



INTRODUCTION

Welcome to the ICCI ACADEMY. We hope your child finds a pleasant learning environment, the joy of the Islamic way of life in our school, and success in his/her educational endeavors.

This handbook will familiarize you with the philosophy, goals, and policies of the ICCI Academy, and will serve as a reference concerning our procedures and expectations.

Our educational program is comprehensive: it is geared towards academic excellence, the teaching of Islamic values, and leading an Islamic way of life. Such a program can be effective only when parents become partners in their child's learning and practicing of Islamic values.

Cooperation between the family and the school is imperative. The school needs your full support for the success of your child. Should you have any concerns or questions, we ask that you contact your child's teacher regarding classroom matters, and the school office regarding school policies, procedures, and administrative matters.

The ICCI Academy is a service institution of the ICCI of Chicago. The daily administration of the ICCI Academy, its instructional program, and the supervision of all teaching and non-teaching personnel are the responsibility of the principal. The principal reports to the ICCI Academy's Board of Education. The Committee is responsible for developing and implementing policies and procedures concerning all the ICCI Academy personnel and school instructional programs.

The ICCI Academy is committed to providing our children with a quality education in an Islamic environment. The school is dedicated to maintaining a high academic standard and giving the community well-learned youth with good Muslim character.

The ICCI Academy is registered with the Illinois State Board of Education. It is a privately funded, non-profit, non-discriminatory institution.

II. HISTORY OF THE ICCI ACADEMY

The ICCI Academy started out as a one room classroom with thirteen children in preschool and kindergarten being taught by one teacher. It was the goal of the ICCI to create a school to service the needs of our community, and provide its children with an education that surpasses the current educational standards, as well as an enhanced Quranic, Islamic Studies, and Arabic curriculum.

III. VISION OF THE ICCI ACADEMY

ICCI Academy's vision is to produce well-rounded scholars who will thrive in an ever changing global world. Our highly qualified faculty will build character traits within our students which will distinguish them from others by their display of leadership, citizenship, and ethics. Each child will be provided a rigorous academic education in English and in Arabic utilizing research based programs, current technology, and the attributes of Islam that teach respect. Our students will be well-mannered practicing Muslims who will have a high level of knowledge of their religion and the Arabic language. This will guide them down the path of knowledge, wisdom, and prosperity in this world and the hereafter.

IV. MISSION STATEMENT

At ICCI Academy, the child comes first. Our highly qualified staff will see to the needs of the whole child, establishing a rich foundation that will enhance the students' development spiritually, cognitively, emotionally and physically. Through small class sizes, students will be immersed in the most current methodologies that utilize the universal teachings of the Quran and the Sunnah of Prophet Muhammad. Our students will achieve excellence through a balanced program in science, math, social studies, language, Islamic Studies, Arabic, character development, physical education, organizational skills and technology that lead to independent, well-rounded future leaders and well-mannered, practicing Muslims. Students will be guided throughout their education to think critically, make good choices and develop self-reliance.

V. PHILOSOPHY OF ICCI ACADEMY

ICCI's foremost objective is to provide an excellent educational program in an Islamic environment for young Muslims. We believe an Islamic environment is essential not only for optimum education, but also for the appropriate emotional and intellectual development of Muslim children in America. An Islamic environment affirms our children, their identity, and their pride in the Islamic legacy. Such affirmations of identity and pride are necessary to inspire our children to optimally achieve, not only in the classroom during their childhood, but also in their future scholarly and career objectives.

The ICCI Council strives to ensure that the administration and the teaching staff are qualified educators who themselves are observant of Islamic values in their own lives. This shows not only that adherence to Islamic ideals is possible, but also that direction, stability, peace, and happiness cannot be achieved otherwise.

Our effort to establish an Islamic ethos in the school does not interfere with the establishment of a challenging academic program. In fact, both efforts must coexist for us to be a successful school.

The following are school-wide objectives, which we continuously strive to achieve:

- To always place the interest of the child first.
- To teach a love for Islam through example and through Quran class and Islamic studies.
- To teach our students to strive for excellence in all that they do.
- To teach our students to the level necessary for worldly success.
- To teach our students social awareness and responsibility through involvement in community causes.
- To educate the whole child physically, spiritually, intellectually, and emotionally.
- To guide our students to take responsibility for their own education and become independent thinkers.
- To teach our students about their faith and impart well-rounded knowledge which allows our students to lead their life as productive Muslims performing good deeds.

VI. THE ICCI ACADEMY ANTICIPATED CALENDAR, HOLIDAYS, & EVENTS

- Teachers report to school on the 2nd week of August
- First Day of School 3rd week of August
- Labor Day – No School
- Eid Al Fitr Al Mubarak Break – No School
- Thanksgiving (Thursday and Friday)– No School
- Winter Break – No School (2 Week)
- President Day – No School
- Spring Break –No School (2 Weeks)
- Memorial Day – No School
- Teacher In-Service Days – No School
- Report Card Conferences (end of 1st and 3rd quarters) – No School
- Annual FundRaising Dinner.
- KG Graduation – End of year.
- 8th Grade Graduation- End of year.

*** Please note***

A detailed school calendar is available in the school office or on-line at www.ICCIacademy.com.

VII. ADMISSION POLICIES

Admission to the ICCI ACADEMY is open to all students in preschool to 8th grade. **The school does not discriminate in enrollment on the basis of race, age, gender, religion, handicap, or national origin.** The ICCI ACADEMY reserves the right to decline admission to students for

the following reasons which are not considered inclusive of all reasons justifying denial of admission: if a student requires special education instruction beyond the scope of the school's capability or capacity; if a student requires English as a Second Language instruction beyond the scope of the school's capability or capacity; if a student's behavior disrupts the education of other students.

Enrollment for returning families is open during the month of April. Registration for new families opens during the month of May and continues until all available spots are filled in a given grade. Priority in enrollment is as follows:

1. Students already enrolled at the ICCI ACADEMY.
2. Siblings of students already enrolled at the ICCI ACADEMY.
3. ICCI Staff's children.
4. All others are on a first come, first serve basis.

Once a class is filled, all others will be placed on a waiting list for each class until there are enough students to open another class.

In order for a **new** student to be considered for admission to the ICCI ACADEMY the following must be on file at the school:

1. A completed and signed registration form.
2. The results of the ICCI ACADEMY entrance exam for students of 3rd grade and up, which includes a personal essay, if applicable.
3. Copies of the student's academic record for the past two years, if applicable.
4. Copies of the student's discipline record.
5. Copies of the student's standardized tests for the past two years, if applicable.
6. Two letters of recommendation from the immediately preceding English & Math teachers regarding academic and classroom behavior sent directly from school to ICCI Academy principal.
7. A letter of recommendation from an administrator indicating student behavior, special needs, and parental involvement, sent directly to ICCI Academy principal.
8. Copies of IEPs and 504s.
9. Note from primary care doctor on letterhead indicating that the student has been assessed for psychological, behavioral, and medical needs and that none are present that would interfere with the learning environment.
10. Parents' commitment form.

No file will be reviewed until all of the above items are completed. All admission decisions are communicated orally and in writing.

In order for a **new** student to be considered fully registered and be considered enrolled at the ICCI ACADEMY the following steps must be completed:

1. Fill out and sign all the required registration forms which include an acknowledgment that the parents have read and will abide by the policies included in the Student/Parent Handbook.

2. Pay the registration fees as well as the first tuition installment.
3. Sign a release letter for the student's records.
4. Provide updated health records, including immunizations.
5. Sign all promissory forms for tuition and assessment.
6. Provide the original birth certificate. The office will make a copy and immediately return it to the parent.
- 7.

Due to the limited number of seats available and the desire of many families to join the ICCI ACADEMY, parents of returning students must fill out and sign the Intent of Enrollment form by April 31st. Failure to do so may result in loss of enrollment privileges for the family for the following school year. In order for a **returning** student to be fully registered, the following must be completed:

1. Complete and sign the registration form.
2. Pay registration fees to the office.
3. Submit updated health records (medical and dental).
4. Sign all promissory forms for tuition and assessment.

Students who withdraw prior to the beginning of the school year after being fully registered will lose their fees. Students who withdraw after school begins will lose the paid fees and will also be responsible for tuition until the end of the month in which the withdrawal occurred.

VIII. COST

FEE POLICY

The tuition and fees cover only a part of the total educational cost of operating the school. The costs are covered by subsidies from ICCI, fundraising, and donations from individual school benefactors. Tuition fees are reviewed and assessed annually by the ICCI Board of Education.

Discounts are offered to multiple children from the same family to lighten their burden. Fee assessments are based on annual increases in personnel and other school costs. The Board also takes into consideration input from school parents and tuition fee charges at other Islamic Full Time Schools in the Chicago metropolitan area.

IX. ACADEMIC POLICIES

OPEN HOUSE:

All students and their parents are encouraged to attend the open house at the start of school. It will give you a chance to meet your child's teacher, become familiar with the curriculum and ICCI's policies.

HOMEWORK POLICY:

The ICCI ACADEMY's homework policy is to ensure that work done at home is an extension of the lesson. Each student will be doing a variety of written and unwritten homework. All homework will be based on a clear curricular objective. The teacher will have in mind the amount of time he/she expects the average student to spend on the homework. Upper and lower limits are established for the amount of time a student should spend on homework. Each grade will have a timetable to ensure that the amount of homework is evenly distributed throughout the week.

Parents are responsible for 1) providing a quiet, well-lit place for the child to do his/her homework, 2) seeing that homework is finished neatly and accurately, and 3) scheduling a homework time so that it does not coincide with family activities.

AFTER SCHOOL TUTORING POLICY:

Students who average a C grade or lower in any given subject or upon teacher's recommendation will be required to schedule a tutoring session with the teacher, if applicable.

PROMOTION AND RETENTION POLICY:

Kindergarten through 8th grade teachers will recommend the promotion of all students with passing grades. Students must have a G.P.A. of 2.0 in all subjects: Math, Science, Language Arts, Social Studies, Quran, Arabic, and Islamic Studies. Students who fail in more than two subjects may be retained in their grade. The Board of Education will meet to decide if the student will be retained according to his/her academic record. The decision of the Board is final.

ACADEMIC ACCELERATION POLICY:

The school administration may accelerate students in grades 1 – 8 in a given year based on the request of the parents and/or the recommendation of the teacher. All of the following conditions must apply for a student to be accelerated:

1. Pass an advanced placement exam with mandatory 85% or higher.
2. Achieve straight A's in all subjects for the entire year.
3. Achieve a 95% composite score on the standardized tests.
4. Acquire the recommendation of the classroom teacher & Principal
5. The student should have shown adequate behavioral maturity and no discipline issues as determined by a team consisting of the principal, the principal assistant, and two teachers who taught the student during his last year of attendance.
8. Requests shall be due by at least two weeks before the start of the school year. It is highly recommended parents apply before the end of the prior academic year.
9. A fee of \$150.00 shall be charged on application for such advancement irrespective of the student's placement.

Students in grades preschool, pre-kindergarten and kindergarten may not be accelerated. Students in these grades must be of a certain age as defined below when they enroll. Not two-year-old students will be enrolled at any time.

1. Preschool: Students must attain the age of 3 years on or before October 1st and be potty trained.
2. Pre-Kindergarten: Students must attain the age of 4 years on or before October 1st.
3. Kindergarten: Students must attain the age of 5 years on or before October 1st.
4. First Grade: Students must attain the age of 6 years on or before October 1st.

There will be no exceptions to this policy. No testing will be conducted for the purpose of qualifying a student for a waiver from the application of this policy. Any student who attains the age requirement for a particular grade level after October 1st shall only be considered for admission to such grade level the following academic year.

ACADEMIC PROBATION POLICY:

Students in grades 2 – 8 with a GPA of 2.0 or less will be placed on Academic Probation. The conditions of Academic Probation are as follows:

1. The student & parents must meet with the principal to discuss any academic or discipline issues, improvements, or concerns.
2. The student must seek extra help from his/her teachers in areas of weakness.
3. Weekly progress reports will be sent home from teachers in all subject areas.
4. Parents must meet with the teacher and principal to discuss academic/behavior issues, improvements, or concerns.
5. Adequate improvement on the part of the student needs to be seen by the end of the quarter or the student will continue on Academic Probation.
6. All students who have not scored over the national average on the standardized test will be required to attend summer school.

Letters will be sent home to parents of students placed on Academic Probation. If a student continues to digress in academics and does not raise his/her GPA the following quarter, he/she may be asked to leave the school, or not be allowed to re-enroll for the following year.

REPORT CARD PICK-UP

The school will operate on a quarterly calendar. Parents will be required to attend a parent/teacher conference for the **first and third quarters**. Students will not be able to pick up their report cards if the parent fails to attend the conference. Report cards will only be released to parents, not to students. Parents may request in writing a third party adult to pick their child's report card.

GRADING POLICY:

The following is the grading system adopted by all teachers. All scores are based on a 0 to 100 scale. Quarterly grades turned in to the office may contain + and -, if needed, but are not required.

The following is the correspondence between letter grades and numerical grades:

| D- | D | D+ | C- | C | C+ | B- | B | B+ | A- | A | A+ |
|----|----|----|----|----|----|----|----|----|----|----|-----|
| 60 | 63 | 67 | 70 | 73 | 77 | 80 | 83 | 87 | 90 | 93 | 97 |
| 61 | 64 | 68 | 71 | 74 | 78 | 81 | 84 | 88 | 91 | 94 | 98 |
| 62 | 65 | 69 | 72 | 75 | 79 | 82 | 85 | 89 | 92 | 95 | 99 |
| | 66 | | | 76 | | | 86 | | | 96 | 100 |

X. INSTRUCTIONAL PROGRAMS AND SERVICES

Program Philosophy:

THE ICCI ACADEMY provides instruction from preschool to 8th grade. The school keeps its goals and objectives at the heart of its curriculum. To that end, the school developed academic programs in early childhood & elementary school. The Arabic and Islamic Studies Program is designed to go hand-in-hand with the academic program while aiming to produce a student who is rooted in faith, ethical living, social responsibility, and worldly success.

THE ICCI ACADEMY introduces character values throughout the curriculum.

I. Instructional Programs:

Preschool 3 & 4 Programs

The preschool programs use a learn-and-play approach to prepare them religiously and socially to deal positively with the environment that awaits them beyond our doors. Our program seeks to optimize positive experiences and interactions for every child.

The ICCI ACADEMY Preschool 3 & 4 programs provide an array of Islamic, cultural, gross fine motor, and language development experiences to live in our diverse community. It gives parents peace of mind regarding the safety of their children, as well as the assurance that the child is being given a head start in his/her Islamic and academic experience. Preschool and pre-kindergarten introduce children to productive group play under the supervision and guidance of well-trained teachers and aides.

Programs offered at the ICCI ACADEMY:

Preschool and pre-kindergarten programs provide an academic environment for 3 and year olds who are potty-trained.

Preschool 3 & 4 Full-time Mon- Thu 8:30 a.m. – 3:30 p.m.

Fri. 8:30 a.m. - 2:30 p.m.

Students in training pants are not considered potty trained and cannot be admitted to the program. Full-time students will have priority over part-time students. 4 year olds will have priority over three year olds.

Curriculum

The curriculum is based on the developmental philosophy of early childhood education and the belief that children are innocent and require gentle guidance and training, as

taught by Islam. Our preschool uses a Curriculum to allow the children to develop and mature at their rate. Our program promotes a comprehensive curriculum that meets the student's social, emotional, physical, and intellectual needs.

Through a variety of activities, children build a foundation for cognitive skills. Their self-esteem increases as they develop mastery of motor skills, pre-writing and pre-reading skills, and social skills. The daily routine encourages student independence, creativity, curiosity, and excitement for learning.

While playing, children learn to make decisions, explore, and problem-solve through manipulatives such as play-dough, puzzles, etc. Furthermore, children will develop hand-eye coordination. Technology is integrated in areas of learning to reinforce concepts at this level. A respect for computers and software is taught. Students also learn stories from the Quran along with the study of Arabic and Islamic Studies.

Setting

The ICCI ACADEMY's preschool programs are located in a safe and colorful play area where integration of academic, social, play, and Islamic values blend naturally.

Elementary Instructional Program

Elementary school is the vital link between early education and higher-level abstract and original learning. The ICCI Academy emphasizes a rigorous core curriculum of basics built around a quality core of carefully scrutinized textbooks from well-known academic publishers. The curriculum is implemented with innovation and enthusiasm by a first-rate teaching staff. Our educational programs are to be fully supported by hands-on experiences valuable to the child's development.

We expect our students to look into many aspects of education about their growth from an Islamic perspective. Every teacher incorporates the worldview of Islam into each field, whether through the introduction of great Muslim figures in the sciences or through the Qur'anic perspective on nature and mankind.

One of the primary objectives of The ICCI Academy elementary program is the development of lifelong independent study habits in our students. This enables the children to get the best out of their in-class experience and to learn independently of their teachers. The ICCI Academy aims to make students life-long, self-motivated learners.

In addition to Arabic and Islamic Studies (Islamic theology & ethics, Seerah, Qur'anic Studies, Islamic History, and Geography), the curriculum includes reading, writing, spelling, math, science, physical education, computer, and social studies.

Each grade level is designed to build skills sequentially upon the experiences and abilities of the students in each subject. Objectives represent skills related to previous knowledge, demonstrated abilities, and expected performance. Each subject furthers the development of specific skills, which enhances the level of thinking skills and involves the learner in

the process of his/her own emotional and social development. With these skills, critical thinking, and learning by self-discovery skills will strengthen students' ability to learn.

Materials, activities, and instructions are planned to engage students on every cognitive and emotional level to allow students the enjoyment of a varied learning experience with thinking seasoned by the values and standards inculcated by Islam.

Math, at this level, emphasizes what is known as the manipulatives, a hands-on approach to learning how numbers work together through various mathematical operations. Both concrete examples and demonstrations are used to help the student grasp the basic relationships of quantities in the various processes. The Saxon Math program is used to emphasize this learning method. Other computer-related software is used to reinforce classroom learning.

Basic writing skills acquired in language arts are integrated with all areas of the curriculum. Capitalization, punctuation, sentence structure, spelling, and word usage are important language skills emphasized in the intermediate grades.

In social studies, as well as in science and math, exploration, research, demonstrations, and presentations, are the basic tools of instruction. Teachers use a wide array of media in accomplishing their task of introducing students to the people and natural world in which they belong. In addition, students are systematically encouraged to make predictions and assessments of the events, materials, and problems they observe.

Reading Philosophy

The ICCI ACADEMY views reading as being of vital importance. Deriving meaning from the printed word is an essential component of success in virtually every field of endeavor. THE ICCI ACADEMY strives to inculcate a love of books and to introduce students to the joy of independent reading. Reading also provides a forum to deepen the scholastic sensibilities of the student. By building on the reader's past experiences, reading enhances knowledge of the world around them. Reading instruction consists of many skills:

- Phonic Skills
- Comprehension by using Context Clues
- Enhancing Vocabulary
- Using basal reading activities as a foundation
- Extending reading activities to the home
- Reading to gain knowledge

Arabic and Islamic Studies Program

The goal of Islamic education is achieved through both formal coursework and role modeling. The course of study in each grade from preschool through middle school specifically addresses the following:

- Arabic Language
- The Islamic Studies curriculum is designed as
 1. Qur'an

2. Theology – Iman and Ibadat
3. Islamic Ethics – Akhlaq
4. Seerah, History, and Geography

Salah Requirement: All Muslim students attending THE ICCI ACADEMY are required to pray in congregation with the staff.

XI. ATTENDANCE

Early Dismissal (Students)

1. An authorization to pick-up slip, prepared by the Office, must be presented to the teacher by the parents before the students are permitted to leave.
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 the protection of all, students may leave school during school hours only under the following conditions:

1. Permission has been obtained from 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.
3. Attendance of a special class scheduled program previously approved by the Principal. Students leaving school must sign out in the Office before exiting the building. Students leaving school grounds illegally will be suspended by the discipline policy.

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

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

Lateness to School

ICCI Academy'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 for school. Any student who arrives after 8:30 am must get a late pass from the Office before going to class. No teacher should permit a student after 8:30 am without a late pass.

1. Unexcused tardiness: If a student comes to class late without a legitimate excuse in writing, the student will be marked as an unexcused tardiness and admitted to class.
2. Excused tardiness: Lateness due to emergencies such as power failure, auto accident, or other valid emergencies which are documented.
3. Three (3) unexcused lateness will be counted as one (1) absence. The homeroom teacher will keep a record of "unexcused lateness".

4. If a student is detained by a teacher, the student must be provided with a pass to the next class.
5. Students in the hallways without a pass may be picked up by the administrative staff and escorted to their appropriate class after a discipline intervention.
6. Students are expected to be in the classroom within three minutes of class start. Any student legitimately detained because of school business should have a late pass to class from the teacher responsible for detaining the student. All students should be apprised of the penalty for being late for class.
10. A student who comes to class so late that he/she misses an entire period is to be marked as cutting classes unless the lateness is excused. Eighteen (18) or more unexcused absences will result in a loss of credit for that particular subject. Teachers will notify parents when unexcused tardiness begins to accumulate.

Student Absence and Lateness Policies

Students may not accumulate more than eighteen (18) unexcused absences during the school year. **Accrual of more than eighteen (18) unexcused absences during the school year will result in the student not being promoted to the next grade level.** Students enrolled in ICCI Academy will be in attendance during the days and times the school is in session.

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

1. Excessive Absences - Excessive absences are the total of unexcused absences for any reason from school, eighteen (18) days in a full-year course or nine (9) days in a half-year course. Those students who are excessively absent will receive no credit for the course in which they are absent.
2. Four (4) hours of school attendance on any one day are necessary for a student to be eligible to participate in extracurricular activities for that specific school day.
3. Notes - Notes submitted for explaining absences must include:
 - a) full name of student
 - b) dates of absence(s)
 - c) reason
 - d) signature of parent
 - e) home phone number
 - f) work phone number
 - g) if the student was absent due to a contagious condition, then a doctor's note releasing the student to attend classes is required.
 - h) supporting documentation

4. Upon the student's return to school from an absence or absence, the student will give the note to the homeroom teacher, and the homeroom teacher will then correct their attendance and send the note to the office to be filed for future reference.
5. A daily attendance sheet and program will be provided. The teachers will assume the student has an unexcused absence unless otherwise notified.
6. Students who are absent from school will not be able to participate in school functions or activities for that day.
7. If a student is absent from school, it is the student's responsibility to contact the teacher to make up assignments. The work must be handed in within the length of time (number of days) of the absence, e.g. one day absent - one day after the return to school to make up the work.
8. Parental notes or phone calls that document or verify extended Medical treatment, and/or other extenuating circumstances will be considered under the appeals process.
9. Excused Absence: The non-attendance of a student enrolled in the school for the following reasons:
 1. Student illness or accident verified by a doctor's note on official letterhead or prescription sheets;
 2. Death or serious illness in the immediate family;
 3. Attendance required in court (evidence submitted);
 4. Administratively approved absence;
 5. School-sponsored education activities, sanctioned or approved by the Principal.
 6. Family vacations will be considered excused absences, although they will be Discouraged. These will not be approved if the student has a grade of C or less in core subjects. 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.

Loss of Credits - Appeal Process

1. Upon 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 after receipt of notification. The student will remain in class.
2. The Principal will convene with the Board of Education, which will be charged with the responsibility for rendering recommendations related to this matter.
3. The Principal will summarize the recommendations of the Board of Education in writing.

Loss of Credits - Notification Procedures

The school has a responsibility to communicate with parents of students whose attendance patterns may lead to loss of credits. 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:

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 absences.
2. Eight (8) Days: The Principal will inform the parent or guardian of possible loss of credit due to “excessive absences” if two (2) additional unexcused absences occur.
3. Ten (10) Days: The Designated Administrator will inform the parent or guardian that due to “excessive absences”, credit is being denied for all semester courses in which the student is enrolled. At the same time, it will also be stressed that a continuing pattern of “excessive absences” will only further the possibility of the student failing for the year.
4. Twelve (12) Days: The Principal will notify the parent for a conference to discuss the possible failure for all courses in which the student is enrolled due to excessive absences”.
5. Eighteen (18) Days: The Principal will convene a special meeting with the Chairman of the AEC to discuss the particular case. The result of said meeting will inform the parent or guardian by mail that due to “excessive absences” credit will be withheld for all courses in which the student is enrolled and must repeat the current grade.

XII HEALTH RECORDS

All incoming students are required to have a complete physical and immunization record before the opening of school. School personnel will check that every student meets the Illinois Department of Public Health requirements for immunization.

- All preschool & 6th-grade students must have 3 doses of the Hepatitis B vaccine at the proper intervals.
- All preschool, kindergarten, and 6th graders must have a complete physical examination signed and dated by the doctor.
- All kindergarten – 6th grade students must have 2 doses of the measles vaccine. Each dose must have been given after 12 months of age.
- All students must have up-to-date DTP and polio vaccines, as well as booster shots.

Certificates of health examination sheets will not be accepted without the doctor’s and parent’s signatures in the immunization and physical examination sections of the health form. Address and phone numbers of doctors and parents must be included on the health form for each student.

XIII. HEALTH SAFETY POLICY

The following are school guidelines for dispensing medications by authorized school personnel:

- Parents will give written permission for the school to give medication to their child along with a reason for the medication. Written permission and reason must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medications in a central, locked location.
- The school will designate one person (staff member) to administer medication. No classroom teacher will be allowed to administer medication in the classroom.
- The school will keep a log of all medication given out including the student's name, date, medication, amount given, and reaction, if any.

Parents must follow all guidelines before the school will dispense any medications. The school is not liable if medication is not given due to the parent's failure to follow the guidelines.

XIV. SCHOOL EXCLUSION POLICY

Control of communicable illness among children is a prime concern in a school. Policies and guidelines related to outbreaks of communicable illnesses have been developed with the help of the health department and local pediatricians. To protect the entire group of children at school, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100 F (37.8 C) orally or 99 F (37.2 C) axillary (under the arm)
- Signs of a newly developing cold or severe coughing
- Diarrhea, vomiting, or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache

Children who become ill with any of these symptoms will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing your child to school.

Lice Policy

When a student is found to have lice, implementation will be as follows:

The Principal and one teacher will check each student for both lice and nits

- after the first confirmed case, and
- one week following, as needed.

Any student found to have either lice or nits will be asked to remain out of school for a minimum of 5 days or until nit-free. Upon returning to school, students must be re-checked, determining that they are not free by the administration.

If any time during the school year, a child is found to have lice, his/her entire class will be checked and the above will be applicable. This will be done to help deter a school-wide infestation.

XV. EMERGENCY POLICIES

ACCIDENTS

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The staff will call 911 if they judge that the situation warrants it.

FIRE AND TORNADO DRILLS

Directions for fire and tornado evacuations are posted in each classroom. Fire and tornado drills will be held regularly throughout the year.

Students will be given instructions on drill procedures. No student should leave the building during a tornado drill.

PERSONAL SAFETY

Visitors: All visitors to the school must enter through the main entrance and report to the main office to sign in and receive a visitor's pass.

Student morning drop-off: **School begins promptly at 8:15 a.m.** Students may not arrive before 8:00 a.m. All students will meet for the morning assembly at the lunch room.

Student Afternoon Pick-Up: **All students should be picked up by 3:30 pm. (2:30 p.m. on Fridays)** unless they are with a teacher or after school activities. Students will be brought down to the lunch room for pick-up. Preschool students will remain there until a guardian picks them up. A late fee of \$5.00 every 15 minutes will be added to tuition payments after 3:30 p.m. for any students not picked up.

EMERGENCY SCHOOL CLOSING

If for any reason the school needs to be closed, the school will make the following efforts to inform the school community:

A phone message will be sent to all of the school families.

An emergency phone chain will be organized by the staff. Someone will call each family either late at night or in the early morning to relay a message regarding closing of the school.

A school closing notice will be placed on the school website at www.ICCIacademy.com.

XVI. DISCIPLINE POLICY

Policy Statement

The ICCI ACADEMY aspires not only to provide quality education and high academic performance but is also obligated to promote and maintain a high standard of personal conduct and discipline by following the school discipline code. The school is not only a place for learning academic concepts and skills but also a place to learn Islamic manners and practice them in our daily lives. Students are expected to enhance the image and reputation of the school by observing high standards of Islamic manners and exemplary behavior. Parents must assume the responsibility to reinforce these values at home. Even teachers are required to emphasize and demonstrate Islamic manners during school hours and in their daily lives. The school has adopted these policies and procedures, which will be implemented to ensure a safe and pleasant learning and working environment for students and teachers.

Narrated by Abdullah Bin Amr ®: The Prophet said, “A Muslim is the one who avoids harming Muslims with his tongue and hands.” (Reported in Sahih Al-Bukhari).

Student Misconduct

This section describes a broad range of misconduct, which is prohibited in the school. Any misconduct not covered in the list will be left to the discretion of the classroom teacher and/or Dean of Discipline and/or principal or administration. The policy and procedures will apply to actions by students during school hours; before and after, while on school property; and during school-sponsored events, including transportation on school-arranged vehicles. All disciplinary actions will include a conference between the teacher (and/or the Dean of Discipline) and the student, followed by a notification to the student’s parents or guardian. The student, parent, or guardian who feels that the action taken is unwarranted or unjustified has the right to appeal to the principal. The next level of appeal is to The ICCI Academy Board of Education in writing.

The intent of the disciplinary process is instructional and corrective, not punitive. Due consideration will be given to all mitigating circumstances before the disciplinary action and will ensure due process for each student. Corporal punishment of any kind in the ICCI Academy is strictly prohibited.

Various acts of misconduct are grouped in four categories based on severity. Disciplinary actions are recommended for each category.

https://www.cps.edu/globalassets/cps-pages/about-cps/policies/student-code-of-conduct/section-3_student-behaviors-covered-by-the-scc.pdf

Group I

Acts of Misconduct

1. Persistent tardiness to school or class (per quarter).
2. Displaying excessive inappropriate behavior that is disruptive to the orderly process of classroom instruction.
3. Excessive incomplete homework assignments (per quarter).
4. Running and/or making excessive noise in the hallways or building.
5. Being out of uniform (Please look at the uniform policy for consequences).

Consequences:

- 1-3 offenses - verbal warning
- 3-5 offenses, notifying the Dean of Discipline in the school
- 6-8 offenses -, Send to the office for a meeting with the administrator.
- 9 or more offenses – Notifying parents

It also includes consequences from the above.

Footnote:

- The classroom teacher will handle daily classroom management behavior.

Group II **Acts of Misconduct**

1. Use of profane, abusive, immoral, and offensive language or gestures or any other behavior that is un-Islamic.
2. Loitering and writing on school property.
3. Slander accusations against any student or adult.
4. Disobeying or disrespecting school authority.
5. Passing vulgar remarks or gestures to others.
6. Failing to abide by school rules and regulations.
7. Smoking or bringing any tobacco products on school premises.
8. Disorderly conduct.
9. Skipping classes without a valid excuse.
10. Leaving the classroom without permission.
11. Not telling the truth (lying).
12. Forgery.
13. Plagiarizing or cheating on quizzes/exams.

Consequences:

- 1st offense - Inform the Dean of Discipline
- 2nd offense Principal/Teacher/Student /Parent conference
One after-school detention
No after-school activities
It also includes consequences from the above
- 3rd offense 1-3 in school suspensions
No after-school or classroom activities
It also includes consequences from the above
- 4th offense 3-5 days out of school (in-house) suspensions
Student receives a “0” for all assignments or tests of days missed Also includes consequences from the above.
- 5th offense Recommendation for expulsion from the ICCI ACADEMY

Group III **Acts of Misconduct**

1. Stealing, cheating, extortion, robbery.

2. Verbal and/or written threats to life or property against other students, teachers, staff, or community members.
3. Vandalizing, defaming, or destroying school property or property in the school's premises.
4. Bringing a weapon to school.
5. Assault or fighting.
6. Use of alcohol, narcotics, and other illegal drugs.
7. Bomb or arson threat.
8. Bringing vulgar or immoral material to school.

