

SCHOOL IN NUMBERS

About 160 students

2 KG levels and 6 EL levels

8 to 10 class rooms

12 to 15 teachers

3 regular subjects:

Arabic, Quran, and Islamic Studies Classes

3.5 hours every Sunday

9 weeks in Summer

12 weeks in Fall and Spring

Students 4 to 15 years-old



**Prince George's
Muslim Association**



Islamic Sunday School **PARENT/STUDENT HANDBOOK**

9150 Lanham Severn Rd.

Lanham, MD 20706

(301) 459 -4942

<http://www.pgmamd.org/pgma>

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ADVANCED LEVEL (ELS)

Students in this level will mostly receive individualized attention and move according to their pace. The curriculum for each student will be different and will be based on their previous knowledge of Qur'an and their reading skills.

ISLAMIC STUDIES COURSE CONTENTS

Level	Course Contents
KG1	Basic knowledge about Allah (SWT), the Prophet (SAW), pillars of Islam, wudu', and five prayers
KG2	- Basic knowledge of Pillars of Islam and Pillars of Iman - Making wudu' and basics of praying
E-Prep	- Introduction to Pillars of Islam - Introduction to Pillars of Belief - Making wudu' and basics of praying
EL1	- Pillars of Belief (more detailed) - Detailed wudu' and invalidators - Basics of prayer (how to pray, invalidators, manners, etc.)
EL2	- Fasting as a pillar of Islam: crescent, who must fast, invalidators, manners, breaking fast, voluntary fasting, zakat alfetr, eid manners, etc. - Prayer and Wudu revision - More topics on Prayers: conditions, intention, nafl, Friday prayer, congregational prayer, etc
EL3	- Zakah why, who must pay, to whom, nisab - Intro to Hajj and story of Ka'bah - Basics of Islamic Shari'ah: sources, halal and haram things. - Islamic manners
EL4	The life of Prophet Mohammed: - Why it is important to study it - Life in Makkah - Role model - Lessons drawn

WELCOME!

As SalamAlaikom wa Rahmatulah wa Barakatu

Welcome to the Islamic Sunday School of the Prince George's Muslim Association. We are happy your family is with us this semester.

Through the Islamic Sunday School experience, your child will learn the tenets of Islam and their duties to Allah, Subhanahu wa Taala. It is imperative that family and Islamic Sunday School teachers work together in order for your son or daughter to best learn and remember what they have learned. You are encouraged to participate in your child's education by maintaining close communication with your child's teachers. There are also opportunities for volunteerism and other programs you can attend during the time your child is in class. A child's love of learning increases as he or she sees others taking the time to learn.

Your child will have a two pocket folder for homework, progress notes, completed class work, and school notices. Please review this folder every week with your child and encourage your child with praise. Your child will be responsible for completing all of the assignments outlined in the progress notes.

This handbook is designed to assist you in becoming familiar with the expectations and procedures of the Islamic Sunday School at PGMA. Please call the school at 301-459-4942 if you have any further questions. Jazakom Allah Khairun for joining us and we look forward to a positive and productive Semester, insh'Allah.

Sincerely,

Hazem El-Alfy
Principal

OUR MISSION

The objective of the PGMA Islamic Sunday School is to help students memorize and recite Qur'an, read Arabic (the language of the Qur'an), and get the correct understanding of the basics of Islam. Students are placed into various levels based on Arabic reading and Islamic knowledge. This helps your child to memorize and retain most of Juz 30th, in a more organized way.

The following are some of the beneficial points that are covered in the classes:

- ◆ Memorization of short surahs from the Qur'an
- ◆ The oneness of Allah (Tawheed) and pillars of Faith (Aqeedah)
- ◆ Purity and the prayer
- ◆ Manners of fasting
- ◆ The character of a Muslim as revealed by Qur'an and Sunnah
- ◆ Concepts of Zakah and Hajj
- ◆ Studying the life story of Prophet Muhammad (Seerah)
- ◆ Learning how to read the language of the Qur'an (Arabic)

Featuring ...

- ◆ Islamic educational environment
- ◆ Classes of Quran, Arabic, and Islamic Studies for each level
- ◆ Dedicated volunteer teachers
- ◆ Division in different levels maximizing learning opportunities
- ◆ Special classes for children under 7 years of age
- ◆ Family discount!

QURAN COURSE CONTENTS

Level	Course Contents
KG1	Memorization of Surat-al Fatihah and 1 short Surah from the 30th juz
KG2	Memorization of 2 short Surahs from the 30 th juz
E-Prep	Memorization of Surat-al Fatihah and 3 short Surahs from the 30th juz
EL1	Memorization of 3 short Surahs from the 30 th juz.
EL2	Memorization of 3 short Surahs from the 30 th juz.
EL3	Memorization of 3 short Surahs from the 30 th juz.
EL4	Memorization of 3 short Surahs from the 30 th juz.

ARABIC COURSE CONTENTS

Level	Course Contents
KG1	Learning the Arabic alphabet in disconnected form
KG2	Learning the Arabic alphabet in connected form
E-Prep	Learning the Arabic alphabet in both connected and disconnected form.
EL1	Learning the Arabic alphabet in both connected and disconnected form, along with basic 3 diacritics (harakat). Students will be able to read simple words.
EL2	More advanced topics in Arabic, such as long letters (madd), "soukoun" and "shadda". Students will be able to read words from the Qura'n.
EL3	Level 1 course in reading the Quran from the self teaching book "Al-Qa'edah Al-Noureyya".
EL4	Level 2 course in reading the Quran from the self teaching book "Al-Qa'edah Al-Noureyya".

SCHOOL DAY SCHEDULE

10:30	Assembly at the large musallah
10:45	First class starts
11:25	End of first class and short break
11:30	Second class starts
12:10	End of second class and Recess
12:30	Third class starts
13:10	End of third class and break for making Wudu
13:20	Zuhr Prayer*
13:45	Dismissal

* Zuhr prayer for KG classes is held at KG2 class and at the mussalah for EL students.

FEES AND SCHEDULE

- ◆ Every Sunday, 10:30 am to 1:30 pm
- ◆ Ages: 4 and up
- ◆ Fees: \$100 per semester

SCHOOL SUPPLIES

- ◆ Backpack
- ◆ Textbooks as determined by the school
- ◆ Notebook (8.5 x 11)
- ◆ 2 Pencils
- ◆ Lunch or substantial snack
- ◆ PGMA will supply your child with a folder. Please ensure your child does not misplace this folder and brings it back and forth to school every week.
- ◆ Students must bring their assigned textbooks to maintain their progress in the class. Failure to do so will result in a lower grade. Teachers are not permitted to photocopy materials which can be found in their assigned texts.

DRESS CODE

Girls: Hair and ears must be covered with a Hijab (headscarf). Long-sleeved shirt, a skirt that reaches the ankles or a dress that reaches the ankles.

Boys: Short sleeve or long sleeve shirts and below the knee length pants.

All: Clothes must be clean, not torn or sheer in material

ATTENDANCE AND DISMISSAL

It is the mission of the school to provide your child(ren) with the best Islamic knowledge. To this end, PGMA is blessed by a group of teachers who are knowledgeable in Islam and are committed to sharing this knowledge with young Muslims. To maximize the benefit your child(ren) get from PGMA Sunday School, we would like to follow some guidelines regarding school attendance and dismissal.

- ◆ All students **MUST** be in school by 10:30 am. And meet in the Masjid for assembly.
- ◆ Students who come to school between 10:45 and 11:15 am will be considered **LATE**.
- ◆ A student who is marked as late twice will be marked as absent once.
- ◆ A student who is absent three times in a row, without a valid excuse will lose his/her place in the school and will have to re-register all over again. Re-registration will not consider PGMA membership or the discount for more-than-one-child.
- ◆ Students who come to school between 11:15 and 11:30 am
 - will be recorded as **ABSENT**.
 - **MUST** be accompanied by their parents.
 - will **NOT** be allowed to attend class for the **FIRST** period.
 - may attend the **SECOND** period if parent will stay and supervise them in the main hall until they get to their second period classes.

