



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

Parent/Student Handbook

Islamic Foundation School Sacred Link



(Revised July 2021)

*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 communicating the expectations of both parents and students enrolled in the school. It also serves to provide guidance on adherence and enforcement of various policies and procedures that our parents/guardians and students will be expected to maintain. **This handbook may be subject to revision as needed throughout the school year.***

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Introduction Section

Letter from the Principal of Islamic Foundation School

AssalamAlaikum,

The Islamic Foundation School, as part of our mission, seeks to graduate young people whose physical, intellectual, and spiritual capacities and potentials are nurtured. As such, after establishing the full-time school, the board of IFS continued to address the needs of our parents and students by expanding upon our well-established programs. As part of this expansion, the Sacred Link program was developed. This program aims to provide a customized hiftz program on a full time, part-time, as well as after school program basis.

IFS's SL program values the talents of our students and seeks to foster an environment where all the needs of the students are met and where they can thrive. Rooted in this philosophy, our full time hiftz program provides a dedicated focus where students can commit to completing the memorization in approximately three years and resume their core program of studies through the Islamic Foundation's full-time school. The ideal time frame for this is for students to enter after completing 3rd grade and rejoin their academic studies in 7th grade. The part-time hiftz program creates an opportunity for students to stay connected with their school classmates and to their core math and reading subjects through full attendance and participation in the math and reading courses at IFS, while in the SL dual hiftz program. The time frame for entering this program is after completing 3rd grade and exiting the program in four years to enter 8th grade. Both programs facilitate a smooth transition from the hiftz program to the core subjects offering students and parents two options to choose from. The afterschool program is a supplemental Quran memorization program to enhance what the students already receive through the full-time school.

At IFS we strive to meet the ever-evolving needs of our students and parents. As such we are able to grow with the community, while staying true to our mission and vision. This focus has helped to maintain IFS as a leading educational institution in the USA. We ask Allah (SWT) to continue to guide us towards the path of success. Ameen

Sincerely,
Farhat Siddiqui
Principal

School Leadership Roster

Board Members

Chairman Zafar Farooq
Board Member Akif Rahman
Board Member Baseer Qazi

Administration

Interim Principal	Farhat Siddiqui	fsiddiqui@ifsvp.org	Ext. 1006
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Support Staff

Ghazala Ather

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Identification Section

Mission Statement

The focus of this program is the complete memorization of the Qur'an from start to completion along with continuous growth in the core academic subjects. 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, Tajweed and Islamic manners (tarbiyyah), which are very expansive and comprehensive.

Uthman ibn Affan (May Allah Be Pleased with Him) stated that the Prophet (Peace Be Upon Him) stated: "The best amongst you are those that learn the Qur'an and teach it." (Bukhari)

Vision Statement

Students at Islamic Foundation School are held to a high standard of Qur'anic learning from the beginning years.

Sacred Link aims to instill the following in our students:

- Exemplary students that value and act upon the Sunnah of the Prophet Muhammad (s)
- Exemplary students that lead by way of example
- Strong Qur'anic and academic discipline
- Graduates that can lead in prayer, taraweeh and Jummah when called upon

The Islamic Foundation School seeks to graduate young people whose physical, intellectual, and spiritual capacities and potentials are nurtured. As students increase in maturity and responsibility, knowledge in scope and content progressively increases.

Philosophy of Education

Islamic Foundation School has a mission to provide the children of its community with not only a strong Qur'an curriculum, but also one that is rooted in promoting Islamic principles, values, and knowledge. 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 Islamic education courses such as Quran and Islamic Studies fit the needs of many of our students, there is still a group of students that seek to further their knowledge. In order to meet the

needs of all our students, IFS has created a Hifdh program called Sacred Link that will enable those students to not only progress academically at their developmentally appropriate age, but to also memorize the Qur'an from start to completion.

The two main aspects of the Sacred Link Hifdh Program at IFS are to incorporate research-based methods for memorization as well as seamless integration into Full Time school. IFS families have the unique option to enroll their child into one of our programs: Full Time, Dual Hifdh or Part Time. The Full Time Program is for those students desiring a complete immersion into Qur'an memorization while continuing their academics independently. The second is the Dual Hifdh Program, where students will have a part time immersion into Qur'an memorization and continue their academics with the school, on a Part Time basis. The third program is the Part Time, where students of the school or community have the opportunity to read or memorize the Qur'an after school throughout the school year. Regardless of which route the student takes, all students start Full Time school from Preschool learning the Arabic alphabet and then moving onto learning their Qaidah Nooraniyah with expected completion by 3rd grade. The Qaidah Nooraniyah allows students to build the foundational knowledge required when learning to read the Qur'an (identifying letters and their formations, joining of letters to form words, etc.). Since all students at IFS learn this, those pursuing the Hifdh track would not have to spend any extra time in the program itself preparing for memorization.

Students that wish to join the Full Time program would make that decision at the end of 3rd grade and follow the admissions process. The program runs from 8:30-3:30, Monday-Friday with a shortened schedule in Ramadan. The typical duration and completion for the memorization for this program is 4 years with 3 years dedicated to memorization and 1 year for revision. Students enter the Full Time program in fourth-grade, however their inclusion into Full Time school in preparation for high school will remain the same as the Dual Hifdh track. During the Full Time Hifdh program, students will remain with their teacher for all classes as well as stay connected socially by staying with their grade-level classmates for lunch, prayer, and extracurricular activities. Students will also continue to be graded in their Hifdh memorization as well as their weekly Tajweed and Tarbiyyah classes. The purpose of evaluating students using a report card is to add academic continuity and accountability for the work that they are doing. Students will complete the program at the end of 7th grade and enter 8th grade as Full Time academic students. In 8th grade students will reacclimate to their Full Time school academic studies in preparation for high school. This year prior to entering high school will allow students to get accustomed to the regular routine of school and familiarize themselves with any content they missed during the past years, making the transition seamless. It will also provide students with the opportunity to recalibrate their schedules and study habits to ensure success in their academic careers starting in 9th grade.

Those who wish to join the Full Time track would continue another year and make the transition at the end of fourth grade. In the Full Time Hifdh program, students commit to a full school day, 8:30-3:15 Monday-Friday, of Qur'an memorization with the agreement to continue their core studies outside of school hours. IFS will foster the social connection of these students by making them inclusive of school-wide events, field-trips (if parents so choose), and lunch hour with their grade-level peers. All Sacred Link students will also have access to services part of IFS, such as counselors and sports opportunities.

Students that wish to join the Dual Hifdh program would make that decision at the end of 2nd grade and follow the admissions process. The program runs from 8:30-5:00, Monday-Friday with a shortened schedule in Ramadan. The typical duration and completion for the memorization for this

program is 5 years with 4 years dedicated to memorization and 1 year for revision. During the Dual Hifdh program, students will remain connected to their academics by continuing their math and ELA studies, as well as stay connected socially by staying with their grade-level classmates for lunch, prayer, and extracurricular activities. Students will also continue to be graded not only in their regular school academics that were mentioned, but graded in their Hifdh memorization as well. The purpose of evaluating students using a report card is to add academic continuity and accountability for the work that they are doing. Students will complete the program at the end of 7th grade and enter 8th grade as Full Time academic students. In 8th grade students will reacclimate to their Full Time school academic studies in preparation for high school. This year prior to entering high school will allow students to get accustomed to the regular routine of school and familiarize themselves with any content they missed during the past years, making the transition seamless. It will also provide students with the opportunity to recalibrate their schedules and study habits to ensure success in their academic careers starting in 9th grade.

The Part Time program is open to the community and those enrolled in the school. This is a unique after-school program that gives students the opportunity to connect and give time to the Qur'an at a crucial time in their lives while they are busy with a full day's schedule of academics. Students who wish to join the Part Time after-school program would do this at the beginning of the 2nd grade. The program runs from 3:30-5:00, Monday- Friday. Under the guidance of qualified teachers, students who enroll in this program complete the entire reading of the Qur'an and memorization of the last 5 juz.

Regardless of which track families choose for their child, IFS promises to build a foundation of powerful Islamic values and deep-rooted Quranic memorization in coordination with a solid academic foundation through the dedication of committed and sought-out teachers. Being one of the only schools to offer two proven tracks for Hifdh as well as the commitment to make Sacred Link students socially inclusive of their peers, Islamic Foundation School stands out as a leading choice for any family seeking the virtues of Hifdh in their home.

Islamic Foundation Offers Three Hifdh Program Options to Students

1. Sacred Link Full time (FT) Hifdh.
2. Sacred Link Dual Hifdh Academic (DH) {available to returning IFS students only; new students may be accepted if academic and behavioral criteria is met}.
3. Sacred Link Part time (PT) Hifdh.

Enrollment can be either for the Full Time or Dual Hifdh program.

Sacred Link Program and its subsidiaries

Sacred Link is a program created by the Islamic Foundation School in the late 2000s. It initially began with a full time Hifdh program and after a few years added a Dual Hifdh component where students would continue with their academics while still having the opportunity to memorize the Holy Qur'an.

We are delighted to add Islamic Studies and Tajweed to our Full Time and Dual Hifdh Programs as well as a Part Time after-school program open to our growing and vibrant community.

Full Time Hifdh

Islamic Foundation School offers two tracks for the Sacred Link Program. The first is the Full Time Program, where students will have a complete immersion into Qur'an memorization and continue their academics independently. **IFS can provide academic material and resources as needed/ requested.**

Starting from the 4th grade, Sacred Link Full Time is a 4-year, 12-month complete Qur'anic memorization immersion program from Monday- Friday.

* This program is open to IFS and non-IFS students.

Students will attend the Full time Hifdh Program from 8 a.m. – 3:30 p.m. Monday-Friday and will follow a 12-month calendar schedule. Please refer to the IFS website for the Sacred Link Program full time Hifdh calendar. **Continuation of at least 5 hours a week of core subjects outside of school hours is required.**

Length of the program

Students are expected to complete the program in 3 years an additional year will be provided for revision

The Full Time Program is open for 4 years from 4th grade to 7th grade.

Full Time Track

Full Time				
Year	Number of Juz (expected to be completed)	Juz Numbers	Lines/day	Amokhtha (Dhor/day)
1	2 Juz Semester 1 3-5 Juz Semester 2	25-30 1-5	5-6 Semester 1 8-10 Semester 2	½ juz
2	12 Juz	6-17	12-15 Semester 1 15-20 Semester 2	1- 1½ juz
3	13 Juz	18-25	30	1½ -2 juz
4	Revision Year (Dhor)			

Full Time Monthly Calendar

Year 1

January	February	March	April
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Complete the last half of the 30 th	Complete the 2 nd qtr. of the 30 th	Complete the 1 st qtr. of the 30 th and the last qtr. of the 29 th	Complete the 3 rd qtr. of the 29 th
May	June	July	August
Complete the 2 nd qtr. of the 29 th	Complete the 1 st qtr. of 29 th	Complete the last half of the 28 th	Complete the 1 st half of the 28 th
September	October	November	December
Complete the 2 nd half of the 27 th	Complete the 1 st half of the 27 th	Complete the 1 st half of the 26 th	Complete the 2 nd half of the 26 th

Year 2

January	February	March	April
Complete Juz 1	Complete Juz 2	Complete Juz 3	Complete Juz 4
May	June	July	August
Complete Juz 5	Complete Juz 6	Complete Juz 7	Complete Juz 8
September	October	November	December
Complete Juz 9	Complete Juz 10	Complete Juz 11	Complete Juz 12

Year 3

January	February	March	April
Complete Juz 13	Complete Juz 14	Complete Juz 15	Complete Juz 16
May	June	July	August
Complete Juz 17	Complete Juz 18	Complete Juz 19	Complete Juz 20
September	October	November	December
Complete Juz 21	Complete Juz 22 and 23	Complete Juz 24	Complete Juz 25

Year 4

January	February	March	April
Revision (Dhor)	Revision (Dhor)	Revision (Dhor)	Revision (Dhor)
May	June	July	August
Revision (Dhor)	Revision (Dhor)	Revision (Dhor)	Revision (Dhor)
September	October	November	December
Revision (Dhor)	Revision (Dhor)	Revision (Dhor)	Revision (Dhor)

Dual Hifdh

Islamic Foundation School offers two tracks for the Sacred Link Program. The second is the Dual Hifdh Program, where students will have a Part Time immersion into Qur'an memorization and continue their academics with the school, on a Part Time basis.

Starting from the 3rd grade, Sacred Link Dual Hifdh is a 5-year, 12-month, Part Time Qur'anic memorization immersion program from Monday- Friday.

Length of the program

Students are expected to complete the program in 4 years an additional year will be provided for revision

The Dual Hifdh Program is open for 5 years from 3rd grade to 7th grade.

Dual Hifdh Track

Dual Hifdh				
Year	Number of Juz (expected to be completed)	Juz Number	Lines/day	Amokhtha (Dhor/day)
1	4 Juz	30-27	5-8 Semester 1 8-10 Semester 2	½ juz
2	7 Juz	1-6	10-12 lines	½ juz
3	9 Juz	7-16	20-22 lines	3 qtrs.
4	10 Juz	17-26	20-22 lines	3 qtrs. – 1 juz
Summer	Dhor	All 30	20-30 lines	1 juz

Dual Hifdh Monthly Calendar

Year 1

January	February	March	April
Complete the last half of the 30 th	Complete the 2 nd qtr. of the 30 th	Complete the 1 st qtr. of the 30 th and the last qtr. of the 29 th	Complete the 3 rd qtr. of the 29 th
May	June	July	August
Complete the 2 nd qtr. of the 29 th	Complete the 1 st qtr. of the 29 th	Complete the last half of 28 th	Complete the 2 nd qtr. of 28 th
September	October	November	December
Complete the 1 st qtr. of the 28 th	Complete the last half of the 27 th	Complete the 2 nd qtr. of the 27 th	Complete the 1 st qtr. of the 27 th

Year 2

January	February	March	April
Complete the last qtr. of the 26 th	Complete the 3 rd and 2 nd qtr. of the 26 th	Complete the 1 st qtr. of the 26 th and the 1 st qtr. of the 1 st	Complete the 2 nd qtr. of the 1 st
May	June	July	August
Complete the 3 rd qtr. of the 1 st	Complete the last qtr. of the 1 st and the 1 st qtr. of the 2 nd	Complete the 2 nd qtr. of the 2 nd	Complete the last half of the 2 nd
September	October	November	December

Complete the 1 st half of the 3 rd	Complete the 2 nd half of the 3 rd	Complete the 1 st half of the 4 th	Complete the 2 nd half of the 4 th
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Year 3

January	February	March	April
Complete the 1 st , 2 nd and 3 rd qtr. of the 5 th	Complete the last qtr. of the 5 th and the 1 st , 2 nd and 3 rd qtr. of the 6 th	Complete the last qtr. of the 6 th and the 1 st half of the 7 th	Complete the 2 nd half of the 7 th
May	June	July	August
Complete the 8 th Juz	Complete the 9 th Juz	Complete the 10 th Juz	Complete the 11 th Juz
September	October	November	December
Complete the 12 th Juz	Complete the 13 th Juz	Complete the 14 th Juz	Complete the 15 th Juz

Year 4

January	February	March	April
Complete Juz 16	Complete Juz 17	Complete Juz 18	Complete Juz 19
May	June	July	August
Complete Juz 20	Complete Juz 21	Complete Juz 22	Complete Juz 23
September	October	November	December
Complete Juz 24	Complete Juz 25	Dhor (revision)	Dhor (revision)

Year 5

January	February	March	April
Dhor (revision)	Dhor (revision)	Dhor (revision)	Dhor (revision)
May	June	July	August
Dhor (revision)	Dhor (revision)	Dhor (revision)	Dhor (revision)
September	October	November	December
Dhor (revision)	Dhor (revision)	Dhor (revision)	Dhor (revision)

Requirements for Full Time Hifdh, Dual Hifdh and Part Time

In order to be admitted into the Sacred Link program, the prospective student must have the following:

Required:

- A completion and fluency of the Qaidah Nooraniyyah. (Beginner level curriculum that teaches how to read the Holy Quran with Tajweed)
- Must be at least 8-12 years of age, born before Oct 31st
- Must pass the pre-screening test prior to enrollment
- At least 2 recommendations from previous 2 years Qur'an instructors

Recommended:

- At least 1 entire Qur'an reading completion
- Minimum of 30th Juz memorized
- Exceptional behavior history at the Islamic Foundation School

Academic Classes for Dual Hifdh Students

Dual Hifdh Students are required to take part in the core academic classes to include math and English Language Arts and any additional 1-2 extracurricular/specials classes as requested by parents.

Part Time Hifdh

The Part Time Hifdh Program will be held between 3:45 p.m. – 6 p.m. Monday-Friday and will observe all school days. Please refer to the IFS website for the academic calendar.

* This program is open to IFS and non-IFS students.

Qualifications for Sacred Link

- Completion of the Al Qaidah Noraniah (Beginner level curriculum that teaches how to read the Holy Quran with Tajweed)
- Must pass the screening test prior to enrollment.
- Must be at least 6-18 years of age, born before Oct 31st.

Assessment for Continuity

- To remain in this program, students must pass an assessment at the end of each academic quarter.
- Student goals will be assessed on an individual basis at the time of enrollment.

Student Evaluation Process

✓ For all Sacred Link programs – the students will be evaluated in the following 7 areas:

1. Nazirah- Reading Lesson
2. Sabaq- Current Lesson
3. Sabaq Para- Recent/ Current Juz
4. Amuktha- Revision
5. Khatam Para- Juz Test
6. 2 yearly exams
7. Islamic Studies and Tajweed

✓ **Nazirah (Reading/Recitation):** Before memorizing a new portion, students must first read it under the supervision of the instructor to ensure proper recitation through daily reading and tajweed. This ensures that students memorize the new portion correctly. The teacher will determine the student's ability to continue depending on various factors.

✓ **Sabaq (Current Lesson):** At the beginning of the day/class, all students are required to recite their previous day's lesson to the instructor or what the teacher assigned for homework the previous school night. Depending on the number of mistakes, the teacher will determine if the student passed or failed the recitation of the lesson depending on other factors. Each student will be judged on his/her own abilities.

✓ **Sabaq Para (Current Juz):** In addition to reciting their current lesson, students must also recite their most current juz in its entirety to the instructor or at least 5 to 10 pages of the most recent memorization. Once half of the juz is completed, a half juz test will be administered prior to moving on to the second half of the juz.

✓ **Amukhta (Revision):** This portion of the class focuses on a previously memorized juz of the Quran. Students who have memorized under 5 juz will recite half a juz a day with a limited number of

mistakes. Students who memorize 5 juz or more are required to recite 1 juz a day with a limited number of mistakes. New lessons will not be given until revision is passed accurately.

✓ **Juz test (Khatam Para):** This portion of the class focuses on the memorized juz of the Quran. Students are required to recite an entire juz with a limited number of mistakes in one sitting.

✓ **2 yearly exams:** The first exam will take place prior to winter break and the second exam will be prior to summer classes. These exams will be a cumulative exam that will take one to two weeks of preparation prior to the exam. Teachers will decide if the current lesson will be on pause on an individual basis until exams are completed with a passing mark.

