



## YOUTH HALAQA MATTERS

FNO Youth Halaqa | Text Only 480-442-4181 | [icevfno@gmail.com](mailto:icevfno@gmail.com) | [icevfno.com](http://icevfno.com) | [icev.org](http://icev.org)



Our Youth  We Care

# FNO Parent & Student Handbook



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### Welcome Aboard!

Dear Parents and Students,

Assalamu 'Alaikum Wa Rahmatullah!

It is time to get back to the youth Halaqa program at ICEV, In Shaa' Allah. ICEV FNO has been serving the youth Halaqa program since 2011, Alhamdulillah! Due to the COVID-19 pandemic, it is more essential than ever to maintain social distancing and other necessary precautionary measures, we made the decision to start an online youth Halaqa program instead, Bi IdhniAlli Ta'ala.

On behalf of the FNO Youth Halaqa program team, we would like to extend the heartiest welcome to you all for joining in for another year of FNO youth Halaqa program, fall 2020 – spring 2021, In Shaa' Allah!

The success of the FNO program depends on participation from the teachers, students, administrative staff and, most importantly, from the parents. Please get involved with the Halaqa program of your children and help them become better & valued Muslims.

For your convenience we have prepared a "Parent & Student Handbook" with helpful information which will guide you to know and be aware of FNO youth Halaqa expectations/do's and don'ts.

Please look through the hand book and discuss with your children as needed to get familiarized with FNO youth Halaqa expectations/does/don'ts.

Should you have any comments and/or concerns, please do not hesitate to contact us.

We thank you for partnering with FNO youth Halaqa and appreciate your continuous support & cooperation.

Welcome aboard!

Sincerely,

FNO Youth Halaqa Administration



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### \*Mission & Objectives \*Youth Halaqa Matters

#### MISSION AND OBJECTIVES:

The ICEV Friday Night Out (FNO) Youth Halaqa strives to provide Muslim youths with a safe, structured, and stimulating environment where youths and adults can have meaningful experiences together to earn Allah's (SWT) pleasure. Our goal is to provide Muslim youths with an environment that fosters community and enables them to be involved in interesting and fun group projects under the umbrella of ISLAM. By providing indoor and outdoor activities, positive discussions and social interactions, Muslim youth will have an outlet to enrich and balance their lifestyle physically, emotionally, and spiritually, as well as prepare and make choices in a changing society, Bi Idhnillahi Ta'ala. We promote and support truth, trust, respect, unity, equity, and responsibility and associate these qualities with Islamic principles through quality discussions, lessons, and activities.

#### YOUTH HALAQA MATTERS:

- ICEV Friday Night Out (FNO), is a nominally priced youth halaqa program that brings young adults together to stay connected with the masjid on a weekly basis.
- Our wish is to see the Muslim Ummah working and functioning together side by side. One way to accomplish this is to raise our youth with healthy Islamic values and a positive environment that fosters this growth.
- Our cultural diversity is our strength. Our youth should be comfortable in an Islamic environment. By starting early, In Shaa' Allah, this group will provide a valuable and safe foundation that fosters a positive Muslim identity.
- This Halaqa program is an Islamic-focused program that includes fun discussions, games, and social interactions. If we can encourage and get our youth involved in the community in an interesting and fun way, we will ultimately provide them with a valuable resource and a way to explore and enrichen their Muslim identity.
- Our community is thankful to Allah (SWT) to have the Friday Night Out Youth Halaqa as a program, and we are committed to providing valuable
- Islamic discussions, lessons, and activities for our youth.



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## \*Education \*Activities

We strive to provide quality interactive and fun Islamic education and activities for our students. Friday Night Out Youth Halaqa program includes but is not limited to memorization of daily Adhkaar, learn Seerah of the prophets, Islamic history & geography, discussions, field trips, hiking, ice skating, swimming, helping out homeless shelters, various lessons on life skills, discussions, simple get-togethers and much more. Activities are planned in advance and may take place on days other than Friday. Please see below the curriculum for different groups.

