

# **Dar-ul-Ehsan Islamic School**

## **ICSJ 2024-2025**

### **Student Handbook**

#### **Parents should make sure that:**

#### **Dropping Off and Pick Up Children:**

- **Cars must be parked at the designated areas only and do not block the street or driveways.**
- When picking up children from the masjid make sure to come in and make Dhuhr Salah in congregation and set a good example. The student is required to attend the Dhuhr prayers.
- One of the parents of first grade students are expected to stay with their children for at least two months in the beginning of the school year to make sure that they are settled in.
- **Students are not allowed to go to WAWA or any other outside store during school hours. The Parents are responsible to implement this Rule otherwise disciplinary action will be taken.**

#### **Arriving at school on time**

- The student is required to come to school at least 5 minutes early. One late student causes a lot of distractions. Students coming 10 minutes late more than 2 times in a month for each month will get a late slip from the principal's office, which will be given to the teacher. The student will lose one point from the attendance grade for coming late twice.

#### **Missing School (Being absent)**

- The student is required to come to school regularly
- Students missing school more than 2 times in a month for each month, without a valid reason will get an absent slip from the principal's office, which will be given to the teacher. The student will lose one point from classwork/Homework for each missed period/class. It is the duty of the parents and students to inform the teacher and/or principal's office of the student's absence. It is also the duty of the students/parents to get the missed lecture, homework, and assignments, and tests before the next class.

#### **Exams, Tests, Classwork/Homework/Passing Grades**

- The Parents and Students should know the school calendar posted on the ICSJ website.
- The students should complete the assigned homework before coming to the class.
- The students should come to the class with all text books, writing material, and exercise books.
- Students are required to take two exams, and any assigned homework and or classwork. (60% for two exams, 20% for classwork/homework, and 20% for attendance)

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- Students are required to take part in all the extracurricular activities held by the school (Quranic recitation Competition, Seerah Competition and Sports Day). 10 points are awarded towards the participation in Quranic Recitation Competition and Seerah Competition each. Students also receive awards.
- **Any child not taking both the exams and/or scoring less than 50% of the total final grade will not graduate unless the parents have a valid reason and get approval from the school board.**

**School Attire:**

The students are required to dress modestly according to the teachings of Islam. Shorts are not allowed, and girls are required to keep their heads covered while on Masjid premises.

**NOTE: This student handbook has been introduced and discussed during the Parent/BOE meeting on 09/08/2024.**