



**Islamic Center of the East Valley**  
**SUMMER SCHOOL 2011; JUNE 6 – JULY 21**

425 N. Alma School Rd Chandler, AZ 85224 | Phone: 480-442-7783 | [info@icev.org](mailto:info@icev.org) | [www.icev.org](http://www.icev.org)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ *"In the name of Allah, the Most Merciful, Constantly Merciful."*

# Student Handbook

**ICEV QUR'AN  
YOUNG READER PROGRAM**



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**Dear Parents and Students,**

Assalamu'alaikum!! The ICEV extends the heartiest welcome to our new and returning families. We are happy to see the young Ummah ready to continue their Islamic education.

The success of the school program depends on participation from the teachers, students, administrative staff and, most importantly, from the parents. Please get involved with the Islamic education of your child and help them become a valued Muslim.

Attached, you will find the ICEV Qur'an Program handbook. This handbook clearly states the policies defined by the school board to maintain discipline and function in our school program. Please review this handbook to become familiar with the school policies. Should you have any comments and/or concerns, please do not hesitate to contact us.

**Sincerely,**

*ICEV Administration*



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### *ICEV Qur'an School Mission Statement*

The goal of the ICEV Quran School is to provide students the required knowledge of Quranic script so as the student is able to read the standard Arabic Mushaf (printed Quran in book form), cover to cover with fluency and correct pronunciation. Students will also be introduced to basic rules of recitation (Tajweed), and memorization of Surahs from Part 30 (Juz Amma) of the Quran.



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### ICEV Quran School Schedule

Quran School offers four convenient sessions to choose from:

1. Session 1A: Weekdays M-To-Thu, 4:30 pm to 6:00 pm
2. Session 1B: Weekdays M-To-Thu, 6:00 pm to 7:30 pm
3. Session 2A: Weekends Sat and Sun, 1 pm to 3 pm
4. Session 2B: Weekends Sat and Sun, 3pm to 7 pm

Parents are required to choose any one of these four sessions at the time of registration. Sessions will be filled out on first come first served basis.

#### **Fees:**

One time registration fee of \$20 per student is payable at the time of enrollment.

Monthly fee:

Weekdays	Sessions 1A or 1B: \$45 for first child, \$40 for each additional sibling
Weekends	Sessions 2A or 2B: \$35 for first child, \$30 for each additional sibling

Monthly fees are payable by direct debit only.



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### School Operations

#### I. Pick up and Drop off

Parents are responsible for the transportation of their child(ren) to and from school. For the safety of the child(ren), they must be dropped off and picked up at the door of the Masjid. Early pick-up and late drop-off must be coordinated through the administration. Parents are not allowed to park in the adjacent church parking lot. Drive thru pick up and drops in the Masjid drive way is not allowed. Parents are required to park their car first at the designated parking spots and walk the child(ren) to/from the Masjid door. Any stopping in the drive way or fire lane is not allowed.

#### II. Timings of the School

- A. ICEV Quran School is held Saturday to Thursday in four different sessions. Please register for any one of the session that is convenient to you. Please see School Schedule page for timing of each session.
- B. **\*\*IMPORTANT NOTE REGARDING PICKING YOUR CHILD UP BEFORE 7:15 p.m.** Due to avoid any disruptions in the class and safety issues of the children, the school recommends that only the administration should remove a child from the class. Please assist us in promoting continuity in a class. Before your child is permitted to leave the school, you are required to talk to the administrative staff. They will talk to the teacher, assist your child in obtaining all his/her homework and belongings, and bring your child to you.

#### III. Attendance Policy

Attendance is a crucial part of the ICEV Quran School. It is the responsibility of the parents to make sure their child(ren) attend school promptly and regularly. Students maintaining good attendance, generally perform better, develop habits of punctuality and have a better attitude towards Islamic School. The following attendance policies are strictly enforced to maintain the quality of standards at the ICEV Quran School:

- A. An **"excused absence"** is when a parent notifies the school administration, either by a phone call (prior to or on the day of the absence) or a note (prior to the absence) and the parent contacts the teacher to get missing homework assignments.
- B. **"Unexcused absence"** is when a parent does not notify the school of his/her child's absence and does not contact the teacher to get missing homework assignments.
- C. **What is considered an excused late arrival?** Only medical emergency or sickness from the night before or medical emergency or sickness in the morning of any family member is considered an excused late arrival...AND...it has to be called into administration in the morning or the night before. It is still parents' responsibility to get missed assignments and information from the teacher at a later time.

