

Rockford Iqra School
Parent/Student Handbook
Revised v2.2014



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FROM THE PRINCIPAL'S DESK

As Salaamu 'Alaikum wa Rahmatullahi wa Barakatuhu.

Indeed all praise is for Allah (swt), the Exalted. May the peace and blessings of Allah be upon His messenger, Muhammad (saw).

Welcome to Rockford Iqra School. It is our sincere hope that you and your child(ren) will, insha'Allah, find the Islamic and academic environment provided by Iqra School a very rewarding and fulfilling experience. It is solely by Allah's Mercy and His Grace that we are able to provide education in an Islamic environment for our children.

This manual, developed and periodically updated by Rockford Iqra School Establishment (RISE), is for everyone to know the policies that are in place here at Rockford Iqra School. It is of the utmost importance that you read the following information carefully and discuss it with your children. Please keep it handy throughout the school year. If you have any questions or concerns about our program or school policies, please do not hesitate to visit, call, or write to our office. We will be more than happy to assist you in any way we can.

We ask Allah (swt) to continue to show His Mercy upon us and help us in our quest to perfect the character of our children and ourselves. We pray that Allah (swt) grants success to our school, to our staff, our parents, and our children in this life and in the life hereafter. Ameen.

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INTRODUCTION

All Praise is due to Allah (swt). We praise Him and we seek His assistance. And we bear witness that there is no deity worthy of being worshipped except Allah; He is Alone and has no partners. And we bear witness that Muhammad (pbuh) is His servant and Messenger.

Welcome to Rockford Iqra School! We are pleased to welcome you to the Rockford Iqra Family.

The purpose of this handbook is to state the policies of Rockford Iqra School. This handbook is not intended to be an all-inclusive list of policies and procedures of this institution; however, it is a guide to help answer the most commonly asked questions and set forth the guidelines under which this institution operates.

This Handbook shall be modified or revised as deemed necessary by the amendment of the RISE Board.

HISTORY

Rockford Iqra School was established in 1997 to provide academic and Islamic education for students in the Greater Rockford Area. It started as an elementary school, but expanded to high school, alhamdulillah, over a period of seventeen years. Our students have done well academically, as shown on standardized tests, and have acquired a strong base of Islamic knowledge. We, at Iqra, believe in a small student to teacher ratio. Rockford Iqra School is committed to providing children with quality education in an Islamic environment. The school is dedicated to setting an academic standard well above that of the local public and private schools. The objective of this school is to offer advanced curriculum to students and equip them to step into this world with a strong Muslim identity, Insha'Allah.

OUR VISION

Rockford Iqra School is the premiere academy for educational and character excellence.

MISSION STATEMENT

The mission of IQRA is to empower students with exceptional Islamic character and academics to thrive as honorable members in a global community.

PHILOSOPHY OF ISLAMIC EDUCATION

To inculcate in our children the illuminating concepts, values, and ethics of Islam so that they will derive conviction and pleasure in living according to the guidance in the Qur'an and the life of the Prophet Muhammad (peace be upon him).

ADMINISTRATIVE TEAM

The administrative team includes the Principal and the school board, RISE (Rockford Iqra School Establishment) under the guidance of MAGR, the parent organization. Members of RISE include:

1. Chairman
2. Vice-Chairman (professional development and training committee)
3. Secretary (service committee)
4. Treasurer (financial committee)
5. Six Committee members (details from bylaws)

RISE functions under the following guidelines:

- RISE is the supervisory body managing Rockford Iqra School.
- RISE reports to MAGR.
- RISE is an independent board that operates under MAGR and is elected according to the MAGR Constitution.
- MAGR is a not-for-profit religious (church) organization catering to the Muslims of the Greater Rockford area.
- Rockford Iqra School is a church-owned school.
- In all management issues, the decision of RISE shall be final.

SCHOOL DAY

School Calendar

The school calendar is printed in the beginning of the school year. The calendar is planned to ensure that children are with their parents when their parents are home on a holiday. In addition, the two Eids are marked as days off. Holidays and festivals which are rooted in shirk will not be marked on the school calendar. The school year will have no fewer than 176 school days.

School Timings

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students should not be dropped off before 7:40 a.m. and should be picked up no later than 3:30 p.m., unless the student is in a club or has tutoring. **Students picked up late will be charged a penalty of \$10 every half hour.** Students have assembly each day at 8:00 a.m. The assembly is the start of the school day. The assembly is based on an Islamic theme as well as current affairs and issues.

Lunch/Salat

Lunch break is separate for lower elementary and higher grades. Students are supervised throughout the lunch and recess. The lunch break includes time for Dhuhr salat. In winter, the students get a chance to pray Salatul'Asr after school in the mosque. After-school clubs, when available, are held between 3:00 p.m. and 3:45-4:00 p.m.

Vacations/Holidays

Rockford Iqra' School recognizes the following school breaks as vacation/holidays. These days are published annually in the School Calendar (20 to 24 days annually)

Labor Day	Winter Recess	Memorial Day	Ramadan/Eidul Fitr
Eidul Adha Break	Late Fall Recess	Spring Break	

Before-Care and After-Care Program (*THIS PROGRAM IS NOT AVAILABLE NOW*)

A Before-Care/After-Care Coordinator, **when available**, will be with the children between the hours of 7:00 a.m. - 8:00 a.m. in the morning and 3:30 p.m. – 5:30 p.m. in the evening. If a parent wishes for a student to arrive prior to 7:30 a.m. or stay after 3:30 p.m., an additional fee of \$6 per student per hour will be charged. **This fee is only for those parents who need this arrangement on a regular basis throughout the school year.** The parent will be able to bring the child for an early arrival of 7:00 a.m. and/or a late pick-up between 3:30 p.m. and 5:30 p.m. Non-aftercare students who are not picked up by 3:30 p.m. will be sent to aftercare, and the parent will be charged \$10 per half hour for each child. The office needs one week advanced notice for occasional need for aftercare/ before care. This service will be available only if there are more than two students at that time, as no student will be allowed to stay with a staff member alone. Parents utilizing aftercare will be charged \$10 per half hour after 6 p.m. No exceptions will be made. This sum will be payable at the time of each late occurrence directly to the aftercare coordinator.

ROCKFORD IQRA SCHOOL EDUCATIONAL PROGRAM

The Curriculum

Rockford Iqra School's curriculum follows the standards of the state of Illinois. However, the basic syllabi for Mathematics, English, Social Studies, and Science are superior to those found in local public schools. The Computer Studies program has been adapted from programs outside of the area, again to meet our needs. The Arabic, Qur'an, and Islamic Studies curricula are comparable to other Islamic Schools. Rockford Iqra School gives emphasis on Arabic language learning as a means to understand the Qur'an. The school's Qur'an program also lets the students do Hifdh at their own pace and progress slowly over the years.

The Preschool and Kindergarten programs meet the needs of three (when available), four, and five-year old children. Daily learning activities lay the foundation required to prepare the child for the academic atmosphere of the first grade. The children are taught academic and Islamic education through activities, and stories. They are introduced to both Arabic and English scripts and are required to memorize the short surahs of Qur'an and essential duas. Children begin to develop basic number and letter awareness and are exposed to language and math games on the computer.

In the first through fifth grades, the basic and enriched academic curriculum fosters a love for learning and enables the child to expand his/her horizons. In addition to teaching a regular curriculum comprising of English, Science, Math, Social Studies, Arts, and PE, our educational program imparts an excellent Islamic

education through teaching Qur'an, Sunnah, and the Arabic language. The Language Arts subjects begin in the primary grades with basic language skills, spelling, reading, and writing. Math at this level involves practical work. Through these activities, children learn how numbers work through various operations. Emphasis is also given to improving speed.

At the Middle School level, further emphasis is laid on language arts with the introduction of enhanced writing skills. Students are introduced to the Science Lab, which gives them more hands-on learning experience. Math includes Algebra, starting in seventh grade. Social Studies include world history, eastern and western hemisphere geography.

Our High School has a rigorous college preparatory curriculum with a requirement of 40 credits to graduate, in addition to the Qur'an and Islamic Studies credits. Arabic satisfies the foreign language requirement. Advanced Placement credits are arranged through local and regional colleges and online approved courses.

The school strives to develop and maintain a good physical education program for the healthy growth of our pupils, through various sports and games. This is supplemented with after-school athletic clubs, whenever available. P.E. is separate for boys and girls beyond the elementary level. Students are also educated on Health, which includes discussions on healthy eating and living, as well as physical and dental care.

Instructional materials and activities converge to form a program that engages students at the cognitive, psychomotor, and emotional levels. This program enables them to enjoy a varied learning experience, seasoned by the values and standards set forth by Islam. Students participate in experimentation and research in both formal and informal settings. They also get individual attention and projects designed to their needs. In addition to books, other instructional material like videos, DVD's, and CDs supplement the teaching methods. Children are also introduced to internet research early to enable them to learn to use a wide variety of resources.

Extra-Curricular Activities

Great emphasis is given to extracurricular activities to foster all-round development and bring out the talents in each child. These activities may include an annual Science, Art and other fairs; Qur'an Memorization Competition, Spelling Bee Competition, Sports Day, and After-School Clubs that include Tennis Club, Art Club, Journalism Club, Cooking Club, Arabic Club, Spanish Club, Student Council, and other popular clubs. These clubs and activities will be made available whenever possible and student participation is subjected to the following rules:

1. No student at Rockford Iqra' School will be eligible to participate in any after-school clubs unless the student maintains a minimum of "C" (2.0) average.
2. Eligibility for athletic and/or co-curricular activities that commence in the first marking period will require the student to meet Rockford Iqra' School's eligibility requirements based upon the final grades (including summer school) from the previous school year.
3. Eligibility in marking periods other than the first shall require the student to meet the eligibility requirements based upon the grades from the preceding marking period.
4. Student interest is an important determining factor in deciding which activities or clubs to sponsor and students should feel free to express their opinion.
5. Students must also accept the responsibility for commitments once they join any club or activity and schedule their time wisely. Schoolwork shall remain a priority. We advise that the students should make sure that the activities do not conflict with their schedule.
6. If a student is absent or suspended from school, he/she may not participate in any activity on that day. The same will apply if you are sent home from school for medical reasons

7. The final determination for receiving recognition on your permanent record for membership in a club rests with the advisor.
8. Conduct Requirements - Extracurricular program is an extension of the school day. Therefore, any behavior deemed unacceptable during the regular school day also applies to these extra-curricular activities.
9. No meeting of student groups should be held unless a coordinator is in attendance to ensure the orderly conduct of the members.
10. Advisors must see that the meetings end at a reasonable time and that the members leave the building promptly.
11. Advisors must make sure that student officers are elected and administer the duties of their office.
12. Monies collected by way of dues or fundraisers must be deposited with the school office. All payments of debts incurred must be made by a school check written by the Treasurer of RISE.
13. Fund raising events must be cleared through the Principal.
14. The Principal and the RISE Treasurer must clear all purchases or expenditures before they are incurred.
15. All bake sale monies are to be turned in to the school office at the end of the day the sale is held. A receipt will be issued from the office to the teacher whose grade is holding the bake sale. Any requests for monies will be done via the Check Request Form.
16. No sororities or fraternities are permitted.

Field Trips

Students are taken on field trips for educational purposes. Parents are requested to volunteer as chaperones on field trips. A parent chaperone may be responsible for a small group of children. It is the chaperone's responsibility to maintain discipline in his or her group. The chaperone will not be required to pay any transportation charges but may be asked to pay admission and other necessary fees.

The school tries to inform parents of upcoming field trips thirty days ahead of time, barring exceptional circumstances. At least one week before the trip, parents are notified of the date, place, lunch requirement, cost, etc. The parents are required to sign and return the permission slips if they wish to send their child on the trip. If the parent's consent has not been received by the time school begins on the day of the trip, the child may be requested to stay at home. Students not attending the field trip shall be managed by a staff member at school.

Homework

Homework is an extension of the school day and an integral process of the school program. In order to facilitate this process and to uniform our standards, the teachers give homework assignments daily and may give homework on weekends and/or holidays. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given to encourage students' academic independence, while offering parents an opportunity to view their child's work. Following is a **general guideline** (may vary) for teachers in assigning homework relative to the grade during weekdays.

<u>Grade</u>	<u>Core Subjects (combined)</u>	<u>Arabic</u>
KG	10 minutes	5 minutes
1st	10 minutes	10 minutes
2nd	15 minutes	10 minutes
3rd	20 minutes	15 minutes
4th	30 minutes	15 minutes

5th	35 minutes	20 minutes
6th	45 minutes	20 minutes
7th	50 minutes	20 minutes
8th	60 minutes	20 minutes
9th	70 minutes	25 minutes
10th	80 minutes	25 minutes
11 th	90 minutes	25 minutes
12 th	100-120 minutes	25 minutes

The above chart indicates the **minimum** time recommended for students, and at times students may spend more or less time depending on their capabilities. Students should keep record of long and short-term assignments in their homework notebooks, or student planners. Parents are responsible for providing an appropriate place for the child to do his/her homework.

The place of study should be well lit, clean, and quiet. Parents should supervise their child in seeing that assignments are completed neatly and accurately. It is also important to make sure that family activities do not conflict with the child's study needs.

Grades and Grading System

Midterm and Final Examinations will be given for subjects, according to grade level. There are no make-ups for such exams, except with prior, written permission from the Principal.

Grading Scale:

90-100	=	A, Excellent;
80-89	=	B, Good;
70-79	=	C, Satisfactory/Fair;
60-69	=	D, Poor, but passing;
59 & below	=	F, Failing;

The Rockford Iqra' School, also incorporates D-, D, D+, C-, C, C+, B-, B, B+, A-, A, and A+ (for 1st-6th grade students)

NC	=	No Credit because of poor attendance (18 unexcused absences in a year / 9 in a semester)
I	=	Incomplete grade, must be made up within 2 weeks of next cycle;
WP	=	Withdrawn, but passing as of that point;
WF	=	Withdrawn, but failing as of that point;
NG	=	No Grade given, typically due to late entry;
ME	=	Medical excuse, where students must make up work later;
EL	=	Entered Late, usually transfer students who enter without grades at that point in the cycle.

If a student receives a final grade of 59% or less, that student will fail the course. Please see retention/promotion policy.

GPA (Grade Point Average):

This is assigned to middle and high school students.

4.0 & up	=	A
3.0-3.9	=	B
2.0-2.9	=	C
1.0-1.9	=	D

0.0-0.9 =F

Final Grade breakdown for whole year:

First semester (7th-12th grade)

1st Quarter = 20%

2nd Quarter = 20%

Final Examination = 10%

Second Semester (7th-12th grade)

3rd Quarter = 20%

4th Quarter = 20%

Final Examination = 10%

Examination Rules and Regulations (First and Second Semester Final Examinations)

Under no circumstances are students to be involved with computer grade sheets, report cards, or any other personal or confidential information pertaining to other students.

1. Students absent from an exam must present a doctor's certificate to the Principal immediately upon return to school, for permission to make up the missed exam. Any student who misses an exam and does not present a doctor's note will receive a grade of Incomplete.
2. Class parties cannot be held during the exam week.
3. Field trips cannot be scheduled during the exam week.
4. Honesty is expected at all times for all tests and quizzes.
5. Students may not leave an exam room without a genuine excuse. Students should use the restroom (lavatory) before receiving their examinations.
6. Students must remain in the exam room (even if the exam is completed) until class is dismissed. Halls must be kept absolutely clear.
7. No deviations to the above should be made without permission from the Principal.
8. Teachers will have class work or some planned activity prepared in the event students finish their exam before it is time to leave.
9. As with all tests and quizzes, teachers are responsible to carefully observe students and to walk around the classroom in order to discourage talking, disruptions, and cheating.

Grade Advancement Policy

State law (Illinois P.A. 86-721; 89-610, 5; 90-548, 5-915) requires that schools shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student. Decisions to promote students in any class shall be based on successful completion of the curriculum, attendance, and an overall grade of 60% or more as a cumulative average.

Students who perform below the level of expectation will be retained or attend summer school in order to be promoted to the next grade level. The following criteria will be used to determine if a student needs to go to summer school:

If a student receives a cumulative average of less than 60% in Language Arts, Math, Reading, Science, Social Studies, Arabic, Islamic Studies, or Qur'an, it is mandatory that they take that subject in summer school in order to be promoted to the next grade. If a student has a cumulative average between 60%-69% in one of the above-mentioned core subjects, summer school will be recommended. Students who transfer into Rockford Iqra School from a public school or a school without an Arabic, Qur'an, and Islamic Studies curriculum shall not be retained on receiving a fail grade in Qur'an, Arabic, or Islamic Studies in their incoming year. Summer school will be highly recommended. A failing grade in these subjects in subsequent years shall lead to retention.