FINAL EVALUATION

At the end of each semester, a final exam is held for each subject. The score of these exams, in addition to the attendance, mid-term evaluation, homeworks evaluation and student interaction in class, will be considered in deciding the final grade per subject.

PROMOTION POLICY

A student gets promoted to a higher level if s/he receives an average B or higher over the semester. Otherwise, s/he stays at the same level or might even go to a lower level; if teachers decide so.

To improve the school level of education as well as to accommodate the students within the limited space, any student who *stays* in one level for *three* semesters without promoting to a higher level will not be able to register in upcoming semesters. Parents with students who currently fall in this category will be contacted immediately in order to work harder with their children (so that they can improve their grades and stay in school.)

AWARD CERTIFICATES

Award certificates are granted to students who demonstrate high quality of learning and understanding the studied material, behaved perfectly inside and outside class, and improved over the semester. The teachers of the three subjects nominate those students, so the decision is based on all of the three subjects. Certificates are usually distributed on the day of graduation party at the end of the semester.

PROGRESS NOTES

These notes will be sent home on a weekly basis to communicate what class work was completed that day, what homework is assigned, and what class work is expected to be completed the following week.

REPORT CARDS

Report Cards are issued in the middle and at the end of each semester. Each child is graded on three areas: Arabic, Qur'an, and Islamic Studies. Grades range from A+ to F. The grades are based on the student's ability to demonstrate if he or she has learned the material presented. Poor attendance, nutrition, and behavior can affect school performance. Please ensure your child is aware of how their grade can be affected and communicate with your child's teacher on an ongoing basis.

MIDTERM EXAMS

All classes have exams midway through the course in the Fall and Spring Semesters. These midterms provide the students and teachers with information on what material the child is progressing on and what material still needs more attention.

Morning Drop-Off

All Parents are strictly advised not to drop their children outside the building and leave. Parents must ensure that their child (ren) is/are in their respective classes before leaving. PGMA will not be responsible for the safety of any child(ren) who is/are dropped off outside by their parents. Parents who consistently neglect to follow this policy will have their child(ren) supervised by a paid babysitter and will be billed accordingly.

After School Pick-Up

Classes are dismissed at 1:20. Children above KG levels are directed to attend Zuhr prayer. Parents are requested to attend Zhur prayer with their children at 1:30. KG students can be picked up from their classrooms. KG students are not excused from the classroom without supervision until 1:45. At that time, they will be taken to the main office.

NO student will be allowed in school after 1:45 p.m. without supervision by his or her parent. Any child(ren) left at school after 1:45 will be directed to the main office. Parents who consistently neglect to follow this policy will have their child(ren) supervised by a paid babysitter and will be billed accordingly.

HEALTH AND SAFETY

Parents are asked to keep their contact information up to date on the student file. If a child becomes sick or injured during the time he or she is in school, the school will notify the contact persons listed on the file. If the child is too ill or hurt to return to class, the parent will be asked to pick the child up from school. Please alert the school to any allergies or conditions that could put your child at risk.

BEHAVIOR

Students are expected to demonstrate respect for themselves, towards others, towards learning and towards property.

Respect for Self: Dress appropriately, speak in an appropriate tone of voice, talk to your teacher if you are having any problems in class, engage in activities that would not be harmful to yourself.

Respect for Others: Treat others kindly, speak in an appropriate tone of voice, keep hands, feet and objects to self, use positive language

Respect for Learning: Be on time for class every week, be prepared with school supplies, complete and submit homework on time, listen to your teacher when he or she is speaking

Respect for Property: Clean up own trash throughout the school property, walk calmly in the hallways, and ask for permission before touching anything that does not belong to you.

Examples of behavioral infractions include, but are not limited to:

- ◆ False representation on homework, classwork, or exams
- ◆ Taking or defacing any property that does not belong to the child without permission
- ◆ Verbal or physical aggression towards others
- ◆ Disobeying dress codes or attendance policies
- ◆ Ignoring requests for improvement from his or her teacher