



SCHOOL POLICIES AND PROCEDURES

Islamic School of Irving

Dear Parents,

Assalamu Alaikum Warahmatu-Allahi Wabarakatuh.

By now you have received the most important word about how our school year has begun – the informal reports given to you by your son or daughter. We hope you feel that the school year has begun well for your child(ren). It seems to us at the Islamic School of Irving that classes began smoothly and that the first week has been a fine beginning of what should be a productive school year Insha-Allah. We hope that your child will find this a happy and enjoyable experience.

I have taken the liberty of preparing the important information to elaborate on some of the school policies. The major objective of our school is to provide an environment, which is safe, clean, healthy, and free from as many distractions as possible. In this regard, I am reminding you of the school's policies and procedures. Please review and discuss these policies and procedures with your child(ren) and encourage them to comply.

Thank you in advance for your cooperation. May Allah bless all of us and grant us success in this life and in the hereafter.

Your Brother,

Mustafa Albar,

Principal

- ❖ **School Calendar:** Please see attached revised school calendar. Please plan your vacation accordingly.
 - ❖ **Friday dismissal:** all student will be dismissed after Salat-AlJuma'ah @ 2:35 PM at the front of the entrance, northwest entrance. Pre-K will use the sisters entrance (northeast entrance). We do not allow parents to pick-up their children before or during Salat-AlJuma'ah. This is the time that traffic flow is minimal. As we stated earlier, this procedure is new for all of us and we need your full cooperation. During dismissal, do not pull you child from the line and disrupt the procedure. We are trying our best to make sure your child is dismissed as safely as possible.
 - ❖ **School communication:** we are establishing new procedures to make sure all parents are getting all messages sent from school. The office will send notification every Thursday. In addition, if you provide your email to the school, you will receive the notification through the parents' group email. The teachers will continue to communicate to you according to the established procedure. Please check your child's folder daily to make sure you are communicating effectively with the teachers.
 - ❖ **Tuition:** Tuition is payable by the **1st of each month** for the **Ten installment plan.** If payment has not been received by 5th, a late charge of \$20 will be assessed. If payment is not received by the 15th of the month, the student may not attend school until payment is received. No refunds or cancellation of tuition, registration and /or material fees will be made regardless of number days attended, subsequent absences, withdrawal or dismissal of the student from the school.
 - ❖ **School uniform:** Parents should ensure at all time that children come to school in clean school uniform. If you need school uniform policy and description, call the school to get a copy.
No shorts or sandals are allowed at any time. All students must come to school in clean cloth and clean body. We expect standard haircuts with no half shaves, shaven designs or long hair (maximum 3 inch long). Boys are not allowed to wear jewelry of any type in the school or during school activities. All students are not allowed to grow fingernails. For Physical Education uniform, please see attached policy. (Exception for earring and a ring for upper grade girls).
 - ❖ **Arrival procedure:** Our school hour is between 8:30 AM – 3:20 PM for fulltime , and 8:20 AM- 11:45 AM for part time students (Ramadhan from 8:00 AM – 1:30 PM). It is the responsibility of parents to drop off and pick up their children on time. At arrival time, we require all parents to follow the loop
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around the school building and drop off their child(ren), at the back door of the building. (No parking at the front or at the back of the building during this time, except for appointment or doing business with the office). You may park at northeast parking lot at back of the building. If any student arrives after 8:30 AM, he/ she should report to the office to receive a tardy slip before entering the classroom. Frequent tardiness will result in after school detention (for upper grades only). Alhamdulillah, the traffic flow was smooth in the last two weeks. Please make sure you and other parents are driving in the correct direction for drop-off and pick-up. Please notify ISI office of any unsafe drivers and appropriate actions will be taken.

- ❖ **Departure procedure:** At dismissal time, we require all parents to remain in their automobile and follow the drop off procedure to pick up their child(ren). The children will be brought to you and released only to you. If someone else is to pick up your child, you must notify the school. Please do not park at other people's parking space. Parents who pick up their children after 3:45 PM will be subject to a late charge of \$5 per child per 15 minutes. Please call the office if you are going to be late. You are required to send a note with your child or call the office in the morning, if a relative will pick-up your child. Please do not use the pick-up time for conference with teachers. If you have any concern or question about your child the teacher will be more than happy to schedule a conference time with you.

