



General Information

School Hours

School hours are 8:00 AM to 3:00 PM Mondays to Fridays. Students may enter the building in the morning at 7:45 AM and go directly to the Mussallah. Supervision is provided in the Mussallah but not before 7:45 AM.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 AM and 3:45 PM at the Iqra/Al-Qalam front office.

After School Programs

After Care

After school care program will be provided from 3:00 PM to 6:00 PM (Mondays-Fridays) at the school. Please contact the school office to register your child(ren) in the program, and to inquire about pricing.

After School Clubs

At various times throughout the year, students will be invited to stay after school for extracurricular activities. These may include: sports, art, science, and other activities. Students will have an opportunity to sign up to participate and must have written parental permission to stay after school. Notices will be sent home when these activities are planned.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

Conference Scheduling

The staff is always happy to discuss a student's progress or address any questions during planning time or during a scheduled time before or after school. Parent-teacher conferences will be scheduled at the end of the first grading quarter for all students; however, you may request a conference at any time by e-mailing teachers directly or contacting the school to make an appointment.

Field Trips

During the school year, teachers may schedule educational or service-based field trips. The teacher or school office will announce trips in writing in advance. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone.



Lost and Found Items

Lost articles of clothing or other personal items may be claimed in the lost and found box outside of the cafeteria. Please label all items with your child's name, including clothing, book bags, lunch boxes, etc. All items remaining in lost and found on the last day of each month will be donated or disposed of.

Lunch

Parents are responsible for sending healthy snacks and lunch with their child daily. Please do not send sugar-heavy snacks, drinks, and lunches. Candy, sodas, and other junk foods are not allowed.

Every Friday, all of our students have the possibility to purchase cheese pizza for lunch (\$1.50/slice cheese and \$2.00/slice veggie cash only). This is optional; students may still elect to bring their lunch from home. On occasion, Iqra/Al-Qalam students will sell food for fundraising purposes. Notices will be sent out in advance to inform parents of the days and anticipated menu and costs.

****[Parent Volunteer Requirements](#)(New for school year 2016-2017)

Parent involvement is crucial to the sustainability and success of any school. The success of the Iqra/Al-Qalam volunteer program depends upon each family doing their part. We can use volunteer help in many areas of the school.

Each parent is required to complete four (4) hours of volunteer time during the ten (10) month school year, for a total of eight (8) hours per family.

Parents may choose to fulfill the parent volunteer hours obligation, or they may choose to pay \$100 to be released from completing the volunteer hours. Volunteer opportunities are listed in Appendix D and will be sent to parents by email starting September and a volunteer log is located in the office for parents to record their hours.

Tuition Fee Payment Policy

All Parents are required to pay tuition through the main office. Parents must sign the Tuition Agreement Policy that is sent home by the school office. The signed tuition policy will stay in the students' files. Tuition is due on the 5th of the month (September – June). Please see Appendix A: Tuition Information and Fees Agreement.

School Closure Information

Iqra/Al-Qalam follow Fairfax County Public Schools for all weather related closings and delays. Information on FCPS closings may be found at <http://www.fcps.edu/index.shtml> and also on local radio (**WTOP, 103.5FM**) and television station (**NBC4**). Additionally check our website www.alqalam.us for more information.

DELAYED OPENING TIME:

Two-hour Delay
10am-3pm

EARLY CLOSING TIME:

Two-hour Early Close
1pm Closing



Visitors

All visitors are required to report to the school office. Visitors to the school should make an appointment through the office with the appropriate person. Though an attempt will be made to accommodate unscheduled visitors, it may be necessary to ask the visitor to return when an appropriate appointment has been made.

Parents are welcome to observe classrooms while their child is in the class; however, parents should contact the teacher to formally schedule their visit at a mutually convenient time. When visiting the school for any purpose, please respect the school's Islamic dress code.

All deliveries to the school are made through the front door, with all delivery persons checking in at the main office.

