



ACADEMY OF SAUT UL FURQAN

Parents' & Student Guide

Please review thoroughly yourself and with your child. Return only the signed signature page, at the end, to school

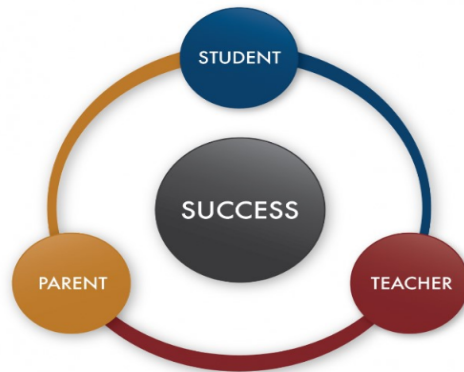
Respected Parents,

Qur'an memorization and the study of Deen are a lifetime commitment. Experience has shown that without active parental involvement, children have difficulty fulfilling these noble endeavors. As a parent of a child memorizing the Divine Speech of Allah (SWT) and/or studying the Deen, you are on this Journey with your child. We encourage parents to be actively involved in their children's efforts and play their part with the school in achieving our common goals, In'Sha Allah.

Parents' Role

To achieve this wholesome relationship, parents are urged to:
Show an enthusiastic and supportive attitude toward school and education

- Build a good working relationship between themselves and their child
- Teach their child self-respect, respect for the law, respect for others and for public property
- Insist on prompt and regular attendance
- Listen to the views and observations of all parties concerned
- Recognize that teachers merit the same consideration and respect that parents expect from their child
- Encourage their child to take pride in his/her appearance
- Insist that their child promptly bring home all communications from school
- Cooperate with the school in jointly resolving any school-related problem
- Set realistic standards of behavior for their child and resolve to remain firm and consistent
- Help their child learn to deal effectively with negative peer pressure
- Provide a place conducive for study and completion of homework assignments
- Demonstrate desirable standards of behavior through personal example
- Foster a feeling of pride in their child for their school
- Provide support and positive reinforcement to their child



Class Schedule, Attendance, and Curriculum

- School hours are 7:30am to 4:30pm Monday to Friday.
- The expected student arrival time is 7:30am with morning assembly starting at 7:35am.
- The masjid/school doors will be locked after the assembly. Parents should make an effort to bring their child on time so the student joins the morning duas.
- Tardiness both disrupts the class and impedes the academic progress of the learner.
- If a student is coming late or will be absent, the school must be notified by a parent. If for sickness, a doctor's note MUST be given the next day for absence to be excused.
- Absences without reason will not be tolerated and may result in suspension.
- Students will not be dismissed earlier than their dismissal times unless their classes finish earlier or without prior notification by a parent and valid excuse.
 - 4:30pm for Full-Time Hifdh with Integrated Academics
 - 2pm for Full-Time Onsite/Virtual Academic students (3rd-12th grade)
 - 2pm for Hifdh Only students
- Islamic Studies and Qur'anic Arabic are also part of our students' curriculum. The students MUST attend these daily sessions and complete all work assigned.

Academics

- For all our students, the Academy of Saut Ul Furqan utilizes an online accredited schooling program, Bayaan Academy (<https:bayaanacademy.com>), that fully engages students in live classes. Hifdh/Qur'an and Islamic Studies coursework is completed simultaneously with the student's secular studies.
- The virtual classes are held ONSITE and overseen/proctored by our Learning Coach(s).
- Basic School Supplies include:
 - # 2 pencils (1 pack)
 - Pens (1 pack)
 - 4 Notebooks
 - 4 folders
 - Wired headphone with mic
 - *After the school year begins, Elementary students may be given a separate list.*
- All academic information including student progress, report cards, and transcripts will be communicated and/or issued to the parents by Bayaan Academy. Contact info and app information will be provided to parents at the time of registration
- Minimum enrollment duration: Per our agreement with Bayaan Academy, there is a minimum enrollment period of 3 months for every student. Therefore, if a student withdraws prior to that, the parents will still be responsible for the fees until a minimum of 3 months are completed (if a student is enrolled in September, he/she must stay enrolled until the end of November). In addition, a student can not disenroll in May or June or the parents will be financially responsible for their child's tuition for those two months (this is because Bayaan Academy has had cases in which students have disenrolled at the end of May and the June payments were not paid).

