

HAMD
INSTITUTE



Full-Time Student Handbook

hamdinstitute.org

admin@hamdinstitute.org
281-656-8607

INTRODUCTION

We are excited to be a part of you and your child's journey to learn the Quran! The Quran is a book we are all obligated to learn and follow, and it comes with many blessings in one's life. Everyone at Hamd is looking forward to creating a loving atmosphere where our children will simultaneously learn and enjoy.

GOAL

To develop love of the Quran and Sunnah of our beloved Prophet (SAW) through learning the book of Allah. Our goal for our students is to not only memorize the Quran, but to also learn how to implement it in their daily lives by focusing on their tarbiyah.



SCHOOL POLICIES

Schedule:

Classes occur on a 12 month schedule, taking place on Monday through Friday 8:00am to 3:15pm. Students should arrive at school by 7:45am in order to ensure that the schedule begins on time. Students are expected to be picked up promptly at dismissal time at 3:20pm. Fridays are early dismissal days with school ending at 2:15pm. Any changes to the schedule or upcoming events will be communicated to the parents ahead of time. The academic calendar can be found at our website at hamdinstitute.org/academiccal.

Attendance:

Students should avoid being absent/late to avoid setbacks in their learning. Students who are absent or running late should notify their teacher and email admin@hamdinstitute.org in a timely manner.

Furthermore, students are required to attend the monthly family nights hosted by Hamd Institute as these events are beneficial towards their deen and tarbiyah.

Material:

Students should come prepared to school with their Quran, blue folder, and any other material provided by the teacher. Students should also bring a packed lunch, snack, and a reusable water bottle.

Uniform:

Parents are requested to ensure that students come to school dressed wearing traditional Islamic clothing and cap, with pants or long shorts underneath. The knees should be covered while sitting or standing. The undershirt should be a solid white, gray, blue, or black color. In order to uphold the emphasis our religion places on looking clean and presentable, we ask that students' clothes are clean and ironed before coming to class.

Students' hair and nails should be properly groomed, hygiene should be taken care of, and haircuts should be according to Sunnah. Additionally, only closed-toe shoes should be worn.

Students that violate the dress code will first be given a warning. If it occurs a second time, an email will be sent to the parents. The third time, they will not be allowed to sit in class unless they are brought a different shirt to wear.

Assignments:

Students are expected to complete work that they are assigned in a timely manner.

- Late assignments will have points deducted if received after the deadline. For each day that passes without the assignment being submitted, a letter grade will be deducted.
- Plagiarism and cheating is not accepted. If an assignment is found to be plagiarized, the student will get a failing grade on that assignment and may be at risk of failing the class.

Hifdh Progress Trackers should be signed by the parent every day. Failure to do so will result in a student being unable to progress to the next portion.

CLASS POLICY

- 1.** Students should always be courteous and maintain respect for all teachers, supervisors, and adults in the building.
- 2.** The student must be present and punctual for all classes and be seated in their assigned seats.
- 3.** Students must always keep their designated area neat and clean.
- 4.** No headphones, music, game devices, electronic devices, cell phones, or cameras are allowed at school. Students are expected to turn in their cell phones upon their entry to their school.

If students are caught with a device, the device will be confiscated and returned at the end of the day. Students caught with a device a second time will have the device confiscated and returned to them at the teacher's discretion

- 5.** All Salah must be prayed in congregation.
- 6.** Vulgar, inappropriate, or rude language is not permitted from students.
- 7.** Students who damage, destroy, vandalize, or steal school property or the property of others will be required to pay for losses or damages.
- 8.** If you see anyone break the rules, you must report it immediately. If you keep quiet about it, you may be held accountable.