



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

# SACRED LINK

A Dual Academic-Quran Program through the Islamic Foundation School

COMMITMENT. TRANSFORMATION. STRENGTH.

## Parent Guide

*2017-2018*

Islamic Foundation School 630.941.8800 ext. 1000

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. This Handbook is meant to be a tool in explaining the expectations of both parents and students for those enrolled in the school. It also serves to provide guidance on adherence and enforcement of various policies and procedures that our parents and students will be expected to maintain. **This handbook may be subject to change/revised as needed throughout the school year.**

# Sacred Link Program

Islamic Foundation School

2017-2018



## Sacred Link

- Students will attend the regular school from 8:00 a.m. - 1:00 p.m.
- Students will transition in the afternoon to the Quran program, which will conclude at 5:00 p.m. Some exceptions may apply with the scheduling to accommodate for core subjects
- Students will have an opportunity to continue their academic studies while maintaining their grade level, and memorize the Holy Quran.

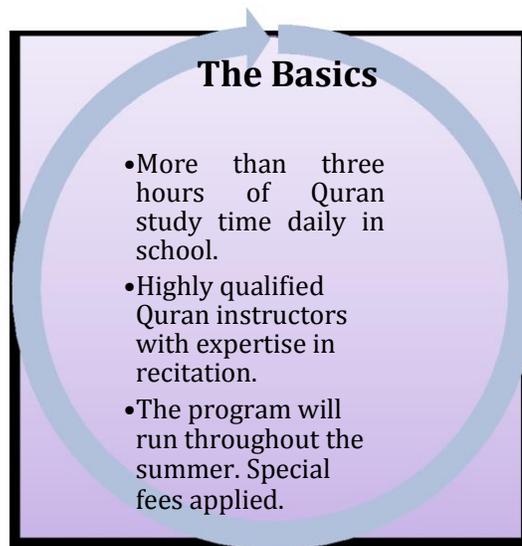
### **Purpose:**

Islamic Foundation School is a school whose mission is to provide the children of its community with not only a strong academic curriculum, but also one that is strong in promoting Islamic principles, values, and knowledge. In order to achieve this, IFS has built in instructional time and meaningful planned activities that help strengthen our students' Islamic knowledge and ways of applying Islam into their everyday lives. While the provided Islamic related instructional time fits the needs of many of our students, there is still a group of student for whom the allotted time is inadequate. In order to reach the needs of all of our students, IFS has created a part time school and hifz program that will enable those students to not only progress academically at their developmentally appropriate age, but to also have an opportunity to have time to memorize the Qur'an built in to their school schedule.

## Mission and Vision:

The focus of this program is the proper recitation and memorization of the Qur'an. We believe that the act of recitation, review, and memorization is a transformative process that strengthens one's core belief and practice of this sacred religion. We also hold that this is a step towards learning the sciences of the Quran, which are very expansive and comprehensive. We hope that our students continue to learn and study the other sciences of the Quran. Abdullah ibn Amr ibn al-As (May Allah Be Pleased with Him) stated that the Prophet (Peace Be Upon Him) stated: "To the person with the Quran, it is said, 'Recite and ascend! Recite just as you used to recite in the world! Your station will be at the last verse you recite.'" (Abu Dawud, Tirmidhi, and Nasai)

## Basic Elements of the Sacred Link Program:



## Eligibility for the Sacred Link:

Participating in a memorization program requires **motivation and dedication** from the students and parents. All students are welcome to apply, however, applicants will go through a process based on the following criteria:

- ❖ Submit a completed application form by the designated date.
- ❖ Maintain an excellent academic standing from the previous school year.
- ❖ Teacher (Homeroom & QAIS) recommendation(s) from previous school year.

## **Application Process:**

Once an application has been submitted, it will be reviewed by the Sacred Link Program committee. Students that meet the above criteria will then undergo the following process to gain acceptance into the program.

- ❖ Sacred Link teachers will assess your child shortly after the receipt of the application.
- ❖ Teachers will give your child a weekly Quran assignment to complete for the following week. Teachers will continue to give the child weekly assignments until the last day of school for completion on a weekly basis. New students must be able to complete 5-6 lines daily. The objective of this exercise is to assess the child's commitment and consistency to the Quran through these assignments.
- ❖ Students must enroll in the summer Sacred Link Program. This is a trial program to assess the students' readiness for this program. The summer program registration fees will be applied. This payment will be setup through the FACTS payment system. *Financial assistance is available for those students who qualify for financial assistance throughout the academic school year. Financial assistance will only be applied toward tuition costs. Financial assistance is not available for the Sacred Link program.*
- ❖ Upon completion of the summer program students will be recommended for enrollment in the fall semester.
- ❖ Accepted students will be notified via email prior to the beginning of the first day of school.
- ❖ The program is open to incoming 4<sup>th</sup> – 7<sup>th</sup> grade students.
- ❖ Incoming 8<sup>th</sup> grade students will be considered if they have completed the memorization of 5 juz of the Quran. Students must take the Sacred Link Juz assessments and pass them as part of the acceptance procedure.
- ❖ Incoming high school students will be considered if they have completed the memorization of 10 juz of the Quran. Students must take the Sacred Link Juz assessments and pass them as part of the acceptance procedure. On the high school transcript, the title of the Sacred Link course will be **"Sacred Link: Arabic Quran Memorization"**.

