

# MADRASA

## PARENT & STUDENT HANDBOOK

**Al-Huda Islamic Center**

**470 E. Stanley Ave. SLC, UT 84115**

**Phone: (801) 463-4631**

**Email: [madrasa@alhudaa.org](mailto:madrasa@alhudaa.org)**

**Website: [www.alhudaa.org](http://www.alhudaa.org)**

Dear Parents,

Assalaamu Aleykum Wa Rahmatullahi Wa Barakatuhu,

Alhamdulillah, All thanks and praise are due to Allah (SWT), we seek His help and forgiveness. We seek refuge in Allah from the evil within ourselves and the consequences of our evil deeds. Whoever Allah guides will never be led astray, and whoever Allah leads astray will never find guidance. I bear witness there is no God but Allah, alone without any partners, and I bear witness that Muhammad (SAW) is His servant and His Messenger.

We thank Allah (SWT) for giving us the precious gift of our lives, our children, whom we cherish, provide guidance to and from whom we receive inspirations. We thank Allah for the innocence and beauty of our children and for the opportunities to raise them as strong and pious Muslims.

We would like to welcome you and your child or children and extend our appreciation for the opportunity to serve you through Al-Huda Islamic Center Madrasa.

We firmly believe that Islamic education is a joint responsibility of the home and Madrasa. We plan to develop a close working relationship with you. We strive to achieve the highest quality Islamic education for your child and children.

This Parent and Student Handbook have been prepared to address some of the questions you might have concerning the Madrasa. Please read it thoroughly and refer to it often. If any additional questions arise, we ask that they be promptly brought to the attention of the Madrasa administration so that they may be resolved immediately.

**Al-Huda Islamic Center** is a Masjid that offers five daily prayers, Friday sermon (Khutbah), Islamic lectures, and part-time and full-time Madrasa (Qur'an school) for youth and adults.

In order to maintain an environment that is conducive to attaining the highest quality of Islamic education and values, there must exist policies and procedures relating to students code of conduct.

**Madrasa Mission:** The mission of the Madrasa is to foster a learning environment that reinforces Islamic education, the concepts of self-discipline, and the acceptance of personal responsibility. There will be strong emphasis on Tarbiyya and Islamic way of life.

Al-Huda Islamic Center - Madrasa is dedicated to teaching children how to read and write Qur'an and memorize the Qur'an with the correct pronunciation (Tajweed). Children will also receive good Islamic foundation so that they will grow up to be righteous Muslims and leaders. The Madrasa hosts a number of daily activities, Islamic programs, quarterly special events, and great field trips.

## **ADMISSION/ENROLLMENT**

- The Child must be six (6) years of age or older to be eligible for Madrasa.
- The registration form must be completely filled out for new students.
- The student may begin Madrasa as soon as registration form has been filled out.

## REGISTRATION AND MEMBERSHIP

- All Madrasa students must have a Registration Form signed by their parent or legal guardian.
- Registration Forms are available online or at the Al-Huda Islamic Center office.
- Youth and their parent/s or legal guardian/s will be required to provide the following information:
  - Current contact information, address, phone, age, and school.
  - Medical information, medications taking and any allergies
  - Release of Liability signed.

In addition, all the parents or legal guardians will be required to:

- To pay **Madrasa Membership**:
  - Part-Time: \$50.00 per month per student.
  - Full-Time: \$100.00 per month per student.
    - Discounts are available for those who have five (5) or more students enrolled.
- Review the Parent and Student Handbook with their children.

## HOURS OF OPERATION

Madrasa's Normal Operating hours are:

### **PART-TIME STUDENTS**

Saturdays and Sundays

- Morning Classes: 10:00AM to 2:00PM
- Afternoon Classes: 2:00PM to 6:00PM

### **FULL-TIME STUDENTS**

- Saturdays and Sundays: 2:00PM to 6:00PM
- Monday through Wednesday 4:00PM to 8:00PM

**Hours may change due to Daylight Saving Time, school breaks, and weather conditions. The Madrasa observes Islamic holidays. Hours and program schedules are subject to change with proper notice.**

## **SIGN-IN and SIGN-OUT PROCEDURE**

When entering the Madrasa and before participating in any activities, all students will be required to sign in for attendance.

Anytime a student leaves the Madrasa, he or she is required to sign out at the time they leave.

Students are highly encouraged to attend the Madrasa to enrich their Islamic education. Students are not allowed to leave the Masjid once they have signed in without approval from their teacher.

## **FIELD TRIPS**

Field Trip Forms are available to Madrasa students interested in attending Madrasa sponsored Field Trips. Forms are to be filled out completely by the parent or guardian of the participating Student.

