

In the name of Allah, the most Beneficent,
the most Merciful



PARENT/STUDENT HANDBOOK

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PURPOSE

The purpose of this Handbook is to provide general information about the school and code of conduct to be followed by the students and parents. If the handbook does not answer all your questions, please feel free to contact the Al-Sadiq Islamic Academy administration. Parents and students are required to read this handbook to make themselves familiar with the school policies.

MISSION

To instill excellent Islamic and moral values in the children of our community based on the teachings of the Holy Prophet (SAWW) and carried out by our blessed Imams (AS).

BACKGROUND

Al-Sadiq Islamic Academy (ASIA) is a Sunday school affiliated with the Islamic Education Center (IEC), a non-profit organization serving the Muslim community in the Houston area since 1986. The school runs under the guidance and supervision of the Resident Alim at the IEC.

The school admits students from a diverse cultural and ethnic background to its Islamic education program while serving the Muslim community of Greater Houston. The school program takes into consideration the spiritual and moral development of the students along with enhancing the basic Islamic knowledge of its students at various grade levels ranging from Pre-K to Grade 12 in both Quran and Diniyat.

MESSAGE FROM THE SUNDAY SCHOOL

ADMINISTRATION

Our goal at Al-Sadiq Islamic Academy (ASIA) is to 'Serve Islam' through our children by strengthening their core Islamic values with our Holy Prophet (SAW) and AIMA (AS) at the center stage. To support this vision, our goal is to make our existing infrastructure more conducive to the learning of Fiqh, Akhlaq, Islamic history, Quranic Surah Memorization and Mafahim.

We seek to create an environment for our children where they can have intellectual and social interaction with each other in a perfectly safe Islamic environment and help create lasting friendships and hopefully help balance the unavoidable external negative influences they can be exposed to.

The school recently completed 39 years of its existence and over the course of this journey, it has touched the lives of many young men and women and kept them connected to the true principles of Islam. It brings a sense of great pride to see this group of young parents now finding this institution as a source of learning for their next generation, feeling comfortable and confident that the tradition of a friendly and focused environment to learn about Islam still continues at Al-Sadiq Islamic Academy. It would not be an exaggeration to say that the school has crossed a generation and hence it is no surprise that our student enrollment is increasing year after year. We welcome you to this institution of learning where your children enter to learn and leave to serve.

SCHOOL SCHEDULE

The School starts at 9:45 am and ends at 2:00 pm. There are two schedules that are followed during the school year: Schedule A and Schedule B.

Schedule A (Daylight saving starts)	Schedule B (Daylight saving ends)
9:45 am - 9:55 am Assembly	9:45 am - 9:55 am Assembly
10:00 am - 10:55 am Quran Session	10:00 am - 10:55 am Quran Session
11:00 am - 11:30 am Lunch	11:00 am - 11:30 am Lunch
11:35 am - 12:30 pm Diniyaat	11:35 am - 1:00 pm Salaat Workshop/ Salaat
12:30 pm - 1:55 Salaat Workshop / Salaat	1:05 pm - 1:55 pm Diniyaat
2:00 Dua / Dismissal	2:00 Dua / Dismissal

REGISTRATION

Registration requirements

Students must be 4 years old before September 1st in order to enroll. Our school provides Islamic education to students who are in Pre-K to 12th grade in public schools.

Registration process

In order for students to be admitted into Al-Sadiq Islamic Academy (ASIA), they must be registered every year. The process to register is explained on the Sunday school (ASIA) webpage <https://iec-houston.org/sunday-school/>

Re-Registration process

If a student leaves the school during the school year after paying the annual registration fee, no refund will be given. If the student decides to enroll to the school again during the same school year, a \$50 re-registration fee will be charged. Re-enrollment will be dependent on a space-available basis.

FEE SCHEDULE

Fees are collected to cover operational costs, Islamic, and professional training of teachers and admin staff, research and development tools for learning and curriculum content, printing of books, supplies, and lunch/snack. Parents should pay on time as agreed to the payment schedule indicated at the time of registration. The fee schedule is given below.



Fee Schedule

The teachers and staff of Al-Sadiq Islamic Academy are volunteers. Fees are collected to cover operational costs including lunch and textbooks. Discounts are provided for siblings according to the schedule below:

Payment Plan			
Number of Children Enrolled per Family	Monthly	Semi-Annual (discount of 1/2 month)	Annual (discount of 1 month)
1	\$65	\$260	\$520
2	\$110	\$440	\$880
3	\$170	\$680	\$1,360
4	\$230	\$920	\$1,840
5 or more	\$15 for each additional child		

Annual Registration Fee per Family: \$20 (non-refundable)

Supply Fee: From Grades Pre-K to 3rd, onetime **\$50/year/student** Supply Fee will be applied.
 In case of 2 or more students in Pre-K to 3rd, maximum of **\$75 per family** will be applied.