✓ **Islamic Studies and Tajweed:** This portion of the class focuses on the learning and implementation of Tajweed rules, completion of homework and Tajweed oral and written examinations per quarter. It also focuses on the foundational knowledge of Islamic day to day rituals of wudu, prayer, duas and manners with others.

Time Commitment required for both Full Time and Dual Hifdh

For Full Time students, a minimum of 2 hours is required for homework per night.

For Dual Hifdh students, a minimum of 1 hour is required for homework per night.

For Part Time students, a minimum of 30 minutes is required for homework per night.

Parent Role

More than academics, Hifdh requires a greater need for parent involvement and engagement in the progress of their child. Parents play a critical role in the child's ability to finish the memorization of the Qur'an, in a timely manner with accuracy.

Parents of the Sacred Link will need to do the following:

- Because Qur'an memorization is a daily activity and in order to be strong all around Hafidh/ Hafidha a parent will need to monitor their child's progress daily.
- Parents will need to be present for parent teacher conferences, which are held twice a year.

Parent support: Your support and commitment is vital to helping us help your child succeed in this program, while balancing their academic subjects.

Student pick-up and drop-off: It is essential to pick up and drop off your child to school per the school schedule.

- Full Time: 8:00 - 3:30
- Dual Hifdh: 8:00 - 5:00
- Part Time: 3:30 - 5:00

Consistent and regular attendance: It is important that your child makes the most of his / her time in the classroom as well as with the Quran teachers to complete the program in the allotted time.

Regular attendance is key. If your child will be absent, please contact the school's main office as soon as possible with the reason why at the office's number: 630-941-8800 Ext. 1000

Completion of homework: Students in the program will be responsible for 1-2 hours of homework daily on the weekdays. Weekends may exceed this amount. Students are expected to regularly complete their assignments. Most of the new lessons can be completed in class, and the home portion is a review and mastery of this material.

Program materials: There may be a fee for class materials as set forth by this program. A minimal fee will be charged for books and material.

Afternoon snacks: The school will have the hot lunch available for purchase during lunch, however, after school there may not be any option for students to purchase a snack. Providing a wholesome snack will help your child make the most of his / her time in the program during the afternoon session.

Expected Student Outcomes

We realize that each student has a different learning and memorization pace, as well as 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 the IFS and Sacred Link program target goals.

Students will be evaluated on a quarterly basis and if students are not making progress per the curriculum and in alignment with the curriculum expectations, students will be placed on probation. If the student is not improving during the probation period, he/she will be removed from the program and re-evaluated for continuation in the program.

Students will be evaluated on a weekly basis based on the 6 criteria mentioned in the evaluation section above and parents will be notified on a weekly basis on their progress. (weekly RenWeb Grades go out)

- Students will be evaluated on a quarterly basis
- Parents will be notified on a weekly basis of their students' progress.

ANY students not meeting the program curriculum requirements will be re-evaluated every 6 months for continuation in the program.

Admission Philosophy, Policies, and Procedures

Sacred Link is open for those prospective students that fulfill the Sacred Link admission criteria.

All students must be convinced they want to attend Islamic Foundation School and agree to honestly and wholeheartedly apply themselves. They also agree to be courteous and respectful to their peers, staff, and faculty.

Islamic Foundation School reserves the right to select students based on the following:

- Families that are committed to the program
- Academic performance
- Religious and behavioral commitment
- Lifestyle choices

- Personal qualifications include a willingness to cooperate with school administration and to abide by its policies.

Other Identifying Information Pertinent to the School

Qualifications:

- Student must be a returning IFS student with an exemplary academic/behavior record from the previous school year.
- For a newly enrolled student at IFS, students must show exceptional academic and behavioral evidence from an accredited public or private school with only A's and B's in all subjects.
- Must enroll into the Summer Sacred Link Program and receive a recommendation and approval from summer Sacred Link Instructor in order to enroll in the Dual Hifdh Program.
- Completion of the Al Qaidah Noraniah (Beginner level book that teaches how to read the Holy Quran with Tajweed taught at IFS Full time School from KG- 2nd Grade).
- Must be able to read Qur'an smoothly and fluently with basic tajweed.
- Teacher (Homeroom & QAIS) recommendation(s) from previous school year.
- Must pass the screening test prior to enrollment.
- This program is available for Full Time students grades 4th – 7th only, Dual Hifdh students 3rd – 7th and Part Time students 2nd – 8th.

Procedures Section

Admissions

Enrollment can be either for the Full Time, Dual Hifdh or Part Time program. Upon entering in the Sacred Link Program, students' basic reading and fluency must be perfect in order to receive admission into the Sacred Link. After enrollment, a student is either on a 4-year or 5-year track pending on the teacher evaluation and assessment of the student. Once a track is determined for the student, the student must be ready for a daily routine that will be consistent for the 4-year or 5-year track that the student must stay up to speed with. Parents of the Sacred Link program are required to keep their students on track. If the required monthly tracker is not met on continuous months, the program administrator will evaluate the student's continuation in the program and deem necessary for either continuation or removal from the program with complete fairness.

The procedures for admission to Islamic Foundation School are:

- New Student Application Full Time or Dual Hifdh
- Admittance Agreement
- Teacher Recommendation Form
- Written statement from parents

The Program Best Suited for my Child

Every parent has a different goal in mind for their child. Academics may be an immediate need for the student and the option of Dual Hifdh is best suited in that case. If parents are pursuing a primary focus on Qur'an, the Full Time Hifdh is best suited in that case.

Application Process

Once an application has been submitted for either the Full Time program or the Dual Hifdh, 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 Qur'an 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 five to six lines daily. The subject of this exercise is to assess a child's commitment and consistency to the Qur'an through these assignments.

Students must enroll in the Summer Sacred Link Program. This is a trial program to assess a student's readiness for this program. The summer program registration fee will be applied. This payment will be set up through the FACTS payment system, check or cashier's check. Financial assistance is available for those students who qualify for financial assistance throughout the academic school year.

Upon completion of the summer program, students will be recommended for enrollment in the Fall semester.

Accepted students will be notified via mail prior to the beginning of the first day of school.

The Full Time program is open to incoming 4th-7th grade students and the Dual Hifdh for incoming 3rd -7th grade students. If students have memorized any juz prior to admission, students must take the Sacred Link Juz assessment and pass them as part of the acceptance procedure.

Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in the Sacred Link Program. Academic issues will be regulated as indicated in each area below:

Academic Probation and Dismissal

New students enrolling in Sacred Link will be placed on academic probation for the first marking period. First marking period probation will be removed based on appropriate performance at the student's memorization level.

