



IN THE NAME OF ALLAH, MOST GRACIOUS, MOST MERCIFUL
THE ISLAMIC CENTER OF NEW ENGLAND, INC.

74 Chase Drive, Sharon MA 02067: Tel/Fax (781) 784-0434
470 South Street, Quincy MA 02169 Tel: (617) 479-8341, Fax: (617) 471-9526
Web site: <http://www.icne.net>

**ICNE Weekend Schools Policies and Code of Conduct
(Updated September, 2011)**

INTRODUCTION:

This booklet is an important step to a better communication between the school and the home/parents of students. It contains helpful information you will need for your child to have a successful day in school. Please keep it handy for easy reference. We look forward to working with you to develop responsible students and to maintain a home/school partnership. We welcome your comments and suggestions.

Principal/Chair of Schools Committee, ICNE

LENGTH OF SCHOOL DAY Length of the school hour is between 9:00 am to 3:00 pm (changes slightly among four ICNE schools, please check with the principal for the school specific school timing). Students are expected to be in school for the entire day unless notes are received from a parent for dismissal.

DAILY SCHEDULE

All students follow a daily schedule. The school office knows where each child is and can contact him/her if the need arises.

VISITATIONS

Parents are welcome to visit the school only for any educational purposes and/or student related matters to be discussed. In case you wish to observe your child's class, a written request should be made to the building principal 2 weeks in advance. Then a mutually agreeable time will be arranged.

VISITORS TO THE SCHOOL

In order to assure that no unauthorized person enter buildings with wrongful intent, all visitors to schools must first report to the school office to receive a visitor's pass before visiting elsewhere in the building. Students may not be interrupted for a conference with any visitor other than their parents or guardian. School principals are authorized to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on school grounds. A log sheet shall be maintained in office for recording the name, address and purpose of each visitor.

EARLY DISMISSAL FROM SCHOOL

Early dismissal from school will be granted when a note accompanies the child indicating the dismissal time and should be brought to the school office. The parent must come into the office to sign the child out.



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HOMEWORK POLICY

Homework is part of the Sunday school to set high expectations for all students and to ensure success for all. Homework is important: it complements classroom instructions, extends student's time on learning, and helps develop students' sense of responsibility. The following are general principles of the policy:

Homework serves a variety of purposes, e.g. reinforcing a skill, reading to prepare and applying knowledge or skills. Teachers count homework as part of student's grades with appropriate consequences for failure to complete assignments. Variations in frequency and amount of homework vary and are determined by grade level and subject area teachers. Teachers, students, and parents all have responsibilities for homework.

STUDENTS

Have primary responsibility for homework and should:

- ask for clarification if it is needed
- complete the homework assignments on time, learning to plan time, especially for long term assignments.
- seek help when needed
- review and learn from teachers' comments on work completed.
- get assignments when absent and make up work that is missed.

TEACHERS

Are responsible to determine what homework assignments will meet the needs of both the course content and the students, as well as:

- to explain clearly the purpose and requirements of homework assignments
- to vary the kind of homework assigned
- to provide prompt feedback to students on their work. Marking and feedback will vary depending on the purpose and type of homework. For example, a reading assignment may be checked to note completion of the assignment, while an essay should receive substantive teacher feedback in a reasonable amount of time
- give projects to the students on regular basis to keep them engaged and entertained

PARENTS

Parents' responsibility is to provide support for the student to complete homework, *not to do homework*. Support may include

- providing quiet space and time each day



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- asking about homework assigned
- reviewing homework each night .
- Parents must discuss questions and concerns with the teacher

.MAKE_UP_WORK

Make-up-work may be given by the individual teacher, if a student has not been at school for an extended period of time.

SCHOOL CLOSING

Announcement of school closing for any reason will be made by phone calls.

VALUABLE ITEMS

Parents! Do not let children bring or wear valuable items to school. Students are not allowed to bring cellular phones or electronic equipment either . If they are lost or stolen, the school cannot be held responsible. Electronic devices to play games are not allowed in the school class rooms.

TELEPHONE

The office telephones are business phones and will be used by students for emergencies only. Parents are asked not to call students during school day except in the event of emergency. Students may carry their cell phones, but can't use phones in the class rooms. Parents, please advise your children to switch off or keep

at silent/buzzer mode in the class rooms.

LUNCH

The students are asked to bring their bagged lunch from home. No fast food lunch is allowed to bring in by the parents during lunch time. Snacks and drinks may be available during lunch time at the market price.

