



# HIFDH PROGRAM HANDBOOK

2025 / 2026

# Table of Contents

<b>1. Introductory Message</b>	<b>1</b>
<b>2. Key Words</b>	<b>2</b>
<b>3. Daily Expectations</b>	<b>3</b>
<b>4. Sabaq - New Lesson</b>	<b>4</b>
<b>5. Sabaq Para - Current or Recently Completed Juz</b>	<b>5</b>
<b>6. Professional Conduct</b>	<b>7</b>
<b>7. Classroom Management</b>	<b>7</b>
<b>8. Disciplinary Policy for Staff</b>	<b>10</b>
<b>9. Homework Guidelines</b>	<b>18</b>
<b>10. Salat &amp; Islamic Practices</b>	<b>21</b>

<b>11. Communication &amp; Parent Relations</b>	<b>21</b>
<b>12. Academic Expectations</b>	<b>22</b>
<b>13. Safety &amp; Supervision</b>	<b>22</b>
<b>14. Technology Use</b>	<b>23</b>
<b>15. Emergencies &amp; Medical Needs</b>	<b>23</b>
<b>16. Confidentiality</b>	<b>28</b>
<b>17. Staff Meetings &amp; Professional Development</b>	<b>28</b>
<b>18. Grievances &amp; Conflict Resolution</b>	<b>29</b>
<b>19. End-of-Day Responsibilities</b>	<b>29</b>
<b>20. Acknowledgment Form</b>	<b>30</b>

# Introductory Message

Memorizing the Qur'an is one of the greatest blessings a Muslim can receive from Allah ﷺ. It is a privilege granted to only a select few, allowing them to dedicate part of their daily lives to preserving the words of Allah. The Prophet ﷺ said:

***"The best of you are those who learn the Qur'an and teach it to others."***

With this blessing comes great responsibility. The greater the blessing, the greater the accountability in safeguarding it. The memorization of the Qur'an is not only an act of worship but also a lifelong commitment that requires discipline, consistency, and sincerity.

To preserve this blessing and fulfill its responsibility in the best possible manner, Abraar Academy has established the following guidelines for all Hifdh students and their parents. This handbook outlines daily expectations, assessment procedures, and performance standards to ensure that students achieve excellence in their Qur'anic journey.

# Key Words

**Juz/Para:** The Quran is divided into 30 equal parts, known as Juz (also referred to as Para in some regions). Each of these divisions is considered a Juz or Para.

**Sabaq:** Refers to a new lesson

**Sabaq Juz:** The Juz currently being memorized

**Old Sabaq Juz:** The Juz that has been recently completed or memorized.

**Dour:** Refers to the revision of previously memorized Juz to maintain and reinforce retention.

**Al-Rubu' (الربع):** Represents a quarter of a Juz

**Al-Nisf (النصف):** Represents half of a Juz

**Al-Thuluth (الثلث):** Represents three-quarters of a Juz

**Makharij:** The points of articulation for Arabic letters, referring to the precise areas within the vocal tract where the sounds of each letter are produced.

**Mistake:** Mistake refers to any of the following:

- Incorrect Harakah (e.g., Dammah in place of Fathah, Kasrah in place of Dammah).
- Incorrect letter substitution.
- Forgetting the next part of the verse.
- Forgetting the next verse

# Daily Expectations

Hifdh students at Abraar Academy are expected to fulfill three primary responsibilities each day:

- **Sabaq (New Lesson)** – Daily new memorization.
- **Sabaq Para (Recent Memorization)** – Revision of the current or recently completed Juz.
- **Dour (Long-Term Revision)** – Ongoing review of all previously memorized portions.

These three areas work together to ensure consistent progress, retention, and fluency.

# Sabaq – New Lesson

**Description:** Each student is assigned a portion of the Qur'an to memorize daily, based on their current memorization level.

