

**ISLAMIC CENTER OF SOUTH FLORIDA**  
**POMPANO BEACH ISLAMIC SCHOOL (SATURDAY)**  
**PARENT HANDBOOK**  
**POLICIES AND PROCEDURES**

**Important Message to Parents**

*Parents must become familiar with this document as it will answer many of their common questions. Parents of registered students agree to abide by the school policies and procedures.*

***The school communicates with the primary parents by email, text and online parent portal account when provided. It is the Parents' responsibility to ensure the school has the correct email address and phone number for the primary parent by confirming they are receiving email and text messages by the first week of school and that email is not going into their junk folder.***

**PROGRAM**

The school provides students with an Islamic environment where they can interact with other Muslim students and make friends. This will help instill confidence in their Muslim identity.

The subjects covered include: **Quran, Islamic Studies and Arabic Language**

**SUCCESS IN SCHOOL**

The only way to be successful in a weekend school where there is only one hour for each subject is to attend regularly and on time and to practice at home.

**CLASS LEVELS AND AGE GROUPS**

Prek1 starting at 4/5 years old (Students younger than 4 years will not be registered)

Prek2, then KG, then Levels 1 to 6

Quran Hifz – When offered it will be standalone program for those students who already know how to read, and it will not include teaching the other subjects of Islamic Studies and Arabic. The class hours may be slightly different than the regular school program (initially from 2 to 4 pm) instead of the regular school time from 10:35 to 3pm.

Teen Club – **May not be available. It will be announced when it becomes available.** when offered, the Teen Club program provides a discussion group for teenagers to discuss issues of importance to them and how Islam helps them deal with those issues.

**SCHOOL HOURS**

Saturdays from 10:35 am to 3:00 pm

Students must be in the school assembly area by 10:35 am

Class instruction hours are from 10:45 to 3:00 pm.

**ADMISSION POLICY**

Admission is based on first come first served basis (with completed registration and paid application fees). Student's will be admitted to appropriate levels based on their reading skills, age and space availability for their level.

Parents must agree to volunteer at the school a minimum of **4 hours** each semester as needed.

Priority:

- Members of ICOSF whose membership dues are current and adhere to school policies get priority over others.
- Returning students have priority over new students when classes are limited.
- School staff's children have priority over others.
- Families with more than one student have priority over those with one student when classes are limited.

**ENROLLMENT PROCEDURE (REGISTRATION)**

All students must be registered **BEFORE** school starts.

Registration must be completed **online** using the link provided by the school and at a minimum the application fee for all students must be paid online during registration.

Registration should include all required information.

Parents must attend the orientation meeting at the beginning of the semester.

Incomplete registrations without the application fees will not be considered.

Any registering student who does not show up on the first day of school without alerting school administration in advance may lose their seat.

## **CURRICULUM**

**Teachers will provide parents with the curriculum goals for their child's level.**

**Arabic language** – The Arabic curriculum will use the ICO Learn Arabic book series for levels 1 through 6.

**Al Qaida Nooraniyah** – Students in levels 1,2 and 3 will use the Nooraniyah method to help them learn the correct pronunciation to read Quran and they must practice it at home at least once a week to succeed.

**Quran** – Each level will have several Surahs to memorize, and higher levels will focus on reading.

**Islamic Studies**- Islamic studies books in the English language will be used for levels 1 to 6. Levels 1 to 3 will have a textbook and workbook to take home and bring to school. Levels 4 to 6 will have their books stay inside the classroom.

Pre-k and KG students will have Arabic letter and word books / sheets to use inside the classroom

## **ATTENDANCE AND SCHOOL CALENDAR**

Refer to the school calendar for school days including start and end of each semester and when school is off including the Ramadan schedule. Login to your school account online to view the calendar by clicking on the Document Section and the Calendar pdf file. It is also available at the office.

Students who are absent for more than 3 school days in one semester without proper excuse may be dropped from school. Students who have some conflict days and can't attend the whole day must inform their teacher and the school office

- Semester 1 is approximately 4 months from September to December
- Semester 2 is approximately 4 months from January to early May

## **LUNCH BREAK**

Lunch break takes place outside classrooms before Thuhur Salah.

Prek-1, Pre-k2 and KG break: from 12:15 to 12:55

Levels 1 to 6 break: from 1:00 to 1:30 then Thuhur Salat at the masjid

Lunch is usually sold by the school or students can bring their own lunch.

No eating, drinking or gum inside classrooms.

## **ACADEMIC POLICIES**

**Levels** - Class sizes are limited and a waiting list is maintained for those students who cannot be accommodated during registration.

Students will be grouped in levels based on their Arabic reading skills, age and space availability for their level.

**Homework** - Homework assignments will be given each week. Parents are responsible to check to make sure that their children see and do their homework. Students who repeatedly fail to do their homework may be dropped from class.

**Assessment** – Arabic reading evaluation and placement test will be conducted at the beginning of the school year. Tests will be given during the semester to evaluate progress.

Older students who have never learned Arabic must agree to stay late or come early for tutoring when available to enable them to join classes of their age group and parents must tutor them during the week.

