مسجد الكريم
Masjid Al Kareem School

Masjid Al Kareem School Handbook – 2026/2027

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INTRODUCTION

WELCOME MESSAGE

Welcome to MASJID AL KAREEM SUNDAY SCHOOL, an Islamic school dedicated to providing a high-quality education grounded in the teachings of Islam.

We are thrilled to have you as part of our community and are eager to work together to achieve our shared goals of academic excellence, character development, and spiritual growth for your children.

The purpose of this Parent and Student Handbook is to provide you with important information about our school policies, programs, and procedures. We have created this handbook to serve as a reference guide for both parents and students, and we hope that it will help you to become more familiar with our school and to feel more connected to our community.

Our goal is to provide a safe and supportive environment that encourages learning, creativity, and personal growth. We believe that by working together, we can ensure that our students receive a well-rounded Islamic education that prepares them for success in their life.

We encourage you to read this handbook carefully and to use it as a resource throughout the school year. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for choosing MASJID AL KAREEM SUNDAY SCHOOL. We are looking forward to an exciting and productive school year!

Sincerely, Dr. Wasim Fakhar [Principal]



SCHOOL PHILOSOPHY

MASJID AL KAREEM SUNDAY SCHOOL is dedicated to providing a high-quality education that is grounded in the teachings of Islam. Our mission is to cultivate knowledgeable and confident young people who are well-equipped to succeed in all aspects of their lives, both academically and spiritually.

Our educational approach is centered on the values and principles of Islam, including compassion, justice, respect, and responsibility. We believe that every student has the potential to achieve greatness and we are committed to helping our students reach their full potential through a well-rounded education that is both challenging and supportive.

At MASJID AL KAREEM SUNDAY SCHOOL, we offer a comprehensive curriculum that is designed to meet the academic and intellectual needs of our students. Our curriculum is aligned with national standards and we use a variety of teaching methods to engage students and to help them develop a love of learning and Islam. In addition to our academic program, we also offer a rich array of extracurricular activities including arts that provide opportunities for students to explore their interests and to develop their skills and talents.

As an Islamic school, we also place a strong emphasis on spiritual growth and development. We offer Qur'an classes, Islamic studies, and Arabic classes to help our students deepen their understanding of Islam and to develop their spiritual practices. Our goal is to help our students become well-rounded individuals who are prepared to lead fulfilling and meaningful lives.

In short, we aim to provide an education that is rigorous, well-rounded, and rooted in the values and principles of Islam. We believe that every student has the potential to succeed, and we are committed to helping our students reach their full potential through a high-quality education that is both challenging and supportive.

MISSION

The mission of MASJID AL KAREEM SUNDAY SCHOOL is to provide in-depth Islamic knowledge from the “The Holy Qur’an” and “The Sunnah of the Prophet Muhammad (PBUH)” presented in a logical, systematic manner to suit our younger generation's needs.

VISION

The vision of MASJID AL KAREEM SUNDAY SCHOOL is the promotion of a spiritually aware, cohesive, educated and productive Muslim community that is proud of their identity and influencing for their communities, and adopts Rahmah (mercy), Mahabbah (love) and Ihsan (excellence) as key principles.

EDUCATIONAL APPROACH

MASJID AL KAREEM SUNDAY SCHOOL follows an educational approach that integrates Islamic values, beliefs, and principles into all aspects of learning and teaching. Key elements of this approach include:

1. Emphasis on Quranic studies and the teachings and Sunnah of Prophet Muhammad (PBUH).
2. Integration of Islamic values such as justice, compassion, and honesty into the curriculum.
3. Cultivation of moral and ethical character through character-building activities.

4. Encouragement of critical thinking and independent learning.
5. Development of a strong sense of community and support for fellow students and teachers.

In addition to academic subjects, MASJID AL KAREEM SUNDAY SCHOOL also places a strong emphasis on personal development, as well as offering opportunities for students to engage in community service and charitable activities.

