



# ***Student & Parent Handbook***

This handbook is updated by the WIS Board on 05.24.2024

## MISSION AND VISION

Mission:

To produce well-rounded, knowledgeable, and ethical graduates through a comprehensive education that combines academic rigor with character development rooted in Islamic tradition.

Vision:

We will provide a transformative education that integrates academic excellence, Islamic values, and personal growth.

## INTRODUCTION

At Woodbridge Islamic School, we foster a supportive and inclusive environment where students can develop their critical thinking and creativity while building a strong sense of community. Our faculty and staff are dedicated to helping each student reach their full potential, both academically and personally. We provide a variety of opportunities for students to get involved and make a positive impact on their community, developing confident, responsible, and well-rounded individuals. At this school, your child will be immersed in an educational journey that is designed to help unlock their potential and ensure success.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights

The Constitution and the laws of the United States and the Commonwealth of Virginia grant students numerous legal rights and liberties. Students have the privilege of exercising these rights as long as they do not infringe upon the rights of others or impede the school's ability to provide a secure learning environment.

WIS students have the right to:

- Classrooms that foster care, nurturing, and positive relationships.
- Curriculum and instruction that facilitate opportunities for challenging educational experiences.
- Attend classes that are inviting, safe, and conducive to a positive learning atmosphere for both staff and students.
- Equitable and valuable educational experiences tailored to their individual understanding and abilities.
- Receive appropriate and meaningful due process before facing exclusion from school for disciplinary reasons.
- Courtesy, respect, and fairness from adults and fellow students, acknowledging their cultural beliefs and differences.

### Student Expectations and Responsibilities

#### Student Conduct

Students will uphold the highest standards of integrity, honesty, and trustworthiness. They will cultivate and maintain a strong moral character, promoting values such as honesty, compassion, humility, patience, and empathy. Students will respect their teachers and follow given instructions. They will complete assigned homework, prioritize their studies, arrive at school punctually, and exhibit their best behavior each day.

Students hold the responsibility of contributing to an orderly and safe school environment. Any information regarding drugs, weapons, or other potentially harmful factors to individuals or the school community must be reported. Any attempted or actual retaliation for reporting violations will be addressed through corrective action, including potential expulsion.

Students possessing knowledge of drugs, weapons, violence, or other behaviors that may jeopardize others or the school environment may face disciplinary action for failing to report such information to school authorities.

If students discover items in their possession that are prohibited at school, they must immediately report them to an administrator or another staff member. School staff initiating follow-up actions will take into account that the student proactively brought this matter to their attention. Students who believe they have information about, or have been victims of, misconduct should promptly contact an administrator, teacher, or another trusted adult.

### **Student Grooming and Uniform**

Students are required to start the school day clean and maintain personal hygiene throughout the day. Should a student arrive without proper grooming, they will be expected to rectify the situation by cleaning up, deodorizing, or both, before the class begins.

WIS has a strict uniform policy with zero tolerance for non-compliance. Students are required to wear the school uniform at all times. Those not in uniform may not be allowed into the classrooms. Students are encouraged to dress appropriately for success each school day. While student attire may adapt to outdoor weather conditions throughout the year, students should avoid wearing clothing that might cause distractions or disruptions to the educational process. Students whose appearance hampers instruction may be asked to change their attire. Maintaining cleanliness is expected throughout the school day.

### **Student Care of School Environment**

Students are entrusted with the care of the school environment both inside and outside the premises. They will be taught to clean up as they go, leave no trace throughout the day, and show respect for the surroundings as if they were their own possessions.

### **Families As Partners**

WIS acknowledges the crucial partnership between schools and families in creating safe, effective learning environments and nurturing the social-emotional development of children. WIS underscores the importance of positive communication between families and educators, encouraging open channels for expressing concerns, offering suggestions, and accessing information about their children. By fostering this positive partnership between families and schools, the school community is further strengthened.

## **SECTION A – OPERATIONS AND POLICIES**

### **ARRIVAL AND DEPARTURE**

The school day begins at 8:30 am. For safety reasons, students may not be on campus before 8:20 am. Latecomers (after 8:35 am) must have an adult sign in at the front office for a tardy pass. The safety of our children is critical. Strict obedience to traffic rules and traffic instructions is required. Pick-up time starts at 3:00 pm. Parents may wait in the designated area in the car rider line for their children. For safety reasons, parents are not allowed to wait in front of the classrooms. Students not picked up by 3:30 PM will be sent to the afterschool care classroom, and parents will be charged accordingly. If you wish to speak to the teacher about specific assignments or questions, it's best to contact them via email or make an appointment so that the teacher can provide undivided attention.

### **ASSEMBLIES & SPECIAL EVENT PROCEDURES**

Assemblies are scheduled for educational and informational purposes throughout the school year. These assemblies can be entertaining and provide a pleasant break from the school routine. In order to ensure that all students are able to enjoy learning from these assemblies, students are to follow the following rules:

- Walk to the assembly in an orderly manner as directed by duty teachers.
- Be respectful of guests and speakers.
- Upon dismissal, leave the assembly in an orderly manner as directed by teachers or staff.

During the course of the school year, many special events will be held both in your child's classroom and in other areas of the building and/or campus. Information regarding such events can be obtained from your child's teacher, classroom and/or school newsletter, announcement board, and our school website.

### **ATTENDANCE**

Regular attendance throughout the school day is strongly encouraged. Students must be present in class consistently to excel in their studies. We kindly request that students arrive on time every school day, and both parents and students should take measures to minimize tardiness whenever possible.

In the event of an unplanned absence (due to sickness, family emergency, etc.), parents are expected to promptly notify the front office, preferably on the day of the absence. For planned absences, parents must inform both the front office and their student's teacher(s) in advance, specifying the date and reason for the absence. This also applies to planned tardiness or early dismissals. Parents are encouraged to use the school's ParentApp to report their child's absence.

If a student arrives late, they are required to check in at the front office before proceeding to class.

## EXCUSED ABSENCES

Absences will be excused for the following reasons:

- Illness (a doctor's note is required for absences lasting more than three days)
- Death in the family (documentation such as a funeral program is needed)
- Family emergency
- Other absences pre-approved by the Principal upon written request from a parent or guardian

### Documenting an Excused Absence

If the school is not notified of an absence on the day it occurs, the student must provide supporting documentation within three days of the absence to have it excused.

### MAKE-UP WORK FOR EXCUSED ABSENCES

Students are responsible for all class work and homework missed during an absence. If a student has an excused absence, they will be given the same number of days that they were absent to make up missed work. It is the **student's/parent's responsibility to talk with each teacher** to determine what work is required and when the work needs to be completed.

Prior to an anticipated or planned absence, students must make arrangements with all teacher(s) for assignments. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If a student fails to take the test at the arranged time, the teacher is not obligated to set another time for the make-up.

## UNEXCUSED ABSENCES

A student will be marked for an unexcused absence if:

- Parents fail to notify the office of an absence prior to 9:30 the day of the absence
- Students leave school without parent/guardian sign out at the office
- Students are absent from class without permission - including walking out of class
- Students are dismissed from a class or suspended from school for disciplinary reasons
- Students are absent from school without parental permission
- Students are absent for reasons not acceptable to the administration
- *Students are habitually tardy to class and the teacher sends them to the office*

## **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

Students with unexcused absences may find their grades are affected. Teachers are not obligated to allow make-up for quizzes, tests, class work, or homework missed due to an unexcused absence.

## **BOOK BAGS**

Students may bring a book bag or backpack to school each day. Your child's book bag or backpack may be used to transport school supplies, school work, and/or books. Please see your child's classroom teacher for specific guidelines for keeping belongings in the classroom. Backpacks scattered on the floor of a classroom are an emergency evacuation hazard.

Students should not bring personal items besides school supplies. This includes card games, toys, electronic equipment, soda, etc. These items will be confiscated.

## **COMMUNICATION**

At Woodbridge Islamic School, we deeply value the essential role that communication plays in cultivating a thriving educational environment for our students. Our unwavering commitment to open and effective communication between the school and parents forms the bedrock of our educational philosophy, enriching the journey of each young learner entrusted to our care.