Everyday Procedures

Arrival

- Morning assembly starts at 8:00 AM: No students are permitted in the building before 7:45 AM. We do not have supervision before this time. Please wait with your child in the car if you arrive before 7:45 AM.
- Montessori, Pre-school, and kindergarten students: Parents please walk them directly to classrooms.
- Grades 1-5 students: Please go to the downstairs Mussallah.
- Grades 6-12 students: Please go to the upstairs Mussallah.

Class time

- Classes begin at 8:15 AM. Your child is expected in his/her seat, ready to work at 8:15 AM. We will be enforcing tardy policies this year. Late students must get a pass from the office. After 3 warnings, parents will be required to have a conference with the principal.
- PE days: Your child's first day folder will include the schedule with PE days indicated.
- Snack time: Grades Montessori to 5 homeroom teachers will tell you if they are having a snack time during the morning when your child can eat a healthy snack from home.

Dismissal

- Students will be dismissed outside weather permitting. Parents are required to wait outside in their cars. We do not have room inside for parents to come in and get their children and it makes dismissal time very confusing when parents are inside the building. Please do not try and have a conference or ask teachers questions during dismissal. They are responsible for supervising students at this time.
- For inclement weather, students will remain indoors and will be called outside as parents arrive.
- Dismissal times are:
 - Montessori, Pre-K, and KG: 3:00 pm
 - Grades 1 – 5: 3:00 pm
 - Grades 6 – 12: 3:15 pm
- All IQRA students will be only allowed to get in the car between the two **Yellow Curbs 1 & 2** and between **Cones 1-6** **NO EXCEPTION.**



- Parents **MUST** make sure the **RIGHT side doors** of the car are accessible for your children to get in and out of the car so that the child(ren) do not walk around the car into traffic. Volunteers and Teachers **will not** put a child in the car from the left side of the car.
- Car lines: If you have a Mont., Pre-K and/or KG child only, please stay to the right as you drive in and pull up to the Yellow Curb 1 where Cone 1 is. This way your car can leave first since your children are dismissed a few minutes early.
- Grades 1 – 5 stay right of the carpool lane.
- Grades 6 – 12 stay left of the carpool lane. Students will cross the parking lot to get in the car.
- For the safety of all children, drivers are required to follow these procedures. When drivers park so they can leave early or back out of the line, it creates a safety hazard for the other children walking to their cars. A staff member will direct traffic and allow cars to leave when safe for our children.

Early Pickups

If your child has an appointment or must leave school early for some reason, the office must be informed in the morning with a note or by email. Please try and minimize early pickups, as it causes a disruption to the class.

Late Pickups

Students must be picked up on time. After 3:45 PM, we do not have supervision for students not enrolled in after care. Fines will be strictly enforced, so please bring cash with you if you arrive late. Otherwise we expect late fees to be paid in the office the next morning. Late pickup fees are:

\$10.00 between 3:45 PM and 4:00 PM \$1.00 per MINUTE after 4:00 PM.

Attendance

Regular attendance and punctuality on the part of the student is an important component of the learning process and student achievement. All teachers will keep attendance records. Absences and tardiness will be recorded on the report cards. Consistent tardiness or excessive absenteeism is possible grounds for suspension from school. Teachers are required to report excessive tardiness/absences to the Principal. Parents may then be required to attend a meeting with the Principal to explain these absences.

Tardiness

Parents are asked to send a note in advance or call the school by 8:15 AM if their child/ren will be tardy. If stuck in an excessively slow traffic jam, call the office at 703-922-5001 from your mobile phone. When arriving after 8:30 AM, a parent or guardian must also enter to record the arrival time in the sign in/out book in the office. If you know of an upcoming lateness (e.g. an appointment), please communicate this to the homeroom teacher in advance.



Absences

Parents are asked to call the school by 8:30 AM or send a note in advance if their child is to be absent. To avoid congestion on the phones, parents are encouraged to leave a voicemail message at their earliest convenience in the morning. The homeroom teacher and/or office may also be contacted by email to notify of a student's absence. When making outside appointments, parents are asked to be considerate of the child's school schedule and arrange appointments during non-core instructional time when possible. Parents are to meet their child at the office to sign them out.

