



Introduction to Handbook

This parent handbook describes what we believe, plan, and hope to carry out in educating our students at Iqra Academy. It covers a host of topics ranging from our educational philosophy, mission, vision, objectives, staff data, curriculum, school services, to school policies and procedures.

This book is an essential reading for all parents, students, and staff at the start of the new school year, in order for all parties to have a common understanding and appreciation of what we provide at Iqra Academy. We believe strongly in parental involvement in our school. We invite all parents to give their input and comments. Please make use of this handbook by becoming familiar with many of the important procedures regarding the operation of the school. We hope this book will also be a quick source of reference for parents to support and assist their children in getting the most of Iqra Academy's educational experience.

School Profile

Educational Philosophy:

We believe that the best foundations for our educational philosophy are the principles found in the Holy Qur'an and the sunnah of Prophet Muhammad (s.a.w.). We strive to orient the minds and hearts of our students according to this guidance. Simultaneously, we utilize the best of the contemporary educational methods in providing a firm foundation in our children's education.

Mission Statement:

- To provide students with excellent academic and Islamic education and a firm foundation of moral and ethical values
- To develop in every student a positive American-Muslim identity
- Prepare today's students to be tomorrow's leaders

Vision:

Iqra Academy of Utah will be a place for learning Islamic and secular studies and obtaining leadership training. We strive to nurture and encourage our students to develop their innate creativity and inquisitive nature in the pursuance of academic excellence while anchoring their hearts and souls in a moral framework of a God-centered life.

Educational Objectives:

Provide an excellent academic curriculum, comparable to Utah State Office of Education curriculum, with a heavy emphasis on reading, writing, computation and public speaking.

Provide an active learning environment that incorporates critical thinking, analytical reasoning, effective communication, and problem-solving skills in a student-centered environment.

Instill in students a life-long love of learning by applying a stimulating hands-on curriculum.

Enhance the students' understanding of the Holy Qur'an through competent instruction in the Arabic and English language.

Establish through our diverse student body an atmosphere of mutual trust, respect, and appreciation of each other's culture and heritage.

Instill in students the universal values of honesty, respect, responsibility, and self-discipline, and encouraging them to demonstrate these values through their actions.

Nurture the development of positive social skills by encouraging self-expression, discussion, and healthy interaction with peers and adults in a safe environment.

Admissions & Placement Policy:

Admission to Iqra Academy of Utah is based on first come, first-served basis due to our physical constraints. Candidates for admission to Preschool, Pre-Kindergarten, and Kindergarten must meet the age requirement as of September 1st. * Most of all we look for potential students from families whose goals for their children are compatible and supportive with Iqra Academy of Utah's goals.

*Must be born on or before September 1st.

NONDISCRIMINATORY ADMISSION POLICY

Iqra Academy of Utah admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, and other school-administered programs.

3: The Staff

Iqra Academy of Utah's qualified, experienced, and diverse faculty is selected based on academic credentials, enthusiasm, and their ability to work with young people. Our teachers have the compassion and commitment to help each student gain the learning experience needed to grow socially, emotionally, intellectually, physically, and spiritually.

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|---------------------------|-------------------------------------------------------------------------------------|
| Soltana Hamidat | Arabic & Islamic Studies for Pre-School - KG. |
| Manar Marie Mear | Arabic & Islamic Studies for 1st through 5th Grade |
| Melissa Abouhassan | Pre-School & Pre-K |
| Aisha Attique | Kindergarten |
| Saadia Ikram | First Grade.....Homeroom Teacher |
| Hanifa Dhedy | Second Grade.....Homeroom Teacher |
| Murni Mohamed | Third Grade.....Homeroom Teacher |
| Fia Solia | Fourth & Fifth Grade....Homeroom Teacher |
| Farkhanda Shihab | Mathematics Teacher for 4th & 5th Grades |
| Lauri Patel | Reading Resource Teacher (Volunteer) |
| Pam Rivas | Administrative Asst . & Educational Technology |
| Wan Ismail-Ebling | Principal |

Tuition & Fee Schedule for 2010-2011

All fees are per child and due at time of registration:

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|-------------------------------------------------------------------|----------|
| Non-Refundable registration fee | \$ 25.00 |
| Pre-School & Pre K classroom supplies | \$ 25.00 |
| KG – 5 th Grade textbooks/classroom supplies | \$ 75.00 |

Testing fees are for students in grades 2-5 and due November and May:

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|-----------------------------------------------------------------------------------------------------|---------------|
| 3 rd & 5 th grades for Iowa Test of Basic Skill in November 2010 | \$40/student |
| 2 nd - 5 th grades for State Criterion Referenced Tests in May 2011 | \$100/student |

Tuition is calculated per student and may be paid in monthly installments:

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|------------------------------------------------|------------------------------------------------------------------------------------------------|
| Preschool & Pre K | \$1,662.50 per year |
| Monthly Installment | \$ 175.00 per month x 9.5 |
| Kindergarten – 5 th Grade | \$2,850.00 per year |
| Monthly Installment | \$ 300.00 per month x 9.5 |
| Extended Day-care | \$ 3.00 per hour or (Available to preschool students until 3:00 pm) \$125.00/month per student |
| Late Pick-up Fee | \$ 5.00* per incident / per student |

*(*late fee will be charged for each student that is picked up late when no day-care arrangements have been made .The late fee is for the 1st hour, followed by \$3.00/hr for each hour following.)*

Payment Policies:

In order to make Iqra Academy’s tuition manageable for families, we permit families to pay monthly, with a half-month payment in August, and monthly installments from September through May. Since our expenses are based on the academic year, we cannot adjust or pro-rate monthly payments based on holidays, absences, or illness.

- All enrolled students are to pay registration and supply fees, regardless of any tuition assistance awarded.
- Monthly tuition installments are to be paid on the first school day of the month; a late fee of \$25.00 will be charged after the 7th of each month.
- We accept cash, checks, major credit cards, and money orders as payment for tuition and fees. All checks must be made out to “Iqra Academy.”
- A returned check fee of \$25.00 will be charged for any returned checks. After the second returned check, only credit card payments, money orders, or cash will be accepted as payment.
- For students who enroll partway through the academic year, or who leave Iqra before the end of the academic year, the total fee will be pro-rated based upon the number of school days enrolled.

Financial Assistance:

- Financial Assistance is available for KG – 5th grade students of zakat-eligible families only.
- Parents needing assistance may pick up an application form and submit their complete form to the office prior to the start of the new school year.

Arrival & Dismissal Procedures:

In order to provide a safe and orderly learning environment for our children, we expect all parents and students to follow the arrival/dismissal procedures:

- Students are expected to carry their learning materials to school daily in backpacks.
- Parents may drop off their children no earlier than 8:00 a.m. as we will not be able to provide the necessary supervision before then. Students are to be dropped off by the main door.
- Students are encouraged to arrive at school 10 minutes before class time. The morning bell will ring at 8:25 a.m. daily for a brief assembly. Classroom activities begin at 8:30 a.m. promptly and continue throughout the day until dismissal.
- Students arriving after 8:35 a.m. are considered late and will be recorded as tardy in the class attendance record.
- It is important that all students remain in class until dismissal. Parents picking up students early can interfere with their child's learning process.
- During drop off and pick up time, we ask parents to cooperate by driving cautiously. As there are limited parking spaces in the front of the building, we ask that parents park in the bigger parking area near our building or along the main street.
- Early dismissal - We request that parents schedule their children's medical and dental appointments after school hours. If that is not possible, please call the office to make arrangements.
- Students cannot be released from school to anyone not listed on the emergency card.

Attendance, Excused Absences & Tardiness

Regular school attendance for all grades 1-12 is required by Utah State Law. In an event of an absence, parents are required to notify the school in writing or calling and indicate the reason for the absence. The school administration is required by law to report excessive absences and tardiness to the authorities. We ask all parents to take extra caution about this matter. Please plan all your extended vacations or overseas trips accordingly. Should the parents still insist to take their child on an extended leave, we will have to ask parents to withdraw their child from our program. We will not be able to guarantee a re-entry for the year upon their return. Tardiness disrupts the teacher's focus and robs other students of their allotted learning time. ***A student is tardy after 8.35 a.m.*** Please ensure that your child is at school on time. The classroom teacher will record tardiness and absences.

Homework

Homework is an essential learning routine. It is an extension of the learning that takes place in the classroom. Our goals in assigning homework on a daily routine are to teach personal responsibility and time management skills, to keep parents informed about what their children are studying and the level they are on, and to provide additional academic growth and development.

