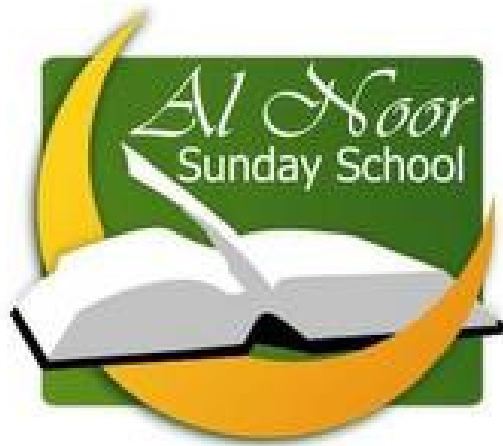


Student / Parent Handbook 2018 - 2019



***AL Noor Islamic School
1000 Delhi Rd,
Bossier City, LA 71111
www.alnoorsundayschool.org***

Letter to the Parents

In the name of Allah, Most Beneficent, Most Merciful

Dear Parents,

Assalamu Alaikum Warahmatullahi Wa Barakathuhu

All Praise to Allah (SWT) for giving us the precious gift of our children and we thank Allah (SWT) for the opportunity to raise them as strong and pious Muslims. We would like to welcome you and your child to the school, and we are grateful for the opportunity to serve you through the Islamic Center of Greater Shreveport.

We always believe that education is a joint responsibility between the parents and school and we plan to develop a working relationship with you, striving to achieve the highest quality education for your child in Sunday school. Our chosen curriculum, guidelines and regulations are all designed to meet that goal.

This handbook has been prepared to address some of the questions you might have concerning school. Please read it thoroughly and refer to it often. All of us, school staff, will continue to strive to do our best we possibly can on behalf of your son or daughter.

If any additional questions should arise, we ask that they be promptly brought to the attention of the School Administrators or the classroom teacher so that they may be resolved immediately. We look forward to working with you and sincerely hope that you will take an active interest in our school programs.

School Administrators and Teachers

Al Noor Islamic School

Introduction

Islamic Center of Greater Shreveport has established Al Noor Sunday School to serve the Muslim community in the Shreveport/Bossier City area. The school offers classes for students from age 4 and up. The curriculum covers three major areas: Arabic, Islamic Studies and Quran. The school is run by hired staff and some volunteers who serve as teachers and administrators. The classes are held in masjid Al Noor every Sunday.

Mission Statement

AlNoor Islamic School's mission is to connect Muslim children to the Masjid and to Allah (SWT) by providing religious, educational and social activities through the teachings of Islam. Sunday school is committed to teaching the Arabic language, Quran and providing Islamic education to children of Muslim community in the Shreveport/Bossier City area

Vision

Al Noor Islamic School's vision is to be the best choice for parents in providing Islamic education to their children, building their Muslim identity, and making them productive and responsible members of the society.

Registration and Admission

- All Parents must come to registration days, submit registration forms in hand and pay the registration fee.
- Al Noor Islamic School may deny the admission of any students who fail to meet admission standards as set by the school board.
- All new students 6 years or older must be evaluated according to their Arabic level prior to start of the semester to identify their level and the most suitable class for them.
- Late registration fee is required for any application submitted after registration days.

Age Requirement

A child must be 4 years old (by or before September 30th of the current school year) to be enrolled in the Al Noor Sunday School. Past experience has shown that children under this age do not have the attention span that may be needed for school and tend to be disruptive. For this reason, we have made a general rule to which we will not be able to make any exceptions.

Tuition

Tuition will be paid per semester: \$200 per student for each semester. Tuition is charged to meet expenses incurred throughout the school year. The cost of textbooks and course materials are included in the tuition fee. Tuition must be paid at the time of registration. A late registration fee will be paid for any student filling out an application after registration date. In cases of economic hardship, fees may be reduced or waived. Discounts are available for 3 or more siblings. Forms for requesting a waiver are available at the office. No refunds will be made two weeks after the start of the school year.

Class Placement

Students are placed in the grade level corresponding to subject knowledge. Assessment will be given to new students and will be placed according to the results regardless of age.

Grading Policy

There will be a test every 2 months (9 weeks) to evaluate children performance. By the end of the year, the final grade will be the average of the 4 tests. The breakdown of the total course grade is as

Follows:

40% Tests, 30% Quizzes and Assignments, 15% Classroom Participation, 15% Behavior and Attendance

There will be an end of year examination to test students' knowledge gained from a classes for the year and observe the extent of the progress in the curriculum.

Homework Assignment

Students must complete their homework assignments. Incomplete homework will affect the student's grade. Consequences of incomplete homework:

First time: a warning and filling missing homework form.

Second time: teacher referral.

Third time: go to the school office.

Attendance

Regular attendance is essential for the program. Attendance accounts for up to 15% of the total grade. Excessive absence can result in expulsion from school. Students are allowed to have 3 unexcused absences per semester. After the 2nd absence, a meeting with the student's parents and administration will be held. After the 3rd absence, the student will be dismissed from the school and no refund will be given.