Acceptable Excused Absences

- Illness of the student.
- Medical diagnosis and/or treatment.
- Death in the immediate family; funerals or other relatives or close friends, not to exceed one day if in the locality or three days if outside the State.
- Contagious disease in the home of the child subject to regulations of the Department of Public Health.
- Legal business requiring the student's presence.
- Suspension or expulsion from school.
- Approved educational visits/trips.
- Authorized school-sponsored activities.

Extended Leave Absences

Students are expected to attend school during the entire school year. Similarly, parents are expected to arrange their travel times according to the school calendar. Students who will be out of Iqra/Al-Qalam for an extended period of time and do not meet the criteria for excused absences are considered truant. Iqra/Al-Qalam may refuse the re-admission of any student who is absent from school without permission (10 or more consecutive school days).

If a student is to be absent from school for an extended period of time, the Principal and teacher should be informed in writing. A minimum of two weeks' notice is expected so that the necessary materials can be collected. It is the student's responsibility to redo the missing tests and hand in all work that has been assigned during the time away from school.

Withdrawal from School (Mid-Year)

Due to the fact that we have limited space and have to commit to teacher contract obligations for the entire year, penalties exist for withdrawing children from school before the completion of the entire school year cycle.

Communication

At Iqra/Al-Qalam, we believe in timely, open, honest, and transparent communication. If you have a question or concern, please do not hesitate to contact the school administration.

All communication from school will be delivered to parents electronically through parent emails, the school website, and teacher blogs. Parents will receive regular emails from teachers and the administration regarding classroom news and assignments, upcoming school-wide events, and other reminders. Occasionally paper notices will be sent home with students as well.



Rights & Responsibilities of Parents and Guardians

Parents' and Guardians' Rights

As Stakeholders, parents and guardians have a right to:

- Receive and offer information about their children's education.
- Be respected and recognized as the major influence in a child's development.
- Have their voices heard and be able to express themselves in a socially acceptable manner on matters of school policy.
- Meet with school personnel at a mutually convenient pre-arranged time.
- Feel welcome at school.
- Have access to school process of policies and curriculum information.
- Leave their children in a supportive school environment where consistent "Student Code of Conduct" are expected and enforced.
- Be able to participate in school programs and some decision-making processes.

Parents' and Guardians' Responsibilities

The school expects from the parents and guardians the following:

- Take responsibility to make sure the children are well rested before bringing them to school; young children need between 8 to 10 hours of sleep each night.
- Provide children with a healthy breakfast prior to sending them to school; generally, children who eat a nutritious breakfast perform better at school.
- Make sure that their children are brought to school and picked up on time every single school day.
- Always look through their children's bags when they come home from school each day to see any assignments for the day, announcements, or notes.
- Visit the school for an observation or consultation by booking an appointment in advance.
- Monitor the radio, television, or web for announcements about snow days causing closures.
- Show support for the school by participating in school functions.
- Closely cooperate with the school personnel.
- Read and understand all the school rules and regulations, including those rules outlined in this handbook.
- Inform the main office whenever the family changes their addresses, email, and phone numbers as well as any other important information about their children that the school should have.



Student Rights and Responsibilities

Student Rights

Students Have the Right to:

- Be treated with respect, dignity, and fairness by other students and staff.
- Learn without being interrupted by others.
- Be provided with a learning environment that is free from physical, emotional, and social abuse.
- Appeal out of school suspension and expulsion decisions by the Administration. The student and his/her parent or guardian will be given the opportunity to discuss the particulars with the proper school authorities.
- Express their opinions in a socially-acceptable manner.
- Say NO to those who wish to coerce them into doing or saying things they know are against school rules.

General Behavior Expectations

The school expects from the students the following:

- Be respectful and courteous to each other and to school personnel.
- Respect the class time and schedule.
- Bring all the necessary supplies and homework assignments.
- Follow classroom expectations and guidelines.
- Be honest and truthful.
- Be tolerant of diversity and differences of opinion.
- Avoid using any form of violence or objectionable language.
- Bring healthy food and beverages to school every day.
- Keep the school clean and tidy.
- Respect and protect school property.
- Move in a safe manner inside the school.
- Behave with good conduct in school, on school grounds, and during activities in and out of school.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to his/her teachers for this conduct.



