

***IN THE NAME OF ALLAH, THE MOST GRACIOUS, MOST MERCIFUL  
AL-IHSAN ACADEMY SUNDAY SCHOOL***

## ***RULES AND REGULATIONS***

### ***DRESS CODE***

All students and staff of the ISNS Al-Ihsan Academy are required to dress modestly and in accordance with Islamic Guidelines. All clothing worn to school must be clean, well maintained and loose fitting. Boys should wear clean shirts (Full-sleeve or Half-sleeve) and long pants that are loose fitting and opaque. Girls should wear loose fitting, full-length garments, scarf covering the head adequately and No heavy make-up.

**Parents are urged to ensure that their children follow the school dress code:**

### ***Morning Assembly***

The school starts at 9:15 AM with the Morning Assembly-Goal of the week- an integral part of the school's daily schedule. It is a tool for conveying information about the school, set up the goal of the week for the children and putting them in a learning mindset. Therefore, it is essential for the parents to bring their children to the school in time to listen to and participate in the Morning Assemble/Goal of the week.

### ***Policies for ATTENDANCE***

- Regular attendance and punctuality is expected and required.
- Missing more than three Sundays of school in a school year without an excuse will result in automatic failing grade and the student will be required to repeat the class.

### ***Policies for TARDINESS***

- Students arriving late will be stopped at the front desk and will be required to register the late arrival.
- Late arrivals will be reported to parents and discussed with them to prevent repetition.
- Three late arrivals will result in severe disciplinary action. Any additional late arrivals in a school year will affect the grades.

### ***Absence Policy***

1. In the case of absence from the school for any particular time period, students will be required upon return to the school to provide the Principal with a note explaining the reason of absence signed by his/her Parent or Guardian. The note should be legible and include
  - (a) full name of student,
  - (b) date(s) of absence,
  - (c) reason,
  - (d) Signature of parent.

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2. Failure by the student to provide the Principal with a note explaining his/her absence beyond a two Sundays will cause the student to receive a cut notice and his/her Parent's to be informed. Accumulation of 2 cut notices will result in review by the School Principal as to further courses of action which may include suspension.
3. Students are required to make up all work that they missed during the course of their absence by calling their teachers or other students before next class.

**Grades Policy**

The grading policy is as follows:

<b>Category</b>	<b>Percentage</b>
Attendance	10%
Homework	20%
Quizzes	20%
Midterm Exam	25%
Final Exam	25%
Total	100%

**Grading scale**

The grading scale will be as follows:

<b>Percentage</b>	<b>Grade</b>	<b>Description</b>
90 – 100	A	Excellent
80 – 89	B	Very Good
70 – 79	C	Satisfactory Minimum passing grade
60 – 69	D	Needs Help
59 and below	F	Unsatisfactory Repeat the class

60% attendance is required to pass to the next level irrespective of the grades.

*Please note that the above schedule is subject to change as decided by the administration*

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## ***RULES AND REGULATIONS***

### **General policies:**

- No makeup exams/quizzes shall be administered unless prior permission is obtained or for medical reason.
- Students caught cheating shall be given zero marks for the exam with no re-takes or marks cut at teacher's discretion.
- Any disputes on the grades shall be brought to the notice of the principal. Final decision shall be of the principal in any disputes regarding grades.
- Students failing in the final grade shall not be promoted to the next grade.
- Students in the 1<sup>st</sup> grade will be promoted to the next grade based upon the teachers' assessments.
- We will not accept any student into the school two weeks after the mid term exam.
- Up to two weeks after the midterm exam has been given, any new students joining ISNS Al-Ihsan Academy will be given the midterm exam as a placement exam for that grade. Only if the student clears the placement test he/she will be admitted to the grade or to a lower grade.

### ***GRADUATION REQUIREMENTS***

The following requirements are set forth:

- Taking both Semester End Examinations;
- Successfully maintaining a 70 or higher grade point average in each subject for the entire academic year;
- Payment of all fees, etc. as well as any other outstanding obligations to the School.

### ***PASSING COURSE REQUIREMENTS***

A passing grade in a course is generally dependent on:

- Attendance. Un-excused absenteeism should not exceed 4 Sundays per Semester;
- Class participation
- Completion of assignments;
- Satisfactory overall performance on tests & exams.

More details on proficiency levels are available from the teachers.

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## **SAFETY**

The safety of the students is a shared responsibility between **parents**, **students** and the **school**. Everyone must abide by the following policies/guidelines:

- Unless an emergency takes place, i.e. family emergency, injuries to a student and similar cases, **students must remain in the school during school hours and will not be allowed to leave without being accompanied by a parent or guardian.** **If the student has to leave the school in such an event the student/parent/guardian should inform the teacher and/or the principal**
- **Permission** from the office is required for **early dismissal**.
- Parents should not send students with any kind of communicable (contagious) disease or sickness, including fever, until the child is completely cured. Also, inform the school office if your child having any allergies or special requirements.
- In the event a student becomes ill during school hours, a parent/ guardian will be contacted at the emergency contact phone number given at the time of registration. Parent/Guardian must come and tend to the student within 30 minutes from receipt of call. For any life threatening emergency, 911 will be contacted.

**Please notify the office immediately if there is any change in your home address, phone number or email address.**

## **EMERGENCY SCHOOL CLOSURES**

In case of inclement weather conditions, the ISNS Al-Ihsan Academy administration will make a decision regarding closure of Al-Ihsan Academy. Parents and teachers will be notified via phone and/or email. Parents are urged to check voice mail/email on Sunday morning. **So, it is very important that the school has your current contact information – phone numbers and email addresses.**

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**SCHOOL RULES AND REGULATIONS FORM**

Please sign below to indicate your **ACKNOWLEDGMENT** with the **SCHOOL RULES AND REGULATIONS**.

Return this signed copy with the student's on first day of school

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

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