- ❖ **Ramadhan Schedule: ISI Ramadhan schedule will be from 8:00 AM – 1:45 PM.** According to the calendar, Ramadhan will begin on Monday, October 27th. Please mark your calendar and make the necessary arrangement to pick up your child(ren) on time.

- ❖ **Visitors:** visitors are welcome to observe the school facilities and classrooms, **provided they schedule an appointment with the school office.** No parent will be allowed to talk with the teacher during class time. Everyone entering into the ISI building after 8:30 AM (except Ramadhan @8:00), must use the front door only, and must report to the admissions office for further assistance. Entering from the back door and remaining in the building is not permitted. Again, These procedures are established for safety reasons.

- ❖ **Lunch:** Every child needs to bring lunch . The lunch should be nutritious and adequate. Make sure that the food does not require heating or refrigeration. We need your help in this matter. Please do not pack soft drink and or candy (junk food) for lunch and assist your child in preparing his/her food.

- ❖ **Wudhu**: Please make sure that your child(ren) make wudhu before he/she wear their socks in the morning, so that the student can wipe his/her sock for wudhu.
- ❖ **Change of cloth**: Students in Kindergarten must bring a change of clothes to be kept in school for emergency reason.
- ❖ **Change of address**: please inform the office if you have changed your address or phone numbers.
- ❖ **Illness**: in an effort to control the spread of the flu, coughs, and other communicable disease, we ask that you keep your child at home if he/she is sick. Please do not assume that he/she will get better at school.
- ❖ **Immunization**: Under provisions of Texas state law, all children enrolling in school must show evidence of immunization against certain communicable diseases. All students are required to meet the Texas Department of Public Health requirement for immunization.
- ❖ **Absences**: If your child misses school, please send in a note when he/she returns so that the teacher can excuse the absence and give adequate time for make-up of assignments, tests, etc. Another option is to call the school office explaining why your child cannot attend school. All absences will be considered unexcused unless you call or send a note with your child. Arrangement for test make-up must be made within three days of student's return (except long term personal illness). However, responsibility of any academic consequence suffered because of the absence will rest with the student and parents. Students are expected to obtain daily homework/assignments from other students in their class or parents can request it from the office. This policy does not apply to foreseen absences. If you know ahead of time that your child is going to be out, you must let the teacher or the office know. Assignments should be collected from the teachers ahead of time. Lost and found: We have many items in the lost and found (shirts, sweaters etc). Please check with Sister Shiraz for lost items.
- ❖ **Change of Address**: Please report of any changes in home address, telephone number/cell phone number, place of employment of both father and mother, email, and address of the person to be contacted in case of emergency.

Emergency Policies

Accidents

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The staff will call 911 if they judge that the situation warrants it even if they cannot contact the parent.

Emergency School Closing

In the event of extreme weather conditions, the Islamic of Irving makes its own decision as to whether school is to be closed. Announcements concerning school closings will be made on Channel 11,13, and 24 (CBS 11, ABC 13, NBC 24). Please do not call the homes of school officials relative to school closing. On days when it is felt there is no need to cancel classes, students not in attendance will be counted absent (except students riding the public school bus). Should inclement weather come after the school day is in progress, the school will announce early dismissal or class cancellation on channel 11, 13, and 24.

Uniform Policy

ISI has an established uniform that meets the Islamic dress code requirements. Information about the uniform is given to the parents at the time of registration.

