

Al-Furqan Sunday School Parent Handbook 2024/2025

Assalamu alaikum and welcome!

This handbook is designed for you, the parent/guardian, to become familiar with how our school is run. This handbook covers all aspects of Al-Furqan school and hopefully answers all of your questions.

School Timing, Student Drop-off, and Pickup

- The first day of school will be Sunday **September 8th**, and the last day will be Sunday **June 1st**. Graduation will be on Sunday **June 8th**.
- **School timing:** Classes commence at 11:00 AM and end at 3:00 PM every Sunday.
- **Student Drop-off:** 10:45 - 11:00 AM. Students must be brought inside the building by parents/guardians.
- **Student Pickup:** 3:00 - 3:15 PM. Parents or authorized pickup individuals are responsible to pick up their children. Al-Furqan School is not responsible for supervising children after 3:15 PM.
- **Sign-in/Sign-out:** Parents/guardians must sign in and sign out their children, regardless of age. There will be a sign-in/sign-out table at the school entrance.
- **Emergencies/urgent situations:** Please contact the Principal or Al-Furqan school management for early dismissals or late pickups only in emergencies or urgent situations.
- **Late Pickups:** Frequent late pickups will result in a parent meeting with the principal to discuss consequences.

Expectations from Parents/Guardians

- **Supervision:** The school is not responsible for students outside of designated Sunday school hours.
- **Classroom Access:** Parents/Guardians are not permitted to sit with their children in class.
- **Informing School:** Please notify the teacher or Principal for absence, late arrival, early dismissal, or late pickup.
- **Safety:** Parents should exercise caution when driving near school premises.
- **Homework:** Students will usually be sent home with homework to be done over the week. To ensure an effective learning experience, parents are expected to guide their child with their homework.

Attendance

- **Tracking:** Attendance and punctuality are tracked and affect final grades, extra points, and admission for the next academic year.
- **Absence Policy:** Absence **without notice** for **four class days** may lead to termination. Re-registration may be considered with a valid reason and a \$25 penalty fee.

Textbooks

We will provide students with textbooks for the current year. Parents should ensure that their child brings these books to class each Sunday. Lost textbooks will incur a replacement fee.

Dress Code

- **Guidelines:** Follow Islamic dress guidelines.
- **Girls:** Should wear a **brown/beige hijab** (not a loose scarf), long sleeve top with a long skirt or loose pants, or an abaya. Tight jeans and short tops are discouraged. Traditional clothing must adhere to similar guidelines.
- **Boys:** Should not wear sleeveless shirts. Clothing with inappropriate writing is prohibited.
- **Non-compliance:** Failure to adhere to the dress code will result in being sent home.

Lunch

We will provide students with lunch on every school day.

Electronic Devices/Toys

- **Prohibited Devices:** Electronic devices such as cell phones, tablets, iPods, and handheld games and toys are not allowed in the classroom. Al-Furqan school is not responsible for any broken, lost, or stolen items.
- **Confiscation:** Violations result in device confiscation and a \$15 penalty for retrieval. Repeated violations may lead to suspension.

Communication

- **Primary Mode:** Communication, except in emergencies, is via email or WhatsApp. Please ensure your email address and cell phone number are correct and regularly check for updates.
- **Parent-Teacher Meetings:** Parents can discuss concerns with the Principal or school management team. Meetings with teachers can be arranged if necessary.

Emergency Procedures

In emergencies, we will contact parents/guardians via phone calls in the order listed on the registration form. Please ensure multiple contact numbers are provided and someone is reachable during school hours.

Severe/Inclement Weather

In case of severe weather, some or all of the school sessions may be canceled. Parents will receive notices of such cancellations via WhatsApp or email by 9:30 AM of that day.

Code of Conduct

Students are expected to adhere to instructions from teachers and management. Disruptive and uncooperative behavior is unacceptable, including:

- Threatening or abusive language, violence, assault, harassment, and inappropriate language.
- Theft or dishonesty.
- Degrading, rude, offensive language or demeaning comments.
- Inappropriate physical contact.
- Behavior contrary to faith-based values on school premises.
- Intentionally damaging masjid and school property.
- Viewing or distributing inappropriate communication.
- Unauthorized recording of conversations, classes, or activities.

Consequences for violating conduct policies may include:

- Probation after a discussion with parents.
- Suspension.
- Termination of enrollment.

Payment Information

- Payment schedule is as follows:

- First trimester (September, October, November): Payment is due by September 1st.

- Second trimester (December, January, February): Payment is due by December 1st.

- Third trimester (March, April, May): Payment is due by March 1st.

- Payment options:

- By trimester: \$180 per trimester for one child. \$170 per trimester for each child if registering siblings.

- Full for the entire academic year: \$500 for each child (discounted tuition).

- Payment should be made via one of the following:

- Bank Transfer at:

ICWP Al-Furqan Sunday School

Routing # 036076150

Account # 6323213641

Citizens Bank

- Zelle at: Al-Furqanschool@icwppitts.org

Have other concerns or questions?

Please feel free to contact us via email at Al-Furqanschool@icwppitts.org