



# Suffa WILP Guidelines and Regulations

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In the Name of Allah, the Most Beneficent, the Most Merciful

## A. General Description

**Suffa's Weekend Islamic Learning Program (Suffa WILP) is the Islamic learning initiative of SBIA's educational activities that are conducted under the Suffa, learning@SBIA umbrella.**

The following document defines guidelines that flow through from SBIA, the Suffa, learning@SBIA program, or are specific to Suffa WILP.

Suffa WILP is open to all **Muslim** students. The staff and students come from **diverse ethnic and cultural** backgrounds.

The primary objectives of Suffa WILP is to introduce and instill the main teachings of Islam into the students by the time they are ready to go to High School and to provide an environment in which the students can interact with other Muslim children/families.

The following subjects, based on traditions of **Ahlu-Sunnah wa'l-Jama'ah**, are taught:

1. Recitation and reading of the Qur'an
2. Memorization of Surahs and Duas
3. Salat
4. Qur'anic teachings
5. Islamic Morals and Manners
6. Faith and Worship
7. Introductory Fiqh
8. Seerah of the Prophet (SAWS)
9. Introduction to Hadith
10. Lives of the Prophets
11. Current Events

For further details, see the Suffa Weekend Islamic Learning Program Curriculum.

Each grade level has two periods:

- Qur'anic Studies (recitation, memorization & teachings of Qur'an), and
- Islamic Studies (Aqidah & Fiqh, Morals & Manners and Seerah/Social Studies).

Suffa WILP classes are held at the SBIA campus at 2345 Harris Way, San Jose. On occasion, field trips may be organized for students. Suffa WILP Classes may also be conducted online using various online platforms as required.

## B. Registration

Registration requires the completion of the following steps.

1. Submit registration form
2. Read Suffa WILP Guidelines, electronically acknowledge the guidelines, and abide by them
3. Pay program tuition



**Continuing students must register during the priority registration period as announced each year, typically at the end of April for the following year.** All *continuing* families are guaranteed enrollment if they pre-register subject to the following conditions:

- Satisfactory completion of requirements by the continuing student as determined by teaching staff and administration.
- Completion of parent volunteer hours by the date when priority registration opens in order to qualify for priority registration. The target volunteer hours per student enrolled will be published at the beginning of the academic year.
- Payment of fees at the time of registration.

**New families may register during the General Registration period (typically during May) as announced on the SBIA community mailing list if there are any vacancies.**

Registration will remain open at least for the first two weeks of the year beginning in Fall (subject to capacity). **Registration is closed after the first 2 weeks - except in cases where class size meets the class limit, in which case the registration will be closed earlier.**

The tuition schedule for the current year is posted online. The fees include the cost of the books and the snacks provided during break. **Books lost by children will be replaced only after parents pay for the new books.**

Families needing financial assistance should contact SBIA for zakat assistance. **SBIA will verify the eligibility of people requesting financial assistance.** Financial arrangements must be in place in order for registration to be considered complete.

Suffa WILP does not discriminate on the basis of national origin, race, or gender.

**Suffa WILP reserves the right to refuse admission to applicants at its sole discretion.**

**REFUND POLICY: For cancellation of registration the requests must be made in writing by appearing in person at Suffa WILP on the first day of the program year. If cancellation request is received by the time of assembly on the first day of the session, Suffa WILP will refund all paid fees less \$50/child. If registration is cancelled/withdrawn after the assembly on the first day of the session, NO FEES WILL BE REFUNDED.**

## Parent Contact Information

Parents are required to provide contact information at the time of registration. This includes addresses, phone numbers, and email addresses. The email addresses provided at the time of registration are used for all communication from Suffa. Further, these same email addresses are used for audit purposes, such as matching volunteer hours (see Section P). If there is a change to any contact information, it is the parent's responsibility to update this information with the Suffa administration.

