



# Parent/Student Handbook 2024-Present

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## Table of Contents

About Us  
Our History  
Our Philosophy  
Parent Participation  
Admission Policies  
Tuition Policies  
Procedures  
Arrival & Dismissal  
School Dress  
Meals  
Tardiness/Absences  
Potty-Training  
Health & Safety  
Weather-Related  
Emergency Related  
Illness  
Safety & Security  
Phone and/or Address Changes  
Academic Policies  
County Notification  
Grading Policy  
Discipline  
Field Trips  
Student Records  
Handbook Revisions

## **About Us**

Dear Families,

Welcome to Islamic Community School! We are pleased that you chose ICS for your child's education journey. We recognize the importance of finding a quality learning experience for your child and are honored to be part of your child's growth and development. Our goal is to offer your child a meaningful learning environment where he/she will grow holistically, with the teachings of the Qur'an and Sunnah enhancing our learning to help shape our lives. Our learning environment fosters growth of the whole child instilling a love of learning, community, and Islam. Such a program can only be effective when parents become partners in their child's learning and in their practicing of Islamic values.

This handbook will further familiarize you with our policies and expectations, as we believe the partnership between the family and school is imperative for success. Should you have any concerns, questions or suggestions, please contact your child's teacher regarding classroom matters and the school office regarding school policies, procedures and administrative matters.

## **Our History**

Islamic Community School (ICS) was founded in 2004 by a group of concerned parents wanting quality education for their children within an Islamic context. ICS began in a basement as a homeschool, expanded into a co-op and is now operating as a full-time school serving Pre-K and Elementary School students.

## **Our Philosophy**

At ICS, we aim to create well-rounded individuals who are not only academically competent but also emotionally intelligent, socially responsible and capable of leading fulfilling and meaningful lives that are pleasing to Allah (SWT).

At ICS, we:

- Utilize the holistic learning approach to focus on the whole child and their overall well-being
- Recognize and appreciate each child's unique strengths, interests and learning styles
- Maintain a small teacher to student ratio to individualize learning for each of our students
- Center God within the curriculum and emphasize moral and ethical values by following the teachings of our beloved Prophet (PBUH) and his family, to guide students in making responsible decisions and developing a strong sense of social responsibility.
- Encourage students to become positive contributing members of their community
- Foster critical thinking skills within the curriculum

We believe that young children learn best through hands-on, sensory rich environments. In order to support the child's intellectual, social, emotional, physical, and spiritual development, our curriculum delicately balances play-based and academic learning. It is only through active involvement with their environment, peers and adults, children learn to make sense of the world around them. At ICS, we also believe that each child should be given the opportunity to receive an education that will help reinforce their identities as Muslims growing up in America.

### **Parent Participation**

Islamic Community School has an open door policy for our parents. We encourage you to volunteer, share your expertise, share a meal with your child at lunchtime, chaperone on field trips and overall make your presence known. When children see their parents take an active role and participate in their schooling, they understand its importance and priority in their lives and feel a deep sense of pride and belonging. Research has shown a direct correlation between parent involvement and student achievement. We understand that parents know their children best and look forward to working together as a team to ensure you have a thriving, well rounded child, Insha'Allah.

As parents, you have a key role in the education and wellbeing of your child. This involves supporting your child by ensuring they get enough sleep and a healthy breakfast, limit screen time, attend school regularly and on time, have the necessary supplies and completed assignments, and by staying informed about the many opportunities to enhance your child's skills and interests.

Parent Workshops are mandatory meetings for parents to attend and benefit from. Please check our school calendar for dates, so you can plan accordingly. Be sure to attend scheduled parent/teacher conferences and request a conference if needed. Some school functions you can look forward to attending this year include: Back to School Meet and Greet, Mawlid un Nabi celebration, Career Day, International Day, Eid celebrations, Qur'an Recital and Graduation Ceremony.

### **Admission Policies**

Islamic Community School welcomes students of any race, religion, madh'hab, nationality, social-economical status, or ethnic origin. Unity is an important principle at ICS and its greater community. All families are encouraged to register their child(s) by submitting a registration form via our website. Once registration is received, the Director will contact the parents for further information. Enrollment is filled based on a first come, first served basis until all available spots are filled in a given grade.

In order for a student to be considered fully registered, the following must be on file at the school:

1. ICS Enrollment Form
2. Proof of progress from previously attended school, if applicable.

3. Immunization Records
4. Signed Tuition Contract
5. First month's tuition
6. Registration and Supply Fees
7. Waiver forms

Students who withdraw prior to the beginning of the school year, after being fully registered, will lose their registration fee. Students withdrawing after school begins will lose their registration fee and will be responsible for tuition until the end of the month in which the withdrawal occurred.

The age requirements for enrollment in Pre-K, Kindergarten and First Grade are as follows:  
Pre-K - Students must be four years old by September 30, potty trained and able to feed themselves.

Kindergarten - Students must be five years old by September 30.

First Grade - Students must be six years old by September 30.

Exceptions to the above mentioned cut-off dates will be handled on a case by case scenario and after a minimum of a one-month trial period. A final decision will be made by the school officials as to the appropriate placement of the student.

Islamic Community School reserves the right to decline or disenroll admission to students if they abuse other children, staff, or property by child and/or parent, continued violation of policies by child or parent, the school's inability to meet the child's need or the parent's expectations, non-payment of tuition or any other requirements, beyond the scope and capability of the school.

### **Tuition Policies**

Tuition payments, as specified in the tuition contract, must be made on or before the 1st of the month to avoid the \$50 late fee. Payments may be made in cash, check (payable to Islamic Community School), zelle at school@manassasmosque.org or venmo @islamiccommunityschool (in subject line specify tuition, month of payment and family name). Each tuition payment must be postmarked on or before the 1st of each month. No tuition rebate will be granted for temporary withdrawal or removal of students since ICS has financial commitments it needs to make on a monthly basis. Please notify the school ahead of time if you plan to permanently withdraw your child from school. Please see tuition contract for additional policies.

### **Procedures**

#### Arrival and Dismissal

School hours are 9:00am-3:00pm. Parents and students should enter/exit the school premises through the front door. We ask that you please not interfere with traffic and park in the designated spots. Students should not be dropped off or picked any earlier or later than school

hours. Parents who repeatedly arrive later than 3:00pm will be charged \$1 for every minute they are late. We hope you understand and respect the set times as the staff members all have responsibilities outside of work they need to attend to. The school is not responsible for any unsupervised students after 3:15pm.

Only parents and/or persons authorized in writing by the parents may pick up your child from school. Parents may designate these other individuals by sending a note to school or informing the teacher. The school may ask for a photo ID before releasing students.

### School Dress

Students ages 5 and older are required to wear a uniform everyday to school. Girls should wear a navy jumper or polo dress with navy leggings and comfortable closed toe shoes. Scarves and long sleeves are not required until they are baliqh (age of accountability) or have entered fifth grade. However, we do ask that our Kindergarteners and up, bring a scarf in their backpack for salat time. Boys should wear a light blue or navy polo shirt with navy or khaki pants along with comfortable closed toe shoes. These can be purchased easily at most retail stores.

For students 3 and younger, there are no uniforms. However, we encourage all students and parents to dress modestly and to refrain from wearing clothes with cartoon characters.

Comfortable, closed toe shoes are required. We discourage the wearing of jewelry to minimize loss or breakage, which the school cannot be held responsible for. All children should keep a spare pair of clothes, underwear, and socks in their backpack in case of accidents. If the child is not yet potty-trained, extra diapers will also be needed.

### Meals

ICS does not serve breakfast, snack or lunch at this time. Please pack a morning and afternoon snack for your child in their lunchbox. For our preschool aged students who have not had breakfast, teachers will allot time for that first thing in the morning. If needed, we can have lunch provided for a small fee. Students who bring lunch from home must do so in tightly secured plastic or metal containers and/or bags. Lunch time is an opportunity to educate and model the importance of healthy eating habits, table manners, and thankfulness to God for what we're given. Keeping this philosophy in mind, parents should ensure that food offerings are nutritious. Refrigeration will not be provided for student lunches. Microwave use will be permitted in plastic containers, however, we encourage parents to send lunches that do not require heating as that can become time consuming due to the large number of students. To reinforce to students the importance of environmental awareness, we ask that you limit the amount of waste in packaging (use reusable containers, silverware, beverage dispensers, etc).

### Tardiness/Absences

Students not in their assigned classrooms at the start of class time are tardy. Since this is when crucial information is shared with the students regarding the plans for the day, we strongly encourage all students to be on time for their first class. A note, text or phone call from a parent is required if a child will be absent from school. Students are responsible for making up any work missed during absences. If a child in grades Kindergarten and up is going to miss more than two weeks of school, due to travel, an extra \$140 will be charged and then given to the classroom teacher who must prepare the child's assignments in advance, correct and record all

work upon the child's return, and work to get the child caught up on class discussions/activities that took place during their absence.

### Potty-Training

Students aged 3 and 4 must be already potty trained to enter the 3's and 4's program. A spare change of clothes, underwear, and socks must be placed in the child's backpack everyday. Bathroom breaks are scheduled into the daily schedule and they may request to go to the bathroom other times as well. Students aged 2 years old or below do not need to be potty trained. A spare of clothes, underwear, diapers, wipes, and socks must be placed in the child's backpack everyday.

## **Health & Safety**

### Weather-Related

In the case of weather-related closings or delayed openings, ICS follows Prince William County Public Schools. You may subscribe to their text alerts, check their website or local news station for updates.

### Emergency-Related

In the event of an emergency, ICS will directly call or send a message to the phone numbers you provided on your emergency forms. If the students and staff need to be evacuated from the building, please know that the staff will be transporting the students to a predetermined holding shelter until further notice. Parents and emergency contacts will be notified of the designated location once the students and staff arrive safely.

If an injury or illness occurs to a student, the teachers will assess the emergency, decide on which action to take, activate the EMS system if needed and give care until EMS personnel arrive to take over. Student's parents and emergency contacts will be notified as soon as possible.

### Illness

Health professionals recommend keeping your child home from school if your child shows significant signs of illness. These include, but are not limited to: a fever of more than 100°F, nausea or vomiting, stomachache, diarrhea, pale or flushed face, headache, cough or wheezing, thick discharge from the nose, sore throat, rash or infection of the skin, red or pink eyes, loss of appetite, loss of energy or decrease in activity. A child who has been medicated for an infection should be kept home for 24 hours after beginning the medication. Parents will be notified of students who get sick during school, and it is expected that the child be picked up immediately and taken home to prevent the spreading of illnesses.

### Safety and Security

We take the safety of your child, our parents, and teachers very seriously. The entrance doors to ICS will be locked 15 minutes before/after the arrival times. Security cameras have been placed inside and outside the school and class teachers will have a cell phone on them at all times.

### Phone and/or Address Changes

Families who move or change their phone number must notify the school of the new address. Failure to do so could cause problems in reaching parents in case of an emergency. It is imperative that ICS has parents' and authorized contacts' most current information. It is the responsibility of each family to advise the Director of any changes in telephone and/or email contact information.

## **Academic Policies**

### Curriculum

ICS follows the Standards of Learning for Virginia and includes the following subjects: English Language Arts, mathematics, science, social studies and Physical Education. Art and technology are incorporated into our learning themes. Additionally, Islam is infused throughout all subjects and Qur'an classes take place three days a week with its own dedicated teacher and class time.

### County Notification

ICS falls under the homeschool umbrella. By law, the parents of students in grades 1 and older must notify their county of their intent to homeschool their child. School officials will provide the forms to be filled out by the parents and mail it to the county along with a description of what the child will be studying while at ICS. At the end of the school year, proof of progress will be proven through standardized testing.

### Grading Policy

At ICS, we view evaluation and assessment as an ongoing process. Students will be evaluated according to their daily performance and progress. ICS teachers use formative assessments throughout the school year to assess and meet students' needs. Summative assessments will take place as written assignments and/or projects. Each theme will conclude with a culminating project or event to show mastery. Traditional tests, report cards and grades are not part of the philosophy of ICS for our younger students and will not be given until students are in 2nd grade. At 7 years of age and older, teachers will use the following grading breakdown:

- Classwork: 20%
- Participation/Effort: 20%
- Behavior/Conduct: 20%
- Projects/Assessments: 20%
- Homework: 20%

### **2nd – 5th Grade Grading Scale**

O (90 – 100)	Outstanding
G (80 – 89)	Good
S (70 – 79)	Satisfactory
N (60 – 69)	Needs Improvement
U (0 – 59)	Unsatisfactory



### Discipline

We take pride in setting up our classroom environment where our student to teacher ratio is low and we are able to engage all of the children.

- Preventative-The orderly environment, consistent routines, child-appropriate materials, and mindfulness-based learning prevent disruptions in our class. We feel that through choice of work in free play and project based learning, individualized lessons, and teaching responsibility of using materials properly allows children to form inner discipline
- Redirection-Should a disruption occur, teachers are able to redirect a child's attention offering a different age-appropriate activity than the one they are struggling with, or having trouble cooperating with peers on. Children feel empowered when they make the right choices, and this encourages them to keep on trying. This may mean that the teacher has to find new ways to be flexible and to acknowledge that the child is attempting to make these choices.
- Consequences-We discuss natural consequences with students at the beginning of the year with gentle reminders throughout. For instance, if a child misuses a material and it breaks, the classroom does not have that material for use anymore (we wait a substantial amount of time before replacing or do not replace with the exact same item if possible). We discuss logical consequences of actions. For instance, if a child hurts a friend's feelings, we discuss how her actions or behavior hurt her friend or the classroom. Allowing a child to form inner discipline is the goal of our classroom. Instead of continually giving praise or rewards, the teachers encourage desired behavior, allow the child to feel a sense of pride in work accomplished and discuss the feelings this brings to oneself and the effect on his/her environment. From time to time, children exhibit inappropriate behavior causing injury (like biting), jeopardizing safety, or substantially harming property. In the event of said behavior, the following steps will be taken:
  1. Inappropriate behavior is first brought to the attention of the student. Conflict resolution is encouraged and facilitated by the teacher using redirection and consequences as stated above.
  2. If inappropriate behavior persists, the teacher will notify parents. A formal conference with parents to discuss possible causes and potential solutions may also be scheduled.
  3. An appropriate course of action may be recommended by the school. Documentation will begin, in order to evaluate the effectiveness of the plan and reported back to parents regularly. We will make every effort to support the needs of each child in the classroom.

### Field Trips

Field trips enable teachers to expand learning beyond the walls of the classroom. Students will only be permitted to attend field trips with signed permission from parents. Some field trips require fees which must also be submitted. Parent volunteers will be asked to assist field trips to facilitate transportation and supervision.

### Student Records

ICS considers student records confidential and may not be viewed except by school-authorized personnel. Records will not be provided to non-school personnel except by written request of the parents of the student. The request must be delivered to the school by mail or in person. To

transfer records from one school to another, parents must write and sign a release form for student records to go to the new school.

#### Handbook Revisions

ICS has the right to amend this handbook as the need arises. Parents will be informed of amendments through written communication from the coordinator. A revised handbook or an insert to the handbook will be provided as needed at the beginning of each school year.

We pray for Allah's guidance throughout the year to ensure a productive one for all, Insha'Allah.