

ICNL Sunday school
Handbook

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Islamic Center Of New London

Sunday school Handbook

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Mission Statement

The mission of ICNL Sunday School is to instill Islamic education, behavior and manners in our students; children and youth while teaching them the basics of Islam. The school strives to achieve this goal by providing:

1. Classes in Islamic Studies, Arabic and Quran memorization & understanding.
2. An Islamic environment for socialization.
3. Different activities throughout the year, including Eid Celebration, graduation party and joined activities with other Islamic communities.

While we understand that the weekend school is not a substitute of a full time Islamic school, we believe that through such a program and until a full time Islamic school is established, ICNL Sunday School would provide a suitable environment to help children become proud, practicing Muslims, insha'Allah.

School Schedule and Hours of Operation:

School starts every Sunday at 10:00 am until 1:15 pm, students are expected to pray Dhuhur in Jama'a in the Masjid.

Classes are distributed in 3 periods:

Schedule	
10:00 - 10:45	Islamic Studies class
10:50 - 11:35	Arabic class
11:35 - 12:10	Lunch
12:10 - 12:55	Quran class
1:00 - 1:15	Dhuhur prayer

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School Regulations:

- Parents are expected to bring their children to school on time and pick them up promptly after Dhuhur prayer. Children supervision is not available after school hours.
- It is the responsibility of the parents to make the proper transportation arrangements to transport their children to and from school.
- In case of any absence, the student/Parent is expected to approach the teacher to find out all of the missed assignments and to arrange a possible make ups.
- Students will have the phone no./email of their respected teachers, and teachers will have phone numbers of their respected students.
- No children are allowed to be outside of the Masjid or in the basement without the supervision of an adult.
- Students are expected to dress modestly. Shorts and skirts above the ankle are not allowed and the female students are expected to wear the Hijab provided by the school.
- Running or shouting is not allowed in the Masjid.
- Each student is expected to come to school prepared with paper, pencils, and completed assignments.
- Students are not allowed to leave their classroom without permission from their teacher.
- Students are expected to treat others and the property of others with respect.
- Lunch (usually Pizza and Drinks) will be provided by the school. Parents should inform the administration in writing at the time of registration if their kids have an allergy of any type.

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Teachers:

ICNL Sunday School utilizes the services of volunteer teachers (brothers and sisters). It should be known that volunteer teachers are not expected to have degrees in education, but we will strive to bring aboard the best capable brothers and sisters to implement the mission of our school.

Teachers are expected to follow the proposed curriculum and provide parents with quarterly report cards (3 times a year). Teachers will get the template report cards from the principal office and need to complete them by the dates specified on the calendar schedule. Teachers would give a copy of the report card to the parents and discuss, if needed.

Teachers/Administration meetings are held at least 3 times a year:

1. At the beginning the year to welcome new teachers and to go over the curriculum.
2. The 2nd meeting is held at the end of the 1st Quarter. (Dec meeting).
3. The 3rd meeting is held at the end of the 2nd Quarter. (Mar meeting).

These meetings are to give a chance for teachers to give an overview of the class progress and any issues that need to be discussed.

Parent-Teacher Meetings:

Parent/Teacher meeting should be scheduled at least 3 times a year (Preferably at the end of each report card period, to discuss the student report card and any issues the teacher would like to discuss with parents regarding their children.

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Class Distribution and Material covered:

Students are placed in the grade level corresponding to their age. In some cases, some students can be registered in different grades based on teacher's recommendations and/or their performance.

ICNL Sunday school utilizes IQRA educational material, Teachers may utilize other materials and activities as they see fit such as audio, video, visual presentations, etc.

At the same time teachers are expected to try their best to complete the curriculum while we know that many times where students' different levels may hinder the process, teachers are encouraged to talk to parents for assistant with their children if needed.

