



Student Name: _____

HIFZ STUDENT HANDBOOK 2025-2026 SCHOOL YEAR

Welcome to the Hifz Program at Al Bayan Learning Center!

We are thrilled to embark on this exciting journey of growth and learning with your child. The Al Bayan staff is dedicated to providing your family with an inspiring and enriching experience throughout your child's hifz journey and academic online schooling. Our enrollment packet, thoughtfully compiled by our team, offers a comprehensive guide to the various policies and expectations set forth for our students. We encourage you to use this packet as a reference tool and reach out to our office staff via phone or email if you have any additional questions. Once again, welcome to our school, and we look forward to a fulfilling partnership with you and your family.

HIFZ GUIDELINES FOR PARENTS

Parents play a crucial role in the education of their children, and we believe that a collaborative effort between teachers and parents is essential for the long-term success of your child. At Al Bayan Learning Center, we ask our parents to monitor their child's homework and provide support at home to help their children succeed academically. Hifz students require extra attention and support to excel in their Quranic studies. To ensure that our students are progressing and achieving their goals, we request that all hifz students dedicate a minimum of 90 minutes daily to complete their Quranic assignments. It is the responsibility of parents to ensure that their children are keeping up with their assignments by actively using the Daily Planner, which is designed to help monitor their progress, track the time spent, and provide necessary guidance. We encourage parents to actively participate in their child's education by reviewing the Daily Planner and providing a signature upon completion.

Let's work together to help our hifz students achieve their full potential and become knowledgeable and devout members of our community. We have established a strong relationship between our staff and parents, which has created an environment for success. Research in education shows that parental interest and involvement in school activities have a positive effect on their children's

achievements. As parents and guardians, your attitudes and actions can help your children learn better, know more, perform well in school, function better in society, and develop a positive attitude toward learning.

We encourage and invite your participation in your children's educational growth. Visiting your child's school and involvement in parent organizations are great opportunities to become more aware of and make contributions to your child's education. Home-school relationships are an essential building block for the knowledge, skills, and attitudes children need to develop their full potential as adults.

STUDENT CODE OF CONDUCT

At Al Bayan Learning Center, we strive to cultivate a school environment rooted in Islamic values—respect, responsibility, and integrity. We believe that proper behavior is essential to both academic success and spiritual growth. All students are expected to uphold the principles of good character (*ikhlaaq*) and conduct themselves in a manner that reflects the teachings of Islam. During school hours and at school-sponsored activities, students are expected to:

- Be punctual and prepared each day with the necessary materials and a focused mindset.
- Demonstrate respect for all teachers, staff, peers, and school property.
- Follow classroom rules and teacher instructions at all times.
- Refrain from using inappropriate language or engaging in disruptive behavior.
- Avoid any form of bullying, teasing, or exclusion. Any incidents must be reported immediately to a trusted adult or staff member.
- Encourage and support fellow students, helping to create a positive and inclusive learning environment.
- Use their time wisely, staying on task and avoiding distractions that hinder learning.
- Take responsibility for their actions and choices, both in and out of the classroom.

We ask students to carry themselves with dignity and strive to be role models for their peers. Their behavior should reflect the values they will one day want to be remembered for. Regular attendance and consistent effort are not only essential to academic achievement but are also a trust (*amaanah*) shared between the school, students, and their families.

Disrespectful or harmful behavior—whether toward teachers, peers, or school staff—will not be tolerated. In cases where conduct does not improve after clear communication and support, the school reserves the right to suspend or cancel enrollment after the second formal warning. By adhering to these expectations, students will strengthen both their academic potential and their moral character—qualities that are essential for success in both this life and the Hereafter, *insha'Allah*.

Harassment & Speech Conduct Policy

At Al Bayan Learning Center, the use of racial slurs, profiling, or any form of harassment is strictly forbidden. These behaviors directly contradict the sunnah of the Prophet Muhammad (ﷺ), who taught dignity, justice, and compassion for all. A Hafiz of the Qur'an carries the responsibility of upholding noble character not only in memorization but in action—through speech, tongue, eyes,

hands, and heart. Joking in a manner that humiliates, mocks, or belittles others is a form of harassment and will not be tolerated.

In June 2025, a full staff workshop on harassment was conducted, attended by Hifz staff, and this remains an area of zero tolerance. Any student—especially one enrolled in the Hifz program—engaging in such behavior will face immediate disciplinary action.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

UNIFORM POLICY

At Al Bayan Learning Center, we uphold a mandatory uniform policy for all students. This policy is an essential part of maintaining a respectful, focused, and cohesive learning environment. Wearing a uniform encourages a sense of unity, reduces distractions, and fosters school pride.

Important Notice

The uniform policy will be strictly enforced from the first day of school. Students are expected to arrive in full uniform each day. Your cooperation is crucial in helping us maintain these standards.

Uniform Guidelines

- **General Requirements:**

All students must wear clean, neat, and appropriately sized uniforms. Uniforms should be free of logos, characters, or decorative elements unless specified.

- **Where to Purchase:**

Uniform items can be conveniently found at Children's Place, Target, Kohl's, Walmart, and similar retailers.

Uniform Expectations Promote:

- A sense of belonging and school identity
- Reduced peer pressure and distractions
- A focus on learning, not appearance
- Respect and professionalism in school culture

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Girls' Uniform:

Shirt: Knee-length long sleeve **navy blue** dress (no other color will be accepted).



Pants: Girls Uniform Wide Leg Chino Pants in the color '**Sandy**' (no other color will be accepted).



Shoes: **Black** tennis shoes, oxfords, loafers, or sneakers (no other color, and no open toe shoes or high heels will be accepted)

Hijab: 2-piece solid **navy blue** hijab (no other color, long, rectangle, or shawl hijab will be accepted)



Sweater: **Navy blue** sweater (no other color will be accepted)



Jacket: **Navy blue** jacket (no other color, no hoodies will be accepted)



Boys' Uniform:

Shirt: Solid navy blue shirt (no other color, stripes or patterns will be accepted)

- Shirts worn underneath must be plain navy blue.
- Shirts must have a collar or be a button-down style, short or long-sleeved.
- All front-buttoned shirts must be buttoned and tucked in.



Pants: Stretch straight chino pants in the color 'Sandwash' (no other color will be accepted).



Sweater: Navy blue sweater (no other color will be accepted).



Jacket: Navy blue jacket (no other color, no hoodies will be accepted).



Shoes: Black tennis shoes, oxfords, loafers, or sneakers (no other color, and no sandals, slippers, or flip-flops will be accepted).

TUITION POLICY

At Al Bayan Learning Center, we are committed to making the tuition payment process as clear and manageable as possible for our families. To accommodate different financial needs, we offer two payment options:

- **Annual Payment** – Tuition may be paid in full at the beginning of the school year, with a 3% discount applied.
- **Monthly Payment** – Tuition may be paid in ten equal monthly installments, due on the 1st of each month, beginning the month after enrollment or as agreed with the administration.

Payment Methods

Families may choose from the following payment methods:

- **Cash or Check (In-Person):**
Parents may drop off cash or checks directly to an administrator during school hours.
No processing fees or surcharges apply.
- **Credit/Debit Card Payments (via Alma Parent Portal):**
Card payments may be made through the Alma portal for your convenience.
Please note: a processing surcharge will apply to all card transactions due to encryption and payment gateway fees.

Please note: ACH (automated bank withdrawal) payments will no longer be accepted due to processing issues experienced last year.

Additional Reminders

- A \$30 service fee will be applied to any returned checks.
- A \$25 late fee will be charged for payments received after the due date.
- Tuition is non-refundable and cannot be prorated based on attendance. Families are responsible for the full 10-month tuition, regardless of the number of days attended, unless a formal withdrawal occurs.

We understand that tuition is a meaningful investment in your child’s education, and we deeply appreciate your commitment and timely payments. If you have any questions or need assistance with the payment process, please do not hesitate to contact the administration.

Financial Responsibility Agreement

By enrolling my child at Al Bayan Learning Center, I understand that I am entering into a binding financial agreement with the school. I agree to fulfill all tuition and fee obligations as outlined. I understand that in the event of withdrawal or dismissal, I remain responsible for the tuition of the current month, plus the applicable withdrawal penalty. I also authorize the school to charge my stored payment method for any unpaid balances and understand that records, report cards, or transcripts will be withheld until accounts are paid in full.

Parent Signature: _____ **Date:** _____

Al Bayan Learning Center - Credit Card Authorization Form

Section 1: Payment Authorization

I, the undersigned, authorize Al Bayan Learning Center to charge the credit/debit card listed below for:

- Monthly tuition payments (if selected as my payment method)
- Any unpaid balances resulting from tuition, fees, or penalties
- Withdrawal penalty fees or outstanding charges upon early withdrawal
- Late fees or returned check fees, if applicable

I understand this information will be kept securely and used only with my consent as outlined in this agreement.

Section 2: Credit/Debit Card Information

Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Parent/Guardian Name:

Student(s) Name(s):

Phone Number:

Email:

Cardholder Name (as it appears on card):

Billing Address:

City:

State:

Al Bayan Learning Center - Credit Card Authorization Form

Zip:

Card Number:

Expiration Date (MM/YY):

CVV (3 or 4 digit code):

Cardholder Signature:

Date:

Section 3: Agreement and Signature

By signing below, I authorize Al Bayan Learning Center to charge the card above for the amounts specified.

- This card will only be used for tuition, applicable fees, or unpaid balances.
- This authorization will remain in effect during my child's enrollment unless canceled in writing.
- Changes to card details must be provided in writing prior to billing.
- Declined transactions may incur service charges and must be resolved immediately.

I acknowledge my responsibility to fulfill all financial obligations to the school.

WITHDRAWAL POLICY

At Al Bayan Learning Center, we are committed to upholding the integrity of our academic programs, supporting our dedicated staff, and maintaining the facilities that serve our students. To ensure the financial stability required to provide these services, the following policy applies in the event of a student's withdrawal or dismissal.

- Tuition is non-refundable. If a student withdraws or is dismissed for any reason, any tuition that has already been paid will not be refunded.
- The full tuition for the month of withdrawal or dismissal remains due, regardless of the number of days the student was present that month.
- Families who withdraw during the school year will incur a withdrawal penalty equal to one additional month's tuition, which will be added to their final balance.

To help ensure a smooth transition, we ask that parents notify the school administrator at least ten (10) days in advance of the intended withdrawal date. This notice allows us to make the necessary arrangements for classroom adjustments and administrative processing.

All non-tuition fees and outstanding balances must be settled by the time of withdrawal. This includes, but is not limited to, resource fees, hot lunch balances, library fines, or damaged materials.

Please be aware that formal withdrawal does not cancel the financial obligations agreed upon in your signed enrollment contract. All financial accounts must be cleared through the business office before any official records, transcripts, or transfer documents can be released.

We understand that changes in circumstances may occur and appreciate open communication with families. If you are considering withdrawal, we encourage you to speak with an administrator as early as possible so we can support you through the process.

Parent Signature: _____ **Date:** _____

HEALTH POLICY

To help maintain a safe and healthy environment for all students, we ask that parents perform a daily health screening at home before bringing their child to school. Please check for any of the following symptoms:

- | | |
|---|---|
| <input type="checkbox"/> Body aches | <input type="checkbox"/> Loss of taste or smell |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Rash |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Shortness of breath |
| <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Temperature of 100°F or higher |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Vomiting |
| <input type="checkbox"/> Congestion or runny nose | |

If your child has any of these symptoms, please keep them at home and seek medical attention if necessary. Children must be symptom-free for **at least 24 hours without the use of medication** before returning to school.

