



# AL-BAYAN QURAN SCHOOL

مدرسة البيان للقرآن

2024/2025

## RULES & REGULATIONS القواعد والتعليمات

### I. Attendance & Punctuality الحضور والانضباط

- Students must be present no later than 6:05 P.M. AND picked up no later than 7:45 P.M.
- Students arriving after 6:05 P.M. and before 6:15 P.M. will be marked LATE.
- Students arriving after 6:15 p.m. will be automatically marked ABSENT.
- Students are expected to attend each session unless urgent matter, illness, or otherwise notified.
- If student must be absent due to illness, family emergency or other urgent matter, it is the Parents' responsibility to find out assignments and materials missed and to inform the Al-Bayan office in writing.

### II. Behavior & Dress code الآداب العامة والزي المناسب

- You are expected to be respectful to teacher, other students and yourself. Follow teacher's instruction to the best of your ability.
- KEEP hands to you at all times. Zero Tolerance for any physical contact or aggressiveness to classmates or staff.**
- Speak politely and kindly to others. Ask for permission before talking and avoid interrupting others.
- You are NOT allowed to wear shorts, shirts with pictures, offensive or inappropriate slogans or comments.
- We strongly encourage **boys** to wear long sleeve shirts and hats ( Koofis) and **girls** to wear hijab and proper attire (loose-fitting clothing).

### III. Preparedness التحضير

- Tools and Materials:** Students should come prepared with agenda and other materials. They should not bring anything else that may disrupt class (e.g.: magazines, toys, electronics, and other irrelevant items).
- Assignment Preparedness:** Students must come to class with full effort to memorize or review assigned homework. Coming unprepared means falling behind and more home work. If the student is repeatedly unprepared, the student will be **dropped a level.**

Subject	Late arrival	Absence (Unexcused)	Misbehavior/fail to follow instructions	Use of foul Language	Homework not completed
1 <sup>st</sup> time	Noted on Agenda	Noted on Agenda + Letter to Parents	Noted on Agenda + Letter to Parents	Letter to Parents 1 Weeks suspension	Noted on Agenda
2 <sup>nd</sup> time	Noted on Agenda + Letter to Parents	Meeting with Parents	Meeting with Parents 1 week suspension	Final Warning Meeting with Parents 2 Week Suspension	Letter to Parents
3 <sup>rd</sup> time	Letter to Parents	1 week suspension	2 week suspension	<b>Expulsion</b>	Meeting with parents
4 <sup>th</sup> time	1 week suspension	<b>Expulsion</b>	<b>Expulsion</b>	-----	<b>Expulsion</b>

### IV. Parental Duties مسؤوليات أولياء الأمور

- Parents are to remind student of and follow up with their assignments to ensure preparedness on a daily basis, according to the memorization plan.
- Course Staff are not responsible for any children dropped off earlier than 5:45 and picked up later than 7:45 P.M.**
- Parents are expected to cooperate with the staff of A-Bayan and encouraged to provide their productive suggestions & any observations for the overall improvement of Al-Bayan.
- Fees:** → **Supplies/Registration Fee: ONE TIME \$25/per Child** (at the time of registration)  
**MONTHLY FEES:\$30/ Per Child/per month** (siblings discount is available)
- Payment of monthly fees is due on the 1<sup>st</sup> of each month**

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(PLEASE read, date, and sign) الرجاء قراءة هذا المستند وفهمه وتوقيعه