First and foremost, this communication serves as a cornerstone for the well-being of our students. By maintaining transparent lines of information, parents are promptly informed about school activities, policies, and crucial updates. This inclusivity empowers parents to be active participants in their child's education, fostering a sense of security, support, and mutual trust. When parents are well-informed, they can more effectively address the emotional and academic needs of their children, creating a holistic support system that extends beyond the classroom.

In line with our commitment to academic excellence, consistent communication ensures that parents remain informed about their child's progress. By sharing insights into academic strengths and areas that may require attention, we empower parents to provide targeted assistance and encouragement at home. This collaborative approach reinforces classroom learning, resulting in enhanced academic outcomes and a more tailored educational experience for each student.

At Woodbridge Islamic School, we believe in the power of collaboration between educators and parents. This partnership extends beyond academics, encompassing the holistic development of our students. By fostering a dynamic dialogue between school and home, we can collectively address challenges and seize opportunities for growth. Valuable observations from both environments enable us to adapt teaching strategies and support mechanisms, ensuring that each student receives personalized attention that nurtures their unique potential. Behavioral development is another crucial aspect of our educational mission, and effective communication is the linchpin that enables us to address behavioral concerns promptly. By sharing insights into behavioral progress and challenges, we invite parents to join us in cultivating positive behavior both in and out of the classroom. This collaborative effort allows us to work together to create a nurturing environment that encourages responsible behavior and character development.

Woodbridge Islamic School is dedicated to fostering a supportive learning environment that extends well beyond the confines of our campus. Through transparent and timely communication, parents are empowered to provide consistent and meaningful support for their child's educational journey. This support encompasses academic pursuits as well as emotional well-being, ensuring that our students thrive in all aspects of their lives.

By promoting effective communication, Woodbridge Islamic School places the power of informed decision-making directly into the hands of parents. Whether it involves selecting courses, exploring extracurricular activities, or charting career pathways, parents armed with accurate information can guide their child's educational journey with confidence and clarity.

Furthermore, our commitment to communication encompasses the vital realm of safety and security. Parents are kept informed about safety protocols, emergency procedures, and any changes to school routines. This shared understanding ensures that our school community remains vigilant and prepared, creating an environment where students can focus on their learning journey with peace of mind.

In embracing effective communication, Woodbridge Islamic School also celebrates the rich tapestry of cultures within our community. This dynamic exchange of perspectives and experiences fosters a deep appreciation for diversity and inclusivity, enhancing the overall school experience for students, parents, and educators alike.

In conclusion, at Woodbridge Islamic School, the value we place on open and effective communication between the school and parents stands as a testament to our commitment to the growth, well-being, and success of our students. This collaborative partnership creates a nurturing educational ecosystem where every voice is heard, every challenge is met with a solution, and every triumph is celebrated together.

## TECHNOLOGY AND INTERNET USE POLICY

At Woodbridge Islamic School, we value the responsible and safe use of technology and the internet as tools for learning, communication, and creativity. This policy outlines our guidelines for using school-provided technology resources and accessing the internet in a manner that ensures the well-being and security of all members of our school community.

### Acceptable Use:

1. **Educational Purposes:** School-provided technology, including computers, tablets, and software, should be used solely for educational purposes, research, and learning activities.
2. **Responsible Use:** Students are expected to exercise responsible, ethical, and respectful behavior while using technology and the internet. This includes adhering to school values and Islamic principles in all online interactions.
3. **Privacy and Safety:** Students should respect the privacy and safety of others and avoid sharing personal information online. Cyberbullying, harassment, and inappropriate content are strictly prohibited.

### Internet Access:

1. **Filtered Access:** Our school's internet connection is filtered to block inappropriate and harmful content. However, no filtering system is foolproof. Students should immediately report any accidental access to inappropriate material to a teacher or staff member.
2. **Research and Resources:** Students are encouraged to use the internet for research and educational purposes under the guidance of a teacher. Reliable and reputable sources should be used for academic work.
3. **Social Media:** Students should use social media platforms responsibly, following age restrictions and adhering to our school's values and code of conduct. Social media should not disrupt learning or violate the privacy of others.

### Online Conduct:

1. **Respectful Communication:** All online communication, whether on school platforms or personal accounts, should be respectful and considerate. Avoid engaging in negative or hurtful behavior.
2. **Plagiarism and Copyright:** Students should respect copyright laws and intellectual property rights when using online content for assignments. Plagiarism is unacceptable and subject to disciplinary action.
3. **Security:** Students should not share passwords, attempt to bypass security measures, or engage in hacking or unauthorized access to systems, websites, or accounts.

### Device Use:

1. **Device Care:** Students are responsible for the care and proper use of school-provided devices. Report any technical issues or damage to a teacher or staff member.
2. **Screen Time:** While technology is a valuable tool, excessive screen time and gaming should not interfere with academic responsibilities, family time, or physical activities.

### Consequences of Misuse:

1. **Violation of Policy:** Violations of this policy may result in disciplinary actions, loss of technology privileges, and parental notification.
2. **Legal Consequences:** Illegal activities or misuse of technology that violates the law may result in legal consequences.

By using school technology and accessing the internet, students and parents acknowledge and agree to abide by Woodbridge Islamic School's technology and internet use policy.

**Cell Phone Usage Policy:** Students are not allowed to use their cell phones at school for any reason. While students may bring cell phones to school, they must be kept in their backpacks at all times. If a staff member sees a cell phone visible, they have the right to confiscate it. Confiscated phones will only be returned to parents.

## FIRE DRILLS, LOCKDOWNS, AND EVACUATION DRILLS

Fire drills, lockdowns, and evacuation drills are conducted for everyone's protection. During these drills, it is imperative that students remain silent, follow instructions given by the teacher, and carry out all directions in an orderly fashion.

## HALLWAYS AND RESTROOMS

At Woodbridge Islamic School, we believe in fostering a respectful and harmonious environment where positive behavior is nurtured and celebrated. Our hallways and restrooms are integral parts of our school community, and we invite all students to contribute to a positive atmosphere through their actions and conduct.

Hallways:

In the hallways, we strive to create a space that is both orderly and courteous. Here are some guidelines to promote positive behavior:

1. **Respectful Movement:** Walk calmly and quietly in the hallways, respecting the personal space of others. Let's create a peaceful and smooth flow of movement for everyone.
2. **Kindness and Consideration:** Use polite language and gestures when interacting with peers and staff. Small acts of kindness, such as holding doors for others, can brighten someone's day.
3. **Cleanliness:** Keep our hallways clean and clutter-free. Dispose of trash properly and help maintain a welcoming environment for all.
4. **Timeliness:** Arrive to classes promptly and avoid lingering in the hallways during class time. This ensures that everyone can learn and teach without disruption.
5. **Positive Encouragement:** Inspire your fellow students to uphold positive behavior in the hallways. Lead by example and encourage others to demonstrate respect and courtesy.

Restrooms:

Respecting shared spaces like restrooms is essential to maintaining a positive and hygienic environment. Here are guidelines for positive behavior in our restrooms:

1. **Cleanliness:** Keep the restrooms clean and tidy. Dispose of trash in designated bins and report any maintenance issues promptly to the staff.

2. **Privacy and Respect:** Respect the privacy of others by using appropriate language and behavior. Wait patiently if the restroom is occupied and always knock before entering a closed stall.
3. **Water Conservation:** Be mindful of water usage. Turn off faucets properly and report any leaks to ensure our resources are used responsibly.
4. **Hygiene Practices:** Follow proper hygiene practices, including washing your hands with soap and water for at least 20 seconds. Use hand sanitizer when soap is not available.
5. **Graffiti and Vandalism:** Refrain from defacing or damaging restroom facilities. Show pride in our school by treating these spaces with respect.
6. **Emergency Awareness:** Familiarize yourself with emergency procedures posted in restrooms. Your safety is of utmost importance.

Remember, your positive behavior in the hallways and restrooms contributes to the overall well-being of our school community. By embracing these guidelines, you play an active role in creating an environment where everyone feels valued, safe, and comfortable. Let's work together to make Woodbridge Islamic School a place where positive behavior is a cornerstone of our collective experience.

## HEALTH AND IMMUNIZATION POLICY

### **Immunizations**

To ensure the safety of all students and staff, specific vaccinations are required based on age and grade. These include:

- Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap)
- Hepatitis A (HAV) Vaccine
- Hepatitis B Vaccine
- Measles, Mumps, & Rubella (MMR) Vaccine
- Meningococcal Conjugate (MenACWY) Vaccine
- Polio (IPV) Vaccine
- Varicella (Chickenpox) Vaccine: All children born on and after January 1, 1997, must receive one dose of the chickenpox vaccine at age 12 months or older.

We kindly request parents to consult their child's healthcare provider for a record of completed immunizations. In cases where a student has medical reasons for not receiving immunizations, the school will accept supporting documentation.

### **Allergies**

Any allergies must be reported to the school. Severe allergies requiring emergency medication will be communicated to school administration and the student's teacher(s) to ensure their safety. WIS is a nut-free school. Students are not allowed to bring any nuts or foods containing nuts for snacks or lunch.

### **Medication**



No form of medication is permitted to be held by students. Medications required during school hours or emergency medications like inhalers or EpiPens will be securely stored in the front office for quick access. Please inform the school about any necessary medications and the designated administration times.

If a student needs to take medication at school, the following procedures are required:

- The medication must be administered by the school secretary.
- The medication should be brought to school by the student's parent/guardian, or
- It can be sent directly from the pharmacy or doctor's office.
- The school must receive a letter signed by the student's physician or parent/guardian. The medication container must clearly display the following information:
  - Student's Name
  - Name of the medication
  - Dosage
  - Time the medication must be taken.
- In cases of prolonged need, please provide enough medication for a clearly specified period, such as one week or one month. Parents must pick up any extra medication; additional medication will not be sent home with a student.
- All medication will be stored securely.
- Students are not permitted to carry any medication with them to school without prior consent. Students may carry and administer their medication only if these two conditions are met:
  - It is necessary due to a potentially life-threatening condition and has been recommended by their physician, and
  - The office has a signed letter on file from the student's parent, physician, and an administrator."

## **COVID-19**

WIS is committed to safeguarding the community against COVID-19. School premises will be regularly cleaned and disinfected to prevent the spread of germs. Parents will be informed of any school-related outbreaks and advised on necessary precautions.

We encourage parents to ensure that their students practice proper hygiene, such as handwashing and covering their mouth when sneezing or coughing. Hygiene lessons will be provided in school to instill healthy habits in young students.

Currently, masks are not mandatory but remain optional for all students.

If a student displays symptoms of COVID-19, including a fever exceeding 100.4 degrees, cough, or sore throat, they **MUST** leave school early or be reported absent.

Students who test positive for COVID-19 may return to school after five days ONLY if they have been fever-free for 24 hours and their symptoms have improved or resolved. We strongly recommend that the student wears a mask for five days after their return.

If a parent, sibling, or household member tests positive for COVID-19, we strongly advise the student to undergo testing as well.

Should COVID-19 infections surge within the community, the school board may implement additional measures to further ensure the safety of students and parents.

## LITTERING

At Woodbridge Islamic School, we take pride in maintaining a clean and welcoming environment for everyone. Each student plays a crucial role in upholding this standard of excellence, and we encourage all members of our school community to demonstrate positive behavior by refraining from littering on our premises.

### **The Impact of Positive Behavior:**

Littering not only detracts from the beauty of our school but also has wider implications. It can lead to unnecessary clutter, pose safety hazards, and hinder the sense of unity we strive to foster. By choosing to uphold positive behavior and keeping our school free from litter, you contribute to a more pleasant, safe, and harmonious learning environment.

### **Ways to Demonstrate Positive Behavior:**

1. **Use Designated Bins:** Dispose of waste in the provided trash and recycling bins throughout the school. Properly sorting and disposing of trash helps maintain the cleanliness and organization of our campus.
2. **Be Mindful of Common Areas:** Pay special attention to high-traffic areas such as hallways, cafeteria, and outdoor spaces. Keep these areas litter-free to create a positive and inviting atmosphere for everyone.
3. **Lead by Example:** Your actions speak volumes. When others witness your commitment to responsible waste disposal, they are more likely to follow suit. Be a role model for your peers by consistently demonstrating positive behavior.
4. **Encourage Others:** Gently remind your fellow students about the importance of keeping our school litter-free. A simple reminder can go a long way in fostering a culture of cleanliness and respect.
5. **Spread Awareness:** Educate your peers about the impact of littering through presentations, discussions, or campaigns. Empowering others with knowledge can inspire positive behavior change.

### **The Value of Your Contribution:**

By choosing to embrace positive behavior and refraining from littering, you demonstrate your commitment to being a responsible and considerate member of our school community. Your actions create a positive ripple effect, encouraging others to join in the effort to maintain a litter-free school.

Woodbridge Islamic School is not only a place of learning but also a space where each individual's actions contribute to the collective well-being. Let's work together to create an environment that reflects the values of respect, responsibility, and unity. Your dedication to positive behavior sets a powerful example for others to follow, leaving a lasting legacy of cleanliness and pride at our beloved school.

## LOST AND FOUND

There is a designated area for lost and found items in the building. Books, clothing, or personal items found on the school grounds will be taken to this area. At the end of each semester, unclaimed items will be donated to charity. It is in a student's best interest to label all belongings.

## LUNCH & SNACK PERIODS

At Woodbridge Islamic School, we are committed to the holistic well-being of our students. A vital aspect of this commitment is fostering healthy eating habits that nourish both the mind and body. We encourage all students to make mindful choices when it comes to their lunch and snacks, ensuring they receive the nutrients needed for optimal growth and learning.

### **Guidelines for Healthy Lunch and Snacks:**

A balanced diet is a cornerstone of good health and vitality. Here are some practical guidelines to help you make nourishing choices for your lunch and snacks:

**Variety is Key:** Strive for a diverse range of food groups in your meals and snacks. Including whole grains, lean proteins, fruits, vegetables, and dairy products ensures that you receive a well-rounded mix of nutrients. Experiment with different foods to discover new flavors and combinations that satisfy your taste buds and nutritional needs.

**Homemade Goodness:** Whenever possible, choose homemade meals and snacks. Preparing your food empowers you to control the ingredients and make mindful choices. Get creative in the kitchen, explore new recipes, and take pride in crafting meals that contribute to your well-being.

**Portion Control:** Pay attention to portion sizes to avoid overeating. Opt for balanced portions that allow you to enjoy your meals without feeling overly full or sluggish. Learning to listen to your body's signals for hunger and fullness promotes a healthy relationship with food.

**Fruits and Vegetables:** Make fruits and vegetables a vibrant part of your meals and snacks. These nutrient-rich options provide essential vitamins, minerals, and fiber that support your overall health. Incorporate a colorful array of produce to add both flavor and nutrition to your plate.

**Hydration:** Staying hydrated is vital for your well-being. Make water your primary beverage choice throughout the day. Limit sugary beverages and focus on quenching your thirst with this natural, refreshing option that fuels your body and mind.

**Smart Snacking:** Select snacks that offer sustained energy without excess sugar or salt. Consider whole-grain crackers, nuts, yogurt, and fresh fruit as satisfying options that keep you fueled between meals. Snacking mindfully helps maintain your energy levels and prevents overindulgence.

**Nut-free:** WIS is a nut-free school. Students are not allowed to bring any nuts or foods containing nuts for snacks or lunch.

### **Healthy Eating, Positive Living:**

By embracing these guidelines for healthy eating, you contribute not only to your own well-being but also to a positive and thriving school environment. Your vitality, focus, and dedication inspire those around you, creating a ripple effect of wellness within our community.

Woodbridge Islamic School values your health and understands the profound connection between nourishing food choices and academic success. Let's work together to make nutritious eating a natural and integral part of our daily routine. By prioritizing our bodies' needs, we empower ourselves to reach our full potential, both in our studies and in our lives beyond the classroom.

Your commitment to healthy eating serves as a powerful example, fostering a culture of well-being and vitality at our school. With every mindful bite, you take a step toward a healthier, happier future.

## PARKING

All visitors to campus should honor the handicap parking areas. Please do not park in areas that interfere with student pick-up and drop-off areas.

## OFFICE TELEPHONES

**Students will be allowed to use the office phone for emergency only.**

We believe in empowering our students to take charge of their schedules and responsibilities. It's important for students to be prepared for their day ahead by knowing their schedule before arriving at school in the morning. This not only promotes organization but also instills a sense of independence.

