International Islamic Grammar School

“Expanding the Minds of Tomorrow”

Parent’s & Student’s Handbook
Introduction
The Islamic Grammar School was established for the pleasure of Allah (SWT) as a non-profit, community based institution. Its purpose is to provide the Muslim community in Pakistan with Islamic oriented education in addition to the Curriculum outlined by the UK. standards in addition to adapting creative ways of teaching to ensure maximum results. The school starts at playgroup-grade 8, increasing each year until A-levels is reached.

Non-Profit Association
There are no shareholders, or private ownership, but a non-profit organization. All income received is directed towards meeting the operating costs of the school, invested in providing resources and improving the school’s facilities.

Quality Education, Islamic Environment
The Association was established for the benefit of the Muslim Community with the sole purpose of providing high quality education in all subject areas in an Islamic environment, managed and staffed by Muslims. IGS is aspiring to be the best in the field of education, Islamic and Secular, creating a balanced and competitive individual for today’s world.

Totally Independent Organization
The IGS is, and has always been, a totally independent organization with no affiliations or connections with any other organization or group.

Objectives
The School’s aim is to provide high quality education in an environment suitable for any child in the Muslim community. Scholarships will be given to high achieving students who otherwise cannot afford to pay high fees.

Islamic Environment
The school strives to provide and maintain a safe and pleasant Islamic environment suitable for any child in the Muslim community, the achievement of which is possible with teachers who have a sound knowledge in Islamic values and teachings.

Results speak for themselves
The International Islamic Grammar school is a well run, well resourced school that, through the efforts of its enthusiastic and dedicated teaching staff, consistently achieves above average independent test results when compared with other schools.

Teacher Qualifications
All teachers employed at the school are registered for ongoing training programs.

School Buildings and Facilities
The buildings and facilities promote a good environment for the promotion of health, educational progress and the well-being of students. They are kept clean, safe and are used in the best possible manner for the educational and creative enhancement of students.

Our Creative Curriculum
The following table shows a list of the curriculum subjects taught at the school:

<table>
<thead>
<tr>
<th>Curriculum subjects</th>
<th>Areas covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Islam</td>
<td>Tawheed, Akhlaaq, Seerah, Fiqh.</td>
</tr>
<tr>
<td>Qur’an</td>
<td>Reading, Tajweed, Memorising, Translating.</td>
</tr>
<tr>
<td>Arabic</td>
<td>Reading, writing, speaking, listening.</td>
</tr>
<tr>
<td>English</td>
<td>Speaking and listening, reading, writing.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Using and applying mathematics, numbers, shape, space and measures.</td>
</tr>
<tr>
<td>Science</td>
<td>Experimental and investigative science Life processes and living things Materials and their properties Physical processes.</td>
</tr>
<tr>
<td>Art and Design</td>
<td>Exploring knowledge to develop understanding and ideas; Investigating and making art, craft and design; Evaluating and developing work.</td>
</tr>
<tr>
<td>Design &amp; Technology</td>
<td>The application of knowledge and understanding in using materials and components and developing ideas to plan processes to make and evaluate products.</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Using, exploring and discussing experiences of IT; Communicating and handling information; Controlling and modeling.</td>
</tr>
<tr>
<td>History</td>
<td>Chronology Range and depth of historical knowledge and understanding Interpretations of history; Historical enquiry, organization and communication.</td>
</tr>
<tr>
<td>Geography</td>
<td>Geographical enquiry; Skills to develop knowledge and understanding of places, patterns and processes; Environmental change and sustainable development.</td>
</tr>
<tr>
<td>PSHE</td>
<td>Promoting our children to live healthy, independent lives, and to become informed active citizens.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Through games, movements and gymnastic activities: acquiring, developing, selecting and applying skills, tactics and compositional ideas; evaluating and improving performance; knowledge and understanding of fitness and health.</td>
</tr>
</tbody>
</table>

