Introduction

Introduction:

Al-Furqan School is a 2nd – 12th grade private Hifz school. In addition to the intensive classes of Quran memorization and revision, students are assisted to follow their grade-school education through a homeschooling program. The school’s teachers help students study the core-curriculum subjects (Math, Science, Language Arts, and Social Studies). In this way, students will be able to memorize the whole Quran in the shortest time possible while pursuing their grade-school education. After the student finishes the memorization of the Quran in Al-Furqan School, he/she will be able to transfer normally to the next grade level.

Mission Statement:

To provide a variety of courses that help students recite correctly, understand and memorize the Quran. To incorporate into our programs Islamic Studies classes and spiritual activities that help nurture a higher ethical and spiritual standard in students and in the community members.

Goals:

- To graduate quality students who combine the memorization of the Quran and the study of the regular school curriculum;
- To encourage students to integrate Islam into their daily lives;
- To develop each student’s ability to think, analyze and solve problems;
- To prepare students for their professional career goals;
- To prepare students to be good and productive citizens in society.

Achievements:

Al-Furqan Hifz School started in 2008 with 8 students. In one year, the school achieved significant success. In 2009/2010, the students’ number increased to 16 students and 6 of them memorized more than 10 juz’. During the 2012-13 school year 31 students were enrolled in 2nd through 12th grades; 2 of them had completed memorizing the whole Quran. As the school success continued, the number of students continues to grow.
12 Hufaz in 5 years:

1. Mariam Tolba (7th Grade) – completed in 2009
2. Ziad Buchh (8th Grade) – completed in 2010
3. Ali Lakhani (8th Grade) – completed in 2010
4. Rameel Ahsan (5th Grade) – completed in 2011
5. Eglal Samir (8th Grade) – completed in 2011
7. Abdulrahman Labak (4th Grade) – completed in 2011
8. Hussain Ali (8th Grade) – completed in 2011
9. Ibrahim Labak (2nd Grade) – completed in 2011
10. Irshad Abdulmajeed (7th Grade) – completed in 2012
11. Amar Ghaleb (9th Grade) - completed in 2013
12. Ayesha Abudeyya (9th grade) - completed in 2013
Program of Instruction

The curriculum:

Al-Furqan Hifz School focuses on the scope and sequence that will promote the whole development of the child Islamically. The Hifz School offers students intensive classes of Quran memorization and revision. Students are also assisted to follow their grade-school education through a homeschooling program. The school’s teachers help students study the core-curriculum subjects (Math, Science, Language Arts, and Social Studies). The school’s Islamic education program encompasses the study of the Holy Quran, Arabic Linguistics, and Islamic Studies.

Below are the core disciplines of the curriculum at Al-Furqan Hifz School.

Quran:

Al-Furqan Hifz School set for itself the objective of helping students correctly recite, understand and memorize the Holy Quran in its entirety in as short time as two/three years. However achieving this goal depends on a number of factors including the student’s abilities, the parents’ cooperation with the school, the student’s diligence and determination in studying and doing his/her assignments, etc. Therefore, while the school promises to do its best to help your child to memorize the Quran in the shortest time possible, it is practically impossible to guarantee you that he/she will complete the Quran in a specific time. After registering your child in the school, he/she will go through an evaluation process and spend an assessment term, at the end of which you will be provided with a personalized tentative memorization plan that allows you to have an idea about how much progress your child is expected to achieve through the year.

Virtues of Memorizing the Holy Quran:

The prophet – Peace Be Upon Him- said: “The best of you are those who learn the Holy Qur’an and teach it.” (Bukhari, Hadith 545) Alhamdulillah, Al-Furqan Hifz School has been serving the community for the last four years helping young children to memorize the Glorious Qur’an under the supervision of experienced teachers who hold expertise in the field. They take all the requisite measurement to ensure that the student completes the Glorious Qur’an following the proper rules of Tajweed and intonation.