Any student failing a core subject by the end of second quarter will receive a failure warning notice in writing, and a copy given to the student's parent. Subsequent warning notices at the end of each quarter will also be distributed if there is no improvement. The parents of the underperforming child will have to attend a mandatory conference with the teacher(s) of that student and with the Principal to devise a strategy to improve the student's grade.

Any child with a "D" or "F" average in any core subject will have to attend a mandatory after-school educational program. Participation in this program will count towards a percentage of his/her grade until there is a continuous, substantial improvement in his/her grades. Parents may be charged an additional fee by RISE, depending on the extent of resources and teachers needed to accomplish this.

Passing Arabic, Islamic Studies, and Qur'an

Students new to the school will be given a grace period of one year to catch up to the level of other students in Arabic, Islamic Studies, and Qur'an, and will not be asked to repeat the academic year if they fail in their first year at Iqra. They may be required to attend summer school for those subjects. A failing grade in these subjects in subsequent years shall lead to retention.

Grade Retention Policy (Failing Subjects)

If a student fails one or two core courses or does not meet graduation requirements, he/she will be able to remediate the class(es) over the summer. The parent must facilitate the class(es) but must first have the class(es) approved by Iqra School. At the completion of the remediated class(es) the student must complete a re-entrance exam administered by Iqra School no later than the first week of August. This test must be passed by a minimum of 70%.

However, if a student fails more than two core courses or does not meet graduation requirements, the student must repeat the entire grade level at Iqra School or an approved school by RISE. Students re-entering from another school following this event, will be required to take a placement test and pass it with a minimum of 70% to be eligible for re-entrance.

Summer School (if available)

Depending on the availability of teachers, need of students, and other resources, summer school may be arranged. Students will be able to obtain a passing grade in Elementary or Middle School or make up for lost credit in High School if they participate. If summer school is not offered, and the student has failed the class, alternative arrangements for summer schooling are the sole responsibility of the parent. Iqra' School in such cases needs documentation to verify completion of an appropriate summer course and material, pre-approved by the respective teacher and Principal. Please read above the requirements for failing and/or being retained in a grade.

Skipping a School Year (Double Promotion)

Students at the end of 3rd grade through the end of 7th grade students must first pass an advanced placement exam to be considered for skipping a grade. This exam will be used to determine the student's academic standing for placement purposes. The examination should be in the core subjects of English, Mathematics, Science and Social Studies. A minimum score of 85% is needed in this placement exam, in order to be considered for double promotion, plus the following:

1. The student should have a minimum overall average of A (90%) in the core subjects during the last grade attended.
2. The student should have at least scored a cumulative score in the upper 95th percentile, during the last grade attended, on a national standardized test offered by Iqra' School to be considered for double promotion.

3. Applications for double promotions shall be due two weeks before the start of the school year. It is highly recommended that parents apply before the end of the prior academic year.
4. The student should have shown adequate behavioral maturity as determined by a team consisting of the Principal and two teachers who taught the student core subjects during his/her last year of attendance at Rockford Iqra' School. Appropriate documentation of behavioral immaturity in the student's past is needed to deem a student's behavior immature. If there is disagreement, the decision on behavioral maturity shall be by majority vote amongst the three members of the team.
5. A fee of \$100 shall be charged for testing for such advancement, irrespective of the student's advancement.

Students in High School are not allowed to skip or be promoted beyond their current grade level. AP/IB course credits and college course credits and grades will be accepted and counted towards high school graduation.

Report Cards

These are issued in early November, February, April, and June, after the end of each quarter. Report cards for the first three quarters will be issued shortly before parent teacher conferences (see school calendar for dates). Students will be given their 4th quarter report card; provided the family's tuition has been paid for the year and rented books are turned in. Report Cards that are not picked up at (or before) the Parent Teacher Conference may be mailed. Parents/Guardians are urged to examine the report card carefully. Any questions regarding the student's achievement may be discussed with the subject teacher and/or the Principal. Appointments may be arranged by calling the school office.

Mid-Quarter Progress Reports

During each marking period, a mid-quarter Progress Report is made available through the GPA Network system. The purpose of this progress report is to inform parents/guardians of their child(ren)'s performance at the midway point in a particular quarter so that parents have a chance to work on their child(ren)'s weak areas to improve outcome before the final grade appears on the report card. These are available in the months of October, January, March, and May approximately.

Grades for Each Quarter

Work received by the teachers throughout the marking period will be graded with letter grades A through F, or with numerical equivalents. Report card grades are recorded in letter and/or numerical grades for each marking period. Parents and students have the right to see and discuss their grades, if they so request, at a time convenient to the teacher. Students are to be informed by the teachers of the grading system at the beginning of the course.

A marking period grade breakdown generally includes the following categories (but can vary somewhat from teacher to teacher and according to grade level and subject):

- 30%=Tests
- 15%=Quizzes
- 20%=Homework
- 15%=Classwork
- 10%=Projects, Lab performance
- 5% =Preparedness
- 5% =Participation

Tests, quizzes, and any other assignments may only be made up within the respective marking period, unless an excused absence prevented a student from completing that work prior to the end of the quarter.

Honor Roll/ Merit Roll

High Honor Roll - Students who have maintained all A's for 1st-6th grade and a GPA of 4.0 or better for 7th-12th grade.

Honor Roll - Students who have maintained all A's and B's for 1st-6th grades and a GPA between 3.4-3.99 average for 7th-12th grade.

Merit Roll- - Students who have maintained all A's, B's, and one C for 1st-6th grade and a GPA of 3.0-3.39 for 7th-12th grade.

Standardized Testing Requirements

Rockford Iqra' School incorporates preparation for standardized tests into its daily curriculum in order to ensure the highest possible opportunity to do well in these tests. All students are required to participate in these tests. Currently, the school administers Terra Nova Examinations to all students in grades 1 to 12. The school may choose to give other standardized tests. High school students may take the PSAT in their sophomore/junior year. Interested students will have the option to take the SAT in tenth grade if they are found to be ready by their teachers. Additionally, all juniors and seniors are required to take either SAT or ACT examinations. Students will also be highly encouraged to take at least two SAT II subject tests and the AP exam for any AP courses they have completed.

Academic Probation

It is imperative that we have the cooperation of the students in order to achieve academic success. All staff members are encouraged to assist the students in doing their best. However, students who consistently fall into a failing or troubled academic status will be placed on academic probation. Any student failing two or more subjects shall immediately be placed on probation. Any student demonstrating a marked decline during a marking period may be placed on academic probation after consultation with the teacher(s) and the Principal. Parents will be notified when their child has been placed on probation. A student placed on probation will be responsible for presenting a weekly Progress Report to each teacher. Parents are responsible for signing this form weekly so that the student may return it the next week. The homeroom teacher will give the student a new form, after receiving the signed report from the previous week. The homeroom teacher will be responsible for monitoring the report for parent signature and the Principal will periodically evaluate the student's improvement or continued probation status. Students on academic probation will not be permitted to participate in any extra-curricular activities.

Graduation Requirements for High School

Credits Required

Seniors need a minimum of 68 credits to graduate. These include English, Math, Science, Social Studies, Computer Sciences/Public Speaking, Health, and Arabic. Any local community college, correspondence or online courses need to be approved, prior to being used towards credit. The students should also have passed Qur'an and Islamic Studies satisfactorily. Only seniors, currently enrolled in Iqra' School, in good standing by the end of fourth cycle may participate in the graduation ceremony. Seniors who must attend summer school the summer of their senior year and/or must return to high school for an additional year, beyond their fourth and senior year, will not be allowed to participate in the graduation ceremony. If students do not receive credits for any given course, they will have to take summer courses before graduating. Students are allowed to attend any summer school program (i.e. public or private), as long as pre-approval is given by the Principal.

Course	No. of years	Semester Credits
English	4 years	8
Social Studies	2 years	4
Math	4 years	6
Science	3 years	6

Arabic	4 years	8
Physical Education	4 years	8 (may be waived)
Health	2 years	2
Qur'an	4 years	8
Islamic Studies	4 years	8
Consumer Economics	0.5 years	1
Civics	0.5 years	1
Computer Science	4 years	8

Honors courses and AP courses will be noted as such on the transcript and given 2 credits for each year completed. AP courses can be coordinated through RVC, through the school, if offered, or may be obtained during summer if prior approval is obtained by the Principal.

Class Rank

Class rank is a listing of seniors according to their GPA. Rank calculations determine highest overall grade point average for the four years or number of years the student attended the school relative to the Grade Point Averages of the rest of that graduating class, in descending order. Valedictorian/Salutatorian for the graduating class is decided. Preliminary rank is done in the summer after the junior year, and a final rank is done in May of the senior year.