If your child will be absent for any reason, we kindly ask that you notify their teacher directly. Thank you for your cooperation in keeping our school community healthy and safe.

Required Health Forms & Screenings

Immunization Records (Form 3231) & Health Screening (Form 3300)

In accordance with Georgia state law, all students must be up to date on immunizations and complete the Georgia Department of Public Health Form 3300, which includes a certificate of vision, hearing, dental, and nutrition screening.

- These forms must be signed by a licensed Georgia physician.
- If you submitted these forms during registration, no further action is needed at this time.

Dental Examination Requirement

To support our students' oral health, all students are required to complete a comprehensive dental screening with a licensed dentist within four months of enrollment.

- Proof of the visit must be submitted during the school year.

- This requirement applies to all students with no exceptions.

Vision Examination Requirement

In order to ensure optimal learning and health outcomes, all students must undergo a vision screening by a licensed professional within six months of enrollment.

- Proof of the vision exam must be submitted during the school year.
- Non-compliance may pose health risks and hinder academic performance, so we encourage families to schedule appointments early.

Let us partner together to prioritize your child's health and well-being—both are essential for a successful and thriving school experience, *insha'Allah*. If you have any questions or need clarification, please don't hesitate to reach out to the administration.

Parent Signature: _____ **Date:** _____

ATTENDANCE POLICY

At Al Bayan Learning Center, we consider attendance and punctuality vital to a student's success in Qur'an memorization. Consistent presence and timely arrival allow students to progress steadily, maintain retention, and uphold the discipline required for Hifz. This policy outlines expectations for students and families enrolled in the Tahfeez Program. All staff, parents, and students must work together to maintain a focused, consistent, and supportive environment for memorization.

General Expectations

- Students are expected to attend the Tahfeez Program daily and arrive on time.
- Consistency is critical in memorization—frequent absences or tardiness will significantly impact a student's progress.
- Parents/guardians must inform the school in advance of any absence or late arrival by notifying the office or the teacher directly.
- Students arriving after 8:45 AM must check in at the front office before going to class.
- All missed memorization must be made up within a reasonable timeframe as determined by the teacher.

Arrival/Dismissal Time:

- 8:30 AM - 1:00 PM (Hifz only students)
- 8:30 AM - 3:00 PM (Hifz + Academic Coaching)

Excused vs. Unexcused Absences

An absence is considered excused if it falls under one of the following:

- Personal illness or medical appointments
- Death or serious illness in the immediate family
- Court/legal obligations
- Emergency family situations
- School-approved activities or field trips
- Inclement weather or natural disaster
- Quarantine or contagious illness
- Transportation breakdown
- Mental health needs or emotional stress
- Military deployment or relocation

Important Reminders:

- Parents must notify the school within two (2) days of any absence and submit a written note or email.
 - Absences of three or more consecutive days due to illness require a doctor's note.
 - Any absences not listed above may be marked unexcused.
 - After five (5) unexcused absences per semester, a parent conference will be required. Further action may include:
 - Review of the student's readiness for Hifz
 - Academic probation
 - Possible dismissal from the program
-

Make-Up Work and Missed Memorization

- Students are expected to make up all missed assignments and memorization (sabaq, sabqi, and manzil) within three (3) school days of returning.
- Teachers will offer support but are not responsible to re-teach missed content due to family travel or personal choices.
- Parents are responsible for helping their child stay on track and ensuring any catch-up work is completed.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

TARDINESS POLICY

A student is considered tardy if they arrive after 8:45 AM. Tardies are classified as either excused or unexcused based on the same criteria as absences.

Examples of unexcused tardies include:

- Oversleeping
- Missed ride or carpool
- Non-urgent personal errands
- General traffic delays not caused by inclement weather or emergency

Consequences for Excessive Tardiness:

- 3 or more unexcused tardies per semester will result in a parent meeting with administration.
- 5 or more tardies in a month may result in:
 - A \$10 daily surcharge for each subsequent tardy
 - Possible loss of academic privileges
 - Detention or in-school suspension
 - Impact on promotion or academic standing

Late Pickup Policy (After School):

- The first 15 minutes after dismissal (until 3:15 PM) is considered a grace period.
- After 3:15 PM, there will be a \$2 per minute charge for every additional minute.
- If a student is picked up late 3 or more times in a month, a parent meeting with the principal will be required.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

TRAVEL POLICY

At Al Bayan Learning Center, we emphasize the importance of consistent attendance in the Tahfeez (Hifz) Program. Qur'an memorization requires daily effort, repetition, and continuity. Frequent or extended absences significantly hinder a student's ability to retain and progress in their memorization. While we understand that certain absences may be unavoidable, we ask families to limit travel or non-emergency activities during the academic year.

Planned Absences

- For any travel or planned absence of three (3) or more consecutive days, families must submit written notice to the administration at least five (5) school days in advance.
- Requests for extended absences will be reviewed case by case and are not guaranteed approval.
- Parents may request a summary of missed work from the teacher, but it remains the family's responsibility to ensure all memorization (sabaq, sabaqi, manzil) is made up upon return.

Make-Up Work & Memorization Recovery

- Students must make up all missed Qur'an portions and complete any assessments within five (5) school days of returning.
- Delayed or incomplete work may affect the student's standing in the program unless prior arrangements have been made with the teacher.
- Teachers are not required to reteach or provide 1-on-1 instruction for content missed due to travel.

Tuition & Financial Policy During Absences

- Tuition and program fees must remain fully paid and up to date regardless of travel or absence.
- No discounts, prorated tuition, or refunds will be issued for days missed due to personal travel or absences.

Chronic Attendance Concerns

Students with repeated or extended unexcused absences may face administrative review. If attendance concerns negatively impact Qur'an retention or memorization goals, consequences may include:

- Academic probation or behavioral contracts
- Loss of placement in the Tahfeez program
- Recommendation for alternative programs better suited to the student's needs

We deeply value our partnership with parents in supporting each child's memorization journey. Please help us reinforce the structure and consistency that successful Hifz demands by prioritizing regular attendance.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

PARENT VOLUNTEER POLICY

At Al Bayan Learning Center, we believe a strong partnership between families and the school community enriches every child's educational experience. To foster this connection, each family is required to contribute 10 volunteer hours during the school year.

Volunteer Commitment

- **Requirement:** 10 hours of service per family, per school year.
- **Flexibility:** Hours may be completed at any time—during school days, evenings, or weekends—through a variety of school-related activities.

Ways to Fulfill Your Hours

You can volunteer in many ways, including (but not limited to):

- Assisting in classrooms
- Chaperoning field trips
- Supporting school events and fundraisers
- Providing administrative help in the office

Parent Volunteer Sign-In Procedure

To ensure accurate record-keeping for everyone, all parents must sign in each time they volunteer using our official Sign-In Form:

<https://forms.gle/wq4kpiSJRcb5S6Sc8>

- **When to use it:** Complete the form immediately upon arrival (or before departure) for *every* volunteer session.
- **Optional personal logs:** You may still keep your own notes or use other tracking tools, but only hours recorded through the Sign-In Form will count toward your 10-hour requirement.

Financial Contribution Option

We recognize that some families may face scheduling or personal constraints:

- Any unfulfilled hours must be offset by a \$20 contribution per hour.

- Payments (check or cash only) should be made in person at the school office; an official receipt will be provided.