## **My Child Has Been Accepted, Now What?**

Now, that your child has been accepted into the Sacred Link program, there are multiple pieces of information that are necessary for you to know. In the following pages you will find information on common questions, names of contact people, as well as policies and rules pertaining to the program.

### **What is the Tuition for the Sacred Link Program?**

- ❖ The tuition for this program will be **\$2200.00 per child**, in addition to the normal full-time rate. Please visit our website for tuition costs by grade level. *An additional fee will be charged for each summer session.*
- ❖ An additional fee of \$200 may be charged upon acceptance to the program for the necessary materials that the school will provide for the hifz aspect of this program.
- ❖ All additional fees and payments will be setup through the FACTS payment system.

### **What Does the Hifz Curriculum Entail?**

- ❖ The Sacred Link Program will focus on 3 key components:
  - Tajweed – knowledge and application of the rules
  - Memorization – memorization of the Holy Quran
  - Quran Vocabulary – high frequency words will be introduced along with their root words to assist students in the memorization.

### **How Will My Child Be Graded?**

- ❖ The homeroom teachers will grade the students as they do routinely for all students in their class.
- ❖ The Quran aspect of the program will be graded on the following components:
  - Hard work and motivation
  - Harakat of the words
  - Word Pronunciation
  - Tajweed
  - Fluency

- Completion of Homework (most homework will be assigned on the weekends and breaks): It is the student's responsibility to complete assigned homework. The homework will be assigned on an individual basis by mutual agreement between the parent, student, and teacher.
- Juz exams

**What is the Sacred Link testing procedure?** *May be revised depending on teacher.*

- ❖ After students complete half Juz or a complete Juz they must take a **first level exam** by their Quran teacher.
- ❖ The **first level exam** should be taken less than three days. If it exceeds three day then the test must be repeated.
- ❖ In order to take the **second level exam** students should receive no less than 30 mistakes from their Quran teacher on a complete Juz (and 15 mistakes on a half Juz test).
- ❖ When the student passes the **first level exam** the teacher will submit the test report to the Sacred Link coordinator. The coordinator will schedule the next available date to test the student.
- ❖ **Second level exams** are only taken for a complete Juz after passing the first level exam. Students will receive certificates after passing the second level exams:
  - Gold Star : 0 – 10 Mistakes
  - Silver Star: 11 – 20 Mistakes
  - Bronze Star: 21 – 30 Mistakes
- ❖ Students exceeding their time limits in their memorization and preparing for their testing will be issued a parental warning. Multiple warnings may result in probation and possible removal from the program.

**What Academic Subjects Is My Child Expected To Be Accountable For?**

- ❖ **4<sup>th</sup>** grade students will be expected to complete all course work assigned by their homeroom teachers for reading, language arts, and math.
- ❖ **5<sup>th</sup>-8<sup>th</sup>** grade students will be expected to complete all course work assigned by their respective core subject (reading, math, science, and social studies) area teachers.
- ❖ **High School** students will generate their course study plan with the School Counselor.
- ❖ All students will receive a grade on their report card for the subjects listed above.
- ❖ Student promotion to the following grade level will be based on their

performance in the respective subject areas listed.

### **What Will My Child's Day Look Like?**

- ❖ All students will spend the time from 8:00 a.m. until 1:00 p.m. with their academic classes and will participate in all of the subjects and activities during that time.
- ❖ Students of all age levels (3<sup>rd</sup> -8<sup>th</sup>,) will eat lunch with their academic peers during their designated time slots.
- ❖ At 1:00 p.m. participating students will be dismissed from their class and will meet their Quran teachers in their designated instructional area.
- ❖ From 1:00 p.m. until 5:00 p.m. students will be memorizing and reviewing previously learned material with their teachers. Students will pray Salath-ul-Dhuhr under the supervision of their Quran teacher.
- ❖ Students may be excused from the Quran program for special events, competitions, and field trips.

### **Are There Any Grounds For Being Put on Probation Or Removal From The Program?**

- ❖ Student must maintain a "B" or 80% average in their core subject areas. Performing below this average will result in being put on probationary status, and potential remove the program.
- ❖ Students must maintain and keep up with their assigned memorization lessons consistently. Failure to do so will result in being put on a probationary status, and potentially removal from the program.
- ❖ Students must complete the minimal Quranic expectations listed below.
- ❖ Students are expected to follow the proper adhab and etiquettes in the mosque as well as to abide by the school rules listed in the IFS Parent/Student Handbook. Failure to adhere to these guidelines excessively may result in a probationary status or removal from the program.

