



Islamic Center of Aubrey Sunday School (ICASS)

Comprehensive Student & Parent Handbook

Version 1.1 Effective Date: Aug 3, 2026

Parent Name		
Parent Phone #		
Child 1		DOB:
Child 2		DOB:
Child 3		DOB:
Child 4		DOB:



Welcome Letter

Assalamu Alaikum Wa Rahmatullah Wa Barakatuh,

Dear Parents and Families,

Welcome to the Islamic Center of Aubrey Sunday School (ICASS)! We are honored to partner with you in nurturing your children's faith, character, and understanding of Islam. As a community-led branch of the Islamic Center of Aubrey, our program relies on dedicated volunteer teachers, supportive families, and a shared commitment to building a welcoming, vibrant environment rooted in Islamic principles.

This handbook serves as a complete and clear guide to our operational policies, safety protocols, academic expectations, and community standards. Our goal is to maintain absolute clarity and prevent any ambiguities so that our school runs smoothly, safely, and fairly for every family. Please review these pages carefully together with your child before the school year begins.

May Allah (SWT) grant our students beneficial knowledge, bless our families, and put *barakah* in our efforts this school year. Ameen.

Sincerely,

The ICASS Administration & Leadership Board

ICA Board of Trustees

Islamic Center of Aubrey



Document Revision History Table

Version	Date	Key Changes / Summary	Approved / Revised By
v0.1	<i>Initial Draft</i>	Initial draft of the ICASS Comprehensive Student & Parent Handbook.	ICASS Leadership
v1.0	<i>Aug 1, 2026</i>	Approved for distribution	ICASS Leadership
v1.1	<i>Aug 3, 2026</i>	Updated school operating hours, daily schedule breakdown, dismissal policy, and added WhatsApp group guidelines for level communications.	ICASS Leadership



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1. Mission, Vision & Detailed Curriculum

1.1. Our Mission & Core Objectives

The Islamic Center of Aubrey Sunday School aims to instill core Islamic teachings and the Sunnah into our youth, providing an engaging environment where students develop Islamic manners (*adab*), build lasting community friendships, and learn to practice their faith with confidence.

Our primary objectives are:

- To introduce and instill fundamental Islamic teachings and the practice of the Sunnah.
- To foster a safe, loving environment where students interact using proper Islamic etiquettes and social cues.
- To strengthen Muslim identity in a way that transcends cultural practices and focuses on authentic Quranic and prophetic guidance.

1.2. Curriculum Breakdown by Subject

Our volunteer-led instruction focuses on comprehensive religious knowledge and practical daily implementation across all levels:

- **Aqeedah (Islamic Beliefs):** Understanding Tawheed, the Pillars of Iman, the Names and Attributes of Allah (SWT), and developing a firm, confident Islamic identity.
- **Quran & Supplications (Duas):** Proper Quranic recitation, age-appropriate memorization of surahs, and learning essential daily supplications for waking up, eating, entering the masjid, and sleeping.
- **Salah & Fiqh (Worship & Rulings):** Practical step-by-step prayer instruction, purification rules (*taharah* and *wudu*), basic rulings of fasting (*Sawm*), and age-appropriate introductory Islamic jurisprudence.
- **Islamic History & Seerah:** The noble life and character of Prophet Muhammad (SAW), lives of the earlier Prophets, and inspirational stories of the Sahabah (Companions).
- **Character & Etiquette (Akhlq & Adab):** Respect for parents, elders, teachers, and peers, honesty, kindness, modesty, and proper conduct inside the masjid.



2. Registration & Enrollment Workflow

Enrolling your child at ICASS is a structured, three-step process designed to ensure all safety, legal, and payment requirements are met before classes begin.

2.1. The 3-Step Enrollment Workflow

- 2.1.1. Handbook Review & Digital Waivers:** Parents must thoroughly review this handbook with their children. Prior to class entry, parents must electronically sign and submit the required school waivers and liability releases via BoldSign.
- 2.1.2. Tuition Setup:** Once waivers are submitted and verified by administration, parents will receive a custom, secure link to set up automated recurring tuition payments via Stripe. *(Note: Volunteer teachers will receive a personalized link with their tuition discount automatically applied at checkout).*
- 2.1.3. Enrollment Confirmation:** Enrollment is official and guaranteed only upon receipt of signed digital waivers and completed Stripe payment setup.