Important Deadlines & Exceptions

- **Deadline:** All volunteer hours or financial contributions must be completed by the last day of the school year.
- **Hardships:** Families facing exceptional circumstances should contact the administration as early as possible to discuss exemptions or alternative arrangements.

We deeply appreciate every family's cooperation and commitment. Your involvement builds a vibrant, supportive, and thriving community at Al Bayan Learning Center, ensuring a rich and positive educational environment for all our students. Jazakum Allahu khairan for your partnership.

Parent Signature: _____ **Date:** _____

HOT LUNCH PROGRAM

This program is designed to offer students fresh, healthy, and delicious meals during the school day, giving parents the convenience of a ready-made lunch option and ensuring students are fueled for learning.

Program Highlights

- **Trusted Caterer:** We have partnered with a reliable home-based caterer committed to high standards of taste, hygiene, freshness, and quality.
- **Zabiha Halal:** All meat served in our lunch program is 100% Zabiha halal.
- **Nutritious Meals:** Menus are crafted with your child's health and well-being in mind, balancing nutrition and flavor.
- **Days Available:** Monday through Thursday
- **No lunch service on Fridays.** Please plan accordingly.

How to Order

- **Ordering Deadline:**
Orders must be placed every Friday to receive hot lunch for the upcoming week.
(*Example: For the week of August 7, 2025, orders are due by Friday, August 1, 2025.*)
- **Ordering Website:**
Visit: <https://www.albayanlc.com/hotlunch>
Password: abl_c_hotlunch24
- **One Order Per Child:**
Please submit a separate order for each student enrolled.
- **Weekly Email Reminders:**
We will send out a reminder every week to help you remember to submit your lunch orders on time!

What Happens After Ordering?

- Once orders are placed, the caterer prepares and delivers fresh meals to your child on campus.
- Lunches are labeled and distributed in the cafeteria by staff.

Please ensure that your child's name is correctly spelled in your order.

IMMEDIATE PARENT NOTIFICATION POLICY

To maintain a supportive, structured environment that ensures each student's accountability and readiness, teachers are required to contact parents immediately in the following situations:

- Student arrives without the proper school uniform.
- Student arrives without lunch and no hot lunch pre-ordered.
- Student arrives without required school supplies (e.g., Qur'an, school bag, daily student planner, textbooks, water bottle, etc.).

Repeated occurrences will be documented and may impact the student's standing in the program.

Lunch Requirement Reminder

All Hifz students must arrive at school with a packed lunch from home or have a hot lunch pre-ordered through the official system. Students arriving with no lunch and no pre-ordered hot lunch will be considered **neglected**, which is a serious concern. Repeated incidents will be reported to school administration and addressed with parents directly.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

ALMA PARENT ACCOUNT POLICY

At Al Bayan Learning Center, we use Alma, a secure online student information system, to keep families connected with their child's academic progress. Alma provides parents with real-time access to important information such as grades, attendance, report cards, school announcements, and more. To ensure consistent communication and smooth access to academic records, the following policy outlines the expectations for activating and maintaining parent Alma accounts.

Account Activation Requirement

- All parents are required to activate their Alma accounts within 7 days of receiving their activation email.
- Activation emails are sent at the start of the school year or shortly after enrollment is completed.
- Accessing Alma is essential for receiving mid-term updates, report cards, announcements, and completing required forms or surveys.

How to Activate Your Alma Account

1. Look for an email from **notifications@getalma.com** with your unique activation link.
2. Follow the steps in the email to set your password and log in.
3. Bookmark the Alma portal for easy access throughout the year.

If you do not receive your activation email, please contact the school office immediately.

Why Timely Activation Matters

- Report cards are only accessible through Alma.
- Teacher communication, behavior updates, and academic alerts are sent via Alma.
- Class schedules, attendance records, & grades are also published through Alma.
- Late activation may result in missed updates, delayed access to report cards, or inability to complete required school forms.

Parent Signature: _____ **Date:** _____