



## First: Enrolment and Admission Policy:

- To enrol a student you should:
  1. Fill the enrolment form.
  2. Agree to the school policies.
  3. Submit original birth cert of verified copy.
  4. Pay non-refundable 50% of the fees.
  5. Submit school report if moving from another school.
  6. Inform the school administration of any health concerns before registration.
  7. You also agree to give the school the right of filming and recording audios and videos of your son\daughter during the school time, trips, events and camps and also the meetings with the parents or students. In addition, use it in any of the school activities.
- Admission Priority
  1. Last year school students.
  2. Students having a brother of sister in the school.
  3. First comes first served.
  4. Proximity



## **Second: Safety and Security Policy:**

1. Parents should make sure that their children enter the school and is supervised by a teacher or a school supervisor.
2. The school takes no responsibility for any child before or after the his\her school time.
3. Parents declare that there will be no complaints against their children and that they will not cause a disturbance while being at the ICCI before and after their school time.
4. In the case of Lateness, parents should notify the school administration or the class teacher.
5. Students should be collected by their Parents or a qualified adult and that should be arranged previously with the school administration.
6. Parents shall NOT visit the classrooms during the school opening time.
7. Parents shall contact the school administration in case there is any issue.
8. If the parents want to talk with the teacher, that has to be arranged with the teacher previously out of the class time.
9. Sharp metals are not allowed at school
10. Telecommunications are not allowed during the school opening hours.
11. Students are to be dressed in a way convenient to their age and gender.
12. The teachers and the administration have the right to ask the student and follow their cases if there are any signs of abuse.



### **Third: Attendance Policy:**

1. Students should attend on time.
2. Students shouldn't attend earlier than 5 minutes before their class time.
3. In the case of being late, parents should register their children at the school administration.
4. In the case of early leaving, parents should write a note to the teacher and collect their children at the school administration.
5. In the case of being absent for three successive classes in a month while a note is not served to the school, the child's name will be removed from the class list.
6. In the case of being absent for a reason e.g. travel or being unwell, parents should write a note to the school administration.
7. Absence without a note in advance affects activities and class marks.
8. The school will issue a warning to the parents in the case of their children's absence and frequent unpunctual attendance.
9. Students absent for no reason are not allowed to go to their class unless they obtain a written permission from the school administration.



#### **Fourth: Discipline Policy:**

- Students are given yellow cards in the following cases:
  1. Being late for three days in a month for no reason.
  2. Not bringing the books and school materials for several times.
  3. Not doing homework several times.
  4. Deliberate frequent fighting with other students.
  5. Using bad language when talking.
  6. Using any means of telecommunication during the school time.
  7. Disobeying teacher's instructions in a classroom.
  8. Not following the Mosque etiquette and establishing prayers.
- The school administration will call parents for meetings as following:
  1. In the case when a student uses bad language when talking to a teacher.
  2. Deliberate damage to school furniture.
  3. In the case when a student is given two yellow cards, a third card will be given calling his/her parents for a meeting to inform them of the issue and their cooperation will be requested.
  4. In the case when a student's misbehaviour proves to be persistent, the school administration will suspend him/her for two classes and he/she will be referred to the school committee.
  5. The school committee reserves the right to request the parents to give a written declaration stating that their son /daughter's misbehaviour will not happen again.
  6. Parents may write to the school committee if they have a concern about a teacher or the school administration.
  7. In the case of deliberate insult to a teacher or talking about him/her in a bad way, the school administration will promptly suspend the student, refer him/her to the school committee and parents will be invited to a meeting to explain the reason of the suspension.



### **Fifth: Accreditation Policy:**

- In the case when a student completes learning the Qur'an by heart, a teacher will be requested to make sure that the student has completed reciting all the Qur'an and then refer his/her name to the school administration to take the following steps:
  1. Honouring and offering him/her the Qur'anic memorization award in the end of the year celebration.
  2. In the case of registering for Umra, granting him/her 50% discount.
- In the case when a student requests a certificate of graduation or a certificate of completing memorizing the Qur'an, the student should submit application to the school administration and the school administration should arrange for a final test as follows:
  1. A committee of three members, nominated by the school committee, should be formed.
  2. The student should pass two tests; the first test is in the first half of the Qur'an and the latter in the second half. The period between the two tests should not exceed two months.
  3. Each test should be made of 12 oral questions and 5 questions should be in Tajweed rules.
  4. The minimum passing mark is 75%
  5. In the case of passing the test, the student shall be nominated for a free Umra sponsored by the ICCI.
  6. If the student's score is less than 75%, arrangement for another text shall be made if he/she requests it.



## Sixth: The Comprehensive Exams Policy:

- In urgent cases when a student cannot do his/her first term exams in the specified dates:
  1. Parents should submit a written request to the school administration requesting earlier dates for their son's exams.
  2. If the request was approved, the earlier dates shall not be more than two weeks.
- In urgent cases when a student cannot do his/her first term exams totally:
  1. Parents should submit a written request to the school administration requesting post bonding the first exams to the final Exams.
  2. The student will be tested in the whole curriculum of both terms.
  3. The exam will be from 100 marks.
  4. Honouring priority will be for the students who did both terms' exams.