



**ICF Qur'an Academy**

**Nazirah Program**

**Student Handbook**

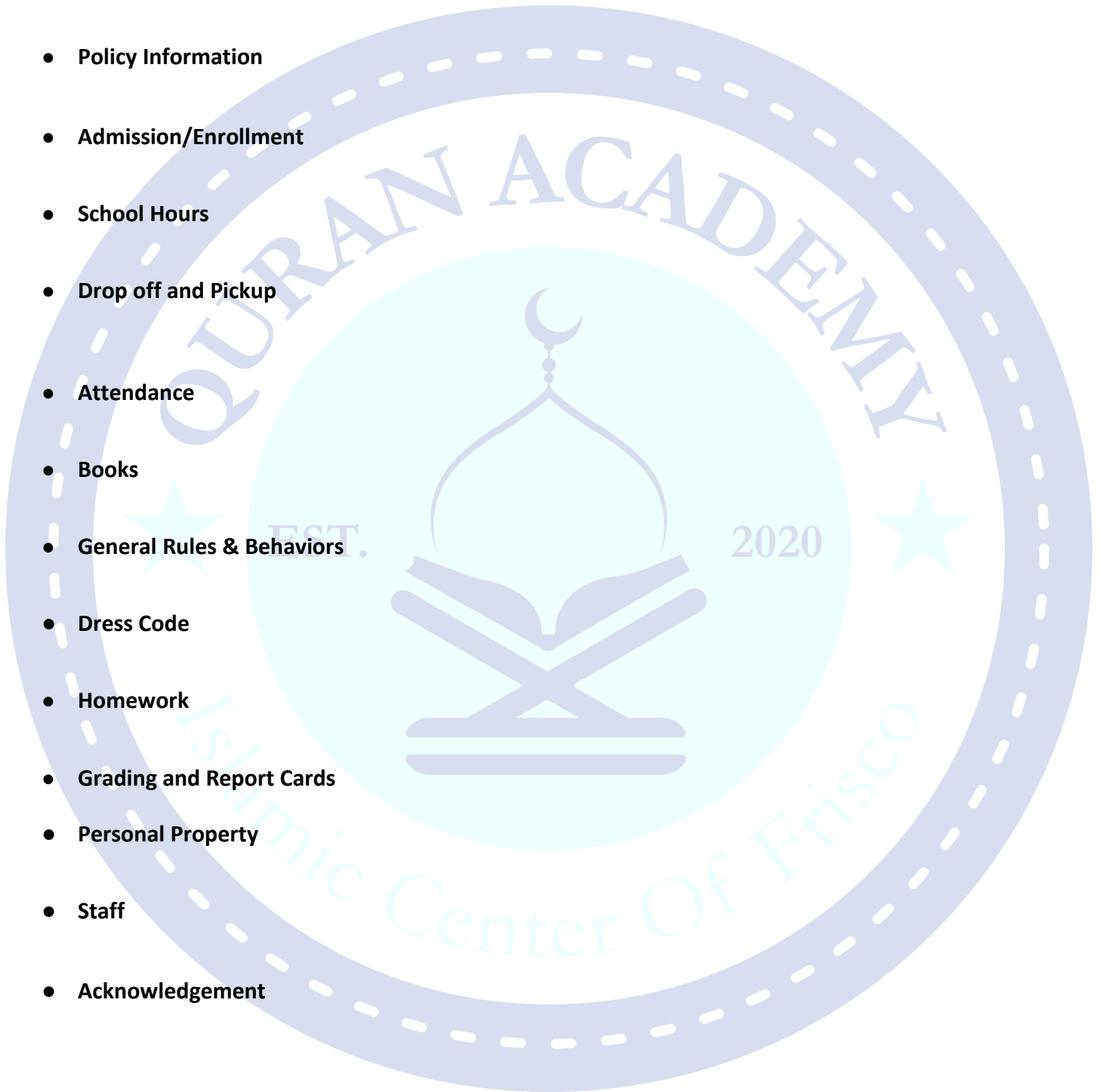
**Year 2020-2021**

EST.

