



ISLAMIC STUDIES PROGRAM (ISP)

Student & Parent Handbook · 2026–2027

Welcome to the Roswell Community Masjid Islamic Studies Program (ISP).

We are honored that your family has entrusted us with your child's Islamic education. Our goal is to create a nurturing and engaging environment where students build a strong relationship with Allah (SWT), develop a love for Islam, and grow into confident young Muslims who embody excellent character.

Our Sunday School is designed to provide students with age-appropriate Islamic education while creating a strong sense of belonging to the masjid and Muslim community.

We believe parents and educators are partners in a child's success. Through consistent communication, shared expectations, and active family involvement, we look forward to working together throughout the school year.

OUR MISSION

The Roswell Community Masjid Islamic Studies Program seeks to provide a nurturing Islamic environment where children can:

- Strengthen their relationship with Allah (SWT)
- Develop a love for the Qur'an and Sunnah
- Build a strong Islamic identity
- Learn and practice Islamic values in daily life
- Develop positive friendships within the Muslim community
- Grow spiritually, socially, and academically
- Develop confidence as young Muslims
- Build a lifelong connection to the masjid

PROGRAM INFORMATION

Program	Roswell Community Masjid Islamic Studies Program (ISP)
Program Year	2026–2027
Program Day	Every Sunday
Student Arrival	11:15 AM
Classes Begin	11:30 AM
Elementary Dismissal	2:15 PM – 2:30 PM
Middle School Dismissal	2:15 PM – 2:30 PM

Parents will receive a yearly calendar outlining program dates, holidays, breaks, special events, and other important information.

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PROGRAM LOCATIONS

Elementary School

Elementary students will attend Sunday School at:

Roswell Community Masjid
345 Market Place
Roswell, GA 30075

Elementary students will be dropped off and picked up at the masjid according to the Sunday School carpool procedures.

Middle School

Middle school students will attend Sunday School at:

ILM Academy High School Campus
630 Colonial Pkwy
Roswell, GA 30075

Middle school classes will be divided by gender:

- **Boys:** Classroom 1
- **Girls:** Classroom 2

Middle school students will remain at the ILM building for the duration of the Sunday School program.

Students will pray **Dhuhr** at ILM as part of the Sunday School experience.

Middle School Dismissal

Middle school students will be dismissed directly from the ILM building.

Parents will not pick up middle school students at the masjid.

Families with both elementary and middle school students should:

- 1 Pick up their elementary school student(s) at the masjid.
- 2 Proceed to ILM Academy to pick up their middle school student(s).
- 3 Middle school students will be released directly to authorized adults at ILM.

Parents should plan accordingly and allow sufficient time between the two locations.

DAILY SCHEDULE

Timing	Pre-K – 2nd Grade
10:50 AM – 11:00 AM	Teachers arrive
11:00 AM – 11:15 AM	Setup classroom, gather supplies/printouts
11:15 AM – 11:30 AM	Students drop-off
11:30 AM – 11:50 AM	Assembly
11:50 AM – 12:30 PM	Period 1
12:30 PM – 12:55 PM	Lunch / recess
1:00 PM – 1:50 PM	Period 2
1:50 PM – 2:00 PM	Clean up & prepare for salah
2:00 PM – 2:15 PM	Dhuhr salah
2:15 PM – 2:30 PM	Student pick-up
2:30 PM – 3:00 PM	Teacher meeting, send weekly email/parent message, clean classroom

ARRIVAL & MORNING DROP-OFF

Elementary School Arrival

Students should arrive at Roswell Community Masjid by **11:15 AM**.

Classes begin promptly at **11:30 AM**.

Students arriving after 11:30 AM will be marked tardy.

Morning Carpool

- Vehicles should turn right upon entering the parking lot and proceed around the building.
- Volunteers will direct traffic and assist students entering the building.
- Parents should remain in their vehicles whenever possible.
- Students should be ready to exit the vehicle promptly.
- Volunteers will assist students from the vehicle and direct them to the appropriate entrance.
- If assistance is needed, parents should park across the street and walk their child inside.

- Carpool ends promptly at 11:30 AM.
- After 11:30 AM, parents must park and walk students inside for check-in.
- Parents are expected to follow directions from security personnel, staff, and volunteers.

Students should not be dropped off before the designated arrival period unless specifically arranged with program administration.

Middle School Arrival

Middle school students should be dropped off directly at:

ILM Academy High School Campus

630 Colonial Pkwy
Roswell, GA 30075

Students should arrive by **11:15 AM**. Classes begin promptly at **11:30 AM**.

Middle school students will report directly to their assigned classrooms:

- **Boys:** Classroom 1
- **Girls:** Classroom 2

Parents should ensure that their middle school student enters the building and proceeds to the appropriate classroom. Middle school students will remain at the ILM campus throughout the Sunday School program.

