



EIC Weekend Islamic School

- Handbook -

Overview

This handbook has been written to provide important information concerning the Weekend Islamic School at Evergreen Islamic Center. The handbook covers specific information on rules, policies and procedures related to safety and operations of the school. We expect parents and students to completely follow and comply all rules and procedures set forth in this document. Prior to attending the school, both parents and students should make themselves familiar with the procedures and rules outlined in the document and must abide by them

The school board will from time to time update this handbook at its sole discretion. An updated copy will be available at EIC website: <https://www.eicsanjose.org/wp/wis>

If you have any questions, comments or suggestions, then please send email to eic-wis@eicsanjose.org or reach out to the school board members listed below.

Mission Statement

The mission of the EIC Weekend Islamic School is to inspire the students in a way that they would love to learn more about Allah (the Most High), Prophet Muhammad (PBUH) and Islam by using an approved curriculum and engaging discussions in a stimulating environment without the stress of having homework and quizzes, while providing the students with opportunities to better connect with the Masjid and the Muslim community.

Board of Education

Current members of the Board of Education are:

- Jamila Hassan – Superintendent
- Nayeem Khaja – Administrator
- Rula Sai – Principal
- Farzana Khaja – Director of Operations
- Gehan Ghanem – Director of Education

General Information

In this section, general information related to school operations are presented. Student activity and expectations can be found in the Student Information section of this handbook.

Privacy Policies

Privacy and safeguarding information related to pupils and parents is very important to us. We take great care in limiting access to student information to academic professionals involved with the school only.

Cancellation of Classes or School Closing

If the school is closed or canceled due to inclement weather or emergency situations, an official announcement will be made to the general parents' mailing list. Please ensure your mailing application does not block emails from eic-wis@eicsanjose.org email address. Whenever possible, a text message may also be sent out to the parents who have listed their mobile number with the school administrator.

Civility Policy

It is expected that there would be some disagreements among the parents, teachers and students from time to time. However, the board expects that at all time all parties will maintain civility towards each other and treat each other with utmost respect. Uncivil behavior may be defined as but not limited to:

1. Physically or verbally threatening any of the members of teachers, administrators, students or parents on the school ground.
2. Use of profanity or vulgar language or gestures.
3. Attacks regarding a person's race, color, national origin or disabilities.

Image and Social Media Opt-Out

The school may take pictures of the classes and students from time to time. These pictures maybe published in school newsletters, website and other medium. If you do not want students to participate in class pictures, then please submit a request to the school administrator in writing.

Parents Right to Know

Parents and guardians may request information regarding the professional qualifications of their teachers. Please contact the school board for information on any of the following topics.

- Whether the student's teachers have met minimum qualifications as defined by the EIC WIS School Board
- Any prior teaching certifications and other professional experiences
- Status of the teacher (E.g.: volunteer, paid etc.)

Parent Teacher Conferences

Parent teacher conferences will be scheduled by the respective teacher at least once every semester. A parent may request a special one-on-one conference with the teacher if there is a special need. This may be coordinated with the teacher directly using their email and/or phone number.

Reporting Concerns Regarding School Safety

All safety and other concerns regarding the school should be communicated to the school administrator using main email address eic-wis@eicsanjose.org. Students and parents are all encouraged to be vigilant and report all potentially dangerous situations to the administrator. If it is a life threatening or medical emergency, always call 911 for help.

Student Use of Technology Resources

Students will have access to web-based tools and resources as shared by the teacher. From time to time, students may need to use their computer at home to do more research and investigation on the topic being discussed. Such requirement will be communicated by the teacher ahead of time during the first class. Parents should reach out to the teachers if additional information is needed on course material or websites.

Students may bring their own phone/iPad or other resources for the purpose of classes only. However, the school would bear no responsibility for the lost or damaged equipment brought to the school by the students.

Visitors Access to the Building

Parents and guardians are welcome to visit the school. It is advised that parents schedule the visit and plan ahead. The school principal/administrator may set some guidelines on the visitation. This may include time and length of the visit, number of visitors etc. Visitors should check-in with the school administrator upon arrival. Parents and guardians who are waiting for the students to finish classes may not be subject to this policy.

