

WICC Sunday Islamic School

Parent's and Student's Handbook

Mission of WICC Islamic School:

- *To teach students how to read and understand the Quran and to perform daily Salah*
- *To teach students Islamic beliefs, conduct, and way life.*
- *To help students learn Islamic history in the context of other religions and guide them to be righteous in their conduct and respectful in their dealings with others.*

Admission/Enrollment:

The child should be at least 5 years of age by October 1 to be eligible for enrollment.

The registration application form must be completely filled out for the new students and updated by current information for returning 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.

New students will be given an oral test on Quranic studies and a written test on Islamic studies to determine their class assignment.

There will be an Enrollment fee of \$60.00 per child/year plus the cost of books.

School Hours:

10.30 AM – 1.20 PM

Classes:

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Quranic Studies	10.30 AM – 11.15 AM
Break/Extra Quranic Studies :	11. 20 AM – 12.00 Noon
Islamic Studies	12. 05 PM – 1. 00 PM
Duhur Prayer	1.05 PM
Departure	1.20 PM

Quranic Studies: Our goal is for the student to read the Qur'an fluently with Tajweed, i.e. proper pronunciation and rules of recitation. All students are required to memorize sufficient number of suras required to perform daily prayers. Students will also learn rules and dua's for daily prayers.

Islamic Studies: Students will learn how to perform daily Salah. They will learn about seerah of the Prophet Muhammad (PBUH) and many diverse and interesting aspects of Islam with the focus on applying them to their daily lives. Classes begin at the kindergarten level and as we move up through the different grade levels into the high school levels, more and more in-depth level classes will be offered. At higher levels, students will learn Islamic history in the context of other monotheistic religions. The

goals of these classes are to teach our students to become practicing Muslims, to be righteous in their conduct and respectful in their dealings with others.

Students are **required** to pray Duhur Prayer in congregation at WICC and parents are strongly recommended to join their children for the prayer.

Drop-Off and Pick-up Policy:

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. Parents have the responsibility to bring their children to the Islamic school on time. If a student is tardy or absent, it is their responsibility to get the assignment of the week and to prepare for next week's class.

Books and Supplies:

The School will provide students books for the academic school year at cost price. 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 Sunday unless the teacher decided to keep the books at school. Students should bring notebook and pencil to class every week.

Discipline:

Students are all expected to treat their classmates and teachers with **respect** and **courtesy**. If a teacher sees any student being disrespectful, the following actions will be taken:

- 1st offense- verbal warning
- 2nd offense- final verbal warning
- 3rd offense- removal from class for meeting with Principal
- The principal will try to work with the student to correct the behavior problem.
- If the above actions fail to remedy the problems, the principal and teacher will meet with parent/guardian and student.
- Final action-Removal of the student from the 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.

- Shorts, sleeping pyjamas and sports caps are not allowed.
- It is recommended that both boys and girls wear modestly loose clothing.
- Girls are required to wear head coverings and long sleeve shirts.
- Any clothing materials displaying inappropriate pictures and images are not allowed.

Personal Property:

- It is responsibility of parents and students to keep track of all personal items that are brought to school each day.

- Students are expected to label all their school supplies, belongings and accessories as it help the lost and found scenarios.
- Personal property such as ipod, DS etc., are not permitted at school.
- Students are required to place their shoes on the shoe racks and hang their coats on the hangers.

Cell Phones:

- Cell phones must be turned **OFF** during school hours.
- This is a strict policy and anyone who violates this rule will have their phone confiscated and returned to them at the end of School (after duhur prayer).
- If parents need to contact students during school hours, they should call WICC (**Phone: 856-853-0330**)

Homework and class absence:

- Homework assignment will 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.
- Parents should expect homework each week and inquire of its nature.

Exams and Report Cards, Final Grade:

- The academic year consists of a fall and a spring semester. At the end of each semester, an exam will be administered to all students.
- Each class teacher will review the entire semester's work to prepare the students for the exams.
- Report cards will be provided to every student at the end of each semester.
- Final grade will be an average of the two semester exams.

End of Year Programs: As in the past years, the school year will end with a fun-filled picnic.