SCHOOL POLICIES

STUDENT DROP-OFF AND PICK-UP

To ensure the safety and well-being of all students, MASJID AL KAREEM SUNDAY SCHOOL has established a student drop-off and pick-up policy to ensure timely arrival and departure from school and to minimize disruptions to the school day and masjid.

Scope: This policy applies to all students and parents/guardians of MASJID AL KAREEM SUNDAY SCHOOL and covers the masjid building, grounds, and parking areas.

Policy:

1. All students must be dropped off at school no earlier than 15 minutes before the start of the school day (10:15 AM) and must be picked up no later than 15 minutes after the end of the school day (1:30 PM).
2. Parents/guardians must park in designated parking areas and must not park in prohibited areas, such as handicap spaces or blocking other vehicles.
3. Students must enter and exit the school through designated door(s) only.
4. Students must be accompanied by a parent/guardian or authorized adult during drop-off and pick-up from inside the masjid.
5. Parents/guardians must provide written authorization for another adult to pick up their child.
6. All students must be picked up by a parent/guardian or authorized adult. If a student is not picked up within 30 minutes after the end of the school day, the school will contact the designated emergency contact.
7. Late pick-ups will result in a fee, and repeated late pick-ups may result in disciplinary action.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

STUDENT ATTENDANCE

MASJID AL KAREEM SUNDAY SCHOOL values the importance of regular attendance and is committed to promoting good attendance habits in all students. This attendance policy outlines the expectations and procedures for ensuring that students are in school and on time every class day.

Attendance Requirements:

- Students are expected to attend school every day that it is in session, except in the case of illness or other approved absences.
- Parents/guardians are required to notify the school if their child is going to be absent, tardy, or leaving early.
- Students who miss more than 8 days of school in a school year may be referred to the school administration staff, which may impact their grades.
- Students who miss more than 12 days of school in a school year may be removed from the school.

Tardiness:

- Students who arrive at school after the start time will be considered tardy.
- Parents/guardians are expected to ensure that their child arrives at school on time every day.
- Habitually tardy Students may be referred to the school administration staff.

Early Dismissal:

- Parents/guardians who need to pick up their child early must send a written note to the school or contact the school in advance.
- Students who leave school early for any reason other than a pre-approved appointment or emergency will be considered absent for the entire day.

Absences:

- Parents/guardians are required to call or send a message on the ‘Parents WhatsApp Group’ on individually to a school admin explaining the reason for their child’s absence.
- Absences may be excused for illness, family emergencies, religious observances, and other approved reasons.
- Students who miss more than 10 days of school in a school year may be referred to the school administration staff and may impact their grades.

Make-Up Work:

- Students are responsible for making up any missed work due to absences.

- The school will provide reasonable accommodations for students to make up missed work, but it is the students' and parents/guardians' responsibility to arrange for make-up work with their teachers.

MASJID AL KAREEM SUNDAY SCHOOL recognizes that regular attendance is crucial for academic success and is committed to supporting students and families in promoting good attendance habits. This attendance policy is in place to ensure that all students have the opportunity to succeed in school and reach their full potential.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

TUITION FEE

To ensure the financial stability of MASJID AL KAREEM SUNDAY SCHOOL and to provide a consistent and predictable payment schedule for parents/guardians, the school has established a monthly tuition fee payment policy.

Scope: This policy applies to all students enrolled in MASJID AL KAREEM SUNDAY SCHOOL.

Policy:

1. Monthly tuition fees are due on the 10th of each month and must be received by the 15th of each month to avoid a late fee.
2. Payments can be made online through the provided secure payment link.
3. Late fees will be assessed if payment is not received by the 15th of each month and will be equal to 10% of the monthly tuition fee.
4. If payment is not received by the 20th of each month, the student's enrollment may be terminated unless prior notice has been given to the school administration staff.
5. Parents/guardians may request financial assistance by contacting the school administration staff.
6. All online payments must include the student's name and 'MASJID AL KAREEM SUNDAY SCHOOL tuition fee' to ensure proper credit.
7. 2026-2027 School Year Fees:
    - **Registration Fee: $60 for each child/year**
    - **Monthly Tuition: $60 for each child/month**

This policy will be strictly enforced, and any individual found to be in violation of this policy may face termination of enrollment.

