



Noor Hifz Academy
Handbook
2023-2024

Noor Hifz Academy

Our goal is to please Allah (SWT) by teaching our students a basic understanding of memorizing and reciting the Quran with proper Tajweed to the best of our ability.

Introduction

Noor Hifz Academy (NHA) offers the flexibility of both online and in-person hifz programs to help dedicated students memorize the Quran successfully.

Teaching Methodology

The daily class schedule comprises of three components:

1. Dor (revision)
2. *Sabaq-Dor* (previous lesson i.e., the last lesson memorized)
3. *New Sabaq* (new lesson – assigned if both the *Dor* and *Sabaq-Dor* are recited well)

Full-Time Hifz Schedule

The program runs daily on weekdays from 8:00 AM to 1:30 PM. On Fridays, it ends early at 12:00 PM to accommodate for Friday prayers. There will be at least one break during the school day.

Note: If interested in part-time hifz, please email: hifzschool@mcabayarea.org

New Student Enrollment Criteria

- Has had formal Tajweed training and/or can read from the Quran fluently with proper Tajweed
- Has memorized and retained, with proper Tajweed, at least two Ajza
- Is 9 years of age or older and/or in grade 3 or higher
- Has good parental support at home for doing hifz
- Is interested in doing hifz at Noor Hifz Academy
- Has completed an admission interview within the last 30 days

Returning Student (or Re-enrollment) Criteria

- Has had formal Tajweed training and/or can read from the Quran fluently with proper Tajweed
- Has memorized and retained, with proper Tajweed, at least three Ajza during the 2022-2023 NHA school term
- Is 9 years of age or older and/or in grade 3 or higher
- Has good parental support at home for doing hifz
- Is interested in doing hifz at Noor Hifz Academy
- Has completed a readmission interview within the last 30 days

Admission Process

- After an evaluation period of 2-4 weeks, the NHA staff will determine whether or not the student is a good fit for the hifz program
- As successful completion of the hifz program requires dedication and commitment from the parents as well as the students, they will be interviewed by the NHA Committee
- The parents are responsible for supplementing their child's journey with an appropriate academic program. Full-time hifz students typically opt for a charter school (e.g., Ocean Grove, Connecting Waters, or another homeschooling option of their choice)

Tuition*

Tuition payments are made through the auto payment option using MCA's Muntazim system.

Full-Time Hifz Program: \$440/month

Part-Time Hifz Program: \$250/month

Communication Guidelines:

General inquiries: hifzschool@mcabayarea.org

Administrative questions: sana.alhakim@mcabayarea.org

****A \$50 annual registration fee per student will be deducted starting August 1, 2023***

Tracking Student Progress

All parents will receive a daily progress spreadsheet (hosted on Google Sheets) at the start of each academic year. This is one of the main forms of communication between parents and teachers.

- Teachers make daily entries about student progress on their respective spreadsheet
- Parents are encouraged to check the student progress spreadsheet regularly
- Parents are encouraged to have monthly check-in meetings with their child's teacher, to discuss student progress and address any questions/concerns. This may be done virtually.

Guidelines for Remote Learning

Expectations from students:

- Start and end class promptly.
- Have the video/camera turned on **for the entire duration** of class.

Expectations from parents/guardians:

- Provide a designated space and an environment conducive to learning.
- Supervise the student's use of electronic devices (e.g., smartphones, tablets, laptops, etc.) during the virtual class time.

Hifz Completion

First Khatmah:

- The student completes memorizing all 30 Ajza of the Quran.
- There will be an in-school celebration upon hifz completion.

Post-Hifz Review:

- The student transitions to classes with our head tutor in order to further strengthen his/her hifz.
- The student remains enrolled in the hifz program **for a minimum of six months** before receiving his/her *Certificate of Achievement*.
- The student develops and submits a plan for maintaining their hifz before leaving the program.

