

Student / Parent Handbook 2014 – 2015

**AlNoor Islamic School
1000 Delhi Rd,
Bossier City, LA 71111
www.alnoorsundayschool.org**

Letter to the Parents

In the name of Allah, Most Beneficent, Most Merciful

Dear Parents,

Assalamu Alaikum Warahmatullahi Wa Barakathuhu

All Praise to Allah (SWT) for giving us the precious gift of our children and we thank Allah (SWT) for the opportunity to raise them as strong and pious Muslims. We would like to welcome you and your child to the school, and we are grateful for the opportunity to serve you through the Islamic Center of Greater Shreveport.

We always believe that education is a joint responsibility between the parents and school and we plan to develop a working relationship with you, striving to achieve the highest quality education for your child in Sunday school. Our chosen curriculum, guidelines and regulations are all designed to meet that goal.

This handbook has been prepared to address some of the questions you might have concerning school. Please read it thoroughly and refer to it often. All of us, school staff, will continue to strive to do our best we possibly can on behalf of your son or daughter.

If any additional questions should arise, we ask that they be promptly brought to the attention of the School Administrator or the classroom teacher so that they may be resolved immediately. We look forward to working with you and sincerely hope that you will take an active interest in our school programs.

School Administrators and Teachers
AlNoor Islamic School

School Calendar 2014 – 2015

AINoor Islamic School will begin in September on the first Sunday following Labor Day. The semester ends the last Sunday in May. See the School Calendar for details.

August 17th	Parent orientation meeting and registration day
September 7th	First day of school year
September 28th	Eid/Hajj ceremony
October 19th	Study guide are sent home with students
October 26th	1st test of the semester
November 2nd	Report Cards are distributed
November 9th	Bake Sale after school
December 7th	Guest Speaker
December 14th	Study guide are sent home with students
December 21st	2nd test of the semester
December 28th	NO SCHOOL
January 4th	1st day of the second semester / report cards of the first quarter are distributed / TUITION FOR THE 2ND SEMESTER IS DUE
January 11th	Registration for Quran Competition
February 1st	Deadline for registration for Quran Competition
February 8th	Quran Competition screening
February 15th	Study guide are sent home with students
February 22nd	3rd test of the semester
March 29th	Annual Quran Competition / deadline for field trip registration
April 19th	Study guide are sent home with students
April 26th	4th test of the semester
May 3rd	Final report card are distributed / Rehearsal of end of year Ceremony
May 10th	Picnic at the Park
May 17th	Final rehearsal for end of year ceremony
May 24th	End of year ceremony/ Last day of school

Introduction

Islamic Center of Greater Shreveport has established Al Noor Sunday School to serve the Muslim community in the Shreveport/Bossier City area. The school offers classes for students from age 4 and up. The curriculum covers three major areas: Arabic, Islamic Studies and Quran. The school is run by hired staff and some volunteers who serve as teachers and administrators. The classes are held in masjid Al Noor every Sunday.

Mission Statement

AlNoor Islamic School's mission is to connect Muslim children to the Masjid and to Allah (SWT) by providing religious, educational and social activities through the teachings of Islam. Sunday school is committed to teaching the Arabic language, Quran and providing Islamic education to children of Muslim community in the Shreveport/Bossier City area

Vision

Al Noor Islamic School's vision is to be the best choice for parents in providing Islamic education to their children, building their Muslim identity, and making them productive and responsible members of the society.

Registration and Admission

1. All Parents/guardians must attend the orientation by one of the Sunday School personnel on registration day.
2. Parents are required to complete the registration form, pay the registration fee and tuition fee in advance.
3. Returning students will be re-evaluated by their teachers in the classes they were in last year and accordingly will be redistributed (if required) to their suitable level.
4. Al Noor Islamic School may deny the admission of any students who fail to meet admission standards as set by the school board.
5. All new students must be evaluated according to their Arabic level prior to start of the semester to identify their level and the most suitable class for them.

