

IQRA ACADEMY

5365 Five Forks Trickum Rd. SW Suite D, Lilburn, GA 30047

Tel: (770) 682-6666



PARENT STUDENT HANDBOOK

2018-2019

ADMISSIONS:

Preschool hours: Mon.-Thu. 9 am – 1 pm; Fri. – No Preschool

Gr. K - Gr. 6 School hours: Mon.-Thurs. 9 am – 2:30 pm. Friday 9 am – 1:30 pm

All new students are on probation for the first 4 weeks. Children entering grade 1 must have successfully completed the previous grade for entry into Iqra Academy. In addition to these admission requirements, parents must complete the application and registration process as outlined below. Applications for Admission must be completed and returned to the Iqra Academy prior to enrollment, accompanied with:

- * Non-Refundable application fee
- * Copies of any previous school records
- * Copy of birth certificate
- * Certificate of Ear, Eye, and Dental Screening for 5 year olds or students entering kindergarten
- * A GA certificate of immunization...State form #3231 must be completed.

(State law requires that all students be immunized against certain diseases. Students will not be allowed to attend school without proof of these immunizations);

- * Proof of custody/guardianship. A Letter of Guardianship is required is required for registration, if the enrolling adult is not the birth parent;
- * Photocopy of the child’s social security card with the Soc. Sec. # visible;
- * Emergency form
- * Tuition as stated in the application packet
- * Financial agreement contract
- * Book/Material fees: Preschool: \$100; Kindergarten: \$300; Grades 1-2: \$400

Inshallah orders for books will be placed by Iqra Academy, after payment has been received.

- * Parents must read and sign Authorization and Waiver in Student/Parent Handbook
- * Parents must read and sign student release form
- * Parents must complete the Application for Admissions form and Parental authorization for release of records

All signatures on all forms must be completed by parent/guardian

TUITION AND FEES

Iqra Academy depends chiefly on tuition fees. We encourage parents to join our recruiting efforts so that we may generate revenues for growth.

NON - DISCRIMINATION

Iqra Academy does not discriminate on the basis of sex, race, color, national, or ethnic origin.

ATTENDANCE

Regular school attendance and punctuality are essential for a successful school experience. School attendance is required by law. Parents are charged with the responsibility of their child's school attendance.

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Gr. K - Gr. 6 School hours: Mon.-Thurs. 9 am – 2:30 pm.
Friday 9 am – 1:30 pm

Students must be dropped and picked up on time, parents will be responsible to pay \$2.00 for every minute after dismissal until the child is picked up, unless prior arrangements have been made. Parents of Preschoolers will be responsible to pay \$2.00 for every minute after dismissal time. Payment is due in cash at the time of the late pick-up. The student will not be allowed to attend class until payment is made in full.

TARDINESS

Any student arriving after 9:15 will be considered tardy. 3 tardies = 1 absence.

DROP-OFF AND PICK-UP PROCEDURES

All students should arrive between 10 minutes of the school starting time. Any student arriving before the school starting time will be the responsibility of the parent. Please make an effort not to disturb the class at this time. All parents should bring their cars in the school parking lot and wait until dismissal. Also, please note that drop-off and pick-up times are not times to have parent-conference with the teacher(s). If you wish to discuss a concern or have a query, you may email or send a note with your child the next day.

ABSENCES

Parents are required to call Iqra Academy's office by 9 am each day the student is not in school and state specific reasons of the absence. Also, the parent is expected to send a written note to the school stating the reason of the absence, upon the child's return to the school. Failure to call the school and send a written note with the child will make the absence unexcused. Students who are absent will be expected to make up missed work. Any student who has unexcused absences and or fails to make up missed assignments will receive unsatisfactory grades. 90% attendance is required for promotion to the next grade level.

EXCUSED ABSENCES

Absences due to the following reasons will be considered excused if written evidence is submitted to the school.