Each student also has a unique ID number assigned to them at the time of registration. This information and its associated barcode are sent to parents in the welcome email prior to orientation. The administration uses this ID for tracking and audit purposes such as tracking attendance etc. Parents must keep this ID handy as it is required for filling out forms related to absences etc. and should be used in communication with Suffa administration.

Each student will have their picture taken at orientation for badge purposes. A scannable badge will be provided within the first two weeks of the program commencing. Students are required to wear this identification at all times while at Suffa. A fee will be charged to replace lost badges.



## C. Placement

Children are placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). For example, a child enrolled in 3rd grade in their elementary school will be placed in 3rd grade at Suffa WILP. Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships and all-round development of our children.

Suffa WILP offers classes for following grades: KG, 1 through 7, and Youth Boys (Grade 8 and higher) and Youth Girls (Grade 8 and higher). In some exceptional cases, Suffa WILP may decide to place students in a lower grade.

***To be admitted into Kindergarten, a child must be 5 years of age AND attending Kindergarten in their regular school.***

Suffa WILP may ask **parents to present legal document(s), such as a birth certificate or other evidence of age, to confirm the age of the children.**

Children in the 6th Grade and higher are expected to know how to perform Salat.

## D. Schedule

The program year starts at the end of August or beginning of September and ends before Memorial Day. The program is in session for 30-31 days.

Each session is for 3 1/2 hours - from 10:00 AM to 1:30 PM. The day is divided as follows:

10:00-10:15	Assembly
10:15-11:30	Period 1: Qur'anic Studies
11:30-12:00	Recess
12:00-1:15	Period 2: Islamic Studies
1:15-1:45	Dhuhr Salat and tasbeeh

Suffa administration reserves the right to modify the format of the class day to meet the needs of the Suffa WILP community.

The following holidays are observed at Suffa:

- Labor Day
- Thanksgiving Weekend
- Winter Break (3 weekends)
- President's Day
- Spring Break (one weekend)
- Eid-ul-Fitr
- Eid-ul-Adha

## E. General Rules

Students (and Parents) need to arrive on time each program day. Arrival after 10AM is considered late.

**Penalties for excessive tardiness and absenteeism are detailed in Section F, Attendance.**

**Additional rules for conduct during virtual classes are discussed in Annexure A.**

**LATE PICKUP FROM THE PROGRAM:** Students must be picked up at 1:45PM. ***Anybody who does not pick***



***up their child at 1:45PM will have to pay \$1/minute/child fine. So if you are 15 minutes late, you will have to pay \$15 fine per child.***

- While at SBIA students are expected to exhibit good moral character. This includes:
  - Being respectful to all teachers, staff members and fellow students.
  - Being courteous and helpful, especially towards younger students
  - Refraining from the use of bad or inappropriate communication, both verbal and non-verbal.
- Students must be dressed in compliance with the Suffa WILP Dress Code (see below)
- Students must wear their Suffa WILP provided ID at all times during program sessions.
- **Use of skateboards, rollerblades and roller shoes is prohibited.**
- Suffa WILP operates on a **CLOSED CAMPUS** policy. Administration's permission is required by the parents/guardians to visit the classroom or to pull the students out. Students are not allowed to leave the Suffa WILP premises during program hours, without administration's consent and proper authorization. **NO EXCEPTIONS.**
- Students must not damage the property of SBIA.
- Students may not chew gum on SBIA property.
- Intoxicants, weapons, and sharp objects are **ABSOLUTELY** prohibited.
- Students caught talking or 'messaging' on their phones during class will have the devices confiscated, and may be subject to disciplinary action.
- Students need to pay close attention to Suffa WILP announcements. All announcements are made during the Assembly and are also emailed to parents.
- Students should be picked up promptly after Dhuhr prayer at 1:45 PM. **Suffa WILP is not responsible for children after the program is dismissed at 1:45PM.**
- Parents are not permitted in the classrooms without the administration's permission.
- Audio/Video recording is permitted only by the administration or their authorized representatives. Suffa WILP may use photography/videography of activities at Suffa WILP for marketing and promotional purposes.
- No fundraising activity is permitted on SBIA premises unless authorized or sponsored by Suffa WILP or SBIA.
- Students can leave early only if an Early Departure form has been signed by a parent or guardian and countersigned by the administrative staff. The individual identified on the form taking the student home must present a government issued picture ID to the Suffa staff at the exit to the premises in order to take the student home. No exceptions are allowed to this policy. Early departure checks end at 1:15pm when Dhuhr adhan is called.
- Waiver of liability is required for student participation in field trips.
- Students are not permitted to use cell phones during assembly or class hours. Cell phones may be confiscated if used during prohibited times.
- All those in attendance at assembly are required to be attentive during the assembly presentations. No eating, drinking, or use of cell phones is permitted during the assembly.

