



Parent/Student Handbook

for

Islamic Foundation of Peoria

Sunday School

Masjid-As-Salaam

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Welcome to Islamic Foundation of Peoria (IFP) Sunday school! We are a weekend school that has been serving the Muslim community in Peoria and Dunlap since the year 1999. Our school offers classes for students from pre-kindergarten through the high school levels. The school is run solely by dedicated volunteers who serve in administrative positions, teachers, substitute teachers, and other staff roles. Our vision is to offer excellent, Islamic education in a proper, Islamic environment so that your child will learn not only the basics of the religion, but also how to apply it in their daily lives and be role models in the society.

Inshallah, with the help and blessings of Allah (SWT), we will work together to meet this vision and be successful. We take pride in conducting our school in a professional, well-organized manner, with excellent communication to you, the parents. *Jazahka'allah khair* for adhering to the policies of the IFP Sunday school at Masjid-As-Salaam. We sincerely appreciate your cooperation and support!

Mission statement

“To teach our children the fundamentals of Islam and how to implement these fundamentals in their daily lives based on Allah’s (SWT) Book “Al-Quran”, and His Messenger, Muhammad’s (SAS) Sunnah.

School Goals

The mission statement, *inshallah*, will be achieved by the following goals:

1. Teach each student how to read the Qur’an and encourage memorization of *surahs*.
2. Teach each student how to perform *wudu* and *salah* (prayer).
3. Teach the *Seerah* of the Prophets, with emphasis on *Prophet Muhammad (SAS)*.
4. Teach Islamic basics which include *five pillars, etiquettes, fiqh/aeeda, hadith, and manners*.
5. Teach *tafsir* and *tajweed* of the Qur’an, current events, and perform service projects.

School Information

Sunday school begins at 10:00AM SHARP and ends at 1:15pm with congregational *Dhuhr salah*. The school currently has seven levels, and is divided into three periods with a break for lunch. The school begins in August and ends in May. If a classroom reaches maximum capacity, a waiting list may be used.

Registration takes place in May for the upcoming year. Tuition is to be paid at the time of registration, either in one or two payments. Parents are expected to help by volunteering in various events that the school offers and signup sheets are available during registration. We enroll children beginning from 4 years of age if he/she meets ALL the following criteria:

1. A child must be 4 years old by December 1.
2. A child must be completely potty-trained.
3. A child must be able to stay seated in a chair without disturbing the class.
4. A child must be able to follow basic directions from the teacher.

Tuition: Our tuition is: \$20 per month for the 1st child, \$10 per month for the 2nd child, and \$5 per month for any additional children. There will be an additional flat cost of \$30 per child for book rental fees/supplies, with an additional flat \$40 cleaning fee (once in complete year) to help cover the cleaning service costs on Sundays.

We offer a choice of two payments plans:

1. Tuition for the entire school year can be payable at the beginning of the year.
2. Pay 50% of the tuition on registration day and the remaining 50% on December 1. All payments are to be paid on time to the school treasurer.

School Policies

Attendance: Regular attendance is essential for optimal learning at Sunday school. Attendance counts for up to 10% of the total grade to encourage regular attendance. We also consider timeliness important. Late arrival will result in late fees which will be administered and adhered to. Undue tardiness or excessive absences will be handled accordingly.

Reporting An Absense: If your child will be absent, you must notify his/her teachers **directly** via phone, email or note. The contact information is on their welcome letters in your child's folders. Please do not contact the principal or administrator.

Late Fees Policy: School begins at **10:00AM SHARP** and attendance is taken at this time. Any child that arrives after 10:00am will be considered tardy. They must stop by the office to receive an office pass before they will be admitted to the class. The first 3 tardies will be waived, however, after that we will charge a late fee of **\$1.00 per child**. **This money is to be paid to the office upon arrival to school!**

Pick Up Late Fees Policy: Parents should arrive at **1:15pm** for Dhuhr Salat. Children who are not picked up after 1:30pm will be charged **\$5.00 per child**. After 1:45pm, the parents will be charged **\$10.00 per child**.

Early Dismissal: If your student needs to be picked up early, the parent should come to the office (not the classroom). The Administrator will collect the child from the classroom.

Drop-off/Pick-up Policy: All parents are to legally park their cars in the parking lot and come into the masjid to drop off/pick up their children. Please **DO NOT** drop off your child at the front door. For the safety of the children, we do not want them walking unattended while other cars are arriving. Parents should help their child (s) with hanging coats and putting shoes in the cubbies. The entrance to the building is **NOT** to be blocked at any time for any reason. This is again solely for the purpose of the children's safety. All parents are to be properly dressed and covered when dropping/picking up their children.

