

ISLAMIC ACADEMY OF DAYTONA BEACH

STUDENT AND PARENT HANDBOOK

2026-2027

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INTRODUCTION

Alsalamu alaykom wa rahmatullahi wa barakatuhu

Welcome to Islamic Academy of Daytona Beach, an established learning institution of which the Muslim community of Volusia County, Florida can be proud. Our students have maintained the Islamic principles and values that lie at the core of our mission. As a weekend Islamic school it is our Islamic responsibility to provide our students with the very best education possible in an environment that is conducive to high morals, exemplary character, and strong identity. It is the adhering to the Islamic principles and to the teaching of the prophet Muhammad PBUH what enables us to make the learning process for our students challenging, enjoyable, meaningful, correct, and rewarding.

We encourage parents to join the learning experience with their children. We applaud their involvement in the student's life, and the educational process. The Islamic values and educational values work together to enhance the student behavior and learning experience. Similarly, parents' work complements school effort, and together, a child's potential for success is greatly multiplied.

Please read and discuss this handbook with your child. Acceptance of Handbook and School Rules is required to complete your child's registration. Islamic Academy of Daytona Beach does not discriminate against students on the basis of race, creed, color, national origin, religion, sex, age, ancestry, medical condition or physical handicap.

Mission

Our mission is to seek the pleasure of Allah (SWT) by preparing our students for success in this life and the Hereafter. "Work for this life as if you live forever, and Work for the hereafter as if you will die tomorrow".

The School's Vision

We believe that the principles and standards of conduct by which Allah (Subhanahu Wa Taala) and His Prophet Muhammed (Peace Be Upon Him) told us to live our lives is the best and only way.

The School's Objectives

1. To provide a quality education and academic excellence
2. To preserve the Muslim identity of the students and cultivate in them a love for Allah SWT, His prophet Muhamad PBUH, and Islam.
3. To provide an enriched and healthy social and educational environment.
4. To motivate our students to strive for excellence and reach their full potential.
5. To establish and maintain cooperation between the home, school and community.
6. To strengthen the concept of Tawheed (Oneness of Allah).
7. To enhance the knowledge of Quran.
8. To comprehend the Sunnah (tradition and teachings), and the Seerah (history of the message) of the Prophet Muhammad PBUH.
9. To correctly perform and understand the actions mandated by Islam.

THE CURRICULUM

Quran:

- | | | |
|--------------|----------------------|--|
| • All levels | minimum requirements | The first Surah of Quran and the last 3 Surahs |
| • Level 1 | | Surah Al Fatiha 1 and Surahs 110-114 |
| • Level 2 | | Surah Al Fatiha 1 and Surahs 105-109 |
| • Level 3 | | Surahs 103-109 |
| • Level 4 | | Surahs 99-103 |
| • Level 5 | | Surah 94-99 |
| • Level 6 | | Surah 90-94 |

Arabic:

The importance of learning the Arabic Language:

In these times many Muslims have devoted much effort in regards to teaching and learning the Arabic language. Allah (SWT) has chosen the Arabic language to carry out the last message to mankind, so He sent a messenger to all mankind. Allah has stated the Quran was sent down in Arabic and the message was also in Arabic.

Allah (SWT) says, - *(Verily, We have sent it down as an Arabic Qur'ân in order that you may understand.* (Yusuf 12:2)

And His saying, -*(while this (the Qur'ân) is a clear Arabic tongue.* (An-Nahl 16:103)-

The Arabic language is a part of the religion. Ibn Taymiyah said, "The Arabic language is a part of the religion and learning it is compulsory since understanding the Quran and the Prophetic Traditions are compulsory. And these cannot be understood without knowing the Arabic language. And anything that is a means to a compulsory act is in itself compulsory."

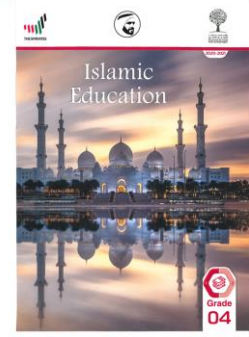
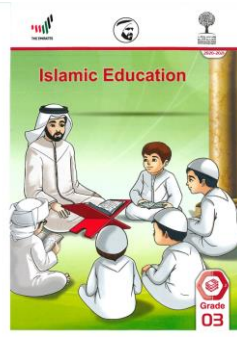
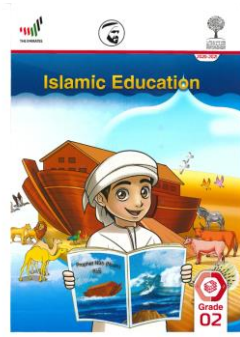
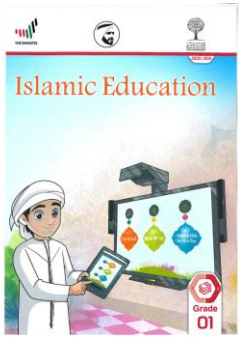
Worshiping Allah in the form of Salah (Islamic formal prayer), supplication, reciting Quran or any other act of worship that Allah has legislated cannot be done nor understood completely except through the medium of Arabic.

The Arabic language is strong bond that unites the Muslims.

In the Islamic Academy of Daytona Beach, students are gently yet systematically introduced to the basic rules of Arabic, until they reach the point of being able to read from simple, brief, yet eloquent statements to longer passages requiring more complex linguistic analysis. The lessons are actively based and involve the development of essential language skills, listening, speaking, reading and writing.

- | | |
|--------------|--|
| • Pre school | Basic Arabic letters, numbers, words. |
| • Level 1 | Reading, writing words. Breaking words into letters. New words and phrases |
| • Level 2 | Reading, writing words. Advanced Sentences. |
| • Level 3-5 | New words and phrases, Beginning Grammar |

Islamic Studies



Books:

Islamic Education published by UAE Islamic Services Foundation as well as other books

ENROLLMENT

Entrance Requirements

- A. A child who is fully potty-trained.
- B. Students who are 4-years-old on December 31 of the previous school year can be placed in Pre-K advanced program.
- C. Students will be given a qualifying exam to determine which level they will be placed in
- D. Students already enrolled in IADB will matriculate to the next level if they pass all the requirements for matriculation.

Enrollment Requirements

The registration form must be submitted before a student can be admitted. The registration form includes an Enrollment, a Student and Parent Handbook acceptance signature, and a Tuition Contract signature

REGISTRATION

Students must renew their registration every year. A spot will however be reserved in the following year's class for students who are currently enrolled at Islamic Academy of Daytona Beach provided that they fulfill all the requirements of matriculating to the next grade level and complete all the required pre-registration materials including the submission of the registration fee.

Registration Rates

August 23 to Aug 30 2026	Family registration fee: \$100
Sept 6, 2026	Family registration fee: \$100 + 25 per child
After 1 st day of Sunday school	Family registration fee :\$100 + \$50 per child

The class size is limited to 15 students. Current students who fail to complete the registration by the end of August will be on a waiting list and may lose their reserved spot in the upcoming year class.

New forms have to be completed every year. Anyone who is not a current student at IADB but wants to reserve a spot in next year's class need to submit the student's name and birth date as well as a contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated.

A registration packet will be sent to all those on the waiting list.

TUITION AND FEES

The IADB provides 9 monthly convenient tuition payments

Monthly: \$100.00 per 1st child and \$70.00 for 2nd and \$50.00 for 3rd and any additional

Tuition is due in full for each month regardless of the number of days your child attends school. If your child is sick and does not attend, the payment will not be reduced and no compensation will be made for hours or days missed. The tuition will remain the same for months in which there are long holidays. IADB reserves the right to alter the calendar or school times at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.

Please keep in mind that Educational Zakat is available to students with financial restrictions. Applications are available on the first day of registration.

Sibling Discount: Tuition is discounted for the second, third and fourth child as indicated in the table above.

Additional Fees

IADB may elect to charge the following fees

Activity & Supply Fee: \$50 per child. This fee covers class materials and supplies for the entire year

Book Fees: \$100 per child. This fee will be charged for the use of work books if applicable and entitles the student to use a number of textbooks

STUDENT RECORDS

A student’s school records are confidential and are protected from unauthorized use. Parents have access to the records of their children.

ATTENDANCE POLICY

IADB believe that there is a direct connection between good school attendance and academic success. Students are expected to be on time and in attendance every week of the school year. Absences should be reserved for emergencies. If your child is absent from school, please text the the school before 9:15 a.m. to report the absence and the reason for the absence

Excused Absence

A student’s absence will be considered excused due to:

- Illness
- Accident resulting in injury
- Immediate family crisis
- Hajj or Umrah

School begins at 10:00 a.m.
Early Drop off is 9:45 am
Any student arriving after 9:55 a.m. will be tardy.
Students arriving after 10:15 a.m. must wait until the next class period.

Unexcused Absence

A student’s absence will be considered unexcused if the student is absent and has not provided an acceptable and on time excuse.

SCHOOL HOURS For the year 2026-2027

School hours are from 10:00 a.m. to 2:10 p.m. Parents must sign in and sign out every child.

Drop off time is	9:45 – 9:55 a.m.	
Drop off between	10:01 and 10:15 a.m.	the student is considered tardy .
Drop off	after 10:15	Parent/guardian will be responsible for checking the student in at the front desk. the student may have to wait for the next class period.
Early drop off Option	8:45 a.m. is available at \$15.00 per child/day and must be arranged on the third week of the month to be effective on the following month.	
Pickup time is	2:05 p.m.- 2:15 p.m.	
Early Pick Up	May be arranged in writing in the morning at drop off time	

IADB Office has to be informed of Early Pick Uptime and reason at the sign in time in the morning to ensure we have the child ready to leave when the parent comes. If parent arrive unannounced we will inform the teacher with the request and will be able to release the learner no later than 35 min from the parent arrival.

Late Pick Up

The parents must inform the IADB Staff if they will be late for pick up. There is a fee to cover the cost of assigning a responsible adult to supervise your children after the school program or to contact proper authorities.

- 0-15 min First time no fee, any additional late time pick up will require a written explanation from the responsible person, third time a late fee will be assessed as follows:
- After 15min a late pick up fee of \$10.00 per child for every 30 minutes starting at 2:15 p.m.
- After one hour, and without any response from the parent/guardian, the child will be turned to the proper authorities. (Children and Families Affairs or the Police)

Release of Students

A student shall not be released from school at times other than regular dismissal hours except with office approval and sign-out procedures. Only those authorized by the parents on registration forms or previously approved written consent are allowed to pick up students. Parents should pick up their children promptly.

SIGN-IN AND SIGN-OUT PROCEDURES

All students must be signed-in and signed-out. Parents must indicate all those with the authority to sign-in and sign-out their children. In the morning, parents must bring their child into the school and sign the sign-in form and after school only those whose names are listed in the registration packet will be allowed to pick up the child. Under no circumstances can anyone under 16 be allowed to pick up a child. If there is an emergency and someone other than those listed needs to pick up the child, the authorization must be given by writing.

OUTDOOR ACTIVITIES

Physical Education (PE) is an integral part of the total education of the child. It has been proven that PE and recess improve the academic achievements of students. We do not conduct outdoor activities when it is extremely hot, cold or rainy. But weather permitting, children are expected to participate in all outdoor activities unless there is a health reason that prevents them from going outside. A parent/guardian may write an excuse from one PE class. To be excused from second or subsequent classes a note is required from a doctor. The note should specify the nature of the reason and the length of time the student is to remain out of PE

INCLEMENT WEATHER DAYS

IADB will close if there are immediate and extreme weather conditions. Unless notified otherwise, parents should assume that the school will be OPEN.

HEALTH SERVICES/EMERGENCY NUMBERS

Parental cooperation is essential in providing for student health care needs that may arise during the school day. This includes making sure that a parent or guardian can be reached in case of a child's illness or accident. All telephone numbers at which a parent can be reached during school hours is required as well as an alternative number of a relative or friend. It is the parents' responsibility to keep these numbers current.

ILLNESS

Please keep children who are sick at home. A child may not attend school with a fever (100 degrees or higher) and must be fever free for at least 12 hours before returning to school. Lengthy illnesses may require a doctor's notification.

Student will be sent home because of a health need if he/she:

1. Has a fever, has diarrhea, or vomits
2. Appears ill and is unable to do class work
3. Is suspected of having a contagious condition
4. Sustains an injury which needs medical attention
5. Has active head lice

If a child is ill and the parents cannot be reached or if the illness or injury is serious, IADB will call 911 for emergency care.

CONTAGIOUS CONDITIONS

If your child has a contagious condition such as chicken pox, strep throat, measles, mumps, head lice, etc. the parent of the child should notify the school immediately. Children with a contagious condition must stay home from school.

INJURY

While we do everything we can to avoid injuries, accidents do happen. If a child is hurt while at IADB first aid will be administered, an incident report will be filled out with a copy being sent to the parents. 911 will be called for Injuries that will need immediate medical attention.

MEDICINE

All medication should be administered outside of school hours. If it becomes necessary for the student to take medicine during school:

1. A form should be signed by the parent or legal guardian stating:
 1. The name of the child and teacher
 2. The name of the medicine
 3. Dosage
 4. The time to be given
2. No student will be allowed to keep his/her own medicine.
3. Prescription medicine must be in the original pharmacy container and include all original labels.
4. The medicine will be returned home with the child daily.

DISCIPLINE AND STUDENT BEHAVIOR

CORPORAL PUNISHMENT

Academy teachers, staff, volunteers, etc. will not use or condone corporal punishment under any circumstances. This includes hitting, pushing, pinching, etc. If you feel your child has been abused, please contact the office immediately. IADB feels that physical punishment only reinforces bad behavior.

At the Islamic Academy of Daytona Beach, we expect our students to demonstrate self-control and high standards of moral conduct. The purpose of the student code is to develop in students a sense of responsibility, to aid their growth in self-discipline, and to teach them to take responsibility for their actions. Students and their parents are expected to follow the school rules. The school staff provides guidance and reinforcement to students and their parents. The classroom teacher will take primary responsibility for student discipline. The classroom teachers will model and teach appropriate school behavior. When students behave in the desired manner, the teacher provides positive feedback. When students behave inappropriately, the teacher constantly enforces the consequences. Teachers, volunteers and monitors may enforce appropriate disciplinary measures that may be taken including:

Verbal reminders. Redirection. Time out. Peer mediation. School clean-up assignment.

In the event of a serious violation such as fighting or direct insubordination, the referring adult must immediately fill out an office referral form.

CLASSROOM RULES

A well-disciplined classroom is one in which the students know and understand the importance of the classroom and school rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will reach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

STUDENT CODE OF CONDUCT

IADB believes that it is our mission to prepare our students for becoming responsible human beings. It is an essential part of our strong Islamic ethics, morals, and values. In order to achieve this mission, each student is expected to:

1. Show respect for others.
2. Follow directions of all staff members.
3. Keep hands, feet, and other objects to self.
4. Use clean language.
5. Speak in an appropriate tone of voice.
6. Respect property of others.
7. Be honest and truthful.
8. Be prepared.
9. Keep the school clean.
10. Walk, do not run during transition times.

11. Leave all personal items at home.
12. Eating is in the designated area. NO EXCEPTIONS.
13. Zero tolerance for weapons and drugs.

DISCIPLINE TECHNIQUES

These techniques may be used alone or in combination for Student Code of Conduct or classroom rule violations.

1. Verbal redirection.
2. Cooling-off time.
3. Seating changes in the classroom.
4. Withdrawal of privileges.
5. Student/Teacher conference.
6. Parent/Teacher conference.
7. Behavior Reports.
8. Suspension
9. Expulsion

INFRACTIONS PROGRAM

LEVEL 1 INFRACTIONS

Behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the administration through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION DEFINITION LEVEL 1 DISCIPLINARY ACTION

1. Disruptive Behavior engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity. Examples of disciplinary actions which classroom teachers can use include, but are not limited to:
 - Verbal reprimand, or oral or written notification to parent(s).
 - Student mediation contracts.
 - Teacher or team conference with student/parent(s).
 - Separation from peers.
 - Denial of class privileges.
2. Littering, throwing or dropping paper, trash, or other material on the floor or ground.
3. Refusal to do classroom work.

