

# Suffa Guidelines and Regulations

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In the Name of Allah, the Most Beneficent, the Most Merciful

## A. General Description

*Suffa* is a **structured Weekend school** placing its emphasis on teaching **Islam as a Religion** rather than a set of cultural practices. The school is an **independent private entity** run as a community service by volunteers (who are not compensated for their services) and **is administered by an independent board**. It is open to all **Muslim** students. The staff and students come from **diverse ethnic and cultural** backgrounds. The primary objectives of Suffa is to introduce and instill the main teachings of Islam into the students by the time they are ready to go to High School and to provide an environment in which the students can interact with other Muslim children/families.

The following subjects, based on traditions of **Ahl-Sunnah wul Jamaa**, are taught:

1. Recitation and reading of the Qur'an
2. Memorization of Surahs and Duas
3. Salat
4. Qur'anic teachings
5. Islamic Morals and Manners
6. Faith and Worship
7. Introductory Fiqh
8. Seerah of the Prophet (SAWS)
9. Introduction to Hadith
10. Lives of the Prophets
11. Current Events

For further details, see the School Curriculum.

Each grade level has two periods:

- Quranic Studies (recitation, memorization & teachings of Quran), and
- Islamic Studies (Aqidah & Fiqh, Morals & Manners and Seerah/Social Studies).

## B. Registration

Registration requires the completion of the following steps.

1. Submit registration form
2. Read School Guidelines, sign and abide by them
3. Sign Liability Release form
4. Sign up for volunteer activities
5. Pay school tuition

**Continuing students must pre-register during the month of May in the Spring Quarter for the following year.** All **continuing** families are guaranteed enrollment if they pre-register.

**New families may pre-register for the Fall during the month of May/June (previous Spring Quarter, usually the School day before or after the Memorial Day weekend) - if there are any vacancies.**

Registration will remain open for the first three weeks of the year beginning in the Fall. **Registration is closed after the first 3 weeks - except in cases where class size meets the class limit, in which case the**

**registration will be closed earlier.**

The tuition is \$350/year for the first child. The tuition for the siblings is \$300/year/child. It can be paid in two installments. The fees include the cost of the books and the snacks provided during break. **Books lost by children will be replaced only after parents pay for the new books.**

Families needing financial assistance should contact SBIA for zakat assistance. **SBIA will verify the eligibility of people requesting financial assistance.** The school guarantees admission irrespective of anybody's ability to pay, as long as it's done before the registration deadline. **The school reserves the right to refuse admission to families/students based on its discretion.**

**REFUND POLICY: For cancellation of registration the requests must be made in writing by appearing in person at the school on the first day of the school. If cancellation request is received by the first day of the school the school will refund all paid fees less \$50/child. If registration is cancelled/withdrawn after the first day of school NO FEES WILL BE REFUNDED.**

## C. Placement

Children are placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). For example, a child enrolled in 3rd grade in their elementary school will be placed in 3rd grade at the Islamic School. Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships. The Islamic School offers the following grades: KG, 1 through 7, and Youth Boys (Grade 8 and higher) and Youth Girls (Grade 8 and higher). In some cases, the school may decide to place students in a lower grade. However, this is an exception. Once students are placed in a particular grade, they must continue with the same group of students till they graduate from high school.

***To be admitted into Kindergarten, a child must be 5 years of age AND attending KG in the regular school.***

Children in the 6th Grade and higher are expected to know how to perform Salat. Children in the 4th Grade and higher are expected to know how to read and recite the Holy Quran. **Parents must present at least one document to confirm the age of the children.**

D. Schedule The school year starts at the end of August or beginning of September and ends in early-mid June. The school is in session for 33-35 days.