Class Dismissal: Students must complete the congregational *Dhuhr* salat and will then be dismissed back to their classrooms. Students are not allowed to leave the premises of the *masjid* for any reason. All parents should collect their child (s) from the classroom by no later than 1:30pm. If you have an issue you to discuss with the teacher, please schedule a conference time.

Dress Code Policy: Parents are expected to make sure their children adhere to the school policy of dress code, which is as follows:

- All students are required to wear nice and clean clothes.
- Clothes must cover the body loosely without being transparent, revealing, or tight.
- Clothes should not have words or pictures displaying themes other than Al-Islam.
- A head covering for girls is part of the Islamic dress and is required. Legs must be covered.
- Boys' shirts must have a minimum of half-sleeves, thus, no sleeveless shirts are allowed. Pants are required, thus, no shorts are allowed.
- Students are not to wear hats to school.
- Students not dressed properly will have to call parents to bring appropriate clothing.

Children learn by example, thus, to help teach our children the value of wearing proper Islamic attire, **all parents are required to observe the dress code policy**. Please keep in mind that the school is being held in a *masjid*, and the parents are asked to respect the *masjid* etiquettes and rules regarding dress code issued by the IFP Shura. Parents will be given a written reminder by the administration. Repeated offenses may result in a meeting with the principal and IFP *Shura*.

Lunch Policy: All students are required to bring a sack lunch and drink to school. The student is NOT allowed to skip lunch. Due to allergy issues, children are NOT allowed to share food with their classmates.

Discipline Policy: We are very strict regarding discipline and will not tolerate any misbehavior. Students are expected to behave, show manners, and be respectful in the *masjid* and to their teachers at all times. Bad language will not be tolerated. Students should not make a mess in the bathrooms, especially during *wudu* time. Abuse, whether physically to the building (damages will be charged to the parents) or verbally/physically to a teacher or a student, **in any way**, will absolutely **NOT** be tolerated. A pink discipline form will be filled out if your child has a discipline issue. “Three strikes” rule: First offense: A verbal reminder to correct behavior. Second offense: receive pink slip; child and parent will meet stay after school with principal. Third offense: Principal will handle the situation to his/her discretion; however, it could lead to suspension and/or permanent dismissal from the school.

Child Abuse Policy: By law, as a school, we are required to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what to do next. Child abuse is defined as a mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home who has mistreated the child leading to injury or putting the child at risk of physical injury. Child abuse can be physical, sexual or emotional. Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter, or other basics for a child.

If during school hours, the staff witnesses any of the following examples, they are required to report it to the office, and after investigation there is evidence of child abuse, the administration WILL call the hotline:

- If you see someone hitting a child with an object
- If you see marks on a child's body that do not appear to have been caused by accident.
- If a child tells you that he or she has been harmed by someone.
- If a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

Classroom Rules: There is no food or drink allowed in the classroom unless otherwise permitted by the administration. No shoes are to be worn in the classrooms. Only school-related books and materials are allowed in the classroom. Gum chewing is not permitted, nor is passing notes to other students (no matter what the circumstance). **No electronics are allowed in Sunday school.** This includes cell phones, all handheld games, i-pods, and any other devices. They will be taken from student if brought to class, and the parent will need to collect it after school hours. Teachers are allowed to have cell phones on the vibrate mode.

Grading Policy: The category breakdown of the total class grade (with the exception of the Level 1 & 7) is as follows:

Attendance: 10%	Homework/Projects: 10%	Tests/Exams: 25%	Behavior: 10%
Class Participation: 10%	Quizzes: 25%	Overall Effort: 10%	

A mid-term exam will be given at the end of the first semester. Progress reports will be distributed in December to show the student's performance/areas of strength and weakness. Final exams will be given at the end of the school year. Each student will receive a final report card on the last day of school, which will include a final grade, but not include the class level for the next year.

Graduation Requirements: For each year a student is enrolled in our school, they must have an attendance record of 70%. Students who continue to complete their senior year in high school in Sunday school with a 65% attendance will “officially” graduate. A graduation ceremony will take place and their name will be added to the “Graduating Seniors” plaque, along with receiving a Certificate of Graduation.

Conferences: If a teacher has any concerns about a child’s performance, or the parent has any concern that needs to be discussed, a parent/teacher conference can be scheduled. No conferences are to be held during class time.

Cleaning Masjid Policy: All parents of the students are expected to help with the cost of keeping our *masjid* clean after Sunday school use. A flat one-time yearly fee of \$40 will be charged at registration for cleaning.

Parent Volunteers: We encourage parent participation by offering volunteer opportunities for various events of the Sunday school. Parents are not allowed to stay in the classroom and cannot stay “to help” in teaching or supervising children in the classroom. Any incidents or issues that may occur while you are on the school premises during school hours are to remain confidential. If a parent wishes to stay during school hours, they may be seated in the cafeteria or *musallah* area.