## F. Attendance

- Attendance is tracked via badge scans. Students who forget their badges will be marked absent for the class. If class is conducted virtually, then attendance will be tracked using appropriate methods by Suffa administration and teaching staff.
- Regular attendance is very important as it enables students to fully benefit from Suffa WILP. Attending the program every week ensures that each student keeps up with the teacher's lesson plan and assignment schedule. It also instills the sense that Islamic education is at least as important as the other activities in his/her life, and therefore, should be taken seriously.



- Student attendance may be taken multiple times each program day.
- Parents are required to notify the administration of an illness or other absence prior to 9am on a class day using the online form set up for this purpose on the Suffa website. All missed activities (for example homework, notes, etc.) should be made up before returning to the class.
- Parents can communicate with teachers over the SBIA/Suffa WILP email addresses. Please do not ask teachers for personal emails or phone numbers.

## Enforcement

Three consecutive unexcused absences or a large number of non-contiguous absences during the Suffa year could result in monetary penalties, suspension, and/or expulsion from the program. Make up activities may be offered at the administration's discretion if appropriate.

## G. Dress Code

We realize that the majority of students do dress in accordance with Islamic norms. However, because modesty is such an essential feature of our faith and an important element of the learning environment, we want to remind students and parents of the expected Dress Code. This ensures that everyone has the same information and is held to the same standard.

### General Rules

- Students should dress according to Islamic guidelines of personal modesty. Generally, this means clothes that are loose fitting and do not reveal the detailed shape of the body – *for both boys and girls*.
- Clothes containing slogans or messages that are obscene or offensive should not be worn and are not allowed.
- The Dress Code applies to the entire program day - including arrival and departure from the program. It also applies to ALL Suffa WILP events.
- No underclothes are showing.
- No tight or see through clothes

### Girls' Dress Code Guidelines

- Hair should be covered with a headscarf
- If pants are worn, they should be full-length; Shirts are long sleeved, and fall below the hips.

### Boys' Dress Code Guidelines

- Pants are full-length and relatively loose. (No excessively loose pants that fall below the waist.)
- No shorts (of any length).

## What Parents Can Do

1. Review the information contained in these guidelines with your child(ren).
2. Remind them why modesty is important for Muslims.
3. Be an example.
4. In case the administration deems a student's attire to be inappropriate, parents may be called to the program to bring a change of clothes.

## H. Homework

Homework is an integral part of our curriculum. Teachers assign it so that their students will reach a



particular level of achievement by the end of the program year. If it is not completed regularly, the student will fall behind, and in some cases leading to repeating the grade level.

- Parents will receive appropriate communication with regards to homework. Students are responsible for completing homework by the due date.

## I. Prayers

Salat ul-Dhuhr (the noon prayer) is a part of the program day.

- **Every student is expected to participate in the prayer.** It helps to bind what they learn in the classroom with this essential feature of our faith.
- Parents are encouraged to join the prayers with the rest of Suffa WILP as it provides a strong sense of community spirit.
- There should be no talking, discussion or any other kinds of distractions during the prayer.

## J. Morning Assembly

The program starts at 10:00AM with the morning assembly - an integral part of the program's daily schedule. It is a valuable tool for conveying information about the day's events, starting the day with a brief Islamic lesson and putting the children in a learning mindset. Therefore, it is essential for parents to bring their children to Suffa WILP in time to attend and participate in the morning assembly.