Learning Material & Preparedness

- Students must bring the following every day:
 - Qur'an and All related course books.
- At the beginning of the year, each student will be given a full set of the school's course books and inventory will be taken. The students need to write their name on the cover of each book.

Hifdh Class Schedule and Daily Progress Logbook

- During class hours, the Hifdh students must follow the schedule and rules listed in their Hifdh Progress logbooks. ***The Schedule and Rules page in the logbook must be read and understood by the parents and student, then signed by each.***
- As outlined above, the student is assessed everyday on three lessons. Following the schedule will allow the student to complete the required lessons in time and even give them extra time to get a head start on the next day's sabaq.
- Daily progress is sent to parents in the student's Hifdh Progress Logbook. This allows for active communication between the teacher and parents; it also raises concern in the student.
- **THE LOGBOOK MUST BE SIGNED BY A PARENT DAILY.** *At the teacher's discretion, missed/incomplete lessons and/or missing parent signatures will result in break-time detention.*

- The teachers try their best to help your child during class time and then tell them what must be studied for the following day at home. Along with this, advice and encouragement is given to students to make them study harder.
- It is the responsibility of the parents to ensure that after coming home, the child studies whatever he has been assigned. Just merely telling them to study is not enough, rather, parents must constantly keep an eye on them so that they are studying with full zeal and concentration without being distracted by anyone or anything. This may require parents to listen to their children as well.

Saturday Hifdh Class Academy of Saut Ul Furqan

There is no weekend in worship

Consistency is essential for a Hifdh student. Even a day of sabaq skipped every week sets a student back tremendously over the course of his or her Hifdh. Per our school's policy, Saturday is a required day for recitation, therefore, every Hifdh student has to attend class and recite sabaq and sabki. The Saturday class timings are 8:30am-12:30pm. **For the Hifdh students, the 'Saturday Hifdh Class Form' MUST be signed for each student indicating if he or she will be attending.**

Three Components of Hifdh

STUDENT

- Complete all three components of their daily work
- Read actively at home for assigned time (2 hours everyday)
- Avoid things that will negatively affect Hifdh

TEACHER

- Listen/Mark students' lessons
- Ensure students complete all three parts of their daily work
- Keep parents & administration updated about student progress

PARENTS

- Ensure their child reads at home (2 hours every night).
- Create a conducive environment/schedule at home for their child's Hifdh
- Keep in regular contact with the teacher to measure child's progress

The Three Daily Assignments

AMUKTA/MANZIL

This is the first and most important assignment of each school day. Students are expected to recite an assigned portion of what they have already memorized in previous Juz/Para (between half to one Juz based on their current status) every weekday. This lesson is also called 'Manzil'. 'Dour' is a revision of all the juz/paras a student has memorized.

Without reciting the Amukta/Manzil students will NOT be allowed to recite Para-Sabaq/Sabki or Sabaq.

PARA SABAQ/SABKI

This is the second assignment of the day. It consists of reciting from the beginning of the current Juz that the student is memorizing up until their new Sabaq. Without reciting the Para-Sabaq/Sabki students will NOT be allowed to recite Sabaq.

SABAQ/NEW LESSON

This is the third and final assignment of the day. It consists of the newly memorized lesson after the Para-Sabaq/Sabki. As one can see, the correct and timely recitation of Amukta/Manzil and Para-Sabaq/Sabki is the ONLY way the student can consistently progress in their Hifdh of the Qur'an.

School Calendar and Late Openings

- The school calendar is posted on the website under Parents > School Calendar and also shared with parents in our school's WhatsApp group.
- The Academy of Saut UI Furqan follows the Teaneck Public Schools District for Emergency School Closures and Delayed Openings. Please visit the Teaneck Public Schools website at <https://www.teaneckschools.org> for announcements.
- In the event of snow or other hazardous weather conditions, if Teaneck Public Schools are closed or have a delayed opening, then the Academy of Saut UI Furqan will also remain closed or have a delayed opening (two hours later than normal start time, i.e. 9:30am).
- A message will also be sent out to all parents via our school's WhatsApp group.

Safety and Security

- Masjid/School Driveway & Parking Lot
 - Parents and visitors are asked to use extreme caution in the masjid/school driveway and parking lot.
 - Speed limit through the parking lot should be 5 mph or less.
 - Watch for students at play and anyone walking through the lot must be given the right-of-way.
- Masjid & School Doors
 - The masjid and school doors are locked after the morning assembly and kept locked while school is in session. They are opened for the congregational prayers and then locked again .