Address/Phone/Emergency Contact Changes: If you move or change your home or cell number, please notify the teacher and administrator immediately. Also, if the number of the person you list for an emergency contact changes, please notify the administration. It is very important that the school has correct contact information for your child in case we need to reach you for any reason or if there is any emergency.

School Calendar: This will be provided on registration day listing important dates for the entire school year.

School Closings: If Sunday school needs to close due to extreme weather conditions, we will post the closing on channel 10 NBC, WEEK. We will also post a message via email.

Parties: The school will provide two *Eid* pizza parties for all students in the cafeteria. Parents should not send lunch on these days. Please do not send treats for your child on his/her birthday to the classroom, as we will not celebrate any other occasions other than the two *Eid* holidays.

School Programs/Field Trips: The school organizes one all-school program, one community service project and one field trip (swimming, bowling, etc) during the school year. Flyers are posted with the relevant information and cost.

School Drills: We conduct a fire drill, a tornado drill and two lockdown drills during the school year.

Communication: We take pride in our excellent communication to the parents via weekly email announcements. Additional information is posted via flyers, postings on bulletin boards, and announcements made at *Jumm'ah Salah*.

Visiting Relatives Screening Process: Visiting relatives may be allowed to attend Sunday school if the screening process is approved. The screening process includes:

1. Teacher approval/availability in classroom.
2. Age of child has to be 8 years or above.
3. Visitor should be relatively the same age as IFP student.
4. If staying through the lunch period, the lunch must be provided.
5. Fill out form and meet with Principal for final approval

Lost and Found: Any lost articles will be placed in the lost and found box located in the office.

DISCLAIMER: The Islamic Foundation of Peoria or the Islamic Foundation of Peoria Sunday school will not be held liable for deliberate or accidental occurrence of any sort involving students who are inside or go outside the school premises during school hours. The parent/legal guardian waives all legal liability claims against the Islamic Foundation for Peoria, the Islamic Foundation of Peoria Sunday school, and all of the two institutions officers, agents, members, and volunteers.

School Curriculum:

Our Sunday school has seven levels, and our curriculum is based on a two-year course for each level. On average, you can expect your child to remain in the same class for two years. Our Sunday school has three periods: Quran Reading (how to read, *tajweed*, or *tafsir*), Islamic Studies, and Seerah. All levels listed below are divided by category and gives an overall summary about the material that will be taught in each class. Students are placed in Quran Reading classes based on their ability to read Quran. Students are placed in Islamic Studies and Seerah classes based on their age group. Teachers will list books used and goals of their class, duas to memorize, etc. in their welcome letters, which all students receive on the first day of school.

All students in Levels 3, 4, 5, 6 and 7 will take a “Basic Assessment” Exam in the Fall to determine the level of basic knowledge each student has. Students will retake this exam in the spring and the results will help the school measure the level of success in teaching students the “core” knowledge they must know about their Deen. All results will be charted and graphed to show progress of each student.

Level I

Quran Reading: Learn and masters the Arabic alphabet in order and mixed. Supplement with flash cards and art/craft projects.

Surahs: Al-Fatiha, Al-Ikhlās, Al-Kauthar, and An-Nas

Islamic Studies: Introduction of the five pillars of Islam, daily prayers, charity, Islamic greeting, and manners. Love and thanking Allah. Stories of the life of Prophet Muhammad (SAS) and other Prophets. Students will also do Islamic art projects and learn Islamic songs and poems.

Level II

Quran Reading: Learn the shapes of the letters in the beginning, middle and the end of 3-4 letter words. Supplement with flash cards, coloring, and games. Introduce the diacritical marks (damma, fatha, and kasra) for each letter. Quran Made Easy Lessons: 1-28, 31-33, 37-41.

Surahs: Al-Fatiha, An-Nas, Al-Falaq, Al-Asr, Al-Fil, Al-Quresh, and An-Nasr

Islamic Studies: Goal of laying the basic foundation of the Islamic belief system for young children to understand. Introduction to five pillars, prayers, and wudu. Memorize Shahadah. Love of Allah, coming to the masjid, and Islamic holidays. Learn the Islamic greeting, manners, and duties to parents/relatives. Emphasis on being proud to be a Muslim. Use projects and coloring to reinforce.

Seerah: Stories of life of Prophet Muhammad (S) and other significant Prophets.

Level III

Quran Reading: Learning to connect 3 letters and be able to read them with the three diacritical marks (damma, fatha, and kasra), introduce the sukun, madd with alif, yaa, and wow, and continue learning how to read 3-4 letter words with the diacritical marks. Quran Made Easy Lessons: 3a: 29-60, 3b: 58-96.

Surahs: Perfect all surahs listed in previous levels. Learn Al-Kafiroon, Al-Ma'oon, Al-Lahab, Al-Humaza, Al-Takathur

Islamic Studies: Build on the foundation learned in Level II and deepen students understanding of Islam. Undergo a comprehensive study of how to make salah, and perfect their wudu. Memorize Shahadah with meaning. Memorize Darood and basic duas. Teach five pillars in more detail, duties to parents/relatives, Islamic etiquettes, charity. Begin learning the number of rakahs with each prayer. Learn the Adhan. Perform two community projects.

Seerah: Begin teaching Life of Prophet (SAS) with focus on Mecca period. Read stories of other prominent Prophets.

Level IV

Quran Reading: Review reading longer words with the diacritical marks and the Madd, Introduce the Tanwin and Shadd. Continue to practice reading and strengthen skills. Quran Made Easy Lessons: 4a: 97-134, 4b: Reading from Juz Amma

Surahs: Perfect all surahs listed in previous levels. Memorize Al-Qariyah, Al-Qadr, At-Teen, Al-Zalzalah

Islamic Studies: Students are now expected to have attained the basic foundations of Islam. Continue learning more detailed lessons to build on their foundation and strengthen their identity. Perfect the salah and memorize meaning in English of what is said in all positions of salah. Will memorize English translation of Surah Al-Fatiha, Adhan (with response), Tashahud, and Darood. Learn Witr and additional duas. Strengthen Islamic etiquettes, manners, and duties to parents. Develop love of coming to the masjid. Perform two community projects.

Seerah: Begin teaching Life of Prophet (SAS) with focus on Madina period. Learn stories of the major Prophets. Introduce and memorize simple Hadith.

Level V

Quran Reading 5a and 5b: Students are expected to be proficient in reading Quranic Arabic smoothly. Will teach to love of Quran, importance and rules of tajweed. Introduce sight words, introduce the most frequent words used in the Qur'an, learn when to do sujud while reading the Qur'an. Continue perfecting Quranic Arabic with focus on proper pronunciation and reading of specific surahs to perfect recitation.

Surahs: Perfect all surahs listed in previous levels before proceeding. Memorize Surah Al-Dhuha, Al-Adiyat, Al-Inshirah

Islamic Studies: We will continue the Islamic studies journey enriching the student's understanding and love of Islam. Continue to strengthen their foundation and identity as Muslims. Students will be engaged in discussion and challenged in review of all material that they should know. Learn Dua'Qunut with meaning, and additional duas, such as dua of the Khutba. Introduction and etiquettes of Jum'mah and jam'mah salat, Islamic calendar, and dress code. Continue teaching importance and rewards of masjid. Perform two community projects.

Seerah: Review of life of Prophet Muhammad (SAS), with a detailed analysis of Mecca period. Learn about the four Caliphs. Continue teaching and develop love of Hadith.

Level VI

Surahs: Perfect all surahs in previous levels. Memorize Al-Bayinah, Shams, and Layl

Islamic Studies: Introducing middle school Muslims to the essentials of their faith by focusing in depth on fundamentals of fiqh/aqeedah. Perfect all important duas in and after salat. Learn etiquettes of Jum'mah, jam'mah salat, and while traveling. Teach how to perform special salats, such as Jum'mah, Eid and Jannaza. Review of Tashahud, Darud Sharif, and Du'a Qunut. Learn additional Du'as during and after salah. Articles of Iman and review of dress code, tayammum, and ghusl. Perform two community projects.

Seerah: In depth coverage of life of Prophet Muhammad (SAS) during Mecca and Madinah periods. Supplement with stories of Khulifah Rashideen, and study of Hadith.

Level VII

Tafsir of Qur'an: This will be a lecture format of the translation of the ayats in the Qur'an, with opportunities for discussion and comments. One sura is assigned per semester to each student for memorization. Adults are welcome to sit and listen with the students as observers.

Surahs: Continue memorizing surahs on an individual basis. The focus is to teach them independent motivation as ultimately, they are responsible for increasing their Islamic and Quranic knowledge. Their goal should be to complete all surahs in previous levels and learn Al-Fajr and Al-Balad.

Islamic Studies: Discussion on general aqeedah issues/concerns and how they can apply this knowledge in their life. Emphasis on the importance of maintaining an Islamic identity, and building good Islamic character as skills to use throughout their life. Variety of topics covered using variety of books and lectures on-line. Includes hands-on community projects and open discussion forums. Current events are also discussed when appropriate.

Tutor Volunteering: To encourage the importance of "big brother, big sister" participation, students will on occasion be assigned to younger level classes to assist in teachers with surah review or other areas where students may need extra help.