Classrooms	<ul style="list-style-type: none"> • Treat teachers, substitutes, classroom assistants, other students, office and custodial staff, and volunteers with respect. • Dress, speak, and act appropriately. • Be on time for class and give your best effort. • Follow classroom and teacher expectations and routines. • Be kind and helpful to others. • Help in keeping your classroom neat and tidy.
Hallways/Entrances	<ul style="list-style-type: none"> • Walk quietly and safely. • Be polite and respectful to others. • Use an “indoor voice”. • Keep your hands and feet to yourself. • Clear the hallways quickly at all times. • Keep the hallways and entrance neat and tidy.
Assemblies	<ul style="list-style-type: none"> • Respect the speaker(s) and/or performance(s) by being quiet and listening actively. • Enter and exit the assembly in an orderly fashion.
Cafeteria	<ul style="list-style-type: none"> • Say the Dua’ to begin eating. • Sit in your seat when eating your own food and drinking your own drink. • Do not beg for, or share food that other children brought to school. • Bring only healthy foods and drinks (avoid sugar). • Clean up your space and hands after eating. • Say the Dua’ when finished eating.

Indoor Recess and/or Lunch in Classroom	<ul style="list-style-type: none"> • Stay in your classroom. • Keep the classroom quiet and clean. • Ask for permission to leave the classroom and use hall passes. • Follow the teachers’ instructions regarding clean-up. • Put all lunch and recess things away before lessons begin.
Playground/recess	<ul style="list-style-type: none"> • “Hands off” and no rough play. • Play safe and take turns. • Play in your designated area. • Take care of equipment. • Follow playground/recess expectations and listen to the adults. • Leave sticks and pebbles on the ground.
Outdoor Line-ups	<ul style="list-style-type: none"> • Go to your class and line-up immediately when the teacher calls. • Line-up in a straight line facing forward ready to enter the school. • Be quiet and listen for instructions.
Play area when Musallah is used as a multi- purpose room	<ul style="list-style-type: none"> • Must be supervised by an adult at all times. • Take your shoes off and put them neatly together on a shelf.

	<ul style="list-style-type: none"> • Food and drink are not allowed in the multipurpose room. • Enter and exit safely and quietly. • Respect and protect all gym equipment. • PE equipment is not allowed to be outside unless it is under direct supervision of a teacher. • Use indoor/outdoor PE equipment appropriately. • Return all PE equipment to the PE teacher, when finished.
<p>Dress Code</p> <p>See Appendix B</p>	<ul style="list-style-type: none"> • Wear the approved uniform. • Keep your uniform clean, neat, tidy, and tucked in. • Jackets and sweaters with images, decals, messages, or insignia other than those of IQRE ELEMENTARY will not be permitted. • All girls must keep a (white) hijab at school for prayer times. • Shoes made for outdoor play/ weather must be worn outside (<u>sandals and party shoes are not acceptable</u>). • Non-marking sneakers should be worn inside. • Boys' hair must be trimmed to a regular-length. • No extreme haircuts or colors (shaving one part of the hair and leaving the other and/or coloring / streaking one's hair with colors is not permitted (such as: silver, blond, gold, red, etc.) • Girls hair must be tied at all times in braids, ponytails, with hairbands, hairclips etc. • Jewelry and tattoos are prohibited in school for either boys or girls; boys' necklaces and girls' long earrings will be confiscated.

