

# IAA School Policies and Regulations

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## **School Rules**

Thank you to all parents who are contributing to their children Islamic Education. To ensure a safe and nurturing environment to the kids, some simple safety rules need to be carefully and fully observed.

## **Admission Policies:**

1. If you have not fully registered your kids we cannot accept them due to the liability waiver sign up at registration. Please register first, and then the kid (s) will be assigned a time for evaluation before attending any of the classes. Placement to the Level shall be according to the knowledge of each child and not according to age and will be at the discretion of the principal and an entrance exam or evaluation will be held at the beginning of each term. Children should be Six years old by August 1.

## **Academic Responsibility:**

Students must do the following:

- Arrive to class on time.
- Bring appropriate supplies & books as requested by the teacher.
- Complete the assigned homework.
- Review lessons with parents regularly.
- Hifz lessons must be memorized before coming to class.
- Ask questions and participate in class and school activities.

## **Courtesy:**

We should remember to:

- Greet teachers, staff, classmates and The Masjid visitors with Islamic Greeting.
- Knock and wait for a response before entering a closed class or office.
- Hold the Quran or any Islamic books with respect.
- Walk at a reasonable pace in the Masjid.
- Refrain from Running, shouting, foul language or fighting are not allowed in the Masjid.
- Keep the classrooms and musallah areas clean and uncluttered.
- Respect the property of others.
- No cell phones and electronic devices (i.e. PDAs, video games, iPads, iPods....) are allowed
- Use the restroom properly and follow Islamic Toilet Etiquettes.
- Maintain quietness while others reading Quran or waiting to perform daily prayers.
- Students should not be left un-supervised during the school hours

## **Dress Code:**

- Strict dress code is practice in the teachings of the Quran and the Sunnah are enforced at all times.
- For boys and girls their clothes must cover the body loosely without being transparent, revealing, or tight and no shorts, hoodies, hats, are allowed during school hours.

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- A head covering for girls is part of the Islamic dress code.
- Girls' uniform is a plain Abaya, long dress, or loose pants, would prefer girls age 10 and up to wear Abaya. All girls must wear a head cover (hijab) while in the school premises.
- Likewise Boys older than 10 would prefer to wear Thobe.
- Students who do not adhere to the dress code may be sent home by the Principal.

## **Tardy Policy:**

- Parents are encouraged to drop off children on time.
- Students are considered to be tardy when they arrive 10 minutes after schedules time and will receive a warning.
- Students arriving 30 minutes after schedule time will not be admitted to that period class, but are still responsible for the work.
- 3 tardiest add up to one unexcused absence.

## **Absence Procedures:**

- In the event your child needs to be absent from school please contact the Principle within 24 hours otherwise the absence will be recorded as unexcused.
- Students who miss 2 or more consecutive days of school may be dropped from classes. If your child must be absent for an extended period of time please contact the Principal and will be responsible for their assignments.

## **Child Pick-up Policy:**

### **After School:**

- Students are dismissed by either 6pm or 7 pm depending on the program you child is signed for.
- In case of emergency from your part that you will not be able to pick up your kid on time, please contact the office and the emergency numbers for the school.
- Please do not rely only on contacting your child but make sure you communicate with someone from the school.
- Parents with a consistent pattern of arriving late to pick up their children may incur a financial penalty. Please do not arrive late to pick up your child.

### **Sunday School:**

- Students are dismissed After Duhur Sallah. Please make sure to pick up your child promptly.
- Praying Dhuhr is part of Sunday Class and we encourage all parents to pray Dhuhr along with their children in the Masjid.
- In case of emergency from your part that you will not be able to pick up your kid on time, please contact the office and the emergency numbers for the school.
- Please do not rely only on contacting your child but make sure you communicate with someone from the school.
- Parents with a consistent pattern of arriving late to pick up their children may incur a financial penalty. Please do not arrive late to pick up your child