

# Policies

## Attendance Policy

### **Types of absences:**

**Excused:** An absence due to illness, doctor's appointment, or serious illness or death of a family member. Parents are responsible for informing the child's appropriate teacher as soon as possible.

**Unexcused:** An absence in which the student is out of class that does not qualify as excused or explained. When a parent does not inform teachers to report an absence before the end of the day of the missed class, the student will be marked as **ABSENT**.

**Note:** Students can only have a combination of 3 days of excused & unexcused absences.

**Tardy:** Students are expected to arrive at class on time. Any student that arrives after 11:05 am is considered **TARDY**. To minimize classroom interruptions for students who have shown up on time and prepared for class, two tardy days are equal to **ONE ABSENCE**. The goal is to ensure that students know it is not okay to be tardy and that poor decisions have consequences.

**Note:** Students that miss more days than mentioned above will have to face the consequence of falling behind. That means that teachers will no longer be held responsible for catching the students up. Calendars have been provided.

## Sign-Out Policy

Parents are expected to arrive at **2:00pm** to join Salat al-Dhuhr. Sign-out will begin **after** the salat and **end** at **2:45pm**. Parents that are not in the Sign-Out line by **2:45** will be charged a **late fee**. **A \$15 fee will be charged every 30 minutes starting from 2:45 pm.**

## **Adab in the Classroom**

**Adab:** is commonly translated as “good manners,” but it is deeper than that. Adab reflects your love for Allah and everyone and everything that connects you to Him. For example, a Muslim that is reading Qur’an and wants to show Adab might kiss his Qur’an after they are done reading; they might make sure that their feet never touch the desk because even though these are not people, these are things that help them come closer to Allah. Your parents chose this school for you because they want you to be in an environment where you can get closer to Allah. Adab is how you get close to Allah. Adab is your love, respect, and concern for Allah and everything that brings you close to Him. So, we will implement some rules to help us develop Adab.

1. Being polite; giving salām when arriving and when leaving
2. Sitting respectfully
3. No talking with other students
4. Answering when called upon
5. Do not talk above the teacher. This includes not interrupting during class instruction time and not interrupting other classmates when they are speaking.
6. Listening attentively to teachers and students so that you are present and taking in all the information.
7. Always keep your surroundings clean and organized.
8. Raise your hand if you have a question, want to share something with the teacher or class, or want to ask permission for something.
9. Keep your hands and legs to yourself and off the desks.
10. If you have any issues with classmates, come directly to a teacher.

## **Expectations from Students**

1. Be ready to learn, excited, motivated, and eager.
2. Be ready to be challenged.
3. Be ready to share your thoughts and ideas.
4. Be kind, have patience, and have compassion towards yourself, your classmates, teachers and staff, and your materials.
5. Take notes during class time.
6. Come to class prepared by revising notes during the week
7. Memorize du’ās and complete homework
8. Participate in class by listening attentively, asking questions, responding, and having discussions with teachers and classmates when necessary.
9. Putting effort and your best work into every lesson.
10. Incorporate what has been learned into one’s life.

### **Expectations from Parents**

1. Be understanding, supportive, and have respect towards teachers and staff.
2. Be willing to work collaboratively with teachers.
3. Be role models for your child.
4. Ensure children are completing homework.
5. Ensure children revise their work during the week and revise with them.
6. Share all appropriate messages on Whatsapp groups concerning the students.
7. Create an Islamic environment at home.

### **Covid/Sick Policy**

1. If your child is showing symptoms or has tested positive please **DO NOT** send them to class. Please inform their respective teacher immediately.
2. If your child shows symptoms while in class, we will be contacting the guardians to take them home.