



Policies updated for 2019-2020 Academic Year.

Program Schedule: School is held every Sunday from 10:00 am -12:30 pm, except on holidays as indicated on the school calendar and during summer break.

- Program Frequency: Fall Semester (August-December) & Spring Semester (January-May).

Objective: ICEV Sunday Islamic School strives to provide a safe, disciplined, and productive environment where students can have meaningful learning experience to earn Allah's (SWT) blessings and guidance in their lives. To teach Islamic etiquette and behavior based on the QURAN, Hadith and SUNNAH of the Prophet Mohammed (S.A.W). To apply the teaching of Islam in daily life. To promote an environment of Muslim peers. To promote pride in being a Muslim. Teach reading and memorization of Quran so that senior students are able to fluently read the Quran and memorize certain Surahs. To teach the 5 Pillars of Islam and the life of the Prophet Mohammed (S.A.W).

Description: There are six levels, every level has two classes (Quran Studies and Islamic Studies)

- Maximum class size: 20 students/Level. Max program capacity: 120 students
- Age Limits: To enroll in Level 1 minimum age limit is 6 year by 1st of August and maximum 9 year.

New student enrollment: New students are enrolled only in Level 1 only at the beginning of Fall Semester. New students at other Levels are only enrolled based on availability at the beginning of Fall Semester after placement test. New students are not enrolled in Spring Semester.

Pick up and Drop off

Parents are responsible for the transportation of the children to and from the school. For safety of the children, the children must be dropped off and picked up from inside of the Masjid building. There must be explicit permission from the parent, a note or a phone call to the administration, to inform the school that an individual other than parent will pick up the children in case of emergency. Early pick-up and late drop-off are discouraged and allowed only with prior arrangement by contacting the School Administration.

Please pick up your child immediately after the class between 12:30 and 12:40 PM. For safety we do not let the students wonder around outside the building looking for their parents. Parents please tell your child that they (students) will be told to stay **inside** the ICEV building after the end of school. It is a safety issue, we need your cooperation to maintain safe environment for the students. Please remember until you come inside and pick your child on time we cannot leave them alone at school.

Timing and Scheduling of Class

1. School is held every Sunday except on holidays as indicated on the school calendar and during summer break.
2. School starts exactly at 10 AM, starting with assembly. Please bring your children 5 minutes before the school start time.
3. School ends at 12:30 PM. Parents are encouraged to participate in praying Dhur prayer (12:45PM) in the school.

Dress Code

To show respect to the Islamic teachings and to create a true Islamic environment in the school, accepted Islamic dress code must be followed. The students must feel confident being "A Muslim" and be able to act according to Islamic Shari'ah. The following dress and hygienic code is mandatory:

- A. The 'awrah' or covering for male 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 garments with logos, faces, and images of living objects.
- B. The 'awrah' or covering for female is defined as the whole body except for the face and hands. Females are required to wear loose but not thin clothes. Head cover is mandatory.
- C. All garments worn should be clean.
- D. Parents of the children not meeting the dress codes will be contacted to correct the situation.
- E. The person must be clean of all impurities either through bath or wadu and must be well groomed.

Student responsibility and Discipline

The parents are asked to read and discuss the following set of rules and regulations with their children. We have a high behavioral standard in the Sunday School, requiring cooperation between parents and teachers and administrative staff. The ICEV Sunday School has the following set of behavioral expectations for all students to follow.

Respect other's feeling and possessions by being kind and courteous and using polite manners, the students will:

- A. Be responsible for his/her own behavior.
- B. Listen to and follow directions.
- C. Treat every person and all equipment with respect.
- D. Use appropriate language at all time.
- E. Help to keep class room and the school premises clean.
- F. Walk and not run at any time.
- G. No fighting or wrestling.
- H. Any kind of food, except water bottle, will not be permitted inside the class room unless class teacher gives permission, chewing gum will not be allowed in the school.
- I. Electronic game, toy etc. will not be allowed unless teacher or administrative staff gives permission.
- J. Use of cell phone during the class is prohibited. If cell phone is carried by the student, it should be in vibrating mode and be kept in their back packs, purses or pockets.
- K. It is the responsibility of the student to keep the class room clean. Any object on the floor should be picked up and disposed accordingly.
- L. Not following these rules will result in appropriate action by teacher and/or administrative staff.
- M. If teachers and administration find any student disturbing classes and school environment after repeated reminder and warning, school will contact concern student and their parents. Sunday School Administration will make the student and parents aware of the situation.
- N. Parents are not allowed to go to the classrooms unless accompanied by Sunday School Administration.

Student Performance

1. Teachers shall send report cards for each semester with students to parents for their signature.
2. Mid Term and Final exams will be held on specific dates published in the calendar unless otherwise rescheduled by the teacher. Teachers will not schedule make up for Final Exam.

Please cooperate with the ICEV Sunday School Administration. If parents and or students repeatedly violates the above policies, the administration will communicate with the concerned parents and may choose to ask not to bring their children to Sunday school.

Student(s) Name: _____

Parent Name: _____

Date: _____

Contact Phone Number: _____

Parent Signature: _____