



**ICGC Islamic Weekend School**  
**8092 Plantation Drive**  
**West Chester, OH 45069**  
[IWS@icgc.us](mailto:IWS@icgc.us)

### **Parents' and Students' Code of Conduct**

In addition to academic preparation, we are responsible for instilling in our youth behaviors that develop and promote well regarded Islamic character and positive citizenship. Students are expected to conduct themselves in an orderly, courteous, and dignified manner. All students have the responsibility to learn and comply with the rules and policies of the school. All students will be respected as individuals and treated courteously, fairly, and respectfully by other students and school staff. Parents will be informed of their child's attendance, performance, behavior concerns, and disciplinary actions.

I, \_\_\_\_\_ hereby acknowledge and agree that I have received the Parents and Students Code of Conduct for ICGC Islamic Weekend School. I further acknowledge that I have read and fully understand the contents and agree to abide by the provisions of the Parents and Student Code of Conduct.

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Student's Name and Class (Please Print and Sign)

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Parent's Name (Please Print and Sign)

### **Islamic Weekend School Administration**

Principal: Luna Sakkal

Vice Principal: Tilat Rizvi

School Clerk: Sabeen Sajjad

School Clerk: Firdose Ruhi

### **School Days and Hours of Operation**

Every Sunday unless noted otherwise in the IWS calendar



## **IWS Parent and Student**

## **Responsibilities**

1. Behave in a courteous, respectful, and responsible manner; avoid profanity, offensive gestures, and derogatory words or actions.
2. Proper Attendance: Students benefit most by attending class every Sunday; however, we realize that illness, travel, personal or family matters may sometimes interfere. Therefore, students are allowed FOUR EXCUSED absences a year. An absence will be considered excused when an email is sent to IWS@icgc.us before the end of the Sunday being missed. The parent/student is responsible for asking and completing missed homework, assignments, and tests.
3. Meet dress code:
  - a. Modestly dressed; avoid see through clothing, shorts above the knees, tank tops, muscle shirts, clothing with offensive slogans or pictures
  - b. Clean and hygienic
  - c. Girls/Women are requested to wear scarves in the mosque building only
4. Treat themselves, other students, teachers, staff, and their properties with respect
5. Assist and comply with the instructions of IWS personnel
6. Follow proper classroom etiquette:
  - a. No use of personal electronic devices (unless directed by a teacher). Personal electronic devices will be put at the beginning of the session in students backpack and can only be taken out at break time. If student uses at times other than directed the electronic device will be put on teachers' desk and returned at breaks and end of student's session.
  - b. Follow instructions and directives of class teacher; avoid speaking, moving, leaving, or interrupting flow of the class unless granted permission by the teacher.
  - c. Be prepared for class; bring all study material in a bag regularly to class
  - d. Bring to school only those things that are appropriate in a school setting
  - e. Attend class, participate in class, complete homework/assignments, complete exams

## **Actions that Require Disciplinary Actions**

A student shall not harass, intimidate, disgrace, incite, threaten, or discriminate against any other student, school employees, school, and their properties. The act of harassment or intimidation includes but is not limited to insults, curses, indecent gestures, bullying, verbal, and physical abuse.

IWS usually will use the "three-strike" rule unless severe action is needed

1. First offense is a verbal reminder directed to the student to correct the behavior in concern. The teacher may ask the student to write a "Behavioral Contract"
2. Second offense will be informed/discussed with the parent by email/in person meeting
3. Third offense will be handled by the principal to his/her discretion. However, it could lead to suspension or permanent dismissal from the school



### **Additional Procedures for the Basketball Program:**

The ICGC Basketball Program is a part of IWS. Therefore, we reinforce and expect them to abide to the IWS Parent and Student Responsibilities in class, practice, sportsmanship, and games.

Program Requirements:

1. They must be enrolled in an Islamic School or Islamic Weekend School to be a participant of this program.
2. They should have an overall attendance of %70 to continue in the program.

IWS academic or disciplinary actions will affect a student's eligibility to play or participate in practices and games. The goal of these rules is not to punish participants but rather to encourage self-discipline and respect.

- a. First Write Up: participant will sit out and observe ONE coinciding practice
- b. Second Write Up: participant will sit out the first game of the tournament
- c. Third Write Up: participant will be suspended from the tournament