Drop off, Dismissal, and Pick Up

- Parents/ Guardians are responsible for prompt pick up. The school will not facilitate any supervision other than school hours.
- Drop Off:
 - Boys: Student drop off must be done in the masjid parking lot at the walkway leading to the bridge and front entrance. Parent/Guardian must wait until child enters building.
 - Girls: Students may be dropped in front of the school building. Parent/Guardian must wait until child enters building.
- At dismissal, parents/guardians must park their car while they are waiting to pick up their child and not block traffic/other cars trying to exit.
- A parent or guardian must come to the masjid/school door to pick up their child.
- For the Boys, parents/guardians should not drop off or pick up from the front entrance on Hargreaves Avenue.
- If you are allowing your child to walk home, we must be notified directly by the parent, not told by the student.
- If someone else other than a parent is picking up, we must be notified directly by a parent prior to someone else picking up.
- Please DO NOT come and pickup your child before dismissal at their request; get in touch with the school first.

Dress Code & Appearance

- ASF highly regards the dress code and finds it to be the first step towards a disciplined student at school. Students without the appropriate dress code will be sent home.
- All students must exercise modesty, come to school wearing presentable clothing and follow the dress code.
- The boys MUST wear:
 - a Kameez or Jubba/Thobe, preferably white.
 - white shalwar kameez or white jubba with the Academy's logo MUST be worn on Jum'ah.
- The girls MUST wear a simple plain black Abaya (no embroidery, fashionable stitching...etc) through the week. No gold or imitation jewelry, fashion accessories, etc. allowed.
- Sweat pants/Joggers are NOT allowed under a kurta. They can be worn under a Jubba/Thobe/Abaya.
- Only a shalwar or pants (comfortable - slacks, khakis, dress pants) can be worn with a kurta.
- The students CANNOT come to school wearing the pajamas or sweat pants they sleep in.
- Jeans are too casual and also uncomfortable for our long hours of studying while sitting on the ground so are NOT allowed.
- A head covering is required for all our students during school hours (topi/kufi for the boys, white hijab for the girls)
- For the boys:
 - Haircuts: the hair MUST be kept according to the Sunnah and not where part of the head is shaved and part is left. Skin fade haircuts are **NOT** allowed. **OTHERWISE THE STUDENT WILL BE SENT HOME.** *Preferably, the hair should be kept short and cut even from all sides during the hifdh studies.*
 - Students are not allowed to cut or shave their beards.

Rules for Students

- **STUDENT RESPONSIBILITIES**
 - To be caring and honest
 - To do his or her best to learn and master all he or she can.
 - To respect and follow school rules, regulations and policies
 - To respect and protect personal property and rights of others, and of the school
 - To treat all member of the community with full respect, fairness and courtesy
 - To abide by all the expectations of the school and its community
 - To adhere to due process procedures in case of misconduct or misbehavior.
- **BATHROOM RULES**
 - Clean toilet seat after use.
 - Boys are to sit, not stand, when using the bathroom, according to Islamic etiquette.
 - Clean yourself with water, as per the Sunnah.
 - Wash your hands with soap when you are finished.
 - Report any leaks, spills, or other problems to the school administrator or a teacher.

- **LOCKER AREA RULES**

- Lockers are to be used to store books, school supplies, and personal items deemed necessary for use at school.
- Unfinished/old food **MUST NOT** be left in the lockers.
- There should be no crowding in the locker area.
- Students are not allowed to go to the locker area during class time.
- Lockers should not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function.

- **HALLWAY & STAIRWAY RULES**

- Students may not open the front or back door of the school without permission
- No running, shoving, or pushing in the hallways and stairways and keep your body to yourself.

- **MASJID AND SCHOOL PROPERTY RULES**

- The masjid is the house of Allah. The students are expected to respect and keep the masjid and school clean at all times
- Keep all masjid and school furniture and property free of damage.
- Show responsibility and respect for masjid and school equipment.
- Follow allowed access rules for laptops and chromebooks.

- **RECESS AND PLAYGROUND RULES**

- Balls may not be kicked or thrown indoors, against buildings, fences, play equipment or other individuals.
- Should a ball be kicked out of the designated play area accidentally, the student kicking it out must inform the teacher/adult on duty immediately.
- If anyone becomes injured during recess or any other play time, students should inform the teacher/adult on duty immediately.
- Be prompt in leaving the yard/playground when recess is over.
- Always stay within the masjid/school property.
- Speak to others politely and without raising your voices.
- Stay off of trees and fences.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep masjid and school grounds clean and clear of all personal belongings and/or garbage.
- The older students must set themselves as good role models for their younger schoolmates, interacting with care.
- The younger students must respect their older schoolmates and not engage with them unnecessarily.

