



Parent & Student Handbook 2023-24 School Year



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The revision log is a table segregated into four sections. The first column contains the revision number. The revision number provides a history of changes made to the document. The second column displays the name or initials of the person modifying the document. The third column provides an area to explain the revision. This section should contain the number of any work request type documents, i.e. PCR, requesting the revision. The fourth column displays the date the document was updated to reflect the revision.

REVISION LOG

Version #	Modified	Revision	Date Revised
Rev 1.0		Original Issue	
Rev 2.0	Tardy & Attendance Policy	Revised Issue	12/22/21
Rev 3.0	Tuition & Withdrawal Policy Connections Academy	Revised Issue	08/06/22
Rev 4.0	Discipline Policy	Revised Issue	05/15/23



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Maryam Quran Academy Information

Objective

Maryam Quran Academy (MQA) is a full-time Hifdh school providing Qur'anic education for boys and girls. Our objective at MQA is to instill a love and deep connection of the Holy Qur'an and to ultimately produce competent Huffaz, protectors of the Holy Qur'an. MQA delivers quality Qur'anic education by offering small class sizes, which allow students to focus and develop strong memorization and retention skills and an understanding of the message of the Holy Qur'an.

Vision

Maryam Quran Academy aims to be an exemplary Islamic Educational Institution by adhering to the tenets of the Quran and the Sunnah.

Mission

Maryam Quran Academy strives to accomplish its vision in achieving Islamic education excellence in the following ways:

1. Establish an excellent hifz educational program for each student.
2. Promote an environment that includes a wide range of activities for all students.
3. Teach basic skills and competency in accordance with the Quran and Sunnah.

Connections Academy (TCAH)

MQA is offering a unique blended 3rd Grade to 12th Grade course offerings through TCAH program. This is a unique way of bringing public school and online learning together in a way that works for the Hifdh students and their families. TCAH is part of the Houston Independent School District and available all over the state of Texas. It is delivered by Texas certified teachers specially trained in Online learning.

Academic Calendar

Maryam Quran academy mostly follows Fort Bend Independent School district (FBISD) calendar in terms of vacation and generic testing dates. Since this a private school we have more working days in comparison, and this is to maintain the overall quality of the Hifdh program. Please see the MQA calendar on our website for further reference.



School Hours of Operation

Regular school hours are Monday - Thursday from 7:55 a.m. to 3:40 p.m. and on Fridays from 7:55 a.m. to 12:15 p.m.

Students are not to arrive at school prior to 7:45 a.m. and are to be picked up within 20 minutes after dismissal time.

1. Scheduled No-School Days, Delayed Openings, or Early Dismissals - The annual school calendar lists all scheduled school closings.
2. Unscheduled No-School Days, Delayed Openings or Early Dismissals- School can be closed, open late, or dismissed early due to unfavorable circumstances such as disruption in water or power supply, heating failure, electrical problems, inclement weather, etc. As soon as a decision for unscheduled school closing is made, parents are notified through posting on the school website, email, text message, and / or phone call.



Maryam Quran Academy Policies

Attendance Policy

All students are expected to attend school regularly, unless prevented by acceptable reasons per school policy.

Acceptable and excused absence may be due to personal illness, sickness or death in the immediate family. Immediate family includes grandparents, mother, father, sisters, and brothers. For absences greater than 3 days, a formal excuse for absence note must be submitted within five days of absence in order to be excused. In case the absence is due to health reasons, the excuse note should be signed by the student's doctor. For other reasons, the excuse note should be signed by appropriate organization, parents or guardian, as applicable.

Students are required to have a minimum of **90% attendance rate per semester**. Excessive absences will result in the following disciplinary actions:

- In home suspension
- Meeting with the Admin/Principal
- Revisiting enrollment status

Regular attendance is an important component of this process and the evaluation of the student's achievement.

Cell phone policy

Students are not allowed to use cell phones during school hours unless permitted by teachers for instructional purposes.

