

*In the Name of Allah, the Most Beneficent, the Most Merciful*

# SVIC Sunday School

## Guidelines and Regulation

1444 – 1445 (2023-2024) Academic Year

### 1: General Description

SVIC Sunday School (SVIC-SS) is the Islamic learning initiative of SVIC's educational activities.

The following document defines guidelines that flow through from SVIC and/or are specific to SVIC-SS.

SVIC-SS is open to all Muslim students. The staff and students come from **diverse ethnic and cultural** backgrounds.

The primary objectives of SVIC-SS is to introduce and instill the main teachings of Islam into the students by the time they are ready to go to High School and to provide an environment in which the students can interact with other Muslim children/families.

The following subjects, based on traditions of ***Ahlu-Sunnah wa'l-Jama'ah***, are taught:

1. Recitation and reading of the Qur'an
2. Memorization of Surahs and Duas
3. Salat
4. Qur'anic teachings
5. Islamic Morals and Manners
6. Faith and Worship
7. Introductory Fiqh
8. Seerah of the Prophet (SAWS)
9. Introduction to Hadith
10. Lives of the Prophets
11. Current Events

For further details, see the **SVIC Sunday School Curriculum**.

Each grade level has two periods:

- Qur'anic Studies (recitation, memorization & teachings of Qur'an).
- Islamic Studies (Aqidah & Fiqh, Morals & Manners and Seerah/Social Studies).

SVIC-SS classes are held at the Morgan Hill Grange 40 E 4th St, Morgan Hill, CA 95037.

## **2: Registration**

Registration requires the completion of the following steps.

1. Submit registration form
  - Provide emergency contact details and any hospital preference in case of emergency
  - If child(ren) have special needs or food allergies.
2. Read School Guidelines and abide by them.
3. Sign Liability Release form.
4. Sign up for volunteer activities.
5. Pay the school tuition.

Registration will remain open for the 1<sup>st</sup> 3 weeks of the year beginning in the Fall. **Registration is closed after the first 3 weeks - except in cases where class size meets the class limit, in which case the registration will be closed earlier.**

Registration cannot be completed without payment of Fees. It can be paid in two installments. The fees include the cost of the books and the snacks provided during break.

Full or partial financial assistance is available upon request. Such information is kept strictly confidential. **School reserves the right to verify the eligibility of people requesting financial assistance.**

The school guarantees admission irrespective of anybody's ability to pay, as long as it's done before the registration deadline. **Books lost by children will be replaced only after parents pay for the new books.**

**REFUND POLICY: For cancellation of registration the requests must be made in writing by appearing in person at the school or via email on the first day of the school. If cancellation request is received by the first day of the school the school will refund all paid fees less \$50/child. If registration is canceled/withdrawn after the first day of school NO FEE WILL BE REFUNDED.**

**\*\* SCHOOL RESERVES THE RIGHT TO REFUSE ADMISSION TO ANYBODY.**

## **3: Placement**

Children are placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). For example, a child enrolled in 2<sup>nd</sup>/3<sup>rd</sup> grade in their elementary school will be placed in a Group B where we have 2<sup>nd</sup>/3<sup>rd</sup> grade at the Sunday

School. Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships.

***To be admitted into Kindergarten, a child must be 5 years of age AND attending KG in the regular school.***

#### **4: Schedule**

The school year starts at the end of August or beginning of September and ends in early-mid June. The school is in session for 33-35 days.