ACCIDENT INSURANCE

Parents should be aware that the school system has no health insurance for children injured during school. Parents must provide the proof of health insurance on request. ICNE is not responsible for any accidental injury that may happen to children in the ICNE schools or on the ICNE campus including the play areas.



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DRESS REQUIREMENTS

Students should dress in a manner that shows pride in themselves and their school. All students are required to dress and groom themselves in clothes that are suitable for school activities and clothes that do not disrupt the educational atmosphere of school. In general, some attire that would not be acceptable

- Hats and outside jackets worn in the building.
- Tee shirts or sweatshirts with vulgar or offensive words, pictures or symbols or promoting smoking or alcohol.
- Cut off shirts that expose the midriff.
- Boys' shorts must cover the knees.
- Unsafe shoes.
- Shoes that scratch the floor.
- Halter tops or bathing suits.
- Heeley's, cleats shoes with spikes are not allowed.
- Wearing of flip flop sandals are not allowed on the playground equipment.
- The female students are expected to cover their heads.

Any student in violation of the above may be sent home until more appropriately attired.

REPORT CARDS

The individual report given on each student is an attempt to express to the parent the individual progress of their child. Report cards and progress reports are issued two times throughout the year. ONE after midterm and ANOTHER after final exams.

SCHOOL EQUIPMENT

Desks, chairs, and cabinets are the property of the school. The school retains the right to inspect the desks periodically.

SUBSTANCE ABUSE POLICY

Possession, use or sale of any mind altering substance[drugs or alcohol] is not only against the law , but also represents a very serious discipline offense. Students are strictly prohibited from the sale, use or possession of drugs or alcohol on school grounds during school , and during school sponsored events .

Students found in violation of the substance abuse policy will be dealt with as follows:

A. USE, Possession :

- 5 weeks out of school suspension
- Notification to the parents and administration
- Notification to the Sharon Police Department
- Recommendation for counseling

B Sale, distribution or possession with intent to distribute



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- 10 weeks out of school suspension
 - Notification to the parents and administration
 - Recommendation of expulsion to the administration
 - Immediate police intervention including court follow up
- C. Rumor or suspicion
- With reasonable cause, any student under suspicion of use, possession or sale may be asked to empty his/her pockets, handbag or desk. This will be done under the direction of the principal or assistant principal.
- D. The principal or assistant principal in consultation of ICNE schools committee chairperson reserves the right to modify any of the above procedures when he/she feels the situation warrants modification .
- E. Smoking and Drugs
- Neither smoking nor drugs are ever allowed at any time on school property. This applies to all school sponsored activities .The Education Reform Act of 1993 expressly prohibits the use of any tobacco product within school buildings .

STUDENT BEHAVIOR CODE

CORRIDOR PASSING

FOR THE PROTECTION AND SAFETY OF ALL

1. Children are expected to walk in straight lines and to the right.
2. Children are expected to keep their hands by their sides to prevent injuries.
3. Children are expected to walk quietly in the corridors.
4. School property must be respected. No running, shouting or noise will be tolerated in the classroom or in the corridors.

Children are expected to have permission of the teacher when leaving the classroom,
Each unit will set their own policy.

BATHROOM RULES

FOR THE PROTECTION AND SAFETY OF OTHERS , THE CHILDRENS EBEHAVIOR IS EXPECTED TO PROVIDE FOR A CLEAN, SAFE AND HEALTHY BATHROOM AREA

1. Children are expected to have permission to use the bathroom.
2. Children are expected to keep bathrooms clean and tidy.
3. Children are expected to throw all papers in the waste basket.



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4. Children should not bring pens, pencils, crayons or any writing utensils into the bathroom .

CLASSROOM RULES

CHILDREN ARE EXPECTED TO TAKE PRIDE IN THEIR CLASSROOM

1. Children are expected to be courteous and respectful to all and there will be no :
 - Fighting
 - Throwing of objects
 - Running in the corridors
2. Children are expected to use proper and acceptable language.
3. Children are expected to raise their hands to speak.
4. Children are expected to return things to their proper location.
5. Children are expected to respect the property of others and to take care and pride in the material they are using.
6. Children are expected to follow directions.
7. Children should not eat food during class other that at designated times.
8. Children should keep any items brought to school in an appropriate place until needed. The only items brought to school should be those that correlate to a given activity during that school day.
9. Children are expected to keep their desks neat and clean.
10. Children should clean the areas around their desks before leaving at the close of school and put up their chairs.