2.2. Accommodations & Special Learning Needs

Parents are required to notify the Academy during registration of any learning, medical, physical, or behavioral accommodations their child may need.

Policy on Special Accommodations: ICASS is dedicated to making reasonable, practical efforts to support students with special needs within the capabilities of our volunteer-based program. However, special needs or accommodations cannot be used to excuse severe, persistent, or unsafe behavioral disruptions that compromise the safety and learning environment of other students.

3. Tuition, Financial Assistance & Refund Policies

3.1. Fee Structure

Fee Category	Amount	Operational Notes
Registration Fee	\$50 / student	One-time non-refundable



Fee Category	Amount	Operational Notes
		fee covering textbooks, notebooks, and initial supplies.
First Student Tuition	\$70 / month	Standard monthly rate processed on automated autopay.
Sibling #2 Tuition	\$50 / month	Discounted monthly rate for the second child.
Additional Siblings (3+)	\$30 / month each	Discounted monthly rate for each additional child.

Note on Rates & Adjustments: Tuition and fee rates are reviewed annually and are subject to change for future academic years. Any upcoming adjustments to fee schedules will be communicated to families prior to annual registration

3.2. Late Payments & Administrative Adjustments

- 3.2.1. Payment Due Date:** Automated monthly tuition is charged on the **first day of each month**. Parents are responsible for keeping credit card details valid and active in Stripe.
- 3.2.2. Failed Transactions:** If a payment fails or remains incomplete, administration will reach out to help resolve the payment method. If a failed payment is not corrected promptly without administrative notice, a \$50 late fee may be assessed.
- 3.2.3. Fee Waivers for Technical Delays:** Fines are never charged automatically without human review, and late fees will be waived for families experiencing technical glitches or temporary bank issues.

3.3. Financial Hardship & Assistance

Financial circumstances will **never** be a barrier to a child's Islamic education.

- Full or partial financial assistance is available upon confidential request.
- Admission is guaranteed regardless of ability to pay if the hardship request is



submitted prior to registration deadlines.

- If your family experiences unexpected financial difficulty mid-year, please contact the administration immediately for a confidential tuition adjustment or temporary deferral.

3.4. Refund & Withdrawal Policy

To withdraw a student from the ICASS, parents must submit a formal written notice via email to school@aubreymasjid.org at least **two weeks prior to the monthly payment date** (as specified in Section 3.2.1).

- Upon timely receipt of the written notice, remaining future full-month tuition payments will be canceled.
- The initial \$50 registration fee is strictly non-refundable as it covers pre-purchased textbooks and student supplies.

4. School Calendar, Daily Hours & Grade Placements

4.1. Academic Calendar & Schedule

- **School Days:** Sundays only
- **Operating Hours:** 11:30 AM – 2:10 PM (Dismissal occurs after Dhuhr Salah)
- **Daily Operational Breakdown:**
 - **11:30 AM:** Doors Open / Student Arrival
 - **11:45 AM:** Morning Assembly
 - **12:00 PM:** Classroom Instruction Begins
 - **1:50 PM:** Classroom Instruction Ends
 - **1:50 PM – 2:10 PM:** Preparation for Salah, Dhikr before Salah, and Dhuhr Congregational Prayer
 - **2:10 PM:** Dismissal
- **Holidays & Closures:** A complete calendar detailing Ramadan breaks, Eid holidays, and exam periods will be distributed during orientation and posted on official communication channels.

4.2. Age & Grade Level Placements

Students are placed into levels based on age, social maturity, and Islamic knowledge foundation. Placements are re-evaluated by teachers during the first three weeks of school:

- **Level 1:** Ages 5–6
- **Level 2:** Ages 7–8



- **Level 3:** Ages 9–10
- **Level 4:** Ages 11–12
- **Level 5:** Ages 13–14
- **Level 6 (Advanced / Specialized):** Placement based on demonstrated Quranic proficiency, Arabic comprehension, and prerequisite assessment.

5. Arrival, Pick-Up & Student Release Protocols

5.1. Arrival & Doors Locking Policy

- 5.1.1. Punctual Arrival:** School begins promptly at **11:30 AM**. Morning Assembly starts promptly at **11:45 AM**.
- 5.1.2. Building Security Lock:** For child safety and building security, all exterior entrance doors will lock **10 minutes after Assembly start time (11:55 AM)**.
- 5.1.3. Late Entry Procedure:** Any student arriving after **11:55 AM** must be accompanied to the main entrance door by a parent to be admitted by administrative staff.

5.2. Dismissal & Mandatory Dhuhr Salah Participation

- 5.2.1. School Conclusion:** Classroom instruction ends at 1:50 PM, followed immediately by congregational Dhuhr prayer and student presentations (when scheduled). Final dismissal occurs no later than **2:10 PM**.
- 5.2.2. Mandatory Prayer Participation:** Worship and public presentations are essential parts of the curriculum. Students will not be dismissed prior to performing Dhuhr Salah and completing student presentations. Early pick-ups during assembly, prayer, or presentations are strictly prohibited.
- 5.2.3. Dismissal Waiting Area:** After prayer and presentations conclude, students must remain seated quietly inside the main prayer hall until officially called and dismissed by teaching staff. Students are never permitted to wait outside in parking lots unattended.

5.3. Pick-Up Authorization & Legal Custody Rules

- 5.3.1. Authorized Adults:** Children will only be released to parents, legal guardians, or emergency contacts explicitly listed on the student's registration form.



- 5.3.2. Alternate Pick-Up Requests:** To authorize another individual (grandparent, relative, family friend) to pick up your child, written notification must be emailed to school@aubreymasjid.org prior to 10:00 AM on the school day. *(Note: Pick-up authorization requests sent via WhatsApp, text message, or verbal claims will not be accepted).*
- 5.3.3. Legal Custody Mandates:** Unlisted parents claiming pick-up rights must present valid court documentation or legal custody decrees. Administration reserves the right to hold a student safely on premises until legal documentation is verified.

5.4. Timely Pick-Up Expectations

Volunteer teachers and staff have personal and family obligations immediately following school hours. School programming—including Dhuhr prayer and student presentations—wraps up by **2:10 PM at the latest**, and parents must pick up their children promptly at that time. Repeat late pick-ups (over 10 minutes past the 2:10 PM dismissal) disrupt staff schedules and will require a formal meeting with administration.

6. Attendance, Tardiness & Absence Reporting

Regular attendance is vital for academic progress and reinforces the value that Islamic education is a priority.

6.1. Primary Communication Channel

For regular communication, the school will utilize official WhatsApp groups. Teachers and students will be added to designated WhatsApp groups structured for each specific class level.

6.2. Attendance Logging & Progress Reports

Attendance is officially logged every Sunday morning during Morning Assembly. Final attendance records are printed directly on student report cards and influence grade-level promotion.

6.3. Formal Absence Reporting Process

- 6.3.1. Email Notification:** If a student will be absent due to illness, travel, or family emergency, parents **must** notify school administration in writing by emailing school@aubreymasjid.org before 11:00 AM.



- 6.3.2. Why Email is Required:** Messaging platforms like WhatsApp are reserved for class announcements and level updates, but official attendance record updates require email documentation.
- 6.3.3. Unexcused Absences:** Any absence without prior email notification will be marked as unexcused. Three consecutive unexcused absences will trigger an administrative follow-up.

6.4. Tardiness & Missed Work

- 6.4.1. Tardy Status:** Students arriving after **11:45 AM** are marked tardy. Arriving late disrupts assembly and delays classroom instruction.
- 6.4.2. Make-Up Homework:** Students are fully responsible for completing all missed homework, notes, and class reading before returning the following Sunday. Parents should contact class teachers directly to request missed materials.

7. Student Behavior Standards & Prohibited Items

7.1. Respect for the Masjid & Islamic Etiquette (*Adab*)

The Islamic Center of Aubrey is a house of Allah (SWT). All students, parents, and staff are expected to conduct themselves with reverence, gentleness, and respect:

- 7.1.1. Physical Safety:** No running, shouting, or roughhousing inside the prayer halls, hallways, or restrooms.
- 7.1.2. Personal Space:** Keep hands, feet, and objects to yourself at all times. Pushing, pulling, or aggressive play will not be tolerated.
- 7.1.3. Respectful Speech:** Treat teachers, staff, volunteers, and peers with kindness. Bad, foul, abusive, or vulgar language is strictly prohibited.

7.2. Clear Definition & Zero Tolerance Policy for Bullying

Every student has the right to learn in a safe, nurturing environment. ICASS maintains a zero-tolerance policy for bullying in any form.

- 7.2.1. Definition of Bullying:** Bullying is defined as any intentional, repeated, or severe unwanted aggressive behavior—whether physical, verbal, social, or emotional—that involves a real or perceived power imbalance. This includes:

- 7.2.1.1. Physical:** Hitting, kicking, tripping, pushing, or damaging



personal property.

7.2.1.2. Verbal: Name-calling, taunting, threats, ethnic slurs, or derogatory remarks.

7.2.1.3. Social/Relational: Intentional exclusion, spreading rumors, or encouraging peers to isolate a student.

7.2.1.4. Cyber/Digital: Sending hurtful text messages or posting inappropriate content about classmates online.

7.2.2. Enforcement & Oversight: Allegations of bullying will be investigated immediately by the administration. Confirmed bullying will lead to immediate administrative disciplinary action, up to suspension or removal from the Academy.

7.3. Prohibited Items & Property Care

7.3.1. Contraband Items: Real weapons, sharp objects, matches, lighters, vapes, or dangerous items are strictly forbidden. Bringing real weapons or dangerous substances results in immediate program removal.

7.3.2. Toy Weapons & Imitation Items: Toy guns, water pistols, foam swords, play knives, and imitation items are **strictly prohibited** on masjid grounds. Any toy weapon brought to school will be confiscated and held in the office until a parent retrieves it.

7.3.3. Property Care & Restitution: Students must treat all masjid property, furniture, classroom materials, and displays with care. Defacing walls, breaking equipment, or damaging property is strictly forbidden. Families will be held financially responsible for the full cost of repairing or replacing property damaged by their child.

7.3.4. Whiteboard & Classroom Equipment Use: Whiteboards, markers, and erasers in classrooms are strictly reserved for Lead Teachers and Teacher Aides (TAs). Students are strictly prohibited from writing, drawing, or playing on whiteboards at any time (before, during, or after class) **unless specifically invited to do so by a Teacher or TA as part of an official classroom lesson or educational activity.**

7.3.5. Personal Toys: Students are not permitted to bring personal toys, action figures, plushies, or play items from home to school. Any toys brought to



school will be confiscated and kept in the administration office until a parent picks them up.

- 7.3.6. Improper Use of Paper/Supplies:** Crumpling paper into balls, throwing paper, or playing games with folded/balled paper is strictly prohibited. School supplies must be used solely for educational purposes. Violations will be handled under Level 1 of the Progressive Student Discipline Framework (Refer Section 15.).

8. Comprehensive Dress Code Policy

Modesty (*Haya*) is a cornerstone of our faith and a mandatory requirement for our learning environment. The dress code applies to all students, teachers, and volunteers during Sunday School and official events.

SCHOOL DRESS CODE	
GIRLS' REQUIREMENTS	BOYS' REQUIREMENTS
• Full-coverage Hijab/Headscarf • Loose, ankle-length clothing • Non-transparent materials • Prayer-ready modest attire	• Full-length pants (No shorts) • High-waisted fit (No sagging) • Modest, clean tops • No un-Islamic/offensive graphics

8.1. Girls' Dress Code

- **Head Covering:** Hair, ears, and neck must be fully covered at all times by a proper scarf or hijab that stays securely in place.
- **Attire Length & Fit:** Dresses, abayas, or loose skirts must be ankle-length. If long tops are worn, they must be paired with full-length, loose-fitting pants.
- **Prohibited Items:** Shorts, capris, cropped pants, tight leggings, low-cut tops, and sheer fabrics are strictly prohibited.

8.2. Boys' Dress Code

- **Pants:** Pants must be full-length, loose-fitting, and sit properly at the waist. Shorts of any length, cropped pants, low-rise styles, and sagging pants are strictly prohibited.
- **Undergarments:** Underclothing must be completely covered at all times.
- **Tops:** Shirts must be modest, clean, and fit appropriately.

8.3. Unacceptable Clothing Content & Graphics

To preserve an Islamic environment, clothing must **not** feature:

- Photos or detailed artwork of human faces or anime characters.
- Violent imagery, crude jokes, vulgar language, or un-Islamic symbols.
- Political campaign messaging, flags, or divisive slogans.
- References to drugs, alcohol, music groups, or explicit media content.

9. Student Health, Illness Protocols & Medications

To protect vulnerable community members and maintain a clean environment, parents must strictly enforce health guidelines at home.

9.1. Sick Child Policy (When to Stay Home)

Parents must keep children home from Sunday School if they exhibit any of the following symptoms within 24 hours prior to school:

- **Fever:** Temperature of 100.0°F (37.8°C) or higher.
- **Gastrointestinal Issues:** Active vomiting or diarrhea.
- **Contagious Illnesses:** Unexplained rashes, strep throat, pink eye (*conjunctivitis*), head lice, or severe flu symptoms.
- **Respiratory Illness:** Frequent, deep cough or excessive runny nose with colored discharge.

24-Hour Recovery Rule: A child may return to school only after being completely free of fever, vomiting, or diarrhea for at least **24 full hours without the aid of medication** (e.g., fever reducers).

9.2. Administering Medications

- Volunteer teachers and staff are **not authorized** to store or administer routine daily prescription or over-the-counter medications.
- **Emergency Medications (EpiPens / Inhalers):** If a child has severe asthma or life-threatening allergies requiring an EpiPen or rescue inhaler, the parent must clearly note this during registration, provide the labeled medication to administration, and complete an Emergency Medical Authorization Form.

10. Allergies, Snacks & Building Care

10.1. Strict Nut-Free & Food Safety Policy

Due to life-threatening allergies among students, ICASS operates as a **Strictly Nut-Free Environment**.



- 10.1.1. Prohibited Foods:** Snacks containing peanuts, tree nuts, peanut butter, Nutella, or almond products are strictly forbidden.
- 10.1.2. Snack Requirements:** Parents must send dry, mess-free, halal snacks.
- 10.1.3. Beverage Policy:** Students must bring their own spill-proof reusable water bottle every Sunday. Juices, sodas, sugary drinks, and unsealed cups are not permitted in carpeted areas.
- 10.1.4. No Food Sharing:** Students are strictly prohibited from sharing snacks or drinks with peers to prevent accidental allergic reactions.

10.2. Masjid Building Care & Sanitation

Because the masjid is carpeted and used for daily prayers, keeping the facility clean is a religious and community duty:

- Food and water may only be consumed during designated break times in designated areas.
- Walking or running around with food or open water bottles in hand is not allowed.
- Students must dispose of all trash, wrappers, and water bottles in trash cans before returning to class.
- **Masjid Water Bottles:** Disposable water bottles stored around the masjid are strictly reserved for special adult community events and must not be taken by students. Please ensure your child brings their own filled water bottle from home.

11. Emergency Procedures & Child Safeguarding

11.1. Comprehensive Emergency Protocols

The Academy has established procedures to address emergencies swiftly and safely:

- 11.1.1. Medical Emergencies:** For minor scrapes and bumps, basic first aid will be administered on site. For serious injuries or sudden illness, staff will immediately call 911 and contact the parents or emergency contacts.
- 11.1.2. Fire Evacuation:** Teachers will guide classrooms quietly through designated emergency exit doors to the primary assembly point in the parking lot. Roll call will be conducted immediately.
- 11.1.3. Severe Weather / Lockdown:** In the event of severe storms, tornadoes, or security threats, staff will escort students to interior safe zones away from windows. Doors will remain secured until local authorities give



clearance.

- 11.1.4. Weather Cancellations:** If dangerous road conditions or severe winter weather force school closure, an official announcement will be sent via email and text message by 8:00 AM on Sunday morning.

11.2. Child Protection & Volunteer Safety Screening

- 11.2.1. Child Safeguarding Commitment:** ICASS maintains high standards of safety to ensure every child is protected from physical, emotional, or verbal harm.

- 11.2.2. Background Screening:** Volunteers and teaching staff working directly with youth may undergo background checks and screening protocols prior to placement.

- 11.2.3. Restroom Policy for Young Children:** All enrolled students **must be fully potty-trained** and able to use the restroom independently before entering the program.

- 11.2.3.1. Cleanliness & Respect for Facilities:** Students are required to leave the restroom clean and tidy for the next person. Toilets must be flushed immediately after use. Throwing paper towels, trash, or non-flushable items into the toilet is strictly prohibited.

- 11.2.3.2. No Staff Assistance:** Teachers, Teacher Aides, and volunteer staff are **strictly prohibited** from entering restroom stalls with students or assisting children with wiping, dressing, or bodily hygiene.

- 11.2.3.3. Hallway Monitoring:** Volunteer staff or Teacher Aides monitoring hallway areas will only escort young students (Level 1 and Level 2) to and from the restroom doors to ensure safe return to their classrooms. Parents of children who experience frequent accidents or require restroom assistance will be contacted immediately to handle their child's needs.

- 11.2.4. Open Hallway & Divider Transparency Policy:** Classroom spaces inside the main hall are formed using temporary room dividers. To ensure full visibility and safeguard all students and staff, classroom dividers will remain arranged to allow open sightlines from the main hallway/walkway



area at all times. Isolated or fully enclosed private spaces within the hall are strictly prohibited during operational hours.

12. Technology, Cell Phones & Media Privacy

12.1. Cell Phone & Personal Electronics Rules

While we recognize parents may want children to carry cell phones for emergency communication after school, electronic devices easily cause classroom disruptions.

12.1.1. Backpack Rule: Cell phones, smartwatches, tablets, handheld gaming consoles, and headphones must be turned **OFF or SILENCED** and stored completely inside backpacks during all school hours (11:30 AM – 2:10 PM).

12.1.2. Prohibited Electronics Use: Texting, calling, taking photos, browsing social media, or playing games during class, assembly, or break time is strictly prohibited.

12.1.3. Confiscation Procedure: If a student uses a phone or electronic device without teacher permission, the device will be held securely in the administrative office and returned directly to a parent at the end of the day.

12.2. Media Consent & Privacy

12.2.1. Promoting Achievements: ICASS occasionally captures photographs or short video clips of classroom activities, graduation ceremonies, and Islamic projects to share in community newsletters, school brochures, or official website pages.

12.2.2. Explicit Media Choice: Parents can select their media preferences during registration. If you prefer that your child's photograph not be published in school materials, check the opt-out preference on the registration form or email school@aubreymasjid.org.

12.2.3. 24/7 Security Video Surveillance: For community safety and property protection, the Islamic Center of Aubrey facility operates continuous 24/7 video surveillance in all public common areas. Video monitoring is mandatory for security purposes.



13. Parent Expectations & Volunteer Involvement

13.1. Parent Responsibilities Overview

Parents are our primary partners in delivering an impactful Islamic education. We count on parents to:

- 13.1.1. Model Respect:** Maintain a courteous, constructive, and cooperative demeanor toward volunteer teachers, administrative staff, and fellow families.
- 13.1.2. Support Academics:** Review weekly homework, practice Quran memorization, check student workbooks, and review report cards.
- 13.1.3. Respect Classroom Boundaries:** To protect instructional time and student security, parents, guests, and un-enrolled siblings are **not permitted inside classrooms** during school hours without prior administrative clearance and a visitor badge.
- 13.1.4. Communicate via Official Channels:** Address questions or concerns directly through official administrative email (school@aubreymasjid.org) rather than disturbing teachers during class or spreading unverified claims.

13.2. Collaborative Community Conduct Policy

ICASS thrives on mutual kindness and Islamic etiquette. If a parent engages in hostile, abusive, or disruptive behavior toward teachers, staff, or other community members, administration will initiate a formal review. Repeated disruptive actions, after reasonable attempts to resolve differences, may result in administrative review and potential removal of the family from the program.

13.3. Volunteer Expectations

Our Sunday school is run entirely by passionate volunteers who give their time to serve the community.

- **Parental Support Needed:** The strength and success of ICASS programs rely heavily on active parental help.
- **Proactive Sign-Ups:** Parents are strongly encouraged to volunteer for at least one service duty or school activity during each academic year (e.g., event setups, morning check-in, dismissal management, snack supervision).
- Volunteer opportunities will be announced via email and during morning



assemblies.

14. Teachers, Teacher Aides (TAs) & Staff Roles

Our volunteer teachers and administrative staff dedicate their energy for the sake of Allah (SWT) to educate our youth.

ACADEMY TEAM STRUCTURE	
Lead Teachers	Oversee curriculum, instruction, and student growth
Teacher Aides	Assist instruction, grade work, manage classroom
Administration	Handles safety, facilities, payments, and policy

14.1. Lead Teachers

Lead teachers manage classroom instruction, deliver curriculum lessons, monitor student progress, and maintain a positive learning environment.

14.2. Teacher Aides (TAs)

Teacher Aides play a vital role in supporting lead teachers with group activities, homework collection, and student guidance.

- **Selection:** TAs are appointed by administration based on suitability and school operational needs.
- **Instructional Tools:** Along with Lead Teachers, TAs are authorized to use classroom whiteboards, markers, and educational equipment. (Students are not permitted to use whiteboards).

15. Progressive Student Discipline Framework

Our disciplinary process aims to educate and reform behavior through gentleness, clear expectations, and logical consequences. Standard classroom infractions follow a transparent, multi-step escalation path:

[Level 1: Gentle Classroom Correction]



[Level 2: Direct Parent Communication]



[Level 3: Administrative Parent Meeting]



[Level 4: Formal Student Behavior Plan]



[Level 5: Temporary Suspension]



[Level 6: Program Removal / Expulsion]

Disciplinary Escalation Levels

- **Level 1 — Gentle Classroom Correction:** The teacher speaks privately with the student, explains the expected behavior, and offers a gentle verbal reminder.
- **Level 2 — Direct Parent Communication:** If the behavior continues, the teacher contacts the parents via phone or email to discuss the issue and seek parental support at home.
- **Level 3 — Administrative Parent Meeting:** Persistent disruptions lead to a meeting between the student, parents, lead teacher, and school administration.
- **Level 4 — Formal Behavior Plan:** A structured behavior plan is created outlining clear expectations and weekly goals for the student.
- **Level 5 — Temporary Suspension:** For severe infractions (such as fighting, bullying, or insubordination), administration may issue a temporary suspension for 1–2 Sundays.
- **Level 6 — Program Removal:** If all intervention steps fail or in cases of dangerous behavioral violations, administration reserves the right to cancel enrollment for the remainder of the year.

16. Grievances, Appeals & Conflict Resolution

If a student or parent feels they have been treated unfairly or in a manner inconsistent with Islamic manners (*Adab*), we ask that concerns be handled using our structured conflict resolution path:

Step 1: Direct Teacher Meeting



Step 2: Formal Administrative Review





Step 3: Board Advisory Appeal

Step-by-Step Escalation Path

1. **Step 1 — Direct Teacher Meeting:** Speak privately and respectfully with the classroom teacher after school hours to clarify facts and attempt to resolve the concern amicably.
2. **Step 2 — Formal Administrative Review:** If the matter is not resolved, submit a formal written explanation of the grievance to school@aubreymasjid.org. The administration will investigate, speak with involved parties, and schedule a resolution conference. Students discussing grievances may have parents present during all meetings.
3. **Step 3 — Board Advisory Appeal:** If a parent believes administrative decisions violated school policy, a final written appeal may be submitted to the Islamic Center of Aubrey Board of Trustees for advisory review.

17. Legal Disclaimers & Policy Acknowledgements

17.1. Handbook Alignment & Policy Balance

This handbook sets forth operational guidelines, behavioral standards, and community policies for the Islamic Center of Aubrey Sunday School. ICASS reserves the right to make final policy decisions based on the specific circumstances of each situation, striving always to act fairly, consistently, and in accordance with Islamic principles.

17.2. Legal Waivers & BoldSign Submissions

To separate day-to-day school guidelines from formal legal agreements, all binding legal waivers—including emergency medical releases, property damage hold-harmless agreements, and general liability waivers—are collected electronically during registration via **BoldSign Digital Waivers**.

By completing the digital registration and sending your child to ICASS, you acknowledge that you have read, understood, and agreed to adhere to all school policies detailed within this student and parent handbook.

Closing Message

May Allah (SWT) bless our children with beneficial knowledge, guide our efforts, grant wisdom to our teachers, and place barakah in our entire school community. Ameen.

Islamic Center of Aubrey Sunday School (ICASS)

Islamic Center of Aubrey
26875 US Hwy 380 E. Suite 100, Aubrey, TX 76227
www.aubreymasjid.org | (469) 200-2131 | TAX ID: 83-1633788



Official Contact: school@aubreymasjid.org

Grievance Contact: contact@aubreymasjid.org

Website: www.aubreymasjid.org