**Al-Furqan Islamic School**

**Parent Handbook**

**Welcome**

We are delighted to welcome you and your child to the Al-Furqan Islamic School at the Islamic Center of Rochester. This handbook is designed to provide you with all the necessary information about our Sunday school program and assist you in ensuring a pleasant and enriching experience for your child.

To maintain a positive and respectful learning environment, we have established a code of conduct. This includes guidelines for behavior, dress code, and respecting others. By adhering to these principles, we create a safe and inclusive space for all participants.

**Student Code of Conduct**

1. Students will strive to behave in the way beloved by our Prophet (saw). Students will be respectful of teachers and staff, will treat their peers with kindness and patience, and will approach their lessons with sincerity and effort. Students will receive kindness and patience in turn from their teachers.
2. Students will arrive every week with their completed homework and all necessary supplies including backpack, school books, writing utensils, etc. Please see the “supplies” section for more details.
3. Students will dress in appropriate clothing for the mosque. Some classes are held in classrooms while others are held in the musalla. Students will be reading and reciting the Qur'an. Please keep this in mind when dressing your child for the day. Students have gym class, so please wear sneakers or other non-slip shoes.
4. Students will stay with their teachers and class during the day and will not wander around the school. If they need to use a restroom, they will move quietly in the halls and return to their classroom promptly in the spirit of respect for the teacher and for student safety.
5. Students will arrive on time and stay through the end of the day (completing salat ul-dhuhur), and will not be excused until their parent signs them out of their classroom.

**Parent Code of Conduct**

1. Parents will ensure that students arrive no later than 9:55am. School starts at 10:00am, so students must be in the building and ready to go before that time.
2. Parents will ensure their child is signed in with their teacher in the gym before leaving.
3. Parents will not interrupt classes, linger at classroom windows, or follow their students during the day. This causes distractions for your child, your child’s teacher, and your child’s classmates. If you have concerns about where your child will be or what they are doing, please contact the principal.
4. Parents will pick students up when they have completed salat ul-dhuhr (1:45pm) by going to the student’s classroom and signing them out with the teacher. Late pickups will be charged $10 for every 10 minutes beyond pickup time.
5. Parents will encourage students to complete their homework and deepen their learning at home during the week.
6. Parents will read any correspondence from the school to stay aware of all schedules, policies, and requirements.

 **Attendance Policies**

Regular attendance and punctuality is crucial for your child's spiritual and educational growth. If your child will miss a day of class, arrive late, or need to be dismissed early you must contact the teacher one week in advance.

**Supplies**

Your student will be given books for their respective grade level. They must bring these books every week. If books are lost, there will be a cost to replace them.

All students should have a backpack with their books, writing utensils, and a notebook. Certain grades may also require other supplies (i.e. crayons for the younger grades). Please refer to any directions given by your child’s teacher.

**Lunch**

All students will have lunch time. Cheese pizza is available for $1 per slice. Please send your child with cash for pizza or with a packed lunch. Send a water bottle with your child as well.

**Communicating with Teachers**

You will receive weekly communication from your child’s teacher via WhatsApp messenger group. If you have specific questions about your child’s progress, behavior, or homework, please reach out to the teacher via text or WhatsApp messenger. Please be patient with response times as many of our teachers are volunteers with children and full-time jobs.

Please do not interrupt classes to speak with a teacher. Pulling a teacher away from a classroom robs all of the students of their rightful learning time.

If you have concerns about your child’s teacher, the curriculum, or anything else related to the operation of the school, please contact the principal.