Illness or injury, Medical/dental appointment, Death in the immediate family, Court attendance, Religious or educational activities (approved by school – incl. Hajj), Any other activity approved in advance by the school.

EARLY DISMISSAL

A student will not be allowed for early dismissal unless the parent calls or sends a note in advance.

Uniform

BOYS' UNIFORM GRADES Preschool-GR.2

White oxford shirt and/or burgundy/ white polo short or long- sleeve, Khaki slacks, Burgundy sweater, White Tennis Shoes, White cap

Optional: Khaki Shelwar Kameez

GIRLS UNIFORM GR. Preschool – GR. 4

White oxford long-sleeve shirt and/ or burgundy / white polo long-sleeve Burgundy plaid # 91 jumper (Style 194)

<https://www.idealuniform.com/194-PLAID1950>

Black soft pants (generally from Wal-Mart / Target)

Burgundy sweater, White / Burgundy scarf, Black oxford and/ or tennis shoes

White / Burgundy scarf

(Optional: Burgundy Shelwar Kameez)

GIRLS UNIFORM GR. 5 and Older

Burgundy Abayah & White / Burgundy scarf

Most of the uniform apparel can be purchased from:

Ideal Uniform Store www.idealuniform.com/194-PLAID1950

Buckhead School Uniforms www.buckheaduniforms.com

French Toast Uniforms www.frenchtoast.com

DISCIPLINE AND STUDENT BEHAVIOR

Iqra Academy's policies regarding discipline and student behavior set the expectation for high standards of moral conduct and self-control that should be exhibited by every Muslim in accordance with the Traditions of Prophet Mohammed (PBUH). Students and Parents are expected to follow the school rules as detailed in this handbook. The staff provides guidance and reinforcement to achieve these standards.

STUDENT RESPONSIBILITIES

- * Students are expected to report to class on time, bring supplies, homework, and materials.
- * Students must follow classroom rules.
- * Students are expected to be honest.
- * Foul language, fighting or other misconduct will not be tolerated.
- * Eating is not allowed during class unless given permission.
- * Every student will practice offering salah.
- * Students may not damage school or its related property; parents will be responsible for any damage incurred by the student to the school property. Report card will be given twice a year. Grading will be according to grade level, quality of work, completion of assignments and classroom participation.

PROMOTION

Promotion to the next grade is based on the student's achievement and performance in the current grade level. Students must demonstrate satisfactory performance in achievement and attendance at their grade level to be promoted to the next grade level.

The following requirements must also be satisfied to ensure promotion:

- * Students must maintain regular school attendance (90%)
- * Students with failing grades may not be promoted

LUNCH

All Students are required to provide their own wholesome, healthy meal. Microwaveable foods are discouraged. Foods requiring refrigeration should be accompanied with an ice pack. Halal meat products are encouraged to promote principles of our religion regarding diet.

PARENT-TEACHER CONFERENCES

Parent- teacher conferences shall be held during each school year between teacher and parent(s) of a student.

More conferences may be needed if:

- * The student is not maintaining passing grades or achieving expected level of performance.
- * The student demonstrates discipline problems, or presents some other problem to the teacher.
- * Please be advised that parent-teacher conferences cannot be held without appointment especially during drop-off and pick-up times. If you wish to speak to the teacher(s), please request an appointment time by calling the school or by sending a note with your child.

TEACHER REMOVAL OF STUDENTS

A teacher may remove from the class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, has hindered the ability of the students' classmates to learn, or whose behavior the teacher determines is excessively unruly, disruptive, or abusive. The teacher may either:

- * Place the student in time-out
- * Place the student in school suspension
- * Remove the student from the school

SCHOOL'S REMOVAL OF STUDENT

Iqra Academy reserves the right to remove or disenroll any student from Iqra Academy, at any time. Tuition for a student who is removed or disenrolled from Iqra Academy will not be reimbursed or waived.

