



Masjid Shuhada
Islamic Sunday School

Parent-Student Handbook

Masjid Shuhada
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Bismillah

Assalamualaikum and welcome to MSI Sunday School.

Introduction: The MSI Sunday School was established in January 2005 by members of our community. Before COVID-19, the school had over 100 students from KG- high school and 20+ volunteer teachers and helpers.

Sunday school now offers Kindergarten to Level 7 for this school year.

MSI Sunday School cannot be the sole source of religious information for our children. It is a collaborative effort, where parents play a crucial role in their learning outside of Sunday school.

Objective: The school's primary goals are based on the teachings of the Qur'an and Sunnah of Prophet Muhammad (عليه الله صلى). Islamic education received here includes: teaching children how to recite and understand the Qur'an and memorize surahs, Islamic Studies, Seerah and Hadith. Islamic etiquettes and practices are taught as well.

Admission Policy: At MSI Sunday School we consider both age and prior knowledge in placing students in a particular grade or level. An evaluation takes place for new and/or current students if deemed necessary by the teacher. Minimum age to get enrolled in Sunday school is 5 year.

Fees: Registration fee of \$100 per student is due for Initial Registration (for both existing and new students) and books. Please inform me if the financial situation does not allow one time lump sum payment for the whole school year. Quarterly or Monthly payment mode available as exception only.

- If you require financial assistance, please contact the school admin.
- **Checks payable to MSI Sunday school.**

Fee	Registration fee	School Year fee	To be Paid in Full
1st Child	\$100	\$250	\$350
2nd/3rd Child (same Family)	\$100	\$200	\$300

School Schedule:

10:15 am -10:30 am	Arrival of Students
10:30 am -11:40 am	Period 1: Qur'an
11:40 am -12:10 pm	Recess / Break *
12:10 pm -1:15 pm	Period 2: Islamic Studies
1:15 pm -1:40 pm	Preparation (Wudu), Interactive Islamic etiquettes discussion & Salat-ul-Duhr **
1:40 pm	Dismissal

*** Pizza will be provided to all students during recess. Students with food allergies should bring their own lunch/snack from home.**

** All students, teachers will pray zuhr in the school building.

*** Parents are strongly encouraged to attend zuhr prayer at the Masjid.

Attendance: Regular attendance is required.

Arrival after 10:35 A.M will count as a late.

For late drop off or early pick up, please report and sign in or out to the masjid's shed area with security.

A total of 7 unexcused absences will hinder promotion into the next grade level. Parents are responsible for notifying the school for an absence to be excused. A note must be sent to school the week before or after with the reason for absence and may include a doctor's note.

Homework: Classes will routinely hand out or assign homework. Students must complete homework in a timely manner. Parents are strongly encouraged to make sure homework is completed. Homework for the absent days must be completed and returned to the teacher.

Quizzes and Exams: Several quizzes (depending on the grade level) will be administered during the school year.

Books: Prescribed books will be provided by MSI Weekend School. Charges will be assessed for replacement books. We follow the learning roots publisher for Quranic studies and weekend learning publishers for an Islamic studies course.

Dress Code: All students, staff, and parents of the MSI Weekend School are required to dress according to the Islamic Shari'ah. This includes:

No shorts, no tight fitting clothing. No clothing with pictures of animals or human beings in a form or display of inappropriate words on t-shirts.

Boys: Full or half sleeve shirts and full-length pants. Shorts are not allowed.

Girls: No Makeup, Nail polishes are allowed.

Loose-fitting, opaque, full length garments and a headscarf. Long shirts or Abaya are recommended. No tights, skinny jeans or short shirts allowed.

- Electronic devices are not permitted when school is in session. This includes but not limited to: Smartphones, Smart Devices, video games, toys, etc.

Student's Behavior Guidelines:

The staff at Masjid shuhada Sunday school strives to promote a safe, healthy environment for all students. Expectations for student behavior are high. In order to ensure your child's success at school, we ask all students to:

1. Be in the right place at the right time.
2. Keep body parts and objects to one self.
3. Follow adult/teacher directions and treat others with respect.
4. Use facilities and equipment for the intended purposes only.
5. Use appropriate spoken and body language.
6. Take responsibility for one's actions and maintain honesty at all times.

Progressive Discipline Plan:

Depending on the type, severity, and frequency of student behavior the following plan will be implemented:

- 1: A verbal warning and discussion as to why the stated behavior is not acceptable.
- 2: If a verbal warning has been given and the behavior persists the adult / teacher Responsible has the authority to give the student a "time-out" for a period of time they deem appropriate – normally anywhere from 2 to 5 minutes or recess detention.
- 3: If the behavior(s) by the student is considered so serious (hitting, threatening bodily harm, the use of vulgar or disrespectful language to student or adult) then the adult / teacher responsible for the student has the authority to remove the student and have them meet with a school administrator so that appropriate consequences may be administered.
- 4: Parents may be notified and records of the behavior will be kept in the student's file.

Parent /Teacher Communication:

Good two-way communication between families and the school's administration is necessary for your child's success.

Opportunities for two-way communication include:

- 1: Parent Teacher Conference.
- 2: Weekly or monthly folders sent home can be used to keep track of a student's performance and comments.
- 3: Email or text to the Teacher and vice versa.

Concern/to resolve an issue:

Please take the following order of escalation to resolve any matter that needs attention:

- 1. Teacher**
- 2. Assistant or Vice Principal**
- 3. Principal**

Supplies Needed: Students should bring a backpack with their books every Sunday. Parents should ensure their child (ren) has everything they would need at school. This includes but not limited to: notebooks, folders, pens, pencils, erasers, etc.

It is the responsibility of each student to make sure he/she brings these items regularly. Please note that the MSI Weekend School classrooms are used for other programs by different committees. Occasionally, there will be a community dinner or other activities held in some of these rooms. The school will not take responsibility for safekeeping any books, student supplies, etc. left behind by a student.

Academic Excellence Award: The School will give a number of awards/certificates for Academic Excellence during a school year. Each student can qualify for the award based solely on their academic performance. The academic performance will be determined by the three criteria mentioned below. The students will be recognized in front of the audience during a school event.

In order to qualify for the Academic Excellence Award, students must fulfill the following three criteria:

- 1. Maintain a good grade for both Islamic Studies & Quran class.**
- 2. Consistently complete the homework correctly and in a timely manner.**
- 3. Take and pass all quarterly exams.**

Meet our Administrative team:

Name	Role	Email
MSI Sunday school	General Info	msisschool@gmail.com
Mr & Mrs Rashid Siddiqui	Principal/Admin	sdfiras@gmail.com
Sr. Saira Ahmed	Advisory team	saisai786@gmail.com
Sr. Rizwana	Advisory team	yoursrizi@gmail.com
Br. Aftab Baksh	Treasurer/ Accountant	aftabbaksh@gmail.com

Jazakallah khairan kaseera!

Admin

609-353-4710