Age Requirement

A child must be 4 years old (by or before September 1st of the current school year) to be enrolled in the Al Noor Islamic School. Past experience has shown that children under this age do not have the attention span that may be needed for school and tend to be disruptive. For this reason, we have made a general rule to which we will not be able to make any exceptions.

Tuition

New: tuition will be paid per semester this year: \$180 per student for each semester (a discounted \$350 for the whole year up front). Tuition is charged to meet expenses incurred throughout the school year. The cost of textbooks and course materials are NOT included in the tuition fee. Tuition must be paid at the time of registration. In cases of economic hardship, fees may be reduced or waived. Forms for requesting a waiver are available at the office. No refunds will be made two weeks after the start of the school year.

Class Placement

Students are placed in the grade level corresponding to subject knowledge. Assessment will be given to new students and will be placed according to the results regardless of age.

Grading Policy

There will be a test every 2 months (8 weeks) to evaluate children performance. By the end of the year, the final grade will be the average of the 4 tests. The breakdown of the total course grade is as

Follows:

40% 4 Tests (10% per test), 30% Quizzes and Assignments, 15% Classroom Participation

15% Behavior and Attendance

Homework Assignment

Students must complete their homework assignments. Incomplete homework will affect the student's grade. Consequences of incomplete homework:

First time: a warning and filling missing homework form.

Second time: teacher referral.

Third time: go to the school office.

Attendance

Regular attendance is essential for the program. Attendance accounts for up to 15% of the total grade. Excessive absence can result in expulsion from school. Students are allowed to have 3 unexcused absences per semester. After the 2nd absence, a meeting with the student's parents and administration will be held. After the 3rd absence, the student will be dismissed from the school and no refund will be given.

School Hours

School starts at 9:30 AM and ends at 2:00 PM after Thuhr prayer. Children are expected to attend the Thuhr prayer as a part of the school activity.

Snack/Break

Snacks will be provided. Parents can send snacks with their kids (optional)

Drop off /pick up

Parents are expected to ensure that children arrive at school on time and be picked up at 2:00 after the Thuhr Prayer. All students must wait inside their classrooms for pick up. Parents are required to come into the school and pick up their child/children from their class. Every teacher should watch his or her class until they leave safely with their family or friends. Every teacher should not leave the school before all of the students in his or her class leave. Every teacher should know the phone numbers of the guardians or the family of every student to contact them in case of emergency.

Address/Phone/Emergency Contact Changes

Should you change your home address, home phone, cell number or emergency contact information, please update us by notifying the office. It is very important for the school to have updated information at all times.

Tardy policy

Arriving to school on time is very important. Students who are more than 10 minutes late for class will be considered tardy. The school doors will be locked at 9:40. Parents will then need to come in and sign in their child/children before they will be allowed to go to class. Your child/children will not be allowed to enter their class unless these procedures are followed. Tardiness may affect their final grades. Students need to get a tardy slip to enter the classroom. After the 3rd time, student will charge \$5 as a penalty for tardiness. If the problem becomes habitual, a parent conference will be scheduled.

Dress Code

We encourage students to respect school dress code and adhere to Islamic rules for dress:

We are requiring all students to wear the uniform shirt. This is mandatory, and no other shirts will be allowed. If a student shows up to school without the required uniform, a new uniform will be given to the student and the parent will be charged for a new uniform. The only other acceptable uniform will be for the girls who want to wear the abaya.

1. All girls are encouraged to wear a head cover in Quran classes. Girls 9 years of age and over are required to wear their hijab, i.e. loose-fitting clothes and head cover during school.
2. Shorts, short dresses, and tank tops are not allowed. (Boys are required to wear long pants only)
3. Caps (sport) are not allowed in the classrooms.

Parent – Teacher Conference

An open line of communication between parent and teachers is strongly encouraged.

Conferences can be arranged directly through the classroom teacher or by contacting the school office.

