



1. Admissions are granted subject to availability of space in a particular class, on a first come first serve basis. A waiting list may be generated if necessary.
2. All students will be graded and students of one level will be kept in one class as far as possible
3. Attendance is very important, more than four absences in a calendar month, without information will lead to expulsion of the student from his/her class.
4. Class doors will be closed five minutes after the beginning of each class. No one will be admitted there after, they will be marked absent for the day
5. All students are required to wear proper Islamic dress while coming to the center. A dress in which they can offer prayer. All girls and women are required to wear **HIJAB** and appropriate Islamic dress (no short sleeved shirts), Shorts and shirts with pictures
6. Students cannot leave the center once Azan is called without praying the Jamat.
7. Parents are not allowed in the classes at any time. Sisters may wait in the Sisters room, while brothers can wait in the Masjid area upstairs.
8. Parents can speak with their children teachers or with the Principal by taking an appointment. Management will make sure that such a meeting will arranged as soon as possible no later than one week.
9. In case of a dispute regarding any disciplinary action taken by teachers, parents can file a written appeal. The education committee will look into the matter and will take the necessary steps in the best interest of all the students. The decision of the education committee will be final.
10. Proper Islamic behavior is expected at all times.

**\*Note:** I am aware that this is an Islamic institution. I take all responsibility and liability. I agree to abide by the rules of the Islamic school. I want my child/children to attend the school without any obligation or compulsion..