<p>Mussallah/Prayer Hall</p>	<ul style="list-style-type: none"> • Make Wudu before you come to the Mussallah. • Be quiet and considerate of others in prayer. • All girls must wear a proper hijab (plain white color). • Follow the Mussallah etiquette. • No conversation or playing.
<p>Computer Lab</p>	<ul style="list-style-type: none"> • Parents and students must sign the technology policy agreement. • No Computer lab use without a teacher. • No games are allowed on school computers. • Computer time should be used for research, assignments, or multimedia content creation. • Respect and protect the computer equipment. • Chatting online is not allowed. • Do not use inappropriate or prohibited websites, i.e. Instagram, Facebook, Twitter, etc. • Failure to meet the computer lab expectations may lead to such extreme disciplinary actions such as suspension and expulsion, or being banned from using lab.
<p>Forbidden Items</p>	<ul style="list-style-type: none"> • Do not bring these forbidden items to the school: Islamically inappropriate literature and images, weapons, flammable substances, illegal drugs, iPods, MP3 players, X- boxes and Game Boy, cellphones, smartphones, and more.



Discipline Procedures

Discipline Rationale

Iqra/Al-Qalam aims to foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices within Iqra/Al-Qalam. These policies and procedures will be enforced fairly, uniformly, and consistently.

Behaviors Warranting Disciplinary Action

Below is a list of behaviors and offenses that would warrant appropriate disciplinary action, in alphabetical order, (including suspension and expulsion depending on the severity of the behavior):

- Absenteeism (including cutting class), unexcused or excessive
- Aggressive behaviors, including but not limited to hitting, pushing, shoving
- Bullying
- Cheating and/or plagiarism
- Dangerous articles
- Defacing or destruction of school property (includes writing on walls, etc.)
- Disruption of class, study, or instruction
- Dress Code violations
- Fighting
- Forgery of notes or passes, etc.

- Leaving class without teacher's permission
- Leaving school grounds without proper authorization
- Lying /falsehood
- Misuse of school property or property of others
- Misuse of electronic communication devices
- Obscene and/or profane language or gesture
- Obscene and/or profane writing, pictures, or articles
- Refusal to follow directions of teacher or other staff members
- Rude and/or disrespectful behavior to others
- Sexual harassment
- Tardiness, unexcused or excessive
- Theft or attempted theft

The following five situations will result in immediate discipline referral to the office (including but not limited to):

- Fighting
- Abusive language directed toward a teacher or another student
- Student actions that disrupt the class to the extent that a teacher's authority is being challenged
- Student actions that present a danger to the safety and well-being of themselves or others
- Other criminal acts in violation of local, state, or federal laws



Anti-Bullying

Iqra/Al-Qalam has a zero-tolerance policy for bullying. Students found guilty of bullying or harassing another student in any way will receive severe consequences for such actions to possibly include detention, parent notification, and/or suspension. This behavior is not Islamically appropriate and is damaging to our students and school community.

Weapons

Students are not permitted to possess any gun, knife, explosive device, ammunition, or object that is capable of discharging a projectile on school property. This includes starter and paintball guns, blades, brass knuckles, mace, and similar devices, as well as objects that look like weapons. Consequences are strict including immediate suspension and procedures started for expulsion hearing. These consequences are aligned with the Code of Virginia's Gun-Free Schools Act (Virginia Code 18.2-308.1).

In-School Disciplinary Actions

Disruptive student behavior is subject to disciplinary actions by the teacher or the administration. Action taken by teachers toward students who are disruptive may include, but is not limited to:

- Time out in the classroom or other secure, supervised area
- A conference with the student
- A reprimand
- Detention
- A conference with the parent/guardian

A discipline referral will be sent to the administration office when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices. After consultation with the student and the teacher (if needed), the administrator will determine the course of action required to provide a safe, secure school environment. Action taken by an administrator toward students who are disruptive may include, but is not limited to:

- A conference with the student and/or parent/guardian
- A reprimand
- Entering into a behavioral contract between student, parent, and administrator
- In-school suspension (ISS: up to three days)
- Out-of-school suspension (OSS: up to five days)
- Recommendation for expulsion

Suspension and Expulsion

The student's parents shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.



Parent Conference

When the principal or disciplinarian suspends a student for more than one day, he/she shall, within 3 school days, schedule a conference with the student's parent to discuss the disciplinary action and/or the student's misbehavior.