Consequences:

1st offense - Parent / Teacher /Student/Principal conference

1-5 days out of school suspension.

It also includes consequences from group II (Recommendation for Expulsion)

2nd offense - 3-5 days out of school suspension

It also includes consequences from group II (Recommendation for Expulsion)

3rd offense – Expulsion from THE ICCI ACADEMY

Group IV

Un-Islamic conduct between boys and girls.

Consequences:

Disciplinary action will be reviewed case by case. The Dean of discipline should be informed immediately. The incident should be documented.

THE ICCI ACADEMY ALL SCHOOL POLICY:

In-School Suspension:

The student will be at school in a designated area. He/She will be assigned work, which will be completed by the end of the day. All homework, tests, and quizzes for that day will be entered at 20% less of the accomplished grade. The student will only be allowed to go to the bathroom and to offer salat at Dhur Prayer. Lunch will be eaten in the designated area. The student will be required to write a brief statement expressing regret and repentance for the offense or misconduct. This statement will be submitted to the principal at the end of the suspension and kept in the child's file.

Out-of-School Suspension:

During an out-of-school suspension, the student will not be allowed to be on or around school property on the day of the suspension. It will be the parent's responsibility to provide home supervision for their child at this time. The student will be marked absent and all homework, quizzes, and tests will be recorded as a zero. The student will be

required to write a statement expressing regret and repentance at the offense or misconduct. This statement will be submitted to the Dean of Discipline at the end of the suspension and kept in their file. Parents and the student need to meet with the principal before the student is admitted back to school.

Expulsion:

Expulsion is the cancellation of the student's enrollment at the ICCI Academy for the remainder of the year without any refund of fees paid. The ICCI Academy Board of Education will vote on all recommendations for expulsion. Readmission in subsequent years can only be considered upon the presentation to the Board of proof that the student's behavior problem has been addressed and improved, successful completion of the previous grade, and availability of a seat in the grade needed.

ELECTRONIC DEVICES AT SCHOOL

No cell phones, TVs, radios, tape recorders, iPods, beepers, games, or other electronic devices are permissible unless used as a part of a class or project. A student with such a device will be given a warning on the first occurrence, a detention on the second occurrence, and suspensions on subsequent occurrences. The device will be confiscated and given to the parent or guardian.

Students are not permitted to use the school telephone unless it is an emergency; they must have a pass from their teacher, and have permission from the office.

SOCIAL MEDIA POLICY

ICCI Academy provides students with Chrome books and pads to use anytime whenever necessary, such as for school projects, MAP testing, and classwork. To protect the safety of our students, we regulate our Chrome books by monitoring internet traffic and blocking social media sites that are harmful. We also have created usernames, passwords, and accounts for educational programs such as Microsoft Teams, iGrade, and IXL.

Although as a school we do our job to maintain a safe place for our students when using technology in the school, by law we can never request nor require students to provide personal and private information through their social media accounts and passwords. We are also not responsible for what happens online and on social media outside of school, such as Snapchat, Instagram, TikTok, etc.

APPEAL PROCESS

Parents may appeal in writing any disciplinary action taken by the school administration or any other matter to The ICCI Academy Board of Education. The Board will review the appeal and will respond in writing. Parents may request a hearing to make their case to the Board directly. Such a request must be made in writing. The Board may request written clarification of an in-person meeting with the parties involved prior to making a final decision. Any decision taken after the appeal by the Board is final.

XVII. STUDENT WELFARE/CHILD ABUSE POLICY

According to Illinois State law, a staff member who has reasonable cause to suspect that a student may be abused or neglected must report this to the school administrator who must subsequently report the case to the Illinois Department of Children and Family Services. In such a situation, the staff member will notify the principal that a report has been made. Traditional, cultural consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois State law but may generally be understood as the following:

1. “Abuse” is any physical or mental injury, or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child’s health and welfare.
2. “Neglect” is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, mental or remedial care required by law by one who is responsible for the child’s welfare.

XVIII. Discrimination Policies:

The ICCI academy abides by all U.S. Federal, State of Illinois, and City of Chicago discrimination policies. This includes and not limited to the following policies:

- o **Title IX of the Education Amendments.** No student in the ICCI Academy shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity that the ICCI Academy offers.
- o **Illinois Public Act 102-0360 (Hairstyles).** The ICCI Academy prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- o **Individuals with Disabilities Education Improvement Act (IDEA).** The ICCI Academy guarantees any children with IDEA disabilities of all ages the opportunity to participate, learn, interact, and succeed in the ICCI Academy setting.

Age Discrimination in Employment Act (ADEA). The ICCI Academy abides thoroughly by The ADEA Act. It prohibits employment discrimination against persons 40 years of age or older. The Older Worker's Benefits are protected under any ICCI Academy contracts.

- o **Title VI and VII Civil Rights Act.** The ICCI Academy shall not discriminate against any of its students or employees because of his/her race, color, religion, sex or national origin.

- o **American with Disabilities Act (ADA).** As an application to this Act, the ICCI Academy prohibits disability discrimination and it makes every accommodation to meet its student's or employee's disability needs.
- o **Illinois School Code (105-ILCS 5).** All ICCI Academy projects, structures, and activities are aligned thoroughly to the (105 ILCS 5/) School Code and its 36 Articles.

XVIX. Drug-Free, Alcohol-Free, and Smoke-Free Workplace Policy

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

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 ICCI Academy's premises, vehicles, or at any of the school's functions. Employees who violate this policy will be subject to expulsion or termination.

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

Cannabis Policy

By Public Act 101-0370, ICCI Academy allows students to 'self-administer medical cannabis-infused products under the supervision of a school nurse or administrator or allowed a school nurse or administrator to administer medical cannabis-infused products.

XVIV. UNIFORM POLICY FOR STUDENTS

The ICCI ACADEMY expects all of its students to abide by its dress code. This includes hair, jewelry, shoes, and clothing.

- Hair: Students must have regular haircuts. No designs, mushrooms, or layered haircuts will be allowed. Also, students must have natural hair color. No bleaching or "off" colors are allowed.
- Hijab: Girls in grades 5-8 **MUST WEAR HIJAB** during school and should be only in colors **white and blue**.
- Shoes: Students must wear socks and closed-toed shoes. ***No sandals or slippers are allowed in all seasons.***
- Jewelry: The wearing of excessive amounts of jewelry is not allowed by any student. Boys are not allowed to wear earrings.

- Clothing - The school has specific uniform specifications. Please obtain your copy of the appropriate school uniform policy from the office. All students are expected to dress according to specifications. All clothing must be clean and in good repair.

XIX. COMMUNICATIONS

The success of our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child's academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications and memos when they are sent home.

Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. Teachers are not allowed to confer with parents during class time under any circumstances. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and the item will be delivered to the child as soon as possible without disrupting the educational process. Teachers are not expected to be available after school hours. Teachers will clearly express their personal preference with regard to communicating with students and parents. As this is a small community, parents, students, and teachers are expected to respect personal boundaries outside of school hours by refraining from unscheduled discussion of student concerns that warrant a scheduled meeting during school hours..

Parents may request a meeting with the principal regarding any matter. The office secretary will schedule the meetings as soon as possible. Matters concerning your child's academic or behavioral performance in the school should be discussed with the classroom teacher first. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly. If you believe that the teacher, staff, or administration did not address your concern, you may submit your concern to the ICCI Academy Board of Education in writing. The Board may request further information, in writing or person, before addressing your concerns.

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school.

XX. FIELD TRIPS

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. Students must complete and return the permission slip to the teacher responsible for the field trip by the given deadline. The school may request the presence of the parent on a field trip for the child to participate in the

trip. Students must pay all required fees by the given deadline. The school may deny a student the privilege of a field trip or require a parent to accompany their child on a field trip due to discipline and/or safety concerns. School personnel will provide the best possible supervision of your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip.

XXI. FUNDRAISING

As a private, non-profit institution, THE ICCI ACADEMY relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts.

There are numerous ways in which parents can help:

- Sell tickets for the annual dinner.
- Make donations during the annual dinner.
- Find sponsors for projects, services, or monthly expenses.
- Contribute to the school's scholarship fund.
- Provide educational items for the classroom or the school in general.
- Adopt a classroom.

XXII. PARENT ORGANIZATION

THE ICCI ACADEMY encourages the participation of parents in contributing to school activities, programs, and functions. Mothers and fathers have been indispensable partners of the school since its inception. They have contributed a tremendous amount of time, effort, and money to ensure that their children receive a good and wholesome education. The Parent Support Group (PSG) is governed by by-laws and provides help to the school in every possible way. PSG officers are elected annually by parents at the beginning of the school year.

XXIII. VOLUNTEER PROGRAM

The primary role of the ICCI ACADEMY volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting in school gardening, helping in the lunch room, or working in the office.

Community-oriented people are encouraged to volunteer at the school to share their expertise. Some of the biggest benefits of being a volunteer at the school are to learn about the environment and education being offered and to contribute to the making of a stronger Muslim community. Guidelines for volunteer work are available at the office.

XXIV. STUDENT RECORDS

The school considers student records confidential, and may not be viewed except by school-authorized personnel. Records will not be provided to non-school personnel except by written request of the parents/guardian of the student. The request must be delivered to the school by mail or in person. Parents may request a copy of all or some parts of their child's school records. The office requires a two-day notice to process the request.

Student records will be shared with custodial as well as non-custodial parents unless a court order is on file that states the contrary.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

To transfer records from one school to another, parents must make the request in writing, get the appropriate transfer documents from the new school, and sign a release form for student records to go to the new school.

XXV. THE ICCI ACADEMY BOARD OF EDUCATION ROLE

THE ICCI ACADEMY BOARD OF EDUCATION is the governing body of the school. The Committee is responsible for setting policies, hiring, and renewal of contracts for all staff members, evaluating the principal, and fundraising. Parents may call the school, or contact the Committee in writing, through the school's office, or by mail, at:

THE ICCI ACADEMY BOARD OF EDUCATION

c/o THE ICCI ACADEMY

6435 W. Belmont Avenue

Chicago, Illinois 60634

XXVI. STAFF PERSONNEL LISTING

All school staff may be reached through the school's office. Parents may leave a message for any staff member, and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message, except in severe emergencies.

XXVII. HANDBOOK REVISIONS

THE ICCI ACADEMY has the right to amend this handbook as the need arises. Parents will be informed of amendments through written communications from the administration. A revised handbook or an insert to the handbook will be provided as needed at the beginning of each school year.

STUDENT/PARENTS SIGN AND RETURN

I have read the ICCI ACADEMY Student/Parent Handbook and agree to adhere to the policies therein.

Student's Signature Date

Parent's Signature Date

Print Student's Name

Print Parent's Name

This page must be signed and returned to the school by _____.

*Only the parent's signature is required for 2nd grade students and younger.
Please discuss the Student/Parent Handbook with your child.