

Auburn Islamic Center (AIC) Weekend Islamic School (WIS) THE CODE OF STUDENT CONDUCT

-In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system. To that end, this Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the School administrator regarding student behavior while attending the Weekend Islamic School (WIS).

-This Code applies to every Islamic school student.

-The Code is in effect all times at the Masjid property or at any school activity.

-Students will be subject to discipline for violation of the Code; if misconduct is connected to activities or incidents that have occurred on AIC premises or administered by the school.

-The principal may take administrative action if student's misconduct resulted/ or could result in harmful effect on the health, safety, or welfare of other students.

-It is the policy of the AIC Islamic School that misbehavior of any kind will not be tolerated.

-Any property damage caused by student while at the AIC will be made the responsibility of the parents, including all repair costs involved.

STUDENTS are expected to: assume responsibility for their own behavior; be in school and on time every Sunday; respect individuals and property; use appropriate, responsible behavior at all times; and help maintain a safe environment.

The following behaviors are expected from students during WIS:

1. Respect of the teachers.
2. Respect for each other, remember we are brothers and sisters.
3. No running inside the Masjid.
4. No raise of voices in class, in Masjid or in the playground
5. If Hadith or Qur'an is being read you must remain quiet.
6. Wait for your turn to speak in class.
7. Do not speak or communicate to each without your teacher permission.
8. If you wish to speak in class, raise your hand and patiently wait for your turn to speak.
9. Go to your next class quietly without delay. Use the recess time to have some snacks and use the bathroom. You should not ask to leave class unless it is an emergency.
10. At the prayer time, make Wudu and sit humbly waiting for the prayer. Sit quietly and avoid making noise or distraction.
11. If you see bad behavior, quietly advise the person against it (If the behavior continues, you should report to administration and/ or Faculty). If the person corrects their bad behavior because of you, you have done a great good to support your Muslim brother or sister.
12. *Place shoes neatly on the racks. Shoes not on the rack will be disposed outside the Masjid.*

PARENTS/GUARDIANS have a responsibility to participate and encourage their children by:

- supporting the schools in requiring their child(ren) to follow all school rules and regulations and to accept responsibility for their willful in-school behavior;
- sending their children to school clean, appropriately dressed (*No shorts, or tight cloth, head cover for girls at all ages*), in good Health and on time.

-pick up child(ren) on time right after school or school activity.

- Have an active interest in their child's school work and provide follow up for homework assignments at home.
- Educate child(ren) to behave properly in the Masjid, that the Masjid is a place for worship and not a playground.
- Older kids (>9 yrs) should be given special reminders about behavior in the Masjid, in class, and in the school yard because of their responsibility as older students. Older students need to know they are being held to a higher standard of behavior for the good of the younger children, who are their younger brothers and sisters in Islam. These are all part of our traditional adhab (khuluq al Muslim).

Rule

It is important for students to know their responsibilities and rights, which include obeying teachers and all other school administrators, and understanding and obeying each school rule. It is always the right of the student and parent to make suggestions and constructive criticism towards improvement of all aspects of our Islamic school. May Allah reward us all for working together for the benefit of everyone. Ameen.

UNACCEPTABLE BEHAVIORS LEADING TO DISCIPLINARY ACTION RULE VIOLATION INCIDENTS (INCLUDING, BUT NOT LIMITED TO)

- Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera telephone during the school day. Note: Use of a camera telephone may result in additional consequences (beyond confiscation) if used to take and transmit pictures that are improper or to break rules or laws.
- Drawing of inappropriate pictures during school.
- Exchange of inappropriate notes or any sort of inappropriate communication.
- Littering.

DISRUPTIVE INCIDENTS (INCLUDING BUT NOT LIMITED TO)

- Disturbing the class or school by: being disrespectful, rude, refusing to obey any staff member, failing to follow classroom rules, running in the Masjid, throwing objects, bullying and or fighting, playing games, or bringing distracting items to school. Examples of distracting items include, but are not limited to: skateboards, scooters, in-line skates/roller blades/heelies (sneakers with wheels), toys, playing cards, games, cigarette lighters, radios, audio recorders, headphones, or laser pointers/pens and other laser devices. Playing tackle football and other potentially dangerous contact sports are not permissible during school recess.
- The use of wireless communication device (camera telephone, or cellular telephone) which disrupts the educational process is not allowed. Use of any electronic device being for unIslamic purposes will result in immediate confiscation of device and return to parent with notification of the incident.

FORMAL CORRECTIVE STRATEGIES TEMPORARY REMOVAL FROM CLASS

If a student is disruptive in class (at first incident), the teacher may request assistance from a school principal to have the student temporarily removed from the class. The student will be suspended outside the classroom and will not be return to class without a firm intention by the student to improve his or her behavior. Otherwise, student will be suspended for the entire class period, and

silent recess. The student will be warned and the parents will be notified verbally or through a notification letter.

PERMANENT REMOVAL FROM CLASS

In case of repeated bad behavior from a student, the teacher may request permanent removal of a student from class if the student interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the class to learn. This includes disobedient, violence, abusive, uncontrollable, and/or disruptive behavior. In such cases the principal shall be notified immediately. Every student is allowed only THREE warnings (or three incidences). Each will be referred to as a YELLOW card. This will be as follows:

- First incident requiring intervention by principal - suspension for a period of time (determined by the principal), warning and letter or verbal notification will be sent to the parents,
 - Second incident requiring intervention by principal - a second and final warning letter or verbal notification will be sent to the parents. Parent may be called to come and pick up the child.
 - Third incident (final) requiring intervention by principal, student will be suspended from the Islamic school for three weeks. New registration fees will be required before the student resume school.
- To promote good behavior, students with good behavior will be rewarded by reward (GREEN) cards.

Attendance / Tardiness policy

Tardiness: Every time a student is tardy to the class (either at the beginning of the day or after recess), this will be counted as a violation of the code (equal to 1 yellow card).

- Receiving three tardy notices will require parents to pay a fine of \$25 per child.

-Three tardiness are equal to one absence

Absence:

-Student will be allowed 3 (three) unexcused absence during the semester (excused absence should be made at least one hour before school start by e-mail or texting the principal).

-More than three unexcused absence will result in dismissal from school. To reenroll, parent has to pay full tuition again.

Tuition

- Tuition fees are \$ 70 for first child and \$ 45 for any additional child in the family.

- Teachers and regular volunteers will receive tuition waiver for first two children enrolled at school

- Stressed families may ask for the availability of scholarship or tuition waiver.

- Cost of books is NOT included in the tuition fees.

- Parent will commit to volunteer for at least one day to help in school administration and will provide snacks for school at least one time per semester.

Registration

Parents should be able to enroll their children as late as one week before 1st day of school. Late registration will involve a \$25 late registration fees.

-At registration, parent (s) will receive a copy of this document.

Note: In the absence of the principal, vice principal will be in full charge.

NOTICE OF RECEIPT

PLEASE SIGN AND RETURN THIS FORM

Please carefully read the student code of conduct, share it with your child, sign and return to school principal/vice principal.

Failure to return this form will not relieve parent/guardian from responsibility to know the contents of the Code of Student Conduct and will not excuse your non-compliance with the Code of Student Conduct.

Write name and age of your child(ren) (please print)

I have received a copy and am aware of the contents of the Sunday Islamic School Code of Student Conduct.

Parent/Guardian (print name)

Date

Parent/Guardian Signature

Telephone

E-mail