

Student Code of Conduct

Updated September 16th, 2022

Objective

Development of good character, conduct, and morals is a main objective of our religion Islam. The student code of conduct aims to instill good character in all of our students. Allah has stressed the importance of good character, and our Prophet Muhammad (صلي الله عليه و سلم) was a model of good character.

أَكْمَلُ الْمُؤْمِنِينَ إِيمَانًا أَحْسَنُهُمْ خُلُقًا (رواه أبو داود)

The believers most complete in their faith are those that are best in their character.

Student Conduct

The following generally describe good behavior that is expected of students.

1. Student treats others with courtesy and respect, both verbally and physically. This includes other students, teachers, staff, and masjid attendees.
2. Student follows the directions of his/her teachers and other staff during school times.
3. Student focuses in class, pays attention to the teacher, and actively participates in class activities.
4. Student respects the property of others, including other students, the teacher, and the masjid. As much as is possible, student maintains the cleanliness and *taharah* (ritual purity) of the masjid.
5. Student honors the sanctity of the masjid and of prayer:
 - a. While waiting for prayer and after prayer has been completed, student prays sunnah, makes *zikr*, or sits quietly.
 - b. Student avoids activities prohibited in the masjid, such as buying or selling.
6. Student observes proper grooming which includes:
 - a. Wearing a clean, loose, picture free, full sleeve dress that covers the body. Male student properly wears a cap and female student properly wears a hijab. Male student wears shalwar or pants above the ankles.
 - b. When reasonably possible, student wears ironed clothes without stains or tears.
 - c. Perfumes, if applied, are light.
 - d. Student does not wear casual sportswear such as t-shirt or sweatpants.
 - e. Student observes good hygiene, including trimming of hairs and nails, regular bathing, and brushing of teeth.
 - f. Student does not apply anything (such as nail polish) that inhibits performance of wudu.
7. Student possesses integrity, speaks the truth, and consistently demonstrates honesty.
8. Student does not bring prohibited items to school, which include the following:
 - a. Dangerous items such as knives and blades (except butter knives used for eating); firecrackers even if they are small; matches and all types of lighters and fire

- starters; explosives; firearms of any type, air guns or pellet guns, and toy guns which shoot physical projectiles; poisons and poisonous substances; and any other object that could easily harm others or which are conventionally used as weapons such as bows and arrows, nun chucks, brass knuckles, and spears.
- b. Drugs, cigarettes, vaping devices, and related paraphernalia.
 - c. Electronic devices, such as phones/smartwatches/tablets (which are allowed if kept with teachers during school hours), and laptops/game consoles (which are not allowed at all).
 - d. Lewd and vulgar material.

Incentives and Corrective Action

Teachers and staff are responsible for teaching students about good conduct, modeling it themselves, and when necessary, taking corrective action against violations. From time to time, teachers will provide incentives to students that include rewards for excellence in learning and good behavior. If a student violates the code of conduct outlined above, corrective measures will be implemented.

Types of Behavioral Violations

Conduct and actions which are contrary to the good student behavior outlined in the Student Conduct section above are considered behavioral violations.

Type 1 Violations: Behavioral Violations

The following are Type 1 violations (Behavioral Violations):

1. Not following the teacher's directions and general class rules.
2. Making fun of, taunting, or being rude to fellow students.
3. Misbehaving during prayer times in the prayer hall (i.e. right before and after the congregational prayer, while waiting for prayer, and during sunnah prayers).
4. Excessive roughness during play, especially when it hurts others.
5. Wearing clothes to school that smell, are unclean, or are torn (except with a valid reason).
6. Not cleaning up or throwing away one's own trash in study areas or washrooms.
7. Bringing electronic devices such as a phone, smartwatch, or tablet to class (without handing it to the teacher during school time), or bringing a laptop or game console.
8. Arriving late to school or class, being absent, or leaving early (early out) without a valid excuse. Teachers will grant a 15-minute grace period to students for the beginning of the school day, but after that, students will be considered tardy and may be required to sign a tardy form. A valid excuse for a tardy, absence, or early out includes sickness, doctor appointment, or family emergency/tragedy. Absences for travel out of town of up to 10 days will only be excused if submitted for approval in advance by parents, in writing, to the Academy Supervisor.
9. Consistent lack of adherence to the academy's dress code.

Type 1 violations (Behavioral Violations) may lead to one of the following disciplinary actions at the discretion of the teacher or staff member. These may be recorded in the student's progress book or teacher's records, but no special notice will be sent home to parents.

- The optional break will be forfeited up to 3 days.
- Student will not be allowed to participate in a regular weekly or monthly incentive or treat.
- Student will be required to sit in a special quiet area or seat.
- Student will be required to stand up and/or sit while facing the wall for up to 30 minutes.
- Teacher at his/her discretion will implement any other minor, non-physical disciplinary measure.

Type 2 Violations: Severe Behavioral Violations

The following are more severe Type 2 violations (Severe Behavioral Violations).

1. Fighting with, beating, or otherwise physically harming a fellow student (or others at school).
2. Use of vulgar language such as swear words.
3. Intentionally damaging or stealing others' property including that of the school.
4. Rude behavior or insubordination to the teacher.
5. Taunting others based on race, color, national origin, or language.
6. Lewd and inappropriate discussions with fellow students
7. Lewd and inappropriate dressing (which does not cover the 'awrah).
8. Possessing items prohibited in school (other than electronic devices).
9. Cheating on a test or exam.
10. Accumulating 3 unexcused tardies, absences, or early outs in a trimester.
11. Buying or selling items during school times or on masjid and school property.
12. Student purposely, or out of gross negligence, leaves areas (including wudu areas and washrooms) unclean in a way that results in significant disturbance to others.

These violations are taken more seriously. In case of any Type 2 violation, a Behavior Notice must be sent home to be signed by the parent and returned. Additionally, any one of the disciplinary actions above, or one of following additional disciplinary actions, may be taken.

- The optional break will be forfeited up to 5 days.
- Student will be required to serve after school detention.
- Student may be sent home for the day or the next day.
- Student may be required to have a conversation with the Academy Supervisor or Director.
- Student's parents may be required to meet with a teacher or Academy Supervisor or Director.

Additional Notes on Violations

In an altercation in which both parties fight, if it is clearly established that a student was defending himself/herself, and the manner of self-defense was not disproportionate, then the defending student's physical actions constituting his self-defense will be treated as a simple Behavioral (Type 1) Behavioral Violation, and not a Severe (Type 2) Behavioral Violation. The disciplinary repercussions will be different between these two types of violations, for the aggressor and the defender. For more details on proportionality please read our Safety and Food Policies document.

For the Quran Memorization program's Saturday class, students will be provided more flexibility in attendance to accommodate for family schedules and other obligations such as homeschooling. Absences will not be counted as violations. Once students complete their lesson on Saturdays, they may leave the class early. However, students must join class within 15 minutes of the start time, and the teacher reserves the right not to admit a student into the class if the student joins after 15 minutes.

Please also note that on the third Type 2 violation (third Behavior Notice) within an academic year, a student may be suspended from school for up to 3 to 10 days. Multiple suspensions may lead to permanent expulsion from the school, at the discretion of the Uthman Academy administration.

Reporting

Students and parents are encouraged to report any incidences and violations of the student conduct to the teacher or to the principal. The teacher or principal will ascertain the facts and determine corrective action. Violations will be punishable when ascertained by reliable witnesses, such as an adult or multiple mature students.