National Honor Society

Iqra School is a registered chapter of the National Honor Society for middle and high school students. Students according to their academic and community achievements may be inducted into this prestigious institution. This selection is an honor for the student and will demonstrate to universities and colleges that the student pursues after attending Iqra School has achieved a high level of success both academically and morally.

Career and Counseling Services for High School Students

The purpose of these services is to:

1. Serve all students in relation to their ability, interest and need
2. Guide them in making post-secondary plans
3. Provide information concerning school and college requirements and job opportunities
4. Assist students in the selection of proper career schools or colleges in line with their ability and aptitude
5. Provide information on scholarships and financial aid for further education
6. Make arrangements for career school and college representatives to visit the school and organize special programs such as on-site decisions
7. Create better understanding among students and staff
8. Consult with parents on student progress and adjustment
9. Assist students in the selection of courses or subjects (Each student plans his course with a member of the secondary staff)
10. Check student's progress, confer with students doing poorly, and work with teachers and parents on student difficulties
11. Administer testing programs like PSAT/NMSQT, SAT, ACT, etc.

Brochures, pamphlets and computer disks for colleges, nursing schools, career schools, financial aid, test taking, etc. can be found in the office. The bulletin boards will also display valuable information. Consult them regularly. Newsletters will be sent to juniors and seniors regarding college news, college representative visits, scholarships, and other pertinent information. All students are urged to discuss school and personal problems with their class advisors. Appointments should be made preferably before or after school.

SCHOOL POLICIES AND PROCEDURES

Overview

Rockford Iqra' School establishes these policies in order to ensure that business is conducted in a coordinated manner and in accordance with its mission, goals, and priorities.

Admission/Registration Requirements

Early registration occurs before June 10st prior to the beginning of a new school year. Registration and/or admission will be accepted at any time before the beginning of the school year. All new students are placed on probation for the first academic month. Those students showing special learning, speech, behavior, or study habit problems that are beyond the capabilities of Rockford Iqra' School, may not be able to continue at the school, if the school cannot accommodate the student's needs. An admission test may be administered additionally if seats in any class are limited. When required, this test will be administered in either June or August. Under such circumstances, preference will be given to siblings of currently enrolled students.

New Student Entrance Procedures

A student is considered new to Rockford Iqra' School if he/she was not enrolled at the close of June of the previous year. This includes students who may have attended Rockford Iqra' School at some point in the past. A student arriving for the first time must follow the required guidelines:

1. Be in possession of transfer, health and test records
2. Report with parent/guardian to the school office for registration
3. Complete all necessary forms for admission

New students who do not have records from their previous school must take an Entrance Exam. Students with records from a previous school may still have to take a placement test, at the discretion of the Principal. This exam will be used to determine the student's academic standing for placement purposes. The Principal will interview students, along with their parents, within three days of taking the entrance exam.

New students enrolling in the first grade must be 6 years old by October 1, Kindergarten must be five (5) years old by October 1, in Pre K-4 must be four (4) years old by October 1, and in PreK-3 must be three (3) years old by September 1. At the time of registration, parents need to bring in proof of age. Students who have successfully completed Pre K-4 at Rockford Iqra' School may be promoted to Kindergarten.

Transfer Students

Transfer students will be accepted into the school up until the end of the second marking period. No students will be accepted in the third marking period. The Principal will consider extenuating circumstances if deemed necessary.

Transfer students must have their records from their previous schools, including attendance records. If attendance records from the previous school are not submitted, the student may have to go to summer school, due to a lack of evidence that state compulsory attendance requirements have been met for a complete academic school year, at the student's prior school. Students will not be admitted into Rockford Iqra' School without records from the previous school.

Home-schooled Students

Home-schooled students must provide detailed records of the curriculum followed, tests taken, and the schedule during their home schooling. A placement test must be given to place these children in the appropriate classes and grades and students will have to score above 70% in order to enroll.

Fees Policy

As a parent or a guardian, it is your obligation to make sure that your child(ren)'s fee is paid on time for the proper functioning of the school. All fees for registration, tuition, lab, workbook/textbook, lunch, late pickup and late tuition payment(s) are set by RISE each year, and published at the beginning of the year as the School's "Fees Policy". All fees listed below are non-refundable. In case a student cannot complete the remaining school year, the balance for that month shall be due at the time of departure and a written notice of such departure should be given to the Principal at least 30 days in advance.

Registration Fee:

A registration fee is required for students prior to processing their application for admission.

"Smart Tuition" Fee:

It is mandatory for all parents paying monthly to register with "Smart Tuition", an agency for fee collection on the school's behalf and parents will have to deal with this agency regarding payment of tuition on time. Cost of this service is \$45 per family, per academic year. The only exception to this requirement is payment of all dues before the start of the school (lump sum payments).

Tuition Fee:

For exact tuition fee for a specific grade, please refer to the student registration form.

Computer/Lab Fee:

For exact computer/lab fee for a specific grade, please refer to the student registration form.

Lunch Fee:

For exact lunch fee, please refer to the student registration form.

Fee schedule:

Fees shall be paid through "Smart Tuition" in **nine monthly installments** starting on or before September 1st, and then on or before the first or fifteenth of every month (depending on the preference checked on the Smart Tuition enrollment form) until May of the academic school year.

Special Discounts:

Further discounts in tuition may be available for low-income families depending on funds through the Tuition Assistance Program (TAP) for parents and/or the "Student Sponsorship Program". These are available in limited numbers and based on need; applicants will be accepted on a first-come-first-serve basis upon determination of their qualifications. Please contact the Principal or the school office for details.

Early Fee payment discount:

There is a \$200 discount for parents paying in one installment. (Restrictions apply; please refer to our tuition schedule in the registration form).

Sibling Discount:

This is offered based on annual household income to only those parents who apply in writing with all relevant documents attached (i.e. your most recent tax return).

Returned Check fee:

Rockford Iqra School gets charged by the bank for all checks returned. Thus for each returned check, there will be a handling fee of \$25. Similarly “Smart Tuition” will charge \$25 for returned checks and \$20 for failed auto-debit transactions.

Late payment fee and late pick-up fee:

The school’s only permanent source of monthly income is the school tuition fee paid by parents; therefore, timely collection is essential to meet monthly school expenses.

“Smart Tuition” will be collecting fees for Rockford Iqra School. **If a payment is overdue by ten days from the due date, the account will be considered delinquent, and a \$45 late fee will be charged per month until all overdue fees are paid. Smart Tuition will notify the parent or the guardian of the delinquent account and will also charge a follow-up fee of \$20 (total of \$65).**

If the payment is still overdue after ten days of becoming delinquent, then the child(ren) of that parent will be placed on a temporary administrative leave until all overdue fees are paid.

A parent can submit an “Application For Inability To Pay The Balance On School Fees” along with all relevant documents, if he/she is having great hardship in payment of the agreed upon fees. RISE shall have the authority to approve such applications, beyond what is stated in the policy and write-off a portion of the tuition fee.

Late pick-up: The result of any parent who does not pay the late pick-up fee as levied by the school by the following tuition statement, his/her child will not be permitted to attend school until this fee is paid.

Withdrawal Policy

Parents wishing to withdraw students from school prior to the completion of a certain quarter must schedule a conference with the Principal and fill out a withdrawal form. Students will be considered still enrolled in school until the conference is held and the withdrawal form is filled out properly and turned into the office. A thirty-day (30) notice is required for all student withdrawals. Transfers, school records, etc. will not be provided to parents who do not adhere to the above policy or who have tuition arrears. No exceptions will be made. Fees for the whole month that the student withdraws in shall be paid.

Snacks and Lunches

Parents are required to provide students with a healthy lunch. In accordance with the rules of the building, alcohol, cigarettes, tobacco, pig-based products, and gum will not be permitted on school property.

The school provides a hot lunch every Monday and Friday. The current cost for the entire year for hot lunches is \$250 which should be paid by the first day of school. This hot lunch program may be expanded in the future.

Dress Code

All students must be in uniform by the end of the first week of September. Any student who does not adhere to any part of the uniform policy will receive a note from the office that will be sent to his parents; and if repeated, the student’s parents will be called and the student will be sent home to change into the appropriate uniform. No exceptions will be made to this policy and proper uniform will be strictly enforced by the staff.

Girls Uniform:

- Girls, below 5th grade, are required to wear a light blue shirt, navy blue jumper, navy blue pants (leggings are not allowed, and light blue shirts with pants without jumpers are not allowed), white socks, and solid black shoes/sneakers. Colored shoes, shoes with high heels, or clogs are not permitted.
- Girls in 5th Grade and above are required to wear a navy blue jilbaab/Abaya with navy blue pants underneath. A solid, navy blue or white khimar (scarf) is mandatory with the jilbaab. Colored garments visible under the jilbaab are not allowed, and the jilbaab must be ankle-length. Girls must make a concerted effort to keep the jilbaab closed at all times. Open display of jewelry will not be permitted. No head band is to be worn over the Khimar. No printed Khimars are allowed. No nail polish, finger rings, bracelets, or bangles are to be worn. Sweaters or vests, if worn, must be navy blue, without writing or other images on them.
- The school will coordinate the availability of a solid, navy blue unadorned jilbaab, made available through arrangements in the school office before the beginning of the new school year; any female student needing additional jilbaabs should contact the school office throughout the year. If for any reason, the approved jilbaab is unavailable, the Principal will have to approve alternate jilbaabs.

Boys Uniform

- Boys should wear a light blue shirt, navy blue long pants that are ankle-length, white socks and solid black shoes/sneakers. Only white undershirts are allowed. No jewelry is allowed. Soft gym shoes must be worn in the gym. Nails should be clipped, hair tidy, and uniform clean.
- All footwear must be laced and tied.
- Sweaters or vests, if worn, must be navy blue, without writing or other images on them.
- Any unusual or uneven haircuts will not be allowed.

Both male and female students will be required to display the school logo patch on their uniform in the appropriate spot as directed by the administration. This is part of the required dress code.

Transportation

Transportation is the responsibility of parents. Car-pooling arrangements among the parents is one method to meet transportation needs. Rockford Iqra' School will try to arrange for transportation at an additional cost that will be paid by the parents using this service. There must be sufficient demand for such a service, and an appropriate person can be hired to meet this need.

Parent-Teacher Conferences

Conferences are designed to inform parents of their child's progress and development. These should be used as an opportunity for the parent and teachers to discuss ideas to further fulfill the needs of the individual student. Dates are marked on the school calendar, and appointments can be scheduled through the school office with your child(ren)'s teachers.

Library Policies

General Guidelines for selecting books should include the following:

- Teachers are required to consult the Principal before adding any books (bought or donated) or instructional material to classroom libraries.
- The books should be age appropriate for the grade.
- The books should not encourage drinking, dating, or romance.
- The books should not be anti-religion, anti-God, or have any themes pertaining to devils, witches, magic, or holidays other than Islamic holidays.
- The books should not contain profanity or crude jokes.

- Donation of any book(s) to any school library, including the PTO-operated library if available, should be made to the Principal of the school and be approved by the Curriculum Committee of RISE.

Inclement Weather

Announcements and information regarding emergency closings due to inclement weather or catastrophic events will either be provided by an automated phone call to parents or by a recorded message on the school's phone (815-397-6899). Calls will be made after 6:00 a.m. on the day of closing, but before the beginning of the school day. Rockford Iqra School will follow the policy of inclement weather for the Rockford School District 205. In case that day is a public holiday for the District, then the Principal in consultation with RISE will notify the parents if school will be closed for the day. Closings may also be posted on WTVO/WQRF (ABC 17/Fox 39).

Parties

Written permission from the Principal is required before any teacher grants parties. No class will be allowed more than one party a year. Parents shall be notified at least one week before the party. There will be no parent-initiated parties. **Birthdays will not be celebrated either with birthday parties or parents bringing treats to the class.** No non-Islamic holidays will be celebrated at the school. Food brought in shall be in accordance with the Policy handbook guidelines and in consideration **to any allergy/health notifications for a specific class.**

Fund-Raising

Fund-raising activities shall not be delegated to children except when approved by RISE and shall not be during regular school hours.

Communication and Grievances Process

The school would be happy to meet with parents or visitors at any convenient time to discuss means of improving the school. Gossiping and following rumors will not solve problems at the school. Instead, please phone, write or e-mail the principal to make an appointment to discuss issues. If a parent has a complaint or problem related to a class matter, he or she should contact the office and set up an appointment with the teacher. Parents should arrange a time that is convenient to the teacher and does not disrupt teaching. Teachers will not be pulled out of classes to accommodate parents. The complaint discussed with the teacher must be reported in writing to the Principal within a week if the problem is not addressed satisfactorily. The Principal shall respond to this, in writing, within two weeks. If the parent is still not satisfied, he/she may contact RISE for a resolution. RISE, in turn, will try to schedule an appointment with the parent in two to four weeks. The RISE Administration and the Principal have an open door policy regarding hearing parents' claims of violation, misinterpretation, or misapplication of policies, rules, and regulations or orders of the school.

Complaints by Parents

If a parent has a complaint, for any reason, a conference must be scheduled with the respective teacher to resolve any difficulties. Conferences are broken down into three levels. They are as follows:

Level 1 = between the teacher and the parent(s)

Level 2 = between the teacher, the parent(s), and Principal

Level 3 = between the teacher, the parent(s), the Principal, and designee of RISE

The teacher should schedule a conference as follows:

Level 1 within one week of the complaint

Level 2 within one week of level 1 conference

Level 3 within one week of level 2 conference

Teachers will write a brief report on complaints. The outcome of the conference is to be written at each level and made available at least two days before the next scheduled conference.

RISE Incident Report Form

Any grievance which was not solved to a parent's satisfaction or any matter of significant gravity, as determined by the parent, should be brought to RISE's attention by filling out a 'RISE Incident Report Form'. This form should be deposited confidentially, and marked "confidential" in the Rise Chairman's mailbox located in the school office. These forms are available through the RISE Chairman and/or the school office.

Parent-RISE Conferences

RISE shall convene Parent-RISE meetings quarterly to listen to parents' general suggestions and recommendations to improve the functioning of the school. Grievances addressing a specific incident and/or staff member should be brought to RISE's notice privately by filling out the 'RISE Incident Form' and following the steps outlined above.

Parent Survey

Parent survey forms will be used periodically to get feedback from parents regarding the functioning of the school in general and to obtain feedback about staff. RISE considers this an important tool to improve the school and motivation for staff to continuously perform well. RISE strongly urges parents to complete these surveys objectively and return them confidentially by depositing them in the RISE mailbox in the school office. Forms are available in the school office and may be periodically distributed by RISE. No surveys will be allowed to be distributed in the school without prior approval of the RISE board.

Release of Personal Information

Students over eighteen years of age and parents of students have the right to inspect their own official or permanent school records. School officials at Rockford Iqra' School may determine the time (within 48 hours) and the manner the materials will be presented.

The personnel of Rockford Iqra' School shall respect the confidentiality of the personal records of the family and the child. Any information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to the school academic staff, unless the parents of the child grant written permission for disclosure.

In case the parents want the information to be released to any agency or individual, they will be required to sign a release form in the office, specifying to whom the information needs to be released and for how long the release form is valid.

School Events

Rockford Iqra' School holds Eid parties, Sports Day, fundraisers, as well as other school functions and programs hosted by the PTO and student council. Parents are encouraged to actively participate in these events and support their children and the school.

HEALTH

Policies Regarding Illness and Absence

A sick child should not attend school. Any student who appears ill or is unable to participate in activities due to illness or fatigue will be sent home. Furthermore, any student with a fever (temperature of 100 degrees or more) may not attend school and must be fever-free for 24 hours before returning to school. If a child is ill, and will not be attending school, parents must notify the office regarding the nature of the child's illness by 9am. If the child remains ill for more than one day, parents must inform the school as to when he/she will return to school; in case of illness over five days, the student must bring a written medical notice.

Health Records

All students entering KG, sixth, and ninth grades are required to have a complete medical examination before starting the academic year. Proof of such examinations, along with proof of immunizations, is required on or before September 10. A written notice will be sent to notify parents of students who lack immunization documentation. The student will not be permitted to attend school unless immunization/physical examination requirements have been documented and received by the school by October 15. The Winnebago County Dept. of Public Health holds immunization clinics where children may be immunized free of charge, if necessary.

Medication

The following describes the policy of Rockford Iqra' School regarding administering medication by school personnel.

1. The school cannot provide students with aspirin or any other medications. It is violation of state law to administer medication without written note from the doctor and parent.
2. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health and safety may be jeopardized without it.
3. Students requiring medications at school must have a written statement from their physician that identifies the type, dose, and purpose of the medication.
4. The school will also require that the medication, to be given in school, be in its original prescription container.
5. The Principal should be advised of any drug being taken by a child attending school, particularly those that might cause a change in behavior.
6. A parent may come in and administer the medication for their child.

