

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Islamic Association of  
Lewisville/Flower Mound

# SUNDAY SCHOOL

## Parent Handbook

## ABOUT OUR SCHOOL

IALFM Sunday School was started in the year 2000. Although, it started with only a few students, it has now grown to over 100 students. The school is run completely by volunteers and depends heavily on community support. Classes are held inside of the Masjid premises located at **3430 Peters Colony Road in Flower Mound, Texas**. The school provides basic but challenging instructions toward topics of religion and Qur'an to students who are between the ages of 4 and 14.

## OUR MISSION

The IALFM Sunday School is committed to the mission of providing Islamic education to our students in accordance with Qur'an and Sunnah in a pleasant and receptive manner. Its goal is to prepare students to conduct themselves as responsible and respectable Muslim citizens of the community, the nation, and the world at large.

## LEVELS AND GRADUATION REQUIREMENTS

The school has developed curriculum for five levels. Students attend each level for two years. Students are eligible to begin Level 1 if they are at least 4 years of age by September 1 at the start of the school academic year. Although students remain in the same level for two years, they do receive different instructions each year as we use different set of books. Below is a description of the classes. Students graduate upon completing 2 years of level 5 or entering the 9<sup>th</sup> grade in their regular schools.

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**FOR MORE INFO, PLEASE VISIT OUR WEBSITE AT:  
[WWW.IALFM.ORG/SUNDAYSCHOOL](http://WWW.IALFM.ORG/SUNDAYSCHOOL)**

## THE SCHEDULE

There are two sessions of our Sunday School.

**Morning Session: 9:00 am to 11:30 am**

**Afternoon Session: 11:45 am to 2:15 pm (incl. Dhuhr Salah)**

Each session consists of a 60 mins Quran class; a 15-30 mins break for snacks (cost is included in tuition fees) & a 60 mins Religion class. **Please note** that students in Afternoon Session are expected to stay and participate in Dhuhr Salah with congregation.

## STUDY MATERIALS

The school uses a variety of study materials, including books by Yahiya Emerick, Iqra, Islamic Services Foundation and other notable scholars. Parents are responsible for the cost of all books & other study materials like pencils & notebooks, etc. (included in Supply fees). All students are required to use a standard Sunday School Canvas Bag for study materials. We do manage a collective buying process for books & other supplies for parents. When available, we also offer used books in good condition at 50% discount to parents on a 'first come, first served' basis.

## EXTRA CURRICULAR ACTIVITIES

IALFM Sunday School is dedicated to providing an Islamic atmosphere with a balanced Religion and Quran curriculum. Special events such as a Quran competition, a Hajj themed project competition, and a Masjid picnic, where our students are asked to develop fundraising activities are regularly scheduled as part of the Sunday school curriculum.

In addition, students can work throughout the year on individual goals through the 'Badge Program'. In this program, students work to earn special badges for accomplishments such as completing their first fast during Ramadan, learning to pray Salah, and memorizing specific Quranic surah. These badges are proudly displayed by students on their school bags.

## BASIC CURRICULUM OVERVIEW

IALFM Sunday School's **Religion curriculum** is age based and consists of topics like Adab, Stories of Prophets, Attributes of Allah, Five Pillars of Islam, and the Six Beliefs in Levels 1-3. Levels 3-5 focus more on Islamic World Cultures and Arts, the Life of Prophet (SAW), the History of Islamic Empires, the Contributions of Muslims to the Modern World, and topics of Fiqh and Shariah. The **Quran curriculum** is designed to make students fluent in the proper recital of Surahs of the last Juz. Students do receive enough instructions in reading and writing Arabic only to be able to aid in their Quranic recitations. As students enter higher grades, Tafsir becomes an area of greater focus in their classes.

