



# Darul Uloom Austin (DUA)

## **Student/Parent Handbook**

*This handbook contains a brief description of the rules, regulations and policies that the DUA administration expects the students and their parents to strictly follow. DUA Management will exercise its authority to see these policies implemented and observed by all. DUA programs are not licensed by DFPS.*



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## **Introduction**

The mission of DUA is to seek the pleasure of Allah by preparing the students to become Hafez-e-Quran who would become the future flag-bearers of Islam and achieve success in this life and in the Hereafter.

## ***DUA's Objectives***

1. To facilitate memorization of the whole Quran with Tajweed (rules of correct recitation)
2. To prepare Huffaz who can lead congregational prayers
3. To provide quality Islamic education
4. To preserve the Muslim identity of the student and cultivate in them a love for Islam
5. To provide an enriched and healthy social and educational environment
6. To motivate our students to strive for excellence and reach their full potential
7. To encourage cooperation between the home, school and community

## ***General Curriculum***

1. Reading Quran with Tajweed
2. Memorize the whole Quran
3. Practicing Islam and Manners
4. Performing Prayers
5. Islamic manners and values
6. Islamic History
7. Sunnah and Hadith
8. Discipline

## ***Tuition Fees and Scholarships***

- The tuition and fees for each child is \$225.00 per month. Tuition Fees must be paid in full by the 5<sup>th</sup> of each month.
- A full refund will be given if the registered child does not attend the Hifz School at all or attends for less than one full week.
- 50% refund will be given if the child attends for more than seven days but less than 14 days.
- There will be no refund for any child who has attended the Hifz School for more than 15 days.
- DUA has a scholarship program for those who cannot afford the full fees. Scholarships are available at.

## ***Age Requirement***

The child must be between the ages of 7 to 14 to attend the Hifz program. However, the Coordinator may accept students outside this age group based on merit and exceptional circumstances.

## **Schedule**

DUA class hours are as follows:

Monday – Thursday and Saturday: 8:00 a.m. to 2:00 p.m.

Friday: 8:00 a.m. to 12 p.m.



The teacher will be on duty to receive students from 7:45 a.m. to 8:00 a.m. Parents must not leave their child at school before 7:45 a.m. After 8:00 a.m. the student is considered tardy, and the parent/guardian/authorized drop-off person will be responsible for taking the children to his/her appropriate class.

## ***Student Release***

A student shall not be released from school at times other than regular dismissal hours except with office approval and sign-out procedures. Only those authorized by the parents are allowed to pick up students. Parents/guardians or authorized pick-up persons must pick up their children promptly by 2:00 p.m. Monday – Thursday and Saturday, and by 12 pm on Friday.

## ***Late Pick Up***

DUA will not be responsible for students who are not picked up by 2:15 p.m. Monday – Thursday and Saturday and 12 pm on Friday.

## ***Tardy Policy***

Punctuality is an essential element of a good work ethic. “Tardy” means the student is not in his/her class by 8:00 a.m. An adult must accompany any student who arrives after 8:00 a.m. to class.

## ***Excuse from Outdoor Activities***

Physical Education (PE) is an integral part of the total education of the child. In accordance with state standards we also schedule periodic recesses to give children the opportunity of getting fresh air and sunshine, which is essential to good health. It has been proven that PE and recess improve the academic achievements of students. We will not conduct outdoor activities when it is extremely cold or rainy. But weather permitting, children are expected to participate in all outdoor activities unless there is a health reason that prevents them from going outside. A parent/guardian may write a note to the teacher excusing one’s child from the PE class only if the child is not able to participate due to medical reasons stated by a professional doctor.

## ***Inclement Weather Days***

The School will close if there are extreme weather conditions. All efforts will be made to inform the parents/guardians in advance. Unless notified otherwise, parents should assume that the school will be closed if there are severe and disastrous weather warnings.

## **Health Services**

### ***Emergency Numbers***

Parental cooperation is essential in providing for student health care needs that may arise during the school day. This includes making sure that a parent or guardian can be reached in case of a child’s illness or accident. A telephone number at which a parent can be reached during school hours is required as well as an alternative number of a relative or friend. It is the parents’ responsibility to keep these numbers current.



## ***Illness***

Because we want to make our program as successful as possible, we must ask that children who are sick be kept home. A child may not attend school with a fever (100 degrees or higher) and must be fever free for at least 24 hours before returning to school. Lengthy illnesses may require a doctor's notification. A student will be sent home because of a health need if he/she:

1. Has a fever, has diarrhea, or vomits
2. Appears ill and is unable to do class work
3. Is suspected of having a contagious condition
4. Sustains an injury which needs medical attention
5. Has active head lice

If a child is ill and the parents cannot be reached or if the illness or injury is serious, the School will call 911 for emergency care.

## ***Contagious Conditions***

If your child has a contagious condition such as chicken pox, strep throat, measles, mumps, head lice, etc. the parent of the child should notify the school immediately. Children with a contagious condition must stay home from school.

## ***Injury***

While we do everything we can to avoid injuries, accidents do happen. If a child is hurt while at NAMCC, an incident report will be filled out with one copy being sent to the parents and one copy kept in the school.

## ***Medicine***

If at all possible, the child's medication plan should be given outside of school hours. If it becomes necessary for the student to take medicine during school:

1. A form should be signed by the parent or legal guardian stating:
  - a. The name of the child and teacher
  - b. The name of the medicine
  - c. Dosage
  - d. The time to be given
2. No student will be allowed to keep his/her own medicine.
3. Prescription medicine must be in the original pharmacy container and include all original labels.
4. The medicine will be returned home with the child daily.

## ***Immunizations***

In accordance with standards required by the Texas Department of Health, these immunizations are required:

- Polio: 3 doses (one on 4<sup>th</sup> birthday)
- Tetanus/Diphtheria, pertussis (DPT) 3 doses (one after 4<sup>th</sup> birthday)
- Measles, Rubella, mumps vaccines (1<sup>st</sup> birthday)
- Haemophilus influenza (between 18 months and 5<sup>th</sup> birthday)



- Hep B – series of three shots required for children born after 9-2-92
- TB skin test – highly recommended

It is the parent's responsibility to ensure that the student's immunization record is up to date.

## **Discipline and Student Behavior**

### ***Philosophy***

At DUA, we expect our students to demonstrate self control and high standards of moral conduct. The purpose of the student code is to develop in students a sense of responsibility, to aid their growth in self discipline, and to teach them to take responsibility for their actions. Students and their parents are expected to follow the school rules. The school staff provides guidance and reinforcement to students and their parents. The classroom teacher will take primary responsibility for student discipline. The classroom teachers will model and teach appropriate Islamic behavior. When students behave in the desired manner, the teacher provides positive feedback. When students behave inappropriately, the teacher constantly enforces the consequences. Appropriate disciplinary measures that may be taken by teachers, adult volunteers and monitors are: verbal reminders, redirection, time out, peer mediation, or school clean-up assignment. In the event of a serious violation such as fighting or direct insubordination, the referring adult must immediately fill out an office referral form.

### ***Classroom Rules***

Teachers will employ a system of discipline that is age appropriate for the students under their responsibility. They will develop and implement classroom rules in accordance with the school's goals, philosophy, and rules. The classroom rules will be positive rules; their number kept to a minimum. A well-disciplined classroom is one in which the students know and understand the importance of the classroom and school rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will reach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

### ***Teachers Responsibilities***

Teachers are responsible for but not limited to:

- Being an example of good moral character in both behavior and appearance
- Forming appropriate expectations for students
- Providing adequate supervision of all children in their class
- Providing functional and relevant instruction
- Setting the limits and consistently enforcing the school's standard of conduct

### ***Students Responsibilities***

Students are expected to (but not limited to):

- Show respect for themselves and others
- Follow the classroom rules and the directions of all school staff
- Keep hands, feet, and objects to themselves
- Use clean language and speak in an appropriate tone of voice
- Safeguard and protect all school, Masjid and private property



- Be honest and truthful
- Be prepared: report to class on time, bring supplies, homework and materials
- Keep the school clean
- Walk, rather than run, at all times inside the school building and Masjid
- Leave personal items at home

NOTE: The school reserves the right to take any toys, cosmetics or other personal items away from children. In such circumstances a note will be sent to the parents and the items can only be returned to a parent or guardian who comes to the office to pick them up. The school is not responsible for any personal items that are lost, stolen or broken.

## ***Corporal Punishment***

DUA teachers, staff, volunteers, etc. will not use or condone corporal punishment under any circumstances. This includes hitting, pushing, pinching, etc. If you feel your child has been abused, please contact the office immediately. We believe that physical punishment only reinforces bad behavior.

## **Parent Responsibilities**

Education succeeds best when parents, teachers and administrators work together in a strong partnership. The school staff asks parents to:

1. See that their children are well rested before coming to school
2. Show respect for school administrators and teachers
3. Provide their children a nutritious lunch and snack as well as offer them a healthy breakfast before school
4. Encourage their children to put a high priority on education
5. Stay informed of school activities
6. Become a school volunteer
7. Monitor their children's progress, and supervise and ensure completion of their homework
8. Abide by Islamic teachings in private and in public life and be a role model for their children

## ***Parent Involvement Policy***

We believe that Parental Involvement is a critical element of effective schooling. In support of the research that shows conclusively that increased parental involvement improves student achievement. We are committed to ensuring that parents have every opportunity to be involved in all aspects of their child's education. In furtherance of this goal, parents, teachers, students, administrators, and community members have agreed upon the following points:

- We will work closely with parents to develop strategies and techniques for assisting students with learning activities at home that support and extend the school's instructional program.
- Parents have the right to know what their children are studying in each classroom and teachers have the responsibility to communicate this to parents in a clear format. Parents also have the right to know about their child's academic progress and results on any assessment tests.





## **Parent Conferences**

Parents may request conferences with teachers, Coordinator, volunteers etc. in regards to their children anytime throughout the school. The School may also request the same.

## **Lunch and Snack**

Parents are responsible for supplying their child's daily lunch and snack. Nutritious food is encouraged. Parents should avoid sending sugarcoated food and sugar added drinks. Canned drinks or snack packs with metal tops are discouraged for safety reasons. If parents want to bring food or sweets to school to share with their child's class they must receive prior authorization. No homemade cakes, cookies or other food will be allowed at the School. All food, snacks, or sweets brought to the school must be store-bought.

## **Dress Code**

Parents must ensure their children arrive at school with appropriate clothing in accordance with the DUA dress code.

- Boys must wear loose clothing and topi
- Girls must wear hijab and jilbab
- No shorts, tight jeans or pants allowed for both boys and girls
- Boys must not shave their beard

## **Volunteer Helpers**

Volunteer helpers are greatly valued and needed at DUA. Community members and parents who would like to share their expertise with the school are encouraged to do so. We ask that all volunteers follow the following guidelines when volunteering.

- Volunteers must arrive promptly on their assigned days.
- Volunteers must notify a staff member in advance if they cannot be there at the appointed time.
- Volunteers must sign in the school office upon arrival and sign out upon leaving.
- Volunteers should make arrangements for their other children who are not students in order that they do not disrupt the classroom.
- Volunteers are required to dress appropriately and in accordance with Islamic principles when at the school.
- Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer for such activities, please provide the office with your name and phone number and specify the area in which you would like to contribute.
- The same rules shall apply to volunteers as to the teachers
- Parents who seek the success of this school are advised to cooperate with the school coordinator in developing an amicable environment.

## **Visitors**

- Parents wishing to visit the child's class with permission of the teacher



- Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil without the teacher's permission.
- A parent may not bring children or other adults with him/her except when the child is a prospective student.
- Parents may not send other children to school to spend the day or any part of it with their enrolled child.
- Other visitors must secure authorization from the Coordinator at least one day in advance

## **The School Organization**

The student population will be limited to a maximum of 30. Parents should contact the teacher for all issues related to their children and the program. The teacher will collect fees, teach classes, and provide feedback to the parents. DUA Board will appoint a coordinator who would oversee the Quran Hifz program and help the teacher whenever a need arises.



## Student/Parent Handbook

### Parent Acceptance of Handbook and School Rules

**We have read this handbook and reviewed the school rules with our child (children). We will abide by the school rules and all the provisions of the Student/Parent Handbook and we will impress upon our child (children) the necessity to follow the rules.**

I have read and understand all of the following policies and procedures:  
Please initial all of the following:

- Enrollment Requirements
- Registration Process
- Tuition Fees
- That full fees are due if 15 days of school are attended
- Immunizations Requirement
- School Hours
- DUA is not responsible for any child before 7:45 am and after 2:15 pm/12 pm on Friday
- Inclement Weather Days
- Policies concerning children with illnesses or contagious conditions
- Medicine Policy
- Discipline and Student Behavior Policies
- Parent Responsibilities
- Lunch/Snack/Food Policies
- School Dress Code
- Visitor Policy

**PLEASE SIGN THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE.**

Name of Student (Please Print) \_\_\_\_\_

Parent's / Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_