



Suffa Guidelines and Regulations

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

A. General Description

Suffa is a **structured Weekend Islamic Learning Program** placing its emphasis on teaching **Islam as a Religion** rather than a set of cultural practices. The program is an **independent private entity** run as a community service by volunteers (who are not compensated for their services) and **is administered by an independent board**. It is open to all **Muslim** students. The staff and students come from **diverse ethnic and cultural** backgrounds

The primary objectives of Suffa 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 **Ahl-Sunnah wul Jamaa**, 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:

- Quranic Studies (recitation, memorization & teachings of Quran), and
- Islamic Studies (Aqidah & Fiqh, Morals & Manners and Seerah/Social Studies).

B. Registration

Registration requires the completion of the following steps.

1. Submit registration form
2. Read Suffa 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. Note that advancement to the next grade is conditional on satisfactory completion of requirements as determined by teaching staff and administration.

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

Registration will remain open for the first three weeks of the year beginning in the Fall (subject to



capacity). **Registration is closed after the first 3 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.** Suffa Weekend Islamic Learning Program guarantees admission irrespective of anybody’s ability to pay, as long as it’s done before the registration deadline. **Suffa reserves the right to refuse admission to families/students based on its discretion.**

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 If registration is cancelled/withdrawn after the first day of the program, NO FEES WILL BE REFUNDED.

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 Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships. Suffa offers the following grades: KG, 1 through 7, and Youth Boys (Grade 8 and higher) and Youth Girls (Grade 8 and higher). In some cases, Suffa may decide to place students in a lower grade. However, this is an exception.

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

Children in the 6th Grade and higher are expected to know how to perform Salat. Children in the 4th Grade and higher are expected to know how to read and recite the Holy Quran. **Parents must present at least one document to confirm the age of the children.**

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 tasbihat

The following holidays are observed at Suffa:

- Labor Day
- Thanksgiving Weekend
- Winter Break (3 weekends)
- President’s Day
- Spring Break (one weekend)
- Memorial Day Weekend



- Eid-ul-Fitr
- Eid-ul-Adha

E. General Rules

Students (and Parents) need to arrive on time every program day. Arrival after 10AM is considered late. **Any student who is late for more than 3 times in the quarter will not be allowed to attend class** (i.e. if the student has been late three times to class in a quarter, every time the student is late after that he/she will not be allowed to attend the class).

LATE PICKUP FROM THE PROGRAM: Students must be picked up at 1:30PM. **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 Suffa (*and everywhere else too*), 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 language.
- Students must be dressed in compliance with the Suffa Dress Code (see below)
- Students must wear their Suffa provided ID at all times during Suffa sessions.
- **Use of skate boards, roller blades and roller shoes is prohibited.**
- Suffa 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 premises during Suffa hours, without administration consent and proper authorization. **NO EXCEPTIONS.**
- Students must not damage the property of SBIA.
- Intoxicants, Weapons and sharp objects are **ABSOLUTELY** prohibited.
- **Student Cellphones MUST be TURNED OFF during Suffa hours.** Students caught talking or 'messaging' on their phones will have the devices confiscated, and may be subject to disciplinary action.
- Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (i.e. Sony Walkman) and Electronic Games (such as Gameboys) are not allowed at Suffa. If such a radio/game is accidentally brought to Suffa, it should either be left in the student's backpack or at the administration office until the end of the Suffa day.
- Students need to pay close attention to Suffa announcements. All announcements are made during the Assembly and are also posted on the Notice Board at the entrance to Suffa.
 - Handouts and Sign-Up sheets are also available at the Registration Desk.
 - Handouts containing important announcements are sent home with the students; parents should look for them every week
- Students should be picked up promptly after Dhuhr prayer at 1:45 PM. **Suffa is not responsible for children after they are dismissed at 1:45PM.**
- **NO PARENTS or GUESTS ARE ALLOWED IN THE CLASSROOMS or HALLWAYS.**
- **NO AUDIO/VIDEO TAPING IS ALLOWED IN SUFFA (INSIDE OR OUTSIDE THE CLASSROOM) except by the administration or their authorized representatives.**
- **NO FUNDRAISING ACTIVITY IS ALLOWED ON SUFFA PREMISES.**
- **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.

F. Attendance

- Regular attendance is very important as it enables students to fully benefit from Suffa. 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 is taken each program day in every grade for both the Qur'anic Studies and Islamic Studies class sessions.
- For Leave of Absence, both the Qur'anic and Islamic studies teachers should be notified. All the missed activities (for example homework, notes, etc.) should be made up before returning to the class.
- The attendance record of each student will be included on his/her final Report Card.
- The names and telephone numbers of a student's teacher will be made available to parents so they can provide proper notification about necessary absences.

Enforcement

3 Consecutive Un-Excused Absences or a large number of non-contiguous absences during the Suffa year, could result in the student's Suspension or Expulsion from the program.

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.
- The