



**Dar Al-Hijrah Islamic Center  
Social Services Department  
ESL (English as a Second Language)**

**Teacher and Student**

**Classroom Rules Agreement Form**

The Social Services department at Dar al-Hijrah has implemented an ESL program. The Program runs concurrent with the Fairfax County Public School system.

The classes are for adult women, held on Tuesdays and Thursdays from 5:30 pm until 7:30 pm. There are four teachers administering the lessons, there are four levels of training. In order for you to get the full benefits from the classes, there has to be some announced rules and regulations put in place.

The Social Services department representatives, and teachers have all agreed to the following do's and don'ts during class time.

1. **Attendance**, I agree to come to each and every class, at the times stated, unless I have a legitimate excuse. I understand that if I miss more than 20% of the class time, I will not be awarded a certificate during the certificate ceremony.
2. **Tardiness**, my class starts at 5:30 pm, InshaAllah I promise to come to my classroom and let my teacher know that I am present at 5:30. The teachers have prayer rugs in their classrooms and if I like I can pray in one of the classrooms with my classmates. But, I am free to pray in the Musalah, as long as I let my teacher know that I am present for the day.
3. I promise not to disrespect my teacher and/or my classmates at **ANY TIME**, I will be patient with my teacher and classmates. If I have any kinds of hostile disagreements, I will do everything that I can to solve the issue during class time. If not, I will not fight about it, I will seek help from my teacher, my classmates, or the other teachers.\* May Allah protect us from this kind of fitnah...Amin
4. Before I enter the classroom I will **TURN MY PHONE OFF**, or I will put it on **SILENT**, if I am expecting a call, I will let my teacher know and I will sit

in the back of the classroom so that when my call comes I can leave the class without disturbing my classmates. I agree that there will be **NO PHONE CALLS OR TEXTING IN THE CLASSROOM.**

5. I will respect my teacher and my classmates by not talking to others while in class, unless I am interacting with my teacher and classmates.
6. I will do my homework, because the homework is a part of my learning English.

Please be aware that the teachers are also required to adhere to do's and don'ts,

1. Your teacher should come to class as scheduled (or have a substitute)
2. Your teacher should arrive before 5:30 or no later than 5:30 pm
3. Your teacher should not use her phone while in class (unless it is used for the class, such as a translation app, or alarm)
4. Your teacher should have her lessons prepared prior to class time
5. Your teacher is required to respect you as an adult, and be extremely patient with you and your classmates\*
6. When your teacher assigns homework, she should always check it and return it to you, to keep you motivated when it comes to home assignments

\*if you and your teacher or you and a classmate have any hostile situations, please don't fight about it, but try to solve it among yourselves or ask one of the other teachers to help out, so that the situation can be resolved, InshaAllah.

I have read, I understand, and I agree to comply with the above do's and don'ts.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Registration Form**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone number \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Birth Date: Month/Date/Year \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status: (Circle one) Single Married Divorced Widowed

Do you have children that will need babysitting services while you attend class? Yes \_\_\_ No \_\_\_

Name/s ( \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ ) Age/s ( \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ )

How will you get to class? Relative \_\_\_ Friend \_\_\_ Bus \_\_\_ Uber \_\_\_ I can walk \_\_\_

Native country: \_\_\_\_\_ Native language: \_\_\_\_\_

Years of education: (Circle last year completed) 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Field of study \_\_\_\_\_ Are you employed? Yes \_\_\_ No \_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

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Placement test type \_\_\_\_\_ score \_\_\_\_\_

Level Assigned \_\_\_\_\_ Teacher \_\_\_\_\_ Classroom number \_\_\_\_\_

Registration fee paid/amount \_\_\_\_\_

Student agreement form signed yes \_\_\_ no \_\_\_ Date signed \_\_\_\_\_

**Levels and brief descriptions**

Level - 1 Introduction/beginner (little or no previous English training)

Level - 2 Low/Medium beginner (know English alphabets, can count syllables of words spoken to them, can read but without comprehension, very limited vocabulary)

Level - 3

Level - 4