





# Islamic School of Irving

ISI is a subsidiary of Islamic Center of Irving

## Irving Quranic School

### STUDENT POLICIES AND GUIDELINES

#### (Evening and Weekend Program)

#### Drop Off:

- Students must arrive on time; tardiness disturbs the class and causes embarrassment to the students. Please teach your children the importance of punctuality.
- Student must be dropped off at the class. Do not drop your children off in the parking lot. (please not due to other activities at the center, class location may change from time to time)
- Bring your children for their assigned class time; you are not allowed to bring your children to an earlier session if they are registered in the later class and vice versa.
- New students may have some anxiety, however, if your child is crying, come inside the class and leave only if and when your child is comfortable or when the teacher/administrator asks you to.
- If your child is not registered, do not bring your child to the class.

#### Pick up:

- Please arrive on time to pick up your child; the school is not responsible for your child after his/her session is over.
- Students are only allowed to attend the class in the session they are registered.
- There will be a late pick up fee of \$5.00, for children picked up every 15 minutes after the end of their assigned session.
- If the child is causing disturbance, is sick, or crying, the school will contact you to pick up your child.

#### Attire:

- Shorts and skirts are not allowed.
- Please make sure girls do not wear tight or revealing clothes.
- At an early age, please teach your children to dress modestly.

#### General Guidelines:

- Please make sure your child makes wudu, and brings his/her Qur'an or Yassarnal Qur'an to the class.
- Both staff and students should behave in an Islamic and responsible manner.
- Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other – especially to the younger students. Distracting the class, belittling others, vandalism, fighting, stealing, and other disrespectful behaviors will not be tolerated.

#### Fees

- Fees are due on the first of the month, please add \$10.00 late fees to the fees paid after the 5<sup>th</sup> of the month.
- We encourage you to sign up for Automatic Payment/Withdrawal. Please ask IQS Coordinator for a Automatic Payment Form.

*The guidelines above are a few examples of policies and procedures implemented to ensure a safe and enjoyable learning environment. Please acknowledge the receipt of these guidelines by signing below:*

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_