

Mississippi Muslim association

MMA Islamic School

Magnolia Islamic Centre

1465 Highway 51, Madison, MS 39110

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Discipline Policy, Rules, & Regulations

All students are expected to maintain proper discipline in the masjid, school, & playground. Appropriate etiquette & respect of the masjid & the school, demands that each individual adheres to the guidelines & rules defined below.

General Guidelines

- . When entering the mussalah/prayer hall, take off your shoes & place on shoe rack.
- . **NO** running inside the masjid including prayer halls, classrooms, stairways, or hallways.
- . **NO** screaming, shouting, or raising voice inside the building, including classrooms.
- . Be silent during Adhan, Khutbah, and congregational prayers.
- . Respect those who are offering Salah, reading Quran in prayer hall.
- . **No** eating or drinking outside the dining hall/assembly hall. You must sit down while eating.
- . Pick up your own trash and put into garbage bins.
- . All students should be in dining hall downstairs at 11:00 am, for assembly. No student will be allowed in assembly after 11:00 am.
- . If you arrive **after 11:00 am**, you will have to wait in foyer for assembly to finish, this is your warning, and you will be allowed to go to your class after assembly is over.
- . If you arrive **after 11:15 am**, you are late & have to get permission slip from the office to give to your teacher, so you can attend the class.
- . Students are not allowed to leave their classrooms without teacher's permission.
- . No student may harm others or damage school property. Damaging school property/equipment will result in strict disciplinary action & payment of damages.

- . Fighting, name-calling, bullying, or abusive language will not be tolerated. If any student have any concerns, it should be discussed with the teachers during school hours.
- . All cellphones must be turned off before class.
- . All students should follow the **Islamic Dress Code**. Clothing should cover the body appropriately. It is mandatory for older girls to have their heads covered with Hijab or head scarf.
- . Students are not allowed to use the elevator without adult supervision. Elevator is mainly for use by sick & elderly people. **No use of emergency exits upstairs is allowed.**
- . Drop off is only via back entrance. No drop off in front. If students are coming via front entrance, they should be accompanied by adults into the building.
- . School is over after Zuhr prayer, & parents should pick up their children from the front entrance after Zuhr.
- . School administration is not responsible for students staying in MI after Zuhr prayer.
- . Playground is for students use only during school break time. No children are allowed in playground before or after the break. No children allowed in playground after school is over. Parents are responsible for their children if they play in playground after school is over.
- . Attendance record will be diligently maintained, if any student misses school, he/she must bring a letter from parents.
- . Teachers are only responsible for their students during school hours- 11:00 am till Zuhr prayer. It is the parents' responsibility to watch over their children after Zuhr prayer. **Remember that Teachers & School Administration are all volunteers, & are not responsible for your children after school hours.**

Golden Rules

- . School starts at 11:00 am, please arrive by 10:50 am, so you may be seated for assembly.
- . Every student must pray Zuhr Salah before leaving school.
- . Any student requiring early dismissal should have their parent sign them out at the office, or bring parent note to the office. Teachers are not authorized to allow early dismissal.
- . Islamic Dress Code is mandatory.
- . Please come to school well prepared, and ready to learn, with all your supplies/books, & have your homework complete.
- . Be quiet & obey the rules, follow directions of your teacher in the class.
- . Raise your hand and wait for your teacher to allow you to speak.
- . Be polite, courteous, and respectful at all times.
- . Keep your classroom tidy. Clean your area before you leave.

Playground Rules

- . No fighting or “playfighting”. Do not chase other children, or pull on their clothings.
- . Absolutely no objects or rocks throwing on the playset or on each other. No playing with sticks or tree limbs.
- . No jumping off of swings. Get down the swing only when it comes to a complete stop. No twisting the swings or swinging it sideways. Sit in the seat while swinging.
- . Only one child on the slide at a time. Go down the slide with feet forward. No play under the slide or jumping off the slide.
- . Follow directions of the adults/supervisor. Talking back, rudeness, or disrespectful tones will not be tolerated.
- . Immediately return to your class, when asked after the break, this will be indicated by a whistle.
- . Play only in designated areas, which includes back play ground, basketball court & surrounding area, and area adjacent to dining hall/kitchen.
- . **NO playing is allowed in front/back parking lots, sidewalks, or any other green/grass section of the property. No student is supposed to cross the fence to neighbors’ property.**
- . Although school administration will do their utmost to prevent injuries at Magnolia Islamic Centre to any of our children, but in case of any injuries sustained at the school property, MMA & Islamic School will not be held responsible for any consequences.

Consequences of violating any of the above rules

1st Offence- Warning & Verbal reminder

2nd Offence- Teacher-Student Conference

3rd Offence- Conference with Grade Coordinator & Chairman. Parents will be called.

4th Offence- School Committee to decide if the student should continue to attend the school.

Sunday School Schedule

11:00-11:15 am = Assembly

11:15-12:15 pm = First Period

12:15-12:40 pm = Lunch Break

12:40-1:40 pm = Second Period

1:45 pm = Dismissal & Zuhr Prayer

Calender 2016-17

School will be off on following dates:

Sept. 4th & 18th; Nov. 20th & 27th

Dec. 18th & 25th; Jan 1st

Feb. 19th; March 12th & 19th

April 16th **Graduation** April 30th