

Dear Students, Parents and Guardians,

The school's code of conduct is the first code that you have to follow rigorously. It indicates your rights, your duties and the different rules to be applied in the school.

This code of conduct was written with the pronoun **I** so that you can read it as if you have write it down yourself. Therefore, you should respect it and put it into practice.

Student's Rights

The Prophet Mohamed (Peace be upon him) said about the children: « Treat them well and give them the best education». (Reported by Ibn Maja).

I have the right to:

- Receive a good quality education.
- Receive an education taking into consideration my own rhythm of learning and my interests.
- Be respected.
- Live in an enriching environment
- Live in a clean and healthy environment
- Express myself, in a quiet manner of course, about what is disturbing me.

Those are my rights. They are fundamental and essential. No one can deprive me of those rights. However, they are restricted because I am not alone on earth and because I need the others to help me to blossom as well as the others need me to blossom and be lighted up. Consequently, my rights are limited by the others' rights who also deserve a little respect of course. Respect in general leads to my duties as a member of the human community.

Principles and Practices: Rules of the School for the Student

1) I am PUNCTUAL

I come to school on time and I come in through the student's entrance.

If I am late, I enter the school through the main door and I stop at the secretary's office to get a lateness ticket that I have to give to my teacher.

After the second lateness I have to work during break time to resume what I've missed when I was not in class.

At the third lateness in the same month, a letter will be sent to my parents to find a solution and change the situation.

2) I am ATTENTIVE

My parents have to explain my absence by a message signed in my agenda or a phone call. After the second absence in the same month without any serious reason, a letter will be sent to my parents or a phone call will be placed and particular measures will be taken to change the situation.

3) I COME PREPARED WITH MY BOOKS AND MATERIALS

I should bring all my things (notebooks, manuals, pencils, etc.). If, for example, an exercise in class can not be done because I forgot the required material, I will have to resume it according to my teacher's directions.

Boots are always to be kept outside the classrooms. Girls should have a hijab permanently at school for the prayer.

I should not forget to clearly identify all my personal things: school material (each manual, each pencil, each eraser, etc.), clothes, uniform, shoes, coat, scarf, mittens, etc. If, however, I lose something, I may find it in the lost objects box.

4) I WORK HARD

The Prophet Mohamed (Peace be upon him) said: « Allah (Soubhana wa ta 'la) likes that you perfect each work that you start». (Reported by Elbayhaqi)

I do my homework and exercises with tidiness according to my teacher's directions and on Time

If my work is not complete or if my teacher asks me to do so I must redo my homework or exercise. If I experience some difficulties, I should persevere and I may ask help if there is an adult around me.

If I keep up not doing my homework, I will have to do them during the recess or during the break hour.

6) I am RESPECTFUL AND POLITE inside and outside the school TO ALL TEACHERS AND MY CLASSMATES

وَأَعْبُدُوا اللَّهَ وَلَا تُشْرِكُوا بِهِ شَيْئًا وَبِالْوَالِدَيْنِ إِحْسَانًا وَبِالْأَقْرَبَى وَالْيَتَامَى وَالْمَسَاكِينِ وَالْأَجَارِ ذِي الْقُرْبَى وَالْأَجَارِ الْجُنُبِ وَالصَّاحِبِ بِالْجَنبِ وَابْنِ السَّبِيلِ وَمَا مَلَكَتْ أَيْمَانُكُمْ إِنَّ اللَّهَ لَا يُحِبُّ مَنْ كَانَ مُخْتَالًا فَخُورًا.النساء آية 36 ُ

4.36 . And serve Allah . Ascribe no thing as partner unto Him . (Show) kindness unto parents , and unto near kindred , and orphans , and the needy , and into the neighbor who is of kin (unto you) and the neighbor who is not of kin and the fellow traveler and the wayfarer and (the slaves) whom your right hands possess . Lo! Allah loveth not such as are proud and boastful ,

I should always talk in a polite manner to the persons (adults and children) in the school or outside the school and should not swear or pronounce bad words or insults. I shouldn't make fun of anyone. In case of a conflict, I keep using a good language and a conciliation attitude. I try not to be involved in any fight and in any altercation. Physical or verbal violence, theft and lies will be severely punished.

7) I AM RESPONSIBLE – I take care of the school's material: in my class, in the Gym, etc.

My manuals must be covered to be well protected and I shouldn't write inside. If I experience problems with the school's material, I should first inform my teacher. I must always keep my books in a proper school bag when I take them home.

8) I take care of my school

I am responsible of the books, desks, chairs and of all the school's material. I must keep my school clean: class rooms, corridors, gym, lockers, changing rooms, school yard and washrooms. I must always keep my desk clean and well organized. I do not throw anything on the floor. I should keep all my things in the appropriate place and not let them lie around (books, clothes, etc.). I should pick up and put in the garbage all the wastes that I see even if I didn't throw it myself on the floor.

Values: My Duties I Promise to Observe

1) Coming to school

When I arrive, I should go and leave my school bag at the appropriate place. I recite El-Fatiha with all my classmates and calmly and silently, I enter the classroom with my teacher.

2) In the classroom

In the classroom, I have to respect politeness rules: I do not disturb my friends by moving needlessly or making noise, I raise my hand to ask a question or make a comment. I must also follow all the particular rules elaborated and established by my teacher.

3) Recess

During recess time, I walk calmly without running in the corridors or in the stairs. In the school yard or in the gym, I play and stay in my group's area and I do not hang around in the corridors or

classrooms without any authorization. If I bring a little snack, I should choose healthy food like fruits and vegetables.

When I eat, I should respect the Islamic rules (wash my hands, say bismillah and el-hamdulillah, eat with the right hand, etc.).

Allah (Soubhana wa ta'la) says in the Holy Quran: « O Children of Adam! Wear your beautiful apparel at every time and place of prayer: eat and drink: but waste not by excess, for Allah loveth not the wasters». (Surat El Araf, verse 31)

يَا بَنِي آدَمَ خُذُوا زِينَتَكُمْ عِنْدَ كُلِّ مَسْجِدٍ وَكُلُوا وَاشْرَبُوا وَلَا تُسْرِفُوا إِنَّهُ لَا يُحِبُّ الْمُسْرِفِينَ

I must eat slowly and not throw any food in the garbage. When I am finished, I pick up all the wastes, peelings, scraps on the table and I throw everything in the garbage. It is better not to share anything from my meal with my friends because we never know who may be allergic to certain type of food. In any case, I should respect the supervisor's instructions.

5) Ablutions and prayer

The Prophet Mohamed (Peace be upon him) said: « When the child of Adam dies, none of his deeds will be taken into consideration for him except three things: his acts of permanent charity, science and education useful for humanity and a good (muslim) child who prays for him ».

At the appropriate time, I should line up with my friends to perform the ablution in the ablution room. Then, I should go in the prayer room and recite verses from the Quran until all my friends are ready to perform the salat. When I hear the adhan, I repeat it in a low voice and after that I remain silent and prepare myself to start the salat. I must always follow the imam during the prayer and never get ahead of him. If I do not respect the salat's gesture and if I disturb the others, I will be excluded from the prayer and punished accordingly. After the prayer, I must go back in class right away, accompanied with my teacher.

6) End of the classes

At the end of the day, I should wait at the appropriate place (behind the outdoor fence or near the students' entrance but never near the front door) with my coat on and my school bag. When I am outside the school, I should act properly and in a good, responsible and Islamic manner: I should act carefully near the cars, not jump over the fence or disturb the others in the car.

7. Washroom Use

I am careful in using the washroom, I conserve water and keep the washroom clean.

OBJECTS FORBIDDEN IN THE SCHOOL:

The school staff will decide if an object is allowed or not in the school. I am not allowed to exchange any of my personal things (toy, clothe, book, etc.). I should not bring to school any of the following things: chewing gum, chips and candies, head cap, physical education clothes with drawings, photos or slogans, bracelets and neck laces, walk man, rollerblades and skateboards, water guns, fire-crackers, tattoos, knives or other dangerous objects, cell phones and pagers.