4. Verbal Altercation: engaging in verbal altercation, insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.
5. Violating classroom rules and not following the classroom rules.
6. Uniform Violation: Wearing or dressing in a manner that is not considered uniform. Conference with the Administration, written warning, parents notified

LEVEL 2 INFRACTIONS ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

1. Inappropriate Language: Using any form of inappropriate language, gesture, or hand or body sign.
2. Threatening to, or cause damage or deface school property.
3. Insubordination, refusing to comply with reasonable requests or directives.
4. Fighting, Bullying, hitting, punching, threatening to or cause physical harm to students, staff, or animals.

LEVEL 3 INFRACTIONS **CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.**

All Level 3 infractions are very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate suspension, and a recommendation for expulsion. Students expelled from IADB due to a Level 3 infraction may not be reinstated at a later date. Parent(s) or guardian(s) will be required to meet with school personnel. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

1. Intimidation; verbal or non-verbal threats by inflicting fear or causing emotional and psychological damage to any student or human being.
2. Vandalism, willful and malicious destruction of property, private or public.
3. Theft, stealing, attempting, participating, or encouraging unlawful possession of private or public property.

All suspensions will be recorded on student transcripts and become available to public safety agencies upon request.

PRINCIPAL REFERRAL

In most cases student discipline can be handled inside the classroom. When the teacher has employed all suitable classroom interventions and the student continues inappropriate behavior it is necessary to refer the student to the principal. In the case of a major infraction, immediate referral is necessary. When a child is referred to the principal, the following procedure will be followed:

1. If there is a concern for a student in the classroom, the teacher will review the following list of interventions.
 - Verbal reminders
 - Modified assignments
 - Positive comments
 - Redirection
 - Time out
 - Parent Contact
 - Seating change
 - Behavior Contract
 - Student/teacher conference
 - Consult with other teachers
 - Consult with principal.
2. A written record of the events leading up to the referral will be made and submitted to the Principal. A copy will be kept in the student's file and another will be given personally or e-mailed to the parent.
3. The Principal will review the referral form and discuss it with the student. The student will be encouraged and guided to:
 - 5Rs Record Reflect Regret Restore and Repent
 - RECORD: student to write and record in his own words the infraction
 - REFLECT: understand how his/her behavior affects himself and others.
 - Feel REGRET for his/her inappropriate behavior and apologize to those who have been affected.
 - RESTORE or repair any situation caused by the behavior when possible.
 - REPENT: seek Allah's (SWT) forgiveness
4. The principal will contact parents by phone or personal contact requesting their assistance in helping their child improve his/her behavior. The Parent, Teacher, or Principal may request a conference.
5. Any of the following consequences may be administered by the Principal according to the age of the student as well as the type, severity, and frequency of the problem. If a conference has been requested a consensus is highly desirable but not mandatory.
 1. Restitution: Student will be charged for damages or replacement costs for destruction or defacing of private or public property.
 2. Suspension: If a student is subject to out-of-school suspension the parent will be called to take the child home and will be informed of the reason for the suspension. It is expected that the parents will take appropriate measures in support of the school. Upon return to school the child must apologize and state that he/she will improve his/her behavior. A contract will be agreed upon and explained to student and kept in his/her records.
 3. Expulsion: Enrollment will be discontinued. An expelled child may never reenroll at Academy.

PARENT RESPONSIBILITIES

Education succeeds best when parents, teachers and administrators work together in a strong partnership. The school staff asks parents to:

1. See that their children are well rested before coming to school.
2. Show respect for school administrators and teachers.
3. Provide their children a nutritious lunch and snack (fruits and vegetables) as well as offer them a healthy breakfast before school.
4. Encourage their children to put a high priority on education.
5. Get involved and stay informed of school activities.
6. Attend Parents' Council meetings.
7. Become a school volunteer.
8. Monitor their children's progress and review their school report cards.
9. Abide by Islamic teachings in private and in public life and be a role model for their children.

