



Islamic Weekend School of ICGC

8092 Plantation Drive

West Chester, OH 45069

IWS@icgc.us

Parents and Students Code of Conduct

In addition to academic preparation, we are responsible to instill 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 an individual 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.

IWS Parent and Student Responsibilities

1. Behave in a courteous, respectful, 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

Disciplinary Actions and Procedures:

IWS usually will use the “three-strike” rule unless severe action is needed:

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

Participation in IWS is subject to the observance of the organization’s rules and procedures. The activities outlined below are strictly prohibited. Any participant who violates this Code is subject to discipline, up to and including removal from IWS.

- Participants must refrain from engaging in any type of violence, bullying, cyber-bullying, harassment, intimidation, discrimination or abusive behavior towards adults, peers, and ICGC property. The act of harassment or intimidation includes but is not limited to insults, curses, indecent gestures, bullying, threats, verbal, and physical abuse.
- Participants must refrain from the possession or use of alcoholic beverages, illegal drugs, explosives, firearms, weapons or other similar items on ICGC’s property.
- Participants must respect, adhere to the rules of, and follow the instructions given to them by a teacher, facilitator/volunteer or administrator.
- Participants must show kindness and respect to the people around them (their peers, community elders, etc.) and their surrounding environment (ICGC property, classroom, field trip facilities, etc.)
- Participants must not associate or be an accomplice with anyone engaged in any type of violence, bullying, cyber-bullying, harassment, intimidation, discrimination or abusive behavior towards adults and peers during the act.
- Participants must report any acts of violence, bullying, cyber-bullying, harassment, intimidation, discrimination or abusive behavior towards adults and peers during the act.

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 Students Code of Conduct.