



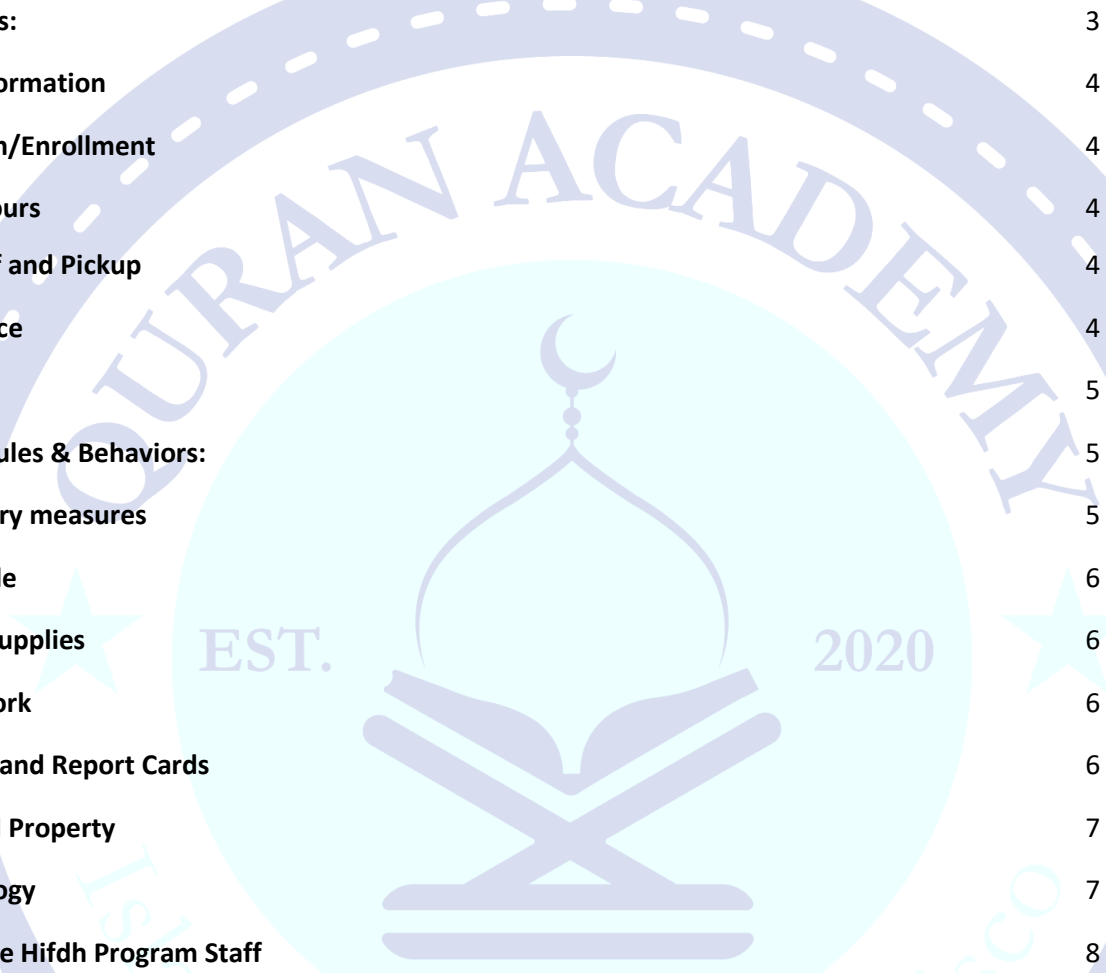
QURAN ACADEMY

**ICF Qur'an Academy
Part-Time Hifdh Program**

EST. Student's Handbook 2020

2020-2021 School Year

Islamic Center Of Frisco

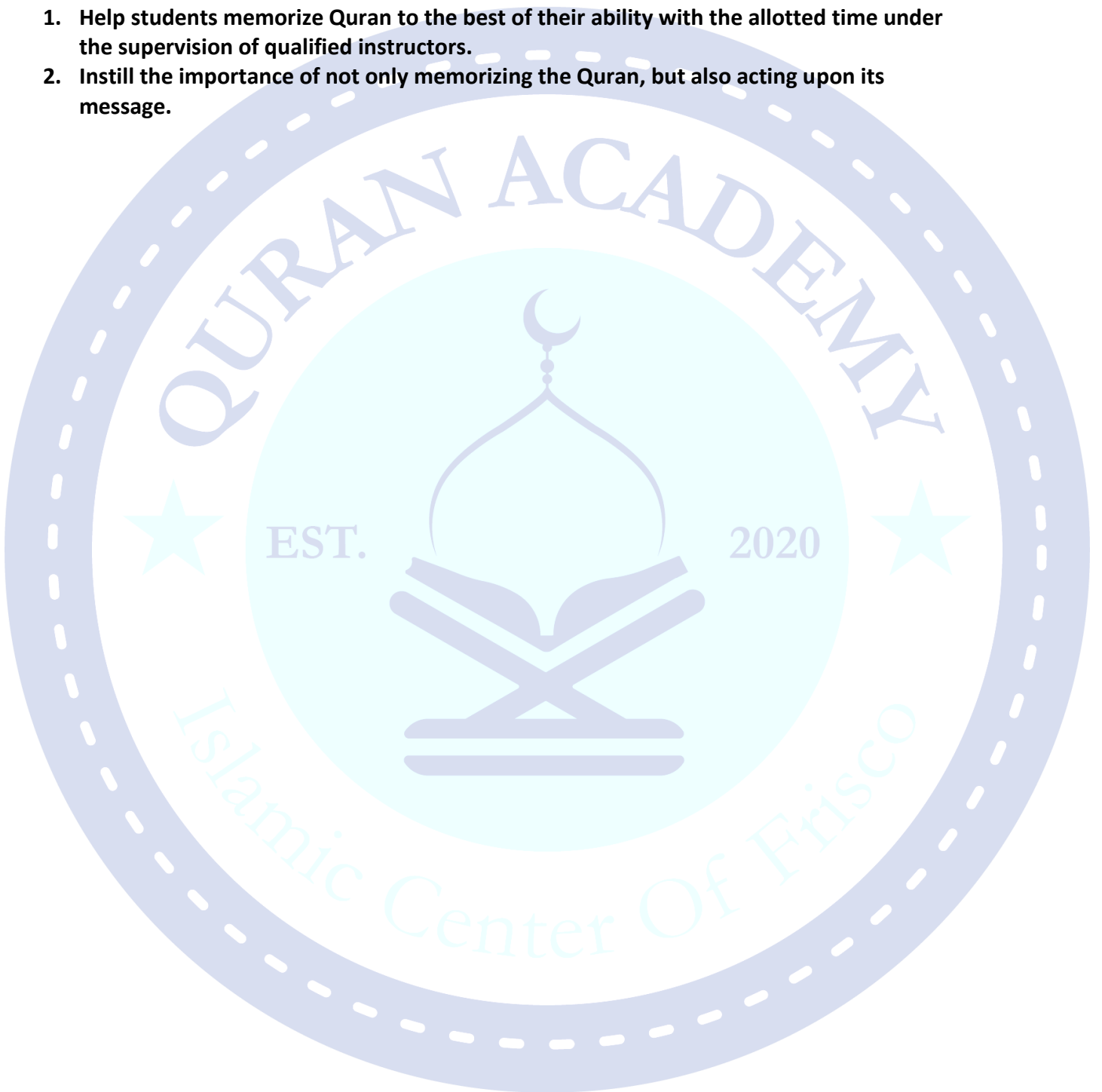


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1. Objectives:

The Part Time Hifdh program (PTH) strives achieve the following:

1. Help students memorize Quran to the best of their ability with the allotted time under the supervision of qualified instructors.
2. Instill the importance of not only memorizing the Quran, but also acting upon its message.



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 7 years of age 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.

4. School Hours

Monday – Thursday: 5:00 PM to 7:00 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/ Parking Lot.

5. 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 ICFAQ 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.
- A student who arrives in class after 5:15 Pm is considered tardy/late.

- Parents have the responsibility to bring their children 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.

6. Books

- Al-Qa'ida Al-Baghdadiya (Available for purchase at ICF)
- A copy of Qur'an

7. General rules & Behaviors:

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

- **Make** sure you have all the necessary class resources with you including books, Quran, Qaidah and learning equipment.
- **NO** use of 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
- **NO** food allowed inside the classroom/Mussalla area

8. 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.
- If a student has chronic discipline problems, administrators and instructors will conference with parents to formulate an action plan so that students may be more successful in our Part-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.

9. 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.

10. School Supplies

All students are required to bring their Quran., pen, pencil and 5 subject notebook or 5 individual one subject notebooks. All supplies should have the student's names written on them.

11. Homework

Assignments are 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.

- 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 class 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 instructors, we certainly need to help our children set goals for improvement of their academic strengths and weaknesses.

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. Part Time Hifdh Program Staff

Qari Huzaifah Siddiqui

Hifdh Director

Boys Instructor

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Br.Maideen Easa

ICFQA 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 policies/procedures:

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

Child 1 Name: _____ Age _____ Signature _____ 2020

Child 2 Name: _____ Age _____ Signature _____

Child 3 Name: _____ Age _____ Signature _____

Child 4 Name: _____ Age _____ Signature _____

Parent's Print Name: _____

Date _____

Parent's Signature: _____

Date _____