



AL-QASIM
ACADEMY
2019

Policies and Procedures

Admission Policy

Admission to the Al-Qasim Hifz Program is based on the following:

- **Students will be enrolled on a first come, first serve basis**
- **Those interested in joining the Al-Qasim Hifz program must pass a Nazira (reading) test administered by the Principal.**
- **Students who register after the classes have been filled will be placed on a waiting list and will be contacted if and when space becomes available.**
- **Fees are to be paid in full at the time of acceptance of admission. Payment can be made in full by cash or cheque. (Please make cheques payable to Al-Qasim Consultancy Inc.)**
Please note that fees will not be refunded, in part or in full, for the month, if the office is not notified of a student's withdrawal by the 4th of each month. This includes withdrawal by parent, or removal by the school.
- **A charge of \$25.00 will be applied to all NSF cheques.**

Tuition Fee

The tuition fee for the Full Time Hifz Program is as follows:

- **\$285 per month per child**
- **Fee to be paid to Al-Qasim Consultancy Inc**
- **Fee must be paid in the beginning of the month**
- **Any cost incurred for the supplies (such as books, folders etc) will be paid by the student**

Attendance

The process of learning requires continuity. Regular attendance on the part of the student is an important component to their success in the program. When the process of learning is disrupted by irregular attendance, the student suffers a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their achievement cannot be fully assessed. Students are responsible for making up all assigned lesson's missed during an absence.

Punctuality

Students must be on time for class. Classes will commence at 8:45am. The students should be in the Masjid at least 5 minutes before class starts.

Any student who arrives late to class more than 3 times a month will face disciplinary action.

Hifz Rules

The following rules are to be adhered to by the students of Al-Qasim Academy in order to maintain a standard of excellency:

- 1. Students must have their own Qur'an with them at all times; as well, the same Qur'an must be used throughout the Hifz program.**
- 2. Students must mark the necessary Tajweed rules with the help of the teacher before class is dismissed**
- 3. Students should listen to the lesson that is to be memorized on cassette or the Internet so that Tajweed mistakes can be avoided.**
- 4. Students must recite the Holy Qur'an loudly and with a slow tone at all times. Oral recitation is essential for the best results.**
- 5. The Holy Qur'an cannot be memorized in a place of distraction; therefore, students should set up a study place where there are no distractions.**
- 6. 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 lessons.**

7. 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.

8. When practicing your revision, all tajweed rules must be taken into consideration and *mutashabihaat* (those verses which are similar) must be checked. Pay attention to all previous mistakes marked by Teacher. All mistakes should be repeated three times when reviewing.

9. Hifz lessons must be memorized at home before coming to class.

10. The Hifz lesson must be recited to the Teacher by 10 am. If the student does not know his lesson by this time, he will have to study two lessons the next day.

11. Students must complete Sabaq Para (the 10-15 most recent lessons) by 11:00am. If a student misses Sabaq Para, he must do his Sabaq Para before moving on to the new lesson the next day.

12. Students must complete their Daur (revision) between 11:00 am and 3:00 pm each day. If a student misses his daur, he must recite it to the teacher the next day before his new lesson.

13. If a student's Daur is weak, he will not be allowed to continue his Sabaq (new lesson) until his review is perfected.

14. If a student is not completing any of his work, lesson's will be stopped. It is of utmost importance that the student does not proceed in his memorization of new lessons until all previously memorized lessons are perfected.

15. In Sabaq (Daily lesson), students are not allowed to make more than 2 mistakes.

16. In Sabaq Para (last 10-15 lessons), students cannot make more than 3 mistakes

17. In Daur (revision), students are not allowed to make more than 3 mistakes in half a juz.

School Rules

1. Students are not allowed to leave the school premises at any time.

2. No eating or drinking is allowed in the Masjid (prayer area). It will be allowed only in designated areas in the center.

3. No playing in the Prayer Hall. Students are not allowed to argue and / or fight at any time.

4. All problems are to be reported to the teacher immediately. Parents are requested to contact their child's teacher if they have any concerns or problems.

5. Students are not allowed to go home at lunch time.

6. Students must prepare for Salah 10 minutes before Salaah time.

7. Students must follow the schedule strictly.

8. Students are to pick up their benches when leaving the class.

9. Students must come to class prepared with all necessary books and supplies.

10. When students are dismissed after class, they are to go straight home. They are not allowed to play in the Masjid, gym or outside the Masjid.

11. If a student will be late or absent from class, please notify through WhatsApp group.

12. Students are not allowed to bring the following to class: any electronic devices, such as MP3s, electronic games, etc., matches or lighters, or aerosol sprays. Use of cell phones is not permitted during class hours. Audio recorder to record the lesson may be allowed with the permission of the teacher.

13. At Al-Qasim, we have a zero tolerance policy with bullying. Any behavior or action which could disrupt the environment will not be tolerated.

The Board recognizes the following principles:

- (a) bullying adversely affects a student's ability to learn;**
- (b) bullying adversely affects healthy relationships and the school climate;**
- (c) bullying adversely affects a school's ability to educate its students;**
- (d) bullying will not be tolerated by any members of our Academy.**
- (e) bullying prevention will be promoted by all members of the organization.**

Dress Code

- 1. Students are required to wear a Jubbah or Shalwar Kameez along with proper Islamic headwear.**
- 2. Students are not allowed to wear clothes or sweaters with pictures.**
- 3. Students are not allowed to wear any jewelry**

Evaluations

Upon completion of a Juz, students will not begin the next Juz until the current one is perfected. Students will be evaluated after memorizing 1, 3 and 5 Juz. This will continue until the Qur'an has been memorized in its entirety. The Teacher may stop the student's Sabaq, if necessary, for the Evaluation.