This policy may be revised periodically to reflect changes in legislation or best practices.

STUDENT DISCIPLINARY ACTION

MASJID AL KAREEM SUNDAY SCHOOL is committed to providing a safe, respectful, and inclusive learning environment for all students. This disciplinary policy outlines the expectations and procedures for appropriate behavior in the school community.

Behavioral Expectations:

- Students are expected to follow the school's code of conduct, which may include, but is not limited to:
    - Respecting the rights and property of others.
    - Refraining from disruptive or disrespectful behavior.
    - Adhering to dress codes and grooming standards.
- Students who engage in behavior that is harmful or disruptive to others or to the educational environment may be subject to disciplinary action.

Disciplinary Procedures:

- Minor infractions, such as tardiness or dress code violations, will typically be handled by the classroom teacher or other designated school administration staff.
- More serious infractions, such as physical violence, harassment, or theft, will be referred to the school principal.
- The school principal will review the circumstances of each case and determine an appropriate course of action, which may include, but is not limited to:
    - Verbal warning or reprimand.
    - Detention or in-school suspension.
    - Suspension from school.
    - Expulsion from school.
- Parents/guardians will be informed of any disciplinary action taken against their child.
- Students and their parents/guardians have the right to appeal any disciplinary action to the school administration staff.

Student Rights:

- Students have the right to due process and to be treated fairly and equitably.
- Students have the right to present their side of the story and to have a parent/guardian present during any disciplinary proceedings.
- Students have the right to access and review any evidence used against them in a disciplinary case.

Conflict Resolution:

- MASJID AL KAREEM SUNDAY SCHOOL encourages the use of peaceful and respectful conflict resolution strategies, such as mediation and restorative justice.
- Where possible, the school will work with students and their families to find alternative solutions to disciplinary problems.

MASJID AL KAREEM SUNDAY SCHOOL is committed to providing a safe and respectful learning environment for all students. This disciplinary policy is in place to ensure that appropriate behavior is maintained and that all students have the opportunity to succeed in school.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

STUDENT DRESS CODE

As an Islamic school, we believe that modest and appropriate attire is essential to promoting a respectful and disciplined learning environment. Our dress code is designed to reflect our commitment to these values and to provide guidance to students and families on what is considered appropriate attire.

The following dress code guidelines apply to all students and must be followed at all times while on school premises, including during school hours, school events, and school-sponsored activities:

1. Clothing must be modest, covering the body appropriately and not revealing excessive skin.
2. For girls, dresses, skirts, and pants must reach the ankle and must not be too tight or form-fitting.
3. For boys, pants must reach the ankle and must not be too tight.
4. Shirts must have sleeves and must reach the waist.
5. Clothing must not contain any messages or images that are violent, offensive, or inappropriate.
6. Headwear, such as hijabs and kufis, is allowed and should be appropriate and in accordance with Islamic dress codes.
7. Shoes must be closed-toe and should not contain any messages or images that are violent, offensive, or inappropriate.

Please note that the school administration staff reserves the right to make a final determination on the appropriateness of attire and to request a student to change if they violate the dress code policy.

We believe that our dress code policy is an important component of our school culture and we are committed to upholding these standards in order to provide a safe, respectful, and disciplined learning environment for our students. If you have any questions about the dress code policy, please do not hesitate to contact us.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

OUTDOOR PLAY AREA

MASJID AL KAREEM SUNDAY SCHOOL values the importance of providing opportunities for physical activity and play. This play area policy outlines the expectations and procedures for the safe and responsible use of the play area during recess and other designated times.

