



Islamic Services Foundation

ISF Quran Institute

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Dear Parents:

As'salam Alaikum. Each family is requested to advise their enrolled children of the ISF IQI policies and procedures that affect them. These policies and procedures are in effect for all current students and apply to the duration of their enrollment at the ISF Quran Institute. Any future changes or updates will be communicated to the parents via our IQI Administrator.

By signing the ACKNOWLEDGMENT AND MEDICAL RELEASE FORMS, you acknowledge receipt of this handbook and of the important policies. It is your responsibility to thoroughly read through this handbook and discuss the policies with your child.

This form must be signed by incoming new families at the time of enrollment.

Jazakum Allahu Khair

IQI Committee

iqicommittee@islamicservices.org

SCHOOL VISITORS POLICY

IQI encourages parents and other community members to visit and believes there are many potential benefits which can result from increased interaction with the community. At the same time IQI has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect IQI's facilities from misuse or vandalism. Therefore, limitations may be placed on visitors to avoid disruption to school operations. Administration shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students.

A. General Requirements for School Visitors

- a. A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently not enrolled in that building.
- b. All visitors shall report to the IQI office when arriving and/or leaving the school premises. All visitors are required to wear an appropriate form of identification when on school premises.
- c. Visitors should obtain authorization from administration in advance, whenever possible.
- d. All school visitors must comply at all times with IQI policies, administrative rules, and school regulations.

B. Visitors to Classrooms or Other Instructional Areas

- a. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
- b. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 1. Remaining in a designated place or seat
 2. Refraining from speaking to students while the class is in session

3. Refraining from entering or leaving the area while an activity is underway
 4. Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building
 5. Requiring that the visitors be chaperoned
 6. Limiting the durations of the visit to particular times or length of time
 7. Limiting the activities of the visitor to a particular purpose
 8. Designating particular routes of travel in the building or upon school grounds
 9. Refraining from use of cellular telephones or other electronic devices
- c. Non-school aged children are prohibited from visiting classrooms or other instructional areas.
- d. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements at least 3 days in advance.
- C. Student Visitors
- a. Parents of potential students must obtain written permission of an administration official. Administrative approval must be obtained at least 3 school days prior to visit.
- D. Exceptions to Visitor Requirements
- a. Persons invited to visit the school as part of a scheduled open house, special events, or adult participation in organized and school approved activities (i.e. volunteers)
- E. Special Circumstances
- a. School administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational process of IQI. Any such individuals shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

TUITION AND FEES

Tuition Schedule

The first installment is due by AUGUST 15 prior to the start of the academic semester. Then the other tuition installments is due within 10 business days from the following month.

• PART TIME: Beginners Class (Quran Hifz and Tajweed)	\$80.00 /Month
• PART TIME: Intermediate Class (Quran Hifz and Tajweed)	\$80.00 /Month
• Part Time Islamic Studies	\$80.00 /Month
• PART TIME: Advanced Class (Quran Hifz and Tajweed)	\$100.00 /Month
• FULL TIME: Full Hifz Program	\$400.00/Month

1. Late Fees and Non-payment Consequences – Payment of the “annual” amount is preferred. Otherwise payments are due the first-ten school days of the month with the exception of the first payment. Any payment received after the 11th school day of the month is considered late and a charge of \$25.00 will be applied. Any account in arrears will be given a past due notice.
2. Form of Payments Accepted - Cash, checks, money and orders, as well as Visa Master Card and Discover are accepted. Cash payments must be made in person by parent (students should not be given the responsibility of carry cash tuition or any form of tuition to the Academy). Checks and money orders should be made out to ISF or IQI. Please include student’s name on check. Check with your bank for the on-line payment options. Credit card payment options are in person, via telephone.

3. Non-Sufficient Funds/Return Check Fee- A \$25.00 fee will be accessed if a check is returned for nonsufficient funds. If a check is returned twice, then the family will be required to pay only via cash, or money order or cashier check thereafter.
4. Where to Make Payments – All cash payments should be made in person to the Financial Administrator located at the ECE (IQI) Building at 3145 Medical Plaza Drive in Garland, TX

*For parents that decide to withdraw student(s) during the school year a thirty day notice is required. If thirty day notice is not given in writing, parents are obligated for the next tuition installment.