Grade	Age	Islamic Studies	Arabic	Qur'an
Level Pre-K	4 - 6 years	Five pillars, Wudu, Prayer, crafts, Islamic games	Alphabets, letter sounds, simple word construction	Al-Fatiha and small suras
Level K	6 - 8 years	Basics of faith, Wudu, prayer, memorize Tashahhud.	Reading simple words and simple sentences	5 small suras, reading and meanings
Level 1A	6- 9 years	Our Faith and Worship V1 Basics of Iman	Iqra' Arabic Reader Vol 1 (Lessons 1-13)	Juz' 'Amma V1 (Lessons 1-11)
Level 1B	9 -10 years	Our Faith and Worship V1 Ibadat (Wudu, Salah)	Iqra' Arabic Reader Vol 1 (Lessons 14-25)	Juz' 'Amma V1 (Lessons 12-19)
Level 2A	10 -11 years	Our Faith and Worship V2 Ibadat (Fasting, Zakat, Hajj)	Iqra' Arabic Reader Vol 2 (Lessons 1-7)	Juz' 'Amma V1 (Lessons 20-26) Juz' 'Amma V2 (Lessons 1-4)
Level 2B	11 -12 year	Our Faith and Worship V2 Ibadat (Jihad, Shari'a, Halal/Haram)	Iqra' Arabic Reader Vol 2 (Lessons 8-14)	Juz' 'Amma V2 (Lessons 5-11)
Level 3A	12 -13 year	"What Islam is All About" Fiqh, Hadith, Shari'a	Iqra' Arabic Reader Vol 3 (Lessons 1-7)	Juz' 'Amma V2 (Lessons 12-16)
Level 3B	14 -16 year	"What Islam is All About" Fiqh, Hadith, Seerah, Shari'a	Iqra' Arabic Reader Vol 3 (Lessons 8-14)	Juz' 'Amma V2 (Lessons 17-23)
Adults Men	16 years or older	Seerah, Ahkam		Tajweed
Adults Women	16 years or older	Seerah, Ahkam		Tajweed

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Suggested donations:

School suggested donations which will cover school activities and lunches are as follows:

	ICNL Members
Family with 1 student:	\$125
Family with 2 students:	\$175
Family with 3 or more students:	\$250

Books: \$35 (Islamic Studies book (I Love Islam –Text book and workbook)
Yahiya Emerick Book \$20

Books and Supplies:

Books are supplied by the school. Students are required to bring with them paper, pencil, textbooks, and other school supplies every week. Book bags are recommended. Students are responsible for their own belongings.

Dates to remember:

Sep 09, 2007	Registration (Teachers meeting)
Sep 16, 2007	Classes start
* Oct 14, 2007	Eidul Fitr celebration (Eidul Fitr expected on the 23rd)
* Nov 25, 2008	Thanksgiving
Dec 9, 2007	Teachers meeting (End of 1 st Quarter)
* Dec 23, 2007	Winter break; Eidul Adha (Eidul Adha expected on 12/20/2007)
* Dec 30, 2007	Winter break
* Jan 17, 2008	Winter recess
Mar 09, 2008	Teachers meeting (End of 2 nd Quarter)
* April 13, 2008	Spring recess
June 08, 2008	(End of 3 rd Quarter)
June 15, 2008	Graduation Day

* indicates no school

HOLIDAYS AND VACATIONS

October 8: Columbus Day	January 21: Martin Luther King Day
November 6: Election Day	February 18: President's Day
November 12: Veteran's Day	February 19-22: Winter Recess
November 21 –23: Thanksgiving	March 21: Good Friday
December 24 – 31: Holiday Recess	April 14 – 18: Spring Recess
January 1: New Year's Day	May 26: Memorial Day

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End of Handbook

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Appendix

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Registration Form

Father's First Name: _____ Last Name: _____

Mother's First Name: _____ Last Name: _____

Address: Street _____

City: _____ State _____ Zip _____

Home Phone No. _____ Work Phone No. _____

E-mail Address: _____

Name(s) of student(s):

Student Name	Gender	Date & Place of Birth	Allergy Type ???	Subject: Islamic Studies – Arabic - Quran Level : (Pre-k, 1A, 1B, 2A, 2B, 3, 4)

Suggested Donations:

Books Fees:

Total:

Suggested donations:

School suggested donations which will cover school activities and lunch (except books) are as follows:

	ICNL Members
Family with 1 student:	\$125
Family with 2 students:	\$175
Family with 3 or more students:	\$250

Books: Islamic Studies book (I Love Islam –Text book and workbook) -----\$35

Yahiya Emerick Book ----- \$20

Iqra books \$10 each

- If one parent is teaching take **\$50 off**, if both parents are teaching at the school, take **\$100 off**.

