

# IABA Madrasa - Discipline Policy

Last Update: (07/04/2025)

## Attendance Policy:Tardiness:

- 3 tardies = 1 unexcused absence.
- **Unexcused Absences:**
  - 3 unexcused absences = warning.
  - 2 additional unexcused absences = further action, up to potential termination.
  - **Considerations:**
    - Exceptions may be made for unexpected emergencies or other extenuating circumstances.
    - Parents should communicate promptly with the school administration in such cases.
- **Early Dismissal Requests:**
  - Should be submitted in advance to the teacher and administration for approval.

## Dismissal Procedure:

- **BANDS A-C (Ages 4-9):**
  - Parents must pick up students directly from their classrooms via the back door.
  - Please be mindful of the teachers' time and avoid delays.
  - School may assess penalties for excessively being late for pickup of students.
- **BANDS D-F (Ages 10-15):**
  - Students will be dismissed to the front parking lot via the main door.
  - Parents should pick up their children promptly.
  - School may assess penalties for excessively being late for pickup of students.

## Discipline and Dress Code:

- **Discipline:**
  - With the return to in-person learning post-COVID, maintaining strict discipline is a priority.
  - **Guided Discipline:**
    - For younger students, we will use age-appropriate, guided discipline techniques to foster a positive learning environment.
- **Dress Code:**
  - All students must adhere to a dress code that reflects Islamic values of modesty.
  - **Hijab Requirement:**
    - Proper hijab must be observed at all times within the school.
- **Respect for School Community:**
  - **Respect for the School:**
    - Students must take care of the school environment, including avoiding littering, vandalism, or loitering in restricted areas.
  - **Respect for Fellow Students:**
    - Disruptive behaviors such as noise during classes, harassment, bullying, or verbal misconduct are strictly prohibited.

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- **Respect for Teachers and Volunteers:**
  - Students are expected to show respect to all school staff and volunteers.
- **Adherence to School Policies:**
  - All school policies, including the mobile phone usage policy (phones are only allowed before and after school hours), must be followed.
- **Bullying and Profanity Policies:**
  - Students must refrain from bullying in any form including but not limited to physical violence and offensive language.
  - Students must avoid displaying, expressing or using any profane or inappropriate language.
- **Consequences:**
  - Violations of these policies may result in warnings and, if necessary, expulsion.

## Special Care Notification:

- Based on the fact that it is all based on collective volunteering efforts, the school does not have the appropriate resources to handle some forms of special needs and parents must consult with the school administration to determine eligibility of students with special needs.
- Currently, the school is not able to provide care for students with learning disabilities, such as dyslexia and dyspraxia.
- If a student has any condition that requires special care (e.g., medical conditions, physical handicaps), parents must inform the school administration as soon as possible.
- **Accommodation:**
  - Except for special cases related to learning disability, the administration will make every effort to accommodate the student's needs to ensure they can participate fully in the school's activities.