AGE LEVELS

<table>
<thead>
<tr>
<th>ELEMENTARY LEVEL</th>
<th>PRIMARY LEVEL</th>
<th>UPPER PRIMARY</th>
<th>MIDDLE LEVEL</th>
<th>SECONDARY LEVEL (O-LEVELS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play Group 2 to 3 yrs</td>
<td>Kindergarten 5 to 6 yrs</td>
<td>Class III 8 to 9 yrs</td>
<td>Class VI 11 to 12 yrs</td>
<td>Class IX (O-I) 14 to 15 yrs</td>
</tr>
<tr>
<td>Pre-Nursery 3 to 4 yrs</td>
<td>Class I 6 to 7 yrs</td>
<td>Class IV 9 to 10 yrs</td>
<td>Class VII 12 to 13 yrs</td>
<td>Class X (O-II) 15 to 16 yrs</td>
</tr>
<tr>
<td>Nursery 4 to 5 yrs</td>
<td>Class II 7 to 8 yrs</td>
<td>Class V 10 to 11 yrs</td>
<td>Class VIII 13 to 14 yrs</td>
<td>Class XI (O-III) 16 to 17 yrs</td>
</tr>
</tbody>
</table>

SCHOOL CURRICULUM

Conscious of the importance of continuity in education, IIGS decided in the year 2008 to upgrade the school to Classes IX and X to include 'O' Levels. The course of studies follows the University of Cambridge syllabus and prepares the students to take the 'O' Level Examinations in two years time. The two-year time frame may be extended by another year if a student is not able to meet the required academic standard for the examination. The course of studies includes the five compulsory subjects - English, Urdu, Islamiat, Pakistan Studies and Math and a
minimum of three elective subjects from the range being offered. A highly inter-active approach to learning is encouraged in the classroom through discussion and group work complemented by regular written class and home assignments. In Sciences, the learning process is supported by investigation and demonstrations in each discipline. In addition to learning facts, logical thinking is encouraged through inquiry and problem solving. Assessment is continuous and built in over the two year period. Students are provided with an opportunity to exercise their teaching skills in a primary classroom setting and encouraged to display their leadership qualities in school and community related activities. The school is registered with the University of Cambridge Local Examinations Syndi.

MONTHLY EVALUATION
Tests are held regularly during the month to gauge the students’ performance in all subjects. End of the month meetings between the teachers and the Principal take place to discuss the performance of each child. In case the child is not making good progress, his/her parents are informed. At the end of three or four Assessments, result visuals are handed out at the subsequent Parent-Teacher Meeting. These indicate the consolidated scores of the child in comparison with the rest of the class.

MOCK EXAMS
A full-fledged Examination is held in March to make children familiar with examination procedure. This exercise is also meant to test the teaching skills of the faculty members and to evaluate the strengths and weaknesses of the school syllabus. After the Mock Exams, the examination papers, including the answer sheets and a report of percentage scores, are sent home for scrutiny by the parents. Although it is not mandatory, parents are encouraged to discuss their child’s children’s performance in the Mocks with the Principal and teachers by appointment.

FINAL EXAMS
The Finals include oral and written tests, as well as practicals for the senior classes. Prior to the written papers, the child’s reading skill is tested by a panel of teachers. This is followed by comprehension tests related to the major subjects.

The end of the year result is based on the aggregate of Monthly Assessments,Mocks and the Final Examinations. The objective is to test whether the student possesses the required ability and the necessary skills for promotion to the next class.

The minimum punishment for cheating or for assisting another student to cheat in an examination will be a mark of zero.

Subjects for Classes

<table>
<thead>
<tr>
<th>Subjects for Classes</th>
<th>Pre School</th>
<th>Grade KG to 2</th>
<th>Grade 3 to 6</th>
<th>Grade 7 to 8</th>
<th>Grade 9 to 11</th>
</tr>
</thead>
</table>

SCHOOL POLICIES

Schedule
- Classes begin at 8:15 am. If you transport your child to the school, please ensure that he/she is at school by 8:00 am for assembly.
- School dismisses at 2:00 PM for Pre-Kindergarten-Class VIII. 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. Do not use the driveway entrance. This is for the office use only.

Late Arrivals
Late arrivals disrupt the classes and warning notes that go home embarrass the child un-necessarily. Please make sure that children are inside the gates of the school at 7:45am.

Absences
Absences create a break in learning and a child falls behind in class. Although teachers will try to make up lost work with the child it is important that parents take an active role in helping children cover lost work. Teachers will be more than willing to help.
- 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.

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 office 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 office ready for dismissal.

Dress Code
- Students are required to wear the school uniform at all times.
- Boys - White dress shirt, dark grey dress pants and black dress shoes.
- Girls - White shirt, White Shalwar White Khimar & black dress shoes (Pre-K through Grades 5).
- Girls from Grade 6 - through Grades 8 will wear Jilbab, White Khimar and black dress shoes.
- No jewelry should be worn to school.
- Boys hair should be evenly cut - no fade.
- Students who report to school without uniform will be sent home.
- We encourage the parents to buy 3 sets of uniform to ensure cleanliness.

Parents are required to observe the Islamic Dress Code when visiting school. Sisters must wear the Hijab.

Lunches from Home
At IGS, rather than given one large break, the children get 2 breaks to relax. The 2nd break also consists of Duhur Prayer and hence children...
will have the first break to finish all lunches. Unhealthy snacks are not allowed and junk food, candy and fizzy drinks will not be tolerated in school. IGS promotes healthy eating and would appreciate it if you could send a healthy combination of sandwiches, carrot sticks, cucumbers, fruits and water or juice with your children. Teachers will try their best in ensuring the younger children finish their lunches but cannot be held responsible for a child’s mood.

Hygiene:
Islam teaches us that Cleanliness is next to Godliness. It is 50% of our Iman. Please ensure your children are showered everyday and wearing clean clothes. Children with lice will be sent home until the hair is clear and clean. Nails must be cut, socks must be clean and shoes appropriate and clean for school.

Excused absences
Excused student absences: Absences for illness, medical appointments, family emergency, or other reasons approved by the principal are excused.

All other absences are unexcused.
1. An absence of more than three consecutive days requires a doctor’s note or pre-approval by the principal.
2. At least one day to make up work is allowed for each day’s absence. Teachers may allow additional time if circumstances warrant.
3. Teachers will not be required to send work home to students before the third consecutive day of absence.
4. Parents requesting work in advance for a pre-arranged absence must give the office at least two (2) weeks notice.

Tardy Policy:
Tardiness is unexcused lateness to class.
• Three (3) unexcused tardies equal one (1) unexcused absence.
• A tardy later than five minutes becomes an unexcused absence.

If your child/ren is to be absent from the school, please phone the office by 8:30am, so that the teacher/s may be informed. Please, tell us why your child is not attending.

Unexcused Absences:
In the event of an unexcused absence a teacher will:
1. Confer with the student
2. Notify the parents, administration office and other teachers
3. Student will be assigned detention to work on all missed assignments they are still responsible for
4. Student will consult with the principal.

Discipline
As the student matures, awareness develops that sensible rules safeguard individual freedom. Rules at The Islamic Grammar School will be reasonable, well communicated, and fairly administered. Demonstrate respect toward each other, students and staff, foster a spirit of mutual respect in which orderly behaviour flourishes. Our rules are strict to ensure all students safety and success; we find this, one of the main reasons parents and students select to attend our school. We would like the parents’ support in these rules and policies. As with your house rules, the full co-operation by all parents will help the student’s adherence to the policies. If you do not agree with the rules and policies of The Islamic Grammar School, this school may not be where you want your child to attend.

Important Message
If a student is expelled from other school for behaviour reasons, he/she will not be accepted at The Islamic Grammar School. If such information was not disclosed, The Islamic Grammar School reserves the rights to expel the student in question.

Student Behaviour
Students will be expected to:
1. Be respectful and obedient, so that everyone has the maximum opportunity to learn
2. Display appropriate classroom behaviour
3. Adhere to The Islamic Grammar School dress code
4. Respect the safety and welfare of others
5. Respond appropriately and respectfully to the directives of faculty and staff
6. Place trash in designated receptacle
7. Respect the property of the school
8. Obey the playground supervisor/s.

General Rules:
1. No make-up.
2. No clogs, sandals or slippers.
3. No jewellery except single conservative earrings for girls only.
4. No other ornaments may be employed through any other body piercing.
5. No unusual haircuts for boys such as partly shaved, mushroom cuts, etc.
6. No nail polish or colouring, or hair colouring/ hair sprays

PARENTS/GUARDIANS, PLEASE CHECK WITH THE SCHOOL OFFICE FOR UNIFORM REQUIREMENTS AND SUPPLY.