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Books Reference:

<input type="checkbox"/> Iqra Books	<input type="checkbox"/> Iqra Books	<input type="checkbox"/> ISF
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Pre-K (3-4 years) (No books required)

<input type="checkbox"/> Arabic	<input type="checkbox"/> Quran	<input type="checkbox"/> Islamic Studies
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K (5-6 years) (No books required)

<input type="checkbox"/> Arabic	<input type="checkbox"/> Quran	<input type="checkbox"/> Islamic Studies
---------------------------------	--------------------------------	--

Level 1A (5 Books)

<input type="checkbox"/> Arabic v1(2 Books)	<input type="checkbox"/> Quran v1 (1 book)	<input type="checkbox"/> Islamic Studies v1 (2 Books)
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Level 1B (5 Books)

<input type="checkbox"/> Arabic v1(2 Books)	<input type="checkbox"/> Quran v1 (1 book)	<input type="checkbox"/> Islamic Studies v1 (2 Books)
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Level 2A (6 Books)

<input type="checkbox"/> Arabic v2(2 Books)	<input type="checkbox"/> Quran v1 & v2 (2 books)	<input type="checkbox"/> Islamic Studies v2 (2 Books)
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Level 2B (5 Books)

<input type="checkbox"/> Arabic v2(2 Books)	<input type="checkbox"/> Quran v2 (1 book)	<input type="checkbox"/> Islamic Studies v2 (2 Books)
---	--	---

Level 3A (3 Books)

<input type="checkbox"/> Arabic v2(2 Books)	<input type="checkbox"/> Quran v2 (1 book)	<input type="checkbox"/> Islamic Studies v3 (2 Books)
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Level 3B (3 Books + Emerick Book)

<input type="checkbox"/> Arabic v2(2 Books)	<input type="checkbox"/> Quran v2 (1 book)	<input type="checkbox"/> Islamic Studies v3 (2 Books)
---	--	---

Level 4Y (3 Books + Emerick Book)

<input type="checkbox"/> Arabic	<input type="checkbox"/> Quran v2 (1 book)	<input type="checkbox"/> "What Islam is all about" (\$20)
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Homework sheet

Sunday:

___ / ___ / ___

الأحد الموافق :

Home Work	الواجبات المدرسية
The Holy Quran القرآن الكريم	
حفظ سورة _____	من الآية رقم _____
To verse No.	From verse No.
إلى الآية رقم _____	Memorize Chapter

Islamic Education التربية الإسلامية	
رقم الصفحة _____	عنوان الدرس _____
Page No.	Lesson's Title

Arabic Language اللغة العربية	
رقم الصفحة _____	عنوان الدرس _____
Page No.	Lesson's Title

Parent Comments _____	ملاحظات الولى _____

Parent's Signature _____	توقيع الولى _____
Teacher's Signature _____	توقيع الأستاذة _____

16 Fort St. Groton, CT 06340

Phone (860) 405-8006

<http://www.icnl.com>

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16 Fort St. Groton, CT 06340

Phone (860) 405-8006

Dec 5, 2004

Sunday School Hijab Rules

Assalamu Alaikom Warahmatu Allah Wabarakatuh,

Dear Parents,

ICNL Sunday School realizes the importance of teaching and implementing Islamic rulings from young age. Starting from next week, ICNL Sunday School will **ask** all the girls to wear the Hijab that we provided today. You will find the white “Al-Amirah” Hijab with your daughter(s). We hope that you, as the parents would encourage your daughter(s) to wear them all the time.

May Allah bless our children and accept our efforts in raising our children in an Islamic environment.

Jazakum Allah Khair

Amended 8/8/2006 (Removed the mandating section)

Akram Abuteen

ICNL Sunday School Principal



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Honor Student program

(Program suspended for the 2006-2007 and 2007-2008 Year)

One student from the school will be chosen at the end of every Quarter (3 months) and called "The honor student".