## Minimum Daily Requirements

Memorization Level	Minimum Assignment
1–3 Juz memorized	5–7 lines
3–10 Juz memorized	7–15 lines (approx. 1 page)
10–17 Juz memorized	1–2 pages
17+ Juz memorized	2 or more pages

*\*These are the minimum required targets. Students are encouraged to exceed them when possible.*



## Timing

- The new lesson **must be memorized before class** and ready for recitation between 8:00–8:45 a.m.
- Students who miss this time will proceed to the next task; the teacher may allow recitation later in the day if time permits.

## Performance Standards

- Recitation must be fluent and error-free.
- If errors occur, the teacher may:
  - Reduce the assigned portion.
  - Reject the lesson and require re-memorization.
  - Allow another attempt later in the day.

# Sabaq Para – Current or Recently Completed Juz

**Purpose:** To reinforce recent memorization and ensure smooth, mistake-free recitation.

## Types of Sabaq Para

**Sabaq para is of two types:**

- **Current Juz:** From the start of the Juz currently being memorized up to the day's new lesson.
- **Recently Completed Juz:** Continued revision of the last completed Juz until at least one-quarter of the next Juz is memorized, or as determined by the teacher.

## Performance Standards

- Must be recited without mistakes.
- Fluency should improve daily through consistent review.
- If repeated errors occur, the teacher may:
  - Send the student for further revision and have them return later.
  - Pause all new lesson assignments until the Sabaq Para is strengthened.

# Dour – Long-Term Revision

**Purpose:** To maintain and strengthen all previously memorized portions.

## Daily Revision Requirements

Memorization Level	Required Daily Dour
1–7 Juz memorized	1 Juz daily
7–17 Juz memorized	1½ Juz daily
17–30 Juz memorized	2 Juz daily

## Mistake Allowance

- **Quarter Juz:** Maximum 2 mistakes
- **Half Juz:** Maximum 4 mistakes
- **Full Juz:** Maximum 8 mistakes

*\*Fluency is as important as accuracy. Recitation must be smooth and without hesitation.*

## Timing

- Dour is normally recited after Sabaq and Sabaq Para.
- Students repeatedly missing their Dour may be required to recite it at the start of the day or immediately after Sabaq.

# Assessment Procedures: Juz Completion Assessment

When a student completes a juz, there are certain steps which are taken to ensure the student has perfectly memorized it.

## Procedure

- **1. Internal Review:**
  - Recite the Juz to the teacher in quarters or halves.
  - Must be free of mistakes and fluent.
- **2. Teacher Authorization:**
  - Once satisfied, the teacher will issue an authorization slip to the appointed third-party examiner.
- **3. Third-Party Examination:**
  - The student will recite the entire Juz in one sitting.
  - If passed, they may begin the next Juz.
- **4. Reassessment:**
  - If not passed, the student must strengthen the Juz and repeat the assessment.

# Assessment Procedures: Five Juz Assessment

## Procedure

- Conducted after every five Juz memorized.
- All new lessons are paused.
- Student recites all memorized Juz to the teacher.
- Teacher authorizes an external assessor to test the student in 5-Juz segments.
- Passing is required to resume new lessons; failure results in targeted reassessment.



## Sabaq Stop Procedure

If Dour recitation is repeatedly unsatisfactory, all new lessons will be paused and the following steps will be taken.

## Procedure

- Parents will be notified by the department head.
- A deadline will be set for improvement; students must focus on strengthening weak Juz during this period.

# Hifdh Completion Procedure

## Procedure

- Final assessment requires recitation of 5 Juz per day for 6 consecutive days.
- A completion certificate will only be issued after this requirement is met.
- All completions (Khatams) will be held publicly during graduation ceremonies.



# Daily Tracking

## Procedure

- Teachers will complete a daily progress tracking sheet for each student.
- Reports will be shared with parents and the department head.
- Any concerns may be addressed by contacting the school's official communication number.

# Acknowledgment of Agreement

We, the undersigned, confirm that we have read, understood, and agree to follow all policies outlined in the Abraar Academy Hifdh Program Handbook 2025–2026.



**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Student Grade:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_