Food Policy

In most cases the parents/guardians are allowed to bring small snacks for the students and consume in the basement of the mosque. However, bringing in full meal from restaurants or

other facilities may not be allowed due to health and hygiene concerns. Special events such as field trips or holding gatherings of visitors from other school at EIC property may require prior permission from **EIC Facility** team to serve food on premise. **Please inform the administration if your child has any food allergies.**

Volunteering at the School

Parents will be required to volunteer one school day out of the entire semester. Signup sheet will be provided on the first day of school. The school administrator will remind and update you before your chosen date regarding the required volunteering activities.

Wellness Policy

If a student is sick please keep him/her at home. It is the parent's responsibility to ensure that their child is in good health before dropping him/her off at school. Please let us know of the absence by submitting the online Absence Report Form on our website.

If a student falls ill while at school, the school administrator will call the parent and would request them to pick up the child at the earliest possible time.

Student Information

Arrival at School and Attendance Policy

Students may arrive for their class 15 minutes prior to start time. It is not recommended that they arrive earlier than that. In case the student arrives earlier, the parent must stay with them until teacher arrives for the class.

EIC WIS believes that students should attend all classes on time in order to benefit fully from the programs offered. Students should be in school no later than 11am. Any student arriving after 11am is considered late. If a student is late more than 3 times, then we will contact the parent. If the student will be absent from class for any reason, parents should submit the online Absence Report Form on our website. Excessive absences can cause students to perform poorly in class. EIC WIS reserves the right to drop the student for excessive unexcused absences. A warning letter and email will be sent out to the parent as appropriate before any action is taken.

School administrator must be notified in advance if a student needs to leave class earlier than the dismissal time.

Care of School Property

Students should take care in safeguarding the school property. This includes all the supplies, books, chairs, and tables. School is not responsible for the lost, damaged or stolen materials. School will charge the parent \$20 for any book that needs to be replaced and \$5 for the replacement of the Student ID badge. Continuing students are requested to keep their books safe for the next school year since we will be re-using them.

Counseling Services

Guidance program at EIC WIS will help students with their academic and intellectual development. Teacher can help to explore advanced topics for exploration and furthering their studies.

Dismissal Procedures

Safe dismissal procedures will be implemented and must be followed by parents and students. Students should be picked up promptly at the 1pm dismissal time. If the student is not picked up 10 minutes after the dismissal time, then EIC WIS will charge \$10 for late pick up plus \$1 for each additional minute thereafter.

Electronic Devices

The possession of laser pointer, USB fan, battery/power pack or other electronic toys are now allowed in the classroom. Study aides such as e-reader (Kindle, iPad) may be allowed as per teacher's discretion. Please consult with the teacher prior to allowing the kids to bring any electronic items to school.

Dress Code

Students must follow a modest dress code. In general, a top and full pants are required for boys and a top and full pants or long dress are required for girls.

Transportation

Transportation to and from home to EIC WIS facility is the responsibility of the parents. Please ensure proper arrangements to drop off and pickup kids are put in place. If someone other than the parent would be dropping or picking up the kids to the school, then please introduce them to the teacher and school administrator for the safety of the kids.

Voluntary withdrawal from the school must be communicated to the school administrator in writing and a week in advance.

Discipline Information

Behavior Guidelines

EIC WIS discipline policy is designed to maintain and promote Islamically appropriate behavior. Our school has no physical punishment and has a 'no tolerance' policy for this including parents with their own child while on EIC WIS grounds. Our EIC WIS has one simple rule: "Respect yourself, others, and property." Positive reinforcement is implemented as the main form of classroom management. Discipline does begin at home and is reinforced at EIC WIS. Parents need to help their child by supporting their teacher's discipline procedures.