ARRIVAL AND DISMISSAL

1. Children are expected to walk to and from their cars for their safety and the safety of others.
2. In the morning, children are expected to go directly to their classrooms and in the afternoon to their cars.

Children are expected to follow their supervised teacher's procedure.

GUM

To keep the school clean, children will not be allowed to chew gum

FIGHTING

FOR THE SAFETY OF ALL, FIGHTING IS NOT ALLOWED .
ASSAULT ON A FELLOW STUDENT



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This offense is grounds for suspension or expulsion.

OUT OF RESPECT FOR OTHERS, CHILDREN WILL NOT USE FOUL OR ABUSIVE LANGUAGE, EITHER WRITTEN OR ORAL

LEAVING SCHOOL PROPERTY

Once children are in school they will remain in the building or on school property under supervision at all times. Children leaving school during the day must be signed out by a parent or designee in the office.

PLAYGROUND RULES

FOR THE PROTECTION AND SAFETY OF ALL :

1. Children will stay away from the wet areas.
2. Children will not go near the wooded area surrounding the school.
3. Children will be respectful of others and their safety.
 - They will not jump off swings.
 - They will not twist on
 - Swings.
 - They will not fight or use rough play.
 - They will line up quickly and quietly at the end of recess.
 - They will not throw snow or other objects.
 - They will not be on playground equipment without teacher supervision.
 - They will stay away from occupied swings.
 - Children will remain in the designated recess area.
 - Children will not use hard balls and other material deemed inappropriate by the unit.
 - Children will keep their hands to themselves.

VANDALISM

Children are expected to respect school property at all times, indoor and outside. Failure to demonstrate respect of property will result in consequences.

DANGEROUS WEAPONS

Students in possession of any item that could be considered as a harmful or dangerous weapon in school, on school grounds, or at school sponsored or school related event will



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be subject to disciplinary action. Such action could be suspension, expulsion, or law enforcement intervention.

ASSAULT ON A STAFF MEMBER

This offense is grounds for expulsion or suspension.

STUDENTS RIGHT TO DUE PROCESS IN THE EVENT OF SUSPENSION

1. Oral or written notice of the nature of the rule, violation of which will result in punishment.
2. Oral or written notice of the nature of the specific violation and the intended punishment.
3. An opportunity for the student in question to “tell his side of the story” to the appropriate school official.
4. If the student denies the charges, an explanation of the evidence of the violation upon which the school authority is relying.

DISCIPLINE PROCEDURE

THE FOLLOWING PROCEDURES ARE FOLLOWED AND MAY BE ALTERED TO MEET THE SEVERITY OF THE OFFENSE AS DEEMED NECESSARY BY THE PRINCIPAL / CHAIRPERSON WHEN RULES AND REGULATIONS ARE VIOLATED .

- Verbal reminder from teacher.
- Teacher_ pupil conference.
- Parent contacted by telephone or letter.
- Conference with parent and teacher.
- Conference with student, parent, principal and / or assistant principal.
- Office detention. “Office Detention” is the detainment of a student after school by the administration i.e. ,the principal or chairman .
- Internal Suspension _Student is removed from participating in class but is required to perform his daily class work in office.
- External Suspension of student by principal for a period of more than 3 school days. A student is removed from participating in class and is at home for the period of suspension .All missed school work must be made up. Prior to re admittance to class, there is a conference between the school and the parent or guardian of the student to develop plans for the student’s successful re-entry to the class. Parents or guardian will be notified of the suspension by telephone and by letter. Registered letters will be sent when no phone contact is made. When deemed appropriate by the administrators, the child with parent or guardian must meet with the



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ICNE school chairman for readmission to school. Any further action may be taken by the chairman if circumstances so warrant.

SEXUAL HARRASMENT POLICY

It is the policy of I.C.N.E. to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for students to harass other students or staff members, staff members to harass students or staff to harass other staff members, through conduct or communications of a sexual nature.

DEFINATION

A: Sexual harassment shall consist of unwelcome sexual advance, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member (students/teachers /admin staff/volunteers) the school staff to a student, any member of the school staff to another staff member, any student to another student, or any student to a staff member when:

1. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive environment.

Or

2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

Or

3. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual.