Discipline Policy

Parents are urged to emphasize the importance of education, respect for teachers, and the need for physical cleanliness, decency in dress, and Islamic behavior. In order to provide the best learning environment for students, it is important that all students follow the school rules:

1. Students will listen and follow directions.
2. Students will respect others. (no name calling or disrespect to anyone)
3. Students will come to class on time.
4. Students will come to class prepared.
5. Students will follow the dress code.
6. Students will bring only school related books and materials in the classroom
7. Students will respect school/masjid property (not ruining anything at the school)
8. Students will clean up after themselves.

9. Students will stay in class under the supervision of the teacher at all times.
10. Students will stay in the designated areas for breaks and must not leave without teacher's permission.
11. Students will stay on the school premises during the school hours.
12. Students will follow the appropriate and proper manners during class time, break, wudu, and salaah time.

Students and their parents must agree to and submit a signed Behavior Contract before students begin classes. Failing to abide by the contract will result in disciplinary action, which depends upon the severity and frequency of the offense. Small offenses will follow the course of disciplinary action outlined below; major offenses – such as physical fighting and using swear words – will result in immediate suspension or expulsion.

- The first disciplinary action is a verbal warning to the student given by the administration.
- On the second offense, there will be a meeting with the student, parents, and administration.
- The third offense will be followed by a written notice issued to the parents and a mandatory parent meeting with the teacher and the principal. Subsequent offenses may result in suspension or even dismissal from the school to avoid further disruption to other students' education.

School Website/Facebook page

All the school updates and events are posted on the school website and Facebook page.

School website:www.alnoorsundayschool.org /Facebook page: Al Noor Sunday Sch

Photograph Release Policy

School website is a tool to communicate with families, teachers, prospective students and the community. To enhance this experience, we use photos to show students involvement in various activities. We don't post the names of the children in the photos or any identifying information. We will only post pictures of students when parents have given prior permission to do so.

Phone Policy

In order to respect the important work of the classroom and the teaching and learning environment, the cell phone/electronic devices policy for the school is:

Cell phones/electronic devices must be turned OFF before you enter any classroom, office, library.

If a cell phones/ electronic device rings, vibrates, is used for any reason or is visible anytime during class time or you are caught using it during class time while walking around on campus, you will be asked to surrender it.

Refusal to surrender your phone when asked is defiance. Defiance can result in suspension and your parent will be contacted.

First Offense: the device will be held in the main office until the end of the day. Phone may only be picked up by a parent.

Second Offense: the device will remain in the main office until the end of the day, plus suspension for one week. Phone may only be picked up by a parent.

The staff of Al Noor Sunday School ask for your FULL co-operation with our policy. Students will not respect this policy if they believe their parents will bail them out of the consequence.

Administration and Teachers Job Descriptions

Teacher:

1. Being available from 09:15am– 2:15pm on Sundays. (attend morning meetings when they are scheduled at 9:00 – class starts at 9:30 AM)
2. Follow school curriculum and report progress to class supervisors
3. Communicate with administration in case of issues with students, parents, or school
4. Communication with parents to discuss students' progress or students' absence from the class
5. Inform the school administration at least 1 week ahead of time if he/she will be absent from school on a given Sunday.
6. Behave in an Islamic manner and be compassionate with students in order to attract students to Masjid.
7. Have their class rules identified, clarified to the students and hung up on a poster in the classroom.
8. Fill out the attendance sheet and lesson plan every Sunday.

