



**ICN NOOR ACADEMY**  
**2020-2021 PARENT**  
**HANDBOOK**



## **INTRODUCTION**

The purpose of this handbook is to provide parents with information regarding ICN Noor Academy's history, philosophy, policies, and expectations. We ask that you study this handbook carefully. If there are any questions or concerns, please discuss them with the school Principal. Your input is always welcome.

## **ICN NOOR ACADEMY**

### EDUCATION COMMITTEE CHAIR

Khalid Ghorl

### ICN BOARD LIAISON

Rahman Khan

## **FACULTY AND STAFF**

Principal Muniba Ali

Administrative Assistant Farhana Abdulbari

Pre-K Jabeen Shaik  
Zoya Sayani  
Farah Hyder

Kindergarten Naila Siddiqui  
Aaliya Mohamed

1<sup>st</sup> and 2<sup>nd</sup> Grade Sakina Musani  
Mehmooda Ahmed

Quran Farzana Yahya  
Kaouther Salem  
Quratulain Zafar

Islamic Studies Arshiya Sayeedi  
Farzana Yahya

Art Shazia Beg

Physical Education Fatima Khan

ICN Noor Academy does not discriminate on the basis of race, color, creed, religion, national origin, disability, gender or age. ICN Noor Academy reserves the right to change any part of this entire handbook. ICN Noor Academy is a privately funded institution under the umbrella Of Islamic Center of Naperville.

Enrollment Policy - Children entering kindergarten must present their birth certificate showing that they will be 5 years old by September 1<sup>st</sup> of the beginning of the academic year in which they wish to enter. Children who turn 5 year by October 31<sup>st</sup> may be considered pending an entrance exam, if they have previously attended school. Parents are required to sign a waiver indicating that ICN Noor Academy does not guarantee admission into 1<sup>st</sup> grade. The school may recommend further screening. Upon acceptance, parents receive an enrollment package to complete and return with required documents attached. Also, parents must submit a \$250 non-refundable enrollment deposit to ensure their seat in the school. *Policies are subject to change, so please check with the administration.*

Subjects Taught at ICN Noor Academy include Language, Mathematics, Science, Social Studies, Art, P.E., Quran Memorization, Quran Reading, and Islamic Studies. ICN Noor Academy follows the Illinois Common Core Standards. To obtain a more detailed curriculum guide please contact the office or visit <https://fts.icnmasjid.org>.

Faith Policy:

ICN Noor Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. ICN Noor Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, and other school-administered programs.

ICN Noor Academy is a faith-based Islamic school. The following principles of our creed are integrated throughout the curriculum and will be taught to all students.

1. Tawheed: There is no God but Allah and Muhammad (peace and blessings be upon him) is Allah's servant and final messenger.
2. The Quran is a divine revelation and the doctrine that defines how we conduct ourselves in our moral character and our practical lives.
3. The Sunnah, taken from the confirmed, agreed-upon sources, is also a doctrine used to explain and interpret the teachings of the Quran.

ICN Noor Academy does not currently have the staffing and resources available to provide an alternative class to replace religious studies during the school day. Although students may opt out of extracurricular religious activities and events, arranging alternatives for religious studies within the daily schedule will not be a responsibility of the school or its staff.

Report Cards: Student progress is evaluated on a regular basis. Parents will receive written progress reports on students' academic progress and behavior. Report cards may be held if students have any outstanding financial obligations (tuition, etc.).

Parent-Teacher Conferences: Scheduled conferences are an opportunity for communication between the parents and the teacher regarding specific concerns related to the student. Two formal conferences are scheduled on the academic calendar. A conference may be requested any time during the school year by either the parent or the teacher.

School Communications: A newsletter from the Principal will be emailed weekly. Each classroom teacher will send communications via email, Seesaw, and Class Tag.