Each School day, school is in session for 3 1/2 hours - from 10:00 AM to 1:30 PM. The school day is divided as follows:

10:00-10:15	Assembly
10:15-11:30	Period 1: Qur'anic Studies
11:30-12:00	Recess
12:00-1:15	Period 2: Islamic Studies
1:15-1:30	Dhuhr Salat

The school is closed on over 3-day weekends as well as School days that immediately follow or precede Eid-ul-Fitr and Eid-ul-Adha. The following holidays are observed:

- Labor Day
- Thanksgiving Weekend
- Winter Break (last 1-2 weeks of December)
- President's Day
- Spring Break
- Memorial Day Weekend School day
- Eid-ul-Fitr School day

- Eid-ul-Adha School day

## E. General School Rules

Students (and Parents) need to arrive on time every School day. Arrival after 10AM is considered late. **Any student who is late for more than 3 times in the quarter will not be allowed to attend class** (i.e. if the student has been late three times to school in a quarter, every time the student is late after that he/she will not be allowed to attend the class).

**Any child arriving after 10AM cannot be dropped in the Parking Lot. If you are late, you must park your car and come to the front desk to sign a TARDY FORM, otherwise your child will not be allowed in the classroom and you will be asked to come and pick up your child from the school.**

**LATE PICKUP FROM THE SCHOOL:** Students must be picked up at 1:30PM. ***Anybody who does not pick up their child at 1:30PM will have to pay \$1/minute/child fine. So if you are 15 minutes late, you will have to pay \$15 fine per child.***

- While at school (*and everywhere else too*), students are expected to exhibit good moral character. This includes:
  - Being respectful to all Teachers, Staff members and fellow students.
  - Being courteous and helpful, especially towards younger students
  - Refraining from the use of bad or inappropriate language.
- Students must be dressed in compliance with the School Dress Code (see below)
- **Use of skate boards, roller blades and roller shoes is prohibited.**
- Suffa operates on a **CLOSED CAMPUS** policy. School permission is required by the parents/guardians to visit the classroom or to pull the students out. Students are not allowed to leave the school premises during school hours, without school consent and proper authorization. **NO EXCEPTIONS.**
- Students must not damage the property of SBIA.
- Intoxicants, Weapons and sharp objects are **ABSOLUTELY** prohibited.
- **Student Cellphones MUST be TURNED OFF during school hours.** Students caught talking or 'messaging' on their phones will have the devices confiscated, and may be subject to disciplinary action.
- Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (i.e. Sony Walkman) and Electronic Games (such as Gameboys) are not allowed at School. If such a radio/game is accidentally brought to school, it should either be left in the student's backpack or at the Registrar's desk until the end of the school day.
- Students need to pay close attention to school announcements. All announcements are made during the Assembly and are also posted on the Notice Board outside the school.
  - Handouts and Sign-Up sheets are also available at the Registration Desk.
  - Handouts containing important announcements are sent home with the students; parents should look for them every week
- Students should be picked up promptly after Dhuhr prayer at 1:30 PM. **The School is not responsible for children after they are dismissed at 1:30PM.**
- **NO PARENTS or GUESTS ARE ALLOWED IN THE CLASSROOMS or HALLWAYS.**
- **NO AUDIO/VIDEO TAPING IS ALLOWED IN THE SCHOOL (INSIDE OR OUTSIDE THE CLASSROOM).**
- **NO FUNDRAISING ACTIVITY IS ALLOWED ON SCHOOL PREMISES.**
- **Students cannot be pulled from the classes before the end of school day at 1:30PM. If students need to leave early they can leave during the break. They cannot leave during the class time.**

## F. Attendance

- Regular attendance is very important as it enables students to fully benefit from the Islamic School. Attending school every week ensures that each student keeps up with the teacher's lesson plan and assignment schedule. It also instills the sense that Islamic education is at least as important as the other activities in his/her life, and therefore, should be taken seriously.
- Student attendance is taken each School day in every grade for both the Qur'anic Studies and Islamic Studies class sessions.
- For Leave of Absence, both the Qur'anic and Islamic studies teachers should be notified. All the missed activities (for example homework, notes, etc.) should be made up before returning to the class.
- The attendance record of each student will be included on his/her final Report Card.
- The names and telephone numbers of a student's teacher will be made available to parents so they can provide proper notification about necessary absences.

### Enforcement

3 Consecutive Un-Excused Absences or a large number of non-contiguous absences during the school year, could result in the student's Suspension or Expulsion from the school

## G. Dress Code

We realize that the majority of students do dress in accordance with Islamic norms. However, because modesty is such an essential feature of our faith and an important element of the learning environment, we want to remind students and parents of the expected Dress Code. This ensures that everyone has the same information and is held to the same standard.

### General Rules

- Students should dress according to Islamic guidelines of personal modesty. Generally, this means clothes that are loose fitting and do not reveal the detailed shape of the body – *for both boys and girls*.
- Clothes containing slogans or messages that are obscene or offensive should not be worn.
- The Dress Code applies to the entire school day - including arrival and departure from the school. It also applies to ALL school events: Ramadan Iftar, Eid Celebration, Teacher Appreciation, etc.
- While the Dress Code is meant for all students, it is particularly important for students in grades 6 and up.

### Girls' Dress Code Guidelines

- All hair is covered with a moderately fitted scarf that remains in place and covers the neck.
- Dresses, *Abbaiyah*, or *skirts are ankle length unless they are worn over pants (see next item)*.
- Pants are full-length; Shirts are long sleeved, and fall below the hips.
- Pants and shirts should **not be form fitting**.
- No tight or see through clothes (i.e. we should not be able to see her figure).

### Boys' Dress Code Guidelines

- Pants are full-length and relatively loose. (No excessively loose pants that fall below the waist.)
- Shirts don't contain pictures and/or offensive slogans.
- No shorts (of any length).
- No underclothes are showing.

## What Parents Can Do

1. Review the information contained in this letter with your child(ren).
2. Remind them why modesty is important for Muslims.
3. Be an example.

## Enforcement

1. **For Grades KG – 4**, teachers will discuss the importance of modesty in Islam, and give gentle reminders to students who are not wearing clothes in accordance with the Dress Code.
2. **For Grades 5 – Youth**, students are expected to abide by the aforementioned 'Dress Code'.  
On the first occurrence of a violation, the student will be given a Warning.  
On subsequent occurrences, the student will be asked to sit outside of the class and his/her parents will be notified.  
If they bring a change of clothes for the student, he/she will be allowed to return to the class.  
The school can also ask the students to wear school provided clothes in order to enable them to attend the class if their dress is found to be in violation of school dress code.

## H. Homework

Homework is an integral part of our curriculum. Teachers assign it so that their students will reach a particular level of achievement by the end of the school year. If it is not completed regularly, the student will fall behind.

- All students from KG to Junior High receive a "Homework Assignment Sheet" for both Qur'anic and Islamic Studies, which needs to be kept neatly in a School day School folder.
- Students record assignments and homework every School day on this sheet. Parents need to sign the Assignment sheet to communicate to the teacher that their child's HW was completed.
- All KG to Grade-2 students enjoy a Reward System by which teachers treat them to small surprises (provided by the school) for the completion of homework and assignments.

## I. Prayers

(Salaat-ul-Dhuhr) Salat ul Dhuhr (the noon prayer) is a part of the Islamic School day.

- **Every student MUST participate in the prayer.** It helps to bind what they learn in the classroom with this essential feature of our faith.
- Parents are not allowed to take students home before the prayers.
- Furthermore, parents are encouraged to join the prayers with the rest of the school as it provides a strong sense of community spirit.
- There should no talking, discussion or any other kinds of distractions during the prayer. Please show appropriate adab and manners while the Salat is in progress.

## J. Morning Assembly

The school starts at 10:00AM with the Morning Assembly - an integral part of the school's daily schedule. It is a valuable tool for conveying information about the school, starting the day with a brief Islamic lesson and putting the children in a learning mindset. Therefore, it is essential for parents to bring their children to the school in time to listen to and participate in the Morning Assembly.

## K. Testing and Evaluation

The school sends 2 Evaluation Reports home during the course of the year in order to keep parents informed of their child's progress. The first of these reports is sent out at the end of the Fall Quarter in

December; the second report is sent at the end of the year in June.

The school also holds **Parent/Teacher Conferences in September (for all students) and towards the end of Fall Quarter (Nov/Dec) for some selected students as deemed necessary by the teachers.** The children are evaluated based on their academic progress, attendance, homework, class participation, discipline, behavior and frequent tests (at least one or two times per quarter).

- **Students who show overall exceptional performance are placed on the Honor Roll** and are publicly acknowledged during the Graduation Ceremony.
- **Lack of performance (i.e. failing 2 consecutive tests) is grounds for expulsion from school.**
- The school may decide to hold a student back if the teachers feel that insufficient progress was made during the year. The student must pass both classes to be promoted to the next grade. Failure in one of the two classes will require the student to repeat the class. Students are only allowed to repeat a class once. Any student who fails the same class twice will not be allowed to re-register.
- Students in the Youth Group are not allowed to register if they fail during the first year of the two-year curriculum.

## L. Graduation Requirements

In order to qualify for graduation (and receive the associated certificate, plaque, etc), a student **must attend and pass 5 consecutive years** at Suffa, culminating in the 2 years of Youth Group (inclusive). Thus, only students who successfully complete Grades 6-8 plus 2 years of Youth group may graduate at the **High-School Level**.

To graduate at the **Elementary School Level** student must attend and pass **4 consecutive years** at Suffa (ie the student must have attended Grades 2 – 5).

**Transfer Credit:** Students who transfer in from other Islamic schools during the aforementioned period may still be able to graduate if they can show completion of the corresponding grades and subject material at their previous school.

## M. Honor Roll

Honor Roll selection is an **academic** award **to reward outstanding performance during the year.** The following Honor Roll policy is in effect:

- A student must be eligible for A-grade to receive Honor Roll.
- **A student must achieve Honor Roll status in both Islamic and Qur'anic Studies classes in order to be given an Honor Roll Award.**
- The aforementioned policies apply primarily to Grade 3 and above.
- For grades KG-2, **all students** will be recognized for their effort.

## N. Snacks

Suffa provides a small snack during the recess break between classes.

One school family acts as the Snack Host Family for one whole month. The Snack Parents are responsible for:

- Bring the snacks and any needed supplies (e.g. napkins) each week of the month.
- Set up and distribute snacks to the students.
- Help with yard duty during the Break
- Clean up after the Break.

- The school refunds all expenses incurred by the host family.
- **No food is allowed in the classrooms.** Snacks should be eaten in the inner courtyard of the school, weather permitting. On rainy days, an area within one of the indoor hallways will be designated for eating snacks.
- Wrappers, napkins and other garbage should be thrown in one of the many trash receptacles found in the courtyard or in the hallways.

The Host family is reimbursed for all their snack expenditures.

### During Ramadan:

- No snacks are provided by the school during Ramadan.
- Parents may bring snacks for younger children (KG-Grade 2) during Ramadan, but must take the children away from the main school area when they eat (i.e. in their cars).
- Children are not allowed to eat openly in Ramadan.

## O. Location & Building Care

Suffa classes are held at the SBIA campus at 2345 Harris Way, San Jose. The rooms used by Suffa are used for other purposes during the regular week and may contain other supplies and material.

It is extremely important that we maintain a respect for the paperwork, books, projects, art supplies, etc, that are normally in the classrooms. **These things belong to SOMEONE ELSE.**

If any property belonging to SBIA is damaged by a member of Suffa, that person (or his/her parents in the case of a student) will be held financially responsible.

**In case of complaint from SBIA about misuse of a classroom the whole class including teacher will be fined between \$50 - \$100.** The following rules regarding the school building must be observed at all times.

- Do NOT Write/Mark on school property (walls, doors, bathrooms, lockers, notice boards, inside classrooms).
- Do NOT remove material posted in the classrooms or in the hallways.
- Do NOT write on anything posted.
- **Put back any furniture moved during the class to its original location.**
- Do NOT write on or erase the board in the class (teachers can write but they should erase at the end of class).
- Do NOT take, mishandle or destroy any of the materials within the classrooms.
- Do NOT touch or move anything in the class.
- Do NOT borrow (pencils, tissues, etc) anything from the class.
- Do NOT remove or move anything from the students' desks.
- Stay away from the Teacher's desk. Nothing on the Teacher's desk should be touched or moved.
- Do NOT turn on the TV or VCR or Radio (only teachers are allowed to do this)
- Do NOT use the phone.
- Do NOT touch the computers.
- Do NOT eat or drink in the class.
- **Students are not allowed in the classroom at any time (including break) without an adult being present. No Parents/Guests allowed in the classroom.**

## P. Parents' Responsibilities

Parents' responsibilities include the following.:

- Make sure that their child gets to his/her classroom safely.
- Pick up their children promptly at 1:30pm after Dhuhr Salaat. The school is not responsible for the safety of children left alone after Dhuhr Salaat (1:30pm).
- Advise and encourage their child to respect and obey the rules.
- Be sure that their child attends school regularly and on time.
- **Make sure that the child has all necessary books, tapes, stationery and supplies. The books are provided by the school. However, if your child loses them then you need to pay for replacements.**
- Participate in all parent-teacher conferences to ensure their child's success in school.
- Discuss report cards with the child.
- **Ensure homework assignments are completed.**
- Remain informed of their child's performance, activities and lessons in the school
- Ensure child is dressed modestly (i.e. clothing should be appropriate for prayers).
- **Dress appropriately yourself when entering the school premises. Please refer to the "Dress Code" guidelines specified earlier.**
- Pay the fees on time (either in full at the beginning of the year or at the beginning of each quarter in September, January & April).
- Check school notice board and look out for handouts brought by their children every School day.
- Participate actively in school functions (Iftar, Teacher Appreciation, Year-End Picnic) and activities (guest speaker assemblies, parent conferences, Eid Gifts, Ramadan Toy Drive, TV-Free Ramadan, Eid-ul-Adha Sacrifice).
- **Signup as volunteers for helping the school with various activities and functions.**

### Additionally:

- Parents are not allowed in the classrooms. **Any Parent who disrupts the operation of school and creates conflicts will have their registration cancelled.**
- Sometimes children misunderstand or misinterpret the information given in the class. If you hear something from your child that sounds strange or wrong, **please verify the information with the teacher directly** instead of spreading the misinformation.

## Q. Student Responsibilities

The students have a responsibility to:

- Attend all classes, every School day, on time.
- Be prepared for each class with appropriate supplies and assignments.
- **Do all the assigned reading, homework and test preparation.**
- **Be properly dressed.**
- Show respect towards others, both students and teachers.
- Obey all School Rules.
- **Do not move, change or damage material in school or classroom.**
- **Students are not allowed in the classroom without an adult being present.**
- In case of an absence from school, gather all the missed assignments/ homeworks and make arrangements for taking makeup/missed tests.
- Inform parents about announcements and memos.

## R. Volunteers & their Responsibilities

Suffa is run solely by volunteers, including all of the teachers and administrative staff. We count on volunteers to perform additional tasks – some of which are discussed in the following sections. **The**



**activities and the responsibilities are determined by the school.**

It is important for all parents to take a proactive role in the success of the school by volunteering for one or more of these duties. Most of them are simple and require a minimal amount of time. Few, if any, of these tasks require the volunteer to spend money. In such a case, the school fully reimburses all expenses incurred.

Signup sheets are available at registration time during the beginning of the year. Look for school announcements (notice board, morning assembly and handouts) to find out where the school needs your help. Please sign-up generously.

**Parents who signup for various tasks such as: Event Co-coordinators, Snack Parents and Phone/Email-Tree Captains MUST honor their commitments. Please think carefully before signing up for a volunteer function.**

## **S. Room Parents & Teacher Aides**

Room Parents and Teacher Aides are selected by the school administration. Volunteers who are best suited for a class are selected solely at the discretion of the administration. **A Parent CANNOT act as a Teacher's Aide (except in KG) for the class in which their child is enrolled.**