Students are permitted to bring phones but they must be turned off and kept in their bags.

If a student is caught with a cell phone action as listed in "Discipline Policy" section will be taken.

No screens allowed in the hifz classrooms. Students are not permitted to work on TCAH homework during hifz.



Child Abuse Policy

The department of Human Services requires the administration to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs and alcohol. If a school staff member has cause to believe that a child has been or may be abused or neglected, he/she shall make a report not later than the 48th hours after suspected child abuse or neglect.

Code of Conduct

Maryam Quran Academy is committed to providing an exceptional hifz experience. An essential part of this mission is to promote the development of students with Islamic ethics and values.

All Maryam Quran Academy students must-

1. Be respectful to all employees, visitors, and fellow students at the school.
2. Be responsible for their behavior, academic performance and commitments.
3. Possess integrity in all their affairs.
4. Make their best efforts in class.
5. Abide by all the rules and procedures listed in the student handbook and set forth by their classroom teachers.

All Maryam Quran Academy parents must -

1. Engage in respectful dialogue at all times with any staff member or visitor on school grounds. All issues should be resolved via calm dialogue and while maintaining the respect and dignity of the other person.
2. Refrain from yelling, taunting, threatening, cursing, or any other abusive, demeaning or harassing communication, either in person, by email, text or phone or any other oral or written communication.
3. Refrain from threatening bodily harm or damage of property to any employee, visitor, or fellow parent/guardian at the school.
4. Refrain from disruptive behavior that interferes with classroom or school operations. This can include but is not limited to: class sessions, sporting or other special events on campus, morning drop off or afternoon pick up, etc.

In addition to the above clauses, Maryam Quran Academy reserves the right to define specific standards of conduct from parents for specific cases.

Communication with Parents

Maryam Quran Academy respects parents as major stakeholders and maintains open communication lines with them. Parent newsletters are sent electronically that contains



information on our accomplishments and upcoming events. Important notifications are also sent via email and phone.

Parents should log into their Quickschools account (our school management system) regularly to view their student's academic progress, tuition payments, and other important information.

Grievance Policy

Maryam Quran Academy is committed to work with all stakeholders in order to fulfill the mission of school. It is our policy to ensure a fair, effective, and consistent process for addressing grievances. Parents with concerns over a school-related matter are requested to adhere to the following:

1. If the concern is with a teacher and/or classroom service, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
2. If a resolution cannot be reached in a conference with the teacher, the matter should then be escalated to the school administration and principal.

Discipline policy

The goal of discipline is to help students develop inner controls so that they demonstrate appropriate social behavior. Parents are expected to work closely with their children for development of good disposition and responsible behavior. In order to implement the policy, 3 different levels are established in the tables below. As a parent, please go through the policy and help your child be aware of the consequences.

MQA reserves the right to apply the discipline policy at our discretion.

