



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE



**An Islamic Education Hifdh Program through
Islamic Foundation School**

Commitment. Transformation. Strength.

Sacred Link Program & Policy Handbook for 2020 - 2021

**Islamic Foundation School
300 W. Highridge Rd.
Villa Park, IL 60181
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 Hifdh Programs

Islamic Foundation School

2020-2021

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 Hifdh 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 two hifdh program options to students:

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

Full time Hifdh (FT)

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

* This program is open to IFS and non-IFS 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: \$5,408 per year

Dual-Hifdh Academic (DH)

Students will transition into the Hifdh Program throughout the day from 8 a.m. – 3:30 p.m. with academics being part of this program, pending on the grade level of the student. From 3:30 p.m. – 5:00 p.m., the DH program will continue.

* This program is available to returning IFS students only; new students may be accepted if academic and behavioral criteria is met)

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.
- For a newly enrolled student at IFS, student must show exceptional academic and behavioral evidence from an accredited public or private school with only A's and B's in all subjects.
- 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 4th – 8th only.

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 program.

Fees: \$2,488 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-Hifdh Program?

- ✓ 4th - 8th grade students will be expected to complete all course work assigned by their respective core subject classes (reading, language arts, math, science, social studies and Islamic Studies) area teachers.
- ✓ Students will go to the SL program for two 40-45 minute periods during the school day that will not interfere with their core classes. Those classes will be determined by the student's teacher(s) and SL coordinator.
- ✓ 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.

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

- ✓ Dual-Hifdh students must maintain a "B-" or 80% average in their core subject areas. Performing below this average will result in probationary status and potential removal from the program.
- ✓ Students must maintain and keep up with their assigned memorization lessons consistently. Failure to do so will result in being put on a probationary status, and potentially removal from the program.
- ✓ Students must complete the minimal Quranic memorization expectations.
- ✓ Students are expected to follow the proper adhab and etiquettes in the school and mosque, as well as, to abide by the school rules listed in the IFS Parent/Student Handbook. Failure to adhere to these guidelines may result in a probationary status or removal from the program.

- ✓ There will be a quarterly review of student progress and achievements towards the year end goals. Students who have not made sufficient strides towards their goal may result in probationary status or removal from the program.
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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 for all SL programs**. There is an additional **\$100 registration fee for full time applications**. Once submitted, it will be reviewed by the Sacred Link Program Coordinator. 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 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 Hifdh applicants

- ✓ Charges in the amount of \$2,488 will be assessed to the parent/guardian FACTS account
- ✓ A schedule will be created by the SL Coordinator alongside the Academic Counselor and provided to the student within 10 days of starting school. Due to scheduling of regular academic classes, DH students will start SL once the classes/schedules are determined. Be advised, schedules may change due to conflicts in scheduling that may occur.
- ✓ **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 Hifdh program.
- ✓ Financial assistance is not available for any of the Sacred Link Programs.

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			
Hifdh Programs		Amount	
Full time Dual-Hifdh (if accepted and didn't enroll in summer)		\$25	
Dual Hifdh		\$0 (evaluation is conducted through the summer Sacred Link Program)	
Hifdh Program	Online Application Fee	Registration Fee	Tuition
Full time	\$50	\$100	\$5,408
Dual-Hifdh	\$50	N/A	\$2,488 (In addition to the grade level tuition costs)

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 SL Program or school.

Registration Fee:

All registration fees are paid through FACTS 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 SL Program or 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 18, 2020. 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 Hifdh tuition will not be subsidized by financial aid.

Refunds:

Online application fee: This 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 17, 2020 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 deem to have been in school for 4 months.
2. The earliest a request for refund will be considered is after November 1, 2020.
3. Refund requests will not be considered after April 1, 2021.

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 Program Assessments and Student Expectations

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 Hifdh Curriculum?

- ✓ The Sacred Link Hifdh Programs will focus on 3 key components:
 - ✓ Tajweed – knowledge and application of the rules
 - ✓ Memorization – memorization of the Holy Quran
 - ✓ Pronunciation – the way in which words are correctly articulated

How will my child be assessed?

- ✓ Students will be graded on the following components:
 - Harakat of the words
 - Word pronunciation
 - Tajweed
 - Fluency
 - Completion of homework (homework will be assigned daily, on the weekends and breaks. It is the student's responsibility to complete assigned homework.)
 - Juz Exams

What is the pace for memorization that students are expected to keep up with during the SL Program? **Please note, each student has a different ability. The list below is a recommendation. All memorization is at the pace of the student's ability and teacher guidance.*

- ✓ Students will start memorization when the teacher is confident the student is ready to after a significant amount of testing and Quran recitation.
- ✓ Once a week, students are given a lesson on tajweed rules
- ✓ The following is a general guideline in regard to what is expected from SL students based on teacher recommendation for memorization.
 - Dual Hifdh program
 - 5 lines to start
 - 3 lines will be added after mastery of the 5 priors
 - After 8, a full page
 - Full time program
 - 1 full page per week to start
 - Continues to 1.5 pages after mastery
 - Continues to 2 pages after mastery
 - Depending on student's ability, more pages can be added but teacher will consult with parent(s) before assigning.

My child already has 1 or more juz memorized. How will my child start memorization?

- ✓ 1 – 2 juz memorized: start with 5 – 8 lines
- ✓ 3 – 5 juz memorized: start with 8 – 15 lines
- ✓ 6 or more juz memorized: start with 15 lines and up depending on student's memorization ability

How is my child going to be evaluated and then be able to move on to the next juz?

- ✓ For all 3 SL programs – the steps below will be used to assess students.
 1. Student recites new lesson
 2. Student recites attached lesson to the beginning of new lesson
 3. When tested on a juz, 3 – 5 mistakes are acceptable.
 4. If more than 3 – 5 mistakes are noted, student will be asked to repeat the juz
 5. Student is required to recite the whole juz in one sitting
- ✓ **Sabaq (Current Lesson):** At the beginning of the day/class, all students are required to recite their previous day's lesson to the instructor. Depending on the amount of mistakes, the teacher will determine if the student passed or failed the recitation of the lesson depending on other factors. Each student will be judged on his/her own abilities.
- ✓ **Nazirah (Reading/Recitation):** Before memorizing a new portion, students must first read it under the supervision of the instructor to ensure proper recitation and tajweed. This ensures that students memorize the new portion correctly. The teacher will determine the student's ability to continue depending on various factors. This is more for students in the program but can also be for students in full time and dual Hifdh depending on their placement test.
- ✓ **Sabaq Para (Current Juz):** In addition to reciting their current lesson, students must also recite their most current juz in its entirety to the instructor.
- ✓ **Amukhta (Revision):** This portion of the class focuses on a previously memorized juz of the Quran. Students are required to recite an entire juz with a limited number of mistakes. New lesson will not be given until revision is passed accurately.
- ✓ **Juz test (Khatam Para):** This portion of the class focuses on the memorized juz of the Quran. Students are required to recite an entire juz with a limited number of mistakes in one sitting.

What are the minimal expectations of these programs 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 2020-2021 academic year.

1. Hifdh students must complete the memorization and examination of at least 1 new Juz (not previously memorized).
2. Dual Hifdh students must complete the memorization and examination of at least 3 new Juz (not previously memorized).
3. Full Time Hifdh students must complete the memorization and examination of at least 5 new Juz (not previously memorized).

Can my child join a sports teams if they are in SL?

- ✓ With teacher and administration approval, a student in the SL Program may join a sports team if he/she is able to maintain their memorization. Expectations and goals for the student will not be minimized if he/she joins a sports team. If the teacher or administration see that their performance in the SL Program is weakening, the student may be asked to withdraw from the sports teams and/or SL. Please keep in mind that we do not encourage students to join other programs while in SL. Our focus is to have students finish their memorization within a reasonable time.

What are the uniform guidelines for SL students?

- ✓ SL students will follow IFS dress code. Please refer to the IFS parent-student handbook for specific grade level guidelines.

What are the morning drop off and after school 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 after school care room. Parent/guardian will be charged a fee for students placed in after school care through the FACTS management system.

Additional information for parents

- ✓ Parent/guardian support: Your support and commitment are vital to helping us help your child succeed in this program.
- ✓ Consistent and regular attendance is important. 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 lessons can be completed in class and the home portion is a review and mastery of this material. For success in the SL program, daily review is essential.
- ✓ 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 Hifdh 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 Hifdh 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. Each student will receive a SL planner. If a student loses their planner, they will need to purchase a new one immediately and charges will be deducted from FACTS account.
- ✓ 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 as well as water.
- ✓ Field Trips: For Full Time SL students, they may participate in 3 field trips or events of their choice throughout the school year. The SL teacher(s) and coordinator have to approve student requests to participate in field trips/events to ensure students are meeting their daily objectives and it will not disrupt their hifdh memorization. (Requests may be denied if a student is not meeting individual hifdh goals).

Students are expected to complete any missed assignments at home to continue meeting daily memorization goals. SL students are also expected to pay any fees associated with field trips/events and follow school rules when participating inside and outside the school premises for field trips and events.

For Dual Hifdh SL students, they may join their grade level for any field trips but are required to make up any missed assignments/work from their SL classes during the school day.

Student Expectations and Policies

Academic:

1. All students are expected to bring their necessary materials to class every day.
2. Dual Hifdh students 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 Hifdh students are expected to maintain a "B" average in their core subject areas each quarter. If any student is not meeting this expectation, he/she will be put on an academic watch and will be expected to raise their grades by the end of the following quarter to remain in the SL program. If not, possible withdrawal may occur.
6. All SL students are expected to keep up with their memorization and revision of their learned material consistently.
7. SL students are advised not to participate in any after school programs. This includes both athletics and academic teams/clubs. If, for any reason, a parent is requesting their child to join after school programs – a written request is to be submitted to the SL coordinator and has to be approved by both the teacher and coordinator. If the student is not meeting SL expectations, he/she will not be permitted to enroll in any after school programs.

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, all students will be responsible for following rules and behavior system as determined by their 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 Quran 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.