Other students will be placed on academic probation (upon admission) for the following reasons:

- Poor past academic performance.
- Low scoring on exams in two or more core subjects.
- Earning two or more F's in core subjects during any ten-week period.

Disciplinary action will be at the discretion of the administration.

The following recommendations may be made at the time of academic probation review:

- Academic probation will be lifted for those students who earn no F's.
- Academic probation will be extended for those students who earn one or more F's.

- Attendance for Sacred Link may be terminated for students who have earned three or more F's or have been on Academic Probation for two or more successive grade periods.

Activity Eligibility

Eligibility evaluations will follow our normal grading and progress-reporting schedule. The evaluations will thereby be cumulative for the second half of each ten-weeks grading period. For Full Time Hifdh, a student must complete the monthly plan laid out for 6 continuous months to be considered eligible. For Dual Hifdh, a student will be declared ineligible if he/she receives an "F" in any subject, or less than a "C" average for the progress grading period or has not completed 6 continuous months of the monthly plan. The length of ineligibility period is 2 weeks (14 days) or until there is a change in the grade or grade average.

The loss of all extra privileges in which the student may be involved (e.g. holding class office, teacher aide, class parties, sports practices and games, etc.).

Conferences

Parent/teacher conferences are held after the first and third quarters of the school year. Time is set aside for parents to meet with teachers to discuss the progress of their children.

Conferences are not limited to this time. A conference may be initiated by either the parent or the teacher at any time when an apparent problem or misunderstanding develops.

Appointments must be arranged in advance with the classroom teacher. Please do not go directly to the classroom before or after school to meet with the teacher. Each teacher has duties, activities, and official functions at these times that are important to fulfill. An unscheduled visit can often disrupt the entire day. An appointment is the most courteous and necessary way to discuss your concerns.

When an apparent problem develops, it is a Qur'anic practice for both parents and teachers to refrain from making judgments until after a conference or other personal contact has been concluded.

Grading Scale

A+ = 97 - 100	A = 93 - 96	A- = 90 - 92
B+ = 87 - 89	B = 83 - 86	B- = 80 - 82
C+ = 77 - 79	C = 73 - 76	C- = 70 - 72
D+ = 67 - 69	D = 63 - 66	D- = 60 - 62
P = Pass	F = 0 - 59	I = Incomplete

How will my child be Graded?

The homeroom teachers will grade the students as they do routinely for all students in their class.

The Qur'an aspect of the program will be graded on the following components:

- Quality of work in the 3 main areas: Review, Recent, and New
- Makharij: Letter pronunciation and articulation
- Proper Understanding and application of Tajweed Rules
- Completion of homework. Because Hifdh is a rigorous routine of constant memorization, homework will be assigned daily, on the weekends and breaks. It is a student's responsibility to complete assigned work. The homework will be assigned on an individual basis by the teacher
- Juz exams- To pass onto the next Juz, students must pass this test

Report Cards and Progress Reports

The purpose of the reporting system is to give parents and students a periodic indication of progress in the different subject areas. By means of both progress reports and report cards, parents are informed of the student's growth not only academically, but socially and personally as well.

Categories Students are Assessed on:

1. Participation and behavior: Weekly participation and behavior is critical for success in the classroom. Teachers will track performance in participation and behavior weekly.
2. Classwork and Homework: To continue moving forward students must have an excellent performance in their assigned classwork and homework on a daily basis.
3. Tajweed and Tarbiyyah: Tajweed is essential for proper reading of the Qur'an, and it is graded as part of each daily assignment. Tarbiyyah or Islamic Studies is graded through practical, oral, or written work once a week.
4. Tests: Tests are administered daily by the teachers.

Categories are based on the following criteria and percentage:

1. Participation and behavior = 20%
2. Classwork and Homework = 35%
3. Tajweed and Tarbiyyah = 15 %
4. Tests = 30%

Categories are based on what the teachers are doing in the class and the goals that are being achieved through them.

Critical Components of the Class:

- Nazirah- Reading Lesson
- Sabaq- Current Lesson
- Sabaq Para- Recent/ Current Juz
- Amuktha- Revision
- Khatam Para- Juz Test
- 2 yearly exams
- Islamic Studies and Tajweed

(Please see student evaluation process section)

Timeline:

- Daily, the following 3 areas need to be completed:
 1. Sabaq (Current lesson)
 2. Sabaq Para (Recent lesson)
 3. Amukhtha (Revision)
- Each of the three above areas are deemed authentic grading and are done daily. However, teachers will take the daily grades and calculate the average weekly grade for a weekly assignment in the gradebook.
- Every student has a different ability for memorization and teachers evaluate students based on their skills at any particular time. For that reason, grading is based primarily on skill. By means of the above 3 daily assignments, students progress in their skill of memorization and students' have shown to improve either month to month or year to year. Retakes for unpassed tests and assignments are frequent and aid in raising the average of the weekly grades.

Tests Procedures:

1. Juz tests are given once a student completes the entire memorization of any Juz. This test can be either as an entire test or a random selection of verses in any particular spot in that juz (spot test).
2. 2 yearly exam tests are administered by the teachers and are cumulative tests of all that has been memorized up to that point. Teacher will ask any random spot in those memorized juz and the student is expected to have prepared the entire revision a week or two prior to the test.

Report cards are issued at the conclusion of each ten-weeks grading period. Midway through each grading period, progress reports are issued. Teachers will notify each parent of the student's progress in all subject areas. Parents may contact teachers for a more complete understanding of the evaluation.

Curriculum

In Sacred Link; Tarbiyyah and Tajweed are taught as an academic subject with a devotional and practical emphasis. We utilize a graded approach combined with appropriate implementation of the program and curriculum map. Our primary objective in teaching tarbiyyah and tajweed is the development of proper Qur'anic recitation and Islamic behavior in each student. Our programs are designed to reinforce and supplement the teaching of Qur'an through memorization of duas and Hadith.

Academically, the course offerings in Sacred Link are structured for the average to above average student. We endeavor to meet each student's needs based on his/her innate ability and the student's initiative to make satisfactory progress in school. Refer back to page 17 for admission requirements.

The Qur'an is accepted as the absolute standard of truth, and all subject matter is presented in light of the Qur'an and teachings of the Prophet Muhammad (May the Peace and Blessings of Allah be upon Him). The course of study includes subject matter normally expected in a program of education at generally accepted grade levels. Study skills, discipline, and character development are integrated into the curriculum consistently as students prepare for further academic success.

Library resources available to students include the MXL library as well as resources from IXL.

A distinctive feature of Islamic Foundation School curriculum is the purposeful integration of Qur'an, Arabic and Islamic Studies thoughts and values in all fields of study.

