



Welcome to Safwah Seminary's 2025-2026 school year.

The Safwah Seminary team is excited to be a part of your child's learning adventure this school year. In order to maintain an orderly, respectful, and secure educational environment, this handbook is filled with important information about the program.

Seminary Days and Hours: *Timings will vary depending on Salah times*

Middle School

Safwah 101

Tuesdays - 6:00pm - 7:00pm

Saturdays - 11:00am - 12:00pm

Safwah 102

Thursdays - 6:00pm - 7:00pm

Saturdays - 12:00pm - 1:00pm

High School

Safwah 201

Tuesdays - 7:00pm - 8:00pm

Saturdays - 1:00pm - 2:00pm

Safwah 202

Thursdays - 7:00pm - 8:00pm

Saturdays - 2:00pm - 3:00pm

Fall Semester Dates: September 13, 2025 – December 18, 2025

Spring Semester Dates: January 6, 2026 – May 9, 2026

Breaks in Sessions: December 20, 2025 – January 4, 2026

Ramadan Break: February, 19 2026 – March 21, 2026

Throughout the year, students will have the opportunity to connect with their Safwah Seminary classmates by participating in a variety of social events organized by the Safwah Seminary Events Committee.

Student Dress Code:

- Modest clothing that covers the body appropriately
- Clothing that is appropriate for praying is what is appropriate for class.

Communication:

- Email: Announcements and emails from the administration will always come from safwah@friscomasjid.org Please save this email address, so emails do not go to spam.
- If you have a private issue or concern that you would like to discuss with the head of the administration team, please email, Samia Shamim, samia.shamim@icf-edu.org
- For any billing or registration question please email Sameen Beyabani sameen.beyabani@icf-edu.org and/or Maria Kamran, maria.kamran@icf-edu.org
- For concerns and questions regarding Safwah Seminary Teacher Assistants, please email Uzair Beyabani uzair.beyabani@icf-edu.org
- Whatsapp community and groups will be used for announcements and updates.
- Google Classroom will be utilized with weekly slides with content covered in class.
- The academic year calendar can be found at the following link Safwah Seminary - Islamic Center of Frisco.
- Instructor/Parent Communication: Instructors are unable to take time during arrival or dismissal to discuss individual matters with parents. If you would like to discuss any matter with an instructor, please use the main safwah email above.

Attendance / Tardy Policy:

- Attendance is crucial to the learning process. It is important that your student attend and be on time to class every session. If an absence or tardy is unavoidable, please take note of the following procedures:
 - If your child is sick or will be late, please inform us before the class using this link: [Report an Absence](#)
 - Please arrive 5 minutes before class time.
 - Do not violate traffic laws, parking regulations, or other restrictions of vehicles.

- No parents are allowed in the classroom without a background check and/or prior authorization from the administrator.
- Students should always bring the following supplies to each class; pen or pencil and notebook.
- Certain class sessions will have salah in the beginning, middle or end of class. We do ask that students pray in congregation and return to class in a timely manner.
- Due to the structure of our program, Safwah Seminary is unable to provide additional make-up days.

Health Safety Procedures:

- Please do not send your child if they have any flu symptoms, and/or fever, or awaiting any test results.

Withdrawal Policy:

- Parents and guardians agree and understand that Safwah Seminary offers an Academic Year contract. However, if need arises, withdrawal is available by following the withdrawal policy below:
 - A 30-day written notice of withdrawal must be submitted before the first date of the month that parents or guardians wish to withdraw the child from the program. Withdrawal request should be emailed to safwah@friscomasjid.org

Electronics Policy:

- We completely understand that students need to have means of communication with their parents before and after class. However, we have had situations where students have used their cell phones during class time during instruction. There are also occasions when parents have called or texted their child during class time. We ask that you remind your child to keep their cell phones and any other electronic devices turned off and not visible during class time.
- Students are able to call from ICF's main phone, if necessary.

Passing Grades Policy:

- Attendance, 80% of classes must be attended.
- Midterm and Final Exam must be a 70% or higher, since exams are not cumulative both exams must be a passing score.

Classroom Behavior Policy:

Expectations:

- Respect – Be kind to teachers, classmates, and property.
- Listen & Follow – Obey instructions the first time.
- Be Ready – Come on time and prepared.
- Stay Focused – Participate and avoid distractions.

Serious Misconduct:

- Disrespectful language
- Bullying or fighting
- Damaging property
- Repeated defiance

Discipline Steps:

- Reminder for student
- Warning for student
- Parent(s) will be notified about student's behavior
- Administrative Meeting about behavioral issue
- Removal from Class (if needed)