The principal shall make referrals for expulsion to the Board of Iqra/Al-Qalam for their consideration. The Board shall meet within 3 days of receiving this referral to evaluate the situation and act upon the recommendations of the administration. If Iqra/Al-Qalam school-initiated expulsion occurs for any reason, the remaining fees and tuition will be pro-rated accordingly and the balance of money remaining returned to parents or guardians.

Student Recognition

Academic success is at the core of Iqra/Al-Qalam's philosophy; therefore, the celebration of success is very important. The school will recognize achievement and effort of students throughout the year in classes and at school assemblies. Parents will be informed and invited to come celebrate their children's success.

Homework Assignments

Homework is an integral part of the educational program at Iqra/Al-Qalam. Performing homework assignments regularly will help teachers to assess the students' level of understanding and progress. Performing homework assignments also help reinforce skills and knowledge acquired in the classrooms. Homework assignments will be given as practice for skills previously learned, as memorization exercises, and as reports/projects.

When assigning homework, teachers will:

- Communicate clear expectations to students.
- Post all assignments and provide time for students to record them in the agenda. (Grades 3-5)
- Montessori through grades 2 teacher will give the homework at the beginning and/or end of the week
- Review homework promptly
- Ensure that resources and materials are easily obtainable for homework and projects.
- Be available for parent communication and initiate conversation with parents over concerns.
- Provide appropriate time for project completion and define level of parent participation.



Parents are requested to provide a quiet, well-lit area for the child to study and perform daily homework. Assigned homework should not exceed the following time recommendations per grade on a daily basis:

Grade level	Recommended Homework time
Pre-school	10-15 minutes
Kindergarten	15-20 minutes
First grade	20-25 minutes
Second grade	25-30 minutes
Third grade	25-60minutes
Fourth grade	25-60 minutes
Fifth grade	50-60 minutes
Sixth grade	60-120 minutes
Seventh grade	60-120 minutes
Eighth grade	120-180 minutes
Ninth grade	180-200 minutes
Tenth grade	200-240 minutes
Eleventh grade	200-240 minutes
Twelfth grade	200-240 minutes

Student Homework Responsibilities:

- Write down assignments in student agenda (grades 3 - 5).
- Make sure assignment instructions are understood.
- Set a regular routine for completing written homework, reading, and studying.
- Maintain the highest quality on homework assignments.
- Take home all necessary materials, keep assignments and resources organized, and submit homework to school when due.
- Be responsible for getting assignments when absent from school.

Student Evaluations

Progress Reports & Grade Report Cards

At Iqra Elementary School and Al-Qalam Academy, quarterly grade report cards will be sent to the parents by mail for grades kindergarten to twelfth. Prekindergarten students will receive comprehensive reports twice a year. At any time during the year, parents and guardians can view how the child is progressing or individual grade reports in PowerSchool. The first quarter report will be handed to parents of grades KG to eight at scheduled Parents/ Teacher Conferences.

Teachers may request special conferences to discuss specific issues with parents or guardians at any time of the school year. Parents are also welcome to make individual appointments with the teachers of their children, as needed.



Montessori, Pre-Kindergarten, Kindergarten Grading

Scale

Grade	Description
E	Exceptional grasp of subject matter
G	Thorough grasp of subject matter
S	Basic grasp of subject matter
N	Minimal grasp
U	Failure to meet grade level standards
I	Insufficient data/Incomplete

Grade	Description
E	Excellent Grasp of Subject
C	Consistently
I	Increasingly
P	Periodically
R	Rarely
NI	Needs Improvement
NA	Not Applicable
ID	Insufficient Data

Grades 1-5

Grade	Description
4	Consistently demonstrates concepts and skills of standard taught this quarter
3	Usually demonstrates concepts and skills of standard taught this quarter
2	Sometimes demonstrates concepts and skills of standard taught this quarter
1	Seldom demonstrates concepts and skills of standard taught this quarter
n/a – I – ID – n/t	Not Assessed – Incomplete – Insufficient Data – Not Taught

A complete explanation of Grade Description can be obtained from the Main Office or from Fairfax County Public Schools [Elementary Grading and Reporting Handbook for Parents](#)

Grades 6-12

Promotion and Retention of Students

Iqra does not retain students in grades Montessori through 1st grade except in the case of excessive academic difficulty or lack of attendance. Iqra/Al-Qalam students in grades 2 and above must meet certain criteria to be promoted to the next grade.

