



Full-Time Hifdh Academy  
**Handbook**

*In the name of Allah, Most Beneficent, Most Merciful*

Hillside Islamic Center's Full Time Hifdh Academy is designed for Muslim children between the age of 9 and 17 (4th Grade to High School). It is held at HIC and our staff is composed of highly dedicated and qualified teachers.

The Full-Time Hifdh Academy generally follows the Public School Calendar and is in session on Weekdays (Monday-Friday & Saturday) for the entire academic year along with a special summer program with the exception of the general public and Islamic holidays.

## Table of Contents

<b>Our Mission</b>	<b>3</b>
<b>Policy Information</b>	<b>4</b>
<b>Full-Time Hifdh Academy Monthly Fees</b>	<b>4</b>
<b>Full-Time Hifdh Secular Education Monthly Fees</b>	<b>4</b>
<b>Admission/Enrollment</b>	<b>4</b>
<b>School Hours</b>	<b>4</b>
<b>Drop off and Pickup</b>	<b>4</b>
<b>Attendance</b>	<b>4</b>
<b>Books</b>	<b>5</b>
<b>Discipline</b>	<b>5</b>
<b>Dress Code</b>	<b>5</b>
<b>School Supplies</b>	<b>5</b>
<b>Homework</b>	<b>6</b>
<b>Grading and Report Cards</b>	<b>6</b>
<b>Personal Property</b>	<b>6</b>
<b>Technology</b>	<b>7</b>
<b>Full-Time Hifdh Academy Staff</b>	<b>8</b>
<b>Acknowledgement</b>	<b>9</b>

# Our Mission

At HIC Full-Time Hifdh Academy, we strive to create and maintain a place where our students can become role model huffadh by learning about the beauty of their faith and richness of the Islamic tradition in addition to memorizing the Quran through meaning. In short, the school has these primary goals:

- To produce a hafidh that understands the meaning of the Quranic Arabic
- To instill love for Allah and the Messengers of Allah.
- To instill love and respect for the Masjid and our teachers.
- To help our students develop strong, positive Islamic identities.
- To impart to our students a basic foundation in the fundamental teachings of Islam. This includes but is not limited to Quran, Seerah, History and analysis of current events from an Islamic perspective.
- To create a place where Muslim children can build friendships - sometimes lifelong - with other young Muslims.
- To help nurture Muslims of the future who will participate in the world surrounding them as ambassadors of Islam and responsible Americans.

# 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.

## Full-Time Hifdh Academy Monthly Fees

1st Child: \$220

2nd Child: \$200

3rd Child: \$180

4th Child: \$160

## Full-Time Hifdh Secular Education Monthly Fees

1st Child: \$100

2nd Child: \$90

3rd Child: \$80

4th Child: \$70

## Admission/Enrollment

- The child should be at least 9 years of age by September 1 to be eligible for enrollment in the program.
- The registration application form must be completely 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.
- If a child will go through an evaluation period from 4 months to 6 months, after which the family will be provided an overview of the assessment, projections about Hifdh compilation and recommendations to improve productivity..

## School Hours

Monday - Friday: 8:00 AM to 4:00 PM from the beginning of September to June and Summer Hifdh Program in July and August.

*NOTE: Students are required to arrive at 8:00 am sharp.*

## Drop off and Pickup

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

## 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 Full-Time Hifdh Academy 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 Full-Time Hifdh Academy 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, it is the responsibility of the parent to notify the teacher and make arrangements for their makeup exam.

## Books

- HIC will provide the students books for the academic school year.
- 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.

## Discipline

In order to maintain order the school 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 Academy.
- 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.

## Dress Code

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

- Boys are required to cover their heads with a topi and girls are required to wear a non-transparent hijab/niqaab.
- Both Boys and girls are required to wear long sleeve shirts and tops/dresses that covers them up to the feet. Boys must wear pants above their ankles. It is required for both boys and girls to wear modestly loose clothing.
- Any clothing materials displaying inappropriate images are not allowed
- We trust parents to be role models for your kids and follow the same rules when you are on the Masjid's premises and, hopefully, outside of Masjid as well.
- 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.

## School Supplies

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

# Homework

Assignments are to be completed at home and vary according to hifdh level and academic subject area. Homework may be assigned to enable students to expand on the skills and concepts taught in class, and to gain a more thorough understanding as a result 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. It is recommended to complete homework before playing or eating dinner.

# 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 trimesters. It is up to the discretion of the class teacher to provide additional exams if they deem necessary.
- Final report card will be provided to every student at the end of the school year.

# 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.
- Personal property such as iPods, iPads, toys etc. are considered nuisance items and are not permitted at school. Student may bring phone for personal use outside of Full-Time Hifdh Academy. They are not permitted to take out the phone without permission while in school.
- Students are required to place their shoes on the shoe racks and hang their coats on the hangers.

# Technology

Cell phones and other electronic items have become detrimental to the intellectual and educational development of both children and adults. This form of communication allows students to gain access to social media and interact with the opposite gender, gradually leading to inappropriate relationships. Students involved in such relationships will be disciplined, which may lead to expulsion. The institute authorities and staff have the right to search the students' belongings at any time. It is forbidden for students to search for a marriage partner without the permission of their guardians. The following rules must be followed by all students:

- No cell phone or electronic method of communication during school hours, i.e. 8:00 am to 4:00 pm.
- After school hours, cell phone usage on site is also prohibited unless it's an emergency or the need to call a guardian for pick up.
- Once a student arrives to class they must give their phone to their instructor. Students will receive their phones when they are dismissed from classes.
- Phones are prohibited and on-site phone of the institute can be used to contact guardians. But, if the child does bring a phone, the institute is doing a favor by holding the phone and can not be held responsible if the phone happens to get lost or damaged while in our possession. Students who cannot accept this will not be given admittance in to our institute.
- Students under the age of 18 years old must bring a written request from guardians to allow the student to carry a phone to the institute and hand it to the instructor.
- We respect the privacy of the student's phone. But if we feel that the phone is having a negative impact on the student or other students of the institute then we may request the student to allow us to search the contents of his/her phone. The student has the complete right to reject this request. This rejection may result in further disciplinary action which can lead to suspension, expulsion or rejection of admittance in the institute.
- If a student is found with a phone in his possession during school hours, 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 principal to get the students phone back.

**4th Offense:** If found a fourth time then the student will be suspended and lose his privilege of bringing a phone to the institute. We will no longer hold a phone for the student nor will he be allowed to have a phone on the premises of the institute. The guardians will have to meet with the principal in order for the student to return to class. The phone will be returned after the student has served their suspension.

**5th Offense:** The student will be expelled from the institute and will not be allowed to return.

# Full-Time Hifdh Academy Staff

## Principal

Shaykh Ibad Wali

[iwali@hicny.org](mailto:iwali@hicny.org)

## Teachers (Brothers)

Hafidh Muaaz Tahir

[mtahir@hicny.org](mailto:mtahir@hicny.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 Academy policies/procedures:

HIC Full-Time Hifdh Academy Statement, 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 \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 2 Name: \_\_\_\_\_ Age \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 3 Name: \_\_\_\_\_ Age \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 4 Name: \_\_\_\_\_ Age \_\_\_\_\_ Student's Signature \_\_\_\_\_

Child 5 Name: \_\_\_\_\_ Age \_\_\_\_\_ Student's Signature \_\_\_\_\_

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

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