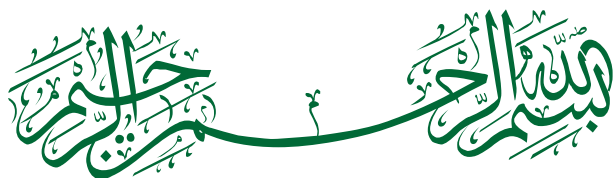


## Guidelines for Parents

---



All praise is to Allah ﷻ who has blessed us with Islam and Imaan. May peace and salutations be in abundance upon our beloved Nabi ﷺ. Allah ﷻ declares in the Holy Qur'an: "O You who believe! Save yourself and your family from the fire of Jahannum whose fuel is mankind and stones!". In a Hadith Nabi ﷺ has said, "Each of you is a Shepherd and you will be questioned regarding your flock."

From the above it is deduced that we as parents have been entrusted with a very important responsibility towards our children. Allah ﷻ has gifted them to us as a trust. It is our duty to fulfill this trust to the best of our ability; otherwise Almighty Allah ﷻ will take us to task in the Hereafter.

The most important need of our children is proper upbringing and sound Islamic knowledge. Nabi ﷺ has said, "The seeking of Knowledge is Fardh (compulsory) on every Muslim." The Knowledge of Deen will protect their Imaan in the temporary life of this world and will save them from the fire of Jahannum in the hereafter.

It is only through the knowledge of Deen that our children will be obedient to us, respect us and take care of us when we need them the most. If we neglect imparting Islamic Education to our children, we as parents will suffer the consequences the most.

In order to provide our children with good Islamic education and to give them a strong and firm basis for their Islamic development, some Rules and Guidelines have been formulated. This will greatly assist us to improve the discipline and level of education at Baitul Hikmah Academy, Insha Allah.

### Students standard of behavior:

In order to show respect, maintain safety and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume and tone.
3. Keeps hands, feet and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.

### Rules of Baitul Hikmah Academy

## Attendance & Punctuality

1. Attendance and punctuality is of utmost importance as absenteeism and late coming seriously retard the student's progress as lessons cannot be repeated for one child due to limited time.
2. If due to serious illness or unforeseen circumstances your child does not attend School for 2 continuous days, please provide a doctor's certificate or a signed note written by yourself explaining the cause of absence or you may personally come to Baitul Hikmah Academy and explain the circumstances.
3. Please avoid making any appointments or plan any journeys during School hours.
4. Students will not be allowed to attend any ceremonies or any other functions or programs during School hours.
5. All sporting activities or extra-curricular activities should be scheduled for the weekends or after School hours.
6. In case of an emergency, kindly explain your intentions to the Mu'allim or principal before proceeding.
7. To encourage attendance a special mark is allocated in the report for attendance and will be added to the final total.
8. School commences at **8:00 AM** and terminates at **3:45 PM**
9. Students that arrive later than 8:10 AM will be marked late and 3 Late Marks in a month will require the Parents to meet with the School Administration for explanation.

## Dressing

Students should always be encouraged to wear uniform/Islamic attire especially when attending School.

## Behavior

1. Students should behave and show **respect** to the Mu'allim, supervisor, trustees and any other officials of Baitul Hikmah Academy.
2. In consideration for others, students are expected to walk quietly in an orderly manner through the **hallways** at all times.
3. Students are expected to behave responsibly and respect the right of others in **restrooms**. Any misuse of towels, soaps, toilet paper and defacing of restroom facilities and like constitutes destruction of property.
4. The **lunchroom** should be safe, clean and comfortable and students are expected to be respectful, keep their voices low and their eating space clean and practice good manners.
5. The **playground** should be safe, pleasant and friendly place and students are expected to use equipment responsibly, show respect for others by using appropriate language and coming into and out of playground should be orderly.
6. Students are expected the same standard of behavior that apply in school, at bus stop while boarding, riding and unloading school **buses**. Student should respect the right of others and should not pose a safety threat for others. Students should not distract the bus driver.
7. Students are expected to conduct themselves in a responsible, respectful manner consistent with school policies, during school sponsored activities, programs and **field trips**.
8. Any form of bad behavior, disrespect or rudeness will not be tolerated and students will be **disciplined** for bad behavior.
9. If any un-Islamic or undesirable material is found in the possession of any student, it will be confiscated.

10. **No cell phones will be allowed during School hours.**
11. Students should be mindful of the facility and should not damage any of Baitul Hikmah Academy's property including game room
12. In case any damage happens due to students carelessness, will follow proper disciplinary action up to involving parents.
13. **Lunch Room and Game Room:** Students should only use designated lunch room and game room during the break hour and in no case should access rest of the building. If found running around in other rooms or main hallway, their break hour will be terminated.
14. The principal or supervisor has the **right to suspend or expel** any student who violates any rule of the Baitul Hikmah Academy.

## Education

1. Students are expected to **listen** to teacher in the classroom
2. Parents should ensure that children **revise** their Qaidah / Qur'an and other School lessons daily.
3. Any **homework** given should be completed.
4. Parents should ensure that their children practically implement their **Islamic education** and uphold their Islamic identity at home and elsewhere.
5. Parents should encourage their children to perform their **Five daily Salah** and they should also perform it themselves as an example.
6. **Duas and Sunnah** should be practiced on their respective occasions, e.g. upon entering and leaving the toilet, eating, sleeping, etc. Our homes will Insha Allah be enlightened with the noor of the Sunnah.
7. Parents should **protect** their children from un-Islamic or harmful literature, activities or media.
8. Parents are encouraged to **communicate** with the Mu'allim, principal or supervisor in matters concerning their children.
9. **Plagiarism** is defined as using the work of others as your own. **Cheating** is copying off of someone else's homework, classwork, or test or allowing someone to copy your work.

## Disruptive Behavior

1. **Inappropriate use of computer systems:** Accessing or using inappropriate materials including copyrighted materials and software, sharing personal account access, using unauthorized emails – chain advertising, instant messaging and chat room, or tempering with other students' or teachers' files.
2. **Fighting/Physical Aggression:** This includes play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.
3. **Incendiary devices:** Possession of firecrackers, matches, lighters, caps or any other object which has potential to start fire or cause injury to other person.
4. **Physical Attack:** Any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to cause harm to other.
5. **Threat/verbal abuse – Bullying:** Harassment and bullying is not tolerated.
6. **Teasing, verbal or non-verbal – Bullying:** This includes name-calling, put downs, making fun of way someone walk or talk, making fun of someone's clothing, customs, ethnicity, or any other perceived

difference. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

7. **Malicious pranks and pseudo threats:** This includes any act of substance used to cause disruption, panic or an unsafe situation.
8. **Act of hate or violence:** Act of hate and violence including verbal abuse, slurs (ethnic, religious or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against another person.
9. **Inappropriate language/gestures:** All student and staff are entitled to an environment free from profane, hateful, racist prejudice or obscene language and gestures.
10. **Theft/Extortion/Burglary:** Student must demonstrate a respect for the property of others and return any found articles to the office or to rightful owner.
11. **Vandalism/Destruction of property:** Breaking, damaging or defacing school or private property, including graffiti.
12. **False Fire alarm:** Falsely reporting a fire endangers the safety of all.
13. **Weapons:** Possessing, storing or carrying firearms, knives or any other object (including look-alike or pretend weapons) which could be used as a weapon are serious offense and is prohibited.
14. **Possession/Use of destructive or harmful substances:** This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.
15. **Possession/Trading/Selling of non-school related items:** Personal toys, trading cards, dolls, iPods and other electronic gaming devices are not allowed in school.
16. **Possession/Use/Distribution of Illegal drugs/intoxicants/inhalants/smoking materials:** Possession of controlled substances is prohibited.