

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Welcome to
Muslim Community Center (MCC)
Sunday Islamic School*

اهلاً وسهلاً

**15200 New Hampshire Ave.
Silver Spring, MD 20905
Main # 301-384 3454**

Student Handbook 2009-2010

**Sr. Neirouz Mills, *Principal*
Sr. Gila Rana, *Vice-Principal***

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A Message from the Principal:

Dear Parents and Community:

السلام عليكم ورحمة الله وبركاته

We would like to welcome you all to our **2009 -2010 school year** as we look forward to a very exciting year. We are sure that the **Home-School Partnership and the Community effort** will ensure tremendous growth and progress in your child's Islamic education and. exposure.

Good communication between parents and the Sunday Islamic School volunteers is very important. You need to be informed about the curriculum and skills being taught in order to support our efforts and assist your child, and we need to know from you how we can best meet your child's needs.

Please look at your child's work regularly. Talk about it and give praise or encouragement and extra help whenever needed. Please help your child with the assigned homework, providing a conducive area to study, and have your child return it to school the next Sunday. If your child is preparing for a contest or participating in some of the special activities at MCC, please ensure that a convenient schedule at home has been designed to accommodate his or her Sunday Islamic School activities and events.

We would also like to ask you to join and participate in our PTA meetings and activities, as well as volunteer at the Sunday Islamic School and at Muslim Community Center.

Contact our dedicated volunteers or myself with any concerns or questions you may have.

Working as a team we will continue to maintain a progressive learning environment for our children and provide them with a successful Islamic education.

We look forward to working with you again this year, and as always we appreciate your support and contributions.

Sincerely,

Sr. Neirouz Mills,
Principal, MCC Sunday Islamic School

OUR VISION

Our vision is to establish an environment that fosters *responsible* Islamic teachings and training and family and community involvement, thereby providing the children of Muslim Community Center Sunday Islamic School with opportunities and guidance to embrace Islamic teachings and apply the understanding of Islam in their daily lives.

REGULAR SCHOOL HOURS

9:30 A.M. – 1:45 P.M. (Dhuhr prayer is mandatory for all students)

SCHEDULE OF CLASSES

Arabic: 9:30 a.m. to 10:30 am

Quran: 10:30 am to 11:30 am

Break: 11:30 am to 12:15 pm
Pizza \$1.00 per slice
Cookies and juice-free
Other foods on sale per PTA

Islamiyat: 12:20 pm to 1:20 pm

Wudu: 1:20 pm to 1:30 pm

Dhuhr Prayer: 1:30 pm-1:45 pm

EMERGENCY CLOSING OF SCHOOL

Please follow the options below in the order of preference listed:

1. If you have internet please visit the MCC Website at <http://www.mccmd.org/> on the morning of school day. You can also call a friend who has internet.
2. If you do not have internet, call the MCC at 301-384-3454 for recording after 8:30 a.m. on Sunday, i.e. the school, or the Principal at 301-384-3066.
3. Exercise your best judgment even if school is open. Do not drive out to school when snowing or icy conditions prevail. Sometimes the weather has been different from area to area and we do not want you to take any risk.

OUR VOLUNTEER SUNDAY SCHOOL STAFF

| | |
|-----------------------|-----------------------|
| Principal: | Sr. Neirouz Mills |
| Vice-Principal: | Sr. Gila Rana |
| Sunday School Office: | Br. Shawkat Hossaini |
| | Sr. Mona Nasser |
| | Sr. Shazia Abro |
| Bookstore Manager: | Sr. Sukainatou Sey |
| PTA President: | Br. Shayan Salahuddin |

Teachers:

Arabic

| | |
|----|-------------------------------------|
| KG | Sr. Ayesha Ansari |
| 1 | Br. Saad Mohammed |
| 2 | Sr. Samira Attouche |
| 3 | Sr. May Dajani & Br. Mohammed Babah |
| 4 | Sr. Mona Negm |
| 5 | Br. Fahid Al-Sulaihat |
| 6 | Sr. Ruba Hamid |

Quran

| | |
|----------|---------------------------------------|
| KG | Sr. Arzoo Nasir |
| 1A | Brs. Abdifattah Ahmed & Abid Siddiqui |
| 1B | Br. Saad Mohammed |
| 1C | Sr. Nazli Tropha |
| 2A | Br. Said Saidi |
| 2B | Sr. Ayesha Karimullah |
| 3A | Sr. Nusrat Jerin |
| 3B | Sr. Zenab Butt |
| B-1 | Srs. Shanaz Rokonuddin & Shabnom Khan |
| B-2 | Br. Sohail Rana |
| M-1a | Brs. Mohammed Babah & Ridwanur-Rahman |
| M-2 | Br. Issa Ndour |
| Advanced | Sr. Abeda Haque |
| Special | Sr. Ghada and Br. Abdelrahman Habboub |

Islamiyat

| | | | |
|----|----------------------|----|-----------------------|
| KG | Sr. Bela Ali | 4B | Sr. Maliha Ilias |
| 1A | Sr. Radia Rahman | 5B | Sr. Maha Imran |
| 1B | Sr. Juliana Roberson | 6 | Sr. Ayesha Karimullah |
| 2A | Sr. Kelley Miftah | 7 | Br. Yamin Chowdhury |
| 2B | Sr. Sanjana Quasem | 8 | Sr. Najma Khan |
| 3A | Sr. Anika Shah | 9 | Br. Tamseel Butt |
| 3B | Sr. Mariam Khan | 10 | Br. Shabbir Shah |
| 4A | Sr. May Dajani | | 5 |

ATTENDANCE

Students are expected to attend all classes they are assigned. They have to report on time. Three tardies equal one absence. Every quarter, the class with the best attendance will have an ice cream party.

ARRIVAL OF STUDENTS

Students must arrive on time. We encourage parents to escort our younger children to their classrooms.

STUDENT DISMISSAL

Students are dismissed from the Sunday school after the Dhuhr Salah, in front of the Masjid. All students are expected to go directly to their responsible adults.

SCHOOL CONCERNS

Parent concerns and questions are to be directed to the appropriate classroom teacher or to the principal.

DISCIPLINE

To achieve our learning outcomes, we expect all students to be prepared to participate in all learning activities. The Sunday Islamic School Community will work together to develop appropriate guidelines specifically reflective of the needs of our children. Every teacher acknowledges the needs of all our children. Proper behavior should be practiced at all times. We expect the best from each of our children. Inappropriate behavior is not acceptable as it is counter productive for the success of our children. We urge all parents to encourage their children to show excellent social and work skills. All parents are expected to become active participants in their child's learning experience at the MCC Sunday Islamic School. The success of our children is contingent upon our effort as partners and as a community.

HOMEWORK

In addition to classroom assignments, all students are required to complete homework assignments and return them to the classroom teacher.

STUDENT RESPONSIBILITIES

1. Come to class on time
2. Come to class prepared with textbooks, notebooks, pens, pencils, erasers and any other items the teacher requests
3. Be respectful to volunteers, other students, and the MCC property
4. Do the assigned homework
5. Participate in class
6. Bring in money for pizza (\$1.00/slice)

PARENTS' RESPONSIBILITIES

1. We expect you to bring your child to class on time. Late arrival results in your child missing valuable class teaching, as well as causes disruption to the class.
2. Please be advised that three (3) consecutive tardies will equal one day of absence.
3. You are strongly advised to purchase the assigned textbooks and workbooks for all the classes by the first day of school; these are available in the MCC bookstore.
4. We expect you to check for homework assignments and help your children with them when necessary to complete them.
5. We expect you to check for notes in your child's backpack and respond to them as necessary.
6. We recommend that you secure the contact information (telephone numbers and e-mail addresses) of your child's teacher
7. Stay in contact with your child's teacher and request a conference if and when necessary.

REPORTING STUDENT PROGRESS/PARENT INVOLVEMENT

Students will have 2 report cards, one for each semester. Grades are awarded in the form of letter grades.

A: 90-100% (pass)

B: 80-89% (pass)

C: 70-79% (pass)

D: 60-69% (pass)

E: 50-59% (not pass)

F: below 50% (not pass)

Grades are calculated according to student's classwork, homework, tests, quizzes, projects, project presentation, etc.

First semester Report Cards are signed by the principal, then given to students by their teachers to take home.

End of Year Report Cards are signed by the principal, then sent home by mail.

It is the parents' responsibility to notify the school administration for any changes in address, phone number, e-mail address, etc.

DESCRIPTION OF COURSES

Period 1

Arabic (9:30 a.m. to 10:30 a.m.)

1. Levels KG through 6 are offered. Students will be tested at the time of registration to assess placement level.
2. Students will be introduced to all the components of the Arabic language including grammar, syntax, phonetics and vocabulary. Teaching materials used will include textbooks, technology and audiovisual materials.
3. The goal after completion of all levels is for the student to be able to read, write, speak and use Arabic to understand the Quran.
4. The curriculum for each level is available.

Period 2

Quran (10:30 a.m. to 11:30 a.m.)

1. Levels are as follows:
 - a. Grade KG through grade 3 according to age and ability.
 - b. Students above grade 3 are divided into levels according to ability for reading Quran with Tajweed. Classes are divided into 3 levels:
 - Beginner (sublevels 1 and 2)
 - Intermediate (sublevels I and 2)
 - Advanced
2. Students will learn the Arabic letters, tashkil, connecting letters, read words from the Quran, read verses then advance to surahs, reading with translation, Tajwid.
3. The curriculum for each level is available.
4. Students will be expected to practice Quran reading at home as well.

Period 3

Islamiyat (12:20 p.m. to 1:20 p.m.)

1. Levels are KG through grade 10
2. Topics covered over the grades include Islamic manners, the shahada, attributes of Allah, pillars of Islam, learning wudu, salah, the eids, stories from the Quran, hadiths, critical analyses of various issues.
3. The curriculum for each level is available.

OTHER ACADEMIC EVENTS THROUGHOUT THE SCHOOL YEAR

1. **Speech Contest:** Grades 6 through 11—(done through Islamiyat Class)
Each grade has a list of topics from which to choose and write a speech. 3 students from each grade are chosen by the teacher to present at the contest. 2 to 3 judges tally points and the winner from each grade receives a gift card. Certificates are also given to all participants. Event held in main hall, parents should attend.
2. **Islamic Knowledge Contest:** Grades 6 through 11 (grades 4 and 5 observe)—(done through Islamiyat class)
The students are given a list of questions in multiple categories to find the answers and prepare for the contest. The different grades (3 to 5 students per grade) compete against each other and the final winning grade receives a pizza party in their class. All participants receive certificates and a gift card. Event held in main hall, parents should attend.
3. **Quran Recitation Contest:** All grades—(done through Quran Class)
4. **Hygiene class:** age 12 and above, students must have signed permission from parents or guardians—(done through Islamiyat Class)
5. **End of year Graduation and Awards Ceremony:** All KG students who pass to 1st grade will receive certificates. For the rest of the grades, certificates will be awarded to 3 students in each class in each of the following categories, as selected by the teacher:
 - Best attendance
 - Best academic performance
 - Most improved