



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE



SACRED LINK

An Islamic Education Program through the Islamic Foundation School

Commitment. Transformation. Strength.

Program & Policy Handbook for 2018-19

Islamic Foundation School 630.941.8800 ext. 1000

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

IFS Hifz Programs

Islamic Foundation School

2018-2019

Purpose:

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

Mission and Vision:

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

Islamic Foundation offers three Hifz options to students

- **Part-Time Hifz**
- **Full-Time Hifz with an Academic Core Class option**
- **Dual-Hifz (available to returning students only)**

Part-Time Hifz

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

This program is open to returning IFS students and new students.

Qualifications:

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

Assessment for Continuity:

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

Fees: \$2,000 per academic school year

Full-Time Hifz

Students will attend the Full-Time Hifz Program from 8 a.m. – 3:30 p.m. Monday-Friday and will follow a 12-month calendar schedule. Please refer to the IFS website for the Sacred Link Full-time Hifz calendar.

This program is open to returning IFS students and new students.

Qualifications:

- Completion of the Al -Qaidah-Noraniah (Beginner level curriculum that teaches how to read the Holy Quran with Tajweed).
- Must be at least 8-18 years of age, born before Oct 31st.
- Must pass the pre-screening test prior to enrollment.

Assessment for Continuity:

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

Fees: \$5,000 per year

Academic Core Class Program option:

Students will attend the Academic Core Class Program from 3:45p.m. – 6:00 p.m. Monday-Friday and will follow the academic school calendar schedule. Please refer to the IFS website for the academic calendar.

Qualifications:

- Enrolled in the Sacred Link- Full-Time Hifz Program.
- Must be at least 11-13 years of age, born before Oct 31st.
- A pre-screening test in Math and English will be administered. Students must pass the proficiency exam for the previous years' grade level.

Assessment for Continuity:

- To remain in this program, there will be an assessment at the end of each academic quarter.
- Students who are not passing their academic classes will be placed on academic probation.
- If the student fails to improve their grades by the next quarter, they will be removed from the Academic Core Program.

Fees: \$1,500 per year

Dual-Hifz

Students will transition into the Hifz Program throughout the day from 8a.m. – 3:30p.m. with academics being part of this program, pending on the grade level of the student. From 3:30p.m – 5:00p.m. (5:30p.m. during the winter months due to prayer schedules) students will focus on Hifz memorization.

This program is open to returning IFS students only.

Prerequisite:

Enroll in the Summer Sacred Link program

Qualifications:

- Student must be a returning IFS student with an exemplary academic/behavior record from the previous school year.
- Completion of the Al -Qaidah-Noraniah (Beginner level book that teaches how to read the Holy Quran with Tajweed)
- Teacher (Homeroom & QAIS) recommendation(s) from previous school year.
- Must pass the screening test prior to enrollment.
- This program is available for grades 4-8.

Assessment for Continuity:

- To remain in this program, there will be an assessment at the end of each academic quarter.
- Students that are not passing their academic classes will be placed on academic probation.

- If the student fails to improve their grades by the next quarter, they will be removed from the Academic Core Program.

Fees: \$2,300 per academic school year in addition to the grade level tuition & registration fees.

What academic subjects is my child expected to be accountable for if enrolled in the Dual-Hifz Program?

- ✓ 4th grade students will be expected to complete all course work assigned by their homeroom teachers for reading, language arts, and math.
- ✓ 5th-8th grade students will be expected to complete all course work assigned by their respective core subject (reading, math, science, social studies and Islamic Studies) area teachers.
- ✓ All students will receive grades on their report card for the core subjects.
- ✓ Student promotion to the following grade level will be based on their performance in the respective subject areas listed.

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

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

Are there any grounds for being put on probation or removal from the Dual-Hifz Program?

- ✓ Dual-Hifz students must maintain a “B” or 80% average in their core subject areas. Performing below this average will result in probationary status and potential removal from the program.
- ✓ Students must maintain and keep up with their assigned memorization lessons consistently. Failure to do so will result in being put on a probationary status, and potentially removal from the program.

- ✓ Students must complete the minimal Quranic expectations.
 - ✓ Students are expected to follow the proper adhab and etiquettes in the mosque as well as to abide by the school rules listed in the IFS Parent/Student Handbook. Failure to adhere to these guidelines may result in a probationary status or removal from the program.
 - ✓ There will be a quarterly reviews of student progress and achievements towards the year end goal. Students who have not made sufficient strides towards their goal may result in probationary status or removal from the program.
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Application Process:

Submit a completed Online Application found on the school website by the deadline date. There is a **\$50 fee for the Online Application**. Once submitted, it will be reviewed by the Sacred Link Program committee. Students that meet the listed criteria will then undergo the following process to gain acceptance into the program:

- ✓ Once the application has been submitted, you will be contacted within ten business days. If the student meets the basic requirements, a request will be sent to schedule a pre-screening test.
- ✓ Sacred Link teachers will administer the pre-screening test and assess the student's performance. **There is a \$25 fee for the pre-screening test.**
- ✓ If the student successfully meets the requirements of the pre-screening test, an email will be sent to the Parent/Guardian informing them that their child has been accepted into the program.

For Part-Time and Full-Time applicants

- ✓ If accepted into the program, within the contents of the confirmation email, there will be a link to create a RenWeb account and submit an Online Enrollment packet. RenWeb is the school database that manages all student information.
- ✓ The Online Enrollment packet will request more detailed information about the student required by the Illinois State Board of Education. As the parent/guardian completes that Online Enrollment packet, there will be a step where they will be directed to FACTS management.
- ✓ Parent/Guardian must create a FACTS account if they do not have one already. All tuition charges for the program including potential incidental fees will be assessed through the FACTS management system. There will be options for parent/guardians to choose their payment schedule through FACTS. For more information about FACTS, please visit the IFS website.
- ✓ Upon completion of creating the FACTS account, parent/guardian will be re-directed back to the Online Enrollment Packet for submission. There may be registration fees that are also applied and must be paid in full at the time of submission of the Online Enrollment Packet.

For Dual Hifz applicants

- ✓ Charges in the amount of \$2,300 will be assessed to the parent/guardian FACTS account
- ✓ A schedule will be created by the Academic Counselor and provided to the student prior to the first day of school
- ✓ **Students must enroll in the Summer Sacred Link Program.** This is a trial program to assess the students’ readiness for this program. The summer program registration fees will be applied. This payment will be setup through the FACTS payment system if the guardian has a FACTS account. If the guardian does not have a FACTS account, payment will be accepted at the IFS front office by check only. Payment is expected to be made in full prior to the start of the summer program. Upon completion of the summer program, if the student does not meet the expectations, they will be withdrawn from the Dual-Hifz program.
- ✓ Financial assistance is available for those students who qualify for financial assistance throughout the academic school year. Financial assistance will only be applied toward tuition costs. Financial assistance is not available for Sacred Link program.

Parents/Guardians will receive an email from IFS confirming the student’s enrollment. Registration at IFS is on a school year basis. No student will be guaranteed enrollment for the following school year unless the Parent/Guardian or Guarantor enters into a new tuition agreement with IFS through FACTS and has submitted the Online Enrollment packet. By submitting the Online Enrollment packet, Parents/Guardians agree to the above terms and conditions, including the obligation to pay IFS all charges for tuition and fees. They assume full responsibility for the financial obligations of their child/children enrolled in IFS.

Registration and Tuition Fee Policies

Placement Examination	
Hifz Programs	Amount
Part-Time Full-Time	\$25
Dual Hifz	\$0 (Evaluation is conducted through the Summer Sacred Link Program)

Registration & Tuition Fees

Hifz Program	Online Application Fee	Registration Fee	Tuition
Part-Time	\$50	\$100	\$2,000
Full-Time	\$50	\$100	\$5,000
Dual-Hifz	\$50	N/A	\$2300 (In addition to the grade Level costs)
Academic Core (For Full-Time Students Only)	N/A	N/A	\$1,500

Online Application Fee:

There is a non-refundable Online Application fee in the amount of \$50. All new applicants and returning applicants are expected to complete and submit the Online Application.

Payment can be made by e-check, credit card, or by providing your bank account information. Payments will NOT be accepted at the IFS Main Office.

Please note that payment of the Online Application does not guarantee a seat or admission in the school.

Registration Fee:

All registration fees are paid through RenWeb for each student. To access payment for the registration fees, an Online Enrollment Packet must be submitted. All new applicants are expected to complete and submit the Online Enrollment Packet.