Winner will receive a grand prize: **\$100 cash**
2nd and 3rd winners will each receive **\$50 cash**

End of 1st Quarter: Nov 27, 2005

End of 2nd Quarter: Mar 12, 2006

End of 3rd Quarter: June 11, 2006

Terms and conditions:

- 1- Attendance (35 points) (No Absent days except for Emergencies)
- 2- Islamic manners (35 points). (Manners in the Masjid, with parents, teachers, peers, other community members)
- 3- Academic excellence (30 points). (Homework, class participation)

Notes:

- 1- Principal will decide based on attendance (35 points), Islamic manners (35 points) and Academic achievement (30 points). Principal will make the final decision.
- 2- Teachers will nominate only one student for his class.
- 3- A student can only be selected once in the year.

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ICNL Sunday School Calendar 2007-2008 (1428-1429 H)					
September	9 <i>Registration</i>	16 <i>Classes Begin</i>	23	30	
Shaaban/Ramadan	27	4	11	18	
October	7	14 <i>Closed Eidul Fitr celeb</i>	21	28	
Ramadan/Shawwal	25	2	9	16	
November	4	11	18	25 <i>Thanksgiving</i>	
Shawwal/Zul-Qa'dah	23	1	8	15	
December	2	9 <i>end of 1st Qt</i>	16	23 <i>Closed (Winter break</i>	30 <i>+ Eidul Adha)</i>
Zul-Qa'dah/Zul-Hijjah	22	29	6	13	20
January	6	13	20	27	
Zul-Hijjah/Muharram(1429)	27	4	11	18	
February	3	10	17 <i>Winter Recess</i>	24	
Muharram/Safar	25	3	10	17	
March	2	9	16 <i>end of 2nd Qt</i>	23	30
Safar/Rabi-I	24	1	8	15	22
April	6	13 <i>Spring Recess</i>	20	27	
Rabi-I/Rabi-II	29	7	14	21	
May	4	11	18	25	
Rabi-II/Jumada-I	28	6	13	20	
June	1	8 <i>end of classes & 3rd Qt</i>	15 <i>Graduation Day</i>		
Jumada-I/Jumada-II	27	4	11		

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Student Progress Report

Student Name: _____

Level: _____

Year: 2007 / 2008

Teacher: _____

Evaluation Code (Grade):	
E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
I	Insufficient Progress

Islamic Studies	1st Quarter Dec 9	2nd Quarter Mar 16	3rd Quarter June 1	Final Grade By June 1
Understands concepts				Pass / Stay
Participates in class				
Follows oral direction				
Homework				
Uses Islamic manners				
Tests/Quizzes				
Attendance				
Teacher's Comments:				
1st Quarter:				
2nd Quarter:				
3rd Quarter:				

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Student Progress Report

Student Name: _____

Level: _____

Year: 2007 / 2008

Teacher: _____

Evaluation Code (Grade):	
E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
I	Insufficient Progress

Arabic	1 st Quarter Dec 9	2 nd Quarter Mar 16	3 rd Quarter June 1	Final Grade By June 1
Understands concepts				Pass / Stay
Reading / Oral skills				
Writing Skills				
Participates in class				
Homework				
Tests/Quizzes				
Attendance				
Teacher's Comments:				
1 st Quarter:				
2 nd Quarter:				
3 rd Quarter:				

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Student Progress Report

Student Name: _____

Level: _____

Year: **2007 / 2008**

Teacher: _____

Evaluation Code (Grade):
E Excellent Progress
G Good Progress
S Satisfactory Progress
I Insufficient Progress

Quran	1 st Quarter Dec 9	2 nd Quarter Mar 16	3 rd Quarter June 1	Final Grade By June 1
Understands concepts				Pass / Stay
Memorization				
Writing skills				
Reading / Oral skills				
Participates in class				
Tests/Quizzes				
Attendance				
Teacher's Comments:				
1 st Quarter:				
2 nd Quarter:				
3 rd Quarter:				