

In the name of Allah, the most gracious, the most merciful

# ISCS Sunday School

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## **Mission Statement**

To promote broad awareness of Islam for Muslim students by emphasizing upon Islamic teachings, fundamentals, ideologies and legacy to grow up as responsible, committed Muslim citizens living in the West, and help them make Islam as a way of life.

## **Our Staff & Students**

All are volunteers from various fields, countries and backgrounds. Admission is open to any student, male or female, who resides in Colorado Springs, CO with an age range between 5 and 18.

## **STUDENT – CODE OF CONDUCT**

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### **Attendance and Tardiness**

Students are advised to be in school at least 5 minutes before school starts. A continuous of absence of more than 3 weeks without prior notification will entail in automatic removal of the student from the school rolls. Reinstatement of students will result in fines.

### **Departure**

Children are strongly encouraged to pray Dhohr with Parents. In the absence of Parents, they should be with their teachers during the prayer. Early releases is discouraged unless under special circumstances.

### **Abuse of Masjid's Property**

All students must refrain from making any type of damage or abuse to the masjid. If a student is found to have caused damage to the masjid property in any manner, their parents will be liable to remedy the damage in a manner decided by the masjid's authorities. Furthermore, the student may be subject to suspension or expulsion from the school.

### **Dress and Expression**

The attire should be modest in accordance to sunnah. No chewing gum usage during the classes.

### **Lost and Found Policy**

The management is not responsible if a student, parent or teacher loses any item in the premises of the school.

### **Cell Phone Use**

Cell phones are part of today's life and its value cannot be denied. Students will not be prohibited from carrying cell phones at school. But it is mandatory that students turn it off during classes and salāt time. Cell phone can only be used in non-school hours.

Violation 1: Cell phone will be taken by the teacher and the student can pick it up after school hours

Violation 2: Cell phone will be taken by the teacher and the parent can pick it up after school hours

Violation 3: Cell phone privileges removed for the entire academic year

### **Bring Text Books/Pen/Paper**

Students are required to bring their prescribed text books for each class. Before coming to the class parents are required to guide and make sure their child has taken required text books with them. Most classes will also require the students bring with them notebooks to write down class notes. The school management will not take responsibility for safekeeping any books, student supplies etc. left behind by a student.

### **Snacks**

Snacks will be provided during the allotted break time. Students with food allergies are strongly advised to check with their teachers prior to consuming the snacks provided.

### **Discipline**

Respect everyone and maintain a safe & orderly environment. No running, pushing, shoving, shouting, class disturbance will be entertained. Repeat offense will result in expulsion. Zero tolerance for fighting and bullying.

### **Complaints**

If a student has any complaints about other students or teachers, they are strongly advised to talk to the school administration members.

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## STUDENT/PARENT ACADEMIC RESPONSIBILITIES

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### Home Work

Homework will be routinely assigned in all the classes. Students should make a note of it and talk to the teachers if homework is not assigned. Students are advised to complete homework in a timely manner. Parents are strongly encouraged to follow up with their child about homework. Bring attention to the school administration members if children are not given homework. Parents should encourage their children to complete their homework at home and not finish it in school hours.

### Report Card & Certificates

Regular tests/exams will be administered during the academic year and report cards will be issued twice a year. Parents are required to review the report card, sign acknowledgement section of the report and return it to the school management. The School will give certificates for Academic Excellence at the end of the year. Each student can qualify for the certificate and will be given based on academic performance and attendance. The students will be recognized during the annual day celebration event.

### Dress

Parents are strongly advised to follow proper dress codes for them and their children during school hours. The attire should be modest in accordance to sunnah.

### Complaints

If a parent has a complaint about the school administration/management members, parents may voice their complaint via the suggestion box that is placed at the visitor's area of the masjid or contact any ISCS board member directly. Parents are strongly advised not to contact teachers in any shape or form. Any communication with the teachers must be through the administration/management

### The School is not a Daycare

Parents are expected to understand that the school is not a daycare center. Children should not be sent or enrolled in the school with the intention to provide them daycare services while parents are out. To that end, children are expected to study for classes, do home works, be attentive in class and participate in school activities. Parents are expected to drop them off and pick them up on a timely manner.

## Student & Parent Acknowledgement Section

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### ISCS Sunday School Policy on 'Student – Code of Conduct' & 'Student/Parent Academic Responsibilities'

From  
Parent/Guardian of the following Students (Print Names below)

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| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

To:  
ISCS Sunday School

I have received a copy of the Student-Code of Conduct & Student/Parent Academic Responsibilities and will review these details with my child(ren) in an effort to promote a better understanding of the ISCS Sunday School rules and expectations. My signature below acknowledges receipt of this document and our child(ren) agree to be responsible for following all of the rules and expectations of the school and understand there are consequences for failing to follow the requirements. I understand that this document may be amended during the year without notice. This document in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as, is practicable.

Parent/Guardian Signature  
Print Name:

Date: