



**Sunday School
Parent/Student
Handbook**



Dear Parents,

Assalamu Alaikum wa Rahmatullahi wa Barakatahu. It gives us great pleasure to welcome you and your children for the 2018-2019 school year. The greatest asset that any society can cultivate is an educated, enlightened, and spiritually motivated group of individuals and Insha'Allah your children will be among those. With Allah's (swt) guidance and your dedication, we will work together to see your children Insha'Allah be leaders in the community and future role models of society.

At MECCA Sunday School, it is our objective to provide a healthy and rewarding learning environment for Muslim students. Muslim children growing in the US are facing unique challenges and are continuously bombarded by mainstream youth culture that quite often, goes against the core values of Islam. It is difficult to isolate them from these influences, but we hope that MECCA Sunday School will be able to help Muslim students appreciate and understand Islam's rich heritage, principles, values, and teachings, thereby encouraging them to accept Islam as their chosen way of life.

MECCA Sunday School is committed to broadening our students' understanding of Islam by inspiring a love for the learning of the Arabic language, the language of the Quran to instill the knowledge of the language of the Quran in our students' minds and hearts. MECCA is devoted in using progressive teaching methodologies and promoting a culture of compassion and respect in order to accomplish these educational and spiritual goals for its students. Our qualified staff has received training in various capacities including attending a 30-hour Nourania Quran teaching training workshop, completing several online courses sponsored by Aldeen Foundation to promote Arabic teaching, attending the yearly ISNA Educational Forum, attending several sessions sponsored previously by CIOGC for weekend school staff, and most recently attending several training workshops in preparation for adopting of our new Quran Recitation curriculum, developed by Sheikh Ahmed Alsheikhi.

The MECCA Sunday School Staff are truly dedicated in providing the students with the tools to becoming successful individuals, thriving members of the community, and of those that Allah (swt) shades on the Day of Judgment because they were youth that were raised obeying him. With Allah's direction and guidance, we can work together to ensure that this becomes a reality.

Sincerely,
Linda Hamadeh, MECCA Sunday School Principal



MECCA Sunday School 2018-2019 Calendar

September 9 th	First Day of Classes
November 4 th	Daylight Savings Time Ends
November 25 th December 9 th	NO SCHOOL – Thanksgiving Arabic Spelling Bee
December 23 rd & 30 th	NO SCHOOL – Winter Break
January 6 th	School Resumes
January 20 th	1 st Semester Progress Reports
March 10 th	Daylight Savings Time Begins
March 31 st	NO SCHOOL – Spring Break
April 21 st	Quran Competition
May 5 th	Review/ Study Guides
May 12 th & 19 th	2nd Semester Exams
May 26 th	2nd Semester Progress Reports & Last Day of School



MECCA Sunday School Policies and Procedures

- 1) Regular and prompt attendance is vital to developing a sense of community and acquiring Islamic knowledge. Students are expected to be at school and prepared to learn, and teachers will be positively rewarding students who are on time and in attendance of the assembly at 9:45 am. An excess of 5 absences and/or tardies may result in the need of the child to repeat the year.
- 2) Drop off and pick up of students will be from the back entrance of the masjid, and students will proceed to the gym for morning assembly at 9:45 and for dismissal at 2:15. Due to overtime hours required for extra supervision, students picked up late may incur fees. The gym will officially be locked at 2:30 pm, and any students waiting for to be picked up thereafter will be waiting at the back entrance.
- 3) MECCA School students will dress in appropriate and Islamic attire while attending school. Boys will be asked to wear long pants and girls in 5th grade or higher will be asked to wear long skirts or Abayahs. Boys wearing shorts or girls wearing pants will be given a warning the first week. They may be asked to return home if the above dress code is not adhered to. Girls are reminded to bring headscarves for prayer and Quran classes as well.
- 4) Any student caught tampering with or damaging school property shall be held financially liable for the damage.
- 5) Students may not bring electronics or games to class. Teachers may take possession of such items if found to be causing classroom disruptions.
- 6) Should a child become ill or injured while at school, parents will be contacted. If immediate medical attention is required, paramedics will be called.
- 7) Students may bring a sack lunch or snack to school each week. We will also be providing Pizza Track pizza, snacks, and drinks for purchase. The following items and will be available at the listed pricing:

Cheese Pizza	\$1.50/slice
Pepperoni Pizza	\$2.00/slice
Drinks	\$0.50 - \$1.00
Chips	\$0.50 - \$1.00
- 8) Parents are kindly requested not to visit classrooms while learning is taking place. If a parent must speak to the teacher, an appointment will gladly be scheduled before or after school.
- 9) Classroom behavior will be managed by the teacher. The school teacher will provide the students with a behavior system including positive incentives as well as consequences for repeated transgressions by the student. Extreme behavior may warrant consequences such as missing recess, phone call home, or parent conference if necessary.
- 10) In order to establish a true community spirit within our Sunday school, it is essential that there is continued positive communication between the parents, teachers, and administration. If any concerns arise, please feel free to contact your child's teacher to discuss these concerns. Overall curriculum issues may be addressed by:

Linda Hamadeh (Principal): 708-309-1858
Zuka Jabri (Assistant Principal): 630-346-5592



MECCA Sunday School Curriculum

QURAN RECITATION

MECCA Center will be adopting a new curriculum this year to improve our students' reading of the Quran and incorporating into our schedule as a Quran recitation class. ***AlBidayeh***, the recitation curriculum developed by Sheikh Ahmed AlSheikhi, will be implemented by our Quran recitation teachers, who have been attending training sessions and workshops conducted by Sheikh Ahmed throughout the summer to enhance their teaching methods and strategies for this curriculum.

QURAN STUDIES CURRICULUM

In order to encourage students to review the surahs they memorized this year and to help them establish a continued connection with the Quran, MECCA Sunday School seeks to enhance its Quran curriculum and to encourage its students to eventually memorize a whole Juz' (chapter) of the Quran in the Quran Studies class.

The following is the list of surahs that each class will study the meanings of and memorize Insha'Allah:

PRESCHOOL: *AlFatiha, AlNas, AlIkhlas, AlFalaq, AlKawthar, AlMasad, AlAsr, AlQuraish, AyatKursi*

KINDERGARTEN: *Review, AlNasr, AlKafiroon, AIMa'aon, AlFil, AlHumaza AlTakathur, AlQariya'*

1st GRADE: *Review, Al-A'adiyat, Al-Zalzalah, Al-Bayyinah, Al-Qadr, Al-Teen, Al-Alaq, AlSharah,*

2nd GRADE: *Review, AlDuha, Al-Layl, Al-Shams, Al-Balad, Al-Fajr*

3rd GRADE: *Review, Al-Ghashiyah, Al-A'ala, Al-Tariq, Al-Buruj, Al-Inshiqaq*

4th GRADE: *Review, Al-Mutaffifeen, Al-Infitar, Al-Takwir,*

5th GRADE: *Review, Abasa, Al-Naziat, Al-Naba'*

6th GRADE and up: *Students are introduced to the science of tajweed and will study longer surahs decided upon with their teachers such as YaSin, Waqia'ah, Luqman, Mulk, Sajdeh, Insan, and others.*

ISLAMIC STUDIES CURRICULUM

The ***Weekend School Islamic Studies*** series will be distributed and used by the students this year. Teachers also use supporting curriculum such as ***I Love Islam*** series with progressive teaching methods to enhance learning.

ARABIC CURRICULUM

The ***Afaq Arabic series*** is the main focus of the Arabic curriculum, while the ***Iqra' Arabic series*** is supplemented in several classes for those students that are beginner Arabic learners. In addition, the ***AlBidayah Quran reading curriculum*** and text will be incorporated in the Quran recitation classes, insha'Allah. Teachers also use various Arabic resources and teaching strategies to enhance the learning of their students.



Sunday School Tentative Schedule
MECCA Center Early Childhood
Pre-School & Kindergarten

Periods	Pre-K Class #1	Pre-K Class #2	Kind./1st Class #3	Kind./1st Class #4
9:45 – 9:50	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a
9:50 – 11:05	Quran Studies & Recitation Sr. Heba/ Sr. Noor	Quran Studies & Recitation Sr. Meha/Sr. Kawthar	Quranic Studies & Recitation Sr. Suha/ Sr. Rahaf	Quranic Studies & Recitation Sr. Dima/ Sr. Salma
11:10 – 11:30	Lunch Break Cafeteria	Lunch Break Cafeteria	Lunch Break Cafeteria	Lunch Break Cafeteria
11:35 – 12:25	Islamic Studies Sr. Heba/ Sr. Noor	Islamic Studies Sr. Meha/Sr. Kawthar	Islamic Studies Sr. Suha/ Sr. Rahaf	Islamic Studies Sr. Salma/ Sr. Dima
12:30 – 12:50	Recess Gym	Recess Gym	Recess Gym	Recess Gym
12:55 – 1:55	Arabic Sr. Heba/ Sr. Noor	Arabic Sr. Meha/Sr. Kawthar	Arabic Sr. Suha/ Sr. Rahaf	Arabic Sr. Dima/ Sr. Salma