### CURRICULUM 📌

#### KK Group (5-6 years):

- 1) Hands-on activities, arts and crafts on Islamic topics
- 2) Daily Duaa's
- 3) Stories of the Prophets and Lessons from the Seerah of Prophet Muhammad s.a.w.
- 4) Step-by-step Wudu and prayer
- 5) Field trips and game nights

#### A group (7-9 years):

- 1) Islamic manners
- 2) Islamic character
- 3) Daily Duaa's
- 4) Hands-on activities
- 5) Wudu and prayer
- 6) Virtues of good deeds
- 7) Field trips and game nights

### CURRICULUM 📌

#### B Group (10-12 years):

- 1) Introduction to Hadith and Sunnah
- 2) Islamic Character
- 3) Lessons from a selected surah of Qur'an
- 4) Lessons from the Seerah of Prophet Muhammed s.a.w.
- 5) Stories of the companions of Prophet Muhammed s.a.w.
- 6) Discussion and Hands-on activities for difficult real-life issues
- 7) Field trips and game nights

#### C Group (13-14 years):

- 1) Fundamentals of acts of worship
- 2) Cleanliness/'Taharah'
- 3) Lessons from Seerah and Sunnah
- 4) Building Islamic character and etiquettes
- 5) Field trips and game nights

#### D Group (15+ years):

- 1) Practicing Taqwa and its importance
- 2) Etiquettes of seeking knowledge
- 3) Achieving inner peace
- 4) Concept of destiny
- 5) Field trips and game nights

### ACTIVITIES 📌

- Skateland for girls: <https://g.page/SkatelandChandler>
- Hiking: <https://goo.gl/maps/tpEbZx2McPJuvmkEA>
- Jake's Unlimited for all ages: <https://goo.gl/maps/3rSaVjTWm1Ac5xtq6>
- Gravity Extreme for boys: <https://g.page/gravityextremezone?share>
- Basketball / Fun activity night for boys and girls separate at ICEV
- Feed My Starving Children for all ages: <https://goo.gl/maps/39D4VgM792V2cQQA>

### ACTIVITIES 📌

- Volunteer at Helping Hands for Relief and Development: <https://goo.gl/maps/S2q8kKdjNQf2FTDG8>
- Museums: <https://goo.gl/maps/AQTar5z559zxFojE7>
- Muslim Cemetery: <https://goo.gl/maps/oxYauYpcCKQWxSMA7>
- Teachers arrange the field trip to includes various lessons on life skills, discussions, simple get-togethers and much more. Activities are planned in advance and may take place on days other than Friday.



# YOUTH HALAQA MATTERS

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**\*Student Grouping**  
**\*Dress Code**  
**\*Pickup & Drop-Off**

## STUDENT GROUPING:

Students will be placed in each group on the day he/she is registered, according to the student's Birth Date.

👉 Students registering in Fall will be assigned to the class based on their age at the beginning of the Fall semester, and will continue in the same group for both Fall and the following Spring semester.

👉 Students registering in Spring will be assigned to the classes based on their age at the registration.

We have EIGHT categories of classes in order to make the youth Halaqa experience more enjoyable and motivational for the students and teachers.

- 📌 Group KK: Girls/Boys ages 5 & 6
- 📌 Group A: Girls ages 7, 8 & 9
- 📌 Group B: Girls ages 10, 11 & 12
- 📌 Group C: Girls ages 13 & 14
- 📌 Group D: Girls ages 15 & up
- 📌 Group A: Boys ages 7, 8 & 9
- 📌 Group B: Boys ages 10, 11 & 12
- 📌 Group C: Boys ages 13 & up

## DRESS CODE: 📌

To show respect and have faith toward Allah (SWT) the Staff members, volunteers, and students are required to wear basic rules of Hijab according to Islamic Shari'ah which is based upon Qur'an and Sunnah.

The following dress and hygienic code is mandatory:

- All garments worn should be clean.
- All garments should be loose and thick and should not show the shape or color of the body.
- Boys and men are required to wear shirts with sleeves and long pants. The school also recommends avoiding wearing garments with offensive logos, faces, and images of living objects, and any jewelry etc.
- Girls and women are required to wear loose, but not thin clothes. They must be covered from head to feet. While wearing head cover, make sure it covers the neck and chest area as well. Safety pins may be required to secure the head cover.
- When children are not meeting the dress and hygiene codes, their parents will be contacted to correct the situation.
- Boys younger than seven years are exempt from wearing long pants, but it is recommended.
- Girls younger than seven years are exempt from wearing head covering (hijab), but it is recommended

## PICKUP AND DROP-OFF: 📌

Parents are responsible for the transportation of the children to and from the Masjid premises.

- For the safety of the children, parents are required to drop off and pick up their children to and from the Masjid premises.
- Prior written authorization is required from the parent if anyone other than parent will drop off & pick up his/her child/children.
- Early pick-up and late drop-off arrangements must be conducted through the FNO administration.
- There will be no supervision of children available from ICEV FNO program team before 6:45 PM or after 8:15 PM.
- ICEV FNO program team will not be responsible for any children before 6:45 PM and after 8:15 PM.



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### \*Roles & Responsibility \*Disciplinary Policy

#### ROLES AND RESPONSIBILITY: 📌

The parents are asked to read and discuss the following set of rules and regulations with their children/youth. We have high behavioral expectations in the youth halaqa, requiring cooperation between parents, youth and program coordinators. The ICEV Friday Night Out Youth Halaqa program has the following set of behavioral expectations for all attendees to follow.

- ✳ All attendees are responsible for his/her own behavior/action.
- ✳ All attendees are expected to respect others' rights and property/equipment.
- ✳ Name calling, racial slurs, bullying, any kind of improper behavior and discrimination will not be tolerated.
- ✳ No fighting or wrestling.
- ✳ Use appropriate language at all times.
- ✳ Listen to and follow directions.
- ✳ Shoes must be kept on the shoe rack at the main entrance.
- ✳ DO NOT LEAVE SHOES ON THE GROUND PLEASE.
- ✳ Walk and not run inside the Masjid at any time.
- ✳ Cell phones must be switched off during the class.
- ✳ Remain quiet and follow imam in the prayer during obligatory prayers.
- ✳ Electronic games and/or toys are not allowed during the class, except where permitted by the teacher for classroom activities.
- ✳ Students must always stay in the classroom during the class time. Walking out in the hallways or parking lot is not permitted except when allowed by the teacher.
- ✳ Not following these rules may result in appropriate action by the teacher or program coordinator and/or administrative staff and parents will be notified if student does not follow the instructions or warnings.
- ✳ Any kind of food, except water bottles, will not be permitted unless the group leader gives permission (chewing gum will not be allowed in the Masjid).
- ✳ Help to keep the classroom and the Masjid premises clean.
- ✳ It is the responsibility of the attendees to keep the classroom clean. Any object on the floor should be picked up and placed or disposed accordingly.

#### DISCIPLINARY POLICY: 📌

To ensure a healthy environment and each other's' privacy, and in order to avoid miscommunication or conflict, we encourage everyone to discuss any issues only with those involved or the teachers or administration and with the intention to resolve the issues. Not following the above rules may result in appropriate action by the teacher or administration and/or administrative staff.

A verbal warning will be issued on the first violation of above rules. On repeat violations a parent-admin meeting will be required to address the issue. If the issue is not resolved satisfactory to the FNO policies, student may be suspended for one week.

*More than one suspension will result in further disciplinary actions including the termination of the student enrollment.*



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**\*Attendance**

**\*Expectations**

**\*Visitor Policy**

### ATTENDANCE: 📌

Students' attendance will be taken each Friday by their teachers. It is extremely important for kids' "wellbeing" to be present regularly and on a timely manner. Please be proactive by taking part in and supporting your children with interactive & fun Islamic education and activities for your children at FNO youth Halaqa program.

### EXPECTATIONS: 📌

All members are expected to respect others' rights and property. Name calling, bullying, any kind of improper behavior and discrimination will not be tolerated. All members should feel comfortable in the Muslim community.

Kids are not the only ones who are given responsibilities. Parents/guardians are expected to pick up and drop off their children in a timely manner, along with the other responsibilities.

To ensure a healthy environment and children's privacy, and in order to avoid miscommunication or conflict, we encourage everyone to discuss any issues only with those involved or the administration and with the intention to resolve the issues.

Try to make the Masjid or wherever we may be, a better place to worship, work, learn, enjoy, and above all to earn Allah's (SWT) pleasure.

### VISITOR POLICY: 📌

Visitors (anyone other than FNO staff & registered students) are required to get prior authorization from the administration to visit a classroom or any FNO program related event. No visitor is allowed without prior authorization in the classroom or any FNO program related event.

If a student needs to be picked up early, the parents must come to the administration desk and provide the name of the student and reason why he/or she needs to be picked up early. The administrative staff will arrange to bring the student to the lobby. Parents are not allowed to walk into the classroom for early pickup of their students.





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\*Confidentiality Policy  
\*Medical Info/Disclaimer  
\*Lost & Found

### Confidentiality Policy: 📌

Confidentiality is extremely important for an organization and is valued by the ICEV FNO Youth Halaqa. To avoid any misinformation and gossiping, the FNO Youth Halaqa upholds a policy of confidentiality. All staff members and families of all students should discuss the matters only with the person who is involved and with the intent to solve the problem. If that communication does not work, then discuss the situation with the administration. Try to make this school a better place to work, enjoy and learn. Above all *"Allah (SWT) is the Witness."*

- ❖ Never discuss your issue with other students or parents
- ❖ Never discuss your issue with any teacher who is not directly involved in the matter
- ❖ Contact the administration promptly and ask for an appointment with admin or teacher to discuss your concerns

### Medical Information/Disclaimer to Call 911 in Case of Medical Emergency: 📌

Unfortunately, accidents and emergency situations can arise unexpectedly. We always need to be prepared. May Allah (swt) forbid, but in an actual medical emergency situation, 911 will be called to the scene. We will make every attempt to contact the parents. Regardless of the parent accessibility, if 911 is called in a medical emergency, the parents are solely responsible for the financial cost of resulting medical services provided to the student.

It is absolutely important to provide the FNO You Halaqa program with an emergency contact number of parent or guardian. It is also important that the parents provide us with all necessary medical information about their children, including; any food and medicines to which your child may be allergic to.

ICEV or FNO is not authorized to administer prescription drugs or over the counter drugs to students. If it is required that a student needs to take certain medication during class time, then it is the parent's responsibility to come in and administer the medication themselves.

If a child becomes sick during the FNO hours with symptoms that make them uncomfortable (fever, cough, pain of any kind, nose bleeds, etc) the parents will be contacted and will be asked to pick up their child as soon as possible. The FNO has the basic first aid kit to handle some minor injuries (cuts, scrapes, and bruises).

### Lost and Found: 📌

Students are responsible for their belongings. Please write their full names or place name-tags on all the students' belongings including books, folders, hijabs and jackets. Labeled items can be returned easily. Lost items will be placed in the administrative office. At the end of each month, unclaimed items may be discarded or donated. In any circumstances ICEV or FNO will not be responsible for any lost items.



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## Information Sheet

### Important Phone Numbers:

This space is provided for you to write down names and phone numbers of your child's teacher or administrative staff member.



Name of Child	Name of teacher/administrative staff	Phone #	E-mail

### FNO Youth Halaqa Program Information:

Address: 425 North Alma School Rd, Chandler, AZ 85224

Location: Just north of Alma School / Erie Intersection, on East side of Alma School Rd.

Address: 425 N Alma School Rd, Chandler, AZ 85224

Contact: icevfno@gmail.com

Text Only: 480-442-4181

Website: icevfno.com

FNO Hours: Fridays throughout the semesters 6:45 PM to 8:15 PM

Notes: This space has been provided for your convenience for any notes you would like to make.

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