Play Area Rules:

- Students are expected to follow all play area rules at all times.
- Play area rules may include, but are not limited to:
    - No roughhousing, pushing, or hitting.
    - No throwing rocks, sticks, or other hard objects.
    - No climbing on dangerous equipment or structures.
    - No using equipment or playing in areas designated for other activities.
- Students who do not follow the play area rules may face consequences, including, but not limited to:
    - Verbal warning from a teacher or school administration staff.
    - Loss of play area privileges for the day or longer.
    - Referral to the school principal.

Supervision:

- The play area will be supervised by teachers or other designated staff members and or school volunteers during recess and other designated times.
- The supervising adults will enforce the play area rules and ensure that students are playing safely.
- The supervising adults will intervene if necessary to prevent dangerous or disruptive behavior.

Equipment:

- The play area may include equipment such as swings, slides, climbing structures, and ball games.
- Students are expected to use the equipment in the manner intended and to follow all posted safety instructions.
- Students who misuse equipment or cause damage may face consequences, including, but not limited to:
    - Loss of play area privileges for the day or longer.
    - Referral to the school principal.
    - Repair or replacement fees.

Inclement Weather:

- In the event of inclement weather, the play area may be closed.
- Students will be expected to remain indoors during inclement weather.

MASJID AL KAREEM SUNDAY SCHOOL recognizes the importance of physical activity and play for the health and well-being of students. This play area policy is in place to ensure that all students have a safe and enjoyable experience in the play area.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.



STAFF/TEACHER-PARENT COMMUNICATION

MASJID AL KAREEM SUNDAY SCHOOL is committed to fostering positive and effective communication between teachers, staff, and parents/guardians. This communication policy outlines the expectations and procedures for communication between the school and families.

Communication Expectations:

- The school will communicate regularly with parents/guardians regarding student progress, school events, and other important information.
- Parents/guardians are expected to communicate promptly with the school regarding any concerns or issues related to their child.
- Parents/guardians are expected to communicate promptly with the school administration team regarding any concerns or issues related to their child's teacher rather than reaching out to the teacher.
- Communication between the school and families should be respectful and professional.

Methods of Communication:

- The school will use a variety of methods to communicate with families, including, but not limited to:
    - MASJID AL KAREEM SUNDAY SCHOOL WhatsApp Group
    - Parent-teacher conferences
    - Email
    - Phone calls or Text messages via the school's official number: 667-206-8684
- Parents/guardians are encouraged to communicate with the school administration staff in person or via the MASJID AL KAREEM SUNDAY SCHOOL WhatsApp Group

Response Time:

- The school will make every effort to respond to parent/guardian inquiries and concerns within 48 hours.
- Parents/guardians should allow 48 hours for the school to respond to their inquiries or concerns.

Confidentiality:

- The school will maintain the confidentiality of student and family information in accordance with applicable laws and regulations.
- Parents/guardians are expected to maintain the confidentiality of sensitive information that they may receive from the school or other families.

Resolution of Concerns:

- Parents/guardians are encouraged to raise any concerns or issues directly with the teacher or school administration staff.
- If a resolution cannot be reached, parents/guardians may request to meet with the school principal.

MASJID AL KAREEM SUNDAY SCHOOL values positive and effective communication with families. This communication policy is in place to ensure that families have access to important information and have the opportunity to express their concerns and receive timely responses.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

STUDENT PHOTO RELEASE CONSENT

This policy outlines the rules for taking and using photographs of children for publication or distribution. The purpose of this policy is to obtain consent from parents or legal guardians for the use of photographs of their children for promotional, educational, or informational purposes.

- All photographs of children will be kept confidential and will not be shared with third parties unless specifically authorized by the parent or legal guardian.
- Photographs may be used for promotional materials, educational resources, or informational purposes related to the organization or event. The organization or event may use the photographs in print, online, or any other medium.
- Whenever possible, the organization or event will include credit for the photographer and the parent or legal guardian.
- Parents or legal guardians have the right to revoke their consent at any time by providing written notice to the organization or event. Upon receipt of this notice, the organization or event will cease all use of the photographs.
- Failure to comply with this policy may result in legal action or other consequences as determined by the organization or event.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