All students shall comply with all EIC WIS policies, pursue the required course of study and respect the authority of all volunteers. Willful defiance of the valid authority of teachers or administrators constitutes good cause for suspension or expulsion. Teachers shall hold students accountable for bad conduct during class sessions and breaks

Discipline Policy

The disciplinary acts that will be followed by the EIC WIS teachers are as follows:

- verbal warning to the student (3 times)
- inform the Principal
- inform the parents
- require student to acknowledge his/her infraction in verbal and written form
- conference between the Principal and the parents

Suspension Policy

EIC WIS will consider suspension from school where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process.

Offenses warranting off site suspension may include, but are not limited to:

- disruption in class
- defiance to teacher's directions
- continued talking or general inappropriate behavior

Authority to Suspend

1. The Administrator and/or Site Director or his/her designee may suspend a student only from his/her classroom for the day of the suspension plus the following school day.
2. The Administrator and/or Site Director or his/her designee may extend a student's suspension

for up to five days and recommend expulsion, pending final Board decision on a recommendation for expulsion.

Suspension Procedure and Notification Process

Parents will be notified of any suspensions via phone or in person immediately.

Suspension Grounds Description and Possible Expulsion (Zero Tolerance Policy):

Bullying - (Intentional Harassment)

Definition: We define bullying as repeated and systematic abuse and harassment of another or others. Bullying and ridiculing-type conduct includes name calling, mimicking, indifference and exclusion, invasions of personal space, inappropriate touching, physical violence (hitting, kicking, pushing, shoving), gender and sex-based bullying, and extortion. Any behavior which causes a negative impact on another student's academic performance or to create an intimidating, hostile or offensive educational environment.

Specific observable bullying behavior:

- Deliberately hurtful teasing, taunting, name calling, ridicule, intimidation, belittling, degradation, threats and demands;
- Domination and subduing are used repeatedly against the victim by the bully;
- Derisive and unfriendly mockery and laughter are directed at the victim;
- Isolation and exclusion of the victim is common among females who bully;
- Internet chat rooms, email, text messaging to telephones or pagers, and postings to "web blogs" can be forums for bullying;
- Physically aggressive moves are common and frequently used against the victim who is unable to defend her/himself;
- Fighting occurs between the victim and the bully in which the victim is unable to protect her/himself and from which she/he tries to withdraw.

Vandalism/Malicious Mischiefs

Any student who defaces, damages or destroys any school property may be suspended or expelled. Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Parents may be held financially liable for damages.

Physical Injury

- Caused, attempted to cause, or threatened to cause physical injury to another person;
- Willfully used force or violence upon the person of another, except in self-defense.

Robbery or Extortion

Committed or attempted to commit robbery or extortion. Extortion: extortion is the act of obtaining property from another without his/her consent, induced by wrongful use of force or fear or under color of an official right. robbery: robbery is the taking of personal property from another person against his/her will by means of force or fear.

Damage to Property

Caused or attempted to cause damage to school property.

Refund Policy

No refund will be provided after school starts. Please check with the administration for the last date to get your refund before school starts. Registration \$50 fee is non-refundable.



EIC Weekend Islamic School

Registration Form for Spring 2019 - Student Information

Student's Full Name: _____

Date of Birth: _____ Age: _____ Gender: _____

Home Address: _____

Father's Name: _____ Mother's Name: _____

Father's Phone: _____ Mother's Phone: _____

Father's E-mail: _____ Mother's E-mail: _____

Does your child have any allergies or special needs that we should know about? Yes / No (please circle)
If yes, please explain:

Emergency Contact Information

In case we cannot reach the parents in an event of an emergency, please provide information for two emergency contacts as well as the child's doctor's information.

Contact 1 - Name: _____ Relationship: _____ Phone: _____

Contact 2 - Name: _____ Relationship: _____ Phone: _____

Doctor's Name: _____ Phone: _____

Signature

We acknowledge that we have read the EIC Weekend Islamic School Handbook. We agree to abide by all written and verbal rules, regulations and policies of the EIC Weekend Islamic School. We agree that the Evergreen Islamic Center, the Weekend Islamic School administration, the board, the teachers, the volunteers cannot be held responsible or liable for any kind of loss or damage or personal injuries.

Father's Signature: _____ Name: _____ Date: _____

Mother's Signature: _____ Name: _____ Date: _____

Below section is for EIC-WIS use only