Extracurricular activities are provided to enable students to develop their abilities in a wide range of activities. Among these opportunities are such activities as class spelling bee competitions, interscholastic athletics, field trips, social events, and leadership opportunities. Extracurricular activities are designed to supplement the academic and spiritual emphasis of the school. They provide unique opportunities to aid students in the development of leadership, teamwork, and school spirit. These activities also provide students with opportunities to perform under pressure and to function acceptably to the teachings of Islam.

Can my child join a sports team if they are in Sacred Link?

With teacher and administration approval, a student in the Sacred Link Program may join a sports team if he/she is able to maintain their memorization. Expectations and goals for the student will not be minimized if he/she joins a sports team. If the teacher or administration sees that their performance in the Sacred Link Program is negatively impacted, the student may be asked to withdraw from the sports teams and/or Sacred Link.

Homework

Schoolwork classified as "homework" is unfinished classwork, extra drill and practice which the teacher deems necessary or long-term assignments.

Please note the following:

- Sacred Link teachers will not assign new homework on the weekend which cannot reasonably be completed by the end of the weekend. However, long-range assignments, as well as tests given, may be due on Monday. Wise planning of time, in advance, should cause no student to miss other academic assignments.
- While parents are encouraged to explain the work whenever necessary, homework must be done by the student. Parents should help the student by providing a quiet place and a regular time for study. Students are expected to complete assignments by the due date.
- While the school encourages students to always complete assignments on time, we also realize that circumstances will occasionally prevent homework from being done on time. The acceptability of such circumstances will be at the discretion of the individual teacher.

What Academic Subjects is my child expected to be accountable for if enrolled in the Dual Hifdh Program?

- ✓ 3rd - 7th grade students will be expected to complete all course work assigned by their respective core subject classes (reading, language arts, math, science and Islamic Studies) area teachers.
- ✓ Students will go to the SL program for a minimum of two 40 - 45-minute periods during the school day that will not interfere with their core classes. Those classes will be determined by the elementary, middle school heads and SL coordinator.

- ✓ Students will go to the SL program after school all 5 days of the week: 3
- ✓ All students will receive grades on their report card for the core subjects.
- ✓ Student promotion to the following grade level will be based on their performance in the respective subject areas listed as well as their performance in the SL subjects.

Are there any grounds for being put on probation or removal from the Sacred Link Hifdh Program?

- ✓ Dual Hifdh students must maintain a “B-” or 80% average in their core subject areas. Performing below this average will result in probationary status and potential removal from 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 memorization expectations for the curriculum.
- ✓ Students are expected to follow the proper adhab and etiquettes in the school and mosque, as well as, to abide by the school rules listed in the IFS Parent/Student Handbook. Failure to adhere to these guidelines may result in a probationary status or removal from the program.
- ✓ There will be a quarterly review of student progress and achievements towards the year end goals. Students who have not made sufficient strides towards their goal may result in probationary status or removal from the program.

What will my child’s day look like for Dual Hifdh?

All students will spend time throughout the day from 8:30 a.m. until 5:00 p.m.. This will include academic classes, participation and one and a half hour after-school.

SL students will participate in all the subjects and activities during that time. During this time, students will have either 2-3 periods reserved for Sacred Link Hifdh class. The SL coordinator will release students' schedules at the beginning of each school year.

Sacred Link students will eat lunch and recess with their academic peers during their designated time slots. (Participation in Art and P.E. are at the discretion of the parents)

At Dhuhur time, students will make their way to the masjid with their Sacred Link teacher and make all necessary prayer preparations prior to entering the masjid. All Masjid rules and procedures must be adhered to while in the masjid.

After-school, 3:15 p.m. until 5 p.m. students will be memorizing and reviewing previously learned material with their teachers. Students will pray Salat al-Zhur, Asr and Maghrib under the supervision of the Quran teacher.

Students may be excused from Sacred Link for special events, competitions, and field trips but must complete any missed work from the previous day the next day. If a student is falling behind, the Sacred Link teacher may decide to hold back the student from any extracurricular activity if work needs to be made up.

Attendance

Islamic Foundation School requires Full Time students to be in school all school year including the summer. Opening and closing dates vary slightly each year in order to accommodate the Ramadan month and Eid holidays, teacher in-service days, and parent-teacher conferences. (See the current school calendar for exact dates.)

Sacred Link Attendance

- Full Time Sacred Link runs an entire year including summer. The breaks and holidays for Sacred Link follow the school calendar with only a 2 week summer break: 1 week at the beginning of summer (End of IFS school calendar) and 1 week at the end of summer (prior to IFS school back in session). Timings for the full time program remain the same all year long from Monday-Friday from 8:00-3: 30.
- Dual Hifdh runs the entire school year and with a required summer session. The timings for each student of the Dual Hifdh varies during the school year based on grade level. Classes are Monday-Friday during the school year for 2 periods during the day and after school from 3:30-5:00. In summer, classes are Monday - Thursday from 8:00-12:00.
- Part Time runs the entire school year after school on Monday-Friday from 3:30-5:00. Part Time Sacred Link is not in session during the summer.

Regular attendance is a critical component for success in school and Sacred Link. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate makeup of work. Any small amount of absence has a tremendous effect on the students' Hifdh progress. Absences in the following categories will be handled as indicated:

Excused Absences

- Personal Illness: A certificate from a physician may be required if deemed advisable by the school administration.
- Quarantine at Home: Absence of a child from school is limited to the length of quarantine time as per health officials/guidelines.
- Death of a Relative: Absence is limited to a period of three (3) days unless a reasonable cause may be shown by the parent or guardian for a longer absence.
- Emergency or set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.

Unexcused Absences

Islamic Foundation School requires that enrolled students attend school regularly in accordance with the laws of the State of Illinois. Continuity in the learning process is seriously disrupted by

excessive absence. Students should recognize that active (reading and memorization) participation is a necessary component of Hifdh development. Students who have good attendance generally achieve higher grades and enjoy school more.

Excessive Absences

1. The maximum number of days a student may be absent from school is nine (9) days during a semester and eighteen (18) days during the year. The only exception to this limit is extended periods of serious illness confirmed by a doctor. When a student exceeds the maximum, nine (9) days in a semester or eighteen (18) days for the year, the student may be removed from the program.
2. When a student has accumulated five (5) days of absence, an Absence Notification Letter will be sent to the home.
3. When the student accumulates nine (9) days of absence, the parent will be mailed a second Absence Notification Letter. The parent is required to confer with the building principal to discuss the absences. If contact is not made within three (3) days of receiving the notification, the student will be excluded from school until this contact is made.
4. Students who are absent 18 or more days without medical excuse or documentation may be denied re-admission.