DISMISSAL & PICK-UP

Student safety is our highest priority during dismissal. Students will only be released to parents, guardians, or individuals authorized by the parent or guardian.

Elementary School Pick-Up

Elementary school dismissal begins at **2:15 PM**. Parents should arrive at Roswell Community Masjid between **2:15 PM and 2:30 PM** to pick up their children.

- Students will be dismissed from their classrooms.
- Parents must follow the designated carpool route.
- Parents should remain in their vehicles whenever possible.
- Parents must display the appropriate carpool tag.
- Staff will verify the carpool tag against the authorized pick-up list before releasing the student.
- Students will only be released to authorized adults.
- Parents should follow all directions from staff, security personnel, and volunteers.

The latest pick-up time is 2:30 PM. Parents should plan accordingly to ensure they arrive on time.

Middle School Pick-Up

Middle school students will be dismissed directly from:

ILM Academy High School Campus

630 Colonial Pkwy
Roswell, GA 30075

Middle school dismissal begins at **2:15 PM** and ends at **2:30 PM**. Students will pray Dhuhr at ILM before dismissal.

Parents with children at both campuses should:

- 1 Pick up their elementary school children from Roswell Community Masjid beginning at 2:15 PM.
- 2 Proceed to ILM Academy after picking up their elementary children.
- 3 Pick up their middle school student(s) from ILM.

- 4 Middle school students will be released directly to authorized adults at ILM.

Middle school students will **not** be transported back to the masjid for dismissal. Parents should plan their route accordingly and allow sufficient time to travel between the two locations.

AUTHORIZED PICK-UP

If someone other than a parent or legal guardian will pick up your child:

- Notify administration in advance via email.
- Provide the individual's full name.
- The individual must be listed as an authorized pick-up person.
- The individual must present a valid photo ID.
- The individual must follow the applicable campus dismissal procedures.

For the safety of all students, staff may not release a child to an individual who is not authorized by the parent or guardian.

LATE PICK-UP POLICY

All students must be picked up by **2:30 PM**.

A \$10 late pick-up fee will be charged for every 10 minutes after 2:30 PM. Payment is due at the time of pick-up.

Repeated late pick-ups may result in a meeting with program administration and may affect continued enrollment in the program.

Because middle school students are dismissed from a separate campus, parents are strongly encouraged to plan enough time to pick up elementary students at the masjid and arrive at ILM before the 2:30 PM deadline.

ATTENDANCE POLICY

Consistent attendance is essential for student success. Students build their knowledge progressively throughout the year, and frequent absences can make it difficult for students to keep pace with their classmates. Parents are expected to make Sunday School attendance a priority.

Absences

Please notify administration if your child will be absent. If your child is sick, please keep them home. Symptoms include:

- | | |
|---------------|----------------------------|
| ■ Fever | ■ Vomiting |
| ■ Cough | ■ Diarrhea |
| ■ Runny nose | ■ Other contagious illness |
| ■ Sore throat | |

Students who become ill during Sunday School may be separated from the class and parents will be contacted for immediate pick-up.

Unexcused Absences

Two unexcused absences will result in a warning.

After the third unexcused absence, RCM reserves the right to remove a student from the program.

Families should communicate extended absences with administration in advance.

TARDINESS

Students are expected to arrive on time. Classes begin promptly at **11:30 AM**. Students arriving after 11:30 AM may be marked tardy.

Frequent tardiness disrupts the classroom environment and causes students to miss important instruction. Repeated tardiness may result in a parent meeting with program administration.

EARLY DISMISSAL

Parents requesting early dismissal must email both program administration and the classroom teacher in advance. Early dismissal is available until **1:30 PM**.

No regular early dismissals will be permitted between 1:30 PM and 2:15 PM, except in emergencies.

Parents requesting early dismissal should:

- Notify administration in advance.
- Notify the classroom teacher.
- Provide the student's name and classroom.
- Provide the expected pick-up time.
- Bring a valid photo ID.
- Follow the designated sign-out procedure.

Middle School Early Dismissal

Middle school students must be picked up directly from the ILM Academy campus. Parents should not request that middle school students be released from the masjid.

WHAT TO BRING

Students should come prepared each Sunday with the items they need for a successful day of learning. Students should bring:

- Reusable water bottle labeled with the student's name
- Backpack
- Writing utensil, such as a pencil or pen
- Notebook or folder for classroom materials
- Snack or lunch, if your child does not wish to eat the school-provided lunch

Parents should label personal belongings with the student's name whenever possible. Students should not bring unnecessary valuables, toys, gaming devices, or other items that may become a distraction during class.

Prayer-Ready Clothing

Students should come dressed in comfortable, modest clothing that allows them to participate in salah.

