

MAS Qur'an Institute

Administrative Committee

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| Principal: | Khadiga Abdelwahab |
| Administrative Assistants: | Reem Awwad Afeefa Ismail |
| Primary School Coordinator: | Farida Eljaouni |

Curriculum:

- Qur'an memorization, tafseer & vocabulary.
- Qur'an recitation with reading rules (tilawa with tajweed).
- Islamic studies/Seerah:
 1. I love Islam KG-5th grade
 2. Learning Islam 6th-7th
 3. Learning Islam, Weekend Learning series, and assorted resources 8th - 12th
 4. This may be interchanged with the Prophet (S)'s biography (until 3rd grade) or Hadith (4th & 5th grade)
- Arabic (reading, writing, vocabulary and grammar)

Working with the Quran:

Please set aside time in your day to supervise your child in his/her work in memorization (at least 10 minutes) and in Qur'an reading (at least 10 minutes). Please check the child's folder to ensure that you are following up on any additional daily or weekly assignments.

Tests and quizzes:

- Within the semester, students will have tests administered at the completion of each unit (e.g. Islamic Studies, Qur'an, Arabic), or at the end of the month (e.g. Seerah, Tilawa, etc.).
- Students will have one final exam at the end of first semester and another one in May.
- Parents will receive a notice from their teachers to inform them about what the student will be tested on, and when.
- Please Note: The **Qur'an final** will be **cumulative**; students will be tested on all the suwwar they memorized during the school year. Additionally, **concepts that build upon each other** (e.g. Tajweed rules in Tilawa class, or grammar rules in Arabic) **may also be subject to cumulative testing**.

Parent Teacher Conferences (PTCs):

Teachers will contact the parents of students about whom they are concerned, and PTCs will be held once a year. Parent's attendance and participation is both appreciated and necessary in order to improve the academic level of our students, and to build the Islamic character and personality that we desire to see in our young leaders. If you are ever concerned about your child as a student, please do not hesitate to his/her teacher throughout the year.

Dress Code:

- Students, teachers and staff should be dressed neatly and modestly, observing Islamic guidelines for clothing.
- Boys should not wear shorts above their knees.
- Girls should wear Islamic outfits. Abayas and skirts are acceptable, but preferably no pants. If pants are worn, they should be loose-fitting pants with modest shirts/tops that covers the knees, hijabs that cover the chest, and no make-up.
- If students come to school in clothing that is not in accordance with the dress code, they will be required to wear prayer clothes (skirts and tops), or thoubas if they are available.

Lunch & snacks:

- Snacks, and occasionally sandwiches and drinks will be available for sale. Send money with your child whenever you would like him/her to purchase them.
- Snack donations are welcome. All profits will go to school activities.

Assembly:

- Drop off your child on time (9:45am¹ on Saturday).
- Assembly (10:00-10:10 am¹) may include morning adhkaar, du'aa and important announcements (e.g. activity winners, etc.). Students benefit tremendously from this weekly renewal of intention and clarity of focus before class. Please be punctual so your children can take full advantage!

Dropoff/pickup rules:

- No meeting with teachers is allowed during class, as this will take from the student's valuable education time. If communication with the teacher is needed, special arrangements should be made to meet the teacher outside of class hours.
- Pick up time is 2:30-2:45 pm. If you are running late, please call ahead and let the staff know (217-298-2004) or send a message on the QI Whatsapp group.
- When you pick up your children, please advise them not to wander or loiter around the parking lot to ensure their safety.
- For every unexcused tardiness (except for the first one), there is a 10\$ fee assessed to the family. This pays, in part, the overtime fees incurred by the QI for the staff that must stay to care for your children.

¹ School timings may be subject to change.

Tardiness and Absences:

- Punctuality should be a principle we all aspire to achieve. Tardiness disrupts classroom instruction, affects lesson delivery and decreases student motivation and morale. A child may receive a warning² due to tardiness. The parents or students are responsible for following up on any loss of instruction due to tardiness.
- Chronic, unexcused tardiness (3 or more tardies) may result in a formal meeting between parents and administrators to discuss how to eliminate this behavior.
- In the case of an occasional absence, parents are responsible for informing the school via email, WhatsApp group, or landline phone call: 217-298-2004. Parents must contact the teachers and follow up on any missed classwork or homework.
- If students must be absent for extended periods of time (e.g. a month), parents must write and deliver a formal letter to the office (i.e. Finance Dept) indicating the time and length of the absence to freeze their accounts.
- If a child holds 3 consecutive, unexcused absences, a formal meeting will be called by the administrators to discuss if the child may continue in the program.

