



## **Regulations and Code of Conduct Handbook**

### **SCHEDULE:**

- ❖ Every Sunday (unless specified as holiday on school calendar)
- ❖ School year will run from September till June and will be based on two terms.
- ❖ School will start promptly at 10.30 am. Parents are requested to drop off their kids on time (but not before 10:25am) and also to not leave their child(ren) unattended.
- ❖ Short Break for snacks/movement from 11:45 am - 12:00 noon. Parents are requested to send their kids with his/her own water bottle and light snacks. No students are allowed to leave school premises during school hours.
- ❖ School will end at 12.45 pm. Parents MUST collect their children promptly when school ends. It's the parent(s) responsibility to monitor their child(ren) in the prayer area, if the parent(s) and student(s) intend to offer zuhr salah after school.
- ❖ Teachers and School administration are not responsible for the student beyond school hours.

### **CODE OF CONDUCT**

- ❖ All students are expected to remember that we are muslims and should adhere to the Islamic Ikhlaaq and follow the islamic adaab at all times.
- ❖ All students are expected to be responsible, courteous and respectful towards teachers, peers and adults present at school.
- ❖ All students are expected to be attentive members of the classroom and to follow explicit teacher instructions and classroom etiquettes, which include but are not limited to, listening quietly, sitting properly, keeping our space neat and tidy, being kind and helpful etc.
- ❖ All students are expected and required to bring all resources and materials as required by the teacher such as textbooks, qaida book, dua book, pencils, erasers, colors etc.

- ❖ All students are expected to complete any assignments/HW such as practicing and memorizing letters, ayats, duas, surah etc.
- ❖ All students are expected to meet dress code:
  - Modestly dressed which means none of the following: shorts, tank tops, muscle shirts, clothing with offensive slogans or pictures etc.
  - Clean and hygienic
  - Girls/Women are requested to bring headscarves.
- ❖ Students are not allowed to use personal electronic devices (unless directed by a teacher). Personal electronic devices should be put in the student's backpacks at the beginning of school and should only be taken out when the school session has ended.
- ❖ Upon arrival, all students are expected to take off their shoes at the entrance and arrange in designated areas appropriately.
- ❖ During colder months, all students are expected to be responsible for their coats/jackets/sweatshirts and to place them in designated areas appropriately.

### **POLICY REGARDING ATTENDANCE AND ABSENCES**

- ❖ All students must be punctual and must arrive no later than 10.30 am.
- ❖ Any late arrivals will be noted, recorded and reported to the School Office.
- ❖ Please inform the class teacher or school management, in advance, if your child will be absent from school for any reason, which may include but not limited to, family vacation, special occasions, illness etc.
- ❖ Parents are deemed the responsible parties in taking up this task and to communicate with the school.
- ❖ CONTINUED ABSENCE of more than 3-consecutive Sundays, without prior written notification, will require a meeting between parents and school administration to determine the future of the student(s) placement.
- ❖ CONTINUED LATE ARRIVAL ( after 10:45 am) of more than 3 times within a period of two-consecutive months without valid reason provided by parent (in writing) will necessitate a Reminder letter sent to parents by the school administration. The school administration reserves the right to remove the student from school after three-reminder letters from the register.

## **HOLIDAYS**

- ❖ Please refer to the school calendar on the school website for accurate dates of holidays. However, school will be closed for Eid-ul-Fitr and Eid-ul-Adha, as well as major holidays as given by nearby public school districts

## **FEES**

- ❖ Yearly fees of \$180 per child.
- ❖ Parents can choose to either pay in full at time of registration or pay in 2 installments of \$90 each per term.
- ❖ In the event that there are 3 or more siblings attending, the fees for the first two siblings will be \$180 per child per year, however, the fees for 3rd or more children will be \$90 per child per year.
- ❖ If financial assistance is required, please contact the school administration. No student(s) will be denied admission for inability of payment.

## **PAYMENT**

Payment can be made using either of the following sources:

- ❖ **PREFERRED METHOD** - Credit/Debit card through the parent portal
- ❖ **OPTIONAL METHOD** - Cash (in person on first day of school to a school admin)  
OR **Personal check** (in person on first day of school to a school admin) made payable to ISGM.

## **DISCIPLINARY ACTION**

School administration reserve the right to take severe disciplinary action if any of the following occurs:

- ❖ Any type of violence, bullying, cyber-bullying, harassment, intimidation, discrimination or abusive behavior towards adults, peers, and/or AI - Hidayah / ISGM property. The act of harassment or intimidation includes but is not limited to insults, curses, indecent gestures, bullying, threats, verbal, and physical abuse.
- ❖ Possession or use of alcoholic beverages, illegal drugs, explosives, firearms, weapons or other similar items on AI - Hidayah / ISGM property.