



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

"In the name of Allah, the Most Merciful, Constantly Merciful."

Student Handbook

ICEV QUR'AN YOUNG READER AND HIFZ PROGRAM



Islamic Center of the East Valley

QUR'AN YOUNG READER AND HIFZ PROGRAM

425 N. Alma School Rd Chandler, AZ | 480-788-8051 | QuranSchoolAdmin@icevmasjid.org | www.icev.org



Dear Parents and Students,

Assalamu 'alaikum!! The ICEV extends the heartiest welcome to our new and returning families. We are happy to be part of your children's Islamic Education.

The success of the Qur'an school program depends on participation from the teachers, students, administrative staff and, most importantly, from the parents. Please get involved with the Islamic education of your child and help them become a learned Muslim.

Attached, you will find the ICEV Qur'an Program Student Handbook. This handbook clearly states the policies defined by the school board to maintain discipline and function in our school program. Please review this handbook to become familiar with the school policies. Should you have any comments and/or concerns, please do not hesitate to contact us.

Sincerely,

ICEV Qur'an School Administration



ICEV Qur'an School Mission Statement

Reading Program: The goal of the ICEV Qur'an School Reading Program is to provide students the required knowledge of Qur'anic script to enable the student to read the standard Arabic Mushaf (printed Qur'an in book form), cover to cover with fluency and correct pronunciations (Tajweed). Students will also be introduced to basic rules of recitation (Tajweed), and memorization of Surahs from Part 30 (Juz Amma) of the Qur'an.

Hifz Program: The goal of the ICEV Qur'an Hifz Program is to offer a dedicated Memorization class to help students memorize entire Qur'an. The students are required to gain essential skills in reciting the entire Qur'an from memory, with proper Tajweed rules.



ICEV Qur'an School Schedule

Basic Reading Program:

1. Session 1A: Weekdays M-To-Thu, 4:30 pm to 6:00 pm
2. Session 1B: Weekdays M-To-Thu, 6:00 pm to 7:30 pm
3. Session 2A: Weekends Sat and Sun, 1 pm to 3 pm
4. Session 2B: Weekends Sat and Sun, 3pm to 5 pm

Parents are required to choose any one of these four sessions at the time of registration. Sessions will be filled out on first come first served basis.

Hifz Program:

For the Hifz (Memorization) Students, the session is on six days (Saturday to Thursday). The timings are:

Hifz: Monday to Thursday 4:30 to 7:00 PM
Sat and Sun 1 to 3 PM.

There is no separate weekend/weekdays sessions for Hifz class. All Hifz students are required to attend all six days during the week.

Please note:

- All students are required to attend only the session they are enrolled in.
- Once enrolled in a session, a change of session fee \$25/student will be charged to switch the sessions.
- Prior administration permission is required before switching the sessions, and is subject to availability.



How to contact Qur'an School

A. To contact a teacher:

1. Send an email to Administration QuranSchoolAdmin@icevmasjid.org to set up an appointment with the teacher
2. Meet the teacher before or after the classes (**Never during the class**)
3. Please do not send a text message or call a teacher during the class.
4. You can send an email to QuranSchoolAdmin@icevmasjid.org, with a written message to the teacher for non-urgent matters.

B. To contact administration:

1. Send email at QuranSchoolAdmin@icevmasjid.org with your issue or concern
2. Call admin at **480-788-8051** and leave a voice mail or send a text message.
 - a) This is a voice mail/Text only number
 - b) Admin will call you back by the end of next school day
 - c) Clearly state your name and the student's name in the voice mail
 - d) Briefly state the purpose of your call
 - e) Leave your return phone number
 - f) **Admin will not respond to missed calls or calls without clear voice mails.**

C. When contacting administration:

- Be careful with confidential information. Do not discuss your issues with other parents or staff members who are not directly involved in the issue.
- Do not use voice mail for any financial transaction (for example change the accounts or stop tuition payments etc.) All financial requests must be submitted in written form preferably using an email.
- Always contact the administration first if you are not sure who to address your issue.
- Two administrative assistants, Sister Aisha Gomes and Brother Hassan Sharif, will be available during the class to help with administrative questions.



