

ICB Wayland Sunday School Student and Parent Guidelines

I. MISSION STATEMENT OF ICB WAYLAND SUNDAY SCHOOL

We strive to **develop confident and compassionate American Muslims** who are inspired by the beauty of Islam and whose faith is a guide and source of strength in their daily lives.

We are committed to providing **an engaging experience that fosters a sense of community** and an appreciation for diversity within an atmosphere that is inclusive, supportive, and encouraging of questions.

The ideal graduate will be rooted in Islamic values, a life-long learner dedicated to serving others who **continues to grow in love for God and His Prophet.**

II. GENERAL

All administrators, Teachers and staff at the ICB Wayland Sunday School ("School") are serving our community by supporting the Mission Statement of the School. More information on School Teacher job description and guidelines are in the ICB Wayland Sunday School Teacher Guidelines, which is available at the School Office. Students and parents/guardians of Students are requested to follow the guidelines set forth in this document.

III. STANDARDS OF CONDUCT

The School is committed to creating a secure environment to enhance the potential of every student. The teachers and administration of the School will encourage and emphasize mutual respect at all times. A sound code of discipline also teaches values. **Please take adequate time to review this code of conduct with your child.**

A. Attendance

1. The School recognizes the importance of regular attendance of Islamic educational activities, including Sunday School attendance, as a factor in developing confident and engaged American Muslim children and youth. Consistent participation in School and School-related activities are important in this regard.
2. While the School recognizes that families may have other obligations on Sundays that at times may cause students to miss class, attendance in School is required for continued admission to the School. **Families must have their children attend greater than 60% of both Islamic Arabic and Religion classes in order to be eligible for guaranteed enrollment in the following school year.** Exceptions may be made for extended excused absences (see below A.4) on a case-by-case basis by the School Principal.
3. If a student's absence is expected to be of unusually long duration, parents should notify the student's teachers and the School Administration to address how to handle School instruction and assignments.
4. The following reasons are excused absences: personal illness, death in the family, family emergency, or another legitimate circumstance that makes attendance at School impossible or extremely challenging. All other absences are considered unexcused.

5. Parents should make every reasonable effort to communicate when a child is absent by emailing the student's teachers before class begins, and include the reason for the absence.
6. No student shall be dismissed during school hours without a written request from his or her parent, stating the reason and time for dismissal. If the dismissal causes a student to miss more than 60% of the class time, that may be considered an absence at the discretion of the teacher.

B. Parents Responsibilities

1. Parents should be involved with the School and teachers throughout the entire school year to ensure proper communication. Teachers may request parents communicate at specific times during the week based on their availability, and parents should comply with reasonable requests.
2. Parents are expected to disclose pertinent information to the School Administration relating to issues that may impact the Teacher or their child's experience at School.
3. Parents are expected to attend all scheduled teacher conferences.
4. Parents are expected to encourage their child to be a good citizen at School and use good manners at School.
5. Parents are expected to see that their child arrives at school properly groomed and dressed in attire that is neat, clean and modest, and to arrive on time for the beginning Assembly.
6. Parents should confer with teachers at prearranged times on matters involving their child's school performance and behavior.
7. Parents should review their child's teacher's class rules and grading policies at the beginning of the year to understand the expectations for the year.
8. Parents are expected to see that their child makes reasonable efforts to complete their homework assignments. If parents have any issues with the assignments, parents are expected to communicate with Teachers and if needed, with the School Administration.
9. Parents are expected to remain at the School while their child is in class, particularly for children under the age of 10. If a Parent leaves the School property, they must designate another adult to be responsible for their child.
10. Parents of Kindergarten students are to pick up their child from the Kindergarten classroom after the end of each class, for lunch/snack and for dismissal. If parents are repeatedly late in picking up a Kindergarten child, the Kindergarten teacher will be required to inform School Administration.
11. Parent service is a requirement for admission to and continued registration for School. Parents are required to serve at ICB **at least 4 hours per school year per family for each enrolled child**. One or more parents or legal guardians of a student must complete such service hours. .
12. For each school year, parents will be assigned at least two (2) Sundays during the school year to serve as on-call substitute teachers. Parents are required to serve as substitutes on the days they are assigned, unless they make an arrangement to exchange dates with another parent.

C. Student Responsibilities

1. Students are expected to respect the school staff including teachers, to show consideration for others, and to use good manners.
2. Students are expected to attend Assembly and all classes on time and to arrive properly groomed and dressed in attire that is neat, clean and modest.
3. Students are expected to complete all classroom and home assignments.
4. Students are expected to follow school and class rules as set for the by their teachers and School Administration.

5. Students are expected to try their best in class.
6. Students are prohibited from plagiarizing or cheating.
7. Students are generally prohibited from using mobile and electronic devices in the prayer hall and when classes are in session. However, students may use electronic devices for educational purposes only with specific permission by a Teacher.
8. Unacceptable behavior by students, including but not limited to, breaking classroom rules, refusing to follow directions, pushing or harming others, using vulgar or abrasive language, or displaying rude or improper manners will not be tolerated and may result in discipline by the School Administration.

D. REMOTE LEARNING: If there are remote classes, the following policies apply:

1. Remote learning classes have the same expectations as in-person classes. Students should arrive on-time and dressed in a manner that they would at ICB.
2. Students should be prepared for class and have a workstation that is reasonably free of distractions. Students should be positioned on a chair or location that is appropriate for participation in the class.
3. Students will not be permitted to have distracting backgrounds and **must have their video on at all times during the class** (unless specifically permitted by the teacher).

E. SAFETY

1. Snow emergency: School will be in session unless an e-mail from the Principal OR ICB President says otherwise.
 2. Fire drill/Lockdown Drill/Code Red: Students and parents are required to follow the ICB Wayland facility fire drill procedures and evacuation protocol for emergency preparation drills, including fire drills and lockdown drills.
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