End-of-Year Celebration

- Recognizes and celebrates our students' achievements
- Recognizes and appreciates our teachers' efforts
- Promotes our unique community program and attracts new students

Academic Calendar

First Day of School	August 1, 2023
Labor Day	September 4, 2023
Back-to-School Orientation & Mandatory Parents Meeting	September 13, 2023
Potluck Park Social (Weather Permitting)	October 14, 2023
Thanksgiving	November 22 – 24, 2023
Winter Break	December 18, 2023 – January 2, 2024
Martin Luther King	January 15, 2024
Back-to-School Orientation & Mandatory Parents Meeting	January 24, 2024
Parent-Teacher Meetings (Regular school day for students)	January 31, 2024
President's Day	February 19, 2024
Potluck Park Social (Weather Permitting)	March 2, 2024
Ramadan Schedule	March 11 – 28, 2024
Staff Deadline for Submitting the Number of Ajza Completed by Students during the 2023-2024 Calendar Year	March 28, 2024
Spring Break + Last 10 Days of Ramadan	March 29 – April 5, 2024
Eid-ul-Fitr Break	April 8 – 12, 2024
Last Day of School	May 17, 2024
Graduation & Alumni Celebration	May 18, 2024
Summer Break	May 20 – July 31, 2024
First Day of Fall 2024 Classes	August 1, 2024

Rules of Conduct & Behavior

Expectations from students:

- Attend classes regularly and on time.
- Promptly follow class instructions.
- Keep a physical copy of the Quran that will be regularly marked with recitation corrections.
- Complete the *Dor* (revision) and *Sabaq-Dor* (recent homework) regularly.
- Be mindful about cleanliness throughout the school day.
- Reserve eating for scheduled breaks, unless medically necessary. Sipping water during class is fine - please keep a water bottle with you.
- Respect teachers, classmates, and school property at all times. Remember to pick up after yourselves following breaks/recess.
- Refrain from engaging in disruptive, disrespectful, or dangerous behavior at all times.
 - Physical harassment, fighting, bullying, slurs, or foul language will not be tolerated.
 - Possession of any material that can cause harm to oneself or others in the hifz school environment is strictly prohibited.
- Refrain from using electronic devices (e.g., cell phones, tablets, laptops) during school hours without prior authorization and adult supervision.
- Remain in the classroom, virtual meeting room, and/or on school property until dismissed by the respective teacher.

Expectations from parents/guardians:

- If the student is unable to attend class for any reason, inform the respective teacher in advance of the class day. Failing to do so may result in an unexcused absence on the student's school record. For emergencies/unexpected circumstances, please inform the student's teacher or school administrator as soon as possible.
- Communicate any special needs/circumstances with the school staff/administration in a timely manner.
- Drop off and pick up the student on time.
- Track student progress daily
- Communicate with the respective teacher(s) regularly. Consider scheduling a mutually feasible time (either during scheduled breaks or outside of class time, to avoid disrupting them during school hours.)
- Use respectful language and behavior during all forms of communication.

Dress Code

All students must adhere to Islamic modesty principles.

Boys	
Permitted	Not Permitted
Shirt, sweater, thobe, kurta, or a similar upper garment with full-length pants	Shorts, sports jerseys, overly informal attire, tight-fitting pants, or clothes with graphics of people or animals

Girls	
Permitted	Not Permitted
Long-sleeved dress, jilbab, abaya, or similar garment with headscarf	Shorts, sports jerseys, overly informal attire, tight-fitting pants, or clothes with graphics of people or animals

Potential Measures for Improper Conduct & Behavior

- Students may be relocated within the classroom in order to prevent disruption of class activities.
- The parents may be contacted.
- Financial compensation for damage inflicted on other students or school property may be required.
- Students may be prevented and held back from participating in extracurricular activities.
- In the case of repeated or extreme cases, students may be suspended or even expelled.
- If a student has more than five unexcused absences during one semester, the NHA Committee will arrange a mandatory meeting with the parents to discuss the student's progress and any revisions to their hifz plans.
- Students may be dismissed early and sent home.