Tuition/Fee Policy

1. Regular (non-financial-aid) tuition fees:
 - a. Hifz: \$80/ month for the first student in family
 - b. Weekdays: \$50/month for the first student in family
 - c. Weekends: \$40/month for the first student in family

2. Multiple student per family:
 - a. First child pays regular tuition amount per month as above
 - b. Second, third and fourth child – discount of \$5 per month per child
 - c. Fifth child onwards – just \$15/month nominal fee per each additional child
 - d. No family maximum limits apply

3. Registration fees:
 - a. Registration fee \$25 per student, maximum \$100 per family per single enrollment
 - b. Re-registration fee: \$50 per student, if withdrawn and re-registered within 6 months.
 - c. Change of session fee: \$25/student for first time, \$50 for subsequent changes each time.

Note: Changing between 1st and 2nd session OR changing between weekend and weekdays session are considered change of session, and above fee will apply.

4. Student vacation (tuition hold) policy:
 - a. Tuition hold cannot be placed for just one month.
 - b. Hold can be put for 2-4 months with prior notice and approval.
 - c. During the hold period, a \$5/student monthly fee will be charged to keep the enrollment active.
 - d. At least one month notice is required before the start of hold.
 - e. Regular tuition amount will resume at the end of the hold period.
 - f. For planned/unplanned absence of more than 6 months, student is considered withdrawn. A new registration fee will apply for returning student after 6+ month's absence. Enrollment is subject to class vacancy and old spot is not guaranteed.

5. Misc. fees
 - a. A **\$35 fee** will be charged for **failed payment** when direct debit is declined by bank
 - b. A **\$5 late pick-up fee** per class will be charged if the student is not picked up within 10 minutes of end of his/her session.

6. Financial aid is available for low income families. Please bring a proof of your current income or last year tax return to apply in person for need-based tuition discount.

7. Tuition and fee policy will be revised from time to time and parents will be sent an advance notification of any change on their registered emails.



School Operations

Pick up and Drop off

Parents are responsible for the transportation of their child(ren) to and from school. For the safety of the child(ren), they must be dropped off and picked up at the **first floor lobby** of the Masjid. Drive thru pick-ups and drop-offs in the Masjid drive-way are not allowed.

Parents are required to park their car first at the designated parking spots and walk the child(ren) to/from the **Masjid lobby**. Any stopping in the drive-way or fire lane is not allowed. Parents are not allowed to park in the adjacent church parking lot or near the entrance or drive-way of the masjid.

Early pick-up and late drop-off must be coordinated through the administration.

Note: **A \$5 late pick up fee** per class will be charged if students are not picked up within 10 minutes of the end of the session.

If a child is to be picked up earlier, please contact the administrative assistant in the lobby. Please do not enter in the class area while class is in progress. The administrative assistant will help you bring the child from the class.

If for some reason parents are not able to park and walk their children inside the masjid or pick-up from the lobby, they must sign a waiver form to allow their children to be sent outside the masjid without supervision. School will not be responsible for the safety of the child once the child leaves the Masjid building.

Attendance Policy

Attendance is a crucial part of the ICEV Quran School. It is the responsibility of the parents to make sure their child(ren) attend school promptly and regularly. Students maintaining good attendance, generally perform better, develop habits of punctuality and have a better attitude towards Islamic School.



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Students with poor attendance record will be terminated at the discretion of the administration.

