



**MARZIA ISLAMIC CENTER**

**SUNDAY SCHOOL HANDBOOK**

## **In the name of Allah, the Most Beneficent, the Most Merciful.**

Marzia Islamic Center is a weekly Sunday school for Muslim men and women ages 5 and up. It is held at MIC and operates on Sundays from 11:00 AM until 1:00 PM. Our staff is composed of highly dedicated and qualified teachers with over 20+ years of collective teaching experience. Our pilot Sunday school program will start May 5th 2024, and will extend through September 1st, insh' Allah. Our classes will take place weekly with the exception of certain Islamic holidays.

## **Table of Contents**

Our Mission.....	3
Class Structures.....	4
Admission & Enrollment.....	5
Sunday School Fees.....	5
Refund Policy.....	5
School Hours.....	6
Drop-off and Pick Up.....	6
Attendance.....	7
Discipline.....	8
Dress Code.....	8
School Supplies.....	9
Personal Property.....	9
Mobile Use.....	9

## Our Mission

At MIC 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, the Prophet (s.a.w) and the Ahlul Bayt
- To instill love and respect for the Islamic Center and our teachers
- To help our students 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, Islamic Fiqh, History and analysis of current events from an Islamic perspective.
- To create a place where Muslim children can build friendships 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.

## 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 within **7-days of enrollment**.

## **Class Structures**

### Kindergarten Class

- For boys and girls ages 5-7
- Taught by Sr. Shaista Zahra and Sr. Aliza Rizvi
- Pilot program will focus on Arabic/Quran learning and recitation

### Junior Male and Female Class

- For boys and girls ages 8-12
- Taught by Sr. Isra
- Pilot program will focus on Arabic/Quran learning and recitation

### Senior Male Class

- For young adults ages 13+
- Taught by Br. Syed Mohammad Shabbir Raza
- Pilot program will focus on Islamic History

### Senior Female Class

- For women of all ages
- Taught by Sr. Bushra Rizvi
- Pilot program will focus on various islamic topics for women

## **Admission & Enrollment**

- Your child should be at least 5 years of age by December 1 to be eligible for enrollment in our Kindergarten class
- 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

## **Sunday School Fees**

In an effort to help cover our costs, our Sunday school classes are offered at the low cost of \$25 per month, per student. This amounts to less than \$7 per class (4 classes per month). A light lunch will be provided for all students.

- MIC will provide students with workbooks as needed
- Parents may be asked to purchase any additional books, if required
- Students are expected to take care of their books
- Students are required to bring work books to school every Sunday
- MIC will charge the cost of the books in case a second copy needs to be acquired

## **REFUND POLICY**

**Tuition is non-refundable**

## School Hours

May 5th to September 1st

11:00 AM to 1:00 PM

Sunday school will take place weekly, except for the following Sundays:

Sunday, June 16 (Eid Al-Adha)

Sunday, July 14 (7th of Muharram)

**Please note: Students are expected to arrive by 10:50 AM as to not disturb the learning process**

## Drop-off and Pickup

In order to ensure student's safety, we require parents to drop off and pick up their children from their respective classes. If someone other than the parents will be picking up children, please notify the teacher or MIC management prior to the pick up. **All children must be picked up by 1:15 PM at the latest.**

## 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 occasions. Therefore, MIC has adopted the following attendance regulations:

- In all cases, a call from the parents must be made to the teacher before 10:00 AM stating the purpose of the absence
- A student who arrives in class after 11:00 AM is considered tardy
- If a student is absent for 3 consecutive Sunday's with no prior notice, MIC management has the right to remove your child from our pilot program
- There will be no discounts for missed school days
- 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

## **Discipline**

In order to maintain a healthy and positive learning environment for all of our students, MIC teachers and 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
- If a student has frequent discipline problems, administrators and teachers will conference with parents to formulate an action plan so that students may be more successful in Sunday school.

## **Dress Code**

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

- Girls are required to wear a non-transparent hijab
- Girls are required to wear long sleeve shirts (no short dresses allowed)
- Boys are not allowed to wear shorts or tank tops
- It is recommended for both boys and girls to wear modestly loose clothing
- Any clothing materials displaying inappropriate images or text are not allowed
- We trust parents to be the role model for your kids and follow the same rules when you are on MIC premises

## **School Supplies**

All students are required to bring a pencil/pen and Sunday school specific notebook every Sunday. Additional supplies may be required for certain activities, and MIC management and teachers will notify parents prior to these activities.

## **Personal Property**

It is the responsibility of parents to keep track of all personal items students bring to school each day. MIC teachers and management are not responsible for lost/stolen items.

- 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. Students may bring phones 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

## **Mobile Use**

MIC management understands the importance of mobile phones in today's society. However, we also know how disruptive mobile phones can be for the learning process. MIC does not allow our students to use their mobile phones during class. MIC also gives our teachers the right to confiscate mobile phones if a student is repeatedly using their phone during class. Confiscated mobile phones will be returned at the end of the class period

**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 to MIC management. ONLY ONE ACKNOWLEDGEMENT PER FAMILY IS NEEDED.

**ACKNOWLEDGMENT**

\_\_\_\_ I have received and acknowledged all of the policies presented in the MIC Sunday School Handbook. I agree that my children and I will follow these policies to help create a positive and healthy learning environment at MIC for all students.

Child 1 Name: \_\_\_\_\_ Age \_\_\_\_\_

Child 2 Name: \_\_\_\_\_ Age \_\_\_\_\_

Child 3 Name: \_\_\_\_\_ Age \_\_\_\_\_

Child 4 Name: \_\_\_\_\_ Age \_\_\_\_\_

Child 5 Name: \_\_\_\_\_ Age \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_