Level 1 (Intervention led by MQA Teachers)	
Student Behavior (including but not limited to)	Intervention
<p><i>Behavior does not significantly disrupt the learning environment.</i></p> <ul style="list-style-type: none"> ● >3 Tardies ● Disturbing Class ● Eating/Drinking during class without permission ● Excessive talking during class out of turn ● Excessive horseplay ● Minor disrespect to fellow students and their property ● Using a cell phone/device during school hours without permission ● Improper dress code/not in uniform ● Lying ● Sleeping in class ● Wandering during class time ● Excessive bathroom visits 	<p>Teacher will explain to student:</p> <ul style="list-style-type: none"> ● What he/she is doing wrong and how it is impacting others. ● What is the appropriate behavior? Review expectations ● What will be the consequences if behavior is repeated <p>Sequence of Intervention</p> <ul style="list-style-type: none"> ● 1st Offense: Verbal reminder; Documented in QS, not emailed to parents ● 2nd Offense: Disciplinary Write-Up documented on QS, emailed to parents ● 3rd Offense: Disciplinary Write-Up on QS; Lunch & Recess Detention, Reflection activity/ letter of apology during detention
Level 2 (Intervention led by MQA Admin & Teacher)	
Student Behavior (including but not limited to)	Intervention
<p><i>Behavior significantly disrupts the learning environment</i></p> <ul style="list-style-type: none"> ● Persistence with Level 1 Infractions <ul style="list-style-type: none"> ○ continues to repeat Level 1 behavior after 3rd offense Skip to 2nd offense ○ Student has received 2 lunch detentions and similar infractions continue to occur without change. - skip to ISS ● Misusing others' / school property ● Inappropriate interaction with opposite gender ● Inappropriate language ● Leaving classroom without permission ● Forgery of school records/ parent note ● Cheating/academic dishonesty on assignments including using AI, internet, or any other unauthorized assistance ● Stealing or minor theft ● Encouraging/discussing of use of alcohol, tobacco or illegal substances and items ● Demotivated/Lack of interest to continue program 	<ul style="list-style-type: none"> ● 1st Offense: Disciplinary Write-Up documented on QS, emailed to parents ● 2nd Offense: Lunch & Recess Detention, Reflection activity/ letter of apology during detention ● 3rd Offense: ISS (In School Suspension) <p>All documented in QS as Disciplinary Write-Up and emailed to parents</p>

<ul style="list-style-type: none"> ● Not Progressing according to Hifz Progress Guidelines ● Misbehaving before, during and after prayer 	
Level 3 (Intervention led by MQA Principal, Admin and Teacher)	
Student Behavior <i>Behavior disrupts the learning environment and safety of others</i> <small>(including but not limited to)</small>	Intervention
<ul style="list-style-type: none"> ● Persistence with Level 2 Infractions <ul style="list-style-type: none"> ○ continues to repeat Level 2 behavior after 3rd offense ○ Student has received 2 ISS and similar infractions continue to occur without change. - skip to 2nd Offense ● Disrespecting staff/teachers ● Bullying/harassment/intimidation ● Using vulgar, racial, or offensive language ● Violence harmful to teacher/staff/students ● Fighting/physical aggression ● Communicating threats ● Cheating in Juz Tests ● Sexual comments/conducts ● Possession of sexually oriented materials, including novels and magazines ● Pulling/playing with safety camera/systems/fire alarms ● Vandalism - deliberate damage to property ● Possession or use of alcohol, tobacco or illegal substances and items 	<ul style="list-style-type: none"> ● 1st Offense: ISS (In School Suspension); Reflection activity/ letter of apology ● 2nd Offense: Out of school suspension (1-5 days, more if needed) ● 3rd Offense: Expulsion ● Expulsion after 2 OSS in separate incidents <p>All documented in QS as Disciplinary Write-Up</p>

Dress and Hygiene policy

School attire should be clean, modest, loose fitting, and comfortable. Hair should be clean, free of lice, and well groomed. Nails must be short, clean, and free of polish.

Boys: Thobe over shirt and pants, sock

Girls: Abaya or Modest attire, socks, hijabs should be properly secured and not show hair or neck. No makeup, press on nails and nail polish, fake eyelashes, etc are allowed.

Consequence for Violation of Dress Code: Per Discipline Policy. If dress is deemed inappropriate parents are contacted to bring in change of clothes per school uniform code and have their student change into it.



Drop-off and Dismissal Policy

1. Students must be dropped off **not earlier than 7:45 A.M.; and picked up within 15 minutes after dismissal time which is at 3.30 P.M.**

Emergency Procedures for an accident

1. If an accident happens to a child at school premises, teachers or teacher's aides immediately attend to the child and notify the school administration.
2. The injured child is not left alone. If the school administrators are not within access of voice, the teacher may send another child to notify him/her.
3. Appropriate first aid treatment is given to the child, and parents are called as needed.
4. 911 is called in case of a serious accident. If the injured child needs to be taken to the emergency room and parents are unavailable, a staff member accompanies the student.
5. A staff member supervises class in case the teacher steps out to attend to the injured child.
6. The injured child is kept under supervision and moved to a quiet area as appropriate.

Enrollment Policy

Maryam Quran Academy does not discriminate based on sex, race, creed, religion, disability, gender, age, or political belief.

Required Documents

The following documents must be provided in order to enroll a student at school.

1. Completed Registration Forms
2. Birth certificate
3. Complete and updated immunization records validated by a physician or public health clinic.
4. Social security card
5. Complete records from previous school. These include:
 - a. Official transcript, report card, or progress report signed by the administration of the previous school
6. A statement, book card, withdrawal form, or computer card clearing the student's records from the previous school

At the time of registration, parents are required to furnish emergency numbers which include parents' work number, doctor's phone number, and a friend's/relative's phone number. This information helps us to contact parents in case of a child's illness or any other emergency. Parents are required to notify the school office immediately for change in address or phone number.



Fee schedule

Tuition can be paid in yearly, or in equal monthly installments. Tuition schedule for regular students is as follows.

FEE TYPE	AMOUNT DUE
Registration Fees	\$180
Monthly Tuition 1 st Child	\$500* or \$550** or \$650***
Monthly Tuition 2 nd Child Discount	-\$55
Monthly Tuition 3 rd + Child Discount	-\$105

*Hifdh only

**Academics only

**Hifdh & Academics

Field Trips

Maryam Quran Academy recognizes that field trips can be an integral component of a student's educational experience. However, a field trip must be more than just an enjoyable, supplemental experience. Field trips are to be directly tied to the academic program. A field trip shall be:

1. a means to apply learning in the field; and/or
2. a means to conduct research; and/or
3. a means to work directly with original source materials; and
4. curricular in nature.

MQA administration will determine the frequency and content of class field trips. Each student must secure the permission of his/her parent(s) and/or guardian(s) before participating in such activity. Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation. All requests for field trips must be submitted to the MQA administration in a time frame.

Parent Teacher Conferences



Parent-Teacher Conference days are held four times a year (quarterly) and are a great opportunity for parents to learn about their child's academic progress. Additional parent meetings may be held at any time throughout the year by appointment to discuss school-related issues. Though the student's teacher is usually the best person to address a parent's concerns, parents may also seek an appointment with the principal or coordinators.

Recess / Lunch

Lunch is 25 minutes during which students are required to sit and eat for 15 mins; 10 mins at the end of lunch are allowed for play. An additional 30 minutes of free/play time is scheduled at the end of the day. Lunch is held from Monday - Thursday from 11.15 A.M. to 11.40 P.M. It is important that children be properly dressed for outdoor activities. They should wear appropriate outerwear and shoes.

In case lunch is brought from home, Microwaves are available for only warming student lunches. Food must be brought in non-breakable bottles and food containers; items wrapped in aluminum foil are not microwaved. Please provide appropriate utensils with your child's lunch. All food items should be halal and healthful. We strongly discourage non-nutritious and "junk" foods.

Students are expected to be at the best of their behavior during lunch and recess. Our discipline policy applies during lunch and recess times as well. Students are expected to pick up their own trash. They are also expected to remain within the cafeteria or designated lunch areas during lunch periods.

It is the responsibility of parents to notify school of any food allergies. If a medical problem requires special dietary arrangements, staff must be notified in writing.

Recess and Lunch Detention

Lunch or Recess Detentions may be given to students who do not exhibit expected behavior, are rude to any of the staff, teachers, or peers, and/or do not submit assignments in a timely manner.

Report Cards

Report cards are released through Quickschools Parent Portal electronically at the end of each term. Printed report cards are not distributed.

