

**ISNJ Sunday School**  
**2024-2025**  
**Parent- Student Handbook**

**Assalam-O-Alaikum!**

**Welcome to the 2024-2025 ISNJ Sunday School!**

This handbook has been put together by school administration to lay out rules and regulations to provide a healthy educational environment for our Muslim students. This ensures that parents, students and the Sunday school staff and administration work together to achieve our goals for our children.

Our intentions are to give our children Islamic knowledge and morals to live life with Islam, kindness, and compassion in their hearts.

Please read the Parent-Student Handbook and we will be requiring each parent to sign acknowledgement and agreement of the rules and regulations stated in this handbook.

If you have any questions or concerns please reach out to the school administration team.

Jazakum Allah Khairun Kaseera,

ISNJ Sunday School Administration Team

**REGISTRATION & TUITION:**

Registration forms must be submitted by the deadline date of September 14, 2024.

Tuition fee includes lunch/snacks but not books. Books cost will be added at the time of payment depending on which books are needed for returning students. For new students previously not enrolled in ISNJ school will pay a bundle cost of \$50 for all the books.

- First child: \$380 + \$50 (books)
- Second child: \$330 + \$50 (books)
- Additional children: \$280 + \$50 (books)

**REFUND:**

Full refund is only available if a student drops within 4 weeks of school start date. If registration is canceled after 4 weeks, no refund will be provided.

**FINANCIAL AID:**

Financial assistance is available to families upon request. If it is difficult to pay all of the tuition, please reach out to the administration team.

**ABSENCE:**

If a student is absent, an email must be sent to [isnjschool@gmail.com](mailto:isnjschool@gmail.com) or inform in whatsapp group with the student's name and date being absent. If a student misses more than five classes, disciplinary action may be taken. Absence must be reported to school before the start of the school day.

**TARDINESS:** All students' must be on time for class. Classes start promptly at 10am. Students should not be wandering the masjid while classes are in progress. Necessary disciplinary action may be taken for routine tardiness or bad behavior.

**EARLY DISMISSAL:**

If a student will be picked up early, a handwritten note must be sent with the student and given to the administration. Parents also must come inside masjid to pick up students and not stay in the parking lot. Students **CANNOT** leave the masjid without permission.

**SNACK/LUNCH:**

Students are encouraged to bring their own water bottles with names labeled. Students will be provided pizza lunch during lunch break.

**ALLERGIES:** Pizza will be provided every sunday. If a student has any allergies, the masjid administration must be notified. If a student cannot have snacks distributed by school, parents must pack snacks for students and notify administration.

**DRESS CODE:**

All students and staff are required to enter masjid modestly dressed. Students should not wear tight-fitting clothing, no caps or sunglasses in class, no ripped or see-through clothing.

Female student/staff: Female students and staff will be required to wear loose modest clothing and a hijab for the duration of school.

**EVALUATION:**

Students are evaluated at the start of the school year and during. If a teacher recommends a student to benefit from a different level, the student may be moved.

**DAMAGE TO MASJID PROPERTY:** All students must respect masjid property. Students should not write on furniture, walls, doors. Students should not throw food. Students should not eat or drink where not allowed. Students should not move or touch anything without the teacher's permission in the classroom. If a student is found damaging any masjid property, the parent will be liable to repair those damages.

**DISCIPLINE:** Students will receive a warning for the first disruption. Parents will be notified. If continued, a meeting will be asked with parents to work together to help students adapt to the Sunday school environment and solve any problems.

**LOST BOOKS:** Students will receive books at the beginning of the year. They must label their name in the book. Books must be brought with students to every Sunday school session. If books are lost or need replacement, a new book must be purchased. Lost books and items will try to be returned to the owner if found by Administration. But Administration is not responsible for any lost books or other personal items of Students.

**CELL PHONE USE:** There is no cell phone use allowed in the classroom unless permission is granted by the teacher. If a cell phone is used by a student without permission, parents will be contacted.

**STUDENT RESPONSIBILITIES:**

- Students should complete homework given by the teacher
  - Parents are encouraged to assist students
- Students must come with pencil, pen, notebook and textbooks
- Students must report to the teacher or administration if there are any problems such as bullying, abuse to masjid property etc. during school day.