Telephone:
Students need to develop responsibility to remember to bring all items needed to school. Unless there is an emergency, the children should not use the telephone to call parents to bring in homework, sneakers, lunch, etc.

School Rules:
1. No pop, gum or candy.
2. No swearing or inappropriate language.
3. No throwing dirt, rocks, sticks, etc.
4. No spitting.
5. No kicking or hitting.
6. No running, yelling or physical plays inside the school buildings.
Office Referral: Suspension/Expulsion

Students will be sent to the office immediately for the following actions:
1. Cheating, stealing and/or lying.
2. Copying the ideas or work of others.
3. Defiance of teacher authority.
4. Disrespect of others, offensive language at school (in the classroom, hallways, gym or playgrounds) or on the school bus.
5. Fighting, physical or verbal threats or otherwise endangering the welfare of others.
6. Abuse of property of others or the property of the school.
7. Vandalism or tampering with a fire alarm, fire extinguisher, or other school equipment.
8. Possession of tobacco, controlled substances, dangerous objects/weapons (or any object that resembles a weapon), or bringing matches or lighter on school property.
9. Repeated disregard for The Islamic Grammar School rules and regulations.

ANYONE OF THESE NINE (9) REASONS FOR SENDING A STUDENT IMMEDIATELY TO THE OFFICE, MAY RESULT IN SUSPENSION OR EXPULSION, AS DEEMED APPROPRIATE, TO ENSURE THE SCHOOL'S ACADEMIC INTERESTS.

Appeal Process:
- In case of expulsion, the student, his/her parent/guardian may appeal the decision within (1) one week of the incident, in writing, to the principal.
- A (5) five-member review panel (three teachers chosen by the principal and two parents chosen by the School Coordinator) will review the appeal and make recommendations to the principal.
- Parents/guardians will be notified of the results of the appeal within (2) two weeks from the day appeal was received.
- If not satisfied with the decision of the review panel, the student, his/her parent/guardian may write to the school Coordinator for another review within (5) five weeks of the incident.
- Parents/guardians will be notified of the results of the Coordinator's decision within (30) thirty days after the receipt of such an appeal.
The Coordinator's decision is final.

Suspension Policy:
In cases of in-school or out-of-school suspension, the administration will notify the parent/s of the circumstances surrounding the discipline action. A student will not receive credit for work he/she missed during the suspension.

A student returning after an out-of-school suspension MUST be accompanied by a parent/guardian, for a conference with the principal.

Detention:
A student referred to the office for unacceptable behaviour in the classroom or elsewhere, may be detained in an area designated by the administration. Depending on the severity of the behavioural problem, the administration may also require a parent conference.
 Failure to report for detention may result in suspension from school until a parent conference can be held.

Dress Code/Uniform:
All students are expected to strictly follow the Islamic Dress Code. Students must wear the uniform to and from school and keep it neat and clean. Parents/guardians should make sure socks and stockings are changed DAILY. All uniforms must be purchased from the school. If your child has not received his/her uniform, he/she will be allowed to wear regular clothes until the uniforms are received. For girls grade 4 and higher, they must wear loose clothing (hijab, long skirt w/long-sleeve blouse, or loose pants w/knee-length pants; white head covering must be worn.) For all girls, no perfume, high heels or jewellery (except simple earrings) will be allowed.

Lost And Found:
- All lost items are placed in the "lost and found" box. Items left unclaimed for more than sixty days (30) will be given away.
- Please label all items such as: sweaters, uniform, lunch boxes, jacket, hat, gloves, school supplies, backpack, gym strip, runners etc., with your child’s name.
- When you send money to school, please put it in a sealed envelope and label it with the full name of the child, teacher’s name, the amount of money & purpose.

Leaving the School Grounds:
Leaving the school grounds during the school day or after a school activity, without authorization, will result in suspension. The student will not be allowed to return to the school before a parent conference takes place.

Homework Policy

HOMEWORK:

Definition:
Homework consists of school related projects or assignments which are completed outside the regular school day. Both the time and the nature of the homework will vary according to factors such as age, grade, special needs of the individual student, and the units of study being emphasized in the classroom.