DISCIPLINARY INTERVENTION IF RULES ARE NOT RESPECTED:

Of course, if the rules are not respected the school will intervene. All the staff members of the school have the right to do it. Depending on the infraction's gravity, five levels of intervention are prescribed. If a student keeps up, re-offends or if no change is noticed, we pass to the next level.

1ST LEVEL: WARNING (by supervisor or class teacher)

I am asked verbally to change my behavior. After 2 warnings in the same week we apply the second level of intervention.

2ND LEVEL: WRITTEN OR DRAWN REFLECTION (by supervisor or class teacher)

I must write or draw a reflection on the nature of my infraction and on the method to correct, improve and change the situation.

I am deprived of recess. At the second reflection in the same week, we apply the third level.

3RD LEVEL: REFLECTION SIGNED BY MY PARENTS AND / OR PHONE CALL TO MY PARENTS (by class teacher)

I take my reflection home, show it to my parents and ask them to sign it. The day after, I bring it back to school. My teacher can also ask me to contact (myself) my parents to explain to them what I did wrong. In a way or another, the aim to be achieved is to let me express myself, my own idea, about the offense or wrong behavior. My parents must commit to support the school staff in its interventions.

4TH LEVEL: INVITING THE PARENTS TO A MEETING (by class teacher and/or professional and /or principal)

My parents are invited to a meeting to discuss the problem. This meeting is to help the parents to understand and support the school's decisions and interventions and to help them to train their child in the application of the disciplinary measure.

According to the gravity of the offense, many interventions may be applied. For example:

Signature of the behavior contract

My parents and I may have to sign a commitment to respect the code of conduct in the special point concerned by the offense.

Excuses

I may have to ask my friends if they forgive me in public.

Suspension for a certain period of time

A suspension of one or a few days may be required.

Compensation for the problem caused

Depending on the problem, the school may ask for a financial compensation or a replacement of the broken object or may ask me to clean the school yard or erase a graffiti, etc.

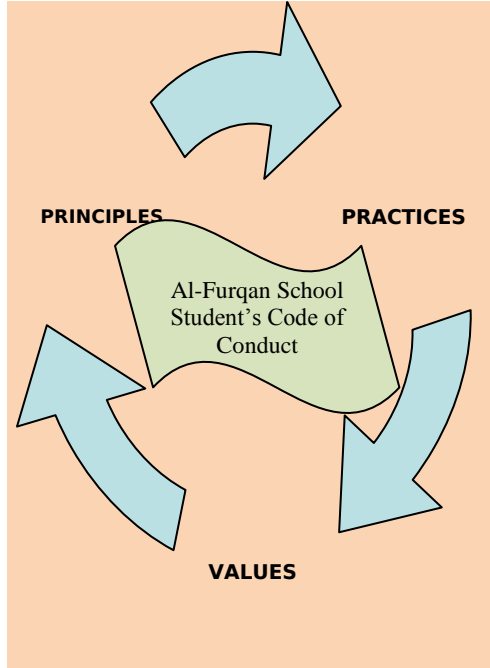
Etc.

5TH LEVEL: SUSPENSION (recommendation from the school to the school committee)

If a student keeps up, reoffends or if no change is noticed, other sanctions may be applied.

I may be asked to stay home for a certain period of time. In this situation my parents have to ensure my education at home (studies, homeworks) and I come back to school only for the exams. In a real bad and grave situation, I may be expelled.

Student's Acknowledgement: Please print this page and return to the office:



Yes, I have read myself or with my parents the above Code of Conduct of Al-Furqan School and I understand the principles, practices and values expected of me as a student at Al-Furqan School. I promise to behave in accordance with the rules and regulations of the school insha Allah.

Full Name of Student: _____

Level: _____ Location: _____

Teacher: _____

Parent's Signature: _____

School Year: _____

Notes: