

IMAN

Sunday school
Handbook

Welcome to the Iman Sunday school

رَبِّ زِدْنِي عِلْمًا

"O my Sustainer, cause me to grow in knowledge! (Qur'an 20:114)

Purpose

IMAN's Sunday school serves to meet the religious educational and social needs of any child irrespective of gender, race, ethnicity and religious background. Primary emphasis is on imparting religious education and reinforcing Islamic values according to the Shia Ithna-Asheri school of thought. Sunday school also provides a social environment that enables school children to interact with their Muslim peers to build a support system of their own. Children will be encouraged to participate in a variety of recreational and volunteering activities.

Vision

To be the Islamic school of choice in the greater Seattle Washington area thriving academic excellence with highest morals & ethics.

Mission

To provide our children an environment which will enable them to achieve their highest potential, founded on Islamic morals, scholastic excellence, and good citizenship.

A volunteer sub-committee composed of parents and IMAN Members operate the Sunday school as defined under the terms of reference document, which can be found on the IMAN Center website. This document may be revised time to time as deemed necessary by the sub-committee and approved by the IMAN Board of Directors. Any updates and revisions to this document will be made available to the general public.

Every Sunday from 10:30 AM to 1:30 PM, eager kids and rushed parents meet at the Sunday school. The school student body comprises of children of ages 5 to 18 and beyond from diverse backgrounds. Teachers, parents, and volunteers work together to run the school. In addition to being taught to recite Salaat and Qur'an, students are instructed in Qur'anic Study, Islamic History, Akhlaq and Fiqh (Jurisprudence). Students above 13 are encouraged to return as TAs, so they can be groomed into future teachers, and future leaders of our community.

A key aspect of the school is to provide a social environment that enables school children to interact with their Muslim peers and build a support system of their own. In addition to Islamic studies as outlined above, children are encouraged to participate in a variety of recreational and volunteering activities. Examples of these activities include the annual school bake sale, food and toy drives, end of the school year picnic, etc.

The school was started by teachers and parents who are members of the Ithna-asheri Muslim Associaton of the Northwest (IMAN). The school runs as an entity of the IMAN Center of Kirkland.

Location

The school is located inside IMAN on the lower level which has been designated to meet the educational needs of the community.

IMAN Center of Kirkland
515 State St.
Kirkland WA, 98033

Tuition/Fee

IMAN Sunday school Fees:

- \$450 tuition per student per year + \$50 for books
- \$250 volunteer deposit check (this amount will be reimbursed or rolled over at the end of the year if volunteer hours are satisfied).

Payments can be made by Cash, Check, or Zelle either:

- In Person to: the Treasurer or any other member of the IMAN Sunday School Committee
- By Mail to: "IMAN Sunday School" at the address "515 State St. Kirkland, WA 98033"
 - Please make checks payable to "IMAN Sunday School" and include your child's name in the memo section.
- By Zelle to: accounts@iman-wa.org
 - For Zelle payments, please specify "tuition," "donation," "volunteer deposit," and your child's name in the payment note.

We welcome all students regardless of their financial circumstances. If the school fees are a financial hardship for your family, please complete the financial assistance request form.

Registration

Students must be at least 5 years old to attend IMAN Sunday School. If you have any questions regarding this or IMAN Sunday School, please send an email to SchoolCommittee@iman-wa.org.

Due to fire code regulations, our enrollment is limited. Please register early to secure a spot for your child/children.

Registration is open until the designated deadline (which varies annually depending on the 1st day of school). After that, enrollment will be considered on a case-by-case basis, subject to class

size limitations. Priority will be given to returning students in good standing. New students will be admitted on a first-come, first-served basis, depending on classroom capacity.

***Important Note:** Completing the registration form does not guarantee admission to IMAN Sunday School. Acceptance requires that students meet the following criteria:

- Previous year's tuition and fees must be paid in full.
- Parent volunteer obligations must be completed or fully paid.

Additionally, filling out the registration form does not finalize the registration process. To complete registration, you must attend the open house and:

1. Pay the student registration fees in full, agree on a payment plan, or request financial assistance by completing the financial assistance form. Please note that financial assistance is only available upon approval of the financial request form. Students without an agreed tuition payment plan will not be accepted into IMAN Sunday School after the open enrollment period.
2. Enroll for 25 parent volunteer hours per family per year.

Schedule

The annual school calendar and class schedule are both located on the IMAN Center website:

<https://www.iman-wa.org/>

The Table below provides the weekly class schedule:

IMAN Sunday School Hours
Day light Savings time (September - October, March - June)
10:30 - 10:45 Assembly
10:45 - 11:45 Islamic Studies
11:45 - 12:00 Snack Break
12:00 - 12:45 Quran Class
12:45 - 1:30 Salaat Class
Standard Time (November - March)
10:30 - 10:45 Assembly
10:45 - 11:45 Islamic Studies
11:45 - 12:00 Snack Break
12:00 - 12:45 Salaat Class
12:45 - 1:30 Quran Class

Attendance

As a parent of an IMAN Sunday School student, you acknowledge that your child will attend regularly and arrive on time for the start of assembly. Classes begin at 10:30 am and end at 1:30 pm.

Please notify the school in advance if your child will be absent by sending an email to sundayschoolcommittee@iman-wa.org or contacting your child's teacher via WhatsApp.

If a student is absent without prior notice, it will be recorded as an unexcused absence.

- If a student misses more than 3 sessions (excused or unexcused), an email notification will be sent to the parents.
- If a student misses more than 6 days (excused or unexcused), they may be subject to dismissal from the school.

It is the responsibility of the child and parent to follow up with the teacher regarding any missed work.

Code of Conduct:

- Be respectful to one another and the school environment.
- Respect property and people.
- Observe the No Shoe Zone.
- Keep the school premises clean and safe.
- Adhere to the No Electronics rule.
- Follow the Snack rules—stay in class during snack time.

Behavior

Both parents and teachers are responsible for guiding students in demonstrating appropriate behavior. Parents should work with their children to reinforce positive conduct, while teachers are expected to model and promote respectful and safe behavior in the classroom. If a child exhibits inappropriate or dangerous behavior, they may be subject to dismissal from the school.

Dress Code

In accordance with Islamic teachings, modesty in dress is essential. All clothing should be loose-fitting, non-transparent, and modest. This dress code applies to all students, parents, teachers, and staff members while on school premises. Everyone must adhere to the highest standards of modesty:

- **Girls/Ladies:** No shorts, tank tops, skorts, short skirts, skin-tight, or see-through clothing.
- **Boys/Men:** No shorts, ripped pants, graphic tees, baseball caps, or tank tops.

No Electronics or Toys Allowed

To ensure a distraction-free learning environment, no electronics (including cell phones, mp3 players, hand-held games, e-readers, tablets, laptops, cameras, etc.) or toys are permitted during school hours. If students are found with electronics between 10:30 am and 1:30 pm, the device will be confiscated. Confiscated items can be retrieved from the front desk at the end of the day.

Emergency - Allergy Form

If your child has an allergy or medical condition, please ensure that teachers and staff are informed. The school has an allergy form that needs to be filled out. We have established a bulletin board in the office and placed a notification on the kitchen fridge to post the student's name and allergy information, ensuring that our staff remains vigilant about the safety of these students.

Parents or guardians are responsible for notifying the school of any medical condition their child has and updating this information at least once a year or whenever changes occur during the academic year.

Curriculum

Islamic Studies:

At Iman Sunday School, we use the Al-Kisa Islamic Studies curriculum. Students are assigned to classes based on their school grade levels, from K-6. Each class receives books for both the Teacher and the Students. Students will have a textbook and workbook. The curriculum content is divided into several sections, designed to progressively build on a strong Islamic foundation that starts with the kindergarten book. The curriculum for each grade level includes the following sections:

- The '**Aqā'id**' section provides a comprehensive review of the Uṣūl ad-Dīn (Roots of Religion) and then delves deeper into each principle. As students progress through the grades, they explore tawhid in greater detail, including its various levels and practical applications.
- The **Fiqh** unit covers relevant topics through integrated activities designed to make the concepts interactive, tangible, and practical for students.
- In the **History** section, students continue to learn about the Ma'sūmīn through stories that emphasize their characteristics, helping children connect with them and fostering a deep, unwavering love in their hearts. Depending on the grade level, this unit also highlights some of our greatest role models, the Prophets. Students will explore their stories, uncover the commonalities in the messages of all Prophets, and engage in an in-depth analysis of the life of our Noble Prophet, focusing on the first half of his life before the ḥijrah.
- The **Akhlāq** section is enriched with colorful illustrations, aḥādīth, and āyāt from the Quran, covering topics such as speaking etiquette, manners toward others, the importance of good behavior, and the need for balance in our actions. It also addresses how to interact with society, discussing issues like mocking, gossiping, and jealousy.
- The Al-Kisa Quran Books can be found on the following website:

<https://us.alkisafoundation.org/collections/islamic-curriculum>

Quran:

At Iman Sunday School, we utilize the Al-Kisa Quran Curriculum. Students are placed in classes based on their age and Quran reading ability. Each class receives books for both the Teacher and the Students. The Al-Kisa Quran Curriculum features engaging content, enhances the understanding of Quranic verses, and includes interactive activities. It is designed to align with our previous course objectives, covering Makharij, Kalimat, Mudud, and Tajweed.

You can find the Al-Kisa Quran Books at the following website:

<https://us.alkisafoundation.org/collections/qur%CA%BEan-curriculum>

The classes are organized according to the students' age and Quran reading ability, as outlined below:

Age Range	Class Name	Quran Curriculum	Islamic Studies Curriculum	Current Quran Curriculum Mapping
5-6	Kindergarten	Friends of Quran	Friends of Quran	Makharij
6-7	1st Grade	Friends of Quran	Friends of Quran	Makharij + Kalimat
7-8	2nd Grade	Al-Kisa: Quran Grade 2 (first half)	Al-Kisa	Mudud + Tajweed (first half)
8-9	3rd Grade	Al-Kisa: Quran Grade 2 (second half)	Al-Kisa	Mudud + Tajweed (second half)
9-10	4th Grade	Al-Kisa: Quran Grade 3	Al-Kisa	Tarteel, More Advanced Tajweed
10-11	5th Grade	Al-Kisa: Quran Grade 3	Al-Kisa	Tarteel, More Advanced Tajweed
11-12	6th Grade	No New Curriculum Needed	Al-Kisa	

Salaat:

The IMAN Sunday school Salaat classes are divided as follows:

- K & 1st Grade Salaat
- Beginner Girls Salaat
- Beginner Boys Salaat
- Advance Salaat (Boys & Girls)

The **K & 1st Grade** Salaat class follow a syllabus that teaches students about why we pray, how to pray, and the meaning behind what we say in prayer. By the end of the school year, students will be able to perform Wudu, Athan/Iqamah and basic 2 Rakaat Prayer.

The **Beginner Salaat (Boys & Girls)** will follow instructor created curriculum as well as the Al-Kisa Salaat book, which is available for purchase and download from the following website:

<https://kisakids.org/products/new-a-beginner-s-guide-to-salah>

This book is a beginner's guide to Şalaat. It is an instruction manual that aims to introduce and teach the basic steps of Salaat. In addition to the significance of Salaat, the book features step-by-step instructions on how to perform Salaat, with transliterated Arabic and translations. In order to graduate from this class, students are expected to be able to perform Wudu, Athan/Iqamah and 4 Rakaat Prayer.

The **Advanced** Salaat Class – will follow instructor created curriculum going beyond the daily 5 prayers.

IMAN Sunday school Handbook Guidelines & Policy Agreement Form

Name of School	IMAN Sunday School of Kirkland
Full Name of Student	
Mother's Full Name	
Father's Full Name	
<p>We (the parents/guardians as well as our child) have read and understood the Policies and Guidelines of the IMAN Sunday School as outlined in the IMAN Sunday School Handbook (which can also be downloaded online from the IMAN website), including the Code of Conduct and we agree to abide by the rules, policies and guidelines.</p>	
Parent/Guardian Signature	
Parent/Guardian Signature	
Student Signature	
Date	

Please return the above form to the school sub-committee within one week of the start of the school year or one week of your child's first day of class.

Thank you for your cooperation!