



## **Quran Academy & Part-Time Hifz Guidelines**

At HIC Quran Academy we wish for every child to receive a high standard of education and reach their full potential whilst in our setting and beyond. To do this, we aim to provide a safe, caring and stimulating environment.

We endeavor to develop their religious, moral, and social values and promote discipline, behavior, excellent personal manners and mutual respect for all.

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and cooperate with the school. We are very conscious of the importance of parental support and therefore request all parents/guardians to read and respect the behavior policy and support us with the implementation.

### **Conduct**

- Students must show respect to the teacher at all times and should adopt a respectful and polite manner when addressing and speaking to the teacher. Inattentiveness, interrupting the teacher, contradicting or arguing with the teacher will not be tolerated.
- Respect must also be shown to fellow students, regardless of their relationship or level of friendship.
- Electronic devices of any kind are not allowed in class, regardless of the student's age. If any such devices are found with a student, they will be immediately confiscated and will only be returned to their parents.
- Each student will receive a progress report which will show his homework. Parents are to review the assignments given and sign once the homework is completed.
- Please ensure that all homework is completed before the next class.
- Students must concentrate on preparing and reciting their lessons in class.
- No physical contact is allowed between students.
- We have a zero-tolerance for bullying. Anyone found bullying other students may be immediately sent home.

### **Discipline**

We hope that students will abide by the guidelines mentioned in this policy. However, it is our duty to ensure that discipline is maintained within the classroom. In the unfortunate event that we need to reprimand and discipline any one of the students due to misbehavior, we will use the following methods of discipline:

- Warning with a reminder of the consequences of repeated misbehavior
- Time-out given by the teacher
- Send note home or email parents

- Call parents
- Student conference with principal
- Conference with principal and parents
- Suspension
- Expulsion without a refund

**Dress Code:** In order to preserve the sanctity of the Masjid, we shall require all children to wear appropriate dress while attending Quran Academy. We ask that parents ensure that students maintain a proper standard of dress, which displays respect for Masjid's etiquettes.

- Girls are required to wear a non-transparent hijab
- Girls are required to wear an Abaya/Jilbab or a long, full sleeved loose dress.
- Boys are required to wear a Thobe or Shalwar Qamees
- It is required for both boys and girls to wear modestly loose clothing
- Any clothing materials displaying inappropriate images are not allowed

**Drop off and Pickup:**

- Parents are required to park their car and accompany their child to their class.
- Please do not drop off your child to the masjid outside of Quran Academy hours. HIC is not responsible for any child outside of Quran Academy hours
- Parents are requested to ensure the child is relieved from all necessities (bathroom-wudu) before coming to the masjid.
- Parents are expected to pick up their child promptly at dismissal.
- Parents may not send anyone else to pick up their child, unless a written request is submitted and approved by the principal.
- Late pickup will be charged \$20 every 15 min

**Absence Policy:** Parents are responsible to inform teachers of any absence at least one week in advance. A note to the teacher must be sent in with the child when he or she is absent. Excessive absence may lead to repeating the level again the following year.

**Sick Policy:** Please do not send sick children to school.

**Refund Policy:** Tuition is non-refundable

**Books:** Due to increased prices in curriculum and shipping, parents will have to purchase the required textbooks and workbooks separately. Parents will be informed of the required books and their prices by the students' respective teachers.