Each Sunday, school is in session for 2 hours - from 11:00 AM to 1:00 PM. The school day is divided as follows:

11:00 - 11:15	Assembly
11:15 - 12:00	Quranic Studie
12:00 - 12:45	Islamic Studies
12:45 - 13:00	<i>Snacks</i>
13:00 - 13:15	Duhar Salaat

The school is closed on over 3-day weekends as well as Sundays that immediately follow or precede Eid-ul-Fitr and Eid-ul-Adha. The following holidays are observed:

Thanksgiving Weekend	Winter Break (last 1-2 weeks of December)
Memorial Day Weekend Sunday	Spring Break
Eid-ul-Fitr Sunday	Eid-ul-Adha Sunday
President's Day	Labor Day

#### **5: General School Rules**

Students (and Parents) need to arrive on time every Sunday. Anybody entering school premises after 11AM is considered late. **Any student who is late for more than 3 times in the quarter will not be allowed to attend the class** (i.e. if the student has been late three times to school in a quarter, every time the student is late after that he/she will not be allowed to attend the class). **Any child arriving after 11AM can not be dropped in the Parking Lot. If you are late, you must park your car and inform the registration desk, otherwise your child will not be allowed in the classroom and you will be asked to come and pick up your child from the school.**

**LATE PICKUP FROM THE SCHOOL:** Students must be picked up at 1:30PM. ***Any- body who does not pick up their child before 1:30PM will have to pay a \$1/minute/child. So if you are 15 minutes late, you will have to pay a \$15 fine per child.***

While at school (*and everywhere else too*), students are expected to exhibit good moral character. This includes:

- Being respectful to all Teachers, Staff members and fellow students.
- Being courteous and helpful, especially towards younger students
- Refraining from the use of bad or inappropriate language.
- Students must be dressed in compliance with the School Dress Code (see below)
- **Use of skateboards, roller blades and roller shoes is prohibited.**
- The Islamic School of Silicon Valley operates on a **CLOSED CAMPUS** policy. Administration's permission is required by the parents/guardians to visit the classroom or to pull the students out. Students are not allowed to leave the school premises during school hours, without school consent and proper authorization. **NO EXCEPTIONS.**
- Students must not damage the property of the Morgan Hill Grange.
- Intoxicants, Weapons and sharp objects are **ABSOLUTELY** prohibited.
- **Student Cell phones MUST be TURNED OFF during school hours.**
- Students caught talking or 'messaging' on their phones will have the devices confiscated, and may be subject to disciplinary action.
- Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (such as Sony Walkman) and Electronic Games (such as Gameboys) are not allowed at School.
- If such a radio/game is accidentally brought to school, it should either be left in the student's backpack or at the front desk until the end of the school day.

Students need to pay close attention to school announcements. All announcements are made during the Assembly and are also posted at school.

- Handouts and Sign-Up sheets are also available at the Registration Desk.
- Handouts containing important announcements are sent home with the students or emailed; parents should look for them every week.
- If there is discrepancy between the handbook and the school announcements then the school announcements will supersede.

Students should be picked up promptly after Duhar and before 1:30 PM. **The School is not responsible for children after they are dismissed at 1:30PM. In case of an emergency situation only, please call the school service number provided at the start of the school year to let them know your expected arrival time. If you are unable to reach the office by phone, please text them.**

**NO PARENTS or GUESTS ARE ALLOWED IN THE CLASSROOMS or HALL- WAYS.**

**NO AUDIO/VIDEO TAPING IS ALLOWED IN THE SCHOOL (INSIDE OR OUTSIDE THE CLASSROOM).**

**NO FUNDRAISING ACTIVITY IS ALLOWED ON SCHOOL PREMISES.**

**Students can not be pulled from the classes before the end of school day at 1:30PM. If students need to leave early they can leave during the break. They can not leave during the class time.**

### **6: Attendance**

Regular attendance is very important as it enables students to fully benefit from the Islamic School. Attending school every week ensures that each student keeps up with the teacher's lesson plan and assignment schedule. It also instills the sense that Islamic education is at least as important as the other activities in his/her life, and therefore, should be taken seriously.

#### **Enforcement**

3 Consecutive Un-Excused Absences or a large number of non-contiguous absences during the school year, could result in the student's Suspension or Expulsion from the school.

Sports related absences may not generally be considered as excused per the discretion of the teachers. These absences need to be communicated at the beginning of the year to the school with a list of dates so that the school can evaluate them on case by case basis if it makes sense for the student to continue enrollment in Sunday school.

### **7: Dress Code**

We realize that the majority of students do dress in accordance with Islamic norms. However, because modesty is such an essential feature of our faith and an important element of the learning environment, we want to remind students and parents of the expected Dress Code. This ensures that everyone has the same information and is held to the same standard.

#### **General Rules**

- Students should dress according to Islamic guidelines of personal modesty.
- Generally, this means clothes that are loose-fitting and do not reveal the detailed shape of the body – *for both boys and girls*.  
Also, clothes containing slogans or messages that are obscene or offensive should not be worn. The Dress Code applies to the Sunday school day - including arrival and departure from the school.
- It also applies to ALL school events: Ramadan Iftar, Eid Celebration, Teacher Appreciation, etc.

While the Dress Code is meant for all students, it is particularly important for students in grades 6 and up.

### **8: Homework**

Homework is an integral part of our curriculum. Teachers assign it so that their students will reach a particular level of achievement by the end of the program year. If it is not completed regularly, the student will fall behind and in some cases will lead to repeating the grade level.

Parents will receive appropriate communication with regards to homework. Students are responsible for completing homework by the due date.

### **9: Prayers**

Salat ul-Dhuhr (the noon prayer) is a part of the program day.

- **Every student is expected to participate in the prayer.** It helps to bind what they learn in the classroom with this essential feature of our faith.
- Parents are encouraged to join the prayers with the rest of SVIC-SS as it provides a strong sense of community spirit.
- There should be no talking, discussion or any other kinds of distractions during the prayer.

### **10: Morning Assembly**

The program starts at 11:00AM with the morning assembly - an integral part of the program's daily schedule. It is a valuable tool for conveying information about the day's events, starting the day with a brief Islamic lesson and putting the children in a learning mindset. Therefore, it is essential for parents to bring their children to SVIC-SS in time to attend and participate in the morning assembly.

Parents are encouraged to attend and participate in the assembly. No cell phone usage is permitted during the assembly.

### **11: Testing and Evaluation**

SVIC-SS holds **Parent/Teacher Conferences towards the end of Fall Semester and towards the end of the program year.** The students are evaluated based on their academic progress, attendance, homework, class participation, discipline, behavior and frequent tests (at least one or two times per quarter).

- **Poor academic performance and/or attendance is grounds for expulsion from the program.** Please see Section F, Attendance, for specifics.
- The administration may decide to hold a student back if the teachers feel that insufficient progress was made during the year. The student must pass both classes to be promoted to the next grade. Failure in one of the two classes will require the student to repeat the class. Students are only allowed to repeat a class once. Any student who fails the same class twice will not be allowed to re-register.

### 12: Snacks

SVIC-SS provides a small snack during the recess break between classes. The Volunteer run snack committee facilitates this activity.

- SVIC-SS provides snacks and any needed supplies during each program session.
- No outside food is allowed to be distributed to students by unauthorized person(s).
- **No food is allowed in the classrooms.** Snacks should be eaten in the assembly/dining area of SVIC.
- Wrappers, napkins and other garbage should be thrown in one of the many trash receptacles found in the building.

SVIC-SS may, at its discretion, suspend snack service during extenuating circumstances such as a prevailing healthcare emergency such as the COVID-19 pandemic. Parents will be provided notice that they will be required to provide substitute snacks for their children and the rules to be followed in that limited period of time while the suspension of snack services is in effect.

### 13: Location and Building Code of Conduct

#### Parking

The parking lot has 2 entrances, both facing Fourth Street. The first to arrive, please park to the side by the barricades on both entrances. Park only in the allotted slots. If full, use the free multi-story parking structure across the street. Avoid street parking as that could block somebody's driveway. The parking spot near the main door is reserved for our teachers.

#### Cleaning

The first to arrive and last to leave, please take a broom and scoop from the kitchen and walk around the property. Deposit any litter in the garbage bag in the kitchen. Let's leave the hall in a better state than when we arrived.

#### Hall Entrance

There are two entrances, the main double-door facing Fourth Street which has a flight of stairs once inside, and a disability accessible entrance on the east side with an exterior ramp. This door is always locked and has to be opened from the inside. If you see someone in need, please show them the accessible and open the door for them from the inside.

Emergency Exit: Apart from the two entrances, there is an emergency exit on the south side of the main hall clearly marked with the lighted green "EXIT" sign.

### **Bathrooms**

There are two bathrooms (in the kitchen area near the disability accessible entrance). **Please avoid using them and do your ablution before arrival.** Children must be accompanied by a responsible adult when going to the bathroom. Please tidy up after you are done. The cleaning supplies are underneath the sink.

### **Additional Notes**

**Prayer Mats:** Please bring your own *sajjāda*. The wooden floor is unforgiving to your knees. SVIC will provide a paper role which can be used for the prayers.

**Shoes:** Place shoes neatly along the walls away from stairs and entrances. There is plenty of space in the kitchen and in the room to the right of the entrance. Let's prevent our elderly members from falling over shoes haphazardly placed. Again, think safety.

**Arriving Late:** When arriving late, please step softly as the wooden stairs echo...echo...echo...

**Closing Up:** Please inspect the premise inside and out. Pick up any litter or leftover items using the broom and scoop. Lock the front door from the inside, ensure lights, fans and A/C are off and then exit by the disability accessible entrance in the kitchen which is self-locking. When driving out, replace the "No Parking" barricade signs to block the two street entrances.

### **14: Parents Responsibility**

Parents' responsibilities include the following:

- Reading and following up on emails sent by teachers and administration.
- Make sure that their child gets to his/her classroom safely.
- Pick up their children promptly at 1:45pm after Dhuhr Salat. SVIC-SS is not responsible for the
- safety of children left alone after Dhuhr Salat (1:45 pm).
- Advise and encourage their child to respect and obey the rules.
- Be sure that their child attends the program regularly and on time.



- **Make sure that the child has all necessary books, tapes, stationery and supplies. The books are provided by the program. However, if your child loses them then you need to pay for replacements.**
- Participate in all parent-teacher conferences to ensure their child's success in SVIC-SS.
- Discuss report cards with the child.
- **Ensure homework assignments are completed.**
- Remain informed of their child's performance, activities and lessons in the program
- Ensure the child is dressed modestly (i.e. clothing should be appropriate for prayers).
- **Dress appropriately yourself when entering SVIC-SS/SVIC premises. Please refer to the "Dress Code" guidelines specified earlier.**
- Pay the fees on time (either in full at registration or in installments as per the schedule provided during registration)
- Review all emails sent by the administration and teachers to the email address on record (provided at the time of registration)
- Participate actively in SVIC-SS events conducted throughout the year.
- **Sign up as volunteers for helping the program with various activities and functions.**

#### Additionally:

**Any Parent who disrupts the operation of SVIC-SS and/or creates conflicts will have their children's registration canceled.**

Sometimes children misunderstand or misinterpret the information given in the class. If you hear something from your child that sounds strange or wrong, **please verify the information with the teacher directly** instead of spreading the misinformation.

#### Volunteering Requirement

Volunteering is a critical requirement for families. The SVIC-SS program is entirely volunteer run and cannot be sustained without parent participation.

At the beginning of each academic year, the administration will determine the number of volunteer slots required to conduct the program through the year. These hours will be divided by the number of students enrolled and a per-student volunteering requirement for parents will be set.