## **SALAT / PRAYER**

Students in Levels 1 and higher will pray at the masjid.

Students in Pre-k and KG will learn Wudu' movements and pray inside their classrooms.

Parents must ensure that their children in levels 1 to 6 have proper Salat clothes and to keep it on at all times while they are inside the Masjid.

## **LATE / TARDINESS**

Students who come after the official start time will be considered tardy. Those students who continue to be late without proper excuse may be dropped from the school because they negatively affect the progress of the class.

Doors will be locked, and late students must check in with the office.

Students who are late will miss most of the benefit of the first class and disturb the rest of the class.

## **DROP OFF AND PICK UP**

**Drop off** – Parents must drive around the building by turning left as soon as they enter and drive all the way around the school to the drop off and pick up area on the east side of the building by the stairs and white handrail.

Students shall walk and wait in the assembly area (in the breezeway between the two buildings) at 10:35 am to make the morning Dua' (supplication) before going inside classrooms.

Late students must check in at the office.

**Pick up** - Parents pick up at the same place as drop off and must be in the school 10 minutes before dismissal (2:50 pm) to pick up their children at 3:00 pm because staff leaves school after 3:00. In case of emergency and if the parents can't make it by 3:00 it is their responsibility to call and text the school number 954-514-9925 to inform the school. The school shall not be responsible for their children after dismissal time.

## **DRESS CODE FOR STUDENTS**

Students must wear the school shirt colors every time before they are dopped off. **The two colors are red or yellow.** The shirt can be any shirt of those colors and preferably plain shirt. Shirts may be purchased from the school office if the size is available.

All girls from level 1 and higher should have a hijab for SALAT. All girls 9 years and older must wear the hijab at all times (inside and outside classroom) with the long sleeve shirt either red or yellow.

Long pants for all students levels 1 to 6 for SALAT inside the masjid.

Small girls are also encouraged to wear pants and shirts and at no time should they wear short shorts or sleeveless shirts or they may not be allowed in school.

Those students who do not wear the school colors more than two times may not be allowed in class or forced to purchase a shirt from the school office if available.

## **DRESS CODE FOR PARENTS ON CAMPUS**

Parents on campus who are outside of their cars must follow Islamic dress code (hijab, long sleeve shirt).

## **SICK SYMPTOMS**

Students with flu like symptoms **will not be permitted** to go inside the school and must go back home. PLEASE make sure NOT to bring your child to school if they have any flu like symptoms.

Thank you for doing your part to keep all our young Muslims safe.

## **SCHOOL SUPPLIES**

Pre-k and KG students should bring the supplies from their teacher's supply list. For the first day, each student must bring their own **box of Crayola Crayons and Play-Doh** and should be put in one Ziplock bag with the student's name on it.

Parents must ensure that their children have their books, paper, pencil in their school bag.

## **SECURITY AND PARENTS ACCESS TO SCHOOL BUILDING**

All school doors will be locked after school starts.

Parents cannot enter the school building without checking with the front office through the office.

Parents are not allowed inside classrooms.

## **PARENT INVOLVEMENT**

Parents interested in improving the school can volunteer to be on a parent committee to provide suggestions to the school and help students with school projects. Contact the office to sign up with your availability.

Parents can request to meet teachers privately and ask questions at scheduled meetings. Parents will also be notified by email of the parent-teacher meetings for each class level.

Parents must remind their children every week to RESPECT the Islamic Center School / Masjid and its property. They should tell them to keep the house of ALLAH clean and to keep their voices low inside the Masjid. Tell them to pick up any trash they leave behind or find on the Center's grounds as it is part of worship (Ibada).

**Nooraniyah lessons** – Parents should download the Nooraniyah App on their phone or find the lesson on YouTube and have their students practice the lesson twice a week.

**Quran** - Parents can ask their child to read the Quran Surah on their way to and from school and to listen using phone, tablet or computer and repeat to ensure that the number of assigned Ayat is completed. Parents MUST check that their child completed their homework every week and they come to school with their books, pencil and paper.

## **FEES**

Fees are paid during registration (if online by credit card, if in the office then check or cash is acceptable). Standard tuition which is subject to change is currently \$340 (which is approximately \$85 a month) for one semester or \$680 for the year plus registration application fee. The current online system allows for full payment for the year, or one semester at a time (50%) or two payments for each semester (25%).

Families with more than one student can ask for a discount. Families with financial difficulties can privately contact the school administration.

Families who would like to donate towards students who cannot afford tuition can do so at the office and Insh'Allah it will be considered continuous charity.

## **VOLUNTEER OPPORTUNITIES**

Parents who can volunteer inside the Pre-k and KG classrooms should let the office know.

High school students who are not part of the Saturday School but want to volunteer to get their community service hours should register with the office a week before they start volunteering.

Students enrolled and assist in the Teen Club program when offered can request volunteer hours.

## **SCHOOL CONTACT INFORMATION**

School email address is [Pbisweekendschool@gmail.com](mailto:Pbisweekendschool@gmail.com)

School **Text** and **voicemail** number is 954-514-9925

Islamic Center phone number is 954-946-2723

Address: 1641 NW 15 ST. Pompano Beach, FL 33069