ACADEMIC PROGRAM

CURRICULUM

At MASJID AL KAREEM SCHOOL, our curriculum consists of three subjects; Islamic Studies, Qur'anic Studies, and Arabic Studies. Below will provide you a general idea of what we will cover in our curriculum, however the course for each level will vary:

1. ISLAMIC STUDIES: This unit will cover the basics of Islam, including its history, beliefs, and practices. Students will learn about the five pillars of Islam, including prayer, fasting, charity, pilgrimage, and declaration of faith.
2. Qur'anic Studies: This unit will introduce students to the Qur'an, the holy book of Islam, and its central role in the faith. Students will learn to recite, memorize and understand the context and lessons from surahs in Qur'an.
3. Arabic Studies: This unit will cover reading, writing and sound recognition for Arabic letters. Arabic colors and numbers. Students will work on creating and or expanding their Arabic language vocabulary.

As part of our curriculum, we will explore the life of Prophet Muhammad, peace be upon him, and his role as the last prophet of Islam. Students will learn about his life, teachings, and legacy, and how they relate to the broader themes of Islam. We will provide an overview of Islamic law, including its development, principles, and applications. Students will learn about the sources of Islamic law and its impact on different aspects of life, such as personal conduct, family law, and social justice. We will focus on developing moral and ethical values in students. Topics will include honesty, kindness, respect, compassion, and responsibility, among others. We will help students develop their personal relationship with ALLAH (SWT). Topics will include prayer, meditation, and spiritual growth, as well as ways to incorporate spiritual practices into daily life.

Throughout the courses, students will be encouraged to reflect on what they have learned and how it can be applied to their daily lives. The final unit will include assessments and evaluations to gauge student learning and progress.

Below books are subject to change:

Unit	Books
Qur'an Studies	**Juzz Amma**
Arabic Studies	**Noorani Qaida & Other Books (for younger kids only)**
Islamic studies	**Weekend Learning Series Level**

STUDENT EVALUATION

The purpose of this policy is to ensure consistent and fair evaluation of students.

1. Evaluation Methods: The school may use a combination of the following evaluation methods:

    - Attendance
    - Discipline
    - Homework
    - Cognitive Skills
    - Qur'an Memorization
    - Communication Skills
    - Final Exam

Grading Scale: The school will use the following grading scale:

- CD: Consistently Demonstrating. [Excellent Performance]
- P: Progressing. [Experiencing Some Difficulty]
- NI: Needs Improvement. [Experiencing Significant Difficulty]

1. Weighting of Evaluation Components: The weighting of evaluation components will be determined by the teacher in accordance with the school curriculum and policies.
2. Re-evaluation: Students may request re-evaluation of their work within a reasonable time frame, as determined by the teacher.
3. Feedback: Teachers will provide regular feedback to students on their progress, strengths, and areas for improvement.
4. Confidentiality: Evaluation results will be kept confidential and will only be shared with the student and their parents/guardians.
5. Appeal Process: If a student or parent/guardian feels that an evaluation is unjust, they may appeal the evaluation through the school's established grievance procedure.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

STUDENT HOMEWORK

To provide guidelines for students and teachers to ensure that homework is meaningful and contributes to student learning.

- Students are expected to complete all homework assignments on time and to the best of their abilities.
- The amount of homework assigned will vary depending on the class and subject, but students can expect to receive homework on a regular basis.
- Homework must be submitted on the due date and time as specified by the teacher. Late submissions will not be accepted unless prior arrangements have been made with the teacher.
- Homework will be evaluated and graded based on completeness, accuracy, and effort.
- Teachers are available to offer support and clarification on homework assignments during school hours.
- Parents are encouraged to support their children in completing homework and to communicate with teachers if they have any questions or concerns in person at the school or via Sunday School WhatsApp group.
- Accommodations for students with disabilities or other learning needs will be made as required by law and school policy.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

PARENT INVOLVEMENT

VOLUNTEER OPPORTUNITY FOR PARENTS/GUARDIANS

MASJID AL KAREEM SUNDAY SCHOOL values the contributions of parent volunteers and recognizes the importance of parent involvement in enhancing the educational experience of our students. The following policy outlines the guidelines for parent volunteers to ensure the safety and well-being of all students, staff, and volunteers.