- **DISMISSAL RULES**

- All students must wait for their parents on school property, either inside the masjid/school or stay on the field/yard if allowed to play outside by the school admin.
- According to Islamic etiquette, pardah must be observed and socializing/mingling is NOT allowed.
- If a parent needs to stop by/visit during school hours, they must ring the bell to the right of the door. Students are not allowed to open the front door for anyone unless given permission by a teacher.

Behavior and Conduct

- The Academy of Saut UI Furqan aims to instill Islamic morals and values in a student. Therefore, necessary measures will be taken to ensure discipline at all times.
- By signing the registration form, it is understood that the parents/ legal guardians are in strict compliance with the School's policies.
- Any additional procedures communicated with the parents in writing will automatically be implemented.
- On first offense, the student will receive a verbal warning with possible break-time detention. If it is repeated, he/she will receive a written warning to be signed by the parents with break-time detention. After the third time, he/she will be suspended. If repeated thereafter, management will discuss with parents and may cause expulsion.
- Misbehavior and bad conduct includes but is not limited to Bullying of any type, Disrespecting Teachers & School Employees, Lying, Stealing, Inappropriate Language, Fighting/Play Fighting, Physical Contact (Any contact by student to students deemed inappropriate is unacceptable, whether done unintentionally or intentionally).

Mixed-Age Environment

- A mixed-age environment is fundamental to a school like the Academy of Saut UI Furqan. Amongst the benefits of this include the academic and social development of the students. The students form a sort of family, caring for and about one-another.
 - The older students must set themselves as good role models for their younger schoolmates, interacting with care.
 - The younger students must respect their older schoolmates and not engage with them unnecessarily.

Bullying Policy

- The Academy of Saut UI Furqan strives to provide a safe, positive learning climate for all students. Therefore, it is the policy of ASF to maintain an educational environment in which bullying in any form is not tolerated.
- Anyone who engages in bullying is in violation of this policy and will face consequences. Students who experience bullying should promptly report such incidents to a staff member.

- Complaints of bullying shall be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint. ASF regularly informs students that bullying of students will not be tolerated.

Electronics

- Students are NOT allowed to bring any electronic devices to school.
- Any device (phone, ipad, ipod, laptop, tablet, watch...etc) brought to school will be confiscated immediately (zero tolerance).
- If a student needs to bring a device, he/she must get approval and deposit it as soon as he/she enters the masjid/school.
- With their teacher's permission and oversight, the students can borrow and use the school owned Chromebooks/Laptops for in class learning and assignments.
- The teacher will keep inventory of which Chromebook each student is using and it must be returned by the end of the Academic period. The students will only have access to approved sites, their school issued email account and drive.

Parent Teacher Conference/Meetings

- Teachers will keep a student's parent updated on his/her hifdh progress and any concerns through the year.
- If a need arises for a meeting sooner than the quarterly conference, teachers will communicate with the parents.
- If a concern arises, parents may feel free and reach out to the school admin to schedule a meeting with their child's teacher to discuss their child's progress and study habits; however, parents are requested not to call the teacher for an unscheduled meeting during teaching or personal hours.
- Any communication between parents and teachers or administration should model value of mutual respect and values of each individual. When working through conflicts and concerns, it is expected that the parents and the teachers be positive role models for the students.
- Parents' behavior should never undermine respect for the teacher or school administration. While there may be differences of opinions, it should be understood that all parties are acting to the best of their ability, and on behalf of the benefit of the child.

أكيد مي اف صوت الفرفان
Academy of Saut Ul Furqan

Tuition and Fees

- Tuition is based on enrollment and not on actual attendance. The monthly tuition must be paid despite days off and family trips.
- The Academy of Saut UI Furqan's yearly tuition is collected over monthly installments. Monthly installments must be received by the 1st of each month. If tuition payment is made after the 5th of the month, a \$10/child late fee will be added to the family account.
- All students MUST register every year. Existing/Returning students Must re-register in April of each year for the next year. Also, pay the yearly registration fee \$100, yearly book fee \$30, and technology fee \$150 = Total \$280.
- All existing/returning students MUST update their immunization records every year.
- Sibling Discount - 25% off second child. More than two students from the same family will have a \$100 discount on the 2nd child onward.
- Parents are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.
- All financial aid forms for the coming year are due in April of the current year. Assistance will be provided on a first come first serve basis.
- Every Parent should volunteer 10-15 hours in a year.