Enrollment & Re-Enrollment Process and Fees (Online)

In order to secure a student's seat for the next academic year a two-step process must be completed

- Re enrollment form submitted
- First tuition installment for the upcoming academic year paid by the first 2 week of the Academic year
- Failure to submit tuition will result in forfeiting the seat

All tuition and outstanding fees must be up-to-date prior to being accepted for re-enrollment into the upcoming semester. Not being current on tuition and fees may cause a student to lose their seat at IQI in the upcoming semester.

Re-enrollment Forms - One re-enrollment form will be sent to each family per child currently enrolled at IQI. All forms must be completely filled out back and front.

Waiting List Fee

The cost of putting a student on IQI's "Waiting List" is \$25 per child. The "Waiting List" process begins the first week of February of each year. The fee is non-refundable and is non-transferable to the following year should a spot not be available or should a parent decline admission into the Academy. However, if a student gains admission into the Academy the \$50 is applied toward their first tuition fee.

Late Pick Up Fees

ISF IQI understands that exceptional circumstances may arise, and if a student is going to be picked up late a parent or guardian should call and report at what time the student or students will be picked up. However, the following fees will be automatically charged.

1. 15 minutes after the scheduled pick up time a \$10 charge per child per hour will be added to the family statement

*IQI will not be responsible for kids out side premises without parent's super vision.

*Late pick up charges are added to statement monthly and payable by the following month tuition.

MEDICAL & HEALTH

Medicine – All medicine must be left in the nurse’s room unless written permission from your doctor is received for the student to carry it. For the protection of your child and all of our students parents are requested to walk into the school with the medication. DO NOT SEND IN BACKPACKS. IQI will assist students with medication required only during school operating hours.

- IQI will NOT dispense any medication not provided by parent or guardian.
- Medicine will be administered only according to the written and signed instructions from the parent – valid for 15 days only. After 15 days a doctors’ written permission is required.
- All prescribed medicine or Over the Counter (OTC) medication MUST be in its’ original container.
- Parents may request the pharmacist to divide prescribed medication for school and home use. Medication prescribed for twice a day will not be given at IQI unless doctor prescribes it specifically during school hours.
- No expired medication will be accepted
- Written Requests Required - Medical Form for this procedure may be obtained from IQI Admin
- Completed forms with students’ name, dosage, phone and signature of parent/ guardian, phone and fax of doctor must accompany any medication dropped off at IQI.

INCOMPLETE FORMS WILL NOT BE ACCEPTED AND MEDICINE WILL NOT BE GIVEN.

Urgent Care/Urgent Pick-up - Parents are notified when a student becomes ill at school and are expected to make arrangements to pick up child. 27

Isolation

Home Isolation - In order to protect all students and staff your child must be kept home if he/she exhibits any symptoms of contagious diseases such as:

- Chicken Pox
- Strep Throat
- Viral Infection
- Pink Eye Lice

School Isolation – If your child develops any of the symptoms listed below during the day we will isolate him/ her and contact the parent(s) to arrange pick up:

- An oral temperature of over .99F degrees
- Any undiagnosed rash
- Intestinal disturbances accompanied by diarrhea or vomiting
- Profuse nasal discharge
- Sore or discharging eyes or ears
- Identification of nits or lice on child’s hair or clothing

24-Hour Quarantine – If your child is sent home from school because of illness, we ask that he/she not return until 24 hours after the symptoms have diminished including the need for fever reducing medication. In addition in the case of lice, the entire family must treat their hair with a pharmaceutical lice treatment shampoo, disinfect linens, and remove the nits/eggs from the hair of the affected student(s).

CELL PHONE POLICY

1. Cell phones and other such communication devices on campus must be turned off and stowed in backpacks, bags and/or lockers. No communication device may be used as a camera or to send text messages or to listen to music or to place phone calls on campus during the school day (8:00am to 30 minutes after dismissal from a school activity). This applies to all students.
2. The use of CD players, iPods, MP3 players and other such devices is not allowed on campus during the school day.
3. Any variance to this policy must be granted by the administration.
4. If a student is found using any of these devices, the device will be confiscated immediately and returned:
 - 1st Offense: after a parent meets with the Dean of Student Affairs
 - 2nd Offense: after a 30-day confiscation
 - 3rd Offense at the end of the school year
5. The Academy does not assume any responsibility for lost, stolen or damaged devices brought to campus.
6. Refusal to relinquish the electronic device may result in an upgrade from a level one infraction to a level two infraction.

