



ISAK SUNDAY SCHOOL
QUR'AN - HADEETH
LEADERSHIP

ISAK Sunday School 2025-2026

PARENT / STUDENT HANDBOOK

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1. Mission Statement

ISAK Sunday School is committed to providing students with strong foundations in Quran, Arabic, and Islamic Studies within a nurturing environment that promotes Islamic values, identity, and character. We aim to prepare our youth to become active, knowledgeable, and confident Muslim citizens.

2. Staff and Leadership Structure

2.1. Administration

- **School Principal:** Brother Waleed Al Masraf
- **Co-Principal:** Sister Fizza Shaji

2.2. Quran Instructors (Hafiz-certified; authorized to certify students)

- Sister Khansa Algabri
- Brother Abdelkader Adjiri
 - Madiha Mehveen
 - Syreen Banabilah

2.3. Islamic Studies Instructors

- Imam Brother Zobair Ahmed
- Sister Fanan Aboalrob (female students)

2.4. Arabic Teachers

- Brother Tarig Sadig
- Sister Syreen Banabilah
- Sister Kifah Okab

2.5. Homeroom Teachers (Early Years):

- Class A (Ages 4): Sister Ala Safi
- Class C (Ages 5–6): Sister Salwa Al-Haja, assisted by Sister Ekram Abu-Khaled.

3. Daily Schedule Overview

Time	Activity
9:45 – 9:55 AM	School Assembly
10:00 AM	Classes Begin
10:00–11:30 AM	Quran (90 min)
11:30 AM–12:15 PM	Arabic (45 min)
12:15–1:00 PM	Islamic Studies (45 min)
1:00–2:00 PM	Lunch, Wudu, Zuhr Prayer (60 min)
2:00–2:15 PM	Dismissal & Classroom Tidy-Up

4. Tuition and Siblings Discount

<i>Number of Children Enrolled</i>	<i>Amount/Child</i>	<i>Total Amount</i>
<i>1st Child</i>	\$600	\$600
<i>2nd Child (10% discount)</i>	\$540	\$600+\$540 = \$1140
<i>3rd Child (15% discount)</i>	\$510	\$600+\$540+\$510 = \$1650
<i>More than Three Children</i>	15% applies to the 4 th , 5 th , 6 th , ...	\$600+\$540+\$510 x (Number of the children starting from the 3 rd enrolled child and up)

5. Payment Schedule

Tuition payments MUST be completed by February 15th, 2026.

Payment Plan	Payment Due Date
One Payment	09/07/2025 or the day of registration
Three Payments	09/15/2025 – 10/15/2025 11/15/2025
Six Payments	09/15/2025 – 10/15/2025 11/15/2025 – 12/15/2025 01/15/2026 – 02/15/2026

6. School Policies and Guidelines

6.1. School Hours and Attendance

School begins with assembly at 9:45 AM, and classes start promptly at 10:00 AM. Dismissal is from 2:00 to 2:15 PM. Timely attendance is essential. Students arriving more than 15 minutes late may receive deductions in participation grades.

6.2. Drop Off and Pick Up

Parents must accompany students into the school building and ensure timely pick-up after dismissal. No student is allowed to wait outside unsupervised. Late pick-up will result in a charge of \$5 per child for every 15 minutes after 2:15 PM.

6.3. Early Dismissal

Early dismissal is permitted only with prior notification to the school administration. Parents must check in with the front desk before collecting their child.

6.4. Electronic Devices & Cell Phones

Use of cell phones or any electronic devices during instructional time is strictly prohibited. All devices must be turned off or silenced and stored away during class hours. Violations may result in device confiscation and parental notification. The school is not responsible for lost or damaged cellphones or devices. Students are not allowed to have cellphones or devices on school premises. Parents and students may use the school office phone number in case of emergency.

6.5. Behavior Expectations and Discipline

Students are expected to show respect for teachers, staff, peers, and school property at all times. Disruptive behavior, disrespectful language, or actions that jeopardize the learning environment will not be tolerated. Discipline procedures will be age-appropriate and range from verbal warnings to conferences with parents or suspension. Teen students (ages 13–17) are placed in gender-segregated classes to maintain Islamic standards and classroom focus.

6.6. Dress Code

All students must dress modestly. Boys must wear full-length pants and avoid sleeveless tops. Girls are required to wear loose-fitting clothing and hijab. Tight or inappropriate attire will not be allowed.

6.7. Health and Safety

Parents must inform the administration of any medical conditions or allergies. Emergency contact information must be kept up to date. In case of emergencies, 911 will be called.

6.8. Emergency Closures

Parents will be notified of school closures due to inclement weather or other emergencies through the school management system app.

6.9. Academic Grading

Grades are based on attendance, behavior, classwork, homework, quizzes, midterm and final exams. Consistent effort and participation are essential for student success.

6.10. Parent Communication

Parents are encouraged to maintain open communication with teachers and administration. Meetings with teachers must be scheduled in advance to avoid interrupting class time.

6.11. Field Trips

Field trips may be scheduled during the year and require written parental consent. Students may be excluded based on behavioral concerns. Fees and permission slips must be submitted by the deadline.

6.12. Textbooks and Workbooks

Textbooks are school property and are assigned to students for in-school use. Students are responsible for returning them in good condition. Any writing, ripping, or damage to school-owned materials (including workbooks, posters, flashcards, or other aids) will result in a replacement fee, including shipping and handling.

6.13. Hot Lunch Policy

Parents may pack lunch or purchase hot lunch for their children. Every child must have a lunch meal, whether brought from home or provided by school. If a child does not bring lunch, a meal will be provided and parents will be charged accordingly.

6.14. Waiver of Liability

By enrolling my child at ISAK Sunday School, I grant permission for my child to attend and participate in all school activities. I understand that my child must follow all school rules. In case of illness or injury, I consent to emergency treatment as deemed necessary by medical personnel. I waive all claims against ISAK, its staff, and volunteers for liability arising from participation in the program.

6.15. Photo Release Policy

Photos may be taken during lessons, field trips, and school events for promotional or documentation purposes. Photos will never be labeled with student names. Parents may review any photo upon request and may opt out by submitting a signed non-consent form to the office.

6.16. Financial Aid

Parents seeking tuition assistance must submit the financial aid application with proof of income before the deadline. Incomplete or late applications will be denied. Aid amounts are determined case-by-case.

7. Acknowledgment

By signing below, we confirm that we have read and understood the ISAK Sunday School Parent & Student Handbook and agree to follow all rules and expectations.

Student Name: _____ Grade: _____ Date: _____

Parent Name: _____ Signature: _____