Girls

- Girls should bring a hijab with them each Sunday for salah.
- Girls who have reached puberty are expected to wear hijab throughout the Sunday School program.
- A hijab should be kept in the student's backpack in case it is needed.
- Clothing should be modest and appropriate for prayer and classroom activities.

Middle School Girls

Middle school girls should bring a prayer-ready hijab every Sunday and keep it with their personal belongings at ILM Academy. Students should be prepared to participate in Dhuhr salah at the ILM campus.

STUDENT EXPECTATIONS

Students are expected to:

- Respect teachers, staff, volunteers, and classmates
- Use appropriate and respectful language
- Participate positively in class
- Follow teacher and staff instructions
- Arrive prepared and ready to learn
- Care for masjid, school, and classroom property
- Demonstrate Islamic manners at all times
- Respect differences among classmates
- Keep hands, feet, and objects to themselves
- Remain in designated areas unless given permission to leave
- Respect the sanctity of the masjid and ILM facilities

Students are expected to understand that Sunday School is both a place of learning and a place to develop good Islamic character.

CLASSROOM BEHAVIOR

Teachers are responsible for maintaining a positive learning environment. Students who have difficulty meeting classroom expectations may receive:

- 1 A verbal reminder
- 2 A conversation with the teacher
- 3 A parent/guardian notification
- 4 A meeting with program administration
- 5 Additional disciplinary action when necessary

Serious behavior concerns may result in immediate parent notification.

ANTI-BULLYING & HARASSMENT POLICY

Bullying, teasing, harassment, intimidation, exclusion, threats, or cyberbullying will not be tolerated.

Students are expected to embody Islamic values of:

- Kindness
- Compassion
- Respect
- Mercy
- Responsibility
- Brotherhood and sisterhood

Bullying concerns should be reported to a teacher or program administrator. Parents will be notified when incidents require parent involvement. RCM reserves the right to take appropriate action to protect the safety and well-being of students.

PARENT RESPONSIBILITIES

Parents are essential partners in their child's Islamic education. Parents are expected to:

- Ensure students arrive on time
- Ensure students attend consistently
- Follow all drop-off and pick-up procedures
- Pick up students promptly
- Provide a reusable water bottle
- Provide required school supplies
- Review weekly communications
- Support Sunday School expectations at home
- Communicate absences and schedule changes
- Keep emergency contact information current
- Ensure authorized pick-up information is accurate
- Speak respectfully with teachers, volunteers, and administration

- Encourage children to practice Islamic manners at home

COMMUNICATION WITH TEACHERS & ADMINISTRATION

Parents are encouraged to communicate with teachers and administration when questions or concerns arise.

For general program questions, parents should contact:

programs@roswellmasjid.org

Parents should use email for non-urgent matters and allow staff reasonable time to respond. Concerns involving student safety, bullying, or significant behavioral issues should be communicated promptly.

ELECTRONICS POLICY

Phones, tablets, gaming devices, smart watches, and other personal electronic devices should remain at home whenever possible.

If a student brings an electronic device:

- It must remain stored during class.
- It may not be used without teacher permission.
- Devices may not be used to photograph or record other students or staff.
- Devices may not be used during salah unless specifically authorized.

RCM is not responsible for lost, stolen, or damaged personal electronic devices.

Repeated misuse of electronic devices may result in the device being held by program staff until the end of the session or released to a parent/guardian.

DRESS CODE

Students must dress modestly and appropriately according to Islamic guidelines. Clothing should be clean, comfortable, and appropriate for participation in Sunday School activities and salah.

Boys

- Clothing should be modest.
- Shorts must extend below the knee.
- Clothing should not contain inappropriate images or language.

Girls

- Clothing should be modest.
- Girls who have reached puberty are expected to wear hijab.
- All girls should wear hijab during salah.
- Girls should bring a hijab to Sunday School each week.
- Clothing should allow students to participate comfortably in prayer and classroom activities.

PERSONAL BELONGINGS

Students should bring only items necessary for Sunday School.

- Label personal belongings when possible.

- Avoid bringing valuables.
- Keep backpacks and personal items organized.
- Leave toys, gaming devices, and unnecessary electronics at home.

RCM is not responsible for lost, stolen, or damaged personal belongings.

FOOD & ALLERGIES

Parents should notify administration of any significant food allergies or dietary restrictions. Parents should ensure that any food sent with their child is appropriate for the child's needs.

Students should not share food with other students when doing so could create an allergy or health concern. If school lunch is not desired, parents should send their child with a snack or lunch.

RCM will communicate additional food policies when food is provided as part of a program activity.

MEDICATION & HEALTH INFORMATION

Parents must provide administration with relevant health and emergency information necessary to safely supervise their child.

Students should not bring medication to Sunday School unless arrangements have been made with administration.