- ❖ There will be a mid-year review in December at student mid-year progress and achievements towards the year end goal. Students who have not made sufficient strides towards their goal may be put on a probationary status or removal from the program.

### **What are the minimal expectations of the program for my child during the academic school year?**

- ❖ We realize that each student has a different learning and memorization pace, as well as the different ability levels (with regards to previous Quran memorization, Arabic fluency, and knowledge of tajweed rules) present in the class composition. Students will be required to progress at a pace that is reflective of their own ability and comfort level.
- ❖ Keeping the above mentioned differentiated instruction pedagogy in mind, there are minimal requirements that each child must complete by the end of 2017-2018 year end.
  - **4<sup>th</sup> - 6<sup>th</sup> grade students** must complete the memorization and examination of 4 new Juz (not previously memorized).
  - **7<sup>th</sup> grade and older** must complete the memorization and examination of **6 new Juz** (not previously memorized).
  - **Transfer hifz students** must complete the memorization and examination of 7 Juz.

### **What are the minimal recommended expectations of the program for my child during the summer program (summer break)?**

- **4<sup>th</sup> - 6<sup>th</sup> grade students** are recommended to complete the memorization and examination of 1 new Juz (not previously memorized).
- **7<sup>th</sup> grade and older** are recommended to complete the memorization and examination of 1.5 new Juz (not previously memorize)

### **What are the morning drop-off and evening pick-up procedures**

- ❖ All students will be dropped off to school in accordance with IFS' standard

morning drop off procedures.

- ❖ Students will be expected to meet their teachers after being dismissed at 1:00 from their respective classes.
- ❖ Students will need to be picked up from their designated location at 5:00 p.m.
- ❖ Students not picked up by 5:15 p.m. will be taken to the after-school care classroom. Parents will be charged a fee for students placed in afterschool care if not picked up by 5:30 p.m. **The school and masjid are not responsible for any students that leave the school building if they were directed by their guardian.**

### **What Does the Sacred Link Program Expect From The Parents?**

- ❖ **Parent Support:** Your support and commitment is vital to helping us help your child succeed in this program, while balancing their academic subjects.
- ❖ **Student Pickup and Drop-off:** It is essential to pickup and drop-off your child to school **on time**.
- ❖ **Consistent and Regular Attendance:** It is important that your child makes the most of his/her time in the classroom as well as with our Quran teachers. **Regular attendance is KEY.** If your child will be absent please contact the school's main office as soon as possible.
- ❖ **Completion of homework:** Teachers in the program assign about 30 minutes of homework daily on the weekdays. Weekends may exceed this amount. Students are expected to regularly complete their assignments. Most of the new lesson can be completed in class, and the home portion is a review and mastery of this material.
- ❖ **Summer Program:** A program like this will require students to be in session during the summer, to help ensure that the memorization and review do not lose its tempo. An additional fee will be charged to cover the expenses of the summer program.
- ❖ **Program Materials:** There may be a fee for class materials as set forth by this program.
- ❖ **Afternoon Snack:** The school will have its hot lunch available for purchase during lunch, however, after school there may not be any option for students to purchase a snack. In a program like this, students need energy and providing a

wholesome snack will help your child make the most of his/her time in this program.

## **Student Expectations and Policies:**

### **❖ Academic:**

1. All students are expected to bring their necessary materials to class every day.
2. Students of all grade levels are expected to take with them all of their homework, text books, and other necessary supplies and belongings with them upon exiting their homeroom class, especially since the students' day will be longer than the full-time students, and access to the various classrooms will not be permitted after the full-time school hours are over.
3. Students are expected to complete all their regular course work assigned by their homeroom teacher.
4. Exceptions will not be made for students involved in this program with regards to exemptions from any course work, quizzes, tests, projects, etc.
5. Students are expected to maintain a "B" average in their core subject areas each quarter.
6. Students are expected to keep up with their memorization and revision of their learned material consistently.

### **❖ Behavior:**

1. Students are expected to adhere to and follow the school rules as set forth in the IFS Parent/Student Handbook.
2. During the school day, the students will be responsible for following rules and behavior system as determined by their homeroom teachers.
3. During the afternoon students will be required to observe wudu and taharah at all times. If a student uses the restroom, he/she must perform wudu before returning to class.
4. During the afternoon students will be disciplined at the discretion of the Qur'an teacher in accordance to the teacher expectations as listed in the IFS Faculty Handbook.
5. Repeated behavior offences will result in disciplinary action and possible removal from the program.