



Sunday School Handbook

In the name of Allah, Most Beneficent, Most Merciful

Hillside Islamic Center is a weekly school for Muslim children between the age of 5 and 16 (KG to High School). It is held at HIC and operates on Sundays from 10 AM until 1:15 PM. Our staff is composed of highly dedicated and qualified teachers. The Sunday school generally follows the Public Calendar and is in session on Sundays for the entire academic year with the exception of the general public and Islamic holidays.

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Our Mission

At HIC Sunday School, we strive to create and maintain a place where our students can learn about the beauty of their faith and richness of the Islamic tradition. In short, the school has these primary goals:

- To instill love for Allah and the Messengers of Allah.
- To instill love and respect for the Masjid and our teachers.
- To help our student develop strong, positive Islamic identities.
- To impart to our students a basic foundation in the fundamental teachings of Islam. This includes but is not limited to Quran, Seerah, History and analysis of current events from an Islamic perspective.
- To create a place where Muslim children can build friendships - sometimes lifelong - with other young Muslims.
- To help nurture Muslims of the future who will participate in the world surrounding them as ambassadors of Islam and responsible Americans.

Overview of Sunday School Syllabus

Level 1

Intermediate

Ages 4-5

Curriculum: Weekend Learning Level K

Course Description: The goal of kindergarten is to build a positive image regarding school and learning. Students begin with very basic curriculum. The book emphasizes the most important academic topic, developing literacy: reading and writing. Islamic Studies for Kindergarten begins by doing the same that a regular school does, building familiarity with various aspects of written and spoken words. The objective is to introduce the basics of Islam through many activities such as writing, coloring, cutting, gluing, sorting, listening and playing.

1. Allah is the Creator
2. Allah is Powerful
3. Allah is Kind
4. Beautiful Names of Allah
5. Allah SWT loves us
6. Angels of Allah
7. Books of Allah
8. The last Day
9. What is Islam?
10. Who is a Muslim?
11. Dua for beginning an action.
12. Dua for finishing.
13. Saying Alhamdulillah
14. 5 pillars of Islam
15. Shahadah
16. Steps of wudu
17. Steps of Salah
18. Fasting
19. Zakat
20. Hajj
21. Story of Prophet Adam (as)
22. Story of Prophet Nuh (as)
23. Story of Prophet Ibrahim (as)
24. Story of Prophet Yunus (as)
25. Story of Prophet Musa (as)
26. Story of Prophet Sulaiman (as)
27. Story of Yunus (as)
28. Islamic Festivals (Eid al-Fitr, Eid al-Adha, Eid Greetings)

The Safar curriculum aims to cumulatively build a child's essential Islamic knowledge, cultivate good character and instil God consciousness. With extensive references from the Qur'ān and aḥādīth as well as vivid and appealing illustrations.

The books have been developed to ensure that they are enjoyable whilst being comprehensive, reliable and meaningful. Elements from all core subjects are covered in the textbooks in an age-appropriate manner: Qur'ānic stories, Islamic beliefs ('aqīdah), religious rulings and rituals (fiqh) and major episodes from the life of Prophet Muḥammad صلى الله عليه وسلم, as well as areas of personal development.

Level 1

Advanced

Ages 6-7

Curriculum: Safar Book 1

Course Description: Safar Book 1

Textbook 1 builds core knowledge in an easy and engaging manner, preparing young children to build on this foundation through use of the rest of the primary curriculum and then progress to the secondary curriculum.

1. Belief in Allah
2. Belief in His angels
3. Belief in His books and messengers.
4. Belief in the Day of Judgement
5. All good and bad comes from Allah
6. Greetings in Islam
7. Rules
8. Keeping Clean
9. Using the toilet
10. Concept of Paradise and Hell Introduced
11. Story of Prophet Adam (as)
12. Five pillars of Islam
13. Story of Prophet Nuh (as)
14. Wudu
15. Names and times of the five daily salah
16. Basic Salah Positions
17. Story of Ibrahim (as)
18. Story of Prophet Yunus (as)
19. Fasting
20. Story of Musa (as)
21. Zahah and Sadaqah
22. Hajj
23. The six articles of faith
24. Story of Prophet Isa (as)
25. Story of Prophet Muhammed (as)
26. Islamic Months
27. Arabic Alphabet

