*In the Name of Allah the Most Gracious the Most Merciful*

***Islamic Association of Saskatchewan, Regina Inc.***

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**IAOS Quran Hifz School (2019/20)**

**Information, rules and regulations**

"And We have certainly made the Qur'an easy for remembrance, so is there any who will remember?" (The Quran, 54:32)

The Prophet (Peace and Blessings on him) said: "The best of you are those who learn the Quran and teach it." (al-Bukhari)

**Vision:**

The aim of the IAOS Full-Time Hifz Program for students is to complete the Hifz-ul-Quran under the guidance of a qualified and experienced teacher according to the tenets of Tajweed. We seek to develop in each student a positive identity as a Muslim who is equipped spiritually, physically, and intellectually to compete in today’s world, in accordance with the Islamic principles. We hope to establish within each student a strong commitment to faith, family, community, and humanity.

**Academic Year:**

September 1st, 2019 to August 31st, 2020.

**Registration:**

From May 11, 2019 to June 23, 2019

Admission will be accepted on the first come first serve basis. Seats are limited.

Please fill out all items in the Registration Form and drop it in the special box “Quran Hifz School” provided in the main prayer hall of the Masjid. You will be informed by the email about the status of your application once the registration is completed.

**Admission Criteria:**

**Age Limit:**

From 6 to 16 years of age (boys and girls). Please do not submit form for child below the age of 6 or over the age of 16. It will not be accepted.

**Required skills in the Quran:**

Student must be fluent in reading the Quran without any difficulty. The student must pass the assessment test with the IAOS Quran Hifz teacher before admission.

**Tuition Fees:**

No application will be accepted without a voided cheque or post-dated cheques for the whole academic year. Failure to pay the fee may result in an expulsion of the child from the school. The monthly fee this year is $300.00 per child.

**Administration Fees:**

Administration fee of $100 has to be paid at the time of registration~~.~~ (Cash or Cheque). The administration fee is due every year in September.

**School Hours:**

Monday – Thursday: 8:30 am - 3:00 pm

Friday: 8:30 am – 12:30 pm

Saturday-Sunday: Closed

IAOS is unable to supervise children who arrive before the start time of the classes and those who remain after the class has ended, and hence cannot take responsibility for the safety of the children before or after school hours.

Parents are requested to make sure their children arrive on time and are picked up on time. IAOS takes utmost care for the safety of the children. However, in an unfortunate event of injury to the child, the association will not be held responsible.

**Assignment of Teachers:**

Please note that assignment of the teachers will be rendered according to the performance of each student and not the personal choice or preference of the student, therefore it is vital that attendance is maintained otherwise the progress of the student will suffer.

**General Education via Home Schooling:**

Student must be registered for Home based general education with any school board and intend to continue general education during Hifz program.

**Attendance:**

The process of learning requires continuity. Regular attendance on the part of the student is an important component for this process and the evaluation for the student’s achievement. When the process of learning is disrupted by irregular attendance, the student suffers a great loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in an evaluation process because their achievement cannot be fully assessed. Students are responsible for “catching up” all Hifz assignments that are missed during absence.

If the student fails to attend the classes for 2 continuous weeks without prior notice, this will lead to the student’s name being omitted from the register. Thereafter, re-admission to the school will be required. Frequent absence without any valid reason will create poor attendance record for the child, which will consequently affect their Hifz results. It is mandatory to have at least 75% of attendance.

**Punctuality:**

It is essential to attend the class punctually. Late attendance of half an hour or more will lead to a mark of absence in the register. Unless there is a valid signed note or letter from the parents/guardian or a valid reason for being late.

**Completion of Hifz:**

The student is required to memorize the whole Quran at least two times with the teacher of Full-Time Hifz program at IAOS to become a Hafizul Quran. The IAOS will declare the student as Haafiz and a completion certificate will be issued once this requirement is fulfilled. The IAOS encourages and suggests the parents to keep their child with this program until he fulfills the requirements. The IAOS will not recognize the child as Haafiz and the certificate will not be issued if the child leaves the program without fulfilling all requirements.

**Financial Assistance:**

Partial Financial assistance or scholarship may be granted to those families who can’t afford the regular fees. Family’s financial situation will be assessed for any financial assistance request.

**Holy Quran and other study books:**

Students should possess their own Holy Quran and other applicable books for study and should be taken home daily after classes. They should not be left at the institute.