Over the Counter Drugs

Over the counter medication may be administered by school personnel with the permission of the parent. All medication should be kept in the office. Parents should never send medication to school with students. Required medication procedures are outlined above.

Vision and Hearing Screening

The Illinois Department of Public Health annually conducts a vision and hearing screening (for a nominal fee) for all of our applicable students. Parents will be notified in advance by the school office and if further follow-up is required after the screening.

Confidentiality

Employees and/or RISE/MAGR will occasionally be exposed to "Confidential Information" in the performance of their regular duties. The term "Confidential Information" shall include, but is not limited to: 1- student information, 2- personnel records, 3- social services functions, and 4- financial information. Parents hereby consent to such disclosure of confidential information as deemed necessary to the functioning of the school.

Anti-Harassment Policy

Rockford Iqra' School is committed to providing a work and educational environment where each individual is treated with respect and courtesy at all times. Our employees, students, parents, and visitors have a right to be in an environment free of all forms of "harassment". Harassment also includes physical, written, verbal, and online bullying.

Discrimination Policy

Rockford Iqra' School does not discriminate based on race, creed, color, origin or ethnicity.

Child Abuse/Neglect

All employees of Rockford Iqra' school are required to report all suspected cases of child abuse and neglect as stated in our Child Abuse Policy.

Substance-Free Policy

(Drug-Free, Alcohol-Free, and Smoke-Free Workplace)

No student, employee, or volunteer is permitted to manufacture, distribute, dispense, possess, or use a controlled substance at Rockford Iqra' School or while conducting official business. Students or employees who violate this policy will be subject to expulsion or termination from Rockford Iqra' School.

An alcoholic beverage is any beverage containing alcohol that may be legally sold and consumed. No individual or group may serve, possess, sell, use, or consume alcoholic beverages on Rockford Iqra' School's premises, in vehicles, or at any of the school's functions. Students/Employees who violate this policy will be subject to expulsion or termination.

Smoking is defined as the burning of a lighted cigarette, cigar, pipe or any other substance that contains tobacco. Chewing tobacco is also prohibited by this policy. Smoking is prohibited in all of Rockford Iqra' School's owned or leased facilities/on premises and in vehicles. Employees who violate this policy may be subject to expulsion or termination.

Visitors

All visitors must report to the school office to obtain a visitors pass. Parents are permitted to visit classes during school hours for observation purposes. Written notice must be given at least 24 hours in advance and parents must check into the office for a pass prior to entering the class. Parents may also visit staff members during school hours by appointment only. A parent's presence cannot interfere with the learning process or interrupt the teacher in any way during or between the class periods. Any student, who is not supervised by an adult or not listed on the school's attendance register, will not be permitted in the school.

Textbooks

Parents can either rent for a non-refundable fee payable at the beginning of each school year for each student, or decide to purchase textbooks on their own. Inventory sheets shall be maintained of each and every book distributed to or by a teacher. Textbooks issued to students should be cared for, since they are the student's temporary personal property and responsibility. Teachers should instruct students on the proper handling of textbooks, by following the listed guidelines below:

1. Students must print their names in the proper place on book covers.
2. All books should be numbered.
3. All hardcover books should consistently have book covers.
4. Lost (or damaged) Iqra' Textbooks must be paid for by parents. If the book is found, the money will be refunded provided that a replacement book was not purchased already by the school. No course grade or transcript will be forwarded for any student who fails to pay for book fees.
5. The following prices will be adhered to when levying book fines:
 - a) Torn pages - \$1.00 per page
 - b) Torn/broken binding - \$5.00 per book
 - c) Torn cover/holes in cover - \$5.00
 - d) Writing in book - \$1.00 per page
 - e) Abused book that renders it unusable or lost books:

- New – 100% of original cost
- 2 to 5 years old - 75% of original cost
- Over 5 years old - 50% of original cost

6. During final exams, books belonging to the school will be collected by the respective teacher.
7. The names of students who fail to turn in books belonging to the school will be sent to the school office.
8. If a student leaves midyear, all books belonging to the school are to be returned to the school office. The office personnel and the student will sign off on all of the books returned to the school.
9. Teachers will be responsible for periodically checking textbooks each quarter.

Accidents and Emergencies

Accident/Injury Reporting

The staff is required to report any injury, regardless of severity, to the Principal immediately. Each accident is reported to the Principal on a form processed through the school office. The teacher supervising the child at the time of injury is required to complete the Accident Form. The office will call the parent to notify him/her about the incident, if necessary. Up-to-date emergency contact information is mandatory and is the responsibility of the parent.

Fire, Tornado, Code Red/Blue Drills

1. The purpose of a fire drill is to develop and maintain a prompt, orderly evacuation procedure. Safety should not be sacrificed for speed.
2. Fire drills are held intermittently throughout the school year. The signal is a continuous alarm sound.
3. Without exception, all students and teachers are required to leave the building.
4. Teachers are required to remain with their classes for the entire duration of the fire drill.
5. Tornado, and/or code red/blue drills are also held periodically. Code red/blue drills will be held to teach students how to react to a suspicious person detected on school grounds.

Student Attendance

The homeroom teacher keeps track of students' attendance. The school office updates daily a central register for all students in the school with this information. Students who are suspended from school must present a note from the Principal for re-admittance to class. No exceptions will be made.

Early Dismissal

1. An "Authorization to pick-up slip", prepared by the school office, must be presented to the teacher by the parent before students will be permitted to leave. The parent is required to present the slip to the office before exiting the building.
2. A student absent from class due to an early dismissal will be marked absent for that period. Any missed assignments or tests must be made up.

For their protection, students may leave school during school hours only under the following conditions:

1. Permission has been obtained from school office personnel in cases of emergency.
2. Permission has been obtained from the Principal.
3. Arrangements have been made to be excused from school for medical appointments. The student should submit a note from the doctor, dentist, etc. upon return to school.
4. Attendance in a special class previously approved by the Principal. Students leaving school must sign out in the school office before exiting the building. Students leaving school grounds illegally will be suspended in accordance with the discipline policy.

Students must be present at least six hours or more in order to get credit for a full day of attendance. Students must be in attendance for at least 3 hours in order to receive credit for half a day.

NOTE: All the above conditions are permitted only with parental consent.

Lateness to School

Rockford Iqra' School's policy requires attendance at school for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school.

Any student who arrives after first period, which begins at 8:00 a.m., must get a late pass from the school office before going to class. No teacher should permit a student into class after the first period has begun, without a late pass.

1. The late student should go to his/her locker prior to being admitted to class. Unexcused tardiness will be marked if a student comes to class late without a legitimate excuse in writing.
 2. Excused tardiness will be valid according to the following guidelines: Lateness due to emergencies such as power failure, auto accident, late arrival of school bus, or other valid emergencies.
 3. Three unexcused tardies will be counted as one absence. The homeroom teacher will keep a record of "unexcused lateness".
 4. Teachers will be notified of any students arriving to school after 8:00 a.m. on the following day through the Daily Attendance Report.
 5. If a student is detained by a teacher, the student must be provided with a pass to the next class.
 6. Students in the hallways without a pass may be picked up by the staff and escorted to their appropriate class after a discipline intervention.
 7. Disciplinary action will be administered to students who are chronically tardy to their classes.
 8. Students are expected to be in the classroom within three minutes of the class starting time. Any student legitimately detained because of school business should have a late pass to class from the employee responsible for detaining the student. All students should be apprised of the penalty for being late for class.
- Parents will always need to be notified whenever unexcused tardiness starts to accumulate over 9 in a semester. Any student late for the 8:00 a.m. assembly will not qualify for perfect attendance for that quarter. Ten or more unexcused absences and/or tardies for the assembly and/or any other period **will result in a disciplinary action determined by the Principal.**

Student Absence and Lateness Policies

Students may not accumulate more than eighteen (18) unexcused absences (9 per semester) during the school year. Accrual of more than eighteen (18) unexcused absences (9 per semester) in a subject during the school year will result in the loss of credit for that subject.

Students may not accumulate more than thirty-six (36) unexcused tardies during the school year. Accrual of more than thirty-six (36) unexcused tardies in a subject during the school year will result in the loss of credit for that subject.

The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern of all involved. It is with this concern in mind that the following attendance regulations are recommended:

- 1) Four (4) hours of school attendance on any one day are necessary in order for a student to be eligible to participate in extra-curricular activities for that specific school day.
- 2) Notes - Notes submitted for explaining absences must include:
 - a. full name of the student
 - b. dates of the absences
 - c. reason for the absence
 - d. signature of parent
 - e. home phone number
 - f. work phone number
- 3) Upon the student's return to school from an absence, the student will take the note to the school office prior to homeroom. A copy of the note will be sent to the homeroom teacher in order to correct their attendance book.

- 4) A daily attendance sheet will be provided. The teachers will assume the student has an unexcused absence unless otherwise notified.
- 5) Students who are absent from school will not be able to participate in school functions or activities for that day.
- 6) If a student is absent from school, it is the student's responsibility to contact the teacher to make up assignments. The work must be handed in within the length of time (number of days) of the absence, e.g. one day absent - one day after the return to school to make up the work. For classes meeting only 1 day a week, the student must contact the teacher to make up the missed work before the next class occurs.
- 7) Parental notes or phone calls, which document or verify extended medical treatment, and/or other extenuating circumstances, will be considered under the appeals process.
- 8) **Excused Absence** will be considered for the non-attendance of a student enrolled in the school for the following reasons:
 - a. Student illness or accident verified by a doctor's note on official letterhead or prescription sheets
 - b. Death or serious illness in the immediate family
 - c. Attendance required in court (evidence of appearance has to be submitted)
 - d. Administratively approved absence
 - e. School-sponsored educational activities, sanctioned or approved by the Principal
 - f. College Visitations (Seniors Only) - Notes from parents need to be submitted to the Principal in advance of visitation.
 - g. Family vacations will be considered excused absences up to a maximum of 5 days in the school year, although these are discouraged. These will not be approved if the student has a grade C or less in any core subject. Family leave will not be approved for the first week of school and during examination week. Parents may be subjective to additional fees if a proctor has to be obtained for their children to proctor final exams given early due to families going on early vacations. Parents should contact their teachers at least two weeks in advance and the students will be given appropriate work to be completed before they return from the family vacation.

Truancy

The following forms of absence are classified as truanancies:

1. Absences from school without the knowledge and consent of the teacher.
2. Leaving school during the school day without permission.
3. Staying out of class without permission.
4. Students more than thirty minutes late without a valid excuse.

Loss of Credits - Appeals Process

The following outlines the appeals process:

1. Upon written notification of withdrawal of credit, the decision to withhold credit may be appealed in writing to the Principal by a parent or guardian within five (5) days. The student will remain in class.
2. The Principal will convene with the RISE Board, who will be charged with the responsibility for rendering recommendations related to this matter.
3. The Principal will summarize the recommendations of the RISE Board in writing to the parents within 3 business days.

Loss of Credits - Notification Procedures

The school has a responsibility to communicate to the parents that their child's attendance pattern may lead to loss of credits. In order to ensure that parents and students are aware of the serious ramifications of excessive unexcused absences, the following procedures shall be followed in notifying parents of students whose attendance patterns could result in the loss of credits:

When a student has been absent for:

1. Five (5) Days- The homeroom teacher will discuss the problem with the student and notify the parent or guardian of the concern for the developing pattern of excessive unexcused absences.
2. Eight (8) Days- The Principal will inform the parent or guardian of possible loss of credit due to “excessive absences” if two (2) additional unexcused absences occur.
3. Ten (10) Days- The Principal will inform the parent or guardian that due to “excessive absences”, credit is being denied for all semester courses in which the student is enrolled. At the same time, it will also be stressed that a continuing pattern of “excessive absences” will only further the possibility of the student failing for the year.
4. Twelve (12) Days- The Principal will notify the parent for a conference to discuss the possible failure for all courses in which the student is enrolled for the entire year due to excessive absences.
5. Eighteen (18) Days: The Principal will convene a special meeting with the staff and RISE to discuss the particular case. The decision resulting from the meeting will be provided in written form informing the parent or guardian by mail that due to “excessive absences” credit will be withheld for all courses in which the student is enrolled and the student must repeat the current grade.

Student Files

Parents can review student files once a request is made through the office assistant and/or the Principal. The office will be required to present student files within 48 hours of the request.

Personal Items

Students may only bring to school such personal items as may legitimately be used at school. Toys, comic books, inappropriate magazines, games, make-up, perfume, costume, jewelry, and pets are not permitted at school. Food and drinks in excess of the student's snack and lunch are not permitted. Parents should be aware at all times of things their children bring to the school. If a teacher permits toys to be brought to school for sharing on certain days, the toys must be securely wrapped and have the child's name clearly marked on the package. The package will be kept by the teacher and returned at the end of the day.

Use of Telephone

No student will be allowed to use the phone except for emergencies and with the permission of a staff member. If a parent calls during school hours to speak with a student or a teacher, a message will be taken and delivered so the classroom is not disturbed. The teacher and/or student will return the call as soon as possible.

Student Locker Rules

Students are responsible for the maintenance of their lockers. Students must abide by the following rules:

1. Students must sign a locker agreement prior to usage.
2. Students should take all of the books needed for morning classes prior to the first period and get books needed for afternoon classes at the end of the third period and during lunchtime. If a teacher deems it necessary for a student to go to his/her locker, that student may be given a pass to do so. However, this is not encouraged.
3. Rockford Iqra' School personnel reserve the right to inspect all lockers at any time and confiscate any un-Islamic items found in the locker.
4. Lockers will be kept clean at all times.
5. Absolutely no writing or marking is permitted on/in lockers.
6. Absolutely no food or contraband of any kind is allowed.
7. Students should refrain from damaging lockers by bending, denting or breaking any part of the locker.

8. Unauthorized entrance in any locker other than your assigned locker is grounds for suspension.
9. If at any time a student is unable to gain access to a locker due to forgotten combinations, broken locks, etc., the student should inform the office. His/her parent is responsible for any costs associated with breaking open lockers.
10. When there is cause to suspect the presence of an object that threatens the wellbeing of the students, Rockford Iqra' School reserves the right to conduct a search of any locker. A request for the search of a student or a student's possessions will be directed to the Principal. A search will be conducted in the presence of the student and a teaching staff member.

Assembly/Salah/Masjid/Bathroom Rules

All classes are to sit in their assigned sections for General Assembly/Salah. Attentiveness to the person in charge and consideration of others is expected at all times. Students should not talk during the program, khutbah, or salah. Students are encouraged to exhibit their best behavior. Students are expected to respect the masjid and are not allowed to run inside. Students are encouraged to make wudoo whenever they use the restroom or lose their wudoo. Students should quietly make wudoo using a moderate amount of water and clean up any spilled water. Students should refrain from playing in the restroom. All students are to sit down when using the toilet; to refrain from talking; to use water to clean themselves along with toilet tissue, and to wash their hands afterwards. Please encourage your child/(ren) to develop these good habits. Students are also required to use the appropriate restrooms at the appropriate times.

Computer Lab Policy

1. Students must enter the Computer Lab at the beginning of the period and remain in the lab for the entire period with an authorized staff member.
2. Students leaving the Computer Lab for any reason must have a pass.
3. Quiet and orderly conduct should prevail in the Computer Lab at all times.
4. Prior authorization by the Principal or an authorized staff member must be obtained in order for any student to remain unattended in the Computer Lab.
5. Teachers are not to send students to the Computer Lab because of disruptive behavior during classroom instructional time.
6. Students and parents shall sign the "Rockford Iqra' School Internet Access Policy" before any access to the Internet is given.
7. All students enrolled in Computer Science class must follow the rules of the lab and computers as explained by the Computer Science Instructor in order to ensure responsible usage of the equipment and the internet.

Pass Policy

The students in 7th-12th grades need corridor passes in order to walk in the halls while classes are in session. Hall passes are granted and filled in by the teacher of the class. Each teacher will carry laminated hall passes with him/her. The student returns it to the teacher once he returns. The following also applies in regards to hall passes:

1. Students are not permitted in the halls or stairwells without a pass during school hours.
2. Passes will not be given during the last/ first ten minutes of a class period.
3. Passes will not be given during lunch period except for wudoo, restroom use, locker use, or other dire emergencies.

Discipline Policy

Probation for Misbehavior

It is imperative that students cooperate in and out of the classroom environment in order for effective learning to take place. Any student who repetitively demonstrates behavior which impedes or interferes with the

educational process, including loud talk in class or hallways, shall be suspended indefinitely until a conference with the parent or guardian can be arranged, and the behavior is sufficiently modified by following the modifications or programs recommended by the Principal.

Parents will be notified of students who have been suspended and will be called in for a mandatory conference convenient to both the Principal and parent(s). During this conference, a contract will have to be signed by the parent/guardian and the student. The contract will indicate what specific behavior the student exhibited that was unacceptable, and both parent and student will have to sign an agreement that if this behavior continues, the student can be expelled.