**Teacher's Aides** are responsible for working with the teacher. The responsibilities include:

- Passing out announcements
- Collecting/grading homework
- Working with small group of students Future potential teachers will be given a preference for appointment as a Teacher's aide. School graduates are also encouraged to enroll as junior teacher aides. **Room Parents** are responsible for acting as a liaison between the school and the parents of the class. Their responsibilities include:
  - Passing school information to the parents of students in the class
  - Acting as phone-tree captain for their class
  - Helping the school administration in organizing various school functions and activities
  - Coordinating meetings between teacher and parents. T. Special Tasks, Projects and Events
  - Parent/ Teacher Conferences
  - Annual Ramadan Iftar Dinner
  - Ramadan Toy Drive
  - Arranging Eid Gifts for children
  - TV-Free Ramadan
  - Sacrifice in the name of Allah & Eid-ul-Adha Potluck
  - Teacher Appreciation Day
  - Annual Year-End Picnic
  - Snack Parent for one month
  - Teacher's Aide
  - Room Parent
  - Substitute Teacher
  - After-School Lunches
  - School T-Shirt Contest
  - Scrap Books for Teachers
  - Taking Class Pictures
  - Children Safety & Supervision during school hours and during Salaat-ul-Dhuhr.
  - Helping with School Assembly
  - Maintaining School Web Site
  - Graduation Ceremony.
  - School Newsletter

- Managing Prayer Mats
- Managing Audio System

## U. Mutual Respect

We strive to make Suffa a positive place which students and teachers enjoy attending, in order to learn and build friendships. We try our very best to operate on a principle of mutual respect - between students, between teacher and student, between students and staff. The families who make up the staff and administrative body of the Islamic School are volunteers and give their energy and time to teach and learn because of a genuine interest in serving Allah (SWT) and helping the community. Most of the time, this commitment itself is enough to ensure that students, teachers and parents are all treated with the respect that they deserve.

However, we recognize that in any large group of people, occasionally disagreements and/or frustrations between parties can arise. In such cases:

1. In the case of a student who is consistently misbehaving and has become a significant distraction to the teacher and fellow classmates, Suffa reserves the right to impose one or more of the following consequences.
  - a. Removal from the class for the day.
  - b. Parent notification and/or conference.
  - c. Levy a fine on the parents of a student.
  - d. In extreme cases, removal from the school for the remainder of the year.
2. In the case of a student who feels that he/she has been treated unfairly (or in a manner inconsistent with Islamic Adab) by a teacher or member of the administrative staff, the student should bring the matter to the attention of the Principal immediately. The student may also have his/her parents present if he/she desires.

## V. Disciplinary Action

The following behavior will result in a disciplinary action:

- Disrespecting teachers, staff or members of school administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging school property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the school premises without permission.
- Fighting with or insulting other students. ***Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action. This includes suspension from the school, fines (to be paid to a charity) and/or expulsion from the school.*** Teachers will follow the steps below in escalating disciplinary issues:
  1. Talk with the student directly.
  2. Call parents at home or setup a meeting with them at the school.
  3. If the first two steps fail to produce any results, the parent will be required to sit in the classroom as long as the school feels it is necessary.

## W. Lost & Found

The school has no Lost/Found facility. Things left behind should be considered lost and non-recoverable.

## X. School Directory

The school publishes a directory that includes contact information (name, address, phone number) for the teachers, staff, students and their families. Those not wanting their address/phone number to be included in the directory must indicate so on the **Registration Form** at the time of registration. The directory will include names of all children in the class. Only the information about home address and phone number can be omitted at parent's request.

## Y. Liability

### ***Parental Liability***

The parents of the child who causes damage to any property or causes injury to another person on the school premises will be held responsible for all damages and liabilities.

### ***Liability of the School***

Suffa is committed on providing a safe and caring environment. Every effort is made to ensure the safety of children, parents and staff (and their property). Parents are responsible for making sure that their children safely get to their classes and are promptly picked up after school.

*IN CASE OF ANY UNFORSEEN EVENT THAT CAUSES ANY KIND OF HARM OR INJURY (PHYSICAL, MENTAL OR EMOTIONAL) TO ANYBODY ASSOCIATED WITH THE SCHOOL - INCLUDING PARENTS, STUDENTS, STAFF AND THEIR BELONGINGS - THE SCHOOL WILL NOT BE HELD RESPONSIBLE.*

**Consent to the Rules and Guidelines above is a condition for registration at Suffa.  
All persons TEACHING at the school hereby consent to the Rules and Guidelines above.**