Dress Code

To show respect and have faith toward *Allah (SWT)* the Staff members, volunteers, and students are required to wear basic rules of *Hijab* according to *Islamic Shari'ah* which is based upon *Qur'an* and *Sunnah*. The following dress and hygienic code is mandatory:

- A. All garments worn should be clean.
- B. All garments should be loose and thick and should not show the shape or color of the body.
- C. Boys and men are required to wear shirts with sleeves and long pants. The school also recommends avoiding wearing garments with offensive logos, faces, and images of living objects, and any jewelry etc.
- D. Girls and women are required to wear loose, but not thin clothes. They must be covered from head to feet. While wearing head cover, make sure it covers the neck and chest area as well. **Safety pins may be required to secure the head cover.**
- E. When children are not meeting the dress and hygiene codes, their parents will be contacted to correct the situation.
- F. Boys younger than seven years are exempt from wearing long pants, but it is recommended.
- G. Girls younger than seven years are exempt from wearing head covering (hijab), but it is recommended.

Student Responsibility

- a. Put the shoes in the shoe-racks
- b. Follow all instructions from teachers, staff and admin
- c. Do not run or play in the prayer hall during or outside the class time
- d. Be quiet and join the Obligatory prayer with the imam without disturbing others
- e. Do not engage in name-calling or racial slurs



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- f. Respect each other's feelings and be kind and polite.
- g. Follow the dress code rules.
- h. Do not use cell phones for non-emergency situations or the cell phone will be taken away by administration. Turn off cell phones when class is in session.
- i. Treat school and masjid property and equipment with respect.
- j. Do not sell candy or other items on the Masjid campus.
- k. Sit in the prayer hall quietly and in an organized fashion for prayers.
- l. Help keep the school clean at all times.
- m. Bathroom breaks are to use the bathroom. Return to the class as soon as you are done. Do not hang out in the lobby.
- n. Food and drinks are not be allowed in the prayer hall (except water bottles).
- o. Chewing gum is never allowed in the Masjid.
- p. Electronic games, toys and other non-essential items are not allowed in the class.
- q. Students must stay in the masjid at all times. Going outside in the parking lot or playing basketball during class is not allowed.

Not following these rules will result in appropriate action by teacher and/or administration and parents will be notified.

Disciplinary Policies

A **parent-attention slip** will be issued on the first violation of above rules. If parents receive such slip, they are required to sign and send it back to the teacher, and try to resolve the issue by explaining the rules to their children. On repeat violations a parent-admin meeting will be required to address the issue. If the issue is not resolved satisfactory to the School policies, student may be suspended for one week.

More than one suspensions on the same issue will result in further disciplinary actions including the termination of the student enrollment.

If there is ever a situation where a student or a group of students continuously break the rules, the administration will have a meeting with the parents and an **ICEV Qur'an Program Discipline Policy Agreement** will have to be signed by parents and the student(s). A copy of the discipline policy agreement is provided in this handbook.



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Parents are encouraged to contact the administration at the administration email listed on ICEV website for any issues or concerns they have regarding the disciplinary issues.

Communication and Resolving Conflict

We encourage open communication within our community. We encourage parents to share their comments and concerns with the administration and/or their child(ren)'s teacher(s). Qur'an school administration can be reached at QuranSchoolAdmin@icevmasjid.org. It is extremely important to address and resolve conflicts immediately. However, it should be done calmly, appropriately and most important of all, Islamically!! With prior notification, please arrange a meeting with the teacher or administration.

Whatever the topic of this discussion or conflict may be, Insha-Allah, we will all try to resolve it together and we should also pray to Allah (SWT) to guide us on the straight path. Good and complete communication and honesty is the key to our success.

Confidentiality Policy

Confidentiality is extremely important for an organization and is valued by the ICEV Qur'an School. To avoid any misinformation and gossiping, the school upholds a policy of confidentiality. All staff members and families of all students should discuss the matters only with the person who is involved and with the intent to solve the problem. If that communication does not work, then discuss the situation with the administration. Try to make this school a better place to work, enjoy and learn. Above all *"Allah (SWT) is the Witness."*

- a. Never discuss your issue with other students or parents
- b. Never discuss your issue with any teacher who is not directly involved in the matter
- c. Contact the administration promptly and ask for an appointment with admin or teacher to discuss your concerns

Medical Information/Disclaimer to Call 911 in Case of Medical Emergency

Unfortunately, accidents and emergency situations can arise unexpectedly. We always need to be prepared. May Allah (swt) forbid, but in an actual medical emergency situation, 911 will be called to the scene. We will make every attempt to contact the parents. It is absolutely important to provide the School with an emergency contact number of parent or guardian. It is also important that the parents provide us with all necessary medical



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information about their children, including; any food and medicines to which your child may be allergic to.

