will continue to strive to meet our mutual goal of nurturing Islamic learning for each of our students.

Starting this year, school hours will be between 10 am – 2:15 pm.

Masjid As-Sunnah school regulations and code of conduct:

Course contribution payment:

Parents are kindly reminded that a monthly contribution is due by the first Saturday of each month to help cover the school's operating costs and provide the best environment for our children's learning.

Please submit the monthly contribution by the first Saturday to help keep our program running smoothly. Students enjoy two slices of pizza each week (except during Ramadan when school hours are shortened) and timely payment of the monthly contribution ensures your child can continue attending.

Please note:

Children must be 5 years or older by September 1 to be enrolled.

Contributions are required regardless of the number of children enrolled or any absences during the school year, as the school's expenses remain the same.

If your child will be absent for an extended period or will not return to complete the program, please notify the school administration in advance.

We truly appreciate your continued support and commitment, which allow us to maintain a smooth and successful school year for all our students.

The school staff members are also requesting the parents' 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

Depending upon your child's level, parents might need to 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.

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 assignments 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 other 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.

Lunchtime

- 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.

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 including suspension and expulsion.**

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 allowed. Only Taoub or pants are permitted.

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 will result in student discipline warning notices. 3 written warnings might result in student's expulsion from school following Masjid As-Sunnah school board review of the severity of the infraction.

- 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