



ACADEMY OF SAUT UL FURQAN

Parent & Student Guide

Learning Material & Preparedness

1. School Supplies List:

○ Grades 3-5:

(12) #2 pencils, (1) pack of cap erasers minimum 25ct, (1) pencil case, (1) ruler, (5) notebooks, (5) folders, (3) book covers, (2) 1½ inch binders for work/textbooks, (1) glue stick, (1) pack of dry erase markers with eraser, (1) disinfecting wipes, (1) 16 oz./small bottle of sanitizer, (2) boxes of Kleenex

○ Grades 6-8:

(12) #2 pencils, (1) eraser, (1) pencil case, (1) ruler, (5) notebooks, (5) folders, (4) book covers, (1) 1½ inch binder for work/textbook, (1) glue stick, (1) pack of dry erase markers with eraser, (1) pack of post-it flags/tape flags for book marking, (1) disinfecting wipes, (1) 16 oz./small bottle of sanitizer, (2) boxes of Kleenex

2. Students must bring the following every day.

○ Qur'an and All related course books.

3. At the beginning of the year, each student will be given a full set of his or her grade's textbooks and inventory will be taken. The books must be covered and students need to write their name on the cover or in it.

Class Schedule & Attendance

1. School hours are 7:30am to 4pm Monday to Friday.

2. For the Hifdh students, there is a four hour onsite class on Saturdays from 8:30am-12:30pm. This is so the students can learn/recite sabak (new Hifdh lesson) and their sabki (review of the juz they are currently memorizing).

3. The expected student arrival time is 7:30am with assembly at 7:35am. Parents should make an effort to bring their child on time so the student joins the morning duas. There will be a grace period of 15 minutes depending on weather conditions or emergency situations. After 7:50am the student will be considered late. Tardiness both disrupts the class and impedes the academic progress of the learner. Three consecutive tardiness in a week will result in an absence.

4. If a student is absent, the school must be notified and 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.
5. Students will not be dismissed earlier than 4pm without prior notification by a parent and valid excuse.

Drop off, Dismissal, and Pick Up

1. Parents/ Guardians are responsible for prompt pick up. The school will not facilitate any supervision other than school hours.
2. For the hifdh students, drop off must be done in the masjid parking lot at the walkway leading to the bridge and front entrance. 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 the lot.
3. Parents/Guardians should not drop off or pick up from the front entrance on Hargreaves Avenue.

Safety and Security

1. MASJID/SCHOOL DRIVEWAY AND 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.
2. MASJID AND 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 . 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.

Homework, Daily Hifdh Lessons, and Aalimah Planner

1. Homework must be completed and submitted daily as per teacher's directions.
2. Hifdh students must complete all three lessons DAILY (First-Manzil->Second-Sabki->Third-Sabak). At the teacher's discretion, missed/incomplete lessons will result in break-time detention. Upon completion of each lesson a PASS, INCOMPLETE, or FAIL notification with lesson and behavior details will be sent to the student's parent via our app. A parent must acknowledge the notification after seeing it.
3. For the Aalimah students, planners will be used to manage the student's activities. A parent must sign the planner every day.

Dress Code

4. All hifdh students MUST wear Shalwar Kameez or Jubba/Thobe, preferably white, with topee/kufi.
5. Only a shalwar, presentable pants/slacks, or khakis can be worn under a kameez/kurta. Sweatpants or joggers are NOT allowed under a kameez/kurta.
6. White shalwar kameez or white jubba with the Academy's logo MUST be worn on Jumuah - Friday ONLY.
7. Aalima students MUST wear a simple plain black Abaya (no embroidery, fashionable stitching...etc). No gold or imitation jewelry, fashion accessories, etc. allowed. All students must exercise modesty.
8. The students MUST wear presentable clothing; jeans, sleeping pajamas, or shorts are NOT allowed.
9. 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.

Electronics

1. Students are NOT allowed to bring any electronic devices to school.
2. Any device (phone, ipad, ipod, laptop, table, watch...etc) brought to school will be confiscated immediately. Zero tolerance.
3. If a student needs to bring a device for Academics, he/she must get approval and deposit it as soon as he/she enters the masjid/school.
4. With their teacher's permission and oversight, the students can borrow and use the school owned Chromebooks 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

1. Parent Teacher Conferences will be held at the end of each quarter.
2. Teachers will keep a student's parent updated on his/her 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.
3. If a concern arises, parents may feel free to schedule a meeting with their child's teacher to discuss their child's academic progress and study habits; however, parents are requested not to call teachers for an unscheduled meeting during teaching or personal hours.
4. Any communication between parents and teachers or administration should model values 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.

Rules for Students

1. All students MUST return all of the school's textbooks prior to the TerraNova exams in June.
2. Any books found in the masjid, class, or in the hallway after school hours will be kept with the school admin. On the first offense, the student will receive a verbal warning and then break-time detention. If the student is found to be negligent and continues to leave books around the masjid/school, a \$5 penalty for each book will need to be paid as donation to the school for its return.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

8. 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.

9. 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.

Behavior and Conduct

1. The Academy of Saut Ul 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).

2. MIXED-AGE ENVIRONMENT

A mixed-age environment is fundamental to a school like the Academy of Saut Ul 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.

3. BULLYING POLICY

The Academy of Saut Ul 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.

Tuition, Fees, and Registration

1. Tuition is based on enrollment and not on actual attendance. The monthly tuition must be paid despite days off and family trips.
2. The Academy of Saut Ul Furqan's yearly tuition is collected over eleven monthly installments. Monthly installments must be received by the 1st of each month.
3. If tuition payment is made after the 5th of the month, a \$10/child late fee will be added to the family account.
4. All students MUST register every year. Existing/Returning students Must re-register in April of each year for next year. Also, pay the yearly registration fee \$100, yearly TerraNova testing fee \$30, and next year's books fee \$150 so we can order books on time.
5. All existing/returning students MUST update their immunization records every year.
6. Sibling Discount - 25% off second child. More than two students from the same family will have a \$100 discount on the 2nd child onward.
7. Parents are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.
8. 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.

9. All field trip forms and payments must be sent one week prior to the trip. Late submissions will not be accepted.
10. Every Parent is required to 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 Ul 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 Ul 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 Ul Furqan reserves the right to make final interpretations of all current or future policies.

Student Name: _____

Date _____

Parent's Name: _____

Parent's Signature: _____