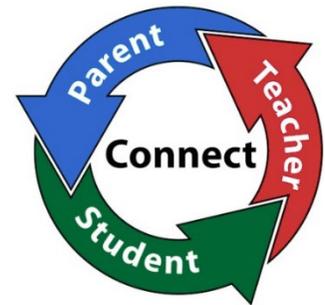
- Forms must be received in advance.
- Forms must be submitted in person to a Madrasa Staff person

## **TEACHERS AND STAFF RESPONSIBILITIES**

- Provide a safe and nurturing classroom environment using effective classroom management techniques.
- Communicate and explain to their students about the Madrasa discipline policy and procedures.
- Madrasa Discipline Actions:
  - Time-Outs – for minor offenses
  - Referral to office - for medium offenses
  - Removal from fieldtrips and recess - for students with recurring behavioral problems
  - Suspension - for more egregious behavior
- Ensure the fair and equitable implementation of this discipline policy among their students.
- Maintain a discipline record for each of their students and submit such records to the school administration.

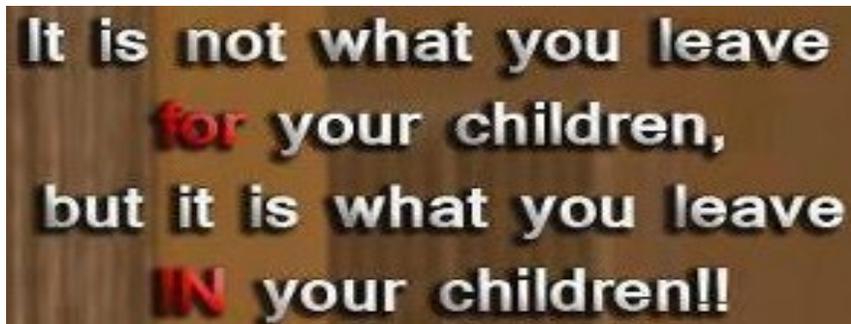
- Be punctual and have regular attendance.
- Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
- Comply with Al-Huda Islamic Center policies, rules, regulations, and directives as outlined in the Parent and Student Handbook.
- Maintain an orderly classroom atmosphere conducive to learning.
- Meet the standards of teaching performance established by the Al-Huda Islamic Center.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Teach students to develop and practice self-discipline.
- Encourage good work habits that will lead to success in meeting personal goals.
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession.
- Interact with parents and staff to mutually resolve any disciplinary problems the students may have.

## **PARENTS RESPONSIBILITIES**



Open communication and positive relations between the parents and staff members are important. Parental responsibilities that help to ensure a successful Islamic education and values include:

- Provide for the physical and psychological needs of the student.
- Teach the student to listen to teachers and other Madrasa personnel and to obey Madrasa rules.
- Be sure the student attends Madrasa regularly and on time, and promptly report and explain absences and tardiness to the Madrasa personnel.
- Encourage and lead the students to develop proper study habits at home.
- Keeping track of your child or children Qur'an lessons and making sure that they are practicing at home.
- Be sure the student is appropriately dressed and groomed for Madrasa.
- Informing the Madrasa of any changes in work or home phone numbers, emergency contact information changes, family changes or any other changes that could affect the Madrasa programming.
- Ensuring that children are dressed appropriately and Islamic rules are adhered to.
- Meeting with Madrasa Staff if a child has had an incident at the center such as fighting, theft, or other misconduct.
- Participate in meaningful Parent-Teacher conferences to discuss the student's school progress and welfare.
- Participate and attend special lectures and events.
- Volunteering at the Madrasa when available.
- Sign and submit the attached Acknowledgement Statement.



## **STUDENTS RESPONSIBILITIES**

Every student is expected to behave according to three simple guidelines:

- **BE RESPECTFUL**
- **BE RESPONSIBLE**
- **BE SAFE**

In addition, the Madrasa has basic rules that will help to ensure the safety of all students and will also contribute to creating a fun, positive and memorable experience that is adherent to Islamic rules and regulations.

- ALWAYS come on time and come prepared.
- Sign in and sign out ALWAYS.
- LISTEN when the teacher is talking.
- RESPECT the QUR'AN, ADULTS and the MASJID.
- STAY with your group or activity.
- FOLLOW directions quickly
- BE KIND and HONEST to each other.
- CLEAN UP after yourself.
- GET PERMISSION before going to the restroom or outside.

### **Enforcement of Madrasa Rules**

Madrasa rules will be enforced at all times. Any student caught not following the rules will be dealt with according to the discipline policy.

### **Suspension**

Discipline at the Madrasa will be administered with firmness, fairness and consistency.

- Any youth participant who engages in a physical fight with another participant.
- Students who exhibit continued and willful disobedience may be suspended from the center if there is good cause.

# **CODE OF CONDUCT**

The following is a list of expectations meant to guide student behavior in the Madrasa. Parents should promote cooperation and agreement between home and the Madrasa in an attempt to develop high standards of Islamic behavior and citizenship in our students.

## **Assault and Battery**

Using physical force in an aggressive manner on another person is considered assault. It is illegal to commit assault or battery upon others while at the Madrasa.

## **Bicycles**

Students may ride bicycles to the Madrasa providing that all traffic laws are obeyed and with parent permission. Bicycles should be locked outside to prevent theft. Al-Huda Islamic Center is not responsible for bicycles left unattended.