ICEV is not authorized to administer prescription drugs or over the counter drugs to students. If it is required that a student needs to take certain medication during class time, then it is the parent's responsibility to come in and administer the medication themselves.

If a child becomes sick during the school hours with symptoms that make them uncomfortable (fever, cough, pain of any kind, nose bleeds, etc) the parents will be contacted and will be asked to pick up their child as soon as possible. The school has the basic first aid kit to handle some minor injuries (cuts, scrapes, and bruises).

Visitor / Waiting Policy

To avoid distraction in a classroom, visitors (adults or children) are not allowed in the classroom.

Parents who remain in the Masjid during the session are not allowed in the classroom area. Men are required to wait in the lobby area and ladies are required to wait in the lobby or the extension front area.

Parents are allowed to go to the prayer halls (upstairs or downstairs) only during the Obligatory prayers in congregation (Jamaah) with the Imam.

Lost and Found

Students are responsible for their belongings. Please write their names or place nametags on all the students' belongings including books, folders, hijabs and jackets. Labeled items can be returned easily. Lost items will be placed in the administrative office. At the end of each month, unclaimed items may be discarded or donated. ICEV will not be responsible for any lost items.

Parents are required to purchase new books to replace the lost books promptly to avoid disruption in the student's academic progress.



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ICEV Qur'an School Discipline Policy Agreement

(Parents will be required to sign this agreement in case the student is found to be in violation of Qur'an School rules and administration need parent's help in correcting the issue.)

This is a discipline policy agreement, which reinstates the same information that is in the handbook; however, due to the extreme circumstances we have encountered, the parents and the students need to understand this policy and agree to the consequences if the students do not follow these rules.

By signing this agreement, the parents and students agrees to follow the following rules. Violation of any rule will result in disciplinary action, including suspension and termination of the student enrollment.

- a. Obey the teachers and be respectful to them and to other students.
- b. Follow all instructions from teachers, staff and admin
- c. Do not run or play in the prayer hall during or outside the class time
- d. Be quiet and join the Obligatory prayer with the imam without disturbing others
- e. Do not engage in name-calling or racial slurs
- f. Respect each other's feelings and be kind and polite.
- g. Follow the dress code rules.
- h. Do not use cell phones for non-emergency situations or the cell phone will be taken away by administration. Turn off cell phones when class is in session.
- i. Treat school and masjid property and equipment with respect.
- j. Do not sell candy or other items on the Masjid campus.
- k. Sit in the prayer hall quietly and in an organized fashion for prayers.
- l. Help keep the school clean at all times. Always put the shoes in the shoe racks.
- m. Bathroom breaks are for using the bathroom. Return to the class as soon as you are done. Do not hang out in the lobby.
- n. Food and drinks is not be allowed in the prayer hall (except water bottles).
- o. Chewing gum is never allowed in the Masjid.
- p. Electronic games, toys and other non-essential items are not allowed in the class.
- q. Students must stay in the masjid at all times. Going outside in the parking lot or playing basketball during class is not allowed.

Not following these rules will result in appropriate action by teacher and or administrative staff. We have high behavioral standards at the Qur'an School, requiring cooperation between student, parent, teacher and administrative staff. **By signing the following form, the parents and students agree to the rules, and understand the consequences for not following them.** May Allah help us and guide us all. Ameen.

Name of Parent _____

Signature _____

Date: _____ Student Names (signature not required): _____