Transcript Legends

The following grading legends are used:



Numerical Grades

Letter Grades

GPA Scale

90-100	A	4
80-89	B	3
75-79	C	2
70-74	D	1
60-69	F	0

Inc = Incomplete

Conduct Grades

E = Excellent

U = Unsatisfactory

S = Satisfactory

NA = Non-Applicable

N = Need Improvement

Responsibilities of Parents

At Home:

Parents are their children's first and most important teachers. At home, parents may:

1. Establish high expectations for their children.
2. Inculcate the importance of hard work and responsibility for learning in their children
 - Create a home environment that supports learning
 - Review school rules and discuss them with their children

At School:

Developing positive working relationships with their children's teachers and school staff by:

1. Participating in parent-teacher conferences to learn about their child's performance and the curriculum the class will be expected to learn.
2. Informing school staff if their child is having difficulty at home or in school, seeking help when needed.
3. Cooperating with the school in resolving problems.
4. Attending school events to get acquainted with people important for their children's success.
5. Keeping informed of school policies and procedures.

Sickness Policy



1. Students showing any one of the following conditions are not allowed to attend school till their condition returns to normal and stays stable for 24 hours.
 - Contagious Disease
 - Fever over 100 degrees Fahrenheit
 - Vomiting or Diarrhea
 - Accident Requiring Medical Attention
2. Parents of a student who has contracted a contagious disease are required to notify school.
3. Maryam Quran Academy does not have a full-time nurse on site and does not offer special education services. School may decline admission to a child with medical conditions such as severe asthma, diabetes, seizure disorder, etc. In case the student's ailment is mild in nature and is thus accepted at Maryam Quran Academy, it is the parent's responsibility to educate school staff on ways to deal with the condition during school hours. Parents should ensure that all required medication is submitted to the school along with clear instructions for its use. All medication should be in its original prescribed bottle by the physician.
4. In case of accident or illness, parents of the child are called immediately. In serious cases, the child may be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents are called as soon as possible.
5. In order to minimize the spread of infectious disease children are required to wash their hands before and after eating and toileting. Proper hygiene etiquettes are followed consistently and should be enforced at home by parents and guardians.

Tardiness Policy

School start time from M-F is from 07.55 am. Students are marked tardy for arriving after 08.10 am. The tardy time may be extended for 5-15 minutes in case of heavy traffic/ reported accident through official sources. Tardy exceptions are made only for a doctor's note, court notice, or other reason approved by the school administration. Consequences are as follows:

1. Five unexcused tardies in a school year are attributed to unusual circumstances and thus overlooked
2. If the tardies continue, then the following disciplinary actions will be taken:
 - In home suspension
 - Meeting with the principal
 - Revisiting enrollment status
3. Once the new semester begins, the tardy policy is restarted

Withdrawal Policy



The school reserves the right to revoke enrollment of a student at any time due to reasons such as disciplinary issues, poor academic performance, outstanding dues, or lack of cooperation from parents.

Before the withdrawal decision is made, each student is allowed to make a transfer request to another class. This request is granted only once during the entire time spent in MQA if there is space in the requested class and if the teacher approves the request. Even after the transfer is made, if the student is not able to adjust to the new class or other reason then withdrawal application is granted upon the request of the parent.

Parents must adhere to the policy below for withdrawing a student from Maryam Quran Academy:

1. One withdrawal form must be filled out per student withdrawing which can be found in the Quickschools Portal.
2. For parents/guardians who decide to withdraw student(s), a **60-day written notice is required.**
3. The student will remain in the School's system (Quickschools) until the withdrawal date is provided by the parents/guardians either on the withdrawal notice or the withdrawal form.
4. There will be **no refund** on the tuition or any other fees for the two months during which withdrawal notice is given.
5. Parents/guardians will be financially responsible for the tuition and fees based on the above policy, without regard to the reason for withdrawal. **There will be no exceptions.**

Withdrawal Procedure

Complete the Withdrawal Form electronically found in the Quickschools portal or emailed upon request.