Payment can be made by e-check, credit card, or by providing your bank account information. Payments will NOT be accepted at the IFS Main Office. After submitting the registration fee online, an option to print out a receipt will be provided. We urge parents/guarantors to save a copy for their records.

Please note that the registration fee does not guarantee a seat or admission in the school.

Tuition Agreement:

Parents / guarantors are expected to pay the full tuition irrespective of early withdrawal or extended leave/absence from the school.

Tuition payments and incidental fees will be processed through FACTS, a leading tuition management company that serves faith-based schools. Families have the option after enrolling with FACTS in choosing (1) immediate full payment, (2) semi-annual payment plan, and (3) monthly payment plan over a 10-month period.

Enrollment in FACTS is required for all parents/guarantors of IFS students (enrollment fee is pre-paid by IFS). Once you are enrolled, FACTS will debit your checking or savings account that you authorize. Parents/guarantors also have a choice to make payments through their MasterCard, Discover, or American Express credit cards. If you select this option, each payment will incur a credit card convenience fee of 2.75%

Monthly Payment Plan: Parents/guarantors who enroll for a 10-month payment plan must make their first payment by September 20th, 2018. Subsequent payments may be arranged on the 1st, 10th, or 20th of each month depending on the parent's/ guarantor's choice. Parents/ guarantors will also have the option to make down payments.

Other Fees: Fees for all other activities and incidentals (e.g. extra-curricular events, special field trips, lunch, standardized tests, overdue library books, sports fees, apparel, etc.) will be the responsibility of the parents/guardians. IFS, at its discretion, may apply such fees to a families' payment plan with FACTS. IFS will provide instructions on how to pay such fees as they are incurred. Parents may opt for "Auto Pay" through FACTS which enables incidental invoices to be debited from a designated account on the invoice due date. If Auto Pay is not selected, parents must click on the link in the invoice email sent by FACTS to pay funds by credit card, check, or checking/savings account. If certain incidental fees are not billed through FACTS, parents may be required to pay these fees at the school office.

There are no discounts available for the Online Application fee, registration fee, or tuition costs. Please note that Hifz tuition will not be subsidized by financial aid.

Refunds:

Online Application fee: Is non-refundable.

The registration fees are costs that include administrative fees and resource fees. The administrative fees are non-refundable.

Resource fees: refundable if parent/guarantor informs IFS in writing by August 13th, 2018 that he/she intends to withdraw child.

Fees for all other activities & incidentals are non-refundable.

Tuition: Parents/guarantors are expected to pay the full annual tuition amount irrespective of early withdrawal, extended leave/absence, or dismissal from the school. Requests for tuition refunds may be considered if (1) IFS administration determines that a child has special educational needs which it cannot provide, (2) extreme hardship caused due to extended period of unemployment. The parent/guarantor must submit a written request for a refund and provide supporting details to prove hardship. If the request for refund is approved, the amount of refund will be determined based on the number of months a student has attended school and the amount of payments already received by parent/guarantor.

Please note the following:

1. The number of months a child is in school will be based on the 1st day of each month. For example, a child who was in school on December 1st will be deemed to have been in school for 4 months.
2. The earliest a request for refund will be considered is after November 1st, 2018
3. Refund requests will not be considered after April 1st, 2019

Financial Responsibility Terms:

Parents/guardians will assume all financial responsibility associated with their child's/children's education at IFS and by signing the Online Enrollment Packet form agree to abide by the terms and conditions outlined below. If someone other than the parent/guardian assumes financial responsibility for the child(ren), the parent/guardian and the guarantor must jointly submit a letter in writing to IFS. The letter must describe the relationship between the parent/guardian and guarantor, include language that explicitly states the guarantor assumes full financial responsibility, and be signed by both parent/guardian and guarantor.

Delinquent Tuition and other Fees:

Tuition and fees are due on the 1st, 10th, or 20th of each month through FACTS. A non-sufficient funds fee of \$30 is assessed by FACTS for each returned payment. All past due fees will be added to the tuition account.