PARENT INVOLVEMENT POLICY

Islamic Academy of Daytona Beach believes that Parental Involvement is a critical element of effective schooling. In support of the research that shows conclusively that increased parental involvement improves student achievement we are committed to ensuring that parents have every opportunity to be involved in all aspects of their child's education. In furtherance of this goal, parents, teachers, students, administrators, and community members have agreed upon the following points:

- Parents have the right and will be encouraged to get involved in instructional and support roles at IADB provided that they have the appropriate training and abide by all IADB rules and regulations.
- IADB will provide the framework for the formation of parental committees that aim to improve overall school performance as well as access community and support services that can strengthen school programs and student development.
- IADB will work closely with parents to develop strategies and techniques for assisting students with learning activities at home that support and extend the school's instructional program.
- Parents have the right to know what their children are studying in each classroom and their child's academic progress

PARENT-TEACHER CONFERENCES

Conferences are held throughout the year either at the parent's request or if the teacher feels a conference is needed.

GRIEVANCE PROCEDURES

Parents are encouraged to discuss any concern about their child's education with their child's teacher. If the issue is not resolved with the teacher, parents should then bring their concern to the attention of the principal. Parents are encouraged to review and discuss with the principal any questions or concerns about the general policies and procedures that have been adopted by the Academy.

LUNCH AND SNACK

Parents are responsible for supplying their child's lunch and snack. Nutritious food is encouraged. Parents should avoid sending sugar coated food and sugar added drinks. Canned drinks or snack packs with metal tops are discouraged for safety reasons. If parents want to bring food or sweets to school to share with their child's class they must receive prior authorization.

SCHOOL UNIFORMS

To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform items appropriate. The required uniforms are as follows:

Girl's Uniform:

Navy blue or black pants or long skirts with a light Grey shirt or IADB shirt (Girls have the option of wearing a Jilbab/Abaya instead) The Hijab (white) is required for all girls. No student may wear make-up or nail polish.

Boy's Uniform:

Navy blue or black trousers and IADB shirt or light Grey shirt. In addition, the following should be followed at all times.

- **Jeans and designer label T shirts are NOT allowed.**
- Uniform shall be appropriate to perform Salah(prayer)
- Uniform should be neat, clean, and in good repair
- Shoes should be sturdy enough for outdoor play
- Sandals and dressy shoes are not appropriate
- Hair should be trimmed or styled to stay out of the eyes and be clean and neatly combed

Parents are encouraged to write the student's name inside every clothing garment. Islamic Academy of Daytona Beach is not responsible for any lost or stolen clothing items. It is the student's responsibility to care for their uniforms, jackets, sweaters etc. Found items will be returned to the student when a name is present. Clothing items with illegible names or no names will be kept for a short time in our lost and found and then disposed of according to the school's discretion. Parents of any student not conforming to the uniform policy will be called and asked to bring a suitable uniform to the school.

PHOTOGRAPHS

Photographers will photograph IADB students on different activity days. Those photos will be used in the IADB web site. Throughout the year, other photos will be taken for promotional activities. Teachers may post photos of the students on bulletin boards or use in other ways for class activities. If parents have any objection to their child's photo being taken or being used in any of the above ways they should contact the ISDB office to make that objection known in writing.

TRANSPORTATION

Parents are responsible to bring and pick up their children to and from the school. We encourage parents to arrange for carpooling.

FIRE DRILLS

IADB will conduct fire drills as well as other severe weather drills as needed throughout the year.

VOLUNTEER

Volunteer helpers are greatly valued and needed in the Islamic School. They can make a difference in the life of every community member. Each volunteer is filling an important role in the success of each individual and in the teams overall mission. IADB welcomes each volunteer to participate in the journey. Any community member who would like to share their expertise with the school is encouraged to do so.

Volunteer Tasks

Classroom and Teaching Roles

Teacher: “Faith Walker” Read Quran stories, guide large group lessons, and lead discussions.

Classroom Helper: “Helpful Supporter” Hand out craft supplies, help kids with activities, and manage small groups.

Special Activity Leader: “Energizer” Lead children in performing PE exercise or movement.

Special Needs Buddy: Stay one-on-one with a child who needs extra help to join the class.

Welcoming and Safety Roles

Check-In Greeter: Welcome families, print security tags, and direct kids to rooms.

Hallway Monitor: Walk the halls to keep the area secure and answer visitor questions.

Behind-the-Scenes Roles

Supply Organizer: Cut paper, prep crafts, and restock rooms before Sunday.

Administrator: Track weekly attendance, reply to emails, and organize volunteer schedules.

Shopper: Buy snacks, drinks, and craft items on a budget.