We encourage our students to plan ahead for after-school activities and transportation arrangements. By discussing these details with their families in advance, they can confidently navigate their day without needing to make calls during school hours. This approach fosters effective communication between students and their families while also allowing our staff to focus on facilitating a productive learning environment throughout the day.

We trust our students to embrace this proactive approach and make the most of their school experience. Your commitment to staying informed and prepared will undoubtedly contribute to your success both inside and outside the classroom.

## TRANSPORTATION

WIS does not provide any means of transportation. Therefore, students and their families must make their own arrangements for transportation to and from school.

## VISITORS

Visitors who are on campus for educational purposes are warmly welcomed. To ensure safety and accountability, parents and visitors are required to register at the main office upon arrival. A visitor pass will be provided, which should be visibly worn throughout the duration of their stay.

Parent Visitation Policy and Procedure during School Hours:

We greatly value parent involvement and encourage pre-arranged visits during school hours. To ensure a harmonious learning environment, we kindly request parents to adhere to the following guidelines:

**Scheduling Visits:** Parents must schedule visits with the administration and their child's teacher in advance of their arrival. This enables us to make the necessary arrangements and minimize disruptions.

**Respectful Interaction:** During instructional periods, we kindly ask parents not to interrupt teachers. This ensures an uninterrupted learning environment for all students.

**Wearing Visitor Badges:** Parents are required to wear their provided visitor badges at all times while on campus. This helps our staff identify approved visitors easily.

**Teacher Meetings:** Meetings with teachers should be scheduled during designated conference periods. Kindly coordinate appointments directly with the teachers to ensure a convenient time for both parties.

**Respecting Classroom Guidelines:** Parents are requested to follow classroom rules as designated by the teachers while visiting. This ensures a consistent classroom environment for students.

**Student Interaction:** Parents are not permitted to address or discipline other students for their actions. Any concerns should be directed to the appropriate school staff.

**Fairness and Impartiality:** While visiting, parents are kindly reminded not to display favoritism toward their own child. All students are expected to adhere to school rules and procedures.

**Signing Out:** After completing their visit, parents are required to sign out at the main office. This helps us maintain accurate records of visitors on campus.

We appreciate your cooperation in upholding these guidelines, which contribute to a positive and effective educational environment for all members of our school community. Thank you for your understanding and support.

## SECTION B - ACADEMICS

### ACADEMIC PLACEMENT OF STUDENTS

#### **Enrollment Priority and Placement Philosophy:**

At WIS, our commitment to providing a nurturing and conducive learning environment begins with thoughtful enrollment and placement procedures. We prioritize the following principles to ensure that each student's educational journey is both enriching and fulfilling:

**Priority Enrollment:** Siblings of currently enrolled students and the children of employees hold primary placement on our waiting list. To ensure equitable consideration, we do have specific deadlines for sibling and employee children priority applications.

**Placement Criteria:** We believe that each student's potential encompasses academic, emotional, social, and physical dimensions. Our placement process thoughtfully considers various aspects, including:

- **Academic Proficiency:** Placement tests, previous school records, and assessment evaluations guide our decision-making. These benchmarks allow us to tailor instruction to individual academic capabilities.
- **Personal Interview:** Student interviews provide insights into their aspirations, interests, and readiness for our educational setting.

- **Age and Maturity:** We thoughtfully consider each student's age and maturity level, ensuring alignment with their designated class.

**Instructional Philosophy:** At WIS, we are dedicated to fostering holistic development. Our curriculum is designed to enable students to thrive academically, emotionally, socially, and physically. While we anticipate that the vast majority will progress positively, we recognize that some individuals may require more time to fully realize their educational potential.

**Conditional Enrollment:** All student enrollments at WIS are conditionally accepted, pending an evaluation of their previous school records. Students with a history of expulsion or current suspension from their prior institution may not enroll at WIS.

**Placement Testing and Readiness:** Upon joining WIS, students may undergo placement tests in Language Arts, Science, and Mathematics. This process ensures that students are appropriately placed to thrive academically. For Pre-K, Kindergarten, and 1st Grade, both academic and social readiness skills guide placement decisions.

**Individualized Placement:** Our placement approach is tailored to each student's age, grade, and ability level. We encourage students to excel in all facets of our curriculum.

**Transparency and Disagreement Resolution:** WIS reserves the right to withdraw enrollment for those found to have provided false information during the application process. Our placement decisions are informed by an array of factors:

- Work and Study Habits
- Academic Achievement and Skill Mastery
- Physical and Social Development
- Emotional Maturity
- Initiative and Interests in Curricular and Extracurricular Activities
- Attendance Record
- Chronological Age
- Classroom Dynamics
- Future Educational Objectives

Should parents disagree with the placement decision, they are encouraged to express their concerns in writing to our school administrators for a thoughtful review.

By adhering to these principles, we ensure that each student's journey at WIS is tailored to their unique abilities, aspirations, and growth trajectory.

## HONOR ROLL POLICY

**Purpose:** The Honor Roll recognizes and celebrates students who have demonstrated outstanding academic achievement and commitment to their studies. This policy outlines the criteria for inclusion, the process of selection, and the various honors designations.

**Criteria for Inclusion:** To be eligible for the Honor Roll, students must meet the following criteria:

1. Maintain a minimum cumulative Grade Point Average (GPA) of 3.5 or higher on a 4.0 scale.
2. Earn no grade lower than a B in any core subject (English, mathematics, science, and social studies) during the grading period.

**Grading Periods:** The Honor Roll will be determined at the end of each academic quarter.

**Honors Designations:** Students who meet the criteria for inclusion will receive the following honors designations:

1. **High Honor Roll:** Students who achieve a cumulative GPA of 3.8 or higher and earn no grade lower than an A- in any core subject.
2. **Honor Roll:** Students who meet the general criteria for inclusion.

**Selection Process:**

1. At the end of each grading period, the school's administration will compile a list of students who meet the Honor Roll criteria.
2. The list will be reviewed by the academic committee to ensure accuracy and consistency in applying the criteria.
3. Students who meet the criteria will receive the appropriate honors designation.

**Notification and Recognition:**

1. Students who make the Honor Roll will receive a personalized certificate recognizing their achievement.
2. A special recognition assembly will be held to celebrate students' academic achievements.

This Honor Roll policy aims to recognize students' exceptional academic achievements, promote a culture of excellence, and motivate students to maintain high standards of academic performance. The policy will be reviewed annually by the academic committee to ensure its effectiveness and alignment with the school's goals and values.

**Other Awards will be determined by Faculty and the Principal**

1. **Subject Excellence Awards:** Recognize students who excel in specific subjects, such as mathematics, science, literature, art, music, Islamic studies, Hifz, etc.
2. **Leadership Awards:** Acknowledge students who demonstrate strong leadership skills, take initiative, and inspire their peers.
3. **Citizenship Awards:** Recognize students who consistently display good character, respect for others, and a commitment to positive behavior.
4. **Community Service Awards:** Celebrate students who actively engage in volunteer work, community projects, and service to others.
5. **Most Improved Awards:** Acknowledge students who have shown significant improvement in their academic performance, attitude, or behavior.
6. **Perfect Attendance Awards:** Recognize students who have attended school every day without any absences during a specific period.

7. **Sportsmanship Awards:** Celebrate students who exemplify sportsmanship, fair play, and positive behavior in sports and physical activities.
8. **Music and Performing Arts Awards:** Acknowledge students who excel in music, theater, dance, or other performing arts disciplines.
9. **Character Awards:** Honor students who consistently demonstrate qualities like integrity, respect, responsibility, and empathy.
10. **Environmental Stewardship Awards:** Acknowledge students who contribute to environmental awareness, sustainability, and conservation efforts.
11. **Peer Mentorship Awards:** Honor students who provide guidance, support, and mentorship to their peers.
12. **Outstanding Volunteer Awards:** Celebrate students who contribute extensive time and effort to volunteering and community service.
13. **Academic Achievement Awards:** Recognize students who achieve high academic honors, such as being at the top of their class or achieving a certain GPA.
14. **Perseverance Awards:** Celebrate students who have overcome challenges or obstacles and demonstrated resilience in pursuing their goals.

These awards can serve as positive reinforcement for students' efforts, encourage them to continue striving for excellence, and contribute to a positive and supportive school culture.

## PROMOTION & REENROLLMENT POLICY

Promotion from one grade to another will be granted if the student has achieved a passing grade of 60% or higher, averaged for the both semesters of the academic year, at the grade-level standard in English, Social Studies, Science and Math. In addition to academic performance, discipline records are crucial to the school. WIS reserves the right to refuse reenrollment based on a student's academic and discipline records. Students who do not meet these criteria will not be recommended for promotion or reenrollment.

## HOMEWORK POLICY

### **Homework Policy:**

At our school, we recognize that learning extends beyond the classroom, and homework plays a crucial role in reinforcing concepts and nurturing self-directed study skills. Our approach to homework is designed to promote effective communication, foster a balanced life, and facilitate collaborative learning among students, parents, and educators.

**Homework's Role in Learning:** Homework is an essential component of the learning journey. It consolidates classroom learning, fosters independent inquiry, and builds skills for lifelong learning. Thoughtfully crafted assignments encourage open dialogue between students, parents, and the school community.

**Balancing Priorities:** We understand that students have diverse interests and responsibilities outside of school. To ensure a balanced approach, our assignments are designed to respect students' need for social, physical, and recreational activities.

**Timely Submissions:** In alignment with the importance of responsibility and timeliness, we encourage students to submit assignments on time. Each teacher may have a specific policy regarding late submissions. It's advisable to familiarize yourself with their guidelines.



**Teacher Commitments:** Our educators play a pivotal role in shaping the homework experience:

- **Clear Guidelines:** Teachers provide students with a well-defined homework policy, including deadlines and consequences.
- **Contextual Learning:** Assignments are designed to reinforce classroom learning, promoting comprehension and practical application.
- **Balanced Workload:** Teachers consider students' daily commitments outside of school, ensuring a reasonable assignment load.
- **Prompt Evaluation:** Homework is assessed promptly, providing students with timely feedback.
- **Resource Availability:** Teachers ensure students have access to the necessary resources for successful completion of assignments.

**Student Responsibilities:** We encourage students to embrace the following responsibilities:

- **Accountability:** Students make up missed work due to absences, ensuring continuity in learning.
- **Understanding the Task:** Students clarify the purpose and requirements of assignments, their evaluation criteria, and due dates.
- **Quality Work:** Students recognize that the content, structure, and presentation of assignments contribute to their overall assessment.
- **Time Management:** Students allocate time effectively to balance their academic and personal commitments.
- **Resourceful Preparation:** Students gather necessary resources and materials to accomplish tasks.
- **Timely Completion:** Students meet deadlines and understand the implications of late or missing assignments.
- **Seeking Help:** When faced with confusion or challenges, students reach out to teachers for guidance.

**Parent Engagement:** Parents play an integral role in supporting their child's educational journey:

- **Daily Scheduling:** Allocate time for homework, reinforcing the importance of consistent study habits.
- **Quality Focus:** Encourage the pursuit of quality work and completion of assignments, emphasizing learning over grades.
- **Varied Homework Value:** Recognize the diverse benefits of various types of homework assignments.
- **Effective Communication:** Address any unresolved issues by contacting the classroom teacher, fostering a collaborative relationship.
- **Respectful Interaction:** Model respect towards educators, administrators, and other parents and students.
- **Supportive Role Models:** Demonstrate support for teachers and administrators, setting an example of respectful engagement for your child.

Together, as a unified educational community, we embark on this journey of learning and growth. By upholding these shared responsibilities, we pave the way for a meaningful and rewarding educational experience for every student at our school.

## SUPPLIES

Students should always be prepared with the correct supplies for class.

Please visit the school website to find out the supply list.

## SECTION C - DISCIPLINE

### SCHOOL TARDINESS

**Punctuality and Attendance Policy:**

Our commitment to fostering an effective learning environment at WIS extends to the timely arrival of every student. We emphasize the following guidelines to ensure that all students benefit from a focused and uninterrupted classroom experience:

**Timely Arrival:** Prompt attendance is crucial for optimizing learning opportunities. All students are expected to be in their respective classrooms at the beginning of each school day. In cases of late arrival, students are required to report to the office. Please note that unexcused tardiness can disrupt the learning process for fellow students.

**Validating Tardiness:** To account for legitimate reasons for tardiness, the following documents must be submitted to the office:

- **Written Note:** A note from a parent or guardian, explaining the reason for the tardiness.
- **Office or Teacher Note:** A note issued by the office or a teacher specifying the reason for the tardiness.

**Collaborative Approach:** Recognizing the impact of late arrivals on both individual students and the overall classroom dynamic, we take a proactive approach:

- **Parent Conference:** Excessive tardiness necessitates a parent conference to collaboratively strategize improvements.
- **Subsequent Reporting:** After a parent conference, any subsequent late arrivals will be reported as "unexcused tardy."

**Assembly Time and Classroom Commitment:** Our school assembly is a pivotal start to the day's learning journey. To ensure a productive start, all students should be present no later than 8:30 am.

**Cultivating Responsibility:** Instilling the value of punctuality is integral to our standard of excellence. This commitment prepares students for success in both academic and life endeavors. Responsibility in time management equips students with essential skills for their future.

**Consistency in Implementation:** The tardy policy is uniformly applied throughout the school year to ensure fairness and consistency for all students.

**Addressing Chronic Tardiness:** Chronic tardiness is regarded as a significant concern. While parents/guardians will be informed after each incident, ongoing tardiness will entail additional consequences.

We recognize that addressing tardiness may involve adjustments in family routines. Your partnership in prioritizing punctuality contributes to a seamless and enriching learning environment for all students at WIS.

### **Attendance Policy**

Regular attendance throughout the school day is strongly encouraged. Students must be present in class consistently to excel in their studies. We kindly request that students arrive on time every school day, and both parents and students should take measures to minimize tardiness whenever possible.

In the event of an unplanned absence (due to sickness, family emergency, etc.), parents are expected to promptly notify the front office, preferably on the day of the absence. For planned absences, parents must inform both the front office and their student's teacher(s) in advance, specifying the date and reason for the absence. This also applies to planned tardiness or early dismissals.

If a student arrives at least five minutes late at the beginning of the school day, they are required to check in at the front office before proceeding to class.

## **Excused Absences**

Absences will be excused for the following reasons:

- Illness (a doctor's note is required for absences lasting more than three days)
- Death in the family (documentation such as a funeral program is needed)
- Family emergency
- Other absences pre-approved by the Principal upon written request from a parent or guardian

## **Documenting an Excused Absence**

If the school is not notified of an absence on the day it occurs, the student must provide supporting documentation within three days of the absence to have it excused.

## **TRUANCY POLICY**

Truancy encompasses unexcused absences from at least one class period during the school day, indicating a departure from the attendance norms. It extends to instances when a student is absent without permission from any scheduled class, study hall, or school-related activity during the school day. Truancy is a term that encompasses a range of unauthorized absences, including situations where students deliberately remain absent from school – with or without parental consent – as a means of evading their educational responsibilities and class attendance. The following situations constitute unexcused absences:

1. Full-day or partial absence without an explanation of the reason
2. Missing the school bus or transportation to school
3. Prearranged absences without prior notification or justification and approval
4. Older students providing sibling childcare
5. Failure to provide an appropriate explanation for the absence

For Middle School (grades 6-8), a student may fail a course or lose credit if unexcused absences exceed 5 days in a quarter, 10 days in a semester, or 20 days in a school year.

When a student accumulates FIVE unexcused absences, the school will directly contact the student's parent or guardian to confirm awareness of the absences and collaboratively develop a plan to reduce further absenteeism for the student's benefit.

## **ABUSE AND HARASSMENT PREVENTION POLICY**

At WIS, we are committed to providing a safe, respectful, and nurturing environment for all students, staff members, and community stakeholders. Our abuse and harassment prevention policy reflects our unwavering dedication to ensuring the well-being and dignity of everyone within our school community. This policy applies to all interactions within the school premises, during school-related activities, and when using school-provided resources.

**1. Definition:** Abuse and harassment encompass any unwelcome, offensive, or discriminatory behavior that may cause emotional distress, humiliation, or discomfort to others. This includes but is not limited to verbal, physical, and digital actions that create a hostile environment.

**2. Prohibited Actions:** We strictly prohibit all forms of abuse and harassment, including but not limited to:

- Verbal abuse, insults, offensive jokes, derogatory comments, or name-calling
- Physical harassment or aggression
- Cyberbullying or online harassment
- Discriminatory behavior based on race, gender, sexual orientation, religion, disability, or any other protected characteristic
- Intimidation, coercion, or any behavior that creates a hostile environment

**3. Reporting Mechanisms:** We encourage all individuals who experience or witness abuse or harassment to promptly report the incident. Reporting can be done through the following channels:

- Directly to a teacher, administrator, or staff member
- Using an anonymous reporting system, if available
- Through a designated email or phone line for reporting

**4. Confidentiality and Non-Retaliation:** Reports of abuse or harassment will be treated with the utmost confidentiality to the extent allowed by law. Retaliation against individuals who report or assist in the investigation of abuse or harassment is strictly prohibited.

**5. Investigation and Resolution:** All reported incidents will be thoroughly investigated in a timely manner. The investigation process will be fair, impartial, and respectful to all parties involved. If abuse or harassment is substantiated, appropriate corrective actions will be taken, which may include disciplinary measures in accordance with school policies and legal requirements.

**8. Cooperation with Authorities:** In cases of severe abuse or harassment that violate the law, we will cooperate fully with law enforcement and other relevant authorities to ensure appropriate actions are taken.

**9. Continuous Improvement:** We recognize the importance of regularly reviewing and updating our abuse and harassment prevention policy to ensure its effectiveness and alignment with best practices.

By upholding this policy, we are collectively creating a supportive and inclusive learning environment where all individuals can thrive, free from the burden of abuse and harassment. Our commitment to respect, empathy, and accountability is paramount in maintaining the integrity of our school community.

## UNIFORM POLICY AND DRESS CODE

### Uniform and Dress Code

At Woodbridge Islamic School, we believe that maintaining a modest and respectful appearance is an important aspect of fostering a positive and focused learning environment. Our uniform and dress code guidelines reflect our commitment to Islamic values and principles while promoting unity and equality among students.

#### General Guidelines:

1. **Uniform Requirement:** WIS is a uniformed school and there is zero tolerance uniform policy. Students without uniform may not be accepted to the classrooms. All students are required to wear the school-approved uniform during school hours, including any designated dress-down days or special events.
2. **Modesty:** All clothing, including the uniform, should reflect Islamic principles of modesty. Clothing should be loose-fitting, non-transparent, and cover the body appropriately.
3. **Cleanliness and Neatness:** Students are expected to present themselves in a neat and clean manner. Uniforms should be clean, ironed, and well-maintained.

#### **Uniform Components:**

1. **Boys' Uniform:**
  - Navy blue or white polo shirt with school logo
  - Khaki pants (no jeans or cargo pants)
  - Sweater with school logo (optional)
  - Closed-toe shoes (no sandals or flip-flops)
2. **Girls' Uniform:**
  - Jumper with school logo
  - Loose-fitting pants or leggings
  - Sweater with school logo (optional)
  - Closed-toe shoes (no sandals or flip-flops)
  - White Hijab (headscarf)

#### **Additional Dress Code Guidelines:**

1. **Hijab:** Female students are encouraged to wear the hijab as an expression of faith. Wearing hijab is compulsory in Islamic Studies and Hifz classes. Parents and students may consult with school administration for guidance.
2. **Jewelry and Accessories:** Minimal and non-distracting jewelry is allowed. Boys and girls are encouraged to avoid excessive or flashy accessories.
3. **Hair and Grooming:** Hair should be clean, well-groomed, and of natural colors. Extreme hairstyles and hair colors are discouraged.

#### **Special Events and Physical Education:**

1. **Special Events:** On special occasions or field trips, students may be allowed to wear appropriate casual clothing, subject to school approval.
2. **Physical Education (PE):** Students are required to wear designated PE uniforms for physical education classes. Athletic shoes and proper attire are necessary for safety and comfort.

#### **Non-Compliance:**

1. **Consequences:** Students who repeatedly fail to comply with the uniform and dress code may face disciplinary actions, which may include a warning, parent notification, or loss of privileges. The school will reach out to parents, requesting either the necessary attire to be sent or the option to take the child back home. Your cooperation in upholding the dress code is greatly appreciated.
2. **Parental Cooperation:** We request parents' support in ensuring that students adhere to the uniform and dress code. If there are any concerns or specific circumstances, please communicate with the school administration.

By enrolling your child at Woodbridge Islamic School, you acknowledge and understand the school's uniform and dress code policy. If you have any questions or concerns, please contact the school office.

## TECHNOLOGY AND INTERNET USE POLICY

At Woodbridge Islamic School, we value the responsible and safe use of technology and the internet as tools for learning, communication, and creativity. This policy outlines our guidelines for using school-provided technology resources and accessing the internet in a manner that ensures the well-being and security of all members of our school community.

**Acceptable Use:**

4. **Educational Purposes:** School-provided technology, including computers, tablets, and software, should be used solely for educational purposes, research, and learning activities.
5. **Responsible Use:** Students are expected to exercise responsible, ethical, and respectful behavior while using technology and the internet. This includes adhering to school values and Islamic principles in all online interactions.
6. **Privacy and Safety:** Students should respect the privacy and safety of others and avoid sharing personal information online. Cyberbullying, harassment, and inappropriate content are strictly prohibited.

**Internet Access:**

4. **Filtered Access:** Our school's internet connection is filtered to block inappropriate and harmful content. However, no filtering system is foolproof. Students should immediately report any accidental access to inappropriate material to a teacher or staff member.
5. **Research and Resources:** Students are encouraged to use the internet for research and educational purposes under the guidance of a teacher. Reliable and reputable sources should be used for academic work.
6. **Social Media:** Students should use social media platforms responsibly, following age restrictions and adhering to our school's values and code of conduct. Social media should not disrupt learning or violate the privacy of others.

**Online Conduct:**

4. **Respectful Communication:** All online communication, whether on school platforms or personal accounts, should be respectful and considerate. Avoid engaging in negative or hurtful behavior.
5. **Plagiarism and Copyright:** Students should respect copyright laws and intellectual property rights when using online content for assignments. Plagiarism is unacceptable and subject to disciplinary action.
6. **Security:** Students should not share passwords, attempt to bypass security measures, or engage in hacking or unauthorized access to systems, websites, or accounts.

**Device Use:**

3. **Device Care:** Students are responsible for the care and proper use of school-provided devices. Report any technical issues or damage to a teacher or staff member.
4. **Screen Time:** While technology is a valuable tool, excessive screen time and gaming should not interfere with academic responsibilities, family time, or physical activities.

**Consequences of Misuse:**

3. **Violation of Policy:** Violations of this policy may result in disciplinary actions, loss of technology privileges, and parental notification.
4. **Legal Consequences:** Illegal activities or misuse of technology that violates the law may result in legal consequences.

By using school technology and accessing the internet, students and parents acknowledge and agree to abide by Woodbridge Islamic School's technology and internet use policy. If you have any questions or concerns, please contact the school office.

### **Personal Electronic Devices and Cell Phone Policy:**

To maintain an optimal learning environment, we uphold the following guidelines regarding the use and possession of electronic devices during school hours:

**1. Prohibited Devices:** The use or possession of electronic devices, including radios, cameras, camcorders, audio recorders, pagers, laptops, electronic games, and similar items, is not permitted on school premises during regular school hours. This policy applies regardless of the intended use of the devices. Any such devices found will be confiscated and will only be returned to a parent or guardian.

**2. Personal Property Responsibility:** Please note that WIS cannot assume responsibility for the loss of students' personal property, including confiscated items.

**3. Cell Phone Usage:** Students are not allowed to use their cell phones at school for any reason. While students may bring cell phones to school, they must be kept in their backpacks at all times. If a staff member sees a cell phone visible, they have the right to confiscate it. Confiscated phones will only be returned to parents.

**4. Media Capture and Recording:** Taking pictures or recording videos on campus requires prior approval from the Administration. This ensures that appropriate guidelines are followed to maintain privacy, security, and a respectful environment.

**5. Confiscated Items Retrieval:** In cases where items are confiscated, we encourage parents or guardians to retrieve them within one week of confiscation or by the last day of the school year. Unretrieved items may no longer be the responsibility of WIS.

We greatly appreciate your adherence to these guidelines, as they contribute to a focused and secure educational atmosphere. Should you have any questions or concerns, please feel free to contact us for further clarification.

## STUDENT CONDUCT AND DISCIPLINE

At WIS, our foremost objective is to guide each student towards unlocking their intellectual, social, physical, and emotional potential. We have thoughtfully crafted every facet of the school to create an environment that nurtures learning effectively and harmoniously, free from distractions.

Our dedicated teachers play an integral role in fostering positive behaviors within the classroom. They skillfully employ a range of strategies, including redirection, interactive engagement, personalized contracts, and parent conferences. Through these measures, we ensure that every student experience a conducive and uplifting learning atmosphere.

The essence of WIS lies in its disciplined, structured, and tranquil atmosphere. A pervasive sense of respect, courtesy, friendliness, and positivity prevails. This culture is cultivated through the efforts of our educators who lay the foundation by instilling both school-wide and classroom-specific rules.

To maintain our distinctive atmosphere, teachers actively communicate and teach the school's code of conduct. We believe that fostering discipline is synonymous with nurturing respect, responsibility, and empathy. This approach ensures a well-rounded educational experience for every student.

Consequences for any inappropriate behaviors are unequivocally outlined and consistently applied. This transparency underscores our commitment to maintaining a serene and conducive learning environment.

As we collectively uphold these principles, we create a learning space where intellectual curiosity thrives, friendships flourish, and every student can confidently pursue their educational journey.

## DETENTION POLICY

A student may be assigned **lunch/after school detention** for violation of School rules at the discretion of administration.

Detention may be assigned for the following reasons:

- Blatant disrespectful actions toward teachers, staff, or volunteers --This includes the willful disregard of corrective efforts by teachers, parent volunteers, administrators, secretaries, aides, lunchroom workers, and maintenance employees.
- The failure to respond to or carry out a reasonable request by any employee of the school or adult assigned to work in the school--this includes teachers, substitute teachers, custodians, secretaries, lunchroom supervisors, parent volunteers, aides, and etc.
- Tardiness: Repeatedly arriving late to class or school without a valid reason.
- Minor Disruptions: Engaging in low-level disruptive behavior in class, such as talking out of turn or not following classroom rules.
- Uniform or Dress Code Violations: Wearing clothing that doesn't adhere to the school's dress code policy.
- Inappropriate Language: Using offensive or inappropriate language towards peers, teachers, or staff.
- Cell Phone Use: Using cell phones or electronic devices during class without permission.
- Not Following Hallway Rules: Running, pushing, or engaging in other disruptive behavior in the hallways between classes.
- Misuse of School Property: Damaging or misusing school property, equipment, or facilities in a minor way.
- Missing Assigned Detention: Failing to attend a previously assigned detention session.
- Minor Pranks: Engaging in harmless pranks that do not cause harm or significant disruption.
- Not Following Cafeteria Rules: Violating cafeteria rules, such as cutting in line or creating a mess.
- Unauthorized Leave: Leaving class or the school premises without permission.
- Disruptive Behavior in the Media Center: Not adhering to media center rules, such as excessive noise or inappropriate behavior.
- Inappropriate Use of Technology: Using electronic devices in ways not permitted by the school's technology policy.
- Noncompliance with Teacher Instructions: Failing to follow instructions from teachers or school staff.
- Disruption in Assemblies: Being disruptive during school assemblies or gatherings.
- Minor Vandalism: Engaging in minor acts of vandalism or defacement of property.
- Minor Infractions of Code of Conduct: Committing infractions of school rules that are not severe but still require addressing.

## SUSPENSION POLICY

If a student is involved in severe misconduct or repeated misbehavior, they might face suspension from school. The following is a concise overview of the WIS policy concerning suspensions:



1. Students' rights to due process will always be respected when considering school suspension. Essentially, students will be informed of the suspension allegations and given an opportunity to provide their side of the story.
2. Whenever there's a need for disciplinary action, teachers and staff will direct students to the administration. Administrators will evaluate all referred incidents and take suitable measures to address the situation. The authority to suspend or expel a student lies with the Administration.
3. Suspension entails several provisions, including, but not confined to:
  - Prohibition from attending classes.
  - Exclusion from participating in extracurricular activities.
  - Restriction from remaining on school premises.
4. Activities that could lead to suspension or expulsion encompass, among other things:
  - Violations of the law.
  - Contravention of school regulations.
  - Acts that are harmful, potentially harmful, disruptive, or detrimental to individuals, property, or the school program.
  - Serious wrongdoings.
  - Continuous disobedience.
5. For all suspensions, both the student and the parents/guardians will receive written notification about the cause and duration of the suspension. Any record of suspension will be included in the student's file, and students suspended during the school year might be denied enrollment at WIS for the subsequent year.
6. Requests for appeals can be submitted in writing to the WIS School Board.

For students in preschool through grade three, suspensions cannot exceed three school days, unless the offense involves physical harm or a credible threat thereof, or if aggravating circumstances are present.

A student may be suspended for a maximum of ten school days by the principal. Prior to suspension, the student must be notified of the charges, provided with an explanation of the facts, and given an opportunity to present their version. In cases where the student's presence poses an immediate danger or threat, removal may occur immediately, with notice and explanation provided promptly afterward.

A suspended student may access and complete graded work during and after the suspension.

A short-term suspension, not exceeding 10 school days, can be imposed by the principal or designee pending a decision for offenses involving intentional injury to another student within the same school.

"Long-term suspension" refers to a disciplinary action barring a student from school attendance for 11 to 45 school days.

"Short-term suspension" refers to a disciplinary action barring a student from school for a maximum of 10 school days.

A student may be long-term suspended for 11 to 45 school days after written notice and a hearing opportunity in accordance with school board regulations. Appeal procedures may be available.

## EXPULSION

"Exclusion" is the denial of school admission due to expulsion or long-term suspension elsewhere.

"Expulsion" is a disciplinary action imposed by a school board or committee barring a student from attending school within the division for 365 calendar days.

Students in possession of firearms or illegal substances may be expelled. Special circumstances may lead to alternative action. Community-based education or intervention program costs may be borne by parents.

Various serious offenses can lead to expulsion, including assault, criminal activity, sexual assault, arson, and gang-related behavior. Expulsion decisions may be subject to appeal and review.

Please note that the list of actions leading to detention, suspension, and expulsion can vary and is subject to school policies.

## STUDENT BELONGINGS SEARCH AND INSPECTION POLICY

In the interest of maintaining a secure and conducive learning environment, our school authorities are empowered to conduct searches of student desks and lockers, both with or without explicit consent. This measure aims to ensure the safety and well-being of all students and staff members.

**Scope of Search:** During these searches, if any illegal, unauthorized, or contraband items are discovered, they will be subject to seizure in alignment with our commitment to safeguarding our school community.

**Personal Belongings Inspection:** In specific circumstances, students may be requested to display the contents of their personal belongings, including backpacks. This protocol is employed when a teacher or administrator possesses reasonable cause to believe that harmful or dangerous materials may be present.

**Importance of Compliance:** We emphasize the significance of students' cooperation with such requests. Non-compliance with the inspection or search procedures may be considered a basis for disciplinary action in accordance with our school's code of conduct.

Our dedication to maintaining a secure and enriching learning environment guides these policies. By working together, we ensure that our school remains a place of safety, learning, and growth for all.

## VIOLATIONS OF LOCAL OR FEDERAL LAW

Students who engage in actions that violate local and/or federal laws will face school disciplinary measures and will also be reported to the appropriate law enforcement agency. Such violations encompass, but are not restricted to:

- **Physical Assault:** Deliberately causing harm or attempting to do so to another person through the use of force or violence.
- **Verbal Assault:** Making intentional verbal or written threats to harm another person, creating a reasonable fear of imminent injury along with the apparent capability to cause harm.
- **Arson:** Intentionally and maliciously setting fire to, or attempting to set fire to, any building, part of a building, structure, or property.
- **Burglary:** Theft of school or personal property.
- **Intimidation:** Prohibiting any form of student-to-student or student-to-staff member threats, whether through force or verbal means.
- **Extortion:** Engaging in the act of borrowing money or valuable items from a student, unless both parties willingly agree without any implied or expressed threat. To prevent misunderstandings, students must not borrow money or items of value unless authorized by a teacher or school staff member in advance.

- **Possession or Use of Weapons or Explosives:** Involving the possession, use, or threat of using any weapon capable of causing bodily harm. This also includes possessing or using items such as pop-its, smoke bombs, firecrackers, or any other explosive materials.
- **Harassment:** Prohibiting any use of offensive language, swearing, or harassment based on various factors such as age, color, gender, disability, height, family status, national origin, political affiliation, race, religion, weight, economic status, or use of adaptive devices. Dismissing such actions as "kidding" or "joking" will not lessen the gravity of the offense.
- **Threats:** Making false bomb threats or fire-related calls to the school or the police will result in both police involvement and school disciplinary action. Describing these behaviors as jokes or playful actions will not mitigate the seriousness of the offense.
- **Vandalism:** Willfully destroying property belonging to others or to the school.
- **Unlawful Presence/Trespassing:** Prohibiting individuals from entering school premises without lawful authorization after being instructed not to do so by the principal or their designated representative. People on school grounds must comply with requests from the principal or their agent, including following signs indicating areas requiring permission for entry.
- **Other Illicit Acts:** Encompassing actions considered illegal by local or federal laws and behaviors that disrupt the educational process or jeopardize the safety of anyone involved.

## ABUSE AND HARASSMENT PREVENTION POLICY

At WIS, we are committed to providing a safe, respectful, and nurturing environment for all students, staff members, and community stakeholders. Our abuse and harassment prevention policy reflects our unwavering dedication to ensuring the well-being and dignity of everyone within our school community. This policy applies to all interactions within the school premises, during school-related activities, and when using school-provided resources.

**1. Definition:** Abuse and harassment encompass any unwelcome, offensive, or discriminatory behavior that may cause emotional distress, humiliation, or discomfort to others. This includes but is not limited to verbal, physical, and digital actions that create a hostile environment.

**2. Prohibited Actions:** We strictly prohibit all forms of abuse and harassment, including but not limited to:

- Verbal abuse, insults, offensive jokes, derogatory comments, or name-calling
- Physical harassment or aggression
- Cyberbullying or online harassment
- Discriminatory behavior based on race, gender, sexual orientation, religion, disability, or any other protected characteristic
- Intimidation, coercion, or any behavior that creates a hostile environment

**3. Reporting Mechanisms:** We encourage all individuals who experience or witness abuse or harassment to promptly report the incident. Reporting can be done through the following channels:

- Directly to a teacher, administrator, or staff member
- Using an anonymous reporting system, if available
- Through a designated email or phone line for reporting

**4. Confidentiality and Non-Retaliation:** Reports of abuse or harassment will be treated with the utmost confidentiality to the extent allowed by law. Retaliation against individuals who report or assist in the investigation of abuse or harassment is strictly prohibited.

**5. Investigation and Resolution:** All reported incidents will be thoroughly investigated in a timely manner. The investigation process will be fair, impartial, and respectful to all parties involved. If abuse or harassment is substantiated, appropriate corrective actions will be taken, which may include disciplinary measures in accordance with school policies and legal requirements.

**8. Cooperation with Authorities:** In cases of severe abuse or harassment that violate the law, we will cooperate fully with law enforcement and other relevant authorities to ensure appropriate actions are taken.

**9. Continuous Improvement:** We recognize the importance of regularly reviewing and updating our abuse and harassment prevention policy to ensure its effectiveness and alignment with best practices.

By upholding this policy, we are collectively creating a supportive and inclusive learning environment where all individuals can thrive, free from the burden of abuse and harassment. Our commitment to respect, empathy, and accountability is paramount in maintaining the integrity of our school community.

## SECTION D – EXTRA CURRICULAR

Engaging in clubs and after-school activities led by teachers offers students a valuable means of enhancing their education. At the start of each school year, most after-school schedules will be announced. To attend academic clubs or interest-based activities after school, students must adhere to the subsequent guidelines:

- Students are required to be under the supervision of a teacher or another responsible staff member throughout the duration of the activity.
- Parents are responsible for ensuring timely transportation for students when the activity concludes.
- While participating in the activity, students must adhere to the WIS code of student conduct.
- It is the student's responsibility to check in with the overseeing teacher or staff member. Teachers and staff are not obligated to locate students who fail to attend the activity.
- Participants accept personal responsibility for any associated risks. The organizers of after-school and Saturday school activities, instructors, or WIS hold no liability for any personal injuries that may occur during participation.

### FIELD TRIPS

Field trips present captivating avenues for learning. Throughout the school year, WIS students will have the chance to embark on these excursions. While field trips significantly contribute to the class curriculum, students must demonstrate responsible behavior during the school session to be eligible for off-campus events. During all field trips, students are expected to observe the following guidelines:

- **Submission of Permission Form:** Students must ensure that they bring the Field Trip Permission Form, duly signed by their parents or guardians, by the designated date. Verbal permissions via phone calls will not be accepted.
- **Adherence to Conduct Codes:** Students must uphold the WIS codes of student conduct while participating in the field trip.
- **Eligibility Criteria:** Students with multiple discipline referrals to the office within the current quarter will not be permitted to join field trips. In cases where a student consistently poses challenges in a classroom, teachers can seek permission from the Administration to exclude that student from a field trip.
- **Parent Drivers' Responsibilities:** Parent drivers are required to furnish the necessary paperwork in advance of the field trip, in accordance with the teacher's requests. Submission of documents such as driver's license copies, insurance cards, and form completion should not occur on the day of the field trip.

Please note that adherence to these guidelines is essential to ensure a safe and enriching field trip experience.

# STUDENT CONDUCT CONTRACT

As valued attendees of Woodbridge Islamic School, we expect that every student not only embraces their privileges as integral members of our school community but also recognizes their obligations to fellow community members. We kindly request each of you to carefully peruse and endorse the student contract provided on this page. As the school year progresses, we encourage you to conduct yourselves in ways that enrich not only your own learning journey but also the learning experiences of others.

As a student of Woodbridge Islamic School, I commit to the following ideals:

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- Demonstrating thoughtfulness toward the rights and emotions of others, exercising caution to avoid causing either physical or emotional harm.
  - Interacting with others using respectful language and behavior, refraining from using profanity or disparaging expressions.
  - Treating both my possessions and those of others with responsible care.
  - Always seeking permission before borrowing items from others and promptly returning them.
  - Attending school consistently and punctually.
  - Arriving in class on time with all necessary materials.
  - Efficiently utilizing class time, completing assignments promptly, and adhering to deadlines.
  - Taking ownership of assignments missed due to absences.
  - Remaining on school premises during school hours, including the designated lunch period.
  - Striving for excellence in my work, respecting others' efforts, and maintaining the integrity of my own work.
  - Seeking assistance whenever I encounter difficulties understanding class concepts or instructions.
  - Avoiding bringing prohibited, threatening, or hazardous items onto school grounds.
  - Contributing to the upkeep of the school building and its surroundings, promoting a clean and orderly environment.
  - Adhering to the prescribed uniform and dress code.
  - Refraining from engaging in any behavior explicitly prohibited by the school's regulations.
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By embracing these commitments, we collectively contribute to fostering a thriving and respectful educational environment for all members of the Woodbridge Islamic School community.

Sign and return this portion of the student contract to your homeroom teacher.

I HAVE READ THE WOODBRIDGE ISLAMIC SCHOOL STUDENT AND PARENT HANDBOOK AND AGREE TO FOLLOW THE RULES STATED. I UNDERSTAND THE CONSEQUENCES FOR FAILURE TO FOLLOW THE RULES AND I HAVE BEEN GIVEN THE OPPORTUNITY TO DISCUSS ANY QUESTIONS I MAY HAVE REGARDING SCHOOL POLICIES.

.....	.....	.....
Parent Printed Name	Parent Signature	Date
.....	.....	.....
Student Printed Name	Student Signature	Date
.....	.....	
Homeroom Teacher	Grade	