



HANDBOOK – GUIDELINES AND REGULATIONS

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Introduction

The Muslim Community of Folsom Sunday School Program (MCFSS) places its emphasis on teaching Islam as a Religion rather than a set of cultural practices. The school is an extension of the Muslim Community of Folsom and is run as a community service by volunteers (who are not compensated for their services) and is administered by the Sunday School Board and Board of Directors. We are blessed to have staff and students who come from diverse ethnic and cultural backgrounds. It is open to all Muslim students.

The primary objectives of the MCFSS are:

- To introduce and instill the main teachings of Islam and the practice of sunnah into our students.
- To provide an environment in which the students can interact while absorbing the etiquettes and social cues which are expectable in Islam.
- To encourage a desire to gain more in-depth knowledge of Qur'an.

The following subjects, based on traditions of Sunnah, are integrated in the curriculum:

- Memorization of some Surahs & Duas
- Ibadah & Aqeedah
- Islamic Étiquettes
- Introductory Fiqh
- Seerah
- Introduction to Hadith
- Lives of the Prophets
- Islamic History
- Current events

For further details, see the School Curriculum. Each grade level has one teacher and one or more teaching assistants:

Period 1: Quran

Recitation, Memorization & Teachings of Quran.

Period 2: Islamic Studies

Aqidah, Ibadah, Akhlaq, Seerah of Prophet Muhammad (S), Islamic Etiquette, Prophets of Allah, Hadith, Islamic History and Muslims in contemporary world.

Includes dawah trainings for High School Girls and Boys.

Enrollment

Returning / Legacy families

Continuing families get first priority for enrollment. The students will be auto-placed in the correct batch for the new school year and this will be confirmed once payment is processed by the parent(s). Families are given a deadline to process payment following which all unpaid spaces are offered to wait list families.

Teaching staff

Returning teaching staff gets the same priority and deadlines as returning / legacy families for enrollment. In circumstances where the school needs to recruit new teachers for a school year, spaces may be offered to the students from the teacher's family. The offer of additional spaces is not guaranteed and is subject to approval by the teacher(s) of the batch(es) that will receive additional students.

Placement

Children will be placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). For example, a child enrolled in 3rd grade in their elementary school will be placed in 3rd grade at the Islamic School. Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships. Note: we do not enroll in a lower or higher grade relative to regular weekday school.

We offer grades from Kindergarten to Youth. (5yrs to 16 yrs)

In order to be admitted into kindergarten, a child must be 5 years by Sept. 1st of that academic year AND attending Kindergarten in the regular school.

Children in the 6th Grade and higher are expected to know how to perform Salaat. Children in the 4th Grade and higher are expected to know how to read and recite the Holy Quran.

School Schedule

The regular school year starts in August and ends in mid to late May. The school-year is in session for 30 days and is divided into 2 semesters:

- Semester 1 (September to December),
- Semester 2 (January to May)

School is in session from 10:45 AM to 1:20 PM.

A typical school day is divided as follows:

11:00 - 11:15 Assembly

11:20 - 12:10 Quran

12:10 - 12:30 Break

12:30 - 1:25 Islamic Studies

- Each Sunday school is in session from 11:00 am to 1:30 pm
- Zuhr prayers are mandatory for all students and no pickup will be allowed before the prayers unless an excuse note has been submitted to the Principal in advance
- Tardy will be marked after 11:15 am

MCF Sunday School Fees:

One time payment of:

- \$235 per child. \$25 refund to parents who volunteer 10+ hrs to help with MCFSS activities.
- Parents of students enrolled in our special needs program (Muhsen) are exempt from both the volunteer deposit and volunteer requirement for the Sunday school program. This exemption is intentional, providing these parents with some respite during Sunday school hours.

Fee Refund:

- There are no refunds once enrollment is finalized.
- If you have completed your volunteer hours, then please also submit a request for a refund to the Principal at principal.sundayschool@mcfolsom.com.

General Rules and Procedures

Overview

Punctuality

Students, teachers and TAs need to arrive **on time** every Sunday.

Behavior

While at school (*and everywhere else too*), students are expected to exhibit good moral character.

This

includes:

- Being respectful to all Teachers, Staff members and fellow students.
- Being courteous and helpful, especially towards younger students
- Refraining from the use of bad or inappropriate language.

Closed Campus

We operate on a **CLOSED CAMPUS** policy.

- Permission is required if the parents/guardians want to visit the classroom
- If you need to pick up your students early, you need to sign your student out at the Front Desk. Students are not allowed to leave the school premises during school hours, without permission and proper authorization. **NO EXCEPTION.**
- Parents are to pick their students from the front entrance of the school, and not from the classes after the Dhuhr prayer is over.

Use of Gadgets

- **Student cell phones MUST be TURNED OFF during school hours.** Students found talking or 'messaging' on their phones will have the devices confiscated, and will be subject to disciplinary action
- Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (i.e. IPODs Walkman, MP3 Players) and Electronic Games (such as Game Boys) are not allowed at School. If such a radio/game is accidentally brought to school, it should either be left in the student's backpack or at the Front desk until the end of the school day.

Disciplinary Action

The following behavior will result in disciplinary action:

- Disrespecting teachers, staff or members of school administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging school property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the school premises without permission.
- Fighting with or insulting other students.

Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action, even resulting in expulsion from the school.

Teachers will follow the steps below in escalating disciplinary issues:

1. Talk with the student directly.
2. Call parents at home or set up a meeting with them at the school.

If the first two steps fail to produce any results, the principal should be informed in writing and she will take a decision in consultation with the parents.

The attendance record of each student will be included in his/her final Report Card.

Dress Code

Modesty is an essential feature of our faith and an important element of the learning environment; therefore, we want to remind students and parents of the expected Dress Code. This ensures that everyone has the same information and is held to the same standard.

General Rules

- Students are expected to dress according to Islamic guidelines of personal modesty. Generally, this means that clothes are loose-fitting and not revealing.

- Also, clothes containing slogans or messages that are obscene or offensive should not be worn.
- The Dress Code applies to the Sunday school day - including arrival and departure from the school. It also applies to ALL school events: Ramadan Iftar, Eid Celebration, Teacher Appreciation, etc.
- While the Dress Code is meant for all students, it is particularly important for students in grades 6 and up.

Girls' Dress Code Guidelines: (Grade 6 and above)

- Full Length Dresses, or skirts with full length sleeves
- Loose, full-length pants
- Loose and long sleeve shirts
- **Hijab to cover hair**

Boys' Dress Code Guidelines

- Loose full length pants. (Please avoid sagging pants that show the undergarments.)
- Shirts shouldn't contain pictures and/or offensive slogans.
- No shorts (of any length).

Parents and teachers will work as a team to implement the Dress Code. Parents, please review the information contained here with your child. Discuss with him why modesty is emphasized in Islam. Model the behavior, be an example. Read Islamic literature to develop an understanding of Islamic Values.

Teachers please discuss the importance of modesty and give gentle reminders about modesty. Also please be a model for your students.

Lost and Found

Lost & Found items - such as clothing, books, or stationery - that are left behind at the school will be placed in the Lost & Found box.

- Items in this box will be saved for 1 month.
- Any item not claimed within that time period will be donated to charity.
- The MCF SUNDAY SCHOOL is not responsible for belongings left at the school.

Writing the student's name on all of his/her books and belongings will make it easier to identify a misplaced item.