**School rules:**

* The use of abusive language, swearing and fighting is forbidden and in extreme cases a child may be expelled from the school. A misbehaving child will be given a verbal caution. If this caution is ignored the child will be made to stand, thereafter if the behavior still continues the child will be separated from the class. However, if the behavior is not rectified the child will be sent home and/or the parents/guardians will be notified. After 3 notifications the child will be expelled from the school permanently.
* Students are not allowed to bring any of the following to the class: any electronic devices, such as MP3s, electronic games, etc., matches, lighters, or aerosol sprays. Use of cell phone is not allowed during class hours.
* Parents are not allowed in the classrooms during class times unless authorized by the administrators.
* Students are not allowed to leave school premise at any time.
* No eating or drinking is allowed in the prayer area.
* All students are required to clean up after eating.
* No playing in the Prayer Hall.
* Students are not allowed to argue and/or fight at any time.
* All problems are to be reported immediately to the home room teacher first. The teacher will notify the office. If the problems are not resolved then contact the office. Parents are requested to contact to the child’s home room teacher if they have any concerns or problem.
* Students are not allowed to go home at lunch time.
* Students must prepare for Salah 10 minutes before Salah time.
* Students must follow the schedule strictly.
* Students must come prepared to class with all necessary books and supplies.
* When students are dismissed after class, they are to go straight home. They are not allowed to play outside the Masjid.
* If a student will be absent from class or late, the office must be notified.
* Our goal is to maintain a safe and orderly learning environment for our students. The administration reserves the right to take immediate action if the behavior is inappropriate:

**Dress Code**:

Males: are required to wear a clean white Thobe/Jubbah/Kurta along with a clean white Topi/Kufi.

Females: are required to wear Abaya or long dress and a head scarf (Hijab).

**Complaints and suggestions**: Please feel free to contact Islamic association by email or by phone to voice your concerns, suggestions and feedback.

**Letter/Notices:** Please make sure that appropriate action is taken when a letter or note is given to a student.

**Meetings:** Parents will be required to make themselves available for meetings pertaining to their child.

**Holidays:** Yearly holiday schedule will be attached in the Yearly Agenda / Daily Planner outlining all holidays during the academic year.

**Hifz Rules:**

* Students must have their own non-color coded Quran with them at all times. The same Quran must be used throughout the Hifz program.
* Students must mark the necessary Tajweed rules.
* Students should listen to the lesson that is to be memorized on CD/mp3 or the internet so that Tajweed mistakes can be avoided.
* Students must recite the Holy Quran loudly and with a slow tone at all times. Oral recitation is essential for best results.
* Before memorizing the lesson, students should read it thoroughly at least 10 times with complete attention. All mistakes should be underlined and corrected when memorizing the lesson.
* The best way for students to memorize their lesson is to memorize one ayah at a time. After memorizing one ayah, go to the next. Once this is done, recite both ayahs together. Then proceed to the next ayah.
* Once the student has completed memorizing their lesson, they should read it over by memory a few times and then read it to someone at home to ensure there are no mistakes.
* Hifz lessons must be memorized at home before coming to class.
* If the student is not completing any of his work, new Hifz will be stopped. It is of utmost importance that the student does not proceed in his memorization of new Hifz until all previously memorized lessons are mastered.
* In new Hifz, students are not allowed to make more than 1 mistake.
* In Hifz revision (10 - 15 lessons), students cannot make more than 3 mistakes.
* All students are to keep daily record in their Agenda book, in which they must record what they recited in the entire day to their teacher. This record will be signed by the teacher and must be signed by the parents once a week.
* For students who are not progressing, a meeting will be arranged with the Teacher and the parents to determine the course of action needed to be taken. Subsequent meetings may include the Principal and may lead to the withdrawal of the student from the full–time Hifz school if the student is still not in progressing.

**Parents’ Responsibilities:**

* Please ensure your child arrives to the class on time.
* Please pick up your child on time.
* Student must spend at least 2 hours in the evening and 30 minutes in the morning before class to revise and practice their lesson. You are to be advised to set up a schedule to ensure your child is using his time wisely.
* Please ensure that your child’s agenda book is signed and returned to his/her teacher. Take the time to see what comments your child’s teacher has written and to stay informed of your child’s progress.
* It is very important that your child gets adequate rest and has a healthy, nutritious diet.
* We encourage the parents to keep in touch with your child’s teacher in order to know the child’s progress.
* We encourage the parents to give priority to your child’s Hifz. Students should review their new Hifz and new Hifz revision over the weekend.
* After your child has completed his Hifz, the students must remain in the program for at least 6 months in order to do good revision of the Quran.
* The Full-Time Hifz school will not be responsible for any academic education. We advise the parents to make alternative arrangements for their child to receive secular education, either by using a tutor or providing material for them at home. This will ensure they don’t fall behind in their academic education.

**Methods of Achievement:**

* Maintain punctuality in attendance.
* Daily revision and preparation of Hifz and Murraja’a at home assigned by the teacher.
* Follow the basic etiquettes of the school and the classroom.
* Be respectful to the teachers and adults.
* Be appreciative by saying “Jazak’allah” and “Please”.
* Support and encourage your peers.
* Be a good sport in all circumstances.
* Transition quietly and orderly in and out of the classroom and school.

**Note:**

Students perform better when parents/guardian are well informed and take interest in their study program and activities. So please take responsibility of your child/children and engage with them on a daily basis.

Contact School Administrator Mansoor Shaikh at shaikhmohammad@hotmail.com

Jazakum Allah Khairan

The Quran Hifz Program

IAOS Education Committee