#### IV. Dress Code

To show respect and have faith toward *Allah (SWT)* the Staff members, volunteers, and students **nine** years old and above are required to wear basic rules of *Hijab* according to *Islamic Shari'ah* which is based upon *Qur'an* and *Sunnah*. The following dress and hygienic code is mandatory:

- A. HIJAB is required for girls of all age groups.
- B. The person must be clean of all impurities either through *Ghusl* or *Wudu* and must be well groomed.
- C. All garments worn should be clean.
- D. All garments should be loose and thick and should not show the shape or color of the body.



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- E. The *awrah* or covering for the men 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 wearing garments with offensive logos, faces, and images of living objects, and any jewelry etc.
- F. The *awrah* or covering for the women is defined as the whole body except for the face and hands. Women are required to wear loose, but not thin clothes. They must be covered from head to wrists to feet. While wearing head cover, make sure it covers the neck and chest area as well. **Safety pins may be required to secure the head cover.**
- G. When children are not meeting the dress and hygiene codes, their parents will be contacted to correct the situation.
- H. The student should feel confident being a Muslim and be able to act according to Islamic Shariah.

**Required Dresscode Rules for Males:** Male students, teachers, and staff members are required to wear shirts with the above guidelines and full pants. If those rules are not met, the student will be asked to have parents bring in a change of clothing.

**Required Dresscode Rules for Females:** Female students, teachers, and staff members are required to follow the above guidelines while making sure their shirt / top, or dress comes down to the knees so as to not expose the midriff, hips and buttocks. The short sleeve shirts/ tops are not allowed. They will also be given a safety pin whenever their headcover is not properly secured. If those rules are not met, the student will be asked to have parents bring in a change of clothing or the student will have to wear a full robe or large headcover that will be provided by the school.

### V. Student Responsibilities and Disciplinary Policies

Parents are asked to read and discuss the following set of rules regarding behavior with their child(ren). We have high behavioral standard in the Islamic school, requiring cooperation between home (parent and their child(ren)) and school (teacher and administrative staff). The ICEV Quran School has the following set of behavioral expectations and rules for all the students to follow:

- A. Respect others' feelings and possessions by being kind and courteous and using polite manners and appropriate language with teacher, administrative staff and students at all times.
- B. Be responsible for his/her own behavior by keeping hands, feet and objects to oneself and by not fighting, wrestling, doing horseplay or stealing.
- A. Listen to and follow directions of the teacher and the administrative staff.
- B. Name-calling and any kind of discrimination, or racial slurs will not be tolerated.
- C. Follow the dress code rules.
- F. Do not use cell phones for non-emergency situations or the cell phone will be taken away by administration. Turn off cell phones when class is in session.
- G. Treat school and masjid property and equipment with respect.
- H. Walk and not run at any time in the masjid or in the classrooms.
- I. Do not sell candy or other items on the Masjid campus.
- J. Need to follow the appropriate and proper manners during recesses, lunch, Wudu, and Salat time. The teacher and volunteers will discuss these rules in further detail.
- K. Need to put their shoes in the designated areas on the shelves every time the student enters the Masjid.
- L. Need to sit in the prayer hall quietly and in an organized fashion for prayers.
- M. Help keep the school clean at all times. They need to clean up after themselves in their classroom surroundings, in the bathroom of their classroom and in the masjid, and after their lunch/break in the courtyard.
- N. Food and drinks will not be allowed in the prayer hall. Chewing gum will not be allowed in the school.
- O. Electronic game, toys, etc. will not be allowed at school, unless the teacher(s) and/or administration give explicit permission.
- P. Cell phones should be turned Off or put on Mute during the class



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**Not following these rules will result in appropriate action by teacher and/or administration and parents will be notified.** We have high behavioral standards at the Islamic School, requiring cooperation between student, parent, teacher and administration. If there is ever a situation where a student or a group of students continuously break the rules, the administration will have a meeting with the parents and an **ICEV Summer School Discipline Policy Agreement** will have to be signed by parents and the student(s). A copy of the discipline policy agreement is provided in this handbook.

### **VI. Communication and Resolving Conflict**

We encourage open communication within our community. We encourage parents to share their comments and concerns with the administration and/or their child(ren)'s teacher(s). It is extremely important to address and resolve conflicts immediately. However, it should be done calmly, appropriately and most important of all, Islamically!! With prior notification, please arrange a meeting with the teacher or administration.