There will be a Final Exam at the end of every year and will take place over the Course of 3 weeks.

Parents are encouraged to cooperate with their child's teacher in this matter.

Subjects

- **Hifz**
- **Tajweed**
- **Language: Arabic Nahw & Sarf**

Schedule

- **Monday – Friday 8:45 am – 3:00 pm**
- **Lunch: 45 min 12:00pm -12:45pm**
- **Class throughout the year except on the following days:**

- 1. Eid ul Adha and Eid ul Fitr**
- 2. Statutory holidays**
- 3. Last 10 days of Ramadan**
- 4. Winter break**
- 5. Spring**
- 6. Summer break**

(Please refer to calendar)

Parental Responsibilities

- 1. Please ensure your child arrives to class on time. They must be at the Masjid by 8:40 am.**
- 2. Please pick up your child on time. The Teacher and the Islamic Society of Markham will not be responsible for your child after the class finishes or 3:00 pm.**
- 3. Your child must spend at least 2 hours in the evening and 45 minutes in the morning before class to revise and practice their lesson. You are advised to set up a schedule to ensure your child is using their time wisely and sufficient time is allocated for their memorization.**
- 4. It is very important that your child gets adequate rest and has a healthy and nutritious diet. Cold drinks and ice negatively affect the voice and should be avoided.**
- 5. We encourage you to keep in touch with your child's teacher in order to know how your child is progressing. However, teachers cannot meet with parents during school hours. Please book an appointment to meet with your child's teacher via WhatsApp or by sending an email to al.qasim.academy.ca@gmail.com**
- 6. We encourage you to give priority to your child's memorization of Quran over any other activities at home. Students should review their Sabaq and Sabaq para over the week-end.**

7. After your child has completed the memorization of the Holy Quran, the student must remain in the program for at least 4 months in order to revise their Quran.

Guidelines for Best Results

The following are guidelines to follow in order to help with the memorization of the Qur'an:

❖ IKHLAAS

“Actions are but by intention and there is for every person only that which he intended...” (Bukhari and Muslim)

We must have the right intention. The only reason to memorize the Qur'an should be to gain the pleasure of Allah (S.W.T.)

❖ DU'AA

Success lies with Allah (S.W.T.). Only Allah (S.W.T.) can make the Qur'an easy to remember. Beg Him for His help to not only memorize it but also to remember it and apply to our daily lives. Ask others for du'a and make du'a for others who are memorizing.

❖ QUR'AN, YOUR COMPANION

More time will be spent with the Qur'an than with any other person or thing. The Qur'an should always be treated with love and respect.

❖ TIME

Time is very valuable, don't waste it. Memorizing the Quran is dependent on how well you make use of time. Your Quran should have first priority; everything should be planned around it. There should be a balance between memorizing, reviewing, activity and rest.

❖ MEMORIZE ONCE, REMEMBER FOREVER

Memorization of new lesson should be as perfect as possible. If it is not strong, difficulty will be faced when revising it. For some, fixing mistakes is harder than learning a new lesson.

❖ VOLUME

Memorization is a combination of seeing and hearing. Read in a volume that is loud enough for yourself to hear and this will speed up the process of memorization.

❖ NO NEED TO SPEED!

**While it is tempting to read quickly, the Qur'an should be read in "...slow, measured rhythmic tones."
(Surat-ul Muzzammil, verse 4). One should be able to understand and follow what is being recited. Recitation should be done with tarteel to make it stronger.**

❖ MINDSET

If the mindset is that memorizing the Qur'an is hard, or that the juz / surah / page is difficult, it will be hard. The mindset should be "Allah has made it easy and will make it easier to memorize, insha-Allah".

❖ READ, READ, READ!!

Memorization of the new lesson should begin with reading the lesson until one is comfortable with the page. This can be 8 times, 11 times, or 20 times...it all depends on the person memorizing. This will, by the will of Allah, speed up the memorization process and reduce the chances of making mistakes.

❖ Audio

Those who are auditory learners will benefit from listening to a reciter in order to memorize. This will help to become familiar with the lesson and reduce the possibility of making mistakes when memorizing.

❖ RESPECT OF TEACHER

How well one does in memorization depends on how well you listen to your teacher. One should be thankful to Allah for their teacher and should try to benefit from their experience. Their advice will always be for benefit, Insha-Allah.

❖ CONCENTRATION AND ENVIRONMENT

Both are linked to each other. The environment should be without distractions or noise and should allow for concentration. Distractions such as TV, movies, the Internet, and video games must be avoided.

❖ SHAITAAN, THE ENEMY

Shaitaan is constantly looking for ways to attack, especially those doing Hifz. We should seek refuge in Allah from Shaitaan. When one is being distracted, remember that these are mostly “waswasa” (whisperings) from Shaitaan.

❖ PATIENCE, PATIENCE, PATIENCE

“...O ye who believe! Seek help with patient perseverance and prayer; for God is with those who patiently persevere...”
(Surat-ul Baqarah, verse 153). It is important to not give up; continue to work hard and Insha-Allah you will succeed.