Salat: 1:55 – 2:10 pm

Dismissal from Classroom: 2:15 pm



Sunday School Tentative Schedule
MECCA Center Elementary
1st – 5th Grade

Periods	1st – 2nd Class #3 Afaq 1A	2nd - 3rd Class #4 Afaq 1B	2nd - 4th Class #5 Iqra 1A	2nd – 4th Class #6 Iqra 1B/2	2nd – 3rd Class #7 Afaq 2	3rd – 4th Class #8 Afaq 3	4th – 5th Class #9 Afaq 4
9:45 – 9:50	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a
9:50 – 10:40	Quranic Studies Sr. Nuha/ Sr. Isra	Quranic Studies Sr. Suzanne	Quranic Studies Sr. Zuhriyeh	Quranic Studies Sr. Rawan	Quranic Studies Sr. Lamis	Quranic Studies Sr. Ahed	Quranic Studies Sr. Karima
10:40 – 11:30	Arabic Sr. Nuha/ Sr. Isra	Arabic Sr. Suzanne	Arabic Sr. Zuhriyeh	Arabic Sr. Rawan	Arabic Sr. Lamis	Arabic Sr. Ahed	Arabic Sr. Karima
11:30 – 12:15	Lunch Break/ Recess	Lunch Break/ Recess	Lunch Break/ Recess	Lunch Break/ Recess	Lunch Break/ Recess	Lunch Break/ Recess	Lunch Break/ Recess
12:15 – 1:05	Islamic Studies Sr. Isra/ Sr. Nuha 1 st Grade	Islamic Studies Sr. Farheen 2 nd Grade	Islamic Studies Sr. Farheen 2 nd Grade	Islamic Studies Br. Omar 3 rd Grade	Quran Recitation Sr. Diana Sr. Abeer Br.Mahmud Br. Ahmad Sr. Nora Sr. Lamis	Quran Recitation Sr. Diana Sr. Abeer Br.Mahmud Br. Ahmad Sr. Nora Sr. Lamis	Quran Recitation Sr. Diana Sr. Abeer Br.Mahmud Br. Ahmad Sr. Nora Sr. Lamis
1:05 – 1:55	Quran Recitation Sr. Isra/ Sr. Nuha	Quran Recitation Sr. Diana Sr. Abeer Br.Mahmud Br. Ahmad Sr. Nora Sr. Lamis	Quran Recitation Sr. Diana Sr. Abeer Br.Mahmud Br. Ahmad Sr. Nora Sr. Lamis	Quran Recitation Sr. Diana Sr. Abeer Br.Mahmud Br. Ahmad Sr. Nora Sr. Lamis	Islamic Studies Br. Omar 4 th Grade	Islamic Studies Br. Omar 4 th Grade	Islamic Studies Sr. Farheen 5 th Grade
1:55 – 2:15	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal

Salat: 1:55 – 2:10 pm

Dismissal from Gym: 2:15 pm



Sunday School Tentative Schedule
MECCA Center Middle School/High School
6th Grade and Up

Periods	6th – 7th Boys	8th and up Boys	6th – 7th Girls	8th – 9th Girls	High School Girls
9:45 – 9:50	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a	Morning Dua'a
9:50 – 10:40	Islamic Studies Br. Amer	Quran Recitation Sr. Diana Sr. Abeer Br. Mahmud Sr. Nora Br. Ahmad	Islamic Studies Sr. Farheen	Quran Recitation Sr. Dalal Sr. Diana Sr. Abeer Sr. Nora Sr. Dima	Quran Recitation Sr. Dalal Sr. Diana Sr. Abeer Sr. Nora Sr. Dima
10:40 – 11:30	Quran Recitation Sr. Diana Sr. Abeer Br. Mahmud Sr. Nora Br. Ahmad	Islamic Studies Br. Amer	Quran Recitation Sr. Dalal Sr. Diana Sr. Abeer Br. Mahmud Sr. Nora Br. Ahmad	Islamic Studies Sr. Farheen	Islamic Studies Sr. Eiman
11:30 – 12:15	Recess/ Lunch Break	Recess/ Lunch Break	Recess/ Lunch Break	Recess/ Lunch Break	Recess/ Lunch Break
12:15 – 1:05	Arabic Sr. Dalal Sr. Ahed Sr. Karima Sr. Suzanne Sr. Rawan Sr. Zuhriyeh Sr. Amar	Arabic Sr. Dalal Sr. Ahed Sr. Karima Sr. Suzanne Sr. Rawan Sr. Zuhriyeh Sr. Amar	Arabic Sr. Dalal Sr. Ahed Sr. Karima Sr. Suzanne Sr. Rawan Sr. Zuhriyeh Sr. Amar	Arabic Sr. Dalal Sr. Ahed Sr. Karima Sr. Suzanne Sr. Rawan Sr. Zuhriyeh Sr. Amar	Arabic Sr. Dalal Sr. Ahed Sr. Karima Sr. Suzanne Sr. Rawan Sr. Zuhriyeh Sr. Amar
1:05 – 1:55	Quranic Studies Same teacher as Arabic	Quranic Studies Same teacher as Arabic	Quranic Studies Same teacher as Arabic	Quranic Studies Same teacher as Arabic	Quranic Studies Same teacher as Arabic
1:55 – 2:15	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal	Salat/ Dismissal

Salat: 1:55 – 2:10 pm

Dismissal: 2:15 pm