



Noor Hifz Academy  
Handbook  
2024-2025

# 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 a full-time, in-person hifz program 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.

## **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 2023-2024 school year
- 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 continuing with 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 Noor Hifz Academy 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 at the time of (re)enrollment
- 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: \$450/month*

### **Communication Guidelines:**

General inquiries: [hifzschool@mcabayarea.org](mailto:hifzschool@mcabayarea.org)

Administrative questions: [sana.alhakim@mcabayarea.org](mailto:sana.alhakim@mcabayarea.org)

***\*A \$50 annual registration fee per student will be deducted starting August 1, 2024***

### **Tracking Student Progress**

All parents will receive a link to their child's 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.
- Parents are expected to check the student progress spreadsheet regularly and follow up, as needed.
- 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.
- There is a mid-year, in-person parent-teacher meeting.

### **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 achievement plaque.
- 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, 2024
Labor Day	September 2, 2024
Back-to-School Orientation & Mandatory Parents Meeting	August 21, 2024
Potluck Park Social (Weather Permitting)	October 12, 2024
Thanksgiving	November 27 – 29, 2024
Winter Break	December 23, 2024 – January 3, 2025
Martin Luther King	January 20, 2025
Parent-Teacher Meetings (Regular school day for students)	January 29, 2025
President's Day	February 17, 2025
Ramadan Schedule	March 3 – 14, 2025
Spring Break + Last 10 Days of Ramadan	March 17 – 28, 2025
Eid-ul-Fitr Break	March 31 – April 4, 2025
Staff Deadline for Submitting the Number of Ajza Completed by Students during the 2024-2025 Calendar Year	April 11, 2025
Last Day of School	May 30, 2025
Graduation & Alumni Celebration	May 31, 2025
Summer Break	June 2 – July 31, 2025
First Day of Fall 2025 Classes	August 1, 2025

## 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.
- Using electronic devices (e.g., smart watches, cell phones, tablets, laptops) during school hours is not permitted without prior authorization and adult supervision.
- Remain in the classroom (and 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 and 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.
- Please schedule meetings with teachers during a mutually feasible time (to avoid disruptions during school hours.)
- Use respectful language and behavior during all forms of communication.

## Dress Code

All students must adhere to Islamic modesty principles.

<b>Boys</b>	
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

<b>Girls</b>	
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](mailto: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](mailto: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:

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**Parent/Guardian 2:** Full Name & Signature:

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**Student:** Full Name & Signature:

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**Today's Date:**

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