The school policy states that all students must comply and adhere to the school uniform. Full compliance and cooperation is required from all students and parents. Specifically, the Islamic school of Irving has decided to adopt the following dress code for all boys and girls:

School Uniform for Boys:

Pre-K– 8th grades

The uniform consists of navy blue pants and a light blue/blue or white dress shirt, or a polo shirt with a collar. Shirrtails are to be tucked inside the pants. Dress shoes are recommended, not white shoes. Belts must be worn with pants with belt loops. In cold weather, students can wear white or blue sweaters, vests, or jackets. Hair must be neat and appropriate in appearance. It must be kept short, above the eyebrows, and the hair length should not extend below the top of the ear. Standard haircuts with **no half shaves or shaven designs** are expected. No designs or layered haircuts will be allowed. Boys are not allowed to wear jewelry of any type on school grounds or during any school activities.

One finger ring is allowed for 5th – 8th graders. All uniforms must be neat, clean, and of modest appearance.

School Uniform for Girls:

Pre-K – 3rd grades

The uniform consists of navy blue/light blue girls' jumper and a light blue or white blouse. Dress shoes are recommended, no white shoes. The jumper has to reach mid calf or at least below knee length. White or blue tights or socks are required. In the winter, a white or blue sweater, vest, or pants can be worn. Leggings can be worn in place of the tights and are required to be worn with the socks. Hair must be kept clean and needs to be braided or tied back. Young girls are not allowed to wear jewelry of any type, with the exception of earrings, in school or during any school activities.

4th – 8th grades

The uniform consists of a navy blue/light blue jumper or blue/black Jilbab with a white scarf. Loose fitting slacks of the same color may be worn with tops that are loose, long-sleeved, and knee length. Dress shoes are recommended, not white shoes. Girls in the upper grades should wear attire that is loose and not form fitting. All girls are expected to keep their uniform in good condition and closed with buttons or zippers, as it was designed. Upper grade girls are allowed to wear one finger ring. All uniforms must be neat, clean, and of modest appearance.

Unacceptable Attire and Items for All Students

- No jeans, shorts, sweat pants, athletic jerseys, t-shirts, hats, tank tops, sunglasses unless prescribed by a doctor, sandals are not allowed on school grounds.
- No make-up, perfumes, fake nails, or nail polish is allowed for all girls.
- No writing or images of any kind are allowed on the uniform.
- The uniform may not be over sized and must fit properly.

Parents of any student not conforming to the dress code will be called and asked to bring suitable clothing to the school. Failure to observe the school dress code may result in not allowing the student to attend classes. It is the responsibility of the teachers and other staff members to enforce the dress code.

If a uniform is not required for a field trip, the Islamic dress code should be followed. All students should dress in clean and neatly cared for clothing. Extreme attention-getting styles are not allowed. Moreover, parents should ensure that their children come to school equipped to deal with the weather by wearing: sweaters, winter hats, boots and mittens for wintry days; boots and raincoats for rainy days; and jackets and sweaters in the spring and fall.

Physical Education Uniform & Policies

BOYS:

All students are allowed to wear sweatshirt/T-shirt, sweat pants or athletic jerseys (depending on weather), non-marking shoes or athletic shoes during P.E. Shorts of any kind are not allowed. No ball hats are permitted in Physical Education classes.

GIRLS:

Loose fitting slacks or sweat pants may be worn with tops that are loose, long-sleeved, and knee length. Head Scarves, Tennis shoes and socks are required for P.E class.

Students may wear jackets, gloves, earmuffs, etc. in cold weather. We may be going outside when the temperature is over 45 degrees. Students must remove all jewelry when participating in P.E class. No earrings, necklaces, bracelets, rings, watches, etc., are permitted. This is a safety rule to prevent injury.

Physical Education class is graded heavily on participation. Therefore, your grade will reflect your attendance. Multiple absences in physical education class will result in a failing grade. A parents note is required if a student cannot participate in P.E for the day. Include on the note, the reason for not participating in P.E class. Students are required to bring in a doctor's note if they cannot participate in P.E for two or more days because of illness or injury. The student will be placed in study hall and will be required to do a written report for those days that they cannot participate.

GRADING FOR PHYSICAL EDUCATION

The students will be graded on the following:

- Participation and attendance
- Dress code
- Attitude
- Sportsmanship
- Conduct
- Practical skill tests and improvement
- Written quizzes and tests