Eligibility: All parents of enrolled students are eligible to volunteer. All volunteers must be of good character and reputation and undergo basic training before starting their volunteer activities.

Volunteer Activities: Parent volunteers are encouraged to participate in school events and classroom activities as approved by the school administration. Any volunteer activities that involve direct contact with students must be approved in advance by the school administration.

Code of Conduct: Parent volunteers are expected to abide by the school's code of conduct, which includes respecting the rights and dignity of all students, staff, and other volunteers. Parent volunteers must not engage in any behavior that is harmful to students, staff, or other volunteers.

Confidentiality: Parent volunteers must maintain the confidentiality of sensitive information and not share any confidential information with unauthorized parties.

Training: Parent volunteers who will be working with students must undergo training on appropriate behavior and safety procedures. The training will be provided by the school administration.

Supervision: Parent volunteers will be supervised by the school staff and must follow the directions of the supervising staff member.

Liability: The school will not be liable for any accidents or injuries that may occur to parent volunteers during their volunteer activities. Parent volunteers are responsible for their own safety and well-being while volunteering.

We appreciate your willingness to volunteer and support our school. By following these guidelines, we can ensure a safe and productive volunteer experience for everyone involved. If you have any questions or concerns, please contact the school administration.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

HEALTH AND SAFETY

ILLNESS/SICK CHILD

Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and must remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. MASJID AL KAREEM SUNDAY SCHOOL reserves the right to determine whether a child should remain in the school when there is illness. If a child becomes ill during the school time, their parent will be promptly notified and are expected to pick up their child immediately. The sick child will, if possible, be isolated from the other school children to minimize exposure. It is the MASJID AL KAREEM SCHOOL's decision on how long a child will need to be excluded from school, even if a doctor's note is provided.

If a family member is home sick with a contagious illness, we ask that you please keep all other children at home also since they will be contagious before they show any symptoms themselves.

Shots:

We require all children at MASJID AL KAREEM SUNDAY SCHOOL to be immunized as per the Baltimore County Public School's (BCPS) requirements. We may ask you to bring us a copy of your child's immunization records.

Medical Emergencies:

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non-life-threatening way, we will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office at the parent's expense.

Prescription Medications:

No child will be given any prescription medication while at school.

Fever Reducers/Over-the-counter Medication:

We do NOT supply any sort of fever reducer or pain medicine (ibuprofen, tylenol, motrin…) at school.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

ACCIDENTAL INJURY

As a parent or guardian of a child participating in any activity or program at MASJID AL KAREEM SCHOOL, I acknowledge and fully understand the risks and potential hazards involved. I recognize that injuries may occur during the course of the activity or program such as playing in the outdoor playground etc., despite all precautions taken by the MASJID AL KAREEM SUNDAY SCHOOL admin team, teachers, or other participants.

In consideration of allowing my child to participate in the activity or program at MASJID AL KAREEM SCHOOL, I, on behalf of myself, my child, our heirs, executors, administrators, and assigns, release and forever discharge the MASJID AL KAREEM SUNDAY SCHOOL admin team, teachers, and any other third parties involved in the activity or program from any claims, actions, suits, or demands, including but not limited to any claims for personal injury, property damage, arising out of my child's participation in the activity or program at MASJID AL KAREEM SCHOOL.

I understand and acknowledge that this waiver and release is binding on my child, as well as on myself, our heirs, executors, administrators, and assigns. I also acknowledge that I have carefully read this waiver and release and fully understand its contents. I am aware that by acknowledging this document, I am giving up certain legal rights and remedies that I may otherwise have against the MASJID AL KAREEM SUNDAY SCHOOL admin team, teachers, or other participants if my child is injured during the activity or program at MASJID AL KAREEM SCHOOL.