We accept cash, check, and credit cards.
 Please make checks payable to: IEC Houston
 If you would like to sponsor a child to attend, please contact the front office.

ATTENDANCE/ABSENCE AND TARDY

The school administration will be strictly enforcing the tardy policy and unexcused absences.

Students are expected to be in their classrooms by 10:00 am. Tardiness of individual students interrupts instructional time for all students. Students arriving after 10:15 am are considered tardy and need to be signed in by the parent at the office to get a tardy slip. This slip needs to be presented to their teachers in order to be allowed to attend the class.

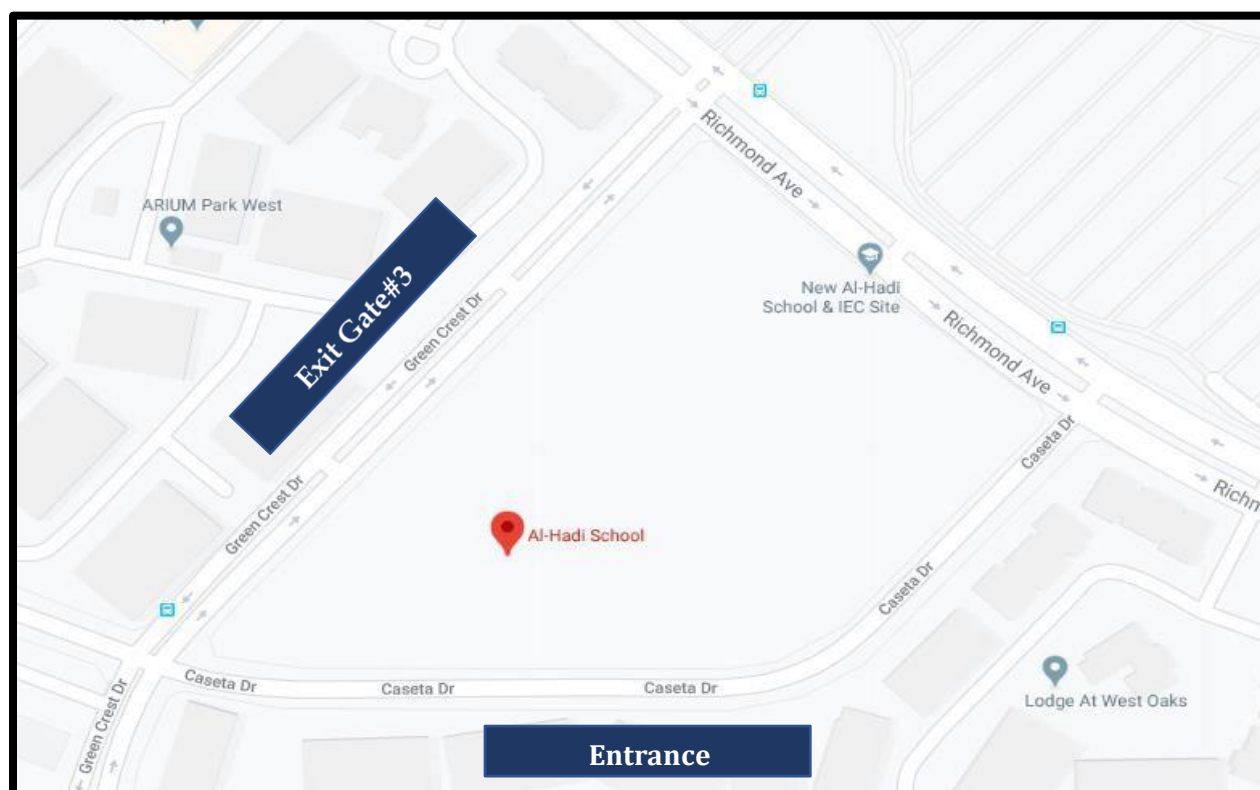
Too many absences affect the learning process and loss of valuable instruction time. Absences from class will reflect in the student's grade and continuous absences without written notification will result in disciplinary action. Parents should write a note providing the reason for their absence to their teachers via e-mail or message.

More than 4 tardies in a month and 4 absences within a period of two months without a valid excuse could result in a withdrawal from Sunday school.

SCHOOL DROP OFF AND PICK UP

For drop off and pick up, please enter through Gate #1 on Caseta Drive and exit from Gate #3 on Green Crest. Map given can be used for reference. Parents are expected to follow the instructions of the security guard.

