

ICP Maktab Handbook

MISSION OF ICP Maktab:

The goal of the ICP Maktab is to provide students with Quran education, entailing learning how to read the Quran, memorization, tajweed, and more.

EXPECTATIONS - STUDENT CONDUCT:

- Abide by rules and regulations in this Handbook.
 - Be courteous and respect others. This refers to both classmates and staff.
 - Respect the property of the Masjid and the property of others.
 - Behave responsibly.
 - Attend class regularly – attendance is monitored and critical for success.
 - Be on time – tardiness will have consequences.
 - Come to class prepared; bring all necessary materials to class
 - Dress according to the dress code and come to maktab well groomed.
 - Cooperate with teachers and staff in maintaining order, safety and discipline.
 - **There is zero tolerance for bullying.**
 - Know that fights or altercations will not be tolerated; always be civil and good mannered.
 - Disciplinary actions will be taken as noted in the 'Discipline' section below.
 - **All students are expected to adhere to these rules and maintain discipline at ICP Maktab. Failure to do so could result in removal from the Maktab.*
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EXPECTATIONS - PARENTS/ GUARDIANS:

- Read the Student/ Parent Handbook with the child and encourage him/her to adhere to these rules and regulations.
 - Be actively involved in their child's Islamic education
 - Encourage and support their child to establish a positive attitude toward Islamic education, discipline and faculty/ staff.
 - Bring their child to maktab on a timely basis
 - Communicate with teachers, and administration as needed to ensure the success of their child.
 - Respect teachers, staff and other parents.
 - Respond to any communication sent by maktab administration or teachers
 - Adhere to appropriate drop-off/ pick-up procedures and timings
 - Provide emergency contact information and be reachable during maktab hours for any emergency.
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MAKTAB TIMING AND DROP-OFF/ PICK-UP POLICY:

- Maktab will start at 5:00 pm year-round. Students are expected to be ready for class at 5pm.
- Parents must pick up their children by 7:00 pm. During times of the year where salaah timings overlap or are adjacent with Maktab start and end timings, it is strongly advised for students to attend those salaah and also for the parents to attend with them (this is a great way to further the child's Islamic education).
- If parents frequently pick up or drop off their students late, a parent meeting will be scheduled with the principal to discuss.
- Parents are requested to be especially careful while driving near the maktab premises

DISCIPLINE:

Using abusive language, disrespecting faculty/staff or fellow students, physical assault, vandalism of maktab or Masjid property – are examples of disruptive behavior that are not permitted. Such behavior may result in suspension from the maktab or other penalties. The following is the policy for disciplinary actions in that given order:

- Verbal warning by the teacher
- Referral to the principal's office and parent meeting
- Suspension
- Expulsion

DRESS CODE:

GIRLS:

Should include either long sleeve top with a long skirt or loose pants or abaya. Leggings, tight pants/jeans and short tops are not allowed. Any traditional clothing must follow similar guidelines. **Need to wear a hijab.**

BOYS:

Should wear loose pants (not too baggy where they fall off waist), **no shorts**, and no sleeveless shirts. **Shirts should not have pictures or inappropriate messages.**

ATTENDANCE/TARDY POLICY:

Absence without notice and approval for three class days may lead to termination from the Maktab. All leaves of absence should be obtained in advance by filling out the leave of absence form and receiving approval from the principal.

The expectation is for each student to be on time for each class. If a student is tardy for three class days, parents/guardians will be contacted for a meeting. If the student continues to be tardy after the third time, he/she will be withdrawn from maktab.

Each student takes up a valuable spot in the Maktab. When a student is consistently absent and/or tardy they are doing injustice to another student that couldn't attend Maktab due to the continual waitlist and the increased attention required from the teacher.

EMERGENCY CONTACTS:

Parents must provide a contact number and ensure someone can be reached by phone during maktab hours in case of an emergency. If parents are unavailable, they must designate someone for emergency contact. In case of emergency, calls will be made in the order listed on the registration form.

MODE OF COMMUNICATION:

The primary mode of communication, except for emergencies, is via WhatsApp. Please join the group using the following link: [ICP Maktab Parents Grp \(https://chat.whatsapp.com/LZWHliW59ozAciDn66mmda \)](https://chat.whatsapp.com/LZWHliW59ozAciDn66mmda). Parents/guardians, please be certain that your cell phone number is correct. It is your responsibility to read the WhatsApp group regularly to get the latest information.

ELECTRONIC DEVICES/ TOYS:

Cell phones and other e-devices are NOT allowed in the classroom. If a student possesses a device, it should be stowed away in their backpack at all times except when awaiting pickup. Also, toys are not allowed unless provided by the staff for recess/play time. Teachers will confiscate devices and toys if they are taken out by students. Please ensure this policy is made very abundantly clear to your children.

TEXTBOOKS:

Included in the Maktab fees are books provided to the students. These books should be taken home by the students for revision and practice. Students are required to bring their own Quran so the teachers can make markings for lessons.