9. Reply to any emails, text messages or phone calls received for the school's purpose.
10. If a behavioral problem arises with a student, this should be dealt with primarily in class by the teacher in privacy then, if needed it may be brought to the attention of administration and a special meeting can be arranged with the parents in the presence of the teacher and an administrator.(Principal, vice principal and/or assistant principal or behavior manager)
11. There will be teacher's evaluation every 4 months. This is not meant to be a punitive measure by any means, rather a constructive measure to improve school quality.
12. Teachers' input is always appreciated and school administration is determined to work closely with teachers in order to provide a supportive environment for teachers' activity.
13. The lesson plan and homework is to be prepared by the class teacher and sent to the school administration ahead of time when a teacher is to be absent.
14. Homework is to be given every Sunday, collected the following Sunday and marked and discussed with all students.
15. Missed homework is to be tracked by the teacher and the missing homework form filled out and followed up on.
16. Teachers are responsible of their students during Thuhr prayer. ALL students should join the prayer even if they are below the age of prayer. Students should be lead to the masjid by the teacher and not left roaming in the school hallways and premises. If a teacher is to leave early he/she must communicate with another staff member to take full responsibility of his/her students
17. Classes end at 1: 30 pm sharp not before and not after.
18. Thuhr prayer is considered as the fourth subject of the day.
19. Teachers are responsible to prepare their test question sheet
20. A monthly curriculum plan is to be sent to the school administration.
21. Teachers are responsible to engage the students in maintaining the room clean and tidy at the end of the day and avoid any facility damage.
22. Fill out report cards for students after every test.
23. Look out for advanced students or those with special needs or academic attention and act accordingly.
24. Report any class supplies required to the school office.
25. Make the class and subject taught easily understood including hands on activities.

26. Take attendance in the first 15 minutes
27. If a student is to step out of class to use the restroom or go the office please make sure they have the hallway pass with them.
28. No restroom breaks for the first 50 minutes
29. Late students should walk into class with a tardy excuse note from the office.

Class Supervisor:

1. Monitor teachers' progress with the curriculum
2. Monitor classroom atmosphere
3. Track student progress
4. Support teachers in generating ideas for class activities and supplementary teaching materials
5. Support teachers in creating and managing student in class files
6. Participate in Bi monthly meeting with designated principal's assistant
7. Make sure teachers sign in/out every Sunday, do class attendance, lesson plans and record grades

Note: Teachers are solely responsible for parent communication and class supervisors may mediate in case of a conflict

Principal: Brother Ibrahim Salama

1. Monitor overall goal of Sunday school and ways to achieve the goal
2. Monitor overall activities of the school
3. Communication with all members of the administration and teachers
4. Setting up meetings to follow up on the progress
5. Communication with Imam
6. Communication with other Sunday schools
7. Quality improvement
8. Recruit and hire new staff
9. Make final decisions for school and in severe discipline situations.
10. Handle behavioral issues.
11. Communicate with the board of the Masjid.

Principal Assistant (1): Sister Salwa Rayyan

1. Help in curriculum preparation
2. Set up goals and monitor to reach the goals
3. Help in school quality improvement
4. Participate in the preparation for Quran competition event
5. Put a Teacher development plan and monitor.

6. Develop and update School manual.
7. Participate in the planning and preparation for End of year ceremony event
8. Arranging meetings in terms of agenda preparation and minutes of meetings.
9. Develop and update annual school calendar.
10. Become familiar with QuickSchools.
11. Manage 8 weeks testing and awards preparation.

Principal Assistant (2): Sister Hebah Gazawaneh

1. Monitor student attendance/tardy/absence and follow up
2. Organize field trips, activities, and playground
3. Order Textbooks
4. Recruit and manage volunteers
5. Manage parking and carpool
6. Participate in the planning and preparation for End of year ceremony event
7. Direct students before and after classes.
8. Organize school fundraising events
9. Buy school supplies and handle tuition payments and fees

Principal Assistant (3): Brother Mouayad Jamhour

1. Help teachers develop classroom rules
2. Implement hallway rules, passes, and bathroom and water breaks
3. Communicate with teachers in meetings new teaching ideas.
4. Participate in the planning and preparation of the End of year ceremony event
5. Manage 8 week testing and awards preparation
6. Direct students during and after classes
7. Utilize the library more often in preparing activities with teachers and students participating in the activities
8. Help with all school events
9. Work with the librarian to improve library and monitor if they are doing their job.