Parents are encouraged to attend and participate in the assembly. No cell phone usage is permitted during the assembly.

## K. Testing and Evaluation

Suffa WILP holds **Parent/Teacher Conferences towards the end of Fall Semester and towards the end of the program year.** The students are evaluated based on their academic progress, attendance, homework, class participation, discipline, behavior and frequent tests (at least one or two times per quarter).

- **Poor academic performance and/or attendance is grounds for expulsion from the program.**  
Please see Section F, Attendance, for specifics.
- The administration may decide to hold a student back if the teachers feel that insufficient progress was made during the year. The student must pass both classes to be promoted to the next grade. Failure in one of the two classes will require the student to repeat the class. Students are only allowed to repeat a class once. Any student who fails the same class twice will not be allowed to re-register.

## N. Snacks

Suffa WILP provides a small snack during the recess break between classes. The Volunteer run snack-committee facilitates this activity.

- Suffa WILP provides snacks and any needed supplies during each program session.
- No outside food is allowed to be distributed to students by unauthorized person(s).
- **No food is allowed in the classrooms.** Snacks should be eaten assembly/dining area of SBIA.
- Wrappers, napkins and other garbage should be thrown in one of the many trash receptacles found in the building.



## O. Location and Building Care

The rooms used by Suffa WILP are used for other purposes during the regular week and may contain other supplies and material.

It is extremely important that we maintain a respect for the paperwork, books, projects, art supplies, etc, that are normally in the classrooms.

If any property belonging to SBIA is damaged by a Suffa WILP attendee, that person (or his/her parents in the case of a student) will be held financially responsible. SBIA has installed video cameras throughout the facility and all activity is recorded and monitored.

**In case of complaint from SBIA about misuse of a classroom the whole class including teacher will be fined between \$50 - \$100.** The following rules regarding the facilities must be observed at all times.

- Do NOT write/mark on SBIA property (walls, doors, bathrooms, lockers, notice boards, inside classrooms).
- Do NOT remove material posted in the classrooms or in the hallways.
- Do NOT write on anything posted.
- **Put back any furniture moved during the class to its original location.**
- Do NOT write on or erase the board in the class unless it is related to a class learning activity
- Do NOT take, mishandle or destroy any of the materials within the classrooms.
- Do NOT touch or move anything in the class.
- Do NOT borrow (pencils, tissues, etc) anything from the class.
- Do NOT remove or move anything from the students' desks.
- Do not move or touch items on the teacher's desk.
- Do NOT turn on the TV or projectors in class (only teachers are allowed to do this)
- Do NOT eat or drink in the class.
- **Students are not allowed in the classroom at any time (including break) without an adult being present. No Parents/Guests allowed in the classroom without the administration's permission.**

## P. Parents' Responsibilities

Parents' responsibilities include the following:

- Reading and following up on emails sent by teachers and administration.
- Make sure that their child gets to his/her classroom safely.
- Pick up their children promptly at 1:45pm after Dhuhr Salat. Suffa WILP is not responsible for the safety of children left alone after Dhuhr Salat (1:45 pm).
- Advise and encourage their child to respect and obey the rules.
- Be sure that their child attends the program regularly and on time.
- **Make sure that the child has all necessary books, tapes, stationery and supplies. The books are provided by the program. However, if your child loses them then you need to pay for replacements.**
- Participate in all parent-teacher conferences to ensure their child's success in Suffa WILP.
- Discuss report cards with the child.
- **Ensure homework assignments are completed.**
- Remain informed of their child's performance, activities and lessons in the program
- Ensure child is dressed modestly (i.e. clothing should be appropriate for prayers).
- **Dress appropriately yourself when entering Suffa/SBIA premises. Please refer to the "Dress Code" guidelines specified earlier.**
- Pay the fees on time (either in full at registration or in installments as per the schedule)



- provided during registration)
- Review all emails sent by the administration and teachers to the email address on record (provided at the time of registration)
- Participate actively in Suffa WILP events conducted throughout the year.
- **Sign up as volunteers for helping the program with various activities and functions.**

### Additionally:

- **Any Parent who disrupts the operation of Suffa WILP and/or creates conflicts will have their children's registration cancelled.**
- Sometimes children misunderstand or misinterpret the information given in the class. If you hear something from your child that sounds strange or wrong, **please verify the information with the teacher directly** instead of spreading the misinformation.