The amount of homework will vary according to grade level. Special assignments, projects and reports are given out periodically and may take more preparation from students and will need some help from parents. Parents are usually invited by teachers to their children's class presentations of such projects at an assigned schedule. We ask for parents' cooperation and support on all homework assignments. Please communicate with your child's teacher if she is not bringing homework on a regular basis or is finding them to be too challenging to their academic readiness.

Notices

Announcements and flyers are sent home from time to time by the child's teacher and/or school administrator to keep parents well informed of the happenings in the school. **Please check your child's backpack daily. The contents in your child's homework folder are our main vehicle for communicating between home and school.** We welcome your input and ask that you submit any articles by the 15th of the month.

Library:

Our collection of fiction and non-fiction books for all levels is growing. We are most proud of our children's Islamic books collection. The library is opened to serve all students and their parents. All books except the reference books may be borrowed. *The Accelerated Reader books may be checked out for a limited time with permission from the class teacher.

School Lunch:

Students need to bring their lunch that does not require refrigeration. Sack or packed lunches are suggested. **No glass containers for food or drinks. Microwave ovens are available for heating foods only, not for cooking (e.g. 3 minute cooking for ramen noodles.)**

Emergency Cards

It is very important for parents to complete and return to the administration each child's emergency card in order for the school to reach any authorized family member in the event of an emergency. Please inform the school of any changes in the information given on the card as soon as they occur. A copy of your child's emergency card will be kept with the classroom teacher.

Valuables

We discourage students from wearing any form of valuable jewelry to school. Please leave all other valuables at home as the school staff cannot be responsible for them. Show and tell items brought to school must be restricted to reasonable items of interest and value according to the child's age group. The class teacher will have specific instructions pertaining to this matter. **As a general rule, avoid letting your child bring items that run the risk of having them lost, stolen or broken. Weapon-like toys are strictly prohibited.**

Lost and Found:

All lost and found items are placed in the office. Students and parents looking for their children's lost belongings should check this bin. Unclaimed articles will be donated to charitable organizations.

Immunizations:

Parents are expected to ensure that their children's immunizations are up-to-date. Any health problems, including allergies/and food or medication sensitivities must be reported to school staff at the time of registration. If your child is exempt and there is a disease outbreak on that exempted item, the school may be ordered by the health department to temporarily exclude your child from coming to school for their protection.

Illness Policy:

A child should stay home if one or more of the following condition exists:

- Diarrhea
- Vomiting with one or more episodes in the previous 24 hours
- Rash with fever or behavior change
- Fever
- Strep throat
- Acute cold
- Red eyes
- Ear infection
- Head lice
- Any symptoms which are suggestive of infections illness.

Parents will be contacted to pick up their children if, their child appears to be a risk of spreading illness to others.

Medication Administration:

Iqra Academy of Utah staff will only administer medications to students as prescribed by the student's doctor. To make it feasible for staff to assist in this way, all student medications must be in the original pharmacy container (with legible instructions) and given directly to a staff member by the student's parent or guardian. Please contact the Principal to make specific arrangements for your child, if they must take prescription medications during their school day. The school cannot administer any non-prescription drugs including, but not limited to: Tylenol® or Ibuprofen.

Fire Drills & Emergency Situations

Fire and emergency drill rules and procedures are reviewed with students at the start of the school year and a number of drills will be conducted throughout the year.

If there is an emergency or disaster that requires us to leave Iqra Academy, we will evacuate to the Khadeeja Masjid

Once at Khadeeja Masjid, parents will be notified. One staff member will be assigned to take along all student emergency cards during an evacuation.

Discipline & Behavior Management Policy:

We believe that at Iqra Academy, all students have the right to participate in and contribute to, a positive learning environment that is safe and orderly. The teachers and staff accept the responsibility of preparing the students to adhere to the school code of conduct. Teachers will focus on providing positive reinforcement and will discipline children in a manner that is predictable, consistent, fair and respectful.

Students are expected to conduct themselves with respect for self, for others and for school property at all times.