The content of this Guide can be changed or modified as deemed necessary by the Academy of Saut UI Furqan's administration. In the event that changes are made, notices of such changes shall be sent to students and parents. While the Guide is intended to provide direction to students and parents, it is not necessarily comprehensive and is not intended to be a limitation on the administration. The Academy of Saut UI Furqan is committed to reviewing its policies, practices, and benefits continually. Accordingly, the policies, practices, and benefits outlined in this Parent and Student Guide are subject to change at any time. The Academy of Saut UI Furqan reserves the right to make final interpretations of all current or future policies.

أكيد مي آف صوت الفرقان
Academy of Saut UI Furqan

*** My child and I have read, understood, and will abide by the guidelines in the Academy of Saut Ul Furqan's Parents' & Student Guide:**

Student Name _____

Signed _____

Relationship to student *(please circle one option below - if guardian, circle and write relationship)*

Father, Mother, Guardian _____

Date _____

HIFDH PARENTS' RESPONSIBILITIES

- Be grateful to Allah (S)
- Before starting hifdh, your child should be able to recite the Qur'an fluently.
- Give respect and importance to your child for doing hifdh
- Don't make your child feel inferior
- Dua, Dua, Dua, never stop making dua for your kids, it will go a long way. Especially the duas made after Salatut Tahajud.
- Ensure only HALAL enters the house. (Halal food, halal income, halal transactions).
- Your home's environment should support the child's hifdh.
- Child should be free from distractions (television, games, internet, gadgets - substitute them with physical activities)
- Abstain from foul language, verbal, and physical conflicts. Istighfar for using bad language.
- Make them perform Wudu and Salah (zero tolerance)
- Make them participate in other obligations (Sadaqah, Fasting, Khidmah, etc.)
- Be mentally prepared for sacrifice (When Allah gives a return it is beyond measure)
- Limit electronics/ screen time
- Don't haste. Every child is different. A "No-Rush" approach will help them solidify their Hifdh, instill love and a positive experience for the students in learning the Quran which will remain with them throughout their lives, In'Sha Allah.
- Never talk ill of the teacher or the madrassa in front of the child nor allow him to speak ill of the teacher. For a valid concern meet the teacher/admin directly. (Knowledge comes with Adab)
- Don't stop on hifdh - Continue his/her Islamic education (So they learn to apply the teachings of Quran)
- Conduct daily taleem at home. (Seeratul Mustafa, Hayatus Sahabah, books of fadhaa'il)
- To see positive results, parents need to supervise their children during their 2-hour study slot at home.

TIPS FOR MEMORIZATION

- The sabaq should be learned without stucks and tajweed errors. If memorized incorrectly, it will take a very long time to correct it later.
- The daily lesson portion should not be more than the student can handle.
- Use the same quran for memorization. Learn one ayah at a time and then connect with the previous ayah. (We use the 15-line Quran).
- The best time to memorize is in the evening around 5:30. Before going to sleep, the student should look inside and read the sabaq 10 times carefully. Finally, in the morning after fajr salah, the student should then make the entire sabaq pakka. In this manner the student will remember the sabaq when coming to class.

NOTE: It is very important that your child goes to bed on time otherwise he will not be able to study properly

in class. Going to bed late will have 3 main harms:

1. He will be unable to wake up for fajr
 2. He will not get a chance to review the sabaq in the morning
 3. He will be mentally tired, thus unable to recite and focus inside class.
- Read entire New Lesson to teacher looking into Quran, until there are no mistakes
 - Read a small portion from the beginning (quarter or half line) several (10-15) times looking into the book and focusing on the words.
 - Try to recite the small portion from memory without looking into the book. If not successful without a mistake, repeat #2 and #3 for the same portion.
 - Always connect with previous ayah when moving on to a new ayah, this will ensure they remember the last harakah of any ayah.
 - Divide the page into 3 parts. Whilst memorizing, make sure you know the first part with no mistakes before moving on to the next part.
 - In the morning, review part by part and then study the whole sabaq together.

NOTE: To ensure that your child never falls behind, always have him memorize 1 or 2 sabaqs ahead. However, first you should ensure that the next day's sabaq is ready with no mistakes, as that is more important.