### LEVEL 1

#### Ages 4 or 5 by September 1

- Memorizing Surahs: Al-Fatiha, An-Nas, Al-Iqlas, Al-Falaq, Al-Kauthar, Al-Lahab, An-Nasr, Al-Kaafirun, Al-Maun, Al-Quraish, and Al-Feel
- Identifying and writing letters of the Arabic alphabet in their basic form
- Describing Attributes of Allah, the 5 pillars of Islam, and the beliefs of Islam
- Demonstrating basic Islamic Adab
- Describing the stories of some of the Prophets mentioned in the Qur'an

### LEVEL 2

#### Ages 6 or 7 by September 1

- Recitation & Tafsir of Surahs: Al-Fatiha, An-Nas, Al-Iqlas, Al-Falaq, Al-Kauthar, Al-Lahab, An-Nasr, Al-Kafirun, Al-Maun, Al-Quraish, and Al-Feel
- Identifying and writing letters of the Arabic alphabet in their various forms
- Describing stories of some of the Prophets mentioned in the Qur'an
- Describing the Attributes of Allah, the 5 pillars of Islam, and the beliefs of Islam
- Identifying deeds as Halal or Haram

### LEVEL 3

#### Ages 8 or 9 by September 1

- Recitation & Tafsir of Surahs: Al-Humaza, Al-Asr, Al-Takathur, Al-Qariah, Al-Adiyat, Al-Zalzala, Al-Bayyina, Al-Qadr, Al-Alaq, & At-Teen
- Sounding out words with short vowel sounds
- Describing the Five pillars of Islam
- Describing ways to worship Allah
- Events in the life of Prophet Muhammad (SAW)
- Describing ways to increase Iman
- Practicing Islamic adab
- Properties of good Islamic character
- Islam's influence on cultures around the world

### LEVEL 4

#### Ages 10 or 11 by September 1

- Recitation & Tafsir of Surahs in Juz 30
- Phonetically sounding out words with various phonetic rules
- Rites associated with Salah and Ablution
- Strengthening an Islamic identity
- Reviewing the lives of the Prophets
- Describing the character of some of the Sahabah
- Describing Islam's influence on the arts
- Listing months & events of the Islamic calendar

### LEVEL 5

#### Ages 12 or 13 by September 1

- Recitation & Tafsir of verses from the Qur'an beyond Juz 30 that are recommended for memorization and recitation
- Identifying and using basic Tajweed rules
- Using the Qur'an and Hadith as resources
- Describing the history of Islamic Empires
- Describing elements of American Muslim culture, and the history of Islam in America
- Identifying and discussing current and traditional issues surrounding Fiqh and Sharia
- Identifying the contributions of Muslims to modern society

## FEES

\$65/Month  
\$40/Month  
\$20/Month

Tuition for 1<sup>st</sup> Child  
Tuition for 2<sup>nd</sup> Child  
Tuition for 3<sup>rd</sup> Child *(same for 4<sup>th</sup> Child & more)*

### One-time Charges:

\$60  
\$100  
\$25/Child

Registration Fee for One Child  
Registration Fee for 2 or more Children  
Supply Fee

### NOTES:

- Tuition fee also includes cost of snacks provided to children during break in each session
- Cost of books is not included in the Tuition fee. It is a separate expense & varies depending on the level your child is enrolled in
- Tuition fee is due on the 1st of each month, beginning in September, and ending in May (late fee also applies)
- Fees are utilized to pay for Security (by FMPD), Volunteers Appreciation Lunch, Technology needs (computers, etc.) & Speakers Fees for Special events
- There is a 10% discount, only on Tuition fee, when paid in full (9 months), at the beginning of the academic year

## STAFF

Our school is run entirely by volunteers from the community. Volunteers are utilized to complete the following tasks and/or fill the following positions to operate school.

- Classroom/Snacks Break setup, supervision & clean-up
- Clerical duties
- Classroom Aides in Training (for 9<sup>th</sup> -12<sup>th</sup> graders)
- Classroom Aides
- Substitute Teachers
- Classroom Teachers
- School Administrator
- Education Committee Members

## ACADEMIC CALENDAR (2017-18)

### August

13 – Registration Day (at Masjid)  
20 – Volunteers Training Workshop  
27 – Day 1 (Semester 1)

### September

3 – Labor Day/Eid al Adha (No School)  
10 – Day 2  
17 – Day 3  
24 – Day 4

### October

1 – Day 5  
8 – Hajj Competition  
15 – Day 6  
22 – Day 7  
29 – Day 8

### November

5 – Day 9  
12 – Day 10  
19 – Teachers Meeting/Students Assembly  
26 – Thanksgiving (No School)

### December

3 – Day 11  
10 – Day 12 (Review)  
17 – Day 13 (Midterm Test)  
24 – Winter Break (No School)  
31 – Winter Break (No School)

### January

7 – Day 1 (Semester 2)  
14 – Parent-Teacher Conference  
21 – Day 2  
28 – Quran Competition

### February

4 – Day 3  
11 – Day 4  
17 – Volunteers Appreciation Lun  
18 – Day 5  
25 – Day 6

### March

4 – Day 7  
11 – Spring Break (No School)  
18 – Day 8  
25 – Day 9

### April

1 – Day 10  
8 – Day 11  
15 – Day 12 (Review)  
22 – Annual Masjid Picnic  
29 – Day 13 (Review)

### May

6 – Day 14 (Final Test)  
13 – Graduation Ceremony  
*(1<sup>st</sup> Ramadan expected on 5/16)*

### Children with Special Needs

We do not have any trained teachers in our school who can teach and take care of children with special needs.

## GRADING POLICY

Students are awarded at an Annual Graduation Ceremony based on a combination of their performance in the following areas: Attendance, Homework Assignments completion & Test Grades. Tests are administered every tenth week, for a total of three tests a year. **The overall grade is comprised of Attendance (30%), Homework Assignments (30%) & Tests (40%).** For any Homework Assignments that are turned in late by the student, points are deducted. No make-up homework can be turned in after the date of the Trimester test. Homework Assignments are provided to students for the entire 10 weeks' period on a sheet. Although our teachers are encouraged to notify parents and students when they are missing their homework, a lack of notification from the teacher does not constitute an excuse for missed homework. Teachers' contact information is provided so that parents have the opportunity to contact the teacher to ask any question about their child's homework assignments. Report cards are also issued to communicate students' progress.

## DRESS CODE

**Girls are expected to wear hijab inside the masjid at all times.** Should a girl forget her hijab, extra hijabs are available at the masjid. **Boys are expected to wear pants and shirts with sleeves while inside the masjid.** If shorts are worn by boys, parents should provide a thoub to wear on top of their clothes. Students should avoid tight clothing, tight leggings & short tops. All children are expected to dress neatly and conservatively with no pictures of people or animals on their clothes. If a child comes to school dressed inappropriately, they will be politely reminded of the dress code. However, continued failure to follow the dress code will result in a notification to parents & disciplinary actions.

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**PARENTS ARE WELCOME TO CONTACT  
EDUCATION COMMITTEE VIA EMAIL AT:  
EDUCATION@IALFM.ORG**

## ATTENDANCE POLICY

Although students benefit most by attending class every Sunday, the school realizes that children sometimes become ill or have to travel with families on weekends. Therefore, students are allowed up to two excused absences in a year. **An absence will be considered excused only when a written note for student is sent by parents via e-mail at [education@ialfm.org](mailto:education@ialfm.org). Please note that you must send the note via email before the end of the day on that Sunday that was missed by student in order for the absence to be considered excused.** The parent or child is responsible for asking about make-up homework and bringing completed assignments to the teacher. Students with perfect attendance, i.e. no excused or unexcused absences will be eligible for the 'Perfect Attendance Award' on graduation day. Perfect attendance also includes participation in Hajj competition, which actually counts as two attendances (bonus) toward total attendance. If a student misses a test and needs a make-up test, student or parents may approach the class teacher to arrange for that at a mutually agreed upon time & place. **Administering a make-up test is solely at teacher's discretion.**

## EDUCATION COMMITTEE

Education Committee that oversees IALFM Sunday School has the following objectives.

- Promote better communication among teachers, parents and community in general on educational aspects
- Develop a positive and supportive atmosphere to enhance students' educational and extracurricular experiences
- Organize academic, social and fundraising activities in support of IALFM Sunday School
- Manage administrative functions of the school appropriately and effectively
- Recruit and train volunteers to help better utilize their individual talents, time and efforts

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**Education Committee members are:** Amir Haque, Samina Sheikh, Shaheed Luqman, Sheema Karanch, Maha Ali, Adam Luqman & Rasheed Farah

## IALFM SUNDAY SCHOOL | CODE OF CONDUCT

It is the basic goal of IALFM Sunday School to develop & promote well-regarded Islamic qualities and positive school citizenship. Students are expected to conduct themselves in an orderly, courteous, and dignified manner. All students have a responsibility to learn and comply with the rules and policies of the school.

Any conduct that causes or creates reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being or the rights of other students, is prohibited. The Education Committee has authority to address and remedy any behavior deemed disruptive, and are expected to use their best judgment to assign appropriate consequences for misbehavior.

### School Wide Rules:

- Obey all Masjid rules
- Behave in a courteous and responsible manner
- Attend all classes regularly with proper preparation
- Meet Masjid dress code
- Respect the rights of others and their property
- Assist and comply with the instructions of Sunday School personnel

### Classroom Rules:

- Follow instructions and directives of the Class Teacher
- Bring all study materials in a bag regularly to the class
- Speak or move about with Class Teacher's permission
- Leave class only with Class Teacher's permission
- Refrain from using any electronic devices in the class, unless instructed otherwise by the Class Teacher
- Consume food/drinks only at designated times and places

### Administration Procedures:

A teacher may send a student to the Administration Office to maintain discipline in the classroom, if the student has been

documented to have repeatedly interfered with teaching, or if the teacher determines that the child's behavior is so unruly, disruptive or abusive that it needs to be addressed by the administration. Administrators will address misbehavior brought to their attention by discussing the behavior with the child, determining an appropriate consequence, and contacting the parents to inform them of the incident.

### Parental Responsibilities:

Although a code of conduct has been established, the Sunday School is not responsible for teaching discipline standards to students. Teachers will instruct students on the 'Code of Conduct', and students will be tested on their knowledge; however, students are ultimately expected to learn and follow the provisions described here.

### Parents are expected to:

- Serve as a role model for their children (students)
- Ensure student's compliance with Sunday School attendance requirements and properly report and explain absences and tardiness to school
- Assist students in maintaining a proper attire as per school policies and managing assigned study materials
- Communicate regularly with the school concerning the student's conduct, homework assignments and progress
- Bring to the attention of the school authorities any problem or condition which negatively affects the child
- Assist school administration and teachers in their efforts to maintain a quality school system & comply with their instructions
- Respond promptly when notified by school to pick up student due to a medical or disciplinary issue

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Signature of Parent or Guardian

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Name of Parent or Guardian

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Date

## LIABILITY WAIVER

Please list name(s) of Student(s) below:

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## WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT

On my own behalf, and on behalf of each of the minor children/students named above, I agree to release and discharge from all liability, and waive all claims, demands and actions against, Islamic Association of Lewisville and Flower Mound, it's volunteers or other students for any and all injuries, harms, or damages sustained by any of the children/students in connection with their use or presence on the premises, or their use of facilities, equipment, services, programs or activities within or outside its center, resulting or arising from the negligent acts or omissions of Islamic Association of Lewisville and Flower Mound, any of the children/students, other members, guests, visitors or other persons on the premises. I agree to defend, indemnify and hold the Islamic Association of Lewisville and Flower Mound harmless against any and all claims brought by anyone against the Islamic Association of Lewisville, and Flower Mound and its volunteers related to such injuries, harms or damages.

By signing this agreement, I certify that I have thoroughly read, fully understand, and voluntarily accept and agree to its terms.

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Signature of Parent or Guardian

## MEDICAL RELEASE

### SUPERVISION AND MEDICAL DECISIONS AGREEMENT

I agree that I will ensure that the children/students named above are handed off to the class teacher of the student and picked up within 15 minutes of the ending of school session. I also agree to provide the volunteers with any health information needed to ensure children's health at the school. In the event the children are involved in an accident or incident that requires medical attention, the school teachers or administrators have my permission to seek medical assistance, provide transportation and admission to a hospital, and perform any life sustaining procedures in case they are not able to contact me.

By signing this agreement, I certify that I have thoroughly read, fully understand, and voluntarily accept and agree to its terms.

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Signature of Parent or Guardian

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Name of Parent or Guardian

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Date

Please list phone numbers to be contacted in case of an emergency:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_