Parents will be given a crown on the Day of Judgment, which light will be more than that of the sun. As a parent, you are also part of the responsibility to teach and help your kid memorize the Quran. Therefore, parents should:

- Follow up with his/her child and ask him/her to recite to you his/her homework daily.
- Make sure to spend time with your family (at least ½ hour a day) just for reciting Quran.
- Every student should have their own Quran (Mushaf).
- Try to learn the rules of tajweed for yourself.
Revision is very important during the memorization process. Therefore, make sure to assign time with your child just to review old and new memorization.

- For every three pages, only one mistake is allowed.
- If a student forgets a word during revision, underline the word. If he/she repeats the same mistake circle the word.
- Every day student will be given three to five Arabic words and their meanings that are relevant to the verses he/she is memorizing. This will help the student not only memorize the verses but also understand them.
- Two Quran competitions are assigned every year; one in December and the other one in May.
- After every juz’, the student will be given a recognition certificate.
- Every day, students should spend at least an hour just for revision at home.

**Islamic Studies:**

The Islamic studies curriculum is focused on the teachings and beliefs of Islam. The curriculum provides students with the historical perspective and practical insights on being a Muslim citizen in this world.

The curriculum focuses on the following key areas: Islamic beliefs and practices, Islamic character, seerah and sunnah, authentic hadith, Islamic history and some contemporary issues.

**Arabic:**

Mastery of the language of the Quran is one of the highest priorities of Al-Furqan Hifz School. The Arabic curriculum is designed to help students learn Arabic through direct instruction in grammar, vocabulary and comprehension through written and oral communication.

**Language Arts:**

Good language and communication skills are essential to present and convey Islam to society. The homeschooling Language Arts curriculum is designed to develop students’ ability to read, write and discuss topics of interest through direct instruction in grammar, vocabulary and comprehension. Students are taught to use their listening, writing, spelling, reading, speaking and critical analysis skills.

**Science:**

At Al-Furqan Hifz School, we believe that science is one of the most important instruments to deeply understand and implement the holy book of Allah. The science curriculum includes life science, physical and chemical science.
**Mathematics:**

The mathematics curriculum is designed to meet each student’s needs. Some of the concepts covered in mathematics at Al-Furqan Hifz School include functions, geometry, algebra, numbers system, problem solving and critical thinking.

**Social Studies:**

The social Studies curriculum focuses on history, geography, and culture. There is a special emphasis on Islamic history and current matters in the Muslim world.

**Computer Science:**

Good computer usage skills are essential to the present day student. Al-Furqan Hifz School students learn proper typing and basic computer skills. Students are also taught to research and write up reports and integrate the computer technology in their other classes.

**Physical Education:**

A healthy strong Muslim is better than a weak Muslim. The Prophet (s) said, “The strong believer is better and more beloved to Allah than the weak believer, while there is good in both.” He was talking in terms of faith and character but also indicating that physical strength i.e. optimum health and fitness were desirable, providing God gave us the ways and means of attaining such strength. The physical education curriculum focuses on building sport skills, strength training and sportsmanship.
Extra-Curricular Activities

In addition to the core curriculum, several activities will be conducted during the year.

**Science Fair:**

Each year, students’ grades 5-12 participate in a fair by preparing a project. This is a great opportunity for students to learn about the wonders of science while connecting them to the Quran.

**Sermonettes (Khatirah/ Khutba):**

Students in grades 5-9 are encouraged and trained to give a small khatira once a week after thuhr prayer. Male students are also trained to give the Friday khutba and lead prayer. Students have the opportunity to develop their confidence while speaking in public which will raise their self-esteem.

**Hajj Assembly/ workshop:**

Students enjoy a series of activities and events to celebrate Hajj and Eid Aladha. Students are guided to act out the pilgrimage (Hajj) process by the staff. Students also enjoy exchanging Eid gifts, and having different arts, crafts and games stations.