POLICY ON ADMINISTRATION OF MEDICATION

The school, as prescribed by a physician, may assist any student who is required to take medication during the regular school day. In order to do so, Iqra Academy must have a written statement from the physician with:

- * Name of medication and method of administration
- * Dosage to be given
- * Times of administration

A written statement must be received from the parent indicating a desire for Iqra Academy to assist the pupil in taking the specified medication. In addition, the parent must call the school each time the medication is to be administered. A parent must fill out a new form each time a new prescription is to be administered.

EMERGENCIES

If your child should become ill or injured while at school, or in any emergency, you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with persons to be contacted AND TO WHOM YOU GIVE PERMISSION TO PICK UP THE CHILD in lieu of YOU i.e. the parent or guardian. If there is a change in this emergency information, please notify the school immediately so that the record may be updated.

ILLNESS

Since we aim to make our school program as successful as possible, we must ask that children who are sick be kept at home. A child with a fever of 99 F or above may not attend school. Any child previously suffering from a fever must be fever free for 24 hrs. before returning to school. Lengthy illnesses may require doctor notification.

SCHOOL CLOSING

The school may close for inclement weather or other emergencies for part of a day or for whole day(s). The school will be closed if Gwinnett County schools are closed. Additionally, the school may be closed if weather is unfavorable in neighboring areas. Please keep posted about school closings by email or by contacting the school. All missed days will be made up, provided the missed days are sufficient enough to make the total number of school days fall below 180. In the event that the school has to be closed during the school day due to an emergency, every effort will be made to notify you first by phone and then by email. You will be asked to pick up the child by the indicated time.

PARENT ACKNOWLEDGEMENT FORM

I/We, the undersigned parent(s)/guardian, understand that Iqra Academy Group Inc. is not licensed by Bright from the Start (an agency of GA Dept. of Early Care and Learning) and is not required to be licensed by the state. Iqra Academy Group Inc. carries liability insurance.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

IQRA ACADEMY PARENT - STUDENT HANDBOOK AGREEMENT

PLEASE COMPLETE THE FOLLOWING AGREEMENT AND RETURN TO IQRA ACADEMY WITH APPLICATION FORM:

I, _____, MOTHER OF _____

Mother's Name

Student's Name

AND I, _____, FATHER OF _____

Father's Name

Student's Name

OF GRADE HAVE READ THE IQRA ACADEMY 2018 - 2019 PARENT/STUDENT HANDBOOK AND AGREE TO ABIDE BY ITS POLICIES AND REGULATIONS. I UNDERSTAND THAT IQRA ACADEMY RESERVES THE RIGHT TO ALTER, CHANGE, ADD AND/OR DELETE ANY OF ITS POLICIES OR PROGRAMS. I UNDERSTAND THAT I WILL BE INFORMED OF ANY SUCH CHANGES.

ALSO, WE, THE ABOVE PARENTS/GUARDIANS OF THE ABOVE MENTIONED CHILD, WAIVE ALL CLAIMS, COSTS, AND LIABILITIES AGAINST IQRA ACADEMY, ITS RESPECTIVE STAFF, AND ITS REPRESENTATIVES, ARISING OUT OF THE RISKS INHERENT IN THE NATURE OR PARTICIPATION OF ANY OF IQRA ACADEMY'S ACTIVITIES AND PROGRAMS.

MOTHER'S SIGNATURE _____ DATE ____

FATHER'S SIGNATURE _____ DATE ____

PLEASE NOTE THAT A SEPARATE AGREEMENT MUST BE SIGNED FOR EACH ENROLLED STUDENT. THIS PAPER MUST BE BROUGHT WITH THE STUDENT ON THE FIRST DAY OF CLASSES.

STUDENT RELEASE FORM

I/We, the undersigned parent(s)/guardian, give permission to any of the following individuals to pick up my child from Iqra Academy any time during the school year.

First Name	Last Name	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date