## Volunteering Requirement

Volunteering is a critical requirement for families. The Suffa program is entirely volunteer run and cannot be sustained without parent participation.

At the beginning of each academic year, the administration will determine the number of volunteer slots required to conduct the program through the year. These hours will be divided by the number of students enrolled and a per-student volunteering requirement for parents will be set.

The administration will set up a sign-up system where parents may enroll for their volunteer tasks. Sign-up modifications may be made no later than 9pm the evening before each class session. Any modifications after this time are not guaranteed to be reflected in the system.

A volunteer coordinator will be assigned for each of the tasks and their information will be posted on the Suffa notice board. It is the parents' responsibility to check in with them at the start of their volunteer slot in order to receive credit.

Parents who do not show up negatively impact the program: their task goes un-serviced, and the slot could have been used by another parent who would have liked to sign up. Consequently, no-shows will be penalized with a negative credit.

Volunteer hours need to be completed prior to the priority enrollment date in order for a family to qualify for priority registration for the following year.

## Q. Student Responsibilities

The students have a responsibility to:

- Attend all classes, every program day, on time.
- Be prepared for each class with appropriate supplies and assignments.
- **Do all the assigned reading, homework and test preparation.**
- **Be properly dressed.**
- Show respect towards others, both students and teachers.
- Obey all Suffa WILP Rules.
- **Not move, change or damage material in at SBIA facilities.**
- Inform parents about announcements and memos.
- Gather all the missed assignments/homework and make arrangements for taking makeup/missed tests in case of an absence from class.





**Students are not allowed in the classroom without an adult being present.**

## R. Volunteers and their Responsibilities

Suffa WILP is run solely by volunteers, including all of the teachers and administrative staff. We count on volunteers to perform additional tasks – some of which are discussed in the following sections. **The activities and the responsibilities are determined by the program.**

Suffa WILP requires that parents volunteer for a number of days through the program. The number of spots required (per registered student) will be posted at the time of orientation.

An online sign-up will be available for parents to sign up for volunteer tasks. Please see “Volunteering Requirements” under Section P (Parent Responsibilities) for details.

Financial or other penalties will be assessed for parents that do not sign up for volunteer spots. These will be announced at orientation.

## S. Special Tasks, Projects, and Events

Some examples of special projects include:

- Parent/Teacher Conferences
- Toy Drive
- Suffa potlucks
- Substituting in case of teacher absence
- Children’s safety and supervision during program hours and during Salat ul-Dhuhr.
- Helping with assembly
- Advancement and graduation ceremony

## T. Disciplinary Action

The following behavior will result in a disciplinary action:

- Disrespecting teachers, staff or members of Suffa WILP or SBIA administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging SBIA property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the Suffa WILP premises without permission.
- Fighting with or insulting other students.
- ***Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action. This includes suspension from the program, fines (to be paid to a charity) and/or expulsion from the program.***
- Violating or not following any guideline mentioned in this document
- Any action determined to be bullying or harassing a member of the Suffa WILP community.



Disciplinary action may include:

- Removal from the class for the day.
- Parent notification and/or conference.
- In extreme cases, removal from the program for the remainder of the year.

## U. Lost & Found

SBIA has no lost and found facility. Items left behind should be considered lost and non-recoverable.

## V. Liability

### ***Parental Liability***

The parents of the child who causes damage to any property or causes injury to another person on the SBIA premises will be held responsible for all damages and liabilities.

