



'IEFAZ ISLAMIC SCHOOL'
"POLICIES AND PROCEDURES."

[Parent and student please read carefully before signing]

OVERVIEW

Dear Parents, we are very pleased and we welcome your child/children to the IFAZ Islamic School. The Islamic School staff will partner with you in your child's Islamic education and for that reason we need you to be actively involved in your child's education. Please read the following "Policies and Procedures" carefully with your child/children. We look forward to working with you and your children as they enhance their learning!

OUR OBJECTIVE

Our Islamic School is dedicated to provide a safe, friendly and nourishing environment for our young Muslim children. We strive to provide the best possible opportunity from them to learn and understand the teachings of the Holy Quran and the Ahlulbayt(AS). We aim to provide all of our children with the knowledge that will make them active practicing Muslims.

All of our teachers and volunteers are here to provide the best possible supervision for our students while on school property.

STUDENT BEHAVIOR CODE

The School Strives to help each child develop a sense of Islamic excellence balanced by respect and appreciation for others. In order to ensure this is a safe place for all, the students are expected to demonstrate the following:

- Come to school with all required materials as set by the class teacher
- Be respectful of all teachers, volunteers and all fellow students
- Complete the work given in class and homework on time
- Keep school property clean and orderly
- Use Islamic greetings with everyone while at school
- Refrain from shouting, foul language and offensive actions inside and outside the classrooms
- Refrain from using cell/smart phones or any electronics in class, unless permitted by the teacher. Using video cameras are not permitted unless permission has been granted by the principal and they are used for educational purposes

With the limited amount of time teachers have with students, the teachers need as much teaching time as possible without disruptive behavior. This allows for your child to learn as much as they can when they are at Sunday school. We need your help to ensure all students have a positive learning environment.

Consequences for disruptive behavior:

1. First offense: Child will be given a verbal warning and teacher will talk to child about behavior.
2. Second Offense: Child will need to sit out and speak with Principal or Vice Principal followed by e-mail or phone call to parent.
3. Third Offense: Conference with parents and a plan is set for the child.

Please note: THE SCHOOL SHALL NOT BE HELD LIABLE FOR LOST PROPERTY NOR DOES IT TAKE RESPONSIBILITY FOR INCIDENTS OCCURRING ON THIS PROPERTY.

SCHOOL DRESS CODE

All boys and girls should be modestly dressed:

For Boys:

Appropriate shirt with proper length pants

For Girls:

Clothing should be modest, loose and should cover their whole body. Girls should wear Islamic hijab the entire time they are at the Islamic School

STUDENT ASSESSMENT FOR ADMISSION

The students must be at least enrolled in Kindergarten to be accepted. New students will be assessed to ensure they are assigned to their appropriate level.

STUDENT ATTENDANCE

- Student should attend school regularly
- Please provide an excuse for any absences. Student/parent is required to let the teacher know about any absences via phone/email promptly.
- The school recommends keeping the child home in case of sickness with a fever of 101 degrees or more.
- Any missed work will have to be completed and turned in on time, as designated by the teacher
- **Student/parent will be responsible for contacting the teacher for the missed work**
- **Uninformed absence:** If the student misses three consecutive classes without informing the class teacher or school, the school will try to contact the parent via phone/ email. If unable to establish any contact or the school remains uninformed, then the school has the authority to cancel the student's enrollment. The student will have to be readmitted with new registration.

EXAMINATION POLICY

- Students are given tests regularly and the cumulative grade is calculated at the end of each quarter in each subject
- Students are always given equal opportunity; however, the teacher may retest the students if the teacher feels the need. To maintain justice among all students, retesting will not occur more than once.
- Report cards are given at the end of the year and the parents are required to sign and return them.
- Students need to score at least 70% to be promoted to the next grade level

ETIQUETTES WHILE ON PRAYER MAT

- When all students gather in the prayer hall, it is for the purpose of remembrance of Allah (swt), including offering prayer, reading Quran, reciting supplications (dua) or remembrances (of Allah (swt)).
- Students should refrain from chatting, laughing, running, or anything else which may disturb others.

STUDENT DROP OFF AND PICK UP

- Students accompanied or dropped off by their parent(s) should arrive such that they are all settled for assembly **on time**.
- **The students should be picked up on time. If for any reason parent(s) are not present at the time of school dismissal, please call the school to inform us in advance.**
- If your child is leaving with another friend or family please make sure that the school is notified of it before dismissal.

PARENT'S PRESENCE WHILE THE CLASS IS IN PROGRESS

- Parents (who are not teachers) of registered students are welcome to sit in the class but without distracting children or disturbing the class environment; this includes interrupting or challenging the teacher. All parents who choose to stay will be expected to follow and respect this rule.
- We encourage the parents to discuss their concerns or any questions that they may have with their child's teacher first, but not during the class time. If there is any issue that may not be discussed with the child's teacher then it may be brought to the school's principal.
- Parents are not allowed to interrupt in class during instructions and lectures, especially during a test or quiz unless asked for help by the teacher.
- **It is also expected that the parent will be respectful to all the teachers at School.** It should always be considered that all the teachers at school are strictly volunteers and working solely for the sake of Allah (swt).

PARENT RESPONSIBILITIES

Parents should:

- Make sure that their child/children arrive on time. Please make an effort to promptly report and explain an absence
- Provide their child/children with resources needed to complete class work/homework
- Check all emails from teachers promptly and inform your child/children if there are any instructions for them
- Assist the child/children in being clean and modestly dressed
- Discuss the report card and assignments with the child/children
- Report any changes in contact information, including phone number or email address
- **Make sure to please pick up the child/children on time, always.**

I have read all the aforementioned IEFAZ Islamic School Policies & Procedures and agree to abide by them.

[Parents please provide the name(s) of all children under 18. Students 18 years of age or older should sign their own names.

Please print legibly names of all children being enrolled, under age 18:

Child 1 Printed Name Date

Child 2 Printed Name Date

Child 3 Printed Name Date

Child 4 Printed Name Date

Parent Signature (or student 18 years or older) Date

2434 East Southern Avenue - Mesa, Arizona 85204.

Phone: (706) 580-9506. Email: contact@iefaz.org YouTube: www.youtube.com/c/IslamicEducationFoundationofArizona-IEFAZ