We ask that parents exercise a compatible approach in their follow-up at home. Our ultimate goal for the students' discipline is towards the principles of self-discipline. Students will learn about what behavior is acceptable and will act accordingly.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-esteem, problem-solving skills, and self-discipline. Based on the belief of how children learn and develop values, faculty and staff will practice the following discipline and behavior management policy:

Rules:

Do's:

- Be mindful of Islamic manners and etiquette
- Arrive to class on time
- Pay attention in class
- Participate in class activities
- Follow all classroom and playground rules
- Follow the dress code
- Constant show of respect to teachers & peers using appropriate language & action
- Be respectful of others' belongings and school property
- Show hard work and diligence in school work
- Do good deeds throughout the day

Don'ts:

- Be disruptive in the classroom
- Intimidate others and/ or threaten violence to others
- Use put downs and bad language towards peers
- Cheat, lie, steal, and extort
- Hurt or harm others on purpose
- Damage school property
- Bring disruptive learning items to school
- Defy teachers
- Unexcused tardiness and absences
- Break specified rules outlined by classroom teachers

Consequences:**Positive:**

Frequent praise

Prize awards from teachers

Certificate awards

Model Student award

Pleasant note to parents from teachers

Special mention during school assemblies and in school newsletter

Free computer or reading time in school

Negative:

Level 1: (Minor or Infrequent)

1. Change color card system or color checks on class board.
2. Loss of privileges: shortened recess time.
3. Student sent to the principal, note sent home.

Level 2: (Serious or Frequent)

1. Parent-student conference with principal.
2. In-school suspension; dismiss from class for a specified length of time (up to teacher's discretion).
3. Probation: The student will sign a behavior contract letter.

Level 3: (Severe)

1. Home suspension for up to 5 school days or mandatory parent attendance in all classes each day for up to 5 school days. (During suspension, the student's parents or guardians are responsible for an alternative education plan to make sure that the students' education continues during this period.)
2. Expulsion will happen in a case where the survival of the school and its ability to help the greater number of students take precedence over the interests of an individual who after several attempts failed to fit into our system.

Grievance Procedure:

It is the desire and expectation of the Board that our parents, students, and staff function in a God-pleasing, caring and understanding manner. We are all reminded of the Quranic instructions in our dealings with each other to avoid misunderstandings, rumors, suspicions, and undue criticisms. Nonetheless, difficulties and misunderstandings do sometime occur. These problems are best resolved by the parties immediately involved. In the event that a student and/or parent has a grievance, the following procedure should be followed.

1. Discuss the problem with the other person involved. This person should make every effort to resolve the matter between you.
2. In the event the problem is not resolved, an appointment may be made with the Principal to discuss and seek a resolution of the problem.
3. If the problem cannot be resolved after following the above steps, a grievance should be submitted in writing to the Board President for consideration and appropriate action.

Parent-Teacher Conferences

Scheduled Parent-Teacher conferences will be held twice during the school year. All parents are expected to sign up for appointments to speak with their child's teachers. These meetings provide the opportunity to review progress and discuss possibilities for enhancing each student's learning experience. It is helpful to come to a conference with any concerns or ideas prepared and thought through. Some parents find it easier to write down their thoughts before meeting in order to cover all their concerns in the discussion.

We encourage all parents to develop and maintain open communications with the staff regarding the welfare and progress of their children. We discourage parents from seeing teachers before classes, for teachers are preparing the day's lesson. Depending on the day's activities, a short chat with your child's teacher or other staff may be feasible when you pick up your child. You may need to arrange for a separate time to meet to discuss your child's progress, or other concerns which may arise.

Parent , Family and Friends Visitations

Parents are always welcome. Parents wishing to observe their children in the classroom are asked to make advance arrangements with the classroom teacher, as surprise visits can be very disruptive to classroom activities. We ask that parents follow procedures when visiting the school. Parents must check in with the Principal and only visit the classroom when the teacher has been given prior notice.

Parent Volunteer Hours:

With limited staff available, parent volunteers play an integral part in the survival and success of the school. Parent volunteers are needed to assist in supervising students during the drop off and pick-up times. Please contact the principal or your child's class teacher to sign up for volunteer hours. Volunteers must commit themselves to arrive promptly and regularly on each signed up day.

Enrollment Interests:

We will gladly share information about Iqra Academy of Utah's programs, and arrange for interview or visits to Iqra Academy of Utah, for anyone considering enrolling their child in our programs. To avoid disrupting classes and structured activities, **we do ask that any interested parents or guardians contact our office in advance, at 801-886-2310, to make such arrangements.** The administration and teachers appreciate your understanding and cooperation.