Level 2

Ages 8-9

Curriculum: Safar Book 3

Course Description: Safar Book 3

1. Essential revision
2. Names of Allah (Al Qadir, As Samad, Ar Razzaq, Al Mujib)
3. Habil and Qabil
4. Angels
5. Respect
6. Books from Allah
7. Manners of eating and drinking
8. Prophets of Allah
9. Life after Death
10. Paradise and Hell
11. Prophet Hud and the People of Ad
12. Cleanliness
13. Manners of using the toilet
14. Why Muslims perform salah
15. Revision of rak'ahs
16. The companions in the cave
17. Manners of the masjid
18. Prophet Salih and the people of Thamud
19. Daily Salah: theoretical and practical
20. Prophet Shu'ayab and the people of Madyan
21. Qurayash abuse of Muslims
22. Migration to Abyssinia
23. Isra and Miraj
24. Battle of Badr
25. Battle of Uhud
26. TV, music, games and the internet
27. Good manners to parents and others
28. Halal and haram foods

Level 3

Ages 10-11

Curriculum: Safar Book 5

Course Description: Safar Book 5

1. Essential revision
2. Names of Allah (Ar Rabb, Al Qayyum, Al Musawwir)
3. Angels, books & messengers
4. Signs of the Last Day
5. Death
6. Description of the Last Day
7. Description of Jahannam
8. The last person to enter Jannah
9. Types of rulings(Fard, Wajib, Sunnah, Nafil, Mubah, Makruh, Haram)
10. Prophet Ayub (as)
11. Wudu: fard, sunnah and makruh acts
12. Ghusl: fard, sunnah, and makruh acts
13. Prophet Yunus (as)
14. Times of Salah
15. Forbidden and disliked prayer times
16. Prophet Dawud (as) and Jalut
17. Basics of Tayammum
18. Sunnah Mu'akkadah and Ghayr Mu'akkadah
19. Witr
20. Fard acts of Salah
21. Disliked acts of Salah
22. Making Salah part of life
23. Islamic Dress Code
24. Good character and sins
25. Letter to Heraclius
26. Conquest of Makkah
27. Rules and rewards of Fasting

Policy Information

We urge you to read these policies with the student(s) in your family and sign the last page of this document to verify that you received and understand the policies and procedures. These policies and procedures are in effect for all current students and apply for the duration of their enrollment. Any future changes or updates will be presented to parents for acknowledgements.

Please read and retain the following policies and procedures carefully; then sign and return the last sheet along with your child within 7-days of enrollment.

Sunday School Fees

EARLY REGISTRATION

1st Child: \$450/Year
2nd Child: \$400/Year
3rd Child: \$300/Year
4th Child: \$200/Year

REGULAR REGISTRATION

1st Child: \$495/Year
2nd Child: \$445/Year
3rd Child: \$345/Year
4th Child: \$245/Year

REFUND POLICY: Tuition is non-refundable

Admission/Enrollment

- The child should be at least 5 years of age by September 1 to be eligible for enrollment in Level 1.
- The registration application form must be completely filled out for the new students and updated by current information for old students.
- The student may begin school as soon as the registration form has been filled out and tuition paid.
- If a Child is requested for admission in a class higher than his/her age group, the School/teachers will conduct a comprehensive examination based upon the requested class's curriculum to assess the student's knowledge.

School Hours

Regular school: 10:00AM to 1:15PM from the beginning of September to June.

NOTE: Students are required to arrive at 10am sharp.

Drop off and Pickup

In order to ensure students safety, we require parents Drop off and pick up students **ONLY** from their respective classes.

Attendance

In order for a student to receive maximum benefit from his/her Islamic education, weekly school attendance is required. However, unforeseen circumstances and illnesses may require the student to be absent on certain occasion. Therefore, the Sunday School has adopted the following attendance regulations:

- In all cases, a call from the parents must be made to the center before 10:00am stating the purpose of the absence.
- A note must be provided to the teacher in case a student needs to be picked up before the formal ending of school.
- A student who arrives in class after 10am is considered tardy.
- Parents have the responsibility to bring their children to Sunday school on time.
- If a student is tardy or absent, it is their duty to get the assignment of the week and prepare for the following Sunday's class.
- In case of an absence for an exam, it is the responsibility of the parent to notify the teacher and make arrangement for the makeup exam.