I understand that this waiver and release is intended to be as broad as permitted by law. If any portion of this waiver and release is held invalid, the remainder of the document shall continue in full force and effect.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

ALLERGY

To ensure the safety and well-being of all students and staff, MASJID AL KAREEM SUNDAY SCHOOL has established an allergy policy to minimize the risk of exposure to allergens and to provide effective response procedures in the event of an allergic reaction.

Scope: This policy applies to all students and staff of MASJID AL KAREEM SUNDAY SCHOOL and covers school buildings, grounds, and outdoor play areas.

1. All staff, students, and visitors must be made aware of the allergy policy.
2. All students with known allergies must provide a written plan from their healthcare provider that outlines their allergies, triggers, and emergency response procedures.
3. The school will not provide any food or snacks to avoid any allergic reactions.
4. All classrooms and common areas must be kept free of allergenic foods and other allergens, such as pet hair and pollen.
5. All staff must be trained in basic first aid and CPR.
6. All classrooms must be equipped with a first-aid kit.
7. All staff must be vigilant and actively supervise students at all times.
8. All students must be taught about allergies, including triggers and emergency response procedures.
9. Regular training must be provided to all staff and students to ensure they are familiar with the allergy policy and response procedures.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

CHOKING HAZARDS

To ensure the safety of all students and staff, MASJID AL KAREEM SUNDAY SCHOOL has established a choking hazard policy to minimize the risk of choking incidents and to provide effective response procedures in the event of a choking emergency.

Scope: This policy applies to all students and staff of MASJID AL KAREEM SUNDAY SCHOOL and covers school buildings, grounds, and outdoor play areas.

1. All food and snacks consumed on school grounds must be free of choking hazards, such as large pieces of hard candy, popcorn, nuts, and gum.
2. All toys and play equipment must be free of small parts that can become choking hazards, such as small balls, marbles, and action figures.
3. All staff must be trained in basic first aid and CPR, including the Heimlich Maneuver.
4. Regular drills must be conducted to ensure all staff and students are familiar with choking response procedures.
5. All staff must be vigilant and actively supervise students during all times.
6. All classrooms must be equipped with first-aid kits that include choking hazard posters and CPR masks.
7. All students must be taught about choking hazards and safe eating practices.
8. Regular training must be provided to all staff and students to ensure they are familiar with choking hazards and response procedures.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

EMERGENCY EXIT

To ensure the safety and well-being of all students and staff, MASJID AL KAREEM SUNDAY SCHOOL has established an emergency exit policy to ensure the orderly and efficient evacuation of the school in the event of an emergency.

Scope: This policy applies to all students and staff of MASJID AL KAREEM SUNDAY SCHOOL and covers all school buildings and grounds.

1. All emergency exits must be clearly marked and easily accessible.
2. All staff and students must be familiar with the location of emergency exits and the evacuation route for their specific area.
3. Regular fire and evacuation drills must be conducted to ensure all staff and students are familiar with emergency exit procedures.
4. All doors and windows leading to emergency exits must be kept unlocked and unobstructed during school hours.
5. In the event of an emergency, all students and staff must immediately evacuate the building using the nearest emergency exit and must follow the designated evacuation route to a safe assembly area.
6. No one may re-enter the building until instructed to do so by emergency personnel.
7. The school must have a designated person responsible for overseeing the emergency response plan and ensuring regular drills are conducted.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

FIRE HAZARD

To ensure the safety of all students, staff, and visitors, MASJID AL KAREEM SUNDAY SCHOOL has established a fire hazard policy to minimize the risk of fire and to ensure a safe and efficient evacuation in the event of a fire.

Scope: This policy applies to all students, staff, and visitors of MASJID AL KAREEM SCHOOL, and covers all school buildings, grounds, and outdoor play areas.