2020

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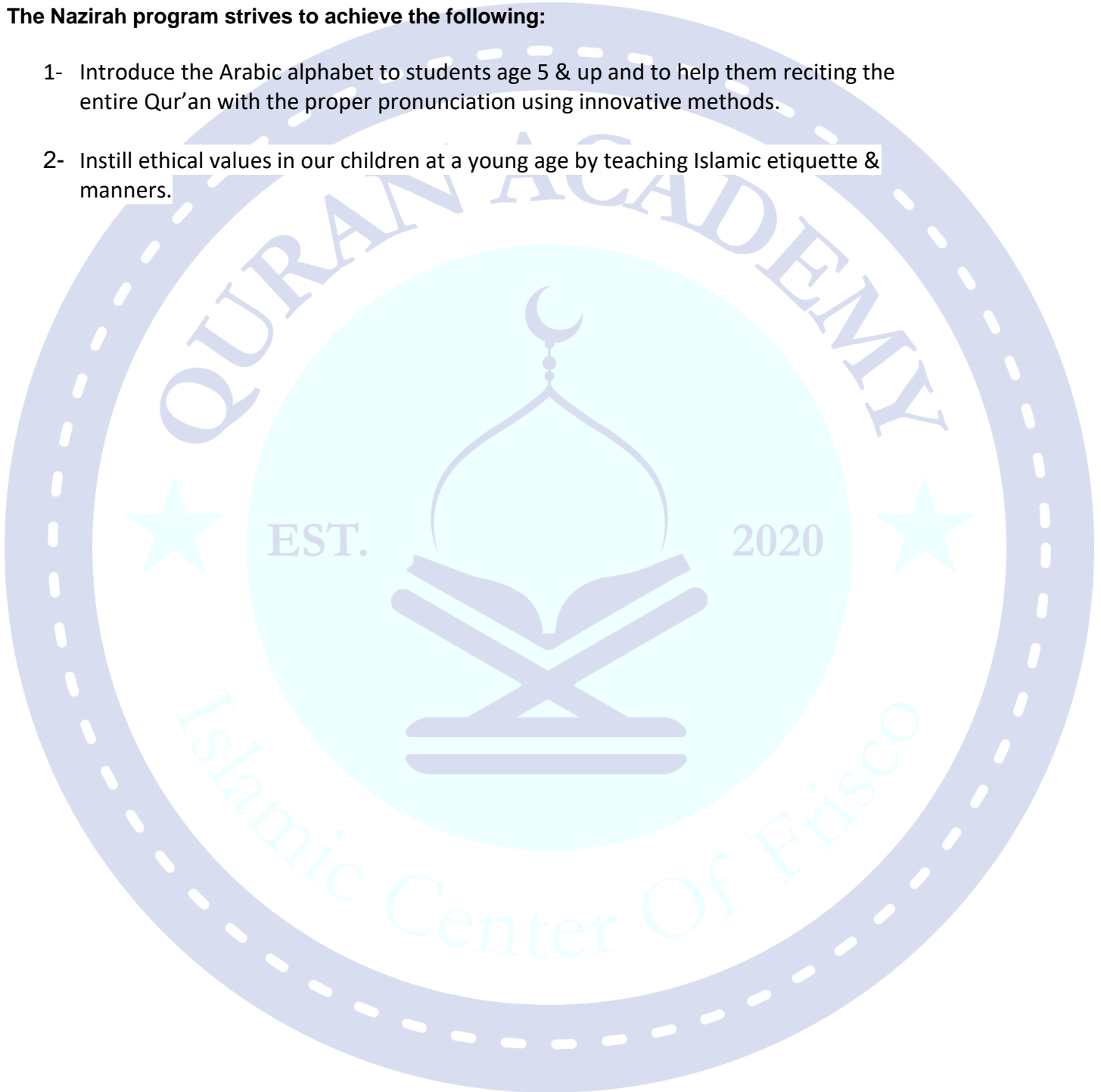
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## **Objectives:**

**The Nazirah program strives to achieve the following:**

- 1- Introduce the Arabic alphabet to students age 5 & up and to help them reciting the entire Qur'an with the proper pronunciation using innovative methods.
- 2- Instill ethical values in our children at a young age by teaching Islamic etiquette & manners.



## 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 understood 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.

## Admission/Enrollment

- The child should be at least 4 and half for girls & 5 years of age for boys to be eligible for enrollment in the program.
- The registration application form must be filled out.
- The student may begin school as soon as the registration form has been filled out and tuition paid.

## School Hours

Monday – Thursday: 4:00 PM to 7:00 PM.

Friday : 6:00 PM – 7:00 PM

7:00 PM – 8:00 PM

Saturday 12:00 PM – 1:00 PM

1:00 PM-2:00 PM

## Drop off and Pickup

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

## Attendance

In order for a student to receive maximum benefit from his/her Qur'an education, 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:

- If a student is absent for more than two consecutive classes, the parents will receive a call from the program admin.
- A note must be provided to the teacher in case a student needs to be picked up before the formal ending of class.
- Parents have the responsibility to bring their children on time.

## Books

- **Al-Qa'ida Al-Baghdadiya** (It will be available for purchase at ICF)
- **Copy of the Qur'an**

### 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

## **Dress Code**

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

## **Homework**

Homework is to be completed at home and vary according to each student's level . 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.

- Parents are expected to regularly monitor the child's homework, which provides a good overview of how and what the student is doing. 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 class and inquire of its nature.

