

Islamic Studies

Classroom Rules & Procedures



Introduction

Rules and procedures are fundamental in life. We follow rules and procedures for practically everything we do such as approaching a traffic light, starting a car, playing a sport or writing a letter etc. There are also rules and procedures in this classroom. These rules and procedures ensure a positive atmosphere in the classroom. They contribute to a controlled, and safe learning environment for everyone. Please read and familiarize yourself with Islamic Studies rules and procedure for 2018- 19.

Procedures for Entering the Classroom

There is a specific way I would like students to enter the classroom. I expect you to follow these procedures:

1. Stand and wait in the hallway **quietly** until I ask you to enter.
2. Give the greeting of peace (As-Salamu Alaikum) and enter the classroom quietly.
3. Get your IS binder from the bookshelf and take your assigned seat and look at the objective posted on the board for the day.
4. Open you organizer and turn to your student planner and record objective for the day. Turn to the tab that relates to the objective on the board and wait for further instructions.

If You Are Late

If you are late to class follow the procedures below:

1. Walk in quietly.
2. Sign-in the Tardy red binder situated on the podium. (Name, date, time and reason why you are late). If you have a late pass leave it in the binder.
3. Get your binder and take your assigned seat.
4. Join the class activity. If you don't know what the class is doing raise your hand and I will assist you. Do not ask other students about class work.

Consequences for Tardiness (see student handbook):

1. First tardy student will receive a warning demerit. Warnings are a curtsey not a right.
2. Second tardy student will receive a demerit, which consist of a call home and lunch detention. (See student handbook to understand consequences for demerits).

Grade Weight

Islamic Studies' quarterly grade will be divided into five areas: Test and Special projects, Quizzes, Classwork, Homework and organizer checks. The percentage weight for each area is listed below:

- Test and Special Projects:
- Quizzes:
- Classwork:
- Homework:

If You Are Absent

It is your responsibility to make-up any assignments or tests in a timely manner when you return to school. Follow this procedure:

1. Join the activity or work in progress. If you don't know what to do, raise your hand and wait until I reach you.
2. During the last 5 minutes of class copy the missed assignment or activities. You may get this information from a responsible classmate.
3. If you need to make-up a test, arrangements will be made during lunch time. If student was absent on a test day, he/she must take the test the day they return back to school. If they were absent that day only. The number of absent days will determine the number of the days for the missed test to be administered. (Middle School testing policy). Tests can only be made up before school starts, during lunch or after school, if previous arrangements have been made.
4. If you have access to the Internet at home you can contact me via e-mail: musa.muhammad@alimancrescent.org ask for missing work. You can also e-mail in homework if possible.

Turning in Assignments

The teacher will sometimes collect homework, group-work or individual work. You will turn these in only when the teacher asks for them. Make sure the assignment has your full name, period number and date. This should be on the top margin of your paper.

Extra Credit Assignments

Extra credit assignments will be listed in the class syllabus. Students must first get approval from myself before extra credit work is accepted.

Getting Your Attention

There may be times when I may need to get everyone's undivided attention so that I may give directions, explanations, answer group questions, etc. or if the noise level gets too loud. When I need everyone to stop talking and pay attention to me, I will say "As Salamu Alaikum" with an elevated voice.

When you hear my elevated voice you must:

- 1. Stop talking and look at me.**
- 2. Wait for me to speak.**

This procedure should take us no more than 10 seconds.

Procedure for the End of Class and Class Dismissal.

Right before the class is over everyone should, be in assigned seat, be quiet, gather all their materials and wait for the teacher to dismiss the class. No one will leave the class when they hear my five-minute warning alarm! If the principal gives an announcement at the end of the day everyone is asked to listen attentively to the message.

When We Have a Visitor

When we have someone come to the door or into our classroom that is not a member of our class (i.e. teacher, administrator, student, parent) you are expected to follow the same classroom rules and procedures. You are expected to be polite to the visitor. Do not talk to the visitor unless he/she is talking to you directly. Continue working on your assignment as usual.

If the visitor needs to speak to me privately, I expect you to remain in your seat without talking until I finish speaking with the visitor.

When You Finish Classwork Early

If you finish all of your assigned classwork early you may

- a) Read independently
- b) Work on an assignment for another class
- c) Write
- d) Draw
- e) Work on extra credit.

DO NOT TALK OR DISTURB OTHERS.

Restroom Policy

In order to control the amount of traffic leaving my classroom a maximum of 1 student may use the restroom at a time. If you don't use it pass within the week it will not accumulate throughout the year. Only students who have written permission from parents due to weak bladder be exempt from this policy. You may go to the restroom only if:

1. You have completed the directed assigned work
2. You have not abused this privilege in the past

If permission is given to go to the restroom you must sign out in the attendance logbook before leaving the class. Upon returning student must sign in.

Contact Information:

Musa Ramsey

Cell phone: 803 210-7534

Email: musa.muhammad@alimancrescent.org

Website: <http://islamicstudiesms.alimanschool.info>

Please review Islamic Studies classroom rules with parents and sign document below. Please contact me for clarification on classroom rules.

Student (signature) _____

Parent (signature) _____

Teacher (signature) _____