



**ICF Qur'an Academy**

**Full Time Hifdh Program**

**Student's Handbook**

**2020-2021 School Year**

EST.

2020

Islamic Center Of Frisco

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# 1. Objectives & Goals

- Create a generation of Huffadh of the Book of Allah to preserve its content from any distortion, addition, and deviation
- Produce a generation of Huffadh from the community to lead Traweeh and carry on the legacy of the institution and tradition
- Strengthen the connection of our children with the Masjid
- Elevate the Quranic studies and memorization through goals and intentions of pursuing higher Islamic education
- Prepare our students to represent ICF Qur'an Academy in local, national and international Quran competitions
- Help and support instructors through professional development and student management workshops.

# 2. Policy Information

We urge you to read these policies with the student(s) in your family and sign the **last page** of this document to verify that you have received and understand the policies and procedures. These policies and procedures are in effect for all current students and apply for the duration of their enrollment. Any future changes or updates will be presented to parents for acknowledgements.

Please read and retain the following policies and procedures carefully; then sign and return the last sheet along with your child within **7-days** of enrollment.

# 3. Admission/Enrollment

- The child should be at least 9 years of age to be eligible for enrollment in the program.
- The registration application form must be filled out for the new students and updated by current information for old students.
- The student may begin school as soon as the registration form has been filled out and tuition paid.
- Registrants will be accepted based on evaluation.

# 4. School Hours

- Monday – Thursday: 8:00 AM to 2:00 PM
- Friday 8:00 AM to 1:00 PM

## 5. Drop off and Pickup

To ensure student's safety, we require parents drop off and pick up students **ONLY** inside the Islamic Center of Frisco Parking Lot.

## 6. Attendance

In order for a student to receive maximum benefit from his/her Islamic education, daily school attendance is required. However, unforeseen circumstances and illnesses may require the student to be absent on certain occasions. Therefore, the ICFQA administration has adopted the following attendance regulations:

- In all cases, a call from the parents must be made to the center before 8:00 am stating the purpose of the absence.
- A note must be provided to the teacher in case a student needs to be picked up before the formal ending of school.
- A student who arrives in class after 8:00 am is considered tardy/late.
- Parents have the responsibility to bring their children to class on time.
- If a student is tardy or absent, it is their duty to get the assignment of the day and prepare for the following class.
- In case of an absence for an exam/formal tests, it is the responsibility of the parent to notify the teacher and make arrangements for their makeup exam/s.

## 7. School Supplies

- Islamic Studies books will be available for purchase at ICF.
- Students are expected to take care of the books and write their names on them.
- Students are required to bring all the books to school, on every school day.
- School will charge the cost of the books in case second copy needs to be acquired.

## 8. General rules & Behaviors:

The following behavior guidelines are enforced, and all students must adhere to them at all times:

- **Make** sure you have all the necessary class resources with you including books, Quran, Qaidah and learning equipment.
- **NO** use abusive language or swearing or rudeness towards fellow students, teachers, or any other member of the Masjid staff.
- **NO** fighting or aggressiveness towards anyone at any time
- **ALWAYS** raise your hand if you need to speak to the teacher

## 9. Disciplinary measures

In order to maintain order, the ICFQA administration will use the following disciplinary measures:

- **For first offenses** the student shall receive a verbal warning.
- **Further offenses** will be dealt with by contacting the parents and or giving detention.
- If a student has chronic discipline problems, administrators and teachers will conference with parents to formulate an action plan so that students may be more successful in our Full-Time Hifdh Program.
- Depending on the level of misbehavior, children may be suspended from class to protect other students from their harm. Recommendations will be made to help the student overcome behavior issues.

## 10. Dress Code

In order to preserve the sanctity of Full-Time Hifdh program, we shall require all students to wear appropriate dress while in the Masjid/Classroom. We ask that parents ensure that students maintain a proper standard of dress, which displays respect for Masjid's/ICFQA etiquettes.

- All male students must wear 'Thawb' or similar.
- During Class hours, Boys are required to wear White and/or Blue color clothing and Girls are required to wear Maroon and/or Black colors.
- Girls must wear modestly loose clothing.
- Any clothing materials displaying inappropriate images are not allowed

## 11. Homework

Assignments are to be completed at home and vary according to hifdh level and academic. Homework may be assigned to enable students to expand on the skills and concepts taught in class, and to gain a more thorough understanding because of additional independent study.

- It is Student's responsibility to complete and submit assignments on time.
- It is the student's responsibility to make-up all work in case of absence.
- Parents are expected to regularly monitor the child's hifdh and homework, which provides a good overview of how and what the student is doing in various subjects. Doing

proper homework could also be a positive effect in the child's learning, grades, and overall Islamic knowledge.

- Incomplete homework will have a negative effect on the student's final grade. We wish to provide an opportunity for the students to follow through with responsibilities and experience the success of independent learning. Parents should expect homework each day and inquire of its nature.

## 12. Grading and Report Cards

Our purpose for grading is to provide parents with needed information about their child's efforts and academic achievements. Grades are most important for children to determine their academic standing. As parents and teachers, we certainly need to help our children set goals for improvement of their academic strengths and weaknesses.

- Each academic year consists of two semesters.
- Quarterly report card will be issued
- Final report card will be provided to every student at the end of the school year.

## 13. Personal Property

It is the responsibility of parents to keep track of all personal items students bring to school each day.

- Students are expected to label all their school supplies, belongings, and accessories as it helps the lost & found scenarios.
- Students are required to place their shoes on the shoe racks and hang their coats on the hangers.

## 14. Technology

The following rules must be followed by all students:

- No cell phone or electronic method of communication during school hours without instructor's permission.
- If a student is found using his/her phone without an approval from the instructor, the phone will be confiscated and then the following steps will be taken:  
**1st Offense:** The student will be warned for the first time and the phone will be returned at the end of that day.

**2nd Offense:** The student will be given a second warning. The phone will only be returned to a guardian.

**3rd Offense:** The student will be given a third warning. The guardian must meet with the ICFQA director to get the students phone back.

## 15. Full Time Hifdh Program Staff

**Qari Huzaifah Siddique**

Director

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**Aalima Sadaf Kamani**

Girls Instructor

**Br.Maideen Easa**

Admin

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# Acknowledgement

**THIS PAGE MUST BE RETURNED WITHIN 7-DAYS OF ENROLLMENT**

Please read and retain the following policies and procedures; then sign and return this acknowledgement sheet with your child. **ONLY ONE ACKNOWLEDGEMENT PER FAMILY IS NEEDED.**

## ACKNOWLEDGMENT

\_\_\_\_ I have received and acknowledged the following Academy policies/procedures:

Admission/Enrollment, School timings, Drop off/Pickup, Attendance, Books, Discipline, Dress Code, School Supplies, Homework, Final Exams, Report Cards, Grading System, and Personal Property.

Child 1 Name: \_\_\_\_\_ Age \_\_\_\_\_

Signature \_\_\_\_\_

Child 2 Name: \_\_\_\_\_ Age \_\_\_\_\_

Signature \_\_\_\_\_

Child 3 Name: \_\_\_\_\_ Age \_\_\_\_\_

Signature \_\_\_\_\_

Parent's Print Name: \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_