At pick up time, please use the parking lot to the immediate right as you enter the building or at the far end of the front of the building. To ensure the safety of our children, parents are requested to cooperate with the volunteers and use extreme caution while moving in and out of the campus. Parents should drop off the students from Pre-K and KG in their respective class rooms. However, students in 1st grade and up should be dropped off at the building entrance. Students must not be dropped off in the parking lot without adult supervision. Pre-K and KG Children should be picked up from outside their classrooms or hallway, 1st grade and up should be picked up from the Gym. Parents will be allowed inside the building only during the drop off and pick up times.



Parents role in School Safety

The speed limit is 10 mph while on school property. Please drive carefully and slowly since children might be moving in and around the lot before and after school hours. Expect the unpredictability of children's movements. Ask your children to be alert of cars and to stay well within the school

building. For their safety, please ask your children to wait for you inside the gym. Do NOT allow them to wait for you outside. The security guard will not allow any student to leave the premises of the school without an adult. We strongly suggest that you emphasize with your children the safety rules of staying inside the building.

For the safety purpose, parents are only allowed inside the building at drop-off and pick-up timings. However, parents that come from a longer distance and who are approved by the admin are advised to approach the front office, and obtain their 'visitor pass' weekly. Parents are requested to wear a 'visitor pass' at all times and must stay within the salaah dome area where they can also join the Jamaat namaaz.

TEXTBOOKS/SUPPLIES

While the school will provide the books for the year that will be distributed within the first two weeks of school, it is the responsibility of the parents to ensure that their children come to school with their books.

Replacement books will be at a cost of \$20, payable at the front office. The students need to have their own notebooks, pencils, and erasers for any class work. It is highly recommended that children bring their books in a backpack with their name and grade written on it.

STUDENT RESPONSIBILITIES & CODE OF CONDUCT

Maintaining student discipline is necessary in reaching our goal of providing a safe environment and attaining exemplary student achievement. Each student will follow and abide by the ASIA code of conduct outlined below.

- Do not bring electronic devices, toys, cards, magazines or games to school. They will get confiscated and returned at the end of the day or handed over to the parents. If this issue continues to be a distraction, disciplinary action will be taken.
- **Phone policy: Students are allowed to bring phones, however, it should only be used in emergencies. When class is in session, the teacher may choose to collect all phones and give them back at the end of class.**
- Be respectful to staff and fellow students.
- Use quiet voices and walk instead of running inside the school.
- Treat all property with utmost care. Please remember we share class rooms with Al Hadi School and we should not touch their material. Do not move any desks or chairs in the classroom unless requested by the teacher. Children will be responsible for any damages they incur in the school area.
- Playground use is limited and only teachers can take students to the playground.
- Clean up after yourself and do not litter in the classrooms or anywhere on the school property.
- No eating or drinking in the classrooms.
- Be sure to have your books and notebooks with you during class.
- Come with Wudhu to the class.

Salaat

- Salaat is a required part of the school schedule and all students are required to participate in salat.
- Older students are required to offer salaat in the prayer hall. They should get ready for salaat class beforehand. Salaat class consists of 50 mins of Salaat workshop and 30 mins of Salaat-e-Zohrain.
- All students offering salaat in the main prayer hall are required to remain silent and follow the proper etiquette required for Jamat.
- Creating any distraction or disruptions during the salaat will result in disciplinary action.

Lunch

Lunch will be provided during the lunch break facilitated by a volunteer lunch coordinator. Following lunch rules need to be observed;

- Line up patiently for lunch and wait for your turn.
- Sit down and eat in the dining area and not in the hallway.
- Do not waste food or leave leftovers on the table or outside in the playground area.
- Cleanup after yourself and make use of the trash cans.

Dress Code

The school is very strict about the dress code rules and disciplinary action will be taken for any dress code violations. Students shall not wear nor possess clothing, jewelry, symbols, or anything that may be deemed offensive and inappropriate, and/or may be disruptive to the functioning of the school.

Boys

1. Shirts/Polos should be long enough to cover one's back during Sajda/prostration in Salaat.
2. Long Khakis or Jeans are acceptable. Shorts and sagging pants are not allowed.
3. Body piercing and tattoos on any parts of the body are NOT allowed.

Girls

1. Shirts need to be full sleeved, long (2-3 inches above the knees at least), not transparent or tight.
2. Loose fitting/baggy trousers or long skirts are acceptable
3. Hijab must be worn by all girls, especially 2nd graders and up (hair should be properly covered)
4. Tattoos on any parts of the body are NOT allowed.
5. Nail polish is not allowed and it is recommended to restrict the use of other makeup/cosmetics.
6. Wearing abaya is strongly encouraged.

