



# بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## ISB Sunday School Handbook

2023-2024

As salamu aleikum and welcome to The ISB Sunday School! We're delighted to have you here. Our mission is to help each student develop a strong Muslim identity by nurturing a love for Allah (swt), His Prophets, and the Quran. We achieve this through an engaging curriculum that covers Arabic, Quranic, and Islamic studies.

Our school is a place of diversity and unity, where students from different backgrounds come together to learn and grow. In this handbook, you'll find essential information about our school's policies and operational details.

### **School Operation:**

**Location:** The ISB Sunday School is located within the ISBCC school building at 100 Malcolm X Blvd, 02120 Roxbury, MA.

**Operating Schedule:** Our school year runs from September to June.

**Class Hours:** Classes are held on Sundays from 10:00 AM to 2:00 PM.

**Calendar and Communication:** Please refer to the school calendar for information about school days, holidays, and events. Make sure to provide your accurate email address for future updates and announcements.

### **Registration and Fees Guidelines:**

**Age Requirements:** Students must be at least 4 years old and potty trained. Younger students may need to show their birth certificates for verification.

**Tuition Fee:** The monthly cost is \$110 per child and includes book fees.

**Payment:** Tuition fees must be settled prior to attending school. The monthly fees are non-refundable once a session has been attended.

**Registration:** Complete and accurate registration forms and tuition fees are required prior to attending class.

**Payment Schedule:** Payments are due at the start of each month, with a total of 9 payments for the school year. Sibling discounts apply when registering multiple students.



**Late Payment:** If payment is delayed by three Sundays, the ISB school's committee may suspend attendance until fees are paid.

**Special Needs:** Any special or learning needs impacting classes must be declared during registration. Providing IEP or 504 documents will be necessary.

**Parent Attendance:** Parents aren't permitted in classrooms ensuring a smooth experience for all students and staff.

### **Dress code**

**Prayer and Modesty:** Children should wear attire suitable for prayer and covering the awrah.

**Weather and Independence:** Choose weather-appropriate clothes that children can manage independently, especially during outdoor recess. Given the possibility of getting wet or messy during classes, it's advisable to bring a change of clothes for younger children.

**Hijab for Prayer:** Female students are encouraged to have a hijab for congregational prayer.

### **Supplies**

**Book Care:** Unless noted otherwise, students must bring all books daily and treat them responsibly. Books should be labelled clearly with the student's first and last name.

**Lost Books:** If books are lost, ISB Sunday School may charge for replacements if needed.

**Essentials:** Students should bring a pencil, eraser, and notebook to school.

**Teacher Supplies:** Teacher's may provide necessary student supply lists and an optional classroom wish list.

### **Lunch and Snack Guidelines**

**Requirements:** Children need to bring a packed lunch, water bottle, and snack to class. Please note all options must be nut-free.

**Breaks:** We have a brief snack break and a lunch break with recess during the day.

**Purchase Options:** Light snacks are available for purchase in school; please provide cash.

**Ramadan Consideration:** During Ramadan, children who aren't fasting can bring their own snacks and lunch.



### **Drop-off and Pick-up Instructions:**

**Arrival:** All students need to be accompanied into the building; drop-offs are not permitted. Please gather in the lobby by 9:55 am. Timely arrival supports the day's rhythm and learning for all children.

**Pickup Time:** Students must be collected promptly at 2:00 pm. If a child isn't picked up, parents and emergency contacts will be notified. The younger students should be collected from the classroom, please wait outside the classroom no more than 5 minutes before.

**Late Pickup:** Late pick-ups may incur charges, as outlined by ISB Sunday School. ISBCC Staff is not responsible for any children after 2:15 pm.

**Permission to Leave:** Students are not allowed to exit ISBCC premises without parental consent. If early departure is needed, kindly inform a staff member.

### **Attendance and Enrollment Guidelines:**

**Regular Attendance:** We encourage consistent class attendance for optimal learning outcomes.

**Absence Reporting:** Please email [sundayschooladmin@isbcc.org](mailto:sundayschooladmin@isbcc.org) if your child is absent.

**Absence Duration:** If absent for a month without explanation, the child may be deregistered to accommodate new enrollments.

**School Closures:** For weather or unforeseen situations, parents will be notified via email.

**Withdrawal:** To withdraw your child, email [sundayschooladmin@isbcc.org](mailto:sundayschooladmin@isbcc.org).

### **Health and Safety Guidelines:**

**Stay Home if Sick:** If your child shows symptoms like cough, fever, runny nose, sore throat, or COVID-19 signs, keep them home.

**Recovery Period:** After vomiting or diarrhea, wait 48 hours before sending your child to ISB Sunday School. Wait 24 hrs before sending your child to school after an episode of fever.

**COVID Measures:** Masking is optional following CDC advice. We adapt our masking policy based on the board and CDC guidance.

**Illness Response:** Parents will be called to pick up a sick child immediately.

**Special Medical Needs:** Parents are required to disclose any medical needs upon registration. Please provide epi-pens or inhalers to the office.

**No Medication Given:** ISB Sunday School does not provide medication to children.



## **Homework Guidelines:**

**Home Learning:** We believe that learning starts at home. Students are expected to complete and submit their weekly homework.

**Parental Support:** Parents should actively review and revise homework with their child to ensure the best learning outcomes.

## **Code of Conduct:**

**Prepared and Respectful:** Students must arrive ready for class, having done homework and showing respect to teachers, peers, and the mosque.

**High Manners:** We expect excellent manners from all students.

**Unacceptable Behaviour:** Bullying, violence, damage, offensive language, improper interactions between genders, or mistreatment of staff won't be tolerated.

**Consequences:** Incidents will be reported, parents contacted, and suspensions may occur.

**Prayer Etiquette:** Students should perform wudhu and salah respectfully.

**No Phones:** Phones aren't allowed; if this rule is broken, they will be confiscated and returned at the end of the day.

## **Contact Information:**

**Homework and Curriculum:** Reach out to your child's teacher at school or via email for homework and curriculum queries.

**General Inquiries:** Email [sundayschooladmin@isbcc.org](mailto:sundayschooladmin@isbcc.org) for all other questions.

**Principal enquiries:** To talk to Principal Nada Mheiny, visit ISBCC office (Mon-Fri, 10-6pm), or email her at [nada@isbcc.org](mailto:nada@isbcc.org).

**Email Communication:** Our primary mode of communication is email. Please keep your contact details current and accurate.



**Parent Agreement:**

Please sign and return this page to the administration.

By signing below, I acknowledge receiving and reading the ISB Sunday School Handbook (2023-2024).  
I commit to following all policies, guidelines, and parental commitments outlined in the handbook.

Student name	
Parent's Signature	
Date	