² See behavior policy for details below.

School Rules:

Students:

- must respect teachers and classmates at all times
- may not bring toys/cell phones inside the classroom
- may not use abusive language
- may not leave the class without the teacher's permission
- may not leave the building without a teacher (regardless of age)

Elementary Behavioral Policy (1st-4th grade)*:

- During class, when a teacher finds a student's behavior to be rude or disruptive, the teacher may ask the student to take a one-minute break outside the classroom, to collect him/herself. In this time, the student has the opportunity to calm any emotions that may inhibit his/her ability to function in the classroom. If the student is calm and returns to the classroom without incident, there will be no additional consequences. If however, the student returns but is again rude or disruptive, the teacher will give the student a **warning** for such behavior (look below for what constitutes "disruptive behavior").

- If the behavior continues, and counts as a **“disruption”** the student will be asked to *go to the Istighfar corner*.
- The teacher will explain to student the importance of *reflection* after doing something wrong, and the importance of *asking for forgiveness*.
- The teacher will explain to the student the importance of *erasing bad deeds with good deeds*, and talk through the child’s plan for doing good.
- The teacher will have the *student sign a contract* stating that he/she will try not to repeat the same mistake again.
- **If administrators believe the misbehavior warrants parent involvement, parents will be notified of what/why** disciplinary action was taken.
- On a child’s **second disruption**, he/she will miss lunch or recess/break with his/her friends (i.e. he will eat lunch in an empty room with a supervisor).
- If a student has a **third disruption**, this may result in an in-person meeting with the administrators, parents, and affected teachers or students. The group will decide the best solution at that time, but this may result in an in-school or out of school suspension.

Middle School/High School Behavioral Policy (5th- 12th grade)*:

- A middle school/high school student who displays “disruptive” behavior will follow a similar policy except that after the **first disruption**, the student will be required to *write* an entry indicating a) why his/her action was wrong, b) what a better choice would be in the future, and c) what he/she could do to *right the wrongs* and *erase bad deeds with good deeds*.

What constitutes “**disruptive behavior**”?

- Refusing to follow directions from any of the teachers.
- Rolling eyes or giving attitude to any of the teachers.
- Rude or disrespectful behavior toward any of the teachers.
- Ill-intentioned or rude behavior toward any classmates.
- Using electronics during class time.
- Disrupting classmates during class time.
- Arriving LATE to class while being on the premises.

What does **not** constitute “**disruptive behavior**?”

- Talking (about the topic) without raising one’s hand.
- Bringing up a random topic.
- Looking around/spacing out/not paying attention.

When this policy is enforced, the students will have the opportunity to focus, interact and learn in a calm, enjoyable atmosphere where they can cooperate and grow.

We are confident that once children have reflected on their mistakes, asked for forgiveness, signed a commitment to change their behavior and come up with a plan to “erase bad deeds with good deeds,” that they will make a conscious effort NOT to repeat these mistakes.

*The administration retains the right to alter this policy if other consequences are deemed more effective and better fit for the students’ welfare. Parents will be notified if any such changes are made.

Student Recognition, Awards, and End-of-year ceremony:

- All students that successfully complete the curriculum for the school year will be recognized at the end-of-year ceremony.
- Students who receive excellent grades, exhibit exemplary Islamic character, or who have made the most improvement over the course of the year will be recognized at this time.
- Students who have memorized a juzu’ during the year will be honored **if** they have recited these juzu to their teachers and received instructor approval **by the end of March 2019.**

Early Registration:

Mas Quran Institute will open for early registration of the 2019-2020 school year, in April 2019 until June 10th, with a 50% discount in registration fees.

Early registration helps the school to better organize the staff, the classes, and the students' levels. It also ensures that adequate books/materials will be ordered for the classrooms.

With your cooperation, help and your support, we will have an exciting and successful school year!

Please put a checkmark on the line:

____ I have read the handbook and agreed to follow the rules and guidelines of MAS Qur'an Institute to the best of my abilities. (For parents.)

____ I have read the handbook and agreed to follow the rules and guidelines of MAS Qur'an Institute to the best of my abilities. (For middle school/high school students.)

Please contact the administrative committee with any questions or concerns you might have. Please sign and return this handbook to your child's teacher.

Student Signature _____ Date : _____

Parent Signature _____ Date : _____