## **Interpersonal Relationships**

Appropriate personal relationships are encouraged. The Madrasa policy is one of “hands-off.” Sexual harassment will not be tolerated. Students are expected to follow the instruction of Madrasa staff. If a participant disobeys any Madrasa staff either by action or word, he/she will be considered defiant. Any form of defiance will result in warnings or suspension.

## **Dress Code**

Students at the Madrasa have the responsibility to dress and appear in a manner that promotes a safe, neat, clean and wholesome environment that is adherent to Islamic laws. Boys should wear Thawb (Qamiis) and girls should wear Jilbaab.

## **Illegal Substance, Drug and Alcohol**

Use of or possession of any illegal substance at the Madrasa is grounds for police notification and permanent suspension.

## **Use/display of cell phones or any other device at the Madrasa**

Cell phones and/or other devices must be turned off while inside of the Madrasa. If a student needs to use his or her cell phone to call parent(s), he/she must get permission from teacher and the call must not exceed three (3) minutes.

## **Threats**

Threats of personal injury upon other students are strictly prohibited and will be dealt with in a strict manner.

### **Tobacco, Possession of Tobacco and Smoking**

If a student of the Madrasa has in his/her possession, tobacco or cigarettes, cigarette lighter, or matches, this may be grounds for permanent suspension. Students who are with other students who are smoking should make a responsible decision to remove themselves from this area. Otherwise, they, too, may be permanently suspended.

### **Vandalism**

Damaging Al-Huda Islamic Center property or the property of others will not be tolerated. In any matter regarding such situations however, incidents will be written up at all times by the Madrasa Staff to keep a record of such behavior. Parents may be liable to pay for damages.

### **Weapons**

State law requires it be recommended that students be expelled for possession of any firearm, knife, explosive or other dangerous object at the Madrasa.

### **Loitering**

Students are not allowed to wait idly or hang outside of the Masjid or the parking lot.

### **Restrooms**

The restroom is a communal space used by other people. Please keep it neat and clean and refrain from vandalizing or using the restrooms in any manner different from its intended purpose.

### **Serious Injury**

If a student attempts to cause or causes serious injury to another person, it will be required that they be expelled from the Madrasa. The Salt Lake Police Department will be notified.

### **Skateboards, roller skates, roller blades, scooters, and mopeds**

Are not allowed on the Al-Huda Islamic Center property.

### **Swearing, Profanity**

Students are not to use profanity or vulgar language. Swearing will not be tolerated. Students will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

### **Theft**

Students have the responsibility for taking care of their own possessions. Students are discouraged from bringing large amounts of money or valuable items to the Madrasa. The Madrasa is not responsible for any lost or stolen items brought by a student.

**If a student becomes aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc. or has information regarding such, he/she is requested to report it to the management immediately.**

## **FAQ (Frequently Asked Questions)**

**Q:** *My child is 5 years old. Can he/she come to the Madrasa?*

**A:** No. Unfortunately, we only serve youth who are at least 6 years old and above.

**Q:** *Can I drop my child off and pick him/her in the parking lot or the street?*

**A:** No. You have to bring your child inside to sign him/her in and out.

**Q:** *Do I have to help my child at home with his/her Qur'an Lesson*

**A:** Yes. It is the best interest of the child to have his/her lesson ready and move on to the next lesson.

**Q:** *When is the Madrasa Memberships due?*

**A:** Madrasa memberships are due by the 1<sup>st</sup> of the month and you have a grace period until the 5<sup>th</sup> of the month to pay the full amount that is due.

**Q:** *As a parent do I have to attend Parent-Teacher conferences*

**A:** Yes. It is highly encouraged for parents and teachers to keep regular meetings and communications for the advancement of the students' knowledge.

**Q:** *Do students have break time and are they allowed to go outside and are there adult supervision?*

**A:** Yes. Students have 30-minute break and they can go outside for their break time and there will be adult supervision.

**Q:** *Do students have to bring their own snacks or lunch?*

**A:** Yes. Students are encouraged to bring their own snacks or lunch. No soda pops allowed in the Madrasa.

# ACKNOWLEDGEMENT STATEMENT

I, \_\_\_\_\_, the parent or legal guardian of the following student(s) of Al-Huda Islamic Center - Madrasa:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

acknowledge and agree that I have read, understood, and consent to the Al-Huda Islamic Center - Madrasa's Parent and Student Handbook which underlines Students Code of Conduct.

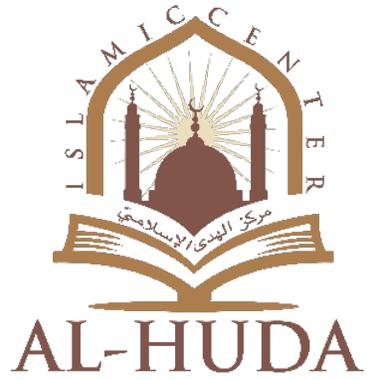
Address \_\_\_\_\_  
(Street) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip code)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CONTACT INFORMATION

**Al-Huda Islamic Center**  
**470 E. Stanley Ave. (3180 S.)**  
**Salt Lake City, UT 84115**

**Phone: 801-463-4631**

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