**Yearbook:**

The annual yearbook provides a great souvenir of each year in the student’s education. Yearbooks go on sale late winter each year. Students can customize some parts of their yearbooks.

**Field Trips:**

Field trips are considered part of the learning experience at Al-Furqan Hifz School. The school will arrange periodic field trips to various places such as museums, parks, presentations, and libraries based on ties to classroom activities and student interest.
Student Services

Textbooks:

Textbooks are on loan to the student for the whole year. A small fee is charged to the parents for textbooks at the beginning of the year. Books should be covered and kept clean. If the book is not returned at the end of the school year, the student/family must pay for the missing book. If the book that is returned in poor or damaged condition (in excess of the normal wear and tear), the student/family must pay a damage fee to be determined by the school office.

Standardized Testing:

The school administers the national (Terra Nova) standardized test each year to ensure that students are making satisfactory progress and are performing at their proper grade level. Test results will be mailed to the parents.

Food services:

Al-Furqan Hifz School offers a hot lunch of pizza and juice on Fridays at cost. All profits are used to buy school supplies. Beginning in early October each student is assigned a Wednesday to bring hot lunch to all the students in the school. This hot lunch is free to students. All other days, parents are responsible for sending snacks and lunch with their child. Parents are encouraged to send healthy food and snack items with their children. Students are strongly discouraged from bringing frozen foods, dehydrated soups, and carbonated or energy drinks. The school snack shop is opened Monday through Friday during lunch hours for students to purchase snacks.
School Policies

Admission & Registration

Al-Furqan Hifz School welcomes students from diverse cultural and ethnic backgrounds. Parents seeking admission for their children at Al-Furqan Hifz School should have a clear understanding of the basis of the school. Parents must also have a clear understanding of their financial and time obligations toward the school. Candidates for admission are selected based on several factors including:

- Previous teacher recommendation
- Previous school conduct
- Academic performance
- Ability to memorize the Quran
- Available space in the classroom
- Family’s commitment to meet the financial and educational obligation to the school.
- The school also reserves the right to decline admission to students for the following reasons;
  - If a student requires special education instruction beyond the purview of the School’s capability or capacity, and
  - If a student requires English as a Second Language beyond the purview of the school's capability or capacity.

Admission Requirements:

A student will be allowed to attend classes only after they are fully registered in the school.

In order for a new student to be considered fully registered at Al-Furqan Hifz School the following steps must be completed:

Submit an admission form to the office with copies of the students:

- Birth certificate
- Immunization record
- Health physical record
- Student transcripts/report cards
- Fill out and sign all the required registration forms:
  - Signed request to release Educational Record Form
  - Locker contract
  - Picture & video agreement
- Acknowledgement that the parents have read and will abide by the policies included in the parent-student handbook.
- Pay the registration and supply fees.
- Sign all promissory forms for tuition and assessment

Parents of returning students must fill out and sign an Enrollment form by June 14th. Failure to do so may result in loss of enrollment privileges for the family for the following school year.

In order for a returning student to be fully registered, the following must be completed:

- Complete, sign and return the Enrollment Application
- Pay registration, and supply fees to the office
- Update health record
- Fill out and sign all the required registration forms:
  - Signed request to release Educational Record Form
  - Locker contract
  - Picture & video agreement
  - Acknowledgement that the parents have read and will abide by the policies included in the parent-student handbook.
- Sign all promissory forms for tuition and assessment

**Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration and supply fees.**

**Admission Procedure:**

The admissions committee will make the final decision on the student’s admission based on the following:

- Personal interview with the student
- Availability of all registration documents required and the payment of the registration and supply fees.
- Letters of recommendation: two letters of recommendations from a current teacher must be submitted.
- Previous transcripts and test scores.
- Placement exam.
- Letters of acceptance will be mailed to all accepted students as soon as the admissions committee has made their decision.