If families are having difficulties in meeting their financial obligations, they are encouraged to contact the school early to discuss potential financial assistance options. Please be aware that:

- All accounts 30 days past due will result in a call from FACTS or IFS reminding you of your past due balance;
- All accounts 60 days past due will result in a call or letter from FACTS or IFS requiring the parent/guardian or guarantor to come into the school to discuss payment options;
- Student records will be withheld for delinquent accounts and students will not be permitted to register for the following year.
- If parents/guardians or guarantors fail to address the delinquency through a mutually agreed payment plan, IFS reserves the right to terminate the student's enrollment at school. Furthermore, IFS may exercise its right to refer the account to a collection agency. If we refer an account for collection, the parent/guardians or guarantor will be responsible for all collection costs, including (but not limited to) attorneys' fees. We urge all parents/guardians or guarantors to be responsible and proactive in handling this going forward to avoid any embarrassing situations for your child(ren).
- Students who are carrying delinquent balances from prior academic years will not be allowed to enroll into the current school year until their delinquency is taken care of by their

parents/guardians or guarantors. Please contact IFS immediately to address a delinquent balance if you have received a delinquency notice.

Sacred Link Programs Curriculum

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

What is the Sacred Link Hifz Curriculums?

- ✓ The Sacred Link Hifz Programs will focus on 3 key components:
 - ✓ Tajweed – knowledge and application of the rules
 - ✓ Memorization – memorization of the Holy Quran
 - ✓ Quran Vocabulary – high frequency words and root words.

How will my child be assessed?

- ✓ The Hifz teacher will grade the students as they do routinely for all students in their class.
- ✓ Students will be graded on the following components:
 - ✓ Hard work and motivation
 - ✓ Harakat of the words
 - ✓ Word pronunciation
 - ✓ Tajweed
 - ✓ Fluency
 - ✓ Completion of homework (most homework will be assigned on the weekends and breaks): It is the student's responsibility to complete assigned homework. The homework will be assigned on an individual basis by mutual agreement between the parent, student, and teacher.
 - ✓ Juz exams

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

- ✓ We realize that each student has a different learning and memorization pace, as well as different ability levels (with regards to previous Quran memorization, Arabic fluency, and knowledge of tajweed rules) present in the class composition. Students will be required to progress at a pace that is reflective of their own ability and comfort level.
- ✓ Keeping the above mentioned differentiated instruction pedagogy in mind, there are minimal requirements that each child must complete by the end of the 2018-2019 academic year.
 1. **Dual Hifz students** must complete the memorization and examination of 3 new Juz

- (not previously memorized).
2. **Part-Time Hifz students** must complete the memorization and examination of 1 new Juz (not previously memorized).
 3. **Full-Time Hifz students** must complete the memorization and examination of 5 new Juz (not previously memorized).

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

- ✓ All students will be dropped off to school in accordance with IFS standard morning drop off procedures. It is essential to drop off and pick up your child on time.
- ✓ Students will need to be picked up from their designated locations.
- ✓ Students not picked up at the end of the respective program end time will be taken to the school's afterschool care room. Parent/guardian will be charged a fee for students placed in afterschool care through the FACTS management system.
- ✓ Parent/guardian support: Your support and commitment are vital to helping us help your child succeed in this program, while balancing their academic subjects.
- ✓ Consistent and regular attendance: It is important that your child makes the most of his/her time in the classroom as well as with our Quran teachers. Regular attendance is KEY. If your child will be absent, please contact the school's main office as soon as possible.
- ✓ Completion of homework: Teachers in the program assign about 30 minutes of homework daily on the weekdays. Weekends may exceed this amount. Students are expected to regularly complete their assignments. Most of the new lesson can be completed in class, and the home portion is a review and mastery of this material.
- ✓ Summer Program: The program will require students to be in session during the summer to help ensure that the memorization and review are not forgotten. The Summer Sacred Link Hifz Program fee will be charged through FACTS if the parent/guardian has a FACTS account. If the parent/guardian does not have a FACTS account, payment will be accepted via check only at the IFS main office. This program is mandatory for Dual Hifz students.
- ✓ Program materials: There may be a fee for class materials as set forth by this program. This will be assessed through the parent/guardian FACTS account or covered in the registration fee.
- ✓ Afternoon Snack: The school will have its hot lunch available for purchase during lunch. However, there may not be any option for students to purchase a snack after school. In a program like this, students need energy and providing a wholesome snack will help your child make the most of his/her time in this program.

Student Expectations and Policies

Academic:

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

Behavior:

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