



Sunday School Guidelines

At HIC Sunday School we wish for every child to receive a high standard of education and reach their full potential whilst in our setting and beyond. To do this, we aim to provide a safe, caring and stimulating environment.

We endeavor to develop their religious, moral, and social values and promote discipline, behavior, excellent personal manners and mutual respect for all.

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and cooperate with the school. We are very conscious of the importance of parental support and therefore request all parents/guardians to read and respect the behavior policy and support us with the implementation.

Conduct

- Students must show respect to the teacher at all times and should adopt a respectful and polite manner when addressing and speaking to the teacher. Inattentiveness, interrupting the teacher, contradicting or arguing with the teacher will not be tolerated.
- Respect must also be shown to fellow students, regardless of their relationship or level of friendship.
- Electronic devices of any kind are not allowed in class, regardless of the student's age. If any such devices are found with a student, they will be immediately confiscated and will only be returned to their parents.
- Please ensure that all homework is completed before the next class.
- Students must concentrate on preparing and reciting their lessons in class.
- No physical contact is allowed between students.
- We have a zero-tolerance for bullying. Anyone found bullying other students may be immediately sent home.

Discipline

We hope that students will abide by the guidelines mentioned in this policy. However, it is our duty to ensure that discipline is maintained within the classroom. In the unfortunate event that we need to reprimand and discipline any one of the students due to misbehavior, we will use the following methods of discipline:

- Warning with a reminder of the consequences of repeated misbehavior
- Call or email to parents
- Conference with Admin and Parents
- Suspension
- Expulsion without a refund

Dress Code: In order to preserve the sanctity of the Masjid, we shall require all children to wear appropriate dress while attending Sunday School. We ask that parents ensure that students maintain a proper standard of dress, which displays respect for Masjid's etiquettes.

- Girls are required to wear a non-transparent hijab
- Girls are required to wear long sleeve shirts
- Boys are required to wear long shirts that cover the back
- It is recommended for both boys and girls to wear modestly loose clothing
- Any clothing materials displaying inappropriate images are not allowed

Phones and electronics: Absolutely no phone or electronic devices are allowed in school. If something is brought in, it will be confiscated.

Drop off and Pickup: By 10am sharp, cars will enter the Masjid from Clausen Place, cars may not stop in the underpass, and parents are responsible to drop their children directly to their classroom. By 1pm sharp, the parking lot will be open. Parents are requested to park their car and pick up children from their designated teacher outside. Level 1 classes will be dismissed outside at 12:50pm. Parents may not send anyone else to pick their child, unless a written request is submitted and approved by the principal. **Late pickup will be charged \$20 every 15 min.**

Absence Policy: Parents are responsible to inform teachers of any absence at least one week in advance. A note to the teacher must be sent in with the child when he or she is absent. Excessive absence may lead to repeating the level again the following year.

Sick Policy: Please do not send sick children to school.

Food: Please pack snacks for your child. **Please note that due to allergies, the masjid has a nut-free policy.**

Refund Policy: Tuition is non-refundable

Books: Due to the increase of prices for curriculum and shipping, parents will be asked to assist us with the purchase of textbooks and workbooks for their children.

Sunday School Book List & Prices

Safar (Year 1-7) Textbook- \$15

Safar (Year 1-7) Workbook \$10

Safar (Year 8) Textbook- \$20

Safar (Year 8) Workbook- \$10

HIC Qa'ida- \$15