**Tuition and fees:**

Each student's annual tuition covers part of the operating cost of the school. The remaining cost is paid through the school’s fundraising activities. Tuition is due in full regardless of the
number of days your child has attended school. If your child is sick and does not attend, or travels in the middle of the year, no compensation will be made for hours missed.

Payments for September through June are due on the 1st of each month. If payment is not been received by the 10th of the month, a late charge of $30 will be assessed. Parents are also required to books and supplies fees every year. Parents are required to sign a Tuition Contract making them legally responsible for a full year’s tuition.

**Tuition:** Tuition fees vary from year to year. Please contact the schools’ office for the current tuition fees.

**Other fees:**

The following fees will also be applied:

- Registration fees- New students only
- Supplies- Books and supplies- New & returning students.

**Method of payment:**

In order to facilitate payment, the following payment plans have been made:

- Plan A (Lump Sum Plan): Payment is due on or before the first day of school. 10% discount.
- Plan B (Monthly Plan): Payments can be made to divide the annual tuition into ten monthly installments. The first month’s payment must be made prior to the first day of school.

**Payment Policy:**

Payments are to be made by check, money order, credit card or direct deposit to the Quran Institute of America.

Payments are due on the first of each month with a ten- day grace period. A $30 late charge fee will be added to payments received after the 10th of each month.

**Delinquent Accounts:**

Accounts not paid with in thirty days are considered to be delinquent. It is the responsibility of the parent to notify the school office of any difficulty to meet tuition obligations in writing. All report cards, transcripts, and test scores will be withheld until all tuition and fees are paid in full. All delinquent accounts must be paid in full before a student is permitted to register for the following year.
Financial Aid:

Al-Furqan Hifz School has a limited financial aid fund program. The program was established to assist families who demonstrate financial needs to enroll the students at Al-Furqan Hifz School. Financial aid is in a first come first serve basis. A financial aid form must be submitted each year with current income tax return and w-2 forms. Awarded financial aid can be cancelled if the conditions of eligibility are no longer met.

Conditions of eligibility:

- Financial need
- Payment of all other tuition and fees
- Student must maintain good academic progress.
- Student must maintain good behavior and discipline.
- Parents must volunteer a set number of hours of service to the school.
Academics

Homework

Homework is an integral part of the Hifz School program. Since Al-Furqan Hifz School is a homeschool students are expected to spend 2-3 hours daily on homework. Parents are expected to sign their students’ planners on a daily basis. A daily Quran plan will be sent home with students during longer school breaks and vacations.

After School Unfinished Work

One of our main policies in Al-Furqan Hifz School is that school work must be finished during school hours. If students do not finish their Hifz part at the school, they will have to do it during recess or after school. Please be informed that students might be held after school to finish their required Hifz class work.

Report Cards

Report cards are issued four times a year to inform parents of their students’ progress.

Grading:

Students are assessed according to their academic work, mastery of the subject and their classroom interactions. Al-Furqan Hifz School uses the following reporting scale:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 –100 % = A+</td>
<td>A+ = 4.00 grade points</td>
</tr>
<tr>
<td>94 – 96 % = A</td>
<td>A= 4.00 grade points</td>
</tr>
<tr>
<td>90 – 93 % = A-</td>
<td>A- = 3.70 grade points</td>
</tr>
<tr>
<td>87 - 89 % = B+</td>
<td>B+ = 3.33 grade points</td>
</tr>
<tr>
<td>84 - 86 % = B</td>
<td>B = 3.00 grade points</td>
</tr>
<tr>
<td>80 - 83 % = B-</td>
<td>B- = 2.70 grade points</td>
</tr>
<tr>
<td>77 - 79 % = C+</td>
<td>C+ = 2.30 grade points</td>
</tr>
<tr>
<td>74 - 76 % = C</td>
<td>C = 2.00 grade points</td>
</tr>
<tr>
<td>70 - 73 % = C-</td>
<td>C- = 1.70 grade points</td>
</tr>
<tr>
<td>67 - 69 % = D+</td>
<td>D+ = 1.30 grade points</td>
</tr>
<tr>
<td>64 - 66 % = D</td>
<td>D = 1.00 grade points</td>
</tr>
<tr>
<td>60 – 63 % = D-</td>
<td>D- = 0.70 grade points</td>
</tr>
<tr>
<td>0 - 59 % = F</td>
<td>F=0 grade points</td>
</tr>
<tr>
<td>N/A = Not Available</td>
<td></td>
</tr>
</tbody>
</table>
Procedures and Policies