B: Sexual harassment, as set forth above, may include but is not limited to the following :

- Obscene jokes
- Verbal harassment or abuse
- Pressure for sexual activity
- Remarks to a person , with sexual or demeaning implications
- Unwelcoming touch



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- Suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises concerning one's grades, job, etc.
- Graffiti with sexual or demeaning implications
- Negative comments about someone's real or perceived sexual orientation

C: Incidents involving a minor (age 16) are always to be considered unwelcome.

D: This policy includes email harassment .

Procedure

When an incident of Sexual Harassment occurs, one of the following procedures will be available. Nothing in these procedures precludes the student from being subject to the appropriate school discipline code. In the case when a staff member is involved, the principal will be a part of the following procedures. Students and staff are urged to report incidents of Sexual Harassment to the Sexual Harassment Coordinators and/or any other member of the staff. Staff working with the accuser, may select one or more of the following intervention procedures:

Informal: It may be possible to resolve a situation through a conversation between the accuser and the accused.

- Alone or with staff management it may be possible to resolve a situation through a conversation between the accuser and the accused depending on the accuser's level of comfort with articulating their grievance, the maturity of parties, and the attitude of the accused regarding dialogue and cooperation.
- Through this conversation, the accused may acknowledge that his or her actions or words were inappropriate or objectionable; or the accuser may understand that he or she misconstrued the situation.
- If all parties feel that a resolution has been reached, then the Conversation will remain confidential provided that the accused does not engage in Sexual Harassment in the future, retaliate against the accuser or place the school in jeopardy for failure to act because of the serious nature of the incident.
- If the accuser meets with the harasser and is still dissatisfied or does not agree to meet with the harasser , it is strongly recommended that the accuser put this in writing stating specifics as outlined in the Sexual Harassment Coordinator in



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respective building . The accuser is not bound by time limits in making this report.

FORMAL:

If the parties, staff and /or the Sexual Harassment Coordinator feel that the informal procedure is inadequate the following steps will be taken. A meeting will be arranged with all involved plus the building principal and those noted below as the situation warrants

- Student or staff member may have a supportive faculty member present at all discussions with the accused.
- Parents of both students should be notified of the accusation and informal procedures that have been followed .The Sexual Harassment policy will be reviewed with the parents. In the case of a staff member, a union representative shall be present

This meeting will be review the seriousness of the situation and explore the allegation. Nothing in this procedure limits a student/staff member's right to seek legal remedies and /or make a referral to one of the following :

Mass.Commission Against Discrimination Office
1 Ashburton Place
Boston,MA02108
(617)727-3990

United States Department Of Education
Office of Civil Rights
Room222
Court House Building
Boston, MA 02108(617)223-9662

Equal Employment Opportunity Commission
150 Causeway Street, Suite1000
Boston, MA02114
(617)565-3200

If the principal and Sexual Harassment Coordinator determine that sexual harassment has taken place, they will report their findings in writing to the Chairman **who in the case of employee will determine the disciplinary action .**

If the alleged sexual harassment constitutes sexual abuse or if there is a suspicion of sexual abuse and the complainant is under the age of 18 , the coordinator is



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mandated to report the suspected abuse to the Department of Social Services within 24 hours as required by M.G.L., Chapter 119, Section 51A . if there is sufficient information , such a report may be made at any time during the investigation .

Sanctions

- A substantiated charge against a staff member shall subject the staff member to disciplinary action up to and including suspension and dismissal as consistent with due process procedures.
- A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion consistent with due process procedures.
- False accusations: every sexual harassment report will be taken seriously and appropriate action will be taken.

Retaliation

Retaliation in any form against any person who has complained about sexual harassment is forbidden if it occurs, it could be considered grounds for dismissal of staff personnel and /or removal from the educational setting for a student.

Confidentiality

Reports of sexual harassment should be kept completely confidential, involving as few people as possible, with the goal of protecting both parties and stopping the behavior.

Note: It is suggested that the Sexual Harassment Coordinator keep a record of all incidents in which they are involved.

EVACUATION OF BUILDINGS

Whenever the school building must be evacuated for any reason, all staff are assigned to escort and supervise students in designated areas around the building.

INTERNET POLICY

Access to information, research sources, people, and computers throughout the world is available to students. Therefore all students /teachers who access the internet are required to adhere to strict ethical and legal guidelines .As is



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.mentioned in Sexual Harassment Policy that it includes e-mail harassment .If any students violate any of these provisions, appropriate action will be taken.

NONDISCRIMINATION NOTICE

All programs, activities, and employment opportunities are offered without regard to race, color, sex, national origin, sexual orientation, and disability