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Schedule

- classes begin at 8:30 am. If you transport your child to the school, please ensure that he/she is at school by 8:15 am for assembly
- school dismisses at 2:00 PM for Pre-Kindergarten, 2:30 PM for Kindergarten and 3:00 PM for Grades 1 through 12. You will not be allowed to pick-up your child/children before dismissal times
- if you are going to be late to pick up your child, please notify the school before dismissal time
- if your child is late for school, he/she must report to the office and obtain a pass before going to the classroom
- when dropping-off or picking-up your child/children at the main building, kindly use the small gate on 130th Street. Do not use the driveway entrance. This is for the

vehicles only

Dress Code

- students are required to wear the school uniform at all times

- Boys – White dress shirt, white under t-shirt or vest, dark green dress pants, plain black or white socks and black dress shoes

- Girls – White shirt, forest green Jumper, white khimar and black dress shoes (Pre-K through Grades 4)

- Girls from Grade 5 – through Grades 12 will wear forest green Jilbab, matching green pants, white khimar, plain black or white socks and black dress shoes. (Heels should not be more than 1 1/2" long)

- if student choose to wear a sweater - it must be a GREEN uniform school sweater

- no jewelry should be worn to school

- boys hair should be short, evenly cut – no fade

- no baggy pant - pants must be worn on waist - not hips

- shirts must be worn tucked in pants

- students who report to school without uniform will be sent home

- students are not allowed to wear make-up - including nail polish

- nails must be cut short

- students are not allowed cell phones in school. If it is seen or heard - it will be confiscated. Parents are required to come in and sign it out to get it back.

- parents are required to observe the Islamic Dress Code when visiting Al-Ihsan Academy. Sisters must wear the Hijab

Parents are always welcome to visit Al-Ihsan Academy. We appreciate your involvement. However, we ask that you do the following:

- please request and arrange visit in advance with the teachers
- please report to the office and let the Administrative Assistant know that you are visiting. You will need to sign in and out at the office.

Leaving School Early

- if it is necessary for you to pick-up your child early, please call the office and send a note to your child's teacher. Upon arrival, you must report to the security desk to sign the student out. Do not go to the child's classroom. The office will contact your child's teacher and have him/her sent to the security desk ready for dismissal.

Change in Departure

- please send a note or call the office early if you wish your child to get home in a different manner than usual

Absences

- please encourage your child to be present everyday unless he/she is ill
- please notify the school when your child is absent
- a written excuse from the parent must be presented to the school the day the child returns to school from an absence

Parent-Teacher Conferences

- parents are welcome at any time to make appointment with a teacher or the principal to discuss their child's progress
- formal parent-teacher conferences are held during the school year. Kindly attend them. It is essential to have a good home-school relationship
- please do not wait until the end of the school year to contact the teacher about concerns that could have been resolved earlier on in the year

Crossing Guard

- the school has been assigned a crossing guard at the

main location. Kindly use and encourage your children to use the pedestrian crossings

After-School Program

- to facilitate parents, the school provides a supervised after-school program for Kindergarten through Grade 12. Students may remain at school until 5:45 PM. The students will enjoy homework guidance, supervised study and other activities. The monthly fee per child is \$100.00

Parking

- only authorized vehicles are permitted in the school's compound during school hours. This is for safety and security reasons
- if you would like to accompany your child to the door, please park your vehicle legally and walk to the school's entrance
- please do not block the school's or the neighbors' driveway
- please do not double park in any areas around the school
- please do not park in the NO PARKING AREAS

Detention

- students who commit infractions, e.g. homework, discipline will be put in detention. It is the your responsibility to pick-up your child at specific times. You will be notified before 3:00PM if your child has to be in detention

Volunteers

- the services contributed to the school by parents are an important part of the total school program. The school is always in need of volunteers. Parents are requested to volunteer at least 15 hours per school year. Parents should notify the principal of the day and time they will be volunteering. Volunteers work with students as tutors, mentors, and lunch or reading buddies. They assist in the classrooms, library and office as well as serve as resource speakers and class trip chaperones. Volunteers provide input and support on school issues as well as coordinate extra-curricular functions and special projects throughout the year