Field Trips: Field trips are an integral part of the curriculum and will be scheduled throughout the school year. The school staff, as part of the educational program, determines field trips. Therefore, all students are expected to attend on field trip days. Teachers use the information gathered on field trips for classroom assignments. Field trips also give students opportunities to practice self-discipline and self-control in a variety of situations. All school behavior rules apply to school related activities. Parents are notified of the costs, location, time and methods of transportation for each trip. Written approval from a parent or guardian is required for participation on all field trips. If permission slips are not received by the due date, the child may be excluded from the activity/trip.

NOTE: During the COVID 19 pandemic and during remote instruction, there will be no all school field trip unless privately arranged by parents.

# SCHOOL ATTENDANCE POLICIES

## Remote Instruction School Hours:

The 2020-21 Academic year will begin with remote instruction for all students. Class schedules will be posted on the school website on the remote learning or hybrid learning page. Please request the password from the office staff if needed.

## In-Person School Hours

To Be Determined: If a return to hybrid in-person instruction is deemed appropriate, school hours will be communicated to all school families.

### Pre-Pandemic:

Ogden (grades Pre-K and KG): 8:30 a.m. until 2:50 pm.  
Doors will open at 8:15am.

For every 5 minutes beyond 3:05 that a parent is late, the parent will have to pay a \$5 late fee before the school will release their child. Repeated late pick-ups will result in further, more severe penalties. Please see Administration for more information.

### Arrival and Pick up: (during in-person instruction)

Carpool (during in-person instruction only)

Drop off timings begin at 8:15 am. Please follow the entrance and exit route provided during these times.

Pick up timings begin at 2:50 pm. Please follow the entrance and exit route provided during these times.

If you wish to park and drop / pick

Student safety is our highest priority. Students should be brought to the East (main) entrance of ICN and picked up in person at the same entrance. Only authorized persons may pick up students.

- At pick-up time, for the safety of the children students will be expected to remain seated in the lobby until the parent picks them up inside.
- *Please remember that the doors for half-day dismissal will open from 1:05-1:15 PM, and full-day dismissal will open at 2:50 pm and end 3:05pm (Ogden only).* After this time, you will need to pick up from the office and pay the late fee.
- If you plan to stay after school for any length of time, please park your car in the East side of the parking lot. Students must still remain seated until the parent takes them home. Great care should be taken while driving into and out of the parking lot.

- Please do not come to the classrooms to pick up your child. The teachers will bring the students to the lobby, where parents should be waiting. If you need to pick up your child earlier than that, please call the school and the your child will be brought to you in the office. Having parents come to the classroom disrupts and delays the dismissal process. Thank you for your understanding.

Tardiness: Out of courtesy to and respect for others students and teachers, please make it a habit of being on time. If a student arrives at 8:36 am or later this will be counted as a *tardy* on the child's record.

Early pick-up: If a student is picked up from school early, the parents must inform the office prior to that time by emailing [ftsadmin@icnmasjid.org](mailto:ftsadmin@icnmasjid.org). When picking up their child, they must sign the child out.

Attendance: Daily contact with the teacher and involvement in the planned learning activities is necessary for academic success. Students who attend school responsibly get the maximum benefit from the learning process. Children should be absent only in case of emergency or illness. If a student will be absent, parents should notify the school office before 9:30 a.m. by emailing [ftsattendance@icnmasjid.org](mailto:ftsattendance@icnmasjid.org). If a student is absent more than three days, a doctor's letter must be submitted.

Parents are asked to refrain from planning vacations during scheduled school days. A parent or guardian request for a pupil's absence must be submitted in the office for approval. Vacations taken during the school year can interfere with progress in school. Parents who find that they must take their child from school should notify the main office and teachers in advance. Teachers are not responsible for providing homework for students to complete during vacations. Asking teachers to gather homework and class work for extended time periods is disruptive to the class. The student is responsible for making up all missed work upon return.

Emergency Closings: Whenever it becomes necessary to close the school due to weather or some other emergency, the announcement will be made early morning that day via email, Class Dojo, Voice message and an update on the "School Closings" tab of our website at <https://fts.icnmasjid.org>.

Visitors: Adult visitors are welcome at ICN Noor Academy by appointment. Please contact the school for an appointment.



## HEALTH-REALTED POLICIES

Immunizations and examinations: To ensure the physical health of all students, each student entering or transferring into ICN Noor Academy, should submit a medical form after attending an annual physical (including a lead screening for students under 6 years old) and dental examination within the last calendar year. All forms must be complete and submitted by the first week of school. Illinois State law requires students show evidence of immunization against DPT, polio, chicken pox and MMR. It is essential that the child's physician record the month, day and year of each immunization.

**Illness:** If a student becomes ill during the school day, he/she will be brought to the school office. Students who are too ill to attend class will be sent to the office and the parents will be contacted. If the parents cannot be reached, then the emergency numbers given will be called. A physician or emergency officials may be called if it is the opinion of ICN Noor Academy that immediate medical attention is necessary. **NOTE:** It is extremely important that parents fully complete the emergency information card and notify the school if ANY changes occur in address, phone numbers, or emergency contact persons.

**Medication:** All student medication should be administered by a parent, or other authorized person, and preferably not in school. When medication must be given during school hours certain guidelines must be followed.

1. Prescription medication must have a doctor's order on file and must be in its original prescription bottle. This includes inhalers.
2. Parents must send a note authorizing an ICN FTS staff member to administer the medication.
3. All medications will be kept in the school office.
4. Cough drops and Tylenol must be brought to the school office accompanied by a parent's written permission.
5. No student will be allowed to give medication to another student. If a student does so, there will be consequences.
6. Students with asthma may self-administer medication if the school has a doctor's order on file. Parents must also include a written explanation outlining when the medication should be used and its possible side effects.

**When not to send your child to school:** To protect the health of teachers and other students, please keep your child home from school if he/she has experienced any of the following symptoms within the past 24 hours:

A fever of 100°F taken orally, signs of a newly developing cold, severe coughing, diarrhea, vomiting, unusual or unexplained loss of appetite, fatigue, irritability, headache, dizziness, any drainage or discharge from the eyes, ears, open sores, or green fluid from the nose.

It is very important that parents report any communicable diseases to ICN Noor Academy immediately. Confidentiality will be respected. A physician's note will be required before a child may return to school.

**Health Information:** Parents must advise the school in writing of any special health considerations for their child, and especially to provide instructions and procedures for any special emergency medications (such as bee stings, asthma, etc.).

**Head Lice:** Although head lice are considered a nuisance and not a disease according to the Department of Health, if it is discovered that a student has headlice, the student will be sent home and allowed to return after he or she is lice and nit free. The child's hats, scarves, and bedding should also be washed at home to prevent recurrence.



## FOOD POLICIES

Food and Nutrition- Each day students are encouraged to bring a healthy lunch and snack in separate, clearly labeled containers. Food sent for lunches and snacks must require no warming, refrigeration or serving. In the interest of time and practicality, food sent from home should be quick and easy to eat and open. No carbonated beverages allowed for students.

Note: During hybrid in-person instruction related to the COVID 19 pandemic there will be no snack or lunch at school.



## DRESS CODE POLICIES

Dress Code - School Uniform consists of Light blue Polo shirts, half-sleeve or long-sleeve. Pants can be any dark colored trousers (black or dark blue) of a comfortable and durable material. *We discourage overalls, belts, skirts and shorts.* We ask parents, out of respect for school rules and to encourage school spirit, that they consistently dress their child in the appropriate clothes. When parents and care givers enter the mosque to drop and pick up their child they must adhere to the Islamic dress code as well.



## TUITION AND FEES

Method of Payment: For proper accounting, ICN Noor Academy highly recommends tuition payment via Automatic Bank Withdrawal (Direct deposit to FTS) and/or Credit Card Payment. We may set up the payment to come out on a date of your choice. If for some reason cash, personal check or money order (to Islamic Center of Naperville Noor Academy) is used, please make the payment directly to the secretary in the office.

Check Return Policy If checks are returned by the bank due to insufficient funds i.e. the check bounces, then that individual will be assessed a check return fee of \$35.00 and all pending dues will have to be cleared by Credit Card.

Tuition Installments: ICN Noor Academy tuition is structured as one flat amount for the school year. The tuition can be divided into 10 monthly payments for the purpose of convenience only. Should a family decide to take an extended vacation, the monthly tuition charge will remain the same, regardless of the number of days attended that month. Withdrawing a student from

school for an extended absence and then re-enrolling would require payment of the \$250 registration fee upon re-enrollment.

Financial Assistance: To apply for financial aid please submit the following information to the school office. ICN Noor Academy does not make financial assistance decisions. These are processed through ICN's Financial Assistance and Zakat Committee. You will be contacted by the school office regarding status of your application.



## CONDUCT AND DISCIPLINE

School Rules: The entire staff of Islamic Center of Naperville Noor Academy has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy and will have maximum opportunity to learn. In an effort to accomplish this goal, we have school-wide rules and regulations. These are in addition to the discipline rules that every teacher will have specifically for his/her classroom.

The children will receive positive reinforcement for following the rules and those who will break the rules, will receive negative consequences such as verbal warnings, parent meetings, suspension and expulsion depending on the nature of the offense. We ask for your complete support in our efforts. Please discuss these rules with your child(ren).

Code of Conduct: Discuss with your child this code of conduct and encourage them to take this pledge:

While I am a student at Islamic Center of Naperville Noor Academy, I will:

1. Have Taqwa (Be aware of Allah (SWT)) in everything I do.
2. Obey and respect all teachers, staff and elders.
3. Be kind and show good manners to others.
4. Remember that a Muslim does not hurt others with his/her hands or tongue.
5. Dress according to Islamic guidelines.
6. Respect the school building and help keep it neat and clean.
7. Obey all rules inside and outside the building.
8. Remember that I am a Muslim at all times, wherever I may be and that my goal is to live as a Muslim, think as a Muslim, act as a Muslim.



## PARENTAL INVOLVEMENT

The Islamic Center of Naperville Noor Academy staff is committed to a working partnership with parents and families in the education of your child. Parent involvement is a crucial part in achieving our goals. As a parent, you are your child's primary teacher, and the most important person in his/her life. It is important that you keep in touch with your school through frequent conversations with the teacher and Administrator. You are encouraged to share any information about your child or family that could be helpful to the teacher. Additionally, there are a variety of volunteer opportunities throughout the school that will both benefit the students as well as support the teachers.

ICN Noor Academy has an active Parent Teacher Council (PTC). Members of the PTC organize a variety of events, services and activities that support the teachers, the students and parents. Each parent is encouraged to join the PTC and offer whatever time, talent or materials that he/she can. Parents are required to commit to 10 hours of work over the school year. Parents who opt out are required to pay a \$30 PTC fee.



## IF YOU HAVE A CONCERN...

At Islamic Center of Naperville Noor Academy, we have a protocol to address concerns and resolve conflicts.

1. Parents shall communicate his/her concerns directly to the teacher. This may be done during a scheduled meeting or in writing.
2. If the situation was not resolved, the parent will communicate his/her concerns to the Administrator verbally. Parents should be explicit and explain in detail the situation, including possible solutions.
3. If the Administrator is able to resolve the conflict, a response shall be communicated to the parent and the teacher.
4. If the situation requires it, the Administrator shall communicate the problem to the Assigned Board member/s in the next meeting.
5. The Board Member/s will review the situation and recommend solutions.



## HOLIDAYS AND CELEBRATIONS

Islamic Holidays - The school will be closed for Eid-ul-Fitr and Eid-ul-Adha. Celebration of these days will take place at school after students return from Eid break.

American Holidays- Historical and educational aspects of holidays and traditions such as Thanksgiving, Columbus (Indigenous People's) Day, Veteran's Day, Labor Day and Independence Day will be taught conservatively as to allow awareness of the practices of the society at large.

Birthdays: Birthday celebrations are permissible and will be allowed as long as it is done in an Islamic manner. Children can bring a store-bought healthy nutritious treat (cupcakes without icing,, fruit, Yogurt cups etc.) or gifts to share with their classmates on their birthday or any other day. It is encouraged that celebrations include a dua'. Note: Parents would be expected to notify the teachers in advance before bringing any treats to school. Cakes with candles will not be allowed. An alternative to birthday treats is a to gift the classroom with a book, which the parent can come and read to the class, to celebrate their child's birthday.

## POLICY ADDENDUM DURING COVID 19 PANDEMIC

Immunization, dental, and vision records, per grade as mandated by the Illinois State Board of Education must be submitted to the office no later than September 30<sup>th</sup>. If there is an appointment that has been scheduled after this date, the school must be informed in writing.

Students who have not turned in these documents by the school deadline will not be allowed to attend school until the documents have been submitted.

Pick up and drop off will be from outside the building via the carpool lane. Walk-up exceptions will be made for students who live at walking distance and drop off will be outside the main door.

Daily on-site temperature screening is no longer required by the CDC during in-person instruction. Visitors (office visits, tours, conferences, assessments, tool kit pick-ups, etc.) will be required to answer screening questions and may have their temperature taken. Persons with a temperature of 100.4 degrees or higher will be asked to leave and reschedule.

Parents will be required to self-certify their student's health status daily before student will be allowed to enter the building during in-person instruction. Student should be fever free, and free of symptoms related to respiratory illnesses or COVID 19.

Students who refuse to wear a mask or are not able to wear a mask the whole time must remain online unless an official doctor's note is provided, showing a medical reason such difficulty breathing or other special needs excusing the student from the mask requirement is submitted.

When will students be sent home?

- Students with temperature of 99.9 or above will be sent home
- Student who are coughing, sneezing, vomiting, or have runny noses will be asked to will be sent home
- If a student is sent home for common cold symptoms such as runny nose or coughing, the school will ask parents for updates on the student's condition. If a fever or other flu-like symptoms develop, they will be required to take a **PCR** test not a "rapid" test.
- Note: A phone call from your pediatrician can expedite the process for getting an appointment for testing. We recommend contacting your pediatrician first

If a student is sent home, who else will have to quarantine?

- In the case that a student is sent home to be tested for COVID 19, the entire class and any specials teachers who were in close contact as defined by the CDC (within 6 feet for over 15 minutes) will be required to stay online and socially

isolate until either the test is confirmed negative, or 10 calendar days have passed, if confirmed positive.

- Parents of the affected class will be informed about the test results when the school is informed.

Students with allergies that cause them sneeze or cough will be required to provide a doctor's note before returning to school.

If a student has been in contact with a household member or visitor who tested positive for COVID-19, that student must return to online learning for 10 calendar days

If a student or teacher tests positive for COVID-19 all students and teachers in that class (and other classes if siblings are involved) will return to online learning for 10 calendar days. A specials teacher who came into close contact with a COVID-19 positive student or teacher would also have to teach online for all grades for 10 calendar days

If the Ogden building is closed due to a confirmed COVID case, or a rise in overall cases in the community, all students and teachers will return to online learning until the board has cleared us for return (this could be a day or two, or more)



# ICN Noor Academy™

2844 W. Ogden Ave, Naperville IL 60564  
Telephone: (630) 544-6164 Fax: (630) 428-3737  
[ftsadmin@icnmasjid.org](mailto:ftsadmin@icnmasjid.org)

## 2020-21

Child(ren) attending this school

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*"I HAVE READ THE POLICIES AND INFORMATION IN THIS HANDBOOK AND I AM COMMITTED TO UPHOLD AND COMPLY WITH ALL POLICIES AND PROCEDURES."*

Parent / guardian name:

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Parent / guardian signature:

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PLEASE RETURN THIS SLIP TO YOUR CHILD'S TEACHER

Islamic Center of Naperville Noor Academy would like to sincerely thank the many Islamic schools that helped in compiling this handbook. Jazakum Allahu Khayrun. Representatives from several area schools generously gave us information that was so useful to us. May this cooperative spirit bring success to all of us in achieving our goals and in seeking the pleasure of Allah (SWT).

(Updated: March 2021)