## **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.

## **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.

### Nazirah Program Staff

**Imam Shakil Vawda**

**Program Director**

**Boys Instructor**

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**Sr: Mervat Abdelhady**

**Girls Nazirah instructor**

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**Sr: Banan Asfoor**

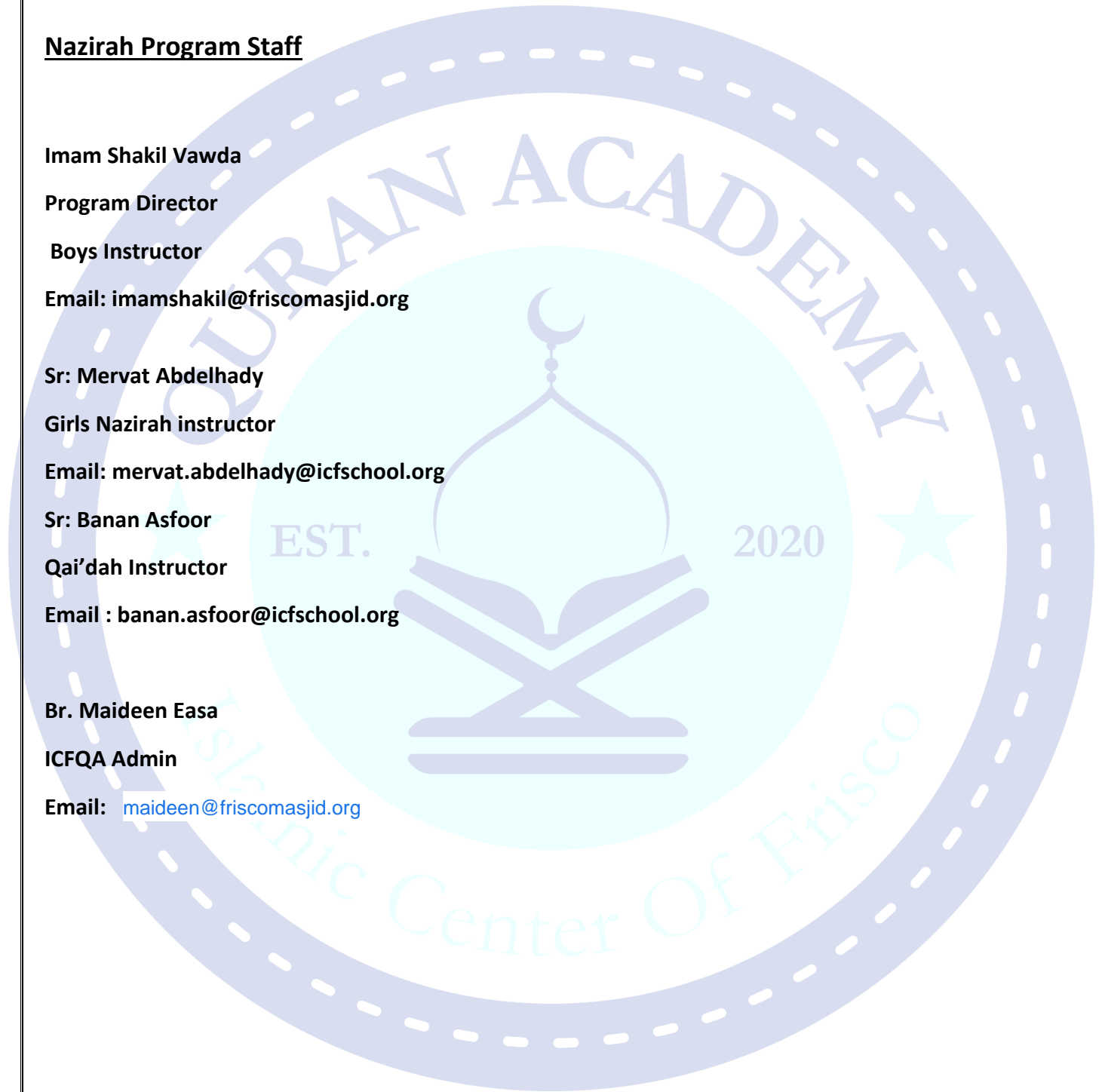
**Qai'dah Instructor**

**Email : [banan.asfoor@icfschool.org](mailto:banan.asfoor@icfschool.org)**

**Br. Maideen Easa**

**ICFQA Admin**

**Email: [maideen@friscomasjid.org](mailto:maideen@friscomasjid.org)**



# 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 policies/procedures:

Admission/Enrollment, School timings, Drop off/Pickup, Attendance, Books, Discipline, Dress Code, School Supplies and Homework

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

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

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

Child 4 Name: \_\_\_\_\_ Age \_\_\_\_\_

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

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