Parents are responsible for ensuring that emergency contact information remains current.

PHOTOGRAPHY & MEDIA

Photos and videos may be taken during Sunday School activities and may be used for:

- | | |
|---------------------------|---------------------------------------|
| ■ Internal communications | ■ Program newsletters |
| ■ Parent communications | ■ RCM social media |
| ■ Community updates | ■ Marketing and promotional materials |

Parents who wish to opt their child out of photography and media use must notify administration in writing.

EMERGENCY PROCEDURES

Student safety is our highest priority. RCM and Sunday School staff will follow established emergency procedures, including procedures for:

- | | |
|-----------------------|-----------------------------------|
| ■ Fire emergencies | ■ Medical emergencies |
| ■ Severe weather | ■ Building evacuation |
| ■ Lockdown situations | ■ Other safety-related situations |

Because Sunday School operates at two locations, emergency procedures may vary by campus. Parents should follow all instructions provided by staff during an emergency and should not attempt to enter the building or remove students unless directed to do so. Parents will be notified as soon as safely possible.

CAMPUS SAFETY

Students are expected to remain within designated Sunday School areas. Students may not:

- Leave the building without permission
- Enter restricted areas

- Enter classrooms other than their assigned classroom without permission
- Wander between campuses
- Leave with another family without proper authorization

Middle school students must remain at the ILM campus throughout the Sunday School session unless they are signed out through the appropriate procedure.

MIDDLE SCHOOL CAMPUS EXPECTATIONS

Middle school students have the additional responsibility of representing RCM while attending Sunday School at ILM Academy. Students are expected to:

- Respect the ILM Academy facility
- Remain in their assigned classrooms and designated areas
- Follow RCM and ILM campus safety rules
- Keep classrooms clean
- Treat ILM property with care
- Follow teacher instructions
- Maintain appropriate behavior during Dhuhr
- Remain at ILM until authorized dismissal

Any damage to ILM property resulting from intentional or negligent student behavior may require parent involvement.

DHUHR PRAYER

Prayer is an integral part of the Sunday School experience. Middle school students will pray Dhuhr at the ILM Academy campus. Students are expected to:

- Prepare for salah respectfully
- Follow teacher and staff instructions
- Maintain appropriate behavior before, during, and after salah
- Observe proper prayer etiquette
- Participate respectfully regardless of individual differences in prayer practice

TWO-CAMPUS DISMISSAL FOR FAMILIES

Families with both elementary and middle school students should plan for a two-campus dismissal. At the end of Sunday School:

First: Pick up elementary students at Roswell Community Masjid between 2:15 PM and 2:30 PM.

Second: Proceed to ILM Academy to pick up middle school students.

Third: Middle school students will be released directly to authorized adults at ILM.

Parents should not expect middle school students to be transported back to the masjid for dismissal. Because both campuses dismiss during the same time window, families should plan their route carefully and allow sufficient time to travel between locations.

COMMUNITY EXPECTATIONS

Sunday School is an extension of the Roswell Community Masjid community. Students are expected to:

- Treat others with dignity and respect
- Keep the masjid and school facilities clean
- Follow volunteer and staff instructions
- Practice good Islamic manners
- Help create a welcoming environment for all families
- Remember that their conduct reflects both their family and the Muslim community

PARENT CONCERNS & RESOLUTION

RCM encourages parents to address concerns directly and respectfully. If a parent has a concern:

- 1 Begin by communicating with the classroom teacher when appropriate.
- 2 If the concern is not resolved, contact program administration.
- 3 Administration will review the concern and determine appropriate next steps.
- 4 Matters involving student safety or serious misconduct should be reported directly to administration.

Our goal is to address concerns constructively while maintaining a positive environment for students, teachers, and families.

PROGRAM POLICIES & CHANGES

Roswell Community Masjid reserves the right to modify policies, procedures, schedules, locations, staffing, curriculum, and activities as needed to ensure the safety, well-being, and success of all participants.

Families will be notified of significant changes whenever reasonably possible.

IMPORTANT ADDRESSES

Roswell Community Masjid
ELEMENTARY SUNDAY SCHOOL

345 Market Place
Roswell, GA 30075

ILM Academy High School Campus
MIDDLE SCHOOL SUNDAY SCHOOL

630 Colonial Pkwy
Roswell, GA 30075

COMMUNICATION

Please regularly review:

- Weekly emails
- WhatsApp announcements – please add yourself to the ISP group
- Parent newsletters
- Program calendars
- Important program announcements



For questions or general Sunday School communication:

programs@roswellmasjid.org

We look forward to partnering with your family throughout the school year as we work together to nurture confident, knowledgeable, and compassionate young Muslims.

Roswell Community Masjid

A community focused on living prophetically together.