Principal Assistant (4): Brother Saed Gazawaneh

1. President of the masjid board
2. Handle Lunch and snacks
3. Maintenance of the facility and school furniture
4. Attend all the meetings of the school board
5. Preparation and participation in all school events
6. Handle school bank account in terms of expenses and revenues

7. Maintain school computer/printer/IT
8. Pay all teachers and staff on payroll
9. Help in and organize fundraising events for the school
10. Communicate with the board of the Masjid

Principal Assistant (5): Sister Manal Alwadi

1. Oversees the activities of all PA and reports to Principal
2. Provides help to all PA with any issues they may have and guide them.
3. Assure that school events are planned for ahead of time and implemented according to the calendar set forth at the beginning of the year.
4. Oversee major events such as Quran competition, field trips, and end of year ceremony.
5. Arrange teacher appreciation and admin appreciation events with Sr. Hebah
6. Oversee the performance of the secretary
7. Perform as the Principal in his absence

Media Coordinator: Sister Amal Salama

1. Keep School website and Facebook page updated
2. Communicate school news with parents/ community through emails
3. Develop and edit School newsletter
4. Design all the marketing materials for the school activities like flyers, banners, ads for new staff hiring etc.

Secretary: Cara Martin

1. Preparation of all teachers' documents needed for Sunday during the week
2. Respond to school phone calls
3. Help the teachers by photocopying documents
4. Keep track of absences and tardies and update QuickSchools system
5. Report of absence/tardy every month to school Principal/PA
6. Keep Quick school system updated
7. Prepare and print report cards. Make sure report cards are filed in student files for each grading period.
8. Maintains confidentiality of documents and information received.
9. Enters, retrieves, verifies, and deletes information from electronic files.
10. Keep up with office supplies and equipment.

Librarian: Sister Nourin Jamhour

1. Being Available at all time during the Sunday school hours
2. Communicate with teachers and Sunday school staff continuously

3. Prepare the library for classes.
4. Keep the schedule of the library usage by teachers/classes
5. Keep track of the books (checked in and checked out books)
6. Keep track of the instruments, computers etc... in the library
7. Make inventory of the books in the library
8. Keep the library clean and tidy at all times
9. Attend meetings upon request
10. Make sure the library is locked after the school hours.

Contact us:

Address: Al Noor Sunday school, 1000 Delhi St, Bossier City, LA 71111

Phones: 318-675-0114 / 318-734-9717

Email: alnoor.sundayschool2010@gmail.com

Teachers and staff email addresses:

Br. Ibrahim Salama	Principal	isalama87@gmail.com
Br. Saed Gazawaneh	Assistant Principal	samgazawaneh@yahoo.com
Sr. Salwa Rayyan	Assistant Principal	salwa.rayyan@yahoo.com
Sr. Manal Alwadi	Assistant Principal	alwadimanal@gmail.com
Sr. Hebah Gazawaneh	Assistant Principal	rams8686@yahoo.com
Br. Mouayad Jamhour	Assistant Principal	mmjamhour@yahoo.com
Sr. Amal Salama	Media Coordinator	amaliqnais@yahoo.com
Sr. Nourin Jamhour	Librarian	nourin10@yahoo.com
Mrs. Cara Martin	Secretary	notary0473@gmail.com
Sr. Amaal Alwadi	Teacher	amaal.alwadi.alwadi89@gmail.com
Sr. Heiam Shihadeh	Teacher	
Sr. Quratulain Tahir	Teacher	anam_tahir_yousaf@hotmail.com
Sr. Randa Ishaq	Teacher	rishaq2@yahoo.com
Br. Wael Shihadeh	Teacher	waielshihadeh@gmail.com
Shikh Rafiqul Islam	Teacher	hozai faislam@yahoo.com
Sr. Sajeda Gazawaneh	Teacher	
Sr. Israa	Teacher	israabdallah28@yahoo.com

Parent Permission and consent

Please sign and return this page to the school staff/teacher

I understand that the school may wish to publish examples of students' projects, photos of students and other work on the school website/ Facebook page.

Parent please check one and sign below:

- My child's work / photos can be published on the Internet
- I would prefer that my child's work and picture not be published on the Internet

Parent Name: _____

Parent Signature: _____

Date: _____

I have read the information in the handbook and agree to abide by it at all times

Parents Signature: _____ Date: _____