Lost & Found Policy

Students should first check their classrooms and grounds for lost or misplaced items. We strongly encourage parents to clearly mark their child’s name on all personal items. We also recommend that expensive items not be brought to school. The school is NOT responsible for any lost, damaged or stolen items belonging to the student.

Student dress code policy

Students are required to dress properly according to the Islamic dress code. Clothes must cover the body loosely without being transparent, revealing, or tight. A head covering for girls is part of the Islamic dress code.

Girls’ uniform is a plain Abaya or long dress. All girls must wear a head cover (hijab) while on school premises. No tight pants, shorts, hoodies, hats, are allowed during school hours. Uniforms are to be clean and well-kept with no holes or tears.

Students must follow the dress code at all times while on the school grounds, as well as during all field trips and other such school activities, unless otherwise authorized by the Principal. The school reserves the right to refuse admission into class to any student out of uniform. In addition, it is the school’s right to determine if an item being worn complies with uniform policy. Students who fail to comply with uniform requirements are subject to disciplinary action.

Locker Policy

All lockers made available for student use on the school premises are the property of Al-Furqan Hifz School. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school corporation is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. Al-Furqan Hifz School retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or
other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

**Locker Rules**

In order to implement the school’s policy concerning student lockers, the school board adopts the following rules and regulations:

1. **Locks:** The school will retain access to student lockers by keeping a master list of combinations. All students: (1) must supply their own combination type locks, (2) must provide the combination to administration and this also applies to replacement locks, (3) are solely responsible for the contents of their lockers and (4) should not give out the combination to other students.

   The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Any unauthorized locks may be removed without notice and destroyed. Students should make sure the lock is secure after using lockers and report all incidents to a School administrator where locks and or lockers have been tampered with.

2. **Use of Lockers:** Students should not share lockers or use other students' lockers - unless assignment is made by the office. Students should not write in or on lockers. Decals, posters, stickers, mirrors, hooks or any other type of decorations are not allowed inside or outside of the locker. Lockers are to be used to store school supplies and personal items necessary for use at school. No food products are allowed in any locker overnight, to avoid rodent and insect infestation. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Lockers are not burglar proof and students should not leave valuables such as money, and expensive personal property in the lockers. Students will be expected to keep their lockers in a clean and orderly manner.

3. **Authority to inspect:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of
student lockers shall be conducted by the principal, or a member of the administrative staff designated in writing by the principal.

4. **Inspection of individual student’s lockers:**

The inspection of a particular student's locker will not be conducted unless the principal has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.

Before a particular student's locker is inspected, the student, if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal shall notify the student of such inspection as soon as practicable thereafter.

5. **Inspection of all lockers:**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

(1) an interference with school purposes or an educational function,
(2) a physical injury or illness to any person,
(3) damage to personal or school property, or
(4) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

(a) When the school receives a bomb threat;

(b) At mid-term, end of grading period, before school holidays to check for missing books, or school equipment;

(c) When there is a reasonable belief that weapons or drugs are stored in the lockers.
If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **Student material:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

7. **Dispose of confiscated contraband:** All contraband confiscated from lockers may be disposed of by the principal or her designee as he or she deems appropriate, including:

   (1) return to the proper owner or place, unless it poses a threat to health or safety;

   (2) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion;

   (3) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or

   (4) destruction.