School Hours

School starts at 9:30 AM and ends at 2:00 PM after Thuhr prayer. Children are expected to attend the Thuhr prayer as a part of the school activity.

Snack/Break

Snacks will be provided. Parents can send snacks with their kids (optional)

Drop off / Pick up

Parents are expected to ensure that children arrive at school on time and be picked up within 15 minutes after the Thuhr Prayer. All students must wait

inside their classrooms for pick up. Parents are required to come into the school and pick up their child/children from their class. Every teacher should watch his or her class until they leave safely with their family or friends. Every teacher should not leave the school before all of the students in his or her class leave. Every teacher should know the phone numbers of the guardians or the family of every student to contact them in case of emergency.

Address/Phone/Emergency Contact Changes

Should you change your home address, home phone, cell number or emergency contact information, please update us by notifying the office. It is very important for the school to have updated information at all times.

Tardy policy

Arriving to school on time is very important. Students who are more than 10 minutes late for class will be considered tardy. The school doors will be locked at 9:40. Parents will then need to come in and sign in their child/children before they will be allowed to go to class. Your child/children will not be allowed to enter their class unless these procedures are followed. Tardiness may affect their final grades. Students need to get a tardy slip to enter the classroom. After the 3rd time, student will charge \$5 as a penalty for tardiness. If the problem becomes habitual, a parent conference will be scheduled.

Dress Code/Uniforms

We encourage students to respect school dress code and adhere to Islamic rules for dress:

We are requiring all students to wear the uniform shirt. This is mandatory, and no other shirts will be allowed. If a student shows up to school without the required uniform, a new uniform will be given to the student and the

parent will be charged for a new uniform. The only other acceptable uniform will be for the girls who want to wear the abaya.

1. All girls are encouraged to wear a head cover in Quran classes. Girls 9 years of age and over are required to wear their hijab, i.e. loose-fitting clothes and head cover during school.
2. Shorts, short dresses, and tank tops are not allowed. (Boys are required to wear long pants only)
3. Caps (sport), slippers, and flip flops are not allowed in the classrooms.

Parent – Teacher Conference

An open line of communication between parent and teachers is strongly encouraged. Conferences can be arranged directly through the classroom teacher or by contacting the school office.

School Website/Facebook page

All the school updates and events are posted on the school website and Facebook page.

School website: www.alnoorsundayschool.org /Facebook page: Al Noor Sunday School

Photograph Release Policy

School website is a tool to communicate with families, teachers, prospective students and the community. To enhance this experience, we use photos to show students involvement in various activities. We don't post the names of the children in the photos or any identifying information. We will only post pictures of students when parents have given prior permission to do so.

Phone Policy

In order to respect the important work of the classroom and the teaching and learning environment, the cell phone/electronic devices must be turned OFF before you enter any classroom, office, and library. If a cell phones/electronic device rings, vibrates, is used for any reason during class time, you will be asked to surrender it. Refusal to surrender your phone when asked is defiance. Defiance is a level II violation and your parent will be contacted.

First Offense: the device will be held in the main office until the end of the day. Phone may only be picked up by a parent.

Second Offense: the device will remain in the main office until the end of the day, plus suspension for one week. Phone may only be picked up by a parent.

Discipline Policy

Parents are urged to emphasize the importance of education, respect for teachers, and the need for physical cleanliness, decency in dress, and Islamic behavior. In order to provide the best learning environment for students, it is important that all students follow the school rules:

1. Students will listen and follow directions.
2. Students will respect others. (no name calling or disrespect to anyone)
3. Students will come to class on time.
4. Students will come to class prepared.
5. Students will follow the dress code.
6. Students will bring only school related books and materials in the classroom
7. Students will respect school/masjid property (not ruining anything at the school)
8. Students will clean up after themselves.

9. Students will stay in class under the supervision of the teacher at all times.
10. Students will stay in the designated areas for breaks and must not leave without teacher's permission.
11. Students will stay on the school premises during the school hours.
12. Students will follow the appropriate and proper manners during class time, break, wudu, and salaah time.

Students and their parents must agree to and submit a signed Behavior Contract before students begin classes. Failing to abide by the contract will result in disciplinary action, which depends upon the severity and frequency of the offense. Small offenses will follow the course of disciplinary action outlined below; major offenses – such as physical fighting and using swear words – will result in immediate suspension or expulsion.

- The first disciplinary action is a verbal warning to the student given by the administration.
- On the second offense, there will be a meeting with the student, parents, and administration.
- The third offense will be followed by a written notice issued to the parents and a mandatory parent meeting with the teacher and the principal. Subsequent offenses may result in suspension or even dismissal from the school to avoid further disruption to other students' education.

Parent Permission and consent

Please sign and return this page to the school staff/ teacher
I understand that the school may wish to publish examples of students' projects, photos of students and other work on the school website/ Facebook page.

Parent please check one and sign below:

- My child's work / photos can be published on the Internet
- I would prefer that my child's work and picture not be published on the Internet

Date: _____

Parents Name: _____ Parents Signature: _____

I have read and understood the information in the handbook and agree to abide by it at all times.