

Iranian Cultural Foundation Houston School – Code of Conduct

The Iranian Cultural Foundation–Houston (ICF) is a non-profit, non-political, and non-religious organization dedicated to educational programming that promotes Persian language and culture. By enrolling in ICF classes, students and parents/guardians automatically agree to follow the Code of Conduct outlined below.

1. Respect & Community Behavior

ICF values kindness, cooperation, and mutual respect. All students, parents, teachers, staff, volunteers, and guests are expected to:

- Speak and behave politely and respectfully
- Treat everyone with courtesy
- Follow directions from teachers, staff, and volunteers
- Respect ICF property and facilities
- Support a positive learning environment

Harassment, intimidation, discrimination, or aggressive behavior toward any member of the community will not be tolerated.

2. Classroom Behavior (Students)

To maintain a focused and productive classroom experience, students must:

- Follow teacher instructions
- Maintain a positive and respectful attitude
- Respect others' personal space and belongings

Students must not:

- Engage in bullying or unkind behavior
- Use cellphones, tablets, toys, or distracting devices during class
- Bring weapons or weapon-like objects

3. Parent/Guardian Expectations

To preserve classroom integrity and ensure student safety, parents/guardians must:

- Communicate concerns respectfully via email, text or scheduled meetings.
- Follow all drop-off/pick-up procedures and safety instructions.
- Model respectful behavior for children at all times.

Parents/guardians must not:

- Interrupt teaching or engage teachers during class time.
- Film or photograph children inside classrooms or in ICF facilities without permission.

4. Attendance, Enrollment & Health Policies

- Prospective students may attend one free trial class.
- Canceling after the trial class allows for a full refund.
- Canceling after attending more than one class means registration is transferable but not refundable.
- Students must arrive on time for all classes to minimize disruptions.
- Students who are visibly ill (fever, vomiting, contagious symptoms) may not attend class.

5. Accountability & Disciplinary Steps

Failure by students or parents to follow this Code of Conduct may result in:

- First Offense – Verbal warning
- Second Offense – Communication with parent/guardian
- Third Offense – Meeting with the ICF Education Committee and/or Teacher
- Fourth Offense – Temporary removal from class/activity
- Fifth Offense – Suspension or removal from the program

ICF administration retains full discretion in all disciplinary matters, including taking immediate action or deviating from the outlined disciplinary sequence in cases involving safety risks or serious misconduct.

6. Agreement

By registering for ICF classes, students and their parents/guardians agree to follow all policies in this Code of Conduct and support a safe, respectful, culturally enriching school environment.