Snack and Drinks: “Smiling Snack Server” Prepare snacks, drinks and supervise students during school lunch hour

Nursery Caregiver: Feed, hold, and watch babies or toddlers in a safe space.

IADB is offering an opportunity to learn while you serve. If you would love to join us to be as the prophet Muhammad describe in the hadeeth “Best of you who learn the Quran and teach it”. If you a person who is aiming to accomplish a higher goal than just to pass time, if you want to make a difference in learner’s life, and if you want to be our teammate or you want to get involved ask anyone of our team members of how to join.

We ask that all volunteers follow these guidelines when volunteering:

- Volunteers arrive promptly on their assigned days.
- Volunteers notify a staff member in advance if they cannot be there at the appointed time.
- Volunteers sign in the school office upon arrival and sign out upon leaving.
- Volunteers dress appropriately and in accordance with Islamic principles when at the school.
- Volunteers assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer for such activities, please provide the office with your name and phone number and specify the area in which you would like to contribute.
- The same rules shall apply to volunteers as to the teachers.
- All volunteers may be required to go through a criminal history background check.

Volunteer Compensation

Each volunteer may select one of the following compensation packages

- Monetary compensation package paid for providing the services for a duration of one month equal to \$100.00
- Volunteer hours valued up to 30 hrs per month.
- College Scholarship.
- Shout outs Special Parking location and Awards.
- References and networking.
- Free training opportunities.
- Team Rewards (Sport tickets, Movies, Trip Activities)

VISITORS

Parents wishing to visit the child's class need to obtain a Visitor's Permit in advance from the school office for a ½ hour visit.. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil without the teacher's permission.

- A parent may not bring children or other adults with him/her except when the child is a prospective student.
- Parents may not send other children to school to spend the day or any part of it with their enrolled child.
- Other visitors must secure authorization from the Principal at least one day in advance.

PARENT'S AND LEARNERS ACKNOWLEDGEMENT FORM

Learner Name

I have read and understand all of the following policies and procedures:

- ☐ Entrance and Enrollment Requirements
- ☐ Pre-Registration and Registration Process
- ☐ Tuition Fees/Registration Fee/Activity Fee
- ☐ Late Fee Policy
- ☐ Returned Check Fee Policy
- ☐ That full monthly tuition is due regardless of number of days attended
- ☐ Immunizations required
- ☐ Attendance Policies
- ☐ School Hours
- ☐ Sign-In and Sign-Out Procedures
- ☐ Late Pick Up Policy and Fees
- ☐ Tardy Policy
- ☐ Inclement Weather Days
- ☐ Policies concerning children with illnesses or contagious conditions
- ☐ Medicine Policy
- ☐ Discipline and Student Behavior Policies
- ☐ Parent Responsibilities
- ☐ Lunch/Snack/Food Policies
- ☐ School Uniforms
- ☐ Picture Policy
- ☐ Visitor Policy

Name _____

Signature _____ Date _____

Learner Contract

I _____ agree to the following goals and responsibilities

GOALS

- **Improve Arabic Reading Comprehension:** Focus on reading and understanding and summarizing short passages from Quran and Hadeeth educational materials to enhance critical thinking and interpretation skills. Set a 10% minimum improvement for the year.
- **Develop Quran Memorization Skills:** Commit to review and read Quran assigned Surah for 5 minutes each day.
- **Participate Actively in Discussions:** Prepare and Research to be able to engage in class discussions or group activities to develop communication skills, confidence, and the ability to articulate thoughts clearly.

Responsibilities for Sunday Weekend School Learner

- **Come ready to learn.** Dressed for success, having necessary tools , physically and mentally ready to learn.
- **Complete Assigned Homework or Exercises:** Ensure that learning tasks are completed on time to reinforce lessons taught during class.
- **Maintain Punctuality and Attendance:** Attend all sessions on time and regularly to maximize learning opportunities.
- **Respect Teachers and Classmates:** Demonstrate good behavior, polite interaction, and attentiveness during lessons.
- **Prepare in Advance:** Bring required books, notebooks, pens, and other learning aids to each session.
- **Reflect on Learning Progress:** Review what was learned after class and identify areas for improvement or further study.

Name

Date