Promotional Criteria:

Iqra/Al-Qalam students must meet the statutory attendance requirements. Iqra students up to fifth grade must maintain at least a 2 in all subjects at the end of the school year. Al-Qalam students must also have a final grade point average of at least 65% in core subjects of Math, Language Arts, Science, and Social Science. Al-Qalam students must have a final over-all grade point average of at least 64%.

Health and Safety

First Aid

The office personnel will provide general first aid. Parents and emergency personnel will be contacted for any medical requirements beyond general first aid.



Emergency Information

Parents are required to fill out the student emergency information for each child enrolled in the school. This information is to be completed on the two forms provided to you at the time of admission and also updated at the start of each school year. No student will be allowed to attend school without a completed emergency information form on file the first day. Parents are responsible for updating this information as necessary.

Keep Sick Children Home

For the protection of the child and other students, parents should not send their child to school if he/she shows the following symptoms:

- Fever
- Nausea or vomiting
- Severe headache and/or stomach ache
- Pink Eye
- Evidence of a communicable disease
- Spasm or convulsions
- Persistent cough
- Rashes
- Head or Body Lice
- Any severe accident including cuts or bleeding

In some cases, a student will be required to bring a doctor's note certifying the student may return to school.

Illness During School Hours

- If it is determined that the student has a fever, the student will be sent home.
- Parents or guardians are expected to pick up a sick student within one hour of being contacted by the school. If that is not possible, parents are requested to arrange for an authorized person to pick up the student.
- To the extent possible, the student will be isolated until he or she is picked up.

Medication

If an antibiotic medication was prescribed, the student must have been using this medication for at least 24 hours before he/she will be permitted to return to school. Parents must fill out a permission form if their child is to take any medicine, prescribed or over-the-counter, at school. Information about the medication should be submitted along with the permission form. All prescribed medicines **MUST** be in their original container with the directions clearly detailed on the container. No child may take any medication while on school grounds without the knowledge of Iqra/Al-Qalam Office.

Allergies/Chronic Conditions

Students with allergies or other chronic conditions such as asthma, must have allergy forms and medication consent forms on file in the office with their medications. The following forms are located in Appendix C for parents to fill out and file with the school office:



- Administration of Medication Form
- Food Allergy Action Plan
- Asthma Inhaler Authorization Form

Parents must update the school immediately if the child's health status/medications change.

Suspected Child Abuse

Virginia state law requires that school personnel “who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline.” (Code of Virginia 63.2-1509.)

Emergency Procedures

Iqra/Al-Qalam has an Emergency Procedures manual outlining all of our security and emergency management procedures. It is available in the school office, if you wish to read it in its entirety.

Fire Drills and Fire Alarm

As required by law, fire drills will be held monthly throughout the year. Students are instructed to follow directions and go quietly and quickly to a pre-designated place in the parking lot.

School Lockdown Drills

There will be two major school lockdown drills during the year. A letter will be sent home to the parents on the day after that drill is completed.

Tornado Drills

Iqra/Al-Qalam will participate in the Virginia state-wide tornado drill each March.

Admission Requirements



New Students

Iqra/Al-Qalam accepts students between the ages three (3) and seventeen (17) on a space-available basis both at the beginning of each new school year and on a rolling-admissions basis during the school year. Admissions' testing is required for grades 1 - 6 and can be arranged at the time of application. Students will be tested during the first week of school. We do not discriminate on the basis of gender, race, color, national origin, religion, familial status, genetic origin, or native language.