The Principal will periodically evaluate the student's progress, and determine if probationary status is still necessary. A probationary period shall not be less than 60 days.

Student Code of Conduct

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. Thus, the right to education carries with it the corresponding obligations and duties. These obligations include respecting the rights of others, adhering to all rules and regulations established for Rockford Iqra' School, refraining from interfering with the orderly operations of the school, and damaging the property, rights or possessions of others. The right to an Islamic education, however, may be limited or forfeited in the event that a student's conduct has brought about suspension, exclusion, or expulsion. Thus, it becomes necessary on the part of all students to adhere to the code of conduct prescribed for the operations of Rockford Iqra' School. No code may be expected to list each offence that may result in the use of disciplinary proceedings against a student. However, it is possible to list certain offences that, if committed by a student, may result in penalties ranging from reprimand and counseling, to suspension, exclusion or expulsion. Our code of behavior extends beyond the school day into all after-school student activities. It is essential that all school employees, students, and other personnel conduct themselves properly, projecting a positive behavior and/or sportsmanship whether attending an athletic contest or any other school function held in the school or elsewhere. This conduct should continue in all community affairs and events as well; students and staff should remember they are a representation of the Islamic values we foster at Iqra' School and behave in such a manner that positively reflects those values to the best of their ability. Failure to comply could lead to administrative censure. For the guidance of all concerned, the above-mentioned Code of Conduct shall hereafter be in effect. The infractions, violations, penalties and procedures mentioned in this policy shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the student's overall disciplinary record and the severity of the infraction. All teachers are required to be alert for any student behavior that is in violation of the regulations. This list is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to Rockford Iqra' School and an example of proper Islamic conduct.

Fighting/Threatening

Every effort will be made by the staff at Rockford Iqra' School to decrease the possibility of episodes of violence and confrontation at the school. To disagree or have differences is a part of life's experiences, and we expect students to face similar challenges. In the event, any student feels that a difference or disagreement with another student or group of students has reached a point where he/she is being threatened or that there may be a physical confrontation or fight as a result, he/she is required to approach a staff member immediately. Students should not feel cowardly because they have chosen not to participate in such acts of violence. It is the honorable student who will discuss disputes and differences in an appropriate, non-violent manner and reach a common ground during such discussion that will bring about a peaceful resolution of any differences. Please be aware that fights and other acts of physical violence intended to harm other Muslims or inflict pain and injury on others are both a violation of the school's code of conduct and Islamic law. As such, any such act will not be tolerated at the school under no circumstances.

Leaving School Grounds without Authorization

Students are expected to remain on the Rockford Iqra' School grounds during the hours of school operation. It should also be noted that no student should be outside of the building, including the parking lot, without authorization. Students found doing this will be suspended pending parental conference.

Levels of Code Violation

Violations have been divided into levels so that both parents and students have a general idea of conduct expectations. These are not absolute, however, and are subject to variations.

Level one infractions:

1. Talking/walking out of turn.
2. Running in hallways.
3. Being out of seat/causing disruption in the classroom.
4. Staying out of class too long on a pass.
5. Eating/ drinking in inappropriate areas.
6. Littering.
7. Interaction with younger school children without prior approval from staff.
8. Frequently missed assignments.

Level two infractions:

1. Pushing/shoving.
2. Physical abuse.
3. Verbal abuse/threat.
4. Possession of any kind of electronic device without authorization.
5. Throwing objects/snowballs.
6. Defiance of authority/willful disobedience.
7. Theft.
8. Excessive noise/being loud in hallways or classrooms.
9. Leaving class without a pass/permission.
10. Skipping school / classes.
11. Disrespect of the Masjid.
12. Cheating/plagiarism.
13. Persistent level one infractions.

Level three infractions:

1. Vandalism.
2. Arson or threat of arson.
3. Willful destruction of school property.
4. Physical abuse leading to severe injury of the opponent.
5. Possession of a weapon, firecrackers, toxic/ flammable substances.
6. Possession of un-Islamic material (books, magazines, CD's etc.)
7. Obscene/Indecent language or gestures.
8. Possession of alcohol, drugs, cigarettes.
9. Zinah.
10. Entry into an inappropriate area or bathroom (for Middle/High school students).
11. Failure to attend detention.
12. Forging school documents.
13. Leaving the school building/grounds without permission.
14. Terrorist threats.
15. Theft of major items.
16. Persistent level two infractions.

Any other violations, which may be deemed inappropriate, dangerous, or threatening to the safety of staff, students, and/or the orderly operation of the instructional program, may be included under level three infractions.

Consequences of Code Violations:

Level one infraction:

According to specific class rules determined by the teacher, may include:

1. Verbal Reminders,
2. Change of seating in class,
3. Loss of recess,
4. Behavior modification participation
5. Letter to parent
6. After-school detention

Level two infractions:

1. The respective staff member will notify the office.
2. Log of behavior will be maintained in the school office.
3. Parent-staff conference will be arranged.
4. After-school detention.
5. ISS (in school detention).
6. Restitution for damages.
7. Community Service Assigned by the Principal.

Level three infractions:

1. Will be entered in permanent file of the student.
2. Restitution for damages.
3. OSS (out of school suspension) or permanent expulsion.

Additionally, teachers are not allowed to use writing assignments which do not focus on resolving the root causes of behavioral problems as a punishment (i.e. writing 100 times 'I will not talk'). No staff member will be allowed to stay with any student alone at any time, behind closed doors or in the building when everyone else has left the building.

Any misconduct will be handled first by the individual staff member involved. When additional action becomes necessary because of continued violation or other serious concerns, the student will then be referred to the Principal. Any complaint brought to the Principal's attention will be logged in a book, including the corrective intervention(s) taken. This logbook shall be periodically reviewed by the RISE Board. If the parent is not satisfied with the intervention of the Principal, he/she may contact RISE in writing.

Corporal Punishment

No staff member of Rockford Iqra' School shall inflict or cause to be inflicted corporal punishment upon any student. In the following circumstances, a staff member may use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student.
3. For the purpose of self-defense.

4. For the protection of any persons or property at the school.

Any staff member found hitting, tying up, or inflicting some other serious form of corporal punishment on a student will be immediately suspended and may be terminated upon positive evidence of the investigation verified.

Student and Parent Responsibilities

Student Responsibilities

- Follow the role model of behavior exhibited by our Prophet Muhammed (saw).
- Show respect for themselves and others.
- Follow directions of all staff and the classroom rules.
- Keep hands, feet, and objects to themselves.
- Use clean language and speak in an appropriate tone of voice.
- Safeguard and protect all Masjid and private property.
- Be honest and truthful.
- Respect cultural diversity.
- Be an active listener and a participating learner.
- Be prepared: report to class on time, bring textbooks/workbooks, homework and required materials.
- Keep the school clean.
- Walk and not run inside the school building and Masjid.
- Leave personal items at home.

Parent Responsibilities:

- Abide by the attendance laws.
- Instill cultural sensitivity in children.
- Provide school with accurate emergency contact numbers and up to date information.
- Show support for Rockford Iqra' School by following its policies and participating in its programs whenever possible.
- Show respect for school staff and administration.
- Submit tuition and other fees on time so that the school operates smoothly.
- Provide a nutritious lunch/snack and offer a healthy breakfast to children before school.
- Help with homework when needed and ensure that children are well rested before coming to school. (Young children need 10-12 hours of sleep each night).

We ask for your complete support in our efforts. Your positive reinforcement is vital to our success.

Handbook Revisions

RISE has the right to amend this handbook as need arises. A letter shall be sent to the parents informing them of the availability of the revised handbook or handbook amendment. It is the duty of students and parents to obtain and familiarize themselves with the most current handbook. This handbook is available in digital format from the school office or it can be downloaded from our school website, www.rockfordiqrashool.com.

Contacting the School

Parents may contact the school:

- By telephone at (815) 397-6899
- By fax at (815) 397-1681
- By email at officeiqra@rockfordiqrashool.com
- By writing to the Principal
- By mail at Rockford Iqra School 5925 Darlene Drive, Rockford, IL 61109

PARENT AND STUDENT ACKNOWLEDGEMENT

(Sign and Return to the Iqra Office)

I have read the Rockford Iqra' School's Parent Handbook and agree to adhere to the policies therein.

Student's Name

*Student's Signature and Date

**Student signature is only required for 5th-12th grade students.*

Parent's Name

Parent's Signature and Date

This page must be signed and returned to the school within thirty days of the start of the school year. Failure to do this will require a parent-student-administration conference before the student can return to school.