Prearranged (Permitted) Absences

Prolonged absences during the school year are strongly discouraged, but we recognize that on rare occasions it may be necessary for families to go out of town during scheduled school days. In such an event, the parent(s) must inform the school office and the teacher, in writing, **two weeks prior** to the beginning of the absence. Class work **will** be given in advance due to the fact that Hifdh needs to continue while the student is away. The student upon his/her return must make up class assignments. Arrangement for makeup work must be made directly with the teacher.

Procedure to Obtain School Work for a Student

In Sacred Link, there is no adequate way to make up a class that is missed. When a student has been absent, it is the student's responsibility to contact his/her teacher on the day he/she returns to school and make arrangements to make up his/her assignments and tests.

- The time limit for make-up work shall be one day for each day of absence, but may not exceed two (2) weeks after the re-entry to school unless an extension is granted in writing by the principal. Where the absence is anticipated in advance, the student should make advanced arrangements for making up assignments and tests.
- Student assignment sheets will not be provided for less than two days of absence. Students are encouraged to email teacher for assignments. Parents are asked to request assignment sheets twenty-four hours in advance. All books and materials should be picked up at the school office.
- Students are not given credit for work missed because of suspension.

Tardiness to School

The teacher, administration, and parents shall make every effort to prevent student tardiness. Students will be counted tardy when they are not present in the classroom by the required start time. Every effort should be made for students to be at school on time in order to be ready to begin the day with the rest of the class.

Islamic Foundation School's tardy policies are listed below. We want our parents to understand how we define what is excused and what is unexcused, and that there are consequences when levels are exceeded. Please read this policy carefully and ask questions so you will understand our policies before issues arise.

- ☑ A student who arrives at school any time after the required start time must report directly to the front office. Students are considered tardy if they are not in their classrooms and ready to begin the day by required start time.
- ☑ Excusable tardiness includes circumstances which are beyond the control of either the student or his parents. Excused tardies are excused for illness, medical appointments, legitimate family emergencies, traffic conditions beyond one's control (typically weather related or accidents), etc.
- ☑ Unexcused tardiness includes running late, alarms not going off, oversleeping, anything NOT beyond the control of the parent, etc.
- ☑ In the event of inclement weather that causes parents or guardians to be late arriving at school, a blanket exempt tardy will be issued to all students arriving that morning. An exempt tardy will NOT be counted against attendance. Tardies for any other reason will stand. Under extreme circumstances the Coordinator will make the final call.

Parent In-school Procedures

Parent Classroom Visitation

The best procedure is to contact the teacher to determine the most satisfactory time for such a visit. The following should be noted:

1. Visitors must report to the office before visiting a classroom during school hours.
2. If a parent needs to take their child out of the school, the parent must visit the office prior to leaving with the student.

General Visitation

When visiting the school for any purpose prior to dismissal, please report to the office. Do not go directly to the classroom. Items to be delivered to a student should be brought to the office (such as lunches, money, homework, books, etc.).

Visitation by Students

Students wishing to visit the school during school hours should follow these guideline:

1. They must be prospective students desiring information.
2. They must obtain prior permission from the principal.
3. They must conform, as nearly as possible, to the dress standards of the school.

Students from other schools who are on the school premises before, during, or after school and have no official business or reason for being on the premises may be asked to leave by members of the faculty or administration (scheduled sports events, special assemblies, or such events excepted.)

Student Release Prior to Dismissal Time

For the protection of the student, the teacher, and the school, the following conditions must be met for a student to obtain early dismissal:

1. The student must submit to the classroom teacher a note which includes;
 - a. The student's name.
 - b. The date and time of dismissal requested.
 - c. An indication of who is picking up the student.
 - d. The parent's signature.
2. The student must report to the school office for dismissal. The person picking up the student must come to the office to receive the student in person.
3. Students will be released only to a parent, unless the parents inform the office that the student is to be released to someone else.
4. Students will be marked absent if they arrive after 10:00 a.m. or leave before 1:30 p.m.

After School Care Service

Policy

After school care is a service that we offer to assist our parents. We hire personnel to oversee your children each afternoon and pass the expense of this program to the parent. All Full Time students at school after 3:35 p.m. must be in After School Care.

Rates

Occasional After School Care users need to pay when picking up their student. Families who use After School Care will be charged a small fee per hour for each child. **Any part of an hour is charged as one hour.**

Practices

Students should be picked up no later than 5:30 p.m. If a student is left beyond 5:30, a charge of \$10.00 for the first 10 minutes or any part of the 10 minutes will be assessed. Each minute after the first 10 minutes is \$1. Billing is done on a regular basis and accounts must be kept current to have the benefit of After Care.

Student Activities

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for Sacred Link students to participate in extra activities are outlined below:

Service

Opportunities for service are offered throughout the school year for our students to participate within the community in service projects and school outreach events.

Leadership

With the implementation of an Islamic education our students are prepared as future leaders prepared for future employment with the potential to contribute to his/her own spiritual growth and to the needs of society.

Athletics

Students may participate in soccer, volleyball, and basketball throughout the year.

Other

Clubs such as crochet, table tennis, gaming club, and others are offered but may vary each year based on student participation and teacher structure.

Eligibility and Tryouts

In order for students to participate in extra activities they must be academically eligible and in some cases go through a tryout process. Details of each area are outlined below:

Eligibility

Eligibility evaluations will follow our normal grading and progress-reporting schedule. The evaluations will thereby be cumulative for the second half of each 10-weeks grading period. A student will be declared ineligible if he/she receives an “F” in any subject, or less than a “C” average for the progress grading period. The length of the ineligibility period is 2 weeks (14 days).

Tryouts

For elementary school students, gym classes are set up by age and grade, not skill level. Some children will have greater athletic skills than others, but all of them play together. During this time in their lives, children try many new activities. These activities might take place once or twice a week for an hour, giving children a chance to try different things.

Lifestyle Expectations

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to Islam, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

- Cheerful obedience to authority and to school regulations.
- Responsibility in doing assigned tasks.
- Cooperation with others in working or playing.
- Courtesy toward teachers, students, or playing.
- Cleanliness in person and property.
- Honesty in work and life.
- Respect for property, both school property and the property of others.
- Promptness in attendance and completing assignments.
- Moral conduct in recreation, social relationships, and language.
- Islamic handling of grievances/disagreements.