Purpose:
Homework serves several important purposes for the student, including:
- To practice what they have learned at school.
- To use resources such as libraries, encyclopaedias and the Internet.
- To practice effective study habits.
- To allow students and parents to spend quality time together, developing a love and appreciation of learning together.
- To help children learn good habits and attitudes. Homework can teach children to work by themselves and encourages discipline and Responsibility.
- To get ready for the next day’s work.
- To develop a sense of responsibility.
- To reinforce and apply school learning
Time:
Students should spend a given amount of time almost on a daily basis working on homework related activities. Reading should be a daily portion of their "homework" time, either shared with another person or independently. Other homework may include homework that has been "assigned" by the teacher, or "free choice" activities, such as studying spelling words, practicing handwriting, or memorizing Qur’anic verses.

Guidelines:
The following guidelines are used in determining the quantity of homework a student is assigned three to five days a week.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Homework Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play group</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Pre-Nursery</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Nursery</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>80 minutes</td>
</tr>
<tr>
<td>Grade 1</td>
<td>80 minutes</td>
</tr>
<tr>
<td>Grade 2</td>
<td>80 minutes</td>
</tr>
<tr>
<td>Grade 3</td>
<td>100 minutes</td>
</tr>
<tr>
<td>Grade 4</td>
<td>100 minutes</td>
</tr>
<tr>
<td>Grade 5</td>
<td>120 minutes</td>
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<tr>
<td>Grade 6</td>
<td>120 minutes</td>
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<tr>
<td>Grade 7</td>
<td>120 minutes</td>
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<tr>
<td>Grade 8</td>
<td>120 minutes</td>
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<tr>
<td>Grade 9</td>
<td>140 minutes</td>
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<tr>
<td>Grade 10</td>
<td>140 minutes</td>
</tr>
<tr>
<td>Grade 11</td>
<td>140 minutes</td>
</tr>
</tbody>
</table>

If a student is assigned very little or no homework on a regular basis, parents should contact the child’s teacher to discuss possible reasons and to help resolve them.

Note:
- Note: Sometimes students do not use time at school (or home) wisely or do not plan long-range projects well, and therefore get “behind” in their homework. When this happens, it will be necessary for the student to spend more than the suggested time on the homework.
- If a student does not complete their homework they will receive one warning from the teacher. The second time assigned homework is not completed; the student’s name will be submitted to the office.
- Transportation and access to classes may be denied until a parent brings them to school and meets with the teacher/principal.

Vacations:
If parents/guardians take their children out of school for extended trips, they must inform the administration, in writing, at least two weeks before leaving. This will allow teachers and students to communicate about missed assignments. The school reserves the right to test a student who has gone on extended leave before deciding on a promotion to the next grade. While away, it is the parent’s responsibility to make sure that the student is provided with adequate opportunities to acquire and develop all the necessary skills and knowledge. Note, tuition has to be paid, regardless of your child being away or not.

Student Activities:
A variety of activities for students are offered. These encompass cultural activities, athletic activities, and various clubs and student organizations. In addition, numerous events are scheduled throughout the school year.

Athletics:
A variety of sports are available to students at all levels.

Clubs and Events:
The Islamic Grammar School offers and sponsors a wide variety of student-oriented clubs, events, and activities. Clubs and events are added and/or revised from time to time to reflect students' interest.

Permission Slips:
Written permission is required before a student can participate in any field trip and in most student activities.

Library / Text Books:
Students may borrow books from the library, subject to regulations set by the librarian, in conjunction with the administration. Students will be asked to pay for any lost or damaged books. Student will be asked to pay a fine, if he/she does not return borrowed book/s on time. If the fine is not paid, the said student will lose the right of checking books out of the library.

Honour Roll:
Students from grade KG to 9 at The Islamic Grammar School are eligible for the Honour Roll if they meet the following criteria:
- Students can be of Honour Roll each term, if in ten subject areas (Qur’an, Arabic, Language Arts (English), Mathematics, Science, Social Studies, Computer, Art, Physical Education) students maintain a B+ average or better (81%+).
- Any “F” (In Progress) or "F" (“Fail”) negates the qualification for Honour Roll.

Grading Guidelines and Standards (K.G and up):
Teachers adopt very clear criteria for student evaluation. The following grading guidelines are provided a model. Teachers may choose to implement the same or a system of their own; however, grades in all subject areas must reflect student’s performance in the following areas.