Parents who need to contact their child during school hours should go through the IQI Admin Office. We are more than happy to assist you in providing access to your child, yet we also must guard against multiple interruptions to instruction due to incoming calls on communication devices.

ISF IQI DISCIPLINE POLICY

Updated: 05-20-2015

GENERAL PROVISIONS

- A. The basic principle of our discipline policy is to ensure the safety of the children and to provide an opportunity for the enrichment of their learning process. The policies below state what is expected of all students with respect to behavior, but do not limit the disciplinary actions that can be taken by the IQI administration.
- B. The IQI administration in consultation with the ISF IQI Committee reserves the right to change, modify, and implement this discipline policy.
- C. The five basic tenets of our Discipline policy are:
 1. Self-control as a responsible Muslim
 - Courteous language
 - Resolve conflict in a mature manner
 - Be appropriately dressed and groomed in accordance with uniform policy
 2. Demonstrate a positive attitude
 - Take a leadership role
 - Be positive
 - Be cooperative
 3. Respect the rights and feelings of others
 - Behave in a manner that does not disrupt others
 - Treat others with courtesy and respect (put yourself in the place of the other person. Whether that person is another student, teacher, parent, community member, administrator, lunchroom or custodial staff, or any guest on campus.)
 4. Take responsibility for school property
 - Respect the building, grounds, and property
 - Keep the campus free from trash and graffiti
 5. Support the learning process

Bullying Policy

- ISF IQI strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of ISF IQI to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.
- All forms of bullying and cyber bullying by students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.
- Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
- Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Discipline Process

When students do not show respect for others, whether they are causing problems that disrupt learning or put safety at risk, they are subject to disciplinary action.

The initial attempt at solving behavioral problems in most instances of Acts of Misconducts, will be made by the teacher. The teachers will follow the Progressive Discipline Plan, including the step correction and consequence process:

1. Verbal Warning – to inform student of misconduct
2. Student-Staff Conference – to speak with student independently
3. Phone Call to Parents and Signature on the Notice Slip – to inform parents of child’s behavior
4. Parent-Staff Conference – if misconduct persists, then formal warning
5. Denied Re-Enrollment into Program for next session

Area Rules:

1. Musalla Rules
 - Report to the Musalla upon hearing the Athan , Walk quietly into the Musalla,& pray Sunnah
 - Sit properly in the Musalla , Keep quiet and respect the Musalla and Salah
 - Be prompt for Salah , Leave Musalla quietly once called by your teacher

2. Classroom Rules
 - Listen carefully to the teacher and/or other students without interruption
 - Follow directions and participate in class activities
 - Keep hands and feet to yourself and keep feet off school furniture
 - Respect school and personal property
 - Stay in place and do not slouch , Raise your hand for teacher’s attention
 - Do not leave the classroom without teacher’s permission pass
 - Respect your teacher, Respect others. Be kind with your words and actions

3. Bathroom Rules
 - Clean yourself with water, as per the Sunnah
 - Wash your hands with soap when you are finished
 - Finish your business in the bathroom quickly without socializing and playing

4. School Property Rules
 - Keep all school furniture and property free of damage

5. Hallway Rules
 - Walk quietly in the hallway and keep your body to yourself; no running, pushing ,or shoving
 - Speak in normal tone of voice ;no yelling or screaming
 - Keep hallway always clean ; no littering

6. Dismissal Rules

- Remain seated at all times
- Proceed directly to car upon arrival
- Keep personal items with you at all times
- Bad weather dismissal will be from inside

ISF IQI UNIFORM POLICY

Updated: 10-01-2015

Full Time Hifz Students

- A. The uniform currently applies to Full Time Hifz students only.
- B. Uniforms can be bought from any retail store as long as it meets the requirements listed in this policy.
- C. No uniform requirement for Part Time IQI Students at this time.
 1. Boys
 - Black or dark navy blue, long sleeve or short sleeve polo shirt
 - No Logo
 - Khaki pants
 2. Girls
 - Plain black Abaya
 - No Sequins
 - Any color Hijab
 3. Shoes
 - Black, blue or grey closed toe shoes
 - No bright colors and no sandals.