1. All school buildings and facilities must be equipped with functioning fire alarms and fire suppression systems.
2. All staff, students, and visitors must be familiar with the fire evacuation plan and emergency procedures.
3. Regular fire drills must be conducted to ensure all individuals are familiar with the evacuation procedures.
4. Smoking is strictly prohibited on school grounds, and all fire hazards, such as overloaded electrical outlets or improperly stored flammable materials, must be reported immediately.
5. All exit doors and pathways must be kept clear and unobstructed at all times.
6. Portable heaters and open flames, such as candles and incense, are strictly prohibited.
7. Electrical equipment, such as extension cords and power strips, must be used and stored in accordance with manufacturer's instructions.
8. All fire safety equipment, such as fire extinguishers, must be regularly inspected and maintained.
9. Regular training must be provided to all staff, students, and visitors to ensure they are familiar with fire safety procedures and their responsibilities in the event of a fire.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action, up to and including termination or expulsion.

This policy may be revised periodically to reflect changes in legislation or best practices.

SCHOOL CALENDAR

CALENDAR AND IMPORTANT DATES

1. The school calendar will be established and published annually, with specific dates for the start and end of the school year, holidays, and other important events.

    a) The 2026-2027 School Year will start on September 13, 2026, and will end on June 6, 2027.

2. The school will observe the following holidays: Eid al-Fitr, Eid al-Adha, a few federal government holidays, the Last 10 days of Ramadan, and others as deemed appropriate. These holidays will be communicated in advance via the MASJID AL KAREEM SUNDAY SCHOOL WhatsApp group.

3. In the event of inclement weather or other emergency circumstances, the school may close early or cancel classes. Announcements will be made through the school's communication channels, including but not limited to MASJID AL KAREEM SUNDAY SCHOOL WhatsApp group.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

The above policy is subject to change. We will notify everyone with the MASJID AL KAREEM SUNDAY SCHOOL off days and any changes via the MASJID AL KAREEM SUNDAY SCHOOL WhatsApp Group.

CLASS SCHEDULES

1. Classes will be held on Sundays from 10:15 AM to 1:15 PM, with some mind breaks in between classes. The schedule may be adjusted as needed to accommodate special events or activities. (The individual class time may vary based on your child's level)
2. Individual class schedules will be shared with Parents/guardians before your children start school at MASJID AL KAREEM SCHOOL.
3. Students should arrive on time for classes and be ready to begin promptly at 10:15 AM. Late arrivals may not be permitted to join the class.
4. Classes will end promptly at 1:15 PM, and students should be picked up by a parent or guardian at 1:30 PM after Dhuhr prayers.
5. Regular attendance is expected and required for all students, except in the case of illness or other approved absence.
6. If a student is unable to attend a class, the parent or guardian must inform the school in advance via the MASJID AL KAREEM SUNDAY SCHOOL WhatsApp group.
7. Students who miss a class due to illness or other approved absence will be provided with make-up work, as determined by their teachers.
8. Students should come prepared for class with necessary materials, including textbooks, notebooks, and writing utensils.
9. Students are expected to follow the school's code of conduct and to behave respectfully and responsibly during classes.
10. Parents are encouraged to support their children's learning by reinforcing what is taught in class and by communicating with the school if they have any questions or concerns.

This policy will be strictly enforced, and any individual found to be in violation of this policy may face disciplinary action.

This policy may be revised periodically to reflect changes in legislation or best practices.

CONTACT INFORMATION

1. School Address: 495 West Padonia Road, Lutherville Timonium, Maryland 21093, USA
2. Phone: 667-206-8684
3. Email: SundaySchool@isnb.org
4. Website: www.isnb.org
5. Principal's Contact Information:
    - Name: Dr. Wasim Fakhar
        - Phone: 443-604-2857
6. School Administration Team Information:
    - Name: Mahmoud Osman
        - Phone: 970-412-7545
    - Name: Mohanned Mostafa
        - Phone: 202-999-2305
    - Name: Ahmar Wazir
        - Phone: 718-664-0144
7. Emergency Information: In case of emergency, please call 970-412-7545.
8. Regular School Hours: Every Sunday from 10 AM – 1 PM

This contact information will be reviewed and updated annually to ensure accuracy and relevance.