Teaching Guidelines

- Adherence to Tajweed rules must be maintained.
- Keep track of recitation errors in the physical copies of the Quran owned by the students.
- Class structure:
 - *Dor* (revision) is a priority, and students are expected to recite about half a Juz daily.
 - *Sabaq-Dor* (revision of previous lesson) must also be recited with quality.
 - *New Sabaq* (lesson) will only be assigned if the previous two categories are recited well.
- For any revision, a student who makes more than **three** recitation errors will be asked to review again.
- For the *New Sabaq*, a student who is partially successful may add the successfully recited portion to the next day's *Sabaq-Dor*.
- Tracking of student progress shall be done in each student's Google Sheet, which will be filled out daily.
- After memorizing a Juz, a student must recite the entire Juz in one sitting with no more than **three** recitation errors. Only after successfully reciting the Juz may a student begin memorizing a new Juz.

Homeschooling Resources

Charter Schools

Connecting Waters Charter School: <https://www.connectingwaters.org>

K12 CAVA: <https://cava.k12.com>

Ocean Grove Charter School: <https://www.ogcs.org>

Independent Homeschooling

<https://www.californiahomeschool.net/how-to-homeschool/>

<https://peachblossomsp.wixsite.com/homeschool>

Curriculum Programs

Brave Writer (Language Arts): <https://bravewriter.com/>
Calvert Homeschool: <https://www.calverthomeschool.com>
Curiosity Chronicles (History): <https://www.curiositychronicles.org/>
Elemental Science: <https://elementalscience.com/>
Lote Tree (History with an Islamic perspective):
<https://www.lotetreelearning.com/homeschooling/homeschool-curriculum>
Moving Beyond the Page: <https://www.movingbeyondthepage.com>
Singapore Math: <https://www.singaporemath.com/>

Email Groups

East Bay Muslim Homeschoolers: <https://eastbaymhs.wixsite.com/ebmh>
Silicon Valley Muslim Homeschoolers: <https://siliconvalleymh.wixsite.com/svmh>

Bay Area Homeschool Consultants

Sammer Lashin: sammerlashin@yahoo.com
Shaheen Rasheed: <https://soulfulstudies.wordpress.com/soulful-studies-services>

Tutoring Agencies

Andalusia Academics: <https://www.andalusiaacademics.com>
Club Z Tutoring: <https://clubztutoring.com>
Kumon: <https://www.kumon.com>
Sylvan Learning: <https://www.sylvanlearning.com>

Classes

Andalusia Academics: <https://www.andalusiaacademics.com>
A-Team Homeschool: <https://ateamhomeschool.com>
AOPS Academy: <https://santaclara.aopsacademy.org/>
Carrier Shell Curriculum: <https://carriershellcurriculum.com/>
Empower Academics & Athletics: <https://m.facebook.com/EmpowerAcademicsAthletics>
Engaging Math Circles: <https://www.emc.school/>
Online G3 (Gifted Classes): <https://www.onlineg3.com/>
Quantum Camp: <https://www.quantumcamp.com>
Youth Movement (PE Classes): <https://www.youthmovementgo.com/plans-pricing>

Acknowledgement Form

After reading through the NHA Handbook, please check all three boxes below. Then sign and date the form with signatures from the student and all parents/guardians before submitting to the school administrator and copying **hifzschool@mcabayarea.org**.

- We affirm that we have read and understood the NHA Handbook.
- We agree to abide by the hifz program policies, guidelines, and expectations as outlined in the NHA Handbook.
- We acknowledge that NHA reserves the right to update the NHA Handbook content.

Parent/Guardian 1: Full Name & Signature:

Parent/Guardian 2: Full Name & Signature:

Student: Full Name & Signature:

Today's Date:
