



ICEB Sunday School Handbook

25-26

Mission

To fill the need of our local Muslim families by providing a safe Islamic environment which helps students strengthen their bond with Allah through the Quran and Sunnah. We aim to develop Islamic etiquette and character to prepare students into becoming strong and contributing members of our community.

Goal

The goal of our weekend Islamic school is to prepare our children with an essential religious education by teaching the Quran, Islamic faith, and values, aiming to foster a lifelong connection to Islam, a strong moral character, and confident American Muslim identities that enable them to live successfully in both this world and the hereafter. We aim to do so by providing opportunities for our students to be actively engaged with their teachers, parents, and peer groups.

Administration

Brother Mohammed Rafi, *ICEB Administration*

Brother Muhammad Masroor, *ICEB Administration*

Sister Mareeya Agheem, *Principal*

Brother Abdul Muqtadir Mohammed, *Vice Principal*

Sister Nazima Khan, *Administrator*

"And say (O Muhammad): 'My Lord! Increase me in knowledge'." Quran 20:114

Registration Requirements: Classes will be assigned based on the student's class (grade) in public school as of September of that same year. Ex: entering public school KG = Level K in Sunday school, entering 5th grade in public school = level 5 in Sunday school. Level Youth in Sunday school is for students entering 8th grade - 12th grade in public school.

Financial policy: The Sunday school's fee policy states that an Islamic education should be within the financial reach of all community members. Please see the registration application for fee details. The fee is required to be paid on or before the first day of Sunday school. Fee covers a year of tuition, books, and other course materials, and snacks. Parents/guardians are responsible for the full yearly fee even if the student is absent for any reason or is withdrawn from the school. Any exceptions to this policy must be addressed directly to the principal. If you have financial difficulty, we can offer a payment plan, please email admin.weekendschool@icebnj.org

Discipline: Parents and teachers must clearly and consistently demonstrate both respect and responsibility as we work together as a team to nurture our children toward being respectful and responsible young people.

If a student persists in refusal to perform his/her duties, then any combination of the following discipline steps or consequences may be imposed:

- Relevant written assignment
- Detention
- Parent/teacher/principal meeting

Offences as violence, stealing, and vandalism may result in some form of restitution and possible involvement of local police.

Attendance: Reminder that Sunday school consists of approximately only 33 days of learning. Missing any number of days can be a great educational loss. Parents should ensure that their child comes on time. Tardiness disrupts the entire class and hinders your child's classroom routine and education, so please encourage your child to be punctual and to attend school regularly and promptly.

Please email info.weekendschool@icebnj.org if your child will not attend or is sick. If it is a scheduled long absence, then notify the teacher ahead of time so we can help your child keep up with his/her schoolwork and also email us at the address noted above.

If a student is absent without prior notice for consecutive 2 weeks, then the school administrator will call the parents.

Arrival: Students should use the side door (next to the men's entrance) and that staircase to come down to the basement level. Students should arrive prior to the start of the assembly, which begins at 10:05 am.

Early Pick Up: If you need to pick up your child prior to the end of school, please notify the administrator at the time of child drop off to school/ a note to teacher for an early dismissal. Parent/guardian should not visit the classroom, the child will be sent to the office and the parent/guardian can pick them up from there.

Dismissal: After praying Zuhr in the Masjid area, students will be guided for dismissal. We encourage parents to join their child in praying Zuhr salah and then take their child. If you will not be parking and would like your child to come out to the car, note that students will ONLY be released from the side entrance located by the sisters' entrance. This means that you must drive all the way around the Masjid towards the STOP sign located near the parking lot exit. This is to ensure the safety of the children.

Courses, Classes, and Activities: Sunday school consists of level K-7 and Youth. Courses consist of Quran, Islamic Studies, Prophets, and an Activity period. Students also have an opportunity to participate in an annual Quran competition, Quiz competition, along with Azzan contest, art contest, and more.

Snack: Sunday school will provide a packaged snack for each child, but we ask that you make sure that your child has breakfast prior to coming to school. Students are encouraged to bring refillable water bottles (NO metal or glass bottles), the Masjid has multiple water fountains.

Attire: In keeping with the goal of Sunday school, we ask that you encourage your child to dress modestly for Sunday school and the Masjid. Girls should wear or at least bring hijab with them to use during Zuhr salah. No clothing with inappropriate or offensive language will be tolerated. All clothing should be aligned with being able to pray in the Masjid. No high heels or flip flops.

Homework Policy:

Homework is assigned to reinforce skills taught in class. Students must complete the assigned work to the best of their ability, we require parents to ensure that their children complete the assignments.

Grading Scale

90-100 = A
80-89 = B
70-79 = C
65-69 = D
0-64 = F

10%= Attendance
20% = Classwork/ Homework
20% = Tests/ Quizzes/ Projects
25% = Mid-term exam
25% = Final exam