

Rockford Iqra School

Parent/Student Handbook



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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 email 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.

Principal
Rockford Iqra' School
5925 Darlene Drive
Rockford, Illinois 61109
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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.

OUR SCHOOL

History

Rockford Iqra School was established in 1998 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 twenty 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 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 for the new school year begins before the school closes for the summer break. Registration and/or admission will be accepted at any time before the beginning of the school year. All new students are required to take admission test and placed on probation if admitted on a conditional basis. Those students showing special learning, speech, behavior, study habit problems or medical conditions 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. The admission test may be taken during the school' summer months, administered during the summer hours of the admission office. If seats in any class are limited, 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 the previous school year. This includes students who may have attended Rockford Iqra' School at some point in the past. A new student must follow the required guidelines:

1. Submit transfer, health/immunization records, and a copy of birth certificate with original for authentication.

2. Report with parent/guardian to the school office for registration
3. Complete all necessary forms for admission

All students need to take an admission test that helps determine the student's academic standing for placement purposes. The Principal will interview students, along with their parents, within three days of taking the admission test.

All students need to take an admission test that helps determine the student's academic standing for placement purposes. The Principal will interview students, along with their parents, within three days of taking the admission test.

New students enrolling in Pre-K-3 must be three years old by September 1st. Students who have a birthdate between September 1st and Dec 31st may be enrolled in Pre-K-3 after the successful completion of an academic assessment and behavioral/social assessment with a score at or above 90% as tested utilizing the Illinois State early learning standards. New students enrolling in Pre-K-4 must be four years old by Sep 1st. Students with a birthdate between Sept 1st and Dec 31st may enroll in Pre-K-4 after successful completion of an academic assessment and behavioral/social assessment with a score at or above 90% as measured utilizing the Illinois State early learning standards. New students enrolling in Kindergarten must be five years old by Sept 1st. Students with a birthday between Sept 1st and Dec 31st may be enrolled in Kindergarten after the successful completion of an academic and behavioral/social assessment at or above 90% as measured utilizing the Illinois State Board of Education standards.

The School will be in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including *Plyler v. Doe*), and with 23 Illinois Administrative Code Part 425.

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.

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 7:55 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 3:20 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 7:55 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/Salah

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 salah. 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.

Snacks and Lunches

Parents are to provide students with a healthy, halal lunch.

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.

Parties and Food

Written permission from the Principal is required before any teacher grants parties. No homeroom class will be allowed more than one individual class party per semester. Any additional parties must be approved by administration. 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. Non-Islamic holidays will not be celebrated at the school.

For elementary classes, parents may bring in food items with a 48-hour notice and permission from the administration office. An ingredients list must be submitted, and prior approval granted by the office.

Food brought in shall be in accordance with the Policy handbook guidelines and in consideration to any allergy/health notifications for a specific class.

Food policies

No food rewards or candies will be given out by teachers.

No food with celebrations unless approved by office and ingredient list reviewed.

Specific Allergen free classrooms and lunch table will be implemented in accordance with published individual classroom policy. No snack time during class for middle school or high school.

Nut free policy - See Appendix B

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. If there is a valid reason for a student not being in compliance with the uniform policy a parent may submit a note to the office. If approved by the dean of students or Principal a uniform pass may be issued for a specified period of time. This pass must be presented to all of the student's teachers.

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.
- Sweaters or vests, if worn, must be navy blue, without writing or other images on them
- PE uniform: blue or black sweat pants with long length short sleeve or long sleeve T-shirt
- Outside PE uniform: blue or black sweat pants with (comfortable knee-length top)

Boys Uniform

- Boys should wear a light blue shirt, navy blue straight leg, long pants that are ankle-length, white socks and solid black shoes/sneakers. Only white undershirts are allowed. No jewelry is allowed. 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 hairstyles such as uneven haircuts, colored hair, Mohawks, dreadlocks, long hair (hair should not extend past the eyebrows in the front and past the shoulders in the back); teachers should send students with this haircut to the main office.
- PE uniform: blue or black sweat pants, light blue T shirt, and soft non-marking gym shoes. 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. Students not in compliance uniform/ dress code policy will not be allowed to enter class. The parent will be notified to bring the proper uniform, make sure that the student complies with the dress code, or to pick up the child to take home until the student is in compliance with the dress code policy.

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.

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	Late Fall Recess
Spring Break	Ramadan/Eidul Fitr	Eidul Adha	

Before-Care and After-Care Program (If available)

A Before-Care/After-Care Coordinator, when available, will be with the children between the hours of 7:00 a.m. - 7:55 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 7:40 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 5 p.m. No exceptions will be made. This sum will be payable at the time of each late occurrence directly to the aftercare coordinator.

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.

School Events

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

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.

Cell Phone and Electronic Devices Policy

Students are not allowed to bring cell phones, smart watches, Wi-Fi enabled devices or handheld gaming devices to school. Exceptions may be made with a written request from the students' parents. (such as student drivers, after school activities such as work, clubs or activities) If approved, students must check phone in at the office before the start of the school day.

Cell Phone Policy Violations

- First offense of unauthorized cell phone possession will lead to confiscation of the phone and parents must sign out/pick up cell phone from office
- Second offense will result in confiscation and a mandatory parent administrator meeting
- Third offense will result in confiscation of cell phone. The phone will be returned at the end of the school year.

Electronic Devices and Social Media

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require students to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. The school may require the student to share content in the course of such an investigation.

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 always expected. 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 wudhu whenever they use the restroom or lose their wudhu. Students should quietly make wudhu 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

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 always prevail in the Computer Lab.
4. Prior authorization by the Principal or an authorized staff member must be obtained 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.

Classroom Passes

All students grade 1 - 12 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 regarding 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 wudhu, restroom use, locker use, or other dire emergencies.

Visitors

All visitors must report to the school office to obtain a Visitor 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.

STUDENT ABSENCE AND LATENESS POLICIES

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 8:00 a.m. will be considered tardy and 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 unexcused absence. The homeroom teacher will keep a record of "unexcused lateness".
4. If a student is detained by a teacher, they must be provided with a pass to the next class.
5. Students in the hallways without a pass may be picked up by the staff and escorted to their appropriate class after a discipline intervention.
6. Disciplinary action will be administered to students who are chronically tardy to their classes.
7. 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 (past 8:00 am) to assembly will not qualify for perfect attendance for that quarter.

Absences

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 and grade level 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 has an excused 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. If a student has an unexcused absence from school, the student will not receive credit for missed assignments including quizzes, tests, and projects.
- 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.

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.

Elementary students must be in attendance for at least six periods or more in order to get credit for a full day of attendance, and for at least 4 periods in a day in order to receive credit for half a day attendance.

Middle and High School students must be in attendance for all periods to get a credit for a full-day attendance, and for at least 4 periods in a day in order to receive credit for a half-day attendance.

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

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)** after 6:00 AM. 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).

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. Nine (9) Days- Mandatory parent-administrator conference for the student to return to school. 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. Fifteen (15) Days- Mandatory parent-administrator conference for the student to return to school. 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.
4. Eighteen (18) Days: The Principal will notify the parent that the child has failed the required coursework for the year and the course or courses will need to be repeated.

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.

Parking Policy and Pick-up/Drop off policy

For the safety and security of our children, staff and parents we ask parents to adhere to the following policy.

Drop off Timings are: 7:40 AM - 7:55 AM

Drop and Pick up Area:

The drop off and pickup area is located on the west side of the building. (gym entrance, see diagram)

East Side Parking:

The east side parking lot (main entrance, see diagram) is not meant for drop-off and pick-up. If parents are using the East Entrance, they must first park their vehicles and students must be walked in by parents. Parents will be buzzed in by office staff.

Drop off Procedures:

1. Please drive up to drop off zone.
2. Cell phone usage by drivers/parents is prohibited.
3. Once in the drop off zone, please come to a complete stop and place your car in park.
4. You are to stop until all children have cleared the drop off zone.
5. Drop off outside the drop off zone or parallel to the drop off zone is prohibited. This is a safety hazard.
6. Please respect and obey staff and volunteers.

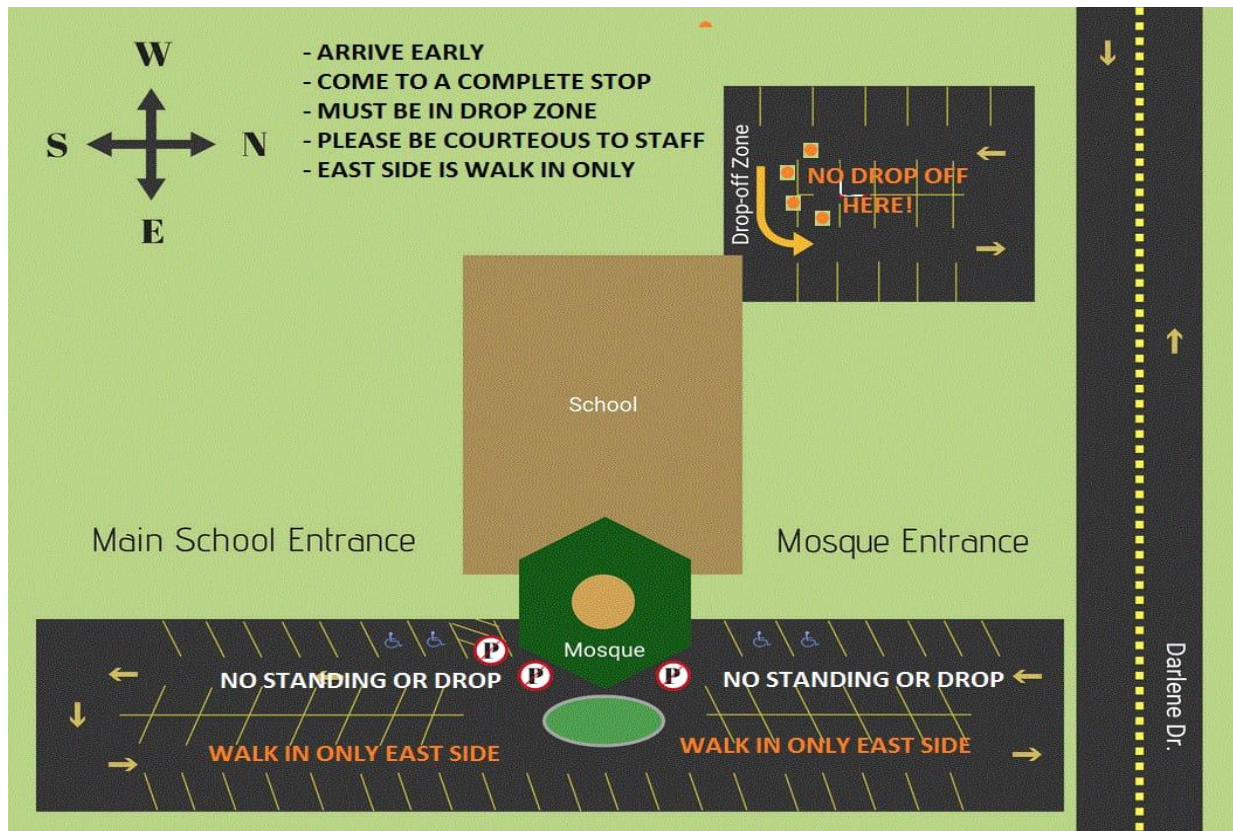
Afternoon Pick-up Timing: 3:15-3:30 from November through February and 3:05-3:20 March-October

Pick-up Procedure:

1. Please drive up to the drop off zone and come to a complete stop, placing your car in park
2. Your child will be called from the gymnasium
3. You must remain parked until any car in front of you is fully loaded and has exited the drop off zone.
(You are not allowed to exit early unless instructed to do so by staff)
4. Please respect and obey staff and volunteers.

Violation

1. First safety violation: Parent will receive a written warning.
2. Second safety violation: Parent will receive a written warning and follow up phone call from administrator or board member.
3. Third safety violation: \$50 fine for violation of parking and drop off agreement.
4. Any safety violation that pose an immediate threat to the safety of students or staff will be referred to local law enforcement authorities.



ROCKFORD IQRA SCHOOL EDUCATIONAL PROGRAM

The Curriculum

Rockford Iqra' School 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 27 credits to graduate, in addition to the Qur'an and Islamic Studies credits. Arabic satisfies the foreign language requirement. Advanced Placement credits are offered at Rockford Iqra' School and extra Advanced Placement credits can be 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 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. Fundraising 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.

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.

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. The following is a general guideline and may vary for teachers in assigning homework relative to the grade during weekdays.

Grade	Core Subjects (Combined)	Arabic
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	5 minutes
10th	80 minutes	5 minutes
11 th	90 minutes	5 minutes
12 th	100-120 minutes	5 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.

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 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 mid-year, 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.

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.

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 fifteen 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. Students must be in uniform during field trips.

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

Percentage	Letter Grade	Description
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 a plus and minus system (+/-) for 1st-5th grade students

Code	Description
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):

GPA	Letter Grade
4.0 & up	A
3.0-3.9	B
2.0-2.9	C
1.0-1.9	D
0.0-0.9	F

*This is assigned to middle and high school students.

Final Grade Breakdown for Entire Year

First semester (6 th -12 th grade)	
1 st Quarter	40%
2 nd Quarter	40%

Final Examination	20%
Second Semester (6th-12th grade)	
3 rd Quarter	40%
4 th Quarter	40%
Final Examination	20%

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 must not be held during the exam week.
3. Field trips must not 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. Teachers will have class work, or some planned activity prepared in the event students finish their exam before it is time to leave.
8. 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 upcoming 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.

Any child in pre-K4 or Kindergarten who does not achieve minimum proficiency in ELA (Language Arts), Math or age appropriate social skills may be retained. All advancements must be in compliance with ISBE standards.

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)

SEE APPENDIX C

Dual Credit Classes

1. High School students may be allowed to take classes at Rock Valley Community College through a dual credit course or as an independent college course.
2. Prior to enrollment the student must complete a Rock Valley College dual credit/dual enrollment agreement. This enrollment form must be signed off by the Iqra' School Principal.
3. Rock Valley fees must be paid by the enrolled student. Iqra School fees will not be reduced due to a student taking classes at Rock Valley Community College. If a core course is not being offered by Iqra' School, the school may reimburse course fees to the student for taking this core course at Rock Valley.
4. College and Dual credit classes must be taken after school hours except when coordinated with the principal in advance

Report Cards

Report cards for the first three quarters will be issued at the end of each quarter (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 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 Class365 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):

Percentage	Category
30% - 35%	Tests
15% - 20%	Quizzes
20% - 25%	Homework
15% - 20%	Classwork
10% - 15%	Projects, Lab performance
5% - 10%	Preparedness
5% - 10%	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

Award	Elementary (Grades 1-5)	Middle/High (Grades 6-12)
High Honor Roll	All A's	GPA of 4.0 or better
Honor Roll	All A's and B's	GPA between 3.4-3.99
Merit Roll	All A's, B's, and one C	GPA of 3.0-3.39

*Above Graduation Honors / Honor Roll will not be granted: if the student has any "D" or "F" even when the student meets the credits requirement, and the student does not maintain the attendance and tardy requirements per semester.

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 and 2. Students in grades 3 through 8 will take ACT aspire. Students in grade 8 and 9 will take the PSAT 8/9. Students in grade 10 and 11 will take the PSAT/NMSQT. The school may choose to give other standardized tests. Additionally, all juniors and seniors are required to take either SAT or ACT examinations. Students in grades 11 and 12 will take the SAT at school during the school day. 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.

Standardized Testing Fees

Parents are responsible for paying standardized testing fees. Fees must be paid prior to test administration.

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 27 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.

Subject	Requirement for Transfer Students*	Requirement for 4-year Iqra' Students
English (including 1 unit in Writing and Research)	4.0 units	4.0 units
Mathematics (inclusive of Algebra and Geometry)	4.0 units	4.0 units
Science (with at least 1 lab component)	3.0 units	3.0 units
Social Studies (including U.S. History and Government)	3.0 units	4.0 units
Religious Studies (Islamic Studies)	2.0 units	4.0 units
Foreign Language (Arabic)	2.0 units	4.0 units
*Electives (including Computer Science)	2.0 units	2.0 units
*PE/Health (at least 0.5 unit in Health)	2.0 units	2.0 units
* 0.5 credit units/year		
Total: 22.0 – 27.0 units		
Extra dual-credit courses maybe taken from a local community college.		
Additionally, there is a minimum of 90 hours of volunteer/community service requirement during the high school years for all high school students graduating from Iqra School. 12th grade transfers will not be accepted.		

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.

POLICIES

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.

It is mandatory for all parents paying monthly to register for ACH/auto deduction fee collection on the school's behalf and parents will have to deal with this agency regarding payment of tuition on time. 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:

Lunch fees are compulsory for all students. For exact lunch fee, please refer to the student registration form.

Fee schedule:

Fees shall be paid through ACH 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.

If a payment is overdue by ten days from the due date, the account will be considered delinquent, and a \$30 late fee will be charged per month until all overdue fees are paid. The office 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.

PARENT CONFERENCES AND MEETINGS

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 by using the sign-up links sent through the weekly email newsletter.

Parent-RISE Conferences

RISE shall convene Parent-RISE meetings twice yearly to listen to parents' general suggestions and recommendations to improve the functioning of the school.

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.

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

If a parent has a complaint, for any reason, a conference must be scheduled to resolve any difficulties. All complaints must be submitted in writing by parents. Conferences are to be scheduled as follows:

First Conference:

Teacher and parent(s) and conference should be schedule within one week of the complaint. Documentation and a copy of the signed Parent-Teacher meeting form should be submitted to the Principal.

Second Conference:

Teacher, parent(s), and Dean of Students, and the second conference must be scheduled within one week of the first conference and only if a resolution is not reached at the first conference. Documentation of this conference and copy of Parent-Admin meeting form should be submitted to the Principal.

Third Conference:

Teacher, parent(s), Dean of Students and Principal; the third conference must be scheduled within one week of the second conference and only if a resolution is not reached at the second conference. Documentation of this conference will be kept on file in the administration office.

*Teachers will write a brief report on all complaints. The outcomes of the conference(s) are to be written at each level and made available at least two days before the next scheduled conference.

Final Conference:

If after the third conference a resolution is not reached, a complaint may be submitted to the RISE board via the Parent Teacher Relationship Director (PTRD) for review. The PTRD director will forward all documentation to the RISE board for review. If requested a final conference will be scheduled with the RISE board and Parents within one week. Upon completion of this conference the RISE board will inform the parents of a final decision in writing within seven working days.

Formal parental complaints to administration must be submitted in writing. Verbal complaints and anonymous complaints may not be considered actionable.

Parents with questions or concerns regarding school policy or procedures should submit concerns in writing to the Rise General Secretary for review at monthly RISE meetings.

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.

HEALTH AND SAFETY

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 two 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 (as mandated by ISBE) 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.

For the protection of our children, staff and parents no photography, video recording or audio recording on the school property by staff, parents or students will be permitted without prior consent from administration.

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. (see Appendix A - Bullying Policy)

Discrimination Policy

Rockford Iqra' School does not discriminate based on age, 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.

Gun-Free Policy

Iqra' School is a gun free zone. No employee, parent or student is allowed to possess firearms on the premises.

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, vaping, or any other substance that contains tobacco. Chewing tobacco is also prohibited by this policy. Smoking is prohibited in all of Rockford Iqra' School owned or leased facilities/on premises and in vehicles. Employees who violate this policy may be subject to expulsion or termination.

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, Intruder/Lockdown 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 Lockdown/Intruder drills are also held periodically. Drills will be held to teach students how to react to a suspicious person detected on school grounds.

Learning Disabilities, Disorders of Attention, Behavioral Disorders and Other Clinical Diagnoses

1. Parents must notify the school if a student carries a formal diagnosis such as a learning disability, disorders of attention (such as ADHD), behavioral disorders (such as oppositional defiant disorder, antisocial personality disorder, anger management disorders) or any other diagnosis that affect the ability to learn in a general classroom environment.
2. If a clinical diagnosis is suspected, a teacher will provide a written report to the Dean of Students or principal. The Dean of Students or the principal, upon review of documentation may request a conference with the parents to discuss obtaining consent for a formal clinical evaluation.
3. A formal clinical evaluation will be conducted by an assessor or team of assessors such as a child study team. An independent clinical evaluation will formally be arranged by Iqra School with a written report provided to the parents. Any evaluation fees must be paid by the student's parents.
4. If a formal assessment is refused by the parents, the student may be denied admission or expelled.
5. Upon review of the student's assessment, the Iqra School principal will determine if the school can accommodate the needs of the student. If accommodations cannot be made the student will not be allowed further admission in the school.

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.

DISCIPLINE POLICY

Probation for Misbehavior

It is imperative that students cooperate in and out of the classroom environment 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.

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. 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.

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 an idea of conduct expectations.

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. Foul language
4. Verbal abuse/threat.
5. Possession of any kind of electronic device without authorization.

6. Throwing objects/snowballs.
7. Defiance of authority/willful disobedience.
8. Theft.
9. Excessive noise/being loud in hallways or classrooms.
10. Leaving class without a pass/permission.
11. Skipping school / classes.
12. Disrespect of the Masjid.
13. Cheating/plagiarism.
14. 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. Sexual harassment
17. 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, Behavior modification participation
4. Letter to parent
5. 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.rockfordiqraschool.com.

Contacting the School

Parents may contact the school:

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

APPENDIX A ANTI-BULLYING POLICY

Students Preventing Bullying, Intimidation, and Harassment Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals.

Bullying, on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, gender-related identity, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
 4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.
- Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer or signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person of the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:
 - a. Are adapted to the particular needs of the school and community
 - b. Contribute to maintaining school safety
 - c. Protect the integrity of a positive and productive learning climate
 - d. Teach students the personal and interpersonal skills they will need to be successful in school and society
 - e. Serve to build and restore relationships among students, families, schools, and communities, and

- f. Reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school.

Bullying Prevention and Response Plan

The Principal or designee shall develop and maintain a bullying prevention and response plan that advances the school's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b)1-12.

1. The school uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law, Islamic principles and the policy of this school. However, nothing in the school's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Principal, Dean of Students or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school named officials or any staff member. The school named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Principal or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Principal or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction and shall require that the school provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.
6. The Principal or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or

providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

9. The school's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Principal or designee shall post this policy on the school's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired) and must also be provided periodically throughout the school year to students and faculty.
11. The Principal or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness.
12. The Principal or designee shall fully implement the Board policies, including without limitation, the following:
 - a. Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. Student Social and Emotional Development. Student social and emotional development is incorporated into the school's educational program as required by State law.
 - d. Access to Electronic Networks. This policy states that the use of the school's electronic networks is limited to:
 - i. support of education and/or research, or
 - ii. a legitimate business use
 - e. Harassment of Students Prohibited This policy prohibits any person from harassing or intimidating or bullying a student based on an identified actual or perceived characteristic.
 - f. Teen Dating and Dating Violence Prohibited. This policy prohibits teen dating and teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. Student Discipline. This policy adopts a Student Code of Conduct which prohibits students from engaging in hazing, bullying or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - h. Publications. This policy prohibits students from:
 - i. accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
 - ii. creating and/or distributing written, printed or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

APPENDIX B - FOOD ALLERGY POLICY

To create the safest, healthiest and most inclusive environment for all students, Iqra is implementing a nut free classroom policy as below. This policy pertains to classrooms that have a child with severe nut allergies. The purpose of this policy is to minimize the risk of nut and nut product exposure to affected individuals. Nut items are as follows: Tree nuts such as cashews, almonds, pecans, walnuts, pistachios. The list includes peanuts and peanut butter; granola bars that contain peanuts or tree nuts; granola that contains peanuts or tree nuts; cakes, cookies or other baked goods with peanuts, peanut oil, peanut or nut-tree flour; and toppings containing tree nuts, peanut butter or tree-nut butter. The following policies and procedures will be implemented in compliance with the Illinois State Board of Education Food Allergy Guidelines.

Food Allergy Policy

To create the safest, healthiest and most inclusive environment for all students, Iqra has implemented the following nut free policy.

1. Any class which has a student with severe food allergies including nut allergies will be designated as an allergen/nut free classroom: Parents must provide a written doctor's letter regarding the severity of the child's allergy.
2. A written notice will be provided to all parents of children in the particular class and class will be designated and labeled a "NUT FREE CLASSROOM". Signage with this designation will be displayed on the classroom door.
3. Children will only be permitted to bring in fruits and vegetables as snacks or nut free snack as long as it is in its original packaging to verify ingredients.
4. ALL snacks and lunch items should be nut-free and nut-product free.
5. The entire nut free classroom must stay in the respected classroom while they are consuming lunch to avoid cross contamination. Once lunch has been completed, they are free to go to the gymnasium for a break after proper hand washing. The classroom must be supervised by a teacher or lunch aid.
6. As Iqra has no nurse on staff, a parent of student with Nut allergies may assist with snack and lunch time in the classroom/lunch area to help reduce the risk of an allergic reaction. Parent helpers must demonstrate appropriate etiquette towards staff, students and other parents.
7. Per Illinois State Board of Education Food Allergy Guidelines snacks and lunches are subject to inspection by a teacher or assistant. Parents are not permitted to inspect children's food other than their own.
8. Students who bring an item containing nuts will be asked to put the item away in a locker unopened and the school office will provide a lunch item for the student. A written note will be sent to parents reminding them of our nut policy.
9. As food allergies can be life threatening any change to the snack/lunch routine will require approval from the RISE board.
10. All staff, volunteers, and substitutes must be made aware of the nut free classroom and must follow appropriate policies and procedures.
11. While the above policy is meant to minimize the risk of exposure to nuts, Iqra school makes no guarantees to parents that a child with nut allergies will not come in contact with nuts or nut products in the school.

Note: The above policy will be effective for Pre-School and Elementary School.

A Health and Safety committee will be set up in order to monitor health and safety policies and provide recommendations to the RISE board. This committee may include parents, teachers, RISE members and subject matter experts. The RISE chairman will preside over this committee.

APPENDIX C - DOUBLE PROMOTION POLICY AND EARLY ENTRANCE PROGRAM

Kindergarten and First Grade Early Entrance Program

Parents who are considering having their child assessed for early admittance into IQRA kindergarten or first grade program should review the following information. IQRA has identified early entrance to kindergarten or first grade as full-grade acceleration, appropriate only for those students who demonstrate compelling evidence that they are both intellectually advanced as well as emotionally mature. The decision to allow a student early entrance is solely at the discretion of the school. Application for double promotion shall be due 2 weeks before the start date of the school year. It is highly recommended that parents apply before the end of the prior academic year. Parents will be responsible for obtaining the required evidence of the child's exceptionally advanced development and any costs incurred. The decision for a child to enter school early can have a profound effect on his or her academic and social performance for the remainder of the child's school career. It is a decision that needs to be taken very seriously. Academic readiness, academic potential, and social emotional maturity are all equally important considerations. Parents requesting Early Entrance should be aware that very few children screened meet the criteria to enter kindergarten or first grade early. Children eligible for early entrance must turn five years of age for kindergarten, or six years old for first grade, by December 31st of the current school year. Children who are accepted for early entrance will be enrolled on a probationary basis. The school staff will assess each child's initial adjustment to school during the first thirty school days. If a child's initial adjustment is not satisfactory, the principal will request that the child enroll when

the child meets the state's enrollment age requirement for the appropriate grade level. If it is determined that the child's adjustment is satisfactory, the child may continue enrollment in the early entrance program.

Early Entrance Requirements

Kindergarten

The parent provides proof that the child's 5th birthday falls between 9/1 and 12/31 of the year of enrollment. The child must score in the very superior (≥ 130) range of intelligence as obtained by a recognized individually administered intelligence test (e.g. WIPPSI-III, K-ABC-2, SB-V, DAS-2, etc.) (performed at approved third party institution) The child must demonstrate above average visual-motor skills. This may be done by attaining a score that is at least one standard deviation above the mean on a separate test of visual-motor skills. The child must demonstrate above average social-emotional development. This may be determined by psychologist. A fee of \$250 shall be charged for administrative processing irrespective of the student's advancement.

First Grade

The parent provides proof that the child's 6th birthday falls between 9/1 and 12/31 of the enrollment year. The child must score in the very superior (≥ 130) range of intelligence as obtained by a recognized individually administered intelligence test (e.g. WIPPSI-III, K-ABC-2, SB-V, DAS-2, etc.) The child must demonstrate above average visual-motor skills. This may be done by attaining a score that is at least one standard deviation above the mean on a separate test of visual-motor skills. (performed at approved third party institution) The child must demonstrate above average social-emotional development. This may be determined by psychologist The child must score in the 95th percentile on a recognized individually administered test in both reading and math. (performed at approved third party institution) List is furnished upon request from administration. A fee of \$250 shall be charged for administrative processing irrespective of the student's advancement.

Second Grade-Seventh Grade

Students at the end of first grade through the end of 7th grade must first pass an advanced placement exam (performed at approved third party institution) 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 95% 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 \$250 shall be charged for administrative processing 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.

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. Please list all your children before signing below.

**Only students in grades 6-12 need to sign.*

Student's Name

*Student's Signature and Date

Student's Name

*Student's Signature and Date

Student's Name

*Student's Signature and Date

Student's Name

*Student's Signature and Date

Student's Name

*Student's Signature and Date

Parent's Name

Parent's Signature and Date

This page must be signed and returned to the school one week from November 26. Failure to do this will require a parent-student-administration conference before the student can return to school.