

ICNEV Learning Center Operations & Program Handbook

“The Valley of Learning”

Effective: July 11, 2025

Table of Contents

1. Introduction
2. Program Schedule
3. Curriculum Overview
4. Hifz Program (Boys & Girls)
5. Teaching Methodology
6. Student Expectations & Conduct
7. Parent Involvement
8. Assessment & Progress Monitoring
9. Special Events & Community Engagement
10. Technology & Digital Resources
11. Completion & Certification
12. Additional Programs
13. Positive Behavior Reward System
14. Discipline Policy
15. Teacher Criteria & Hiring Guidelines
16. Sponsorship Policy
17. Withdrawal & Refund Policy
18. Media & Photo Release Policy
19. Contact Information

1. Introduction

Welcome to ICNEV Learning Center: The Valley of Learning, where we offer a structured and interactive educational experience grounded in the core values of Islam.

Our level-based programs in Qur'an, Arabic, and Islamic Studies support student growth at their own pace—beginner to advanced—fostering spiritual, intellectual, and moral development.

2. Program Schedule

Hybrid, Online, or In-Person Options:

- Monday & Wednesday or Tuesday & Thursday (Online): 5:00 PM – 6:00 PM, 7:00 PM -8:00 PM

(Hybrid) 6:00 PM - 7:00 PM

- Sunday (In-Person): 10:00 AM – 2:00 PM

3. Curriculum Overview

All subjects are structured across Beginner, Intermediate, and Advanced levels using:

- Sanabil Arabic Curriculum
- Mastering Arabic Series
- Weekend Learning Islamic Studies Series

Beginner Level

- Qur'an: Letter recognition, basic Tajweed, Juz 'Amma memorization, short du'a
- Islamic Studies: Prophets, Seerah, Fiqh basics, manners
- Arabic: Alphabet, basic vocabulary, tracing, and reading

Intermediate Level

- Qur'an: Juz 29, Tajweed, word meanings
- Islamic Studies: Salah, Zakat, Seerah lessons
- Arabic: Grammar, comprehension, short writing

Advanced Level

- Qur'an: Juz 28, Tafseer discussions, real-life applications
- Islamic Studies: Fiqh, Islamic history, critical thinking
- Arabic: Translation, advanced grammar, oral and written expression

4. Hifz Program (Boys & Girls)

Features:

- Personalized plans & pacing
- Tajweed mastery
- Parental updates
- Gender-specific instruction

Requirements:

- Fluency assessment
- Strong parent/student commitment
- Regular attendance

5. Teaching Methodology

- Level-based learning by ability, not age
- Integrated beginner-level Quran-Arabic instruction
- Muntazim LMS for self-assessments and tracking
- Interactive Islamic Studies with a real-world focus
- Worksheets, group discussion, and hands-on activities

6. Student Expectations & Conduct

- Active participation in all sessions
- Respectful behavior and punctuality
- Assignment and quiz completion on time

7. Parent Involvement

- Monitor progress via Canvas Parent Portal
- Encourage at-home review
- Attend school events and activities

8. Assessment & Progress Monitoring

- Placement Testing upon enrollment, TBA
- Weekly quizzes & progress checks
- Quarterly evaluations

- Final assessment for level advancement & certification

9. Special Events & Community Engagement

- Qur'an competitions
- Guest lectures & Islamic workshops
- Leadership & service projects

10. Technology & Digital Resources

- Muntazim or other platform for assignments, quizzes, and feedback
- Zoom or Google Meet/Live online sessions during weekdays
- In-person Sunday activities for engagement and practice

11. Completion & Certification

- Students receive certificates after successful completion
- Criteria: Attendance, Assessments, Participation

12. Additional Programs

Youth Enrichment Program

- Girls' Program: Identity, journaling, values, creative arts
- Boys' Program: Brotherhood, leadership, masjid engagement
- Co-ed Projects: Faith-in-action, gratitude, service

Qur'an Reading for Adults

- Brothers: Tajweed-focused small group
- Sisters: Fluency and pronunciation improvement

Mom & Girls Tafseer Circle

- For mothers and girls ages 10+
- Real-life Quran reflections and bonding

13. Positive Behavior Reward System

Monthly Recognition

- Star of the Month
- Character Awards (Kindness, Honesty, etc.)

- Assembly recognition

14. Discipline Policy

Expectations

- Respect all people and property
- Listen and follow directions
- Clean up and be safe

Consequences

- Verbal warning
- Time-out and reflection
- Parent contact
- Suspension for repeated or serious issues

Zero Tolerance

- Bullying
- Property damage
- Aggression
- Leaving group areas without permission

15. Teacher Criteria & Hiring Guidelines

General Criteria (All Teachers)

- Akhlaq: Demonstrates Islamic manners, patience, integrity, and professionalism
- Commitment: Reliable and able to commit to the full academic year
- Communication: Strong communication with students, parents, and admin; approachable
- Team Player: Willing to collaborate, follow policies, and participate in training
- Classroom Management: Capable of managing students of various age groups effectively

- Tech Skills: Comfortable using tools such as Google Meet and Zoom for hybrid/online classes

Arabic Teacher Criteria

- Native or near-native fluency in Arabic
- Experience teaching Arabic as a second language (especially to children/youth)
- Familiarity with Sanabil, Alif Baa, Al-Kitaab, or similar curricula
- Ability to align instruction with World Language standards
- Strong pronunciation, especially for teaching Makhraj and Quranic vocabulary

Qur'an Teacher Criteria

- Deep understanding and application of Tajweed rules
- Clear articulation and teaching of Makhraj
- Memorized significant portions of the Qur'an (preferably Hafiz/a)
- Having Ijazah in recitation or Tajweed is a plus
- Skilled in evaluating and correcting fluency and memorization
- Able to personalize memorization plans and motivate students

Islamic Studies Teacher Criteria

- Solid background in Islamic Studies (degree, certificate, or traditional study)
- Adheres to mainstream Sunni Aqeedah and Fiqh
- Able to connect with children/youth in age-appropriate and engaging ways
- Familiar with I Love Islam and Weekend Learning Series curricula
- Can relate Islamic principles to everyday life and contemporary issues

16. Sponsorship Policy – Hifz & Sunday/Hybrid Programs

Purpose:

To ensure that every student has access to Qur'an, Arabic, and Islamic Studies education regardless of financial difficulty, while supporting fairness and sustainability.

Eligibility:

- Applies to: Hifz, Sunday In-Person, and Hybrid Programs
- Sponsorships offer 25% to 100% fee reductions, based on need

Application Process:

- Submit sponsorship application annually
- Must include previous year's Tax Returns
- Confidential committee reviews all applications

Requirements for Sponsored Families:

- Students must show consistent attendance and behavior
- Sponsorship must be renewed each year
- Adjustments may be made based on budget or changing circumstances

Community Support:

We welcome donations to the Hifz & Education Scholarship Fund to continue supporting students in need.

17. Withdrawal & Refund Policy

Registration Fee:

- Non-refundable under all circumstances

Tuition Refunds:

1. Before Program Start:

- If withdrawal is requested 7 or more days before start:
 - ✅ 100% tuition refunded (Registration fee not included)

2. After Program Start:

- No refund unless due to:
 - Medical emergencies
 - Relocation out of the area
 - Exceptional cases (subject to review)
- In such cases:
 - ✅ Up to 25% of tuition may be refunded

How to Request a Withdrawal:

- Email: learningcenter@islamcenter.com
- Include: Student's full name, program, reason, and date of withdrawal
- Refunds are processed within 2–4 weeks upon approval

Important Notes:

- No refunds for absences, dissatisfaction, or partial attendance

- The Learning Center administration may update the policy
-

18. Media & Photo Release Policy

At ICNEV Learning Center, we occasionally take photos or videos of classes, activities, and special events to celebrate our students and showcase the vibrancy of our programs. These images may be used in official ICNEV communications, such as:

- Newsletters
- Social media platforms
- Program flyers and posters
- ICNEV website
- Educational presentations or reports

Parental Permission Required

We respect the privacy and safety of every family. Therefore, parental or guardian consent is required before any student's photo or video is used for public or internal media purposes.

During registration, parents will be asked to indicate their preference by signing the Media Release Consent Form, choosing one of the following:

- YES, I permit my child's photo/video to be used by ICNEV for program-related purposes.
- NO, I do not permit my child's image to be used in any ICNEV media or promotional materials.

Important Notes:

- Students will never be identified by their full name in any public post or publication.

- Media is used solely for educational, celebratory, or promotional purposes in alignment with Islamic values.
- Parents may change their media consent preference at any time by notifying the administration via email.

For any questions regarding media release, please contact us at:
learningcenter@islamcenter.com

19. Contact Information

For questions, placement testing, or additional information

Email: learningcenter@islamcenter.com

Address: ICNEV Learning Center

Website: Islamcenter.com