Student Discipline

It is extremely important that students and parents understand the standards of conduct for Islamic Foundation School which is the reason for this handbook. The rules must be enforced by the teachers, staff and parents alike which is why they are part of the application for enrollment and re-enrollment of the school.

- ☑ Students need not only to know the rules but also to understand the reasons for the rules. They should distinguish between those developed to help the students become **better Muslims** and those made for the efficient operation of the school so that they can adopt the former into their behavior away from school as well.
- ☑ Discipline in the classroom is the responsibility of the individual teacher, who is trained in and acts in accordance with the philosophy and policies of the school.
- ☑ In special cases parents may wish to arrange for notification of the child's offenses on a regular basis; such arrangements must be made with the teacher.
- ☑ Lunchroom disturbances will be controlled by the lunchroom monitors according to established school policy.
- ☑ Depending on the grade level most infractions fall into areas generally requiring one of three responses: verbal warning, written warning (student behavior referral sent to parents), and after school detentions. For Sacred Link, in some grades after school detentions may not be utilized as much. Instead, loss of privileges in the classroom or at recess may be the consequence.
- ☑ Some infractions will receive automatic consequences such as detentions and/or loss of privileges. An after-school detention is scheduled in advance and lasts an hour and a half. The student is expected to use the time for study. Examples of behaviors resulting in automatic detentions or loss of privileges include:
 - Disrespect to the teacher
 - Cheating
 - Lying
 - Stealing
 - Leaving a classroom or school property without permission
 - Foul language
 - Disrespect to school staff
 - Leaving the building without permission
- ☑ Some common infractions requiring one of the three responses as stated previously are:
 - Having incomplete homework
 - Answering out of turn
 - Inadequate classroom preparation
 - Eating in non-designated areas
 - Disrespect for peers or property
 - Lunchroom disturbance
 - Running in the halls
 - Shouting
- An updated student handbook will be updated each year and will supersede each year.

A detailed discipline handbook will be issued at the start of the school year.

Student Discipline cont.

Part of each teacher's classroom management plan may be a visit to the principal's office. This is after all other avenues of discipline in the classroom have been utilized, including verbal correction and counseling by one or more of the following: teacher, school counselor, SL coordinator, principal, appropriate staff member, and/or parent/teacher conferences to correct student misbehavior.

Student Dress Code

Islamic Foundation School has an important role to maintain in the community. One way the community judges the school is by the appearance of its students and faculty. Even though Allah (SWT) looks at the inward man, the world looks at the outward appearance

- The school's dress standards should be enforced at all school activities unless the student's parents are notified differently in advance of the activity.
- School authorities should be the final authority on whether dress meets school standards.
- Since fads and clothing styles change almost yearly, Islamic Foundation reserves the right to make rulings on any new fads and changes in style that may occur. Parents, too, should observe the school dress standards when attending school functions.
- A major principle underlying all standards of dress is modesty.

Disciplinary Probation

Disciplinary probation may be enforced on any student with a serious attitudinal or disciplinary problem. Persistent misbehavior that is a bad influence to other students, or deliberate and continued disobedience, which has an adverse effect on Islamic Foundation School, will result in disciplinary probation.

- In such a case, a conference will be held with parent(s), student, teacher, and administrator to explain the reasons for and terms of the probation. The terms will be in writing, with suggestions for parental action. A copy will be sent to the Chairman of the School Board. The loss of all extra privileges and sports activities in which the student is involved will be automatic. If a problem cannot be corrected by probation or in some cases suspension, the student may be dismissed from school or refused re-enrollment.

Suspension

Any student on disciplinary probation who has exhausted the above outlined discipline procedures, fails to develop acceptable behavior patterns, refuses to comply with the terms of the probation or commits a major infraction of school policies will be subject to suspension from Islamic Foundation School, for a period not to exceed five (5) days.

A suspension may also be administered to students who are not on disciplinary probation but who commit major infractions of school policies (i.e. fighting, hitting, any/all acts related to uncontrolled anger, vulgarity, deliberate disobedience or insubordination to authority). Suspension under these circumstances may be invoked at the discretion of the principal. A conference will be held with the parents when administered and a disciplinary measure.

After one suspension, a student will be automatically placed on disciplinary probation for a period of two to nine weeks at the discretion of the principal. If the problem is not a serious

attitudinal or disciplinary problem, the probation may be lifted and the student allowed to participate in extra privileges and sports activities so long as the behavior has been corrected by the student and repentance clearly exhibited.

Students reaching the two to three-day out of school suspension level at any time during the school year may be denied readmission.

When a student is suspended, a conference will be held with parent(s), student, teacher, and administrator to explain the reasons for and terms of the suspension and/or probation. The terms will be in writing and sent to the parent(s). The loss of all extra privileges and sports activities in which the student is involved will be automatic.

When a student is suspended from school as a disciplinary action (due to the egregious nature of an infraction and/or to the repetitious pattern of an infraction), he will receive a zero for all daily work missed. Daily work during the suspension does need to be completed and turned in to keep the student on task academically. Tests/quizzes may be taken upon return, and major projects due during his absence may be turned in upon return.

Expulsion

Any student who is repeatedly suspended and on disciplinary probation will be subject to expulsion without benefit of tuition refund. Repeated means two or more suspensions.

Prior to a student's being expelled, a hearing will be held with the parent(s), student, administrator, and a representative of the School Board to explain the reasons for the expulsion. Terms will be placed in writing. Students who are expelled will not be considered for re-admission until the start of the next school year.

Dismissal, the final step in the disciplinary process, is invoked at the discretion of the principal with the approval of the school board. When a student has been dismissed from school, he must return to the school after 4:00 p.m. to turn in his books, clean out his locker, etc., after first checking in at the office.

Opportunities for Parent Involvement

Parental involvement is critical to Islamic Foundation School's overall effectiveness. Parents can get involved by ...

Fund-Raising

A major source of revenue for Islamic Schools is fundraising, that is, selling a product or service for a profit. Carefully planned, well-managed fundraising activities can be successful and can result in greatly needed funds for the school. Students may also profit by working together toward a common goal. Likewise, fundraising can often unify the faculty, staff, parents, and students in a way not experienced previously.

Parent Association

Parents coming together for the betterment of the school and the students. It is highly encouraged and leads to better performance from the students. It builds comradery and care between the families in our community.

Volunteering

Volunteers are an essential part of Islamic Foundation School. With time, skill, and patience our volunteers help our students and our school as a whole in the following areas of need:

Chaperoning
Classroom Activities
Office Help
Other

General and Miscellaneous Information

Who to Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance issues
Homework concern
 General issues/questions
 Financial

Call:

School office
Student's teacher
School office
Dean of Operations