Admissions Requirements:

- Age requirements:
 1. Montessori must be 3 years old by September 30
 2. Pre-kindergarten must be 3 years old by September 30
 3. Kindergarten must be 5 years old by September 30
- Admissions testing for grades 1- 6
- Official transcripts from previous schools including behavior reports
- Standardized test results (if applicable)
- Copy of birth certificates
- Recommendation letter from principal, teacher, or Imam (if requested)

Returning Students

The suitability of every child's continuance at Iqra/Al-Qalam will be assessed each year. Current students will be assessed continually throughout the school year and ongoing interactive communication about progress will be shared with the parents and, when appropriate, with the students themselves.

If the school feels that the child's best interests are not being met, the parents will be informed no later than the end of the second term (mid-year) reporting period. For certain "special needs" students, we may recommend testing and certain accommodations, which we will supply in-house wherever possible, or refer to the county public schools when we cannot meet or provide for the child's disability. If such a recommendation is brought forward to the family, the administration will work closely with the parents in assisting them to find accommodations, assistive technology, or a more suitable placement for their child.



Appendix A

Appendix B



Medical Forms
IQRA ELEMENTARY SCHOOL

Parent/Physician Request for Administration of Medication by School Personnel,

School Year _____

Parents have the primary responsibility of giving medicine to their child at school, and may come to school to give medicine at any time, after checking in at the school office.

Requests for the administration of medications by school personnel may be made as follows:

1. A separate request form is to be completed for each medication, and a new request made for each change in medicines or dosages.
2. Only those medications that cannot be given outside school hours will be administered. Most three times a day medicines can be given before and after school.
(Prescriptions can be written so that doses are not necessary during school hours. Please discuss this with your doctor)
3. All medication must be in the original, properly labeled container, accompanied by this completed form. Changes in dosages require new labels and new parent request forms; if labels and parent request forms do not match, medication will not be given.

At the end of the school year, any unused medication that has not been picked up by parents/guardians will be discarded.

For safety reasons, NO first doses of ANY medicine will be administered at school. All information below must be completed and form signed before any medication will be given by school personnel.

Date of Request _____

Medication to be given from (start date) _____ until (end date) _____

Student's Name _____

Grade _____

Name of Medication _____

Exact dosage (in mg, puffs, etc.) _____

Time(s) to be given at school _____

Reason this medicine is required (for what condition?) and any special instructions, precautions, or side effects _____

If the above medication is to be given on an "as-needed" basis, the following* information must also be provided.



- *Indicate shortest intervals between doses _____
- *Maximum number of doses during school day _____
- *Signs and /or symptoms for which the medicine is to be given

Physician's Name _____

Office Phone _____

I, the undersigned parent/guardian of _____
request the above medication be administered to my child.

I also give permission to my child's teacher/ Iqra/Al-Qalam Staff/Faculty to administer this same
Medication (s) as prescribed above on field trips during this school year.

Signature _____
Parent/Guardian

Home Phone Work or cell

**(A properly labeled prescription container will be accepted as proof of physician's order)



IQRA ELEMENTARY SCHOOL

Asthma Inhaler Administration Authorization Form

Student's Name: _____ D.O.B: _____

Grade: _____

Diagnosis: _____

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school office.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

____ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.

____ Self-administer asthma relieving medication with access to another inhaler in the school office as needed. Parents will supply school office secondary inhaler.

____ Student needs assistance with administration of their asthma relieving medication

with the medication available as needed in the school office.

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:
Parent/Guardian signature	Date:

Parent signature for authorization: _____



Appendix D

Acknowledgment Statement

I _____, the parent/legal guardian of the following IQRA/Al-Qalam student(s),

1. _____
2. _____
3. _____
4. _____

I acknowledge that I have read, understood and consented to abide by the policies and procedures contained within the:

IQRA/Al-Qalam Academy Parent/ Student Handbook _____ Academic Year.

And, furthermore, that I have read the rules to my child(ren) and that I will require my child(ren) to abide by the policies and procedures contained herein.

Parent/Legal Guardian signature

Date *

* To be returned to the office three days after it is received.



Appendix E

Parent Volunteer Opportunities

Lunch Room Supervision

In-class Reading

Dismissal Duties

Arranging Bake Sales

Assist in setting up school for different events



Appendix F

Parent Resource Directory