



ICO Maktab 2022-2023 Syllabus

Saturdays & Sundays | 11:00 AM - 2:00 PM | September 3rd 2022 – May 28th 2023

For Boys and Girls | Ages 6-18 | 11543 Ruby Lake Rd

ICO Maktab Mission

To teach theoretical and practical knowledge of Qur'an, Tajweed, Hadith, Aqeedah, Fiqh, Akhlaq, Adab, Seerah, and Islamic History to the Muslim children of Orlando in a spiritual, academic, sociable, and creative environment.

Tuition

Tuition is \$80 monthly and must be paid to our Admin, Ustadh Fawaz, before the second class of every month. For multiple children, each subsequent child will be charged \$10 less monthly (\$70 for the 2nd child, \$60 for the 3rd, and so on). Tuition covers teacher salaries, textbooks, workbooks, notebooks, folders, worksheets, and other supplies. Failure to pay tuition will result in student not being allowed to sit in class. Financial aid is available based on financial need.

Payment Options

1. **Cash in envelope with student name**
2. **Check made out to "Islamic Center of Orlando" in envelope with student name**

Maktab Schedule

During Daylight Savings Time (Before November 7 th)	After Daylight Savings Time (After November 7 th)
11:00 AM – 12:15 PM: Qur'an & Tajweed Classes 12:15 PM – 12:45 PM: Break 12:45 PM – 1:30 PM: Islamic Studies Classes 1:30 PM – 2:00 PM: Dhuhr Salah	10:15 AM – 11:30 AM: Qur'an & Tajweed Classes 11:30 AM – 12:00 AM: Break 12:00 PM – 12:45 PM: Islamic Studies Classes 12:45 PM – 1:15 PM: Dhuhr Salah

Parents are expected drop off and pick up their children on time.

Qur'an and Tajweed

The first part of the ICO Maktab Curriculum is Qur'an and Tajweed which has two levels.

Level 1 is Qaida/Nazirah class wherein students will be taught to read Qur'an with Tajweed with the goal of having all students reading Qur'an fluently with Tajweed by the end of the academic year (May 2023). Qaidas are provided and covered by tuition but may be brought from home.

Level 2 is Hifdh class wherein students will memorize Qur'an with Tajweed with the goal of having all students memorize at least Juz Amma (last 1/30th of the Qur'an) by the end of the academic year (May 2023). Qur'ans are provided and covered by tuition but may be brought from home.

Each level will be divided into smaller classes based on age with each class being taught by separate teachers ensuring student-orientated one-on-one teaching.

Islamic Studies

The second part of the ICO Maktab Curriculum is Islamic Studies which uses the Safar Islamic Studies Curriculum which will cover Qur'an, Hadith, Aqeedah, Fiqh, Akhlaq, Adab, Seerah, and Islamic History.

Islamic Studies will be taught via classroom instruction, textbooks, workbooks, demonstrations, worksheets, activities, and will be assessed via written, oral, and practical quizzes and exams.

Textbooks, workbooks, and notebooks are provided and covered by tuition.

Islamic Studies will be divided into smaller classes based on age with each class being taught by separate teachers ensuring student-orientated one-on-one teaching.

Parents

Parents are expected to drop off and pick up their children on time and to read and sign all letters, reports, exams, quizzes, and notes sent home.

It is essential that all parents ensure that their children complete their daily homework and assignments for Qur'an and Islamic Studies at home. This is necessary for the students to progress and meet the spiritual and academic goals of the Maktab.

The channel of communication between ICO Maktab and parents will be WhatsApp. All parents are asked to download the app on their smartphones which will be used to send general group messages from ICO Maktab and direct messages from your child's specific teacher with student progress reports and updates.

Note: Maktab is not a replacement for an Islamic upbringing by parents, rather it is only supplementary. Work and effort must still be done by the parents at home.

Attendance and Tardiness Policy

Attendance and arriving to Maktab on time are required. 6 unexcused absences in one academic semester (Sept-Dec or Jan-May) will result in expulsion from the Maktab. Excused absences require documentation and examples include being sick, doctor's appointments, and emergency travel. Social gatherings and vacations do not count as excused absences.

Being tardy (late) to Maktab will first result in a warning and repeat offenses will result in detention. Habitual late comers will be expelled from the Maktab.

Student-Teacher Ratio

To ensure successful and efficient teaching, the maximum student-teacher ratio at ICO Maktab is 1:12. The max student capacity is 120 students. Students are taken first come first served. A waitlist will be opened once we hit capacity which will also be fulfilled on a first come first served basis.

Dress Code

ICO Maktab is taught in the Masjid, the sanctity of which must be respected.

1. Modest and loose clothing is required for boys and girls. Sunnah attire is strongly encouraged.
2. Shorts, tank tops, ripped jeans, inappropriate shirts, jewelry, and make-up are not allowed.
3. Hair must be covered with a topi/kufi for boys and hijab for girls.

Failure to follow dress code will result in student being sent home.

Maktab Rules

1. Complete your assigned homework before class
2. Come to class prepared with bookbag containing
 1. Qur'an or Qaida
 2. Folder with progress reports, worksheets exams, etc.
 3. Textbook
 4. Workbook (Safar 1-5) or Notebook (Safar 6-8)
 5. Pencil or Pen
3. No talking, playing, laying down, bathroom, or leaving during class
4. All electronics must be put away in your bookbag during class
5. Raise your hand to ask a question
6. Respect and listen to teachers
7. No foul language, fighting, or yelling
8. Stay focused, pay attention, and do your work
9. Keep Masjid, wudhu area, and bathrooms clean
10. Clean up after break

11. Absolute silence after Dhuhr Adhan
12. Pray Sunnah before and after Dhuhr Salah
13. Have parents read and sign all letters, reports, exams, quizzes, and notes sent home.

Violation of Maktab rules will first result in a warning and repeat offenses will result in being sent home or detention. Habitual offenders will be expelled from the Maktab.

Lunch

Lunch will **not** be provided and is to be brought from home.

Important Dates

Winter Break: Dec 24, Dec 25, Dec 31, Jan 1

Ramadan Break: Mar 25, Mar 26, Apr 1, Apr 2, Apr 8, Apr 9, Apr 15, Apr 16, Apr 22, Apr 23

Maktab Picnic: Mar 19, Dhuhr - Asr

Graduation: May 28, Dhuhr - Asr

Important Links

Student Registration Form: <https://forms.gle/SbHaj3eURzL4QNp6A>

Please click on link below to be added to the ICO Maktab Parents Group

<https://chat.whatsapp.com/DjSXvEUWO2XKIPAGw6nqSH>

Website Page: icorlando.org/maktab.php

Materials/Supplies

ICO Maktab will provide Qaidas, Qur'ans, textbooks, workbooks, notebooks, and folders. If any of these items are lost, there will be a replacement fee. Students are expected to bring backpacks, pencils, and lunch from home.

Faculty

All faculty are trained, qualified, and experienced in teaching Qur'an and Islamic Studies and will send home letters, progress reports, exams, and notes to be signed.

Admins	Ustadh Fawaz
	Ustadh Yousuf
Ustadhs	Ustadh Abdullah (Quran/Safar 8)
	Ustadh Umar (Quran/Safar 8)
	Ustadh Huzaifa (Quran/Safar 5)
	Ustadh Usman (Qaida/Safar 3)
	Ustadh Yonus (Qaida/Safar 1)
	Ustadh Yahya (Qaida/Safar 1)
Ustadhas	Ustadha Bilquis (Ages 16-18/Safar 8)
	Ustadha Nadia (Ages 13-15/Safar 8)
	Ustadha Tahani (Ages 11-12/Safar 5)
	Ustadha Shaheena (Ages 9-10/Safar 1)
	Ustadha Hannah (Ages 6-8/Safar 1)

Questions, comments, or concerns?

Please contact 407-607-5394

All aspects of this syllabus are subject to change as per the discretion of ICO Maktab faculty.

May Allah make ICO Maktab a guided and successful source of knowledge, benefit, success, and happiness for our Muslim youth and the Muslim community at large. Aameen.