Parents and family members who enter the premises to drop off or pick up their children or to participate in Sunday school events are also required to adhere to the dress code.

Homework and Assignments

Homework is an integral part of the learning process. However, we understand that children get quite a bit of homework from regular school. Our policy is to not burden the children but to reinforce the class work. Teachers are therefore encouraged to assign minimum homework. Students are expected to complete all class work, homework, and all projects assigned by the teacher. Parents are required to ensure their children complete their Sunday school assignments in a timely manner.

Use of Restrooms

Students are encouraged to come to school in wudhu and use restrooms before class rather than during class. Children are required to follow the proper restroom manners and leave it clean and not waste water.

PARENT RESPONSIBILITIES

Parents are strongly requested to participate in the learning process of their child throughout the year. Teachers try to give their best in imparting the Islamic education to their students but parent help and partnership is very essential to make this process complete and effective. Other responsibilities include:

- Ensure that your children bring their books, notebooks, pencils, and other required material to class.
- Punctuality and good attendance are required. Children will only learn to value Sunday school if the parents do, and the first step in doing so is being punctual in dropping them off. In the case of an unavoidable absence, contact your child's teacher beforehand to obtain the necessary lessons and homework.
- **Please pick up your children promptly when school ends at 2:00 pm. Late pick up fee of \$5.00 per child will be charged after 2:15pm. And subsequently another \$5.00 for another 15 mins and so on.**
- Assist your children with their homework, exams, and other school activities. Parents are expected to regularly check the handouts and homework that has been assigned to their children and ensure it is completed. Sunday school can only be effective if you actively participate in your child's Islamic learning experience at Sunday school and create an Islamic environment at home.

Discipline Policy

In case of discipline problems, your child will be given a couple of warnings. If the problem continues she/he will be sent to the office. If it still continues, parents will be notified.

Grading Guidelines

A standardized test of Islamic knowledge will be given at the end of year as a Final exam. Students should receive 70% and above to be promoted to the next class. In addition, there will be a mid-term and supplemental tests and quizzes handed out by the class teachers to help track the progress of the students.

Progress Reporting to Parents

Report cards are issued only at the end of the year. There are two tests to check student progress, a midterm and a final. Some teachers may give additional quizzes or tests. The teachers will inform students of upcoming tests. Parents should stay in regular contact with the teacher so that there are no surprises at the end of the year.

Parent/Teacher Meetings

The parent teacher meetings have been listed in the school calendar and parents can work directly with the teachers to schedule appointments. Please ensure your child's teacher has your email and phone contact information to receive all class updates. You must also ensure that the office has your email and phone contact for regular school updates or for any emergency.

Interruptions by Parents

Please do not walk into your child's class while it is in session. To consult with the teacher, please schedule a meeting before or after school hours. Parents will only be allowed in the building at the time of drop off or dismissal. We strongly discourage conversations in the hallways & lobby while school is in session.

Parents as Volunteers

We encourage parental assistance in all areas of our school: monitoring the hallways, classroom substituting, field trips, fundraisers, picnic etc. Please contact the Sunday school principal, administration, or one of the coordinators if you want to become a volunteer.

Volunteer Discount

Please contact the Sunday school administration via email asia_finance@iec-houston.org to find out more about the volunteer discount.

Financial Aid

Please contact the Sunday school administration via email asia_finance@iec-houston.org to find out more about the financial aid

Sickness or Injury

If a student becomes ill, the parents will be called to come and pick up the child. If a student is injured at school, he/she should report it to one of the school staff. Parents will be contacted if more than basic first aid is required.

Student/Parent Complaints and Grievances

A student/parent with a complaint shall first take it to the immediate teacher via email, phone call, or meet in person. In case of no response from the teacher, the principal should be contacted via email Sunday.school@iec-houston.org. All concerns must be promptly addressed through honest and peaceful conversations.

CONCLUSION

The handbook shall be accessible on the official website. However, if parents do not have access to the Handbook online or wish to receive them in hard copy form, they can submit a request by contacting Al-Sadiq administration email: sundayschool.office@iec-houston.org.

Parents shall be informed annually of the existence of this student Code of Conduct. However, such notice shall not be a precondition to the imposition of discipline in accordance with this policy. If you have any questions or concerns please feel free to reach out to the school Principal or one of the Sunday school Board members. We look forward to your support and cooperation for another successful year at the Al Sadiq Islamic Academy!