The administration will set up a sign-up system where parents may enroll for their volunteer tasks. Sign up modifications may be made no later than 9pm the evening before each class session. Any modifications after this time are not guaranteed to be reflected in the system. A volunteer coordinator will be assigned for each of the tasks and their information will be

posted on the SVIC-SS notice board. It is the parents' responsibility to check in with them at the start of their volunteer slot in order to receive credit.

Parents who do not show up negatively impact the program: their task goes unserved, and the slot could have been used by another parent who would have liked to sign up. Consequently, no-shows will be penalized with a negative credit.

Volunteer hours need to be completed prior to the priority enrollment date in order for a family to qualify for priority registration for the following year.

### 15: Student Responsibilities

- The students have a responsibility to:
- Attend all classes, every program day, on time.
- Be prepared for each class with appropriate supplies and assignments.
- **Do all the assigned reading, homework and test preparation.**
- **Be properly dressed.**
- Show respect towards others, both students and teachers.
- Obey all SVIC-SS Rules.
- **Not move, change or damage material in at SVIC facilities.**
- Inform parents about announcements and memos.
- Gather all the missed assignments/homework and make arrangements for taking makeup/missed tests in case of an absence from class.

### 16: Volunteers & their Responsibilities

SVIC-SS is run solely by volunteers, including all of the teachers and administrative staff. We count on volunteers to perform additional tasks – some of which are discussed in the following sections. **The activities and the responsibilities are determined by the program.**

SVIC-SS requires that parents volunteer for a number of days through the program. The number of spots required (per registered student) will be posted at the time of orientation.

An online sign-up will be available for parents to sign up for volunteer tasks. Please see “Volunteering Requirements” under Section 14 (Parent Responsibilities) for details.

Financial or other penalties will be assessed for parents that do not sign up for volunteer spots. These will be announced at orientation.

**17: Disciplinary Action**

The following behavior will result in a disciplinary action:

- Disrespecting teachers, staff or members of SVIC-SS or SVIC administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging SVIC property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the SVIC-SS premises without permission.
- Fighting with or insulting other students.

***Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action. This includes suspension from the program, fines (to be paid to a charity) and/or expulsion from the program.***

Violating or not following any guideline mentioned in this document  
Any action determined to be bullying or harassing a member of the SVIC-SS community.

Disciplinary action may include:

- Removal from the class for the day.
- Parent notification and/or conference.
- In extreme cases, removal from the program for the remainder of the year.

**18: Lost & Found**

SVIC has no lost and found facility. Items left behind should be considered lost and non-recoverable.

**19: Liability*****Parental Liability***

The parents of the child who causes damage to any property or causes injury to another person on the SVIC premises will be held responsible for all damages and liabilities.

***Liability of the Program***

SVIC is committed to providing a safe environment for all its attendees. Every effort is made to ensure the safety of children, parents, and staff. Parents are responsible for making sure that their children safely get to their classes and are promptly picked up after program.

*IN CASE OF ANY UNFORESEEN EVENT THAT CAUSES ANY KIND OF HARM OR INJURY (PHYSICAL, MENTAL OR EMOTIONAL) TO ANYBODY ASSOCIATED WITH THE PROGRAM - INCLUDING PARENTS, STUDENTS, STAFF AND THEIR BELONGINGS – SVIC and SVIC-SS WILL NOT BE HELD RESPONSIBLE.*

**Consent to the Rules and Guidelines above is a condition for registration at SVIC-SS. Individuals teaching, volunteering, or participating in administrative duties at the program are expected to abide by the SVIC-SS Rules and Guidelines.**

### **20: Modification of terms and conditions**

SVIC-SS and/or SVIC reserve the right to modify these terms and conditions at any point. Parents will be notified via email that updated terms and conditions have been posted to the SVIC-SS website.

### **21: Use of School Funds**

School staff and SVIC Board do not receive any monetary compensation for their services.

School funds will not be used

- a) to provide financial aid to deserving individuals in the school community or wider community
- b) to give donations to other non-profits including masajids etc.