Homework: 10% Discipline: 10%
Teachers might use this section to further penalize repeated offenders of the school’s behavioural expectations. The teacher’s judgment is final for this grade. This grade could also be used to reward students with good behaviour. Reminder, this percentage is averaged into the final grade and cannot be deducted from graded assignments or tests.

Class Participation/Class work: 10%
Teachers should use this section to recognize students who participate in and prepare ahead for classroom discussions and activities.

Scheduled Quizzes: 20% Projects/Pop Quizzes: 20% Tests: 30%
Teachers will try to ensure that students are not given more than two tests per day. Spelling Tests and Qur’an Recitation are excluded from this limitation.

Make up work:
Responsibility for initiating make-up work requests rest solely with the student and his/her parent/guardian. There is a 15 days limit on make-up work when a student has been absent because of an emergency, travel or extended illness, which must be approved by a Doctor. Class attendance is an integral part of the student achievement and performance. However, attendance itself will not be factored into the student’s grade. An attendance policy set by the administration will be implemented. In brief, a student returning from short unexcused absence shall receive a failing grade on all work missed during the absence and shall not be allowed to make up the missed work.

UPON THE ACCUMULATION OF THIRTY (30) UNEXCUSED ABSENCES DURING A SCHOOL YEAR, THE STUDENT MAY BE ASKED TO REPEAT THE ENTIRE SCHOOL YEAR.
Head Lice (Pediculosis):
The Islamic Grammar School have a “nit free” policy which means that a student treated for head lice will not be readmitted to school until there are no nits observed by the school nurse/staff.

Medications:
The policy of The Islamic Grammar School is that no medication will be dispensed in school without a written physician’s orders/written parental consent. This includes over the counter medications and medicinal substitutes such as nutritional supplements. Students in grades 5 and up may self-administer a prescribed inhaler, provided a physician’s order and written parental permission have been submitted to the school. The school will revoke this permission, if inappropriate use of the inhaler has been brought to the attention of the teacher/administration.

School Volunteers:
Our school programs in the past have been successful because of the help from parent and adult volunteers. Volunteers have helped teachers by working with individual and small groups of students and assisting with projects such as Hot Lunch, Sports Day, and Supervision during recess. Parents have also assisted teachers with clerical chores, such as duplicating materials, collating and stapling papers, and laminating materials. If you wish to volunteer on a regular basis, please notify the office.

Student Transportation:
Please refer to our handbook: “Regulations for Students Riding the School Buses.”

Emergency Closing of the School:
When extreme weather arises and creates hazardous driving conditions, school may be cancelled for the day. Local radio and/or TV stations will air messages regarding The Islamic Grammar School closings or delayed openings, as early as possible. Or simply call the school Ph 051-2102423 and listen to the recorded message. The decision to cancel will be made before 7:00am. When necessary, school may be let out early due to weather conditions; please note, however, that students will not be sent home if the parent/s have not been contacted.

Amendments / Addendum:
Amendments and addendum may be added periodically to these policies as the need arises. Such amendments and/or addendum should be added to this Handbook to be referred to as needed, and will be made a permanent part of the Handbook for the following school year.

Behavior
Children are expected to behave in line with rules identified at IIGS. Bad behavior will be treated with love and patience but parents at times will need to be contacted to solve behavior issues. We expect parents to work with us in solving all manners as results are better when adults work together to solve issues relating to children in their care. We do not believe in punishment in the traditional form but will need to take firm action to ensure safety and discipline of all Concerned parties.

Tuition Payments
Tuition is divided into quarterly payments and are due by the due date on the slip sent home. Information is provided in the Admissions leaflet in your prospectus. Late payments incur late charges.

SALAAT AL-JUMAA’
“Prayer is the pillar of religion and the key to all (that is) good.” (Al-Hakim)
All students are required to come to school every day in their regulation school uniforms properly worn. However, as Fridays are Salaat Al-Jumaa students are expected to be especially clean and in freshly laundered uniforms, which are neat, and in good repair. Additionally, students should be reminded that they are expected to be on their best behaviour while attending prayers in the Masjid.

Detention
Students who commit infractions, e. g. homework, discipline will be put in detention. It is 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.

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

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.

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.

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.