8. **Involvement of law enforcement officials:**

   A. The principal may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

   (1) to identify substances which may be found in the lockers; or

   (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

   B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

9. **Locker Cleaning:** Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

   A. lockers from time to time in accordance with a general housekeeping schedule, or

   B. the locker of the student no longer enrolled in the school.
Computer Lab policy

- Treat Computer Lab Nicely
- Leave the computer lab neat and clean.
- No eating or drinking in lab!
- Treat the Equipment Nicely
- Clean hands
- Don’t chew cords
- Don’t touch screens
- Be gentle with computer equipment
- Print with permission ONLY
  - a. Click PRINT once
- Come in quietly, have a seat and wait for instructions before you touch the computer.
- Use help sign for help
- Treat each other nicely
- Kindly help others with your mouth not mouse
- Hands on your computer only
- Open ONLY your work
- Save your work to the right place so you can find it again
- Use the Internet properly-only approved sites
- Follow dismissal procedures properly.
- When on the Internet:
  - a. Stay on approved websites
  - b. No email
  - c. No chatting
  - d. Never give out personal information
  - e. If You Stumble on Something Inappropriate X out immediately and tell an adult what happened
    - i. Don’t call your friends over to see it
- Leaving the Lab:
  - a. Exit programs
  - b. Put headphones up
  - c. Push in chairs
  - d. Gather materials/trash
  - e. Stand behind chair until dismissed
Discipline Policy

Minor Behavior offenses

The following types of behaviors may result in a discipline referral being submitted to the administration.

- Repeatedly breaking classroom rules (first/second contract)
- Disrupting a classroom
- Not turning homework in on time.
- Violation of uniform/dress code
- Throwing objects (e.g. papers, erasers, etc. that are not an extreme safety hazard)
- Running in classrooms, hallways, or sidewalks
- Being in hallways or at lockers during non-designated times
- Horse playing
- Displaying affection in public
- Disrupting lunch room or assembly
- Use of or bringing personal items from home (toys, roller blades, skateboards, scooters, laser pointers, cologne/perfume, etc. – item will be held by teacher)

Use of or possessing cellular phones or electronic devices (items will be held in office until picked up by parent.)

Having food, drinks, candy, etc. in non-designated area (administrator will use discretion in issuing consequences)

Chewing gum - when second contract is broken a referral is sent to the office

- 1st offense – assign 1 day lunch duty with custodian
- 2nd offense – assign next step in minor consequence sequence

The minor misbehaviors listed below may result in a referral without first issuing a contract:

Failing to return contracts, parent letters, progress reports, etc. after reasonable reminders and chances have been given

Misbehavior for a substitute teacher (if first offense, administrator may assign a two page written report based on action taken in class).

Consequences for Minor Behavior Offenses

- **1st offense** - 1 day of lunch detention
- **2nd offense** - 3 days of lunch detention
- **3rd offense** - 3 days of in school suspension and parent notification
4th offense - begins consequence hierarchy at 2nd offense level for Medium Offenses

Other consequences might include written assignments and/or lunch duty with a custodian, or other consequences the administrator and/or teacher feel are appropriate based on their knowledge of a situation.

Lunch Detention Rules:

- Students must report on time to room designated for all days assigned and sign in.
- Students are encouraged to bring sack lunch
- No candy, carbonated drinks, or snack foods may be eaten in detention.
- Students are not allowed to purchase from the snack shop.
- No talking during detention.
- Students must remain seated.
- Students must bring work or independent reading.

NOTE: Failure to comply with lunch detention rules will result in additional consequences at the discretion of the lunch detention staff or the administration. Generally one day additional detention will be given for each day missed UP TO two days. On the third missed detention, the administrator will assign 2 days of In-School suspension.

Medium behavior Offenses

Medium behavior offenses result in a referral (without a 1st/2nd contract) and include:

- Obscene language, materials, gestures or behavior
- Attendance problems/ditching (on or off campus)
- Defiant or disrespectful behavior
- Bullying (threatening, extorting)
- Excessive horseplay
- Throwing objects (e.g. rocks, sharp items, etc. that pose an extreme safety hazard)
- Deceitful behavior (false accusations, forgery, plagiarism, lying, cheating, etc. – restitution will be arranged)
- Unauthorized distribution/selling/buying of materials or information (principal’s approval)
- Unauthorized calls: Dialing 911 from any school phone
Consequences for Medium behavior Offenses

- **1st offense** - 2 days lunch duty.
- **2nd offense** - 3 days lunch duty, parent notification
- **3rd offense** – 2 days in school suspension, parent notification, & contract
- **4th offense** - short term home suspension (not to exceed 10 days at once) - Extra homework assigned.

Major Behavior offenses

Major offenses result in a referral (without a 1st/2nd contract) and include:

Fighting/Battery, regardless of who started the fight (employing hostile contact in which at least one party or both individuals have contributed to a situation by verbal action and/or bodily harm)

Consequences for Major Behavior Offenses

- **1st offense** - 1 day of home suspension/re-entry conference with parent/student/administrator
- **2nd offense** - 2 days home suspension/ re-entry conference with parent/student/administrator
- **3rd offense** - 5 days home suspension/ re-entry conference with parent/student/administrator
- **4th offense** - long-term suspension (up to rest of term)
- **5th offense**- Expulsion from school

Severe Behavior Offenses

Severe offenses result in an immediate referral and include:

- Bomb threats
- False alarms
- Vandalism
- Assault
- Weapon possession (includes but is not limited to a knife, pocket knife, chain, or gun)
- Stealing
- Arson
Consequences for Severe behavior offenses

- **1st offense** - 10 day home suspension, parent/student/administration re-entry conference.
- **2nd offense** - long term suspension (rest of term), parent/student/administration re-entry conference.

Please note: If the offense results in violation of the law, Detroit City Police will be contacted and a report of the situation will be made at which time the student and/or parent(s) may be dealing with the local authorities as well as with the school. Students could be transported to the Juvenile Detention Center if the violation warrants that action.

Critical Behavior offenses

Certain severe offenses can fall into an additional category. In cases which are of a particularly disruptive nature, due to their seriousness, or which represent a danger to students, staff, or the orderly functioning of the school, the administration may seek permanent removal of a student from Al-Furqan Hifz School after only one incident.
Schedule & Attendance

School Calendar

The school year is a ten-month period. The school year is divided into four quarters. Our yearly calendar contains general information concerning school related important dates and deadlines. Please refer to the calendar and the schedule on a regular basis.

School Hours

Al-Furqan Hifz School operates for almost 180 school days from the months of September to June. Hours of operation are Monday – Friday from 7:50 AM to 4:00 PM.

Emergency School Closings Policy

In case of weather related or any other emergencies related school closing or delays; Al-Furqan Hifz School will most likely follow the Dearborn and Detroit Public Schools. School closure decision will be made latest by 7:00 am on that particular day. Parents are urged to check their emails and to find out if the school is open. Also, notification of school closing because of inclement weather will be sent to the following TV station: WXYZ-TV Channel 7 or by visiting their website http://www.wxyz.com/subindex/weather/school_closings.

Transportation

Transportation is the responsibility of the parents. Al-Furqan Hifz School does not provide bus service. Car-pooling is suggested.

Arrival Time

Parents are encouraged to drop off their children by 7:45 a.m. Morning athkar begins promptly at 7:50 am Classroom instruction begins at 8:00 a.m. and ends at 4:00 pm. arriving late to school will cause the child to miss out on valuable instruction. This may put the child behind in his or her schoolwork. Students with frequent tardiness in any given grading period will be subject to disciplinary action. The students, who come after 8:00 AM, will be considered tardy. They must report to the school office before attending their morning class.

Attendance

The importance of regular attendance cannot be overemphasized. Students should be in class every day that they are physically able. It is extremely difficult to keep up with class work if attendance is irregular.
Also, parents are encouraged not to make any travel arrangements during the school year because student’s performance can be disrupted.

**Early Student Withdrawals**

Please be advised that parents who withdraw students early from school do so at their own risk. Al-Furqan Hifz School will not provide early Final Examinations or be responsible for providing makeup work for students. Such requests are disruptive to normal school operations. Al-Furqan will grade students as of their status upon withdrawal. Parents who withdraw students early will have to pay the tuition for the remainder of the academic year.

**Absences**

If at any time a child is to be absent from class due to illness or a previously scheduled appointment:

Parents must call in to report the absence of a child each day before 9:00 AM.

Unconfirmed absences will require the school to call the home to check on the absence of a child.

**Tardies**

It is the student’s responsibility to be on time to class. If the student is not on time to class, in general, the following steps will be followed:

- 3 tardies in a class = the teacher/office will notify the parent
- 4 tardies in a class = 1 lunch detention will be assigned through an office referral
- 5 tardies in a class = 3 lunch detentions will be assigned through an office referral
- 6 tardies in a class = 1 day of in school suspension

The process begins again each semester.

**Student Pick Up at Dismissal Time**

Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences. We ask all parents to remain in their cars until dismissal. To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up line at the side door and wait for students to be called and safely loaded into their vehicles. Parents who wish to enter the school must not leave a vehicle unattended in the pickup line, but must park in a designated parking spot.

Students who are not picked up within 15 minutes of dismissal (after 4:15 p.m.) will be charged $1 per minute per child.
Early Pick-Up

Parents are requested to make dental and medical appointments for the children after school hours when possible. In such cases where appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from the main office. If the student is brought back within the same school day, the parent should check the student back in at the main office as well.
Parental Involvement

Parents Volunteer Program

Students whose parents are actively involved in their child’s education are usually the most successful. We welcome and encourage parent involvement at Al-Furqan Hifz School.

The purpose of this program is to provide help for teachers with their tasks inside the classroom, projects and field trips as well as to give the opportunity for parental involvement in our school. The volunteer program is mandatory and teachers are expected to utilize parent volunteers.

Expectations: Each parent must complete a total of 20 volunteer hours which need to be completed by May 31st.

Everyone is invited to become a member of the Parent Teacher Organization (PTO)

We look forward to our parents volunteering in the following areas:

- Field trips
- Teacher’s Aide: to go into your child’s classroom and help the teacher (arrangements must be made prior to volunteering)
- Playground / yard maintenance
- Plan parties and special occasions
- Office help
- Cleaning of classrooms, play areas etc.

Parent Teacher Organization (PTO)

The PTO serves as an important support system for the school. The main function of the PTO is fundraising and helping to organize many extra-curricular activities for the students. Parents and teachers are encouraged to be a part of PTO and assume some responsibility in enhancing the progress of Al-Furqan Hifz School. All PTO functions and activities will be carried out with the approval of the administration. A strong PTO is essential to the success of our school!

***To recommend any changes or corrections to this handbook, please pass your suggestions to the school secretary.

May Allah reward our sincere efforts and lead us in the right path!
Parent/ Student Handbook Acknowledgment Statement

I ______________________, the parent/legal guardian of the following Al-Furqan Hifz School student(s),

1. _____________________________
2. _____________________________
3. _____________________________

I acknowledge that I have read, understood and consented to abide by the policies and procedures contained within the:

Al-Furqan Hifz School
Parent/ Student Handbook

And, furthermore, that I have read the rules to my child(ren) and that I will require my child(ren) to abide by the policies and procedures contained herein.

______________________________  ________________
Parent/Legal Guardian signature   Date