Whatever the topic of this discussion or conflict may be, Insha-Allah, we will all try to resolve it together and learn from it and we should also pray to Allah (SWT) to guide us on the straight path. Good and complete communication and honesty is the key to a successful organization.

### **VII. Confidentiality Policy**

Confidentiality is extremely important for an organization and is valued by the ICEV Quran School. To avoid any misinformation and gossiping, the school upholds a policy of confidentiality. All staff members and families of all students should discuss the matters only with the person who is involved and with the intent to solve the problem. If that communication does not work, then discuss the situation with the administration. Try to make this school a better place to work, enjoy and learn. Above all "*Allah (SWT) is the Witness.*"

### **VIII. Medical Information**

Unfortunately, accidents and emergency situations can arise unexpectedly. We always need to be prepared. May Allah forbid, but in an actual medical emergency situation, 911 paramedics emergency will be called to the scene while parents are contacted. It is absolutely imperative that the parents provide us with all medical information about their children, including, but not limited to, the doctor's name and contact number, hospital preference and the food and medicines to which their child may be allergic. A section for medical information has been provided on the registration form. Parents should complete all the information in the medical section of the form.

ICEV is not authorized to administer prescription drugs or over the counter drugs to students. If it is imperative that a student needs to take certain medication, then it is the parent's responsibility to come in and administer the medication themselves.

If a child becomes sick during the school hours with symptoms that make them uncomfortable (fever, cough, pain of any kind, nose bleeds, etc) the parents will be contacted and will be asked to pick up their child as soon as possible. The school has the basic first aid kit to handle some minor injuries (cuts, scrapes, and bruises).

### **IX. Visitor Policy**

To avoid distraction in a classroom, visitors (adults or children) are not allowed in the classroom. There may be some situations and instances when a visitor may be allowed in the classroom; however, it will be left up to the discretion of the administration to give that permission. This will definitely require prior notification.

### **X. Lost and Found**

Students are responsible for their belongings. Please write their names or place nametags on all the student's belongings including books and folders, hijabs and jackets. Labeled items can be returned easily. Lost items will be placed in the administrative office. At the end of each quarter, unclaimed items will be used for the school or will be donated to needy Muslims in the community. ICEV will not be responsible for payment of lost books.



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## ICEV Quran School Discipline Policy Agreement

Assalamu Alaikum Dear Parents and Students of the ICEV Quran School

This is a discipline policy agreement, which reinstates the same information that is in the handbook; however, due to the extreme circumstances we have encountered, the parents and the students need to understand this policy and agree to the consequences if the students do not follow these rules. **Student not following the rules will be put on probation for the rest of the summer program. Tuition fees will not be refunded.**

### These are the following rules:

1. Put your shoes on shoe rack. No shoes on the floor please.
2. All cell phones should be turned off or put on mute during the class.
3. No electronic games or toys are allowed
4. Do not take any Quran or other Masjid books at home
5. Wear clean clothes. Especially fresh socks. No smelly socks please. Be considerate to other students.
6. **Dress code - boys:** No shorts allowed. No offensive signs or logos on clothes.
7. **Dress code - girls:** No short sleeve T-shirts or tops. No shorts or short skirts. Head should be covered by Hijab or a scarf. Use safety pins to secure the scarf. Do not wear tight fitting or thin outfits. Dress moderately.
8. Keep all your study material in the provided folder. Bring your folder everyday. Do not leave your folder in the Masjid while leaving.
9. Be kind, courteous, and respectful and use polite manners and appropriate language with teacher, administrative staff and students at all times.
10. Listen to and follow directions of the teacher and administrative staff.
11. Stay in the class when the class is in session.
12. No food or drink allowed in the Masjid prayer halls.
13. No chewing gum allowed on the Masjid property.
14. During the prayers maintain silence and respect the dignity of the prayer. Do not disturb other people when they are praying. Do not pass in front of the person who is praying.
15. Treat property and equipment with respect.
16. Help keep the Masjid clean at all times. Students need to clean up after themselves in their classroom surroundings, in the bathroom, and after their snack / break.

Not following these rules will result in appropriate action by teacher and or administrative staff. We have high behavioral standards at the Islamic School, requiring cooperation between student, parent, teacher and administrative staff. **By signing the following form, the parents and student understand the rules and the consequences for not following them.** May Allah help us and guide us all. Ameen.

Name of Parent \_\_\_\_\_

Signature \_\_\_\_\_

Student Names (signature not required):