### ***Liability of the Program***

SBIA is committed to providing a safe environment for all its attendees. Every effort is made to ensure the safety of children, parents, and staff. Parents are responsible for making sure that their children safely get to their classes and are promptly picked up after program.

*IN CASE OF ANY UNFORESEEN EVENT THAT CAUSES ANY KIND OF HARM OR INJURY (PHYSICAL, MENTAL OR EMOTIONAL) TO ANYBODY ASSOCIATED WITH THE PROGRAM - INCLUDING PARENTS, STUDENTS, STAFF AND THEIR BELONGINGS – SBIA and Suffa WILP WILL NOT BE HELD RESPONSIBLE.*

**Consent to the Rules and Guidelines above is a condition for registration at Suffa WILP.**

**Individuals teaching, volunteering, or participating in administrative duties at the program are expected to abide by the Suffa Rules and Guidelines.**

## W. Modification of terms and conditions

Suffa, Suffa WILP, and/or SBIA reserve the right to modify these terms and conditions at any point. Parents will be notified via email that updated terms and conditions have been posted to the Suffa website.



## ANNEXURE A

### Responsible Use of the Suffa Weekend Islamic Learning Program (Suffa WILP) Virtual Classroom and Remote Access Agreement

The term “virtual classroom” below refers to (but is not limited to) “Google Classroom”, “Google Hangouts” and other virtual online tools that may be employed by the Suffa Weekend Islamic Learning Program.

Students are expected to use the Virtual Classroom responsibly and safely, to further their education. The Suffa Code of Conduct continues to apply while using the Virtual Classroom.

1. Students under the age of 18 must obtain parent/guardian permission for student use of, and access to, the virtual classroom.
2. The Virtual Classroom is a substitute for the time that a student would have otherwise spent in class during a Suffa WILP session and should be accessed as such.
3. Classroom links, meeting links, and passwords shall only be used for Suffa WILP related activities and shall not be shared or used inappropriately.
4. Students will immediately tell a teacher about messages and websites that contain inappropriate material.
5. Students may not use the Virtual Classroom to break the law or Suffa rules, or to encourage others to break the law or Suffa rules.
6. Students may not use or access the Virtual Classroom to harass or bully others.
7. Students may not use or access the Virtual Classroom to send or post false, harmful information about others.
8. Students may not use or access the Virtual Classroom to post or send threats, instructions on breaking into computer networks, threatening or obscene material, or any material determined inappropriate by the Suffa Administration.
9. Students may not use or access the Virtual Classroom to send or post to arrange to physically meet with someone they have “met” online.
10. Students may not use or access the Virtual Classroom to “spam,” or send email to a large number of recipients for purposes of advertising a product, service, event, etc.
11. Students will not access web-based email without permission of the teacher and his/her parent or guardian.
12. Students may not use or access the Virtual Classroom to offer for sale or purchase any products or services.
13. Students may not use or access the Virtual Classroom to inappropriately access and/or damage another network (hacking).
14. Students may not use or access the Virtual Classroom to visit social networking sites (e.g., Facebook, etc.) except with teacher and parent permission and after reading the terms of service of each site accessed.
15. Students may not use or access the Virtual Classroom to send or post personal contact information (personal addresses, telephone numbers, and email addresses) about themselves or others.
16. Students may not place copyrighted material on any system without the author’s permission.
17. Students who violate these rules may lose the privilege of access to the virtual classroom, and may be subject to discipline under the student code of conduct, as well as the law.
18. Suffa Administration reserves the right to monitor all activity that occurs, and all information stored, on its electronic network. STUDENTS SHOULD NOT EXPECT THAT THEIR USE OF THE VIRTUAL CLASSROOM IS PRIVATE.



19. Your use of the Virtual Classroom constitutes and acknowledgement of these policies and an agreement to abide by them.
20. Suffa Administration reserves the right to amend or modify these policies at any time and will provide notice of such modification via electronic mail to the e-mail address provided at the time of registration.