Books

- The School will provide students Textbook and workbook for the academic school year.
- Parents may be asked to purchase any additional books.
- Students are expected to take care of the books and write their names on them.
- Students are required to bring all the books to school on every school day.
- School will charge the cost of the books in case second copy needs to be acquired.

Discipline

In order to maintain order the school administration will use the following disciplinary measures:

- For first offenses the student shall receive a verbal warning.
- Further offenses will be dealt with by contacting the parents and or giving a detention.
- If a student has chronic discipline problems, administrators and teachers will conference with parents to formulate an action plan so that student may be more successful in Sunday school.

Dress Code

In order to preserve the sanctity of Sunday School, we shall require all students to wear appropriate dress while in the Masjid. We ask that parents ensure that students maintain a proper standard of dress, which displays respect for Masjid's etiquettes.

- Girls are required to wear a non-transparent hijab.
- Girls are required to wear long sleeve shirts.
- It is recommended for both boys and girls to wear modestly loose clothing.
- Any clothing materials displaying inappropriate images are not allowed
- We trust parents to be the role model for your kids and follow the same rules when you are on the Masjid's premises.

School Supplies

Younger classes are required to bring pencil, glue, scissors, and crayons/markers. Older class, pen and notebook. All supplies should have the student's names on them.

Homework

Assignments are to be completed at home and vary according to grade level and subject area. Homework may be assigned to enable students to expand on the skills and concepts taught in class, and to gain a more thorough understanding as a result of additional independent study.

- It is Student's responsibility to complete and submit assignments on time.
- It is student's responsibility to make-up all work in case of absence.
- Parents are expected to regularly monitor the homework, which provides a good overview of how and what the student is doing in various subjects. Doing proper homework could also a direct positive effect in the child's learning, grades, and overall Islamic knowledge.
- Incomplete homework will have negative effect on the student's final grade. We wish to provide an opportunity for the students to follow through with responsibilities and experience the success of independent learning. Parents should expect homework each week and inquire of its nature. It is recommended to spread the homework over the course of the week instead of 1 day.

Grading and Report Cards

Our purpose for grading is to provide parents with needed information about their child's efforts and academic achievements. Grades are most important for children to determine their academic standing. As parents and teachers, we certainly need to help our children set goals for improvement of their academic strengths and weaknesses.

- Each academic year consists of chapter exams, a midterm and a final exam. It is up to the discretion of the class teacher to provide additional exams if they deem necessary.
- Final report card will be provided to every student at the end of the school year.

Personal Property

It is responsibility of parents to keep track of all personal items student bring to school each day.

- Students are expected to label all their school supplies, belongings and accessories as it helps the lost & found scenarios.
- Personal property such as iPods, iPads, toys etc. are considered nuisance items and are not permitted at school. Student may bring phone for personal use outside of Sunday school. They are not permitted to take out the phone without permission while in school.
- Students are required to place their shoes on the shoe racks and hang their coats on the hangers.

Sunday School Staff

Principal

Sr. Mohsina Bukhari

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Vice-Principal

Sr. Shahanaz Begum

sbegum001@gmail.com

Teachers (Sisters)

Sr. Aida Ramadan

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Teachers (Brothers)

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THIS PAGE MUST BE RETURNED WITHIN 7-DAYS OF ENROLLMENT

Please read and retain the following policies and procedures; then sign and return this acknowledgement sheet with your child. **ONLY ONE ACKNOWLEDGEMENT PER FAMILY IS NEEDED.**

ACKNOWLEDGMENT

____ I have received and acknowledged the following Academy policies/procedures:

HIC Sunday School Statement, Admission/Enrollment, School timings, Drop off/Pickup, Attendance, Books, Discipline, Dress Code, School Supplies, Homework, Final Exams, Report Cards, Grading System, and Personal Property.

Child 1 Name: _____ Age _____ Student's Signature _____

Child 2 Name: _____ Age _____ Student's Signature _____

Child 3 Name: _____ Age _____ Student's Signature _____

Child 4 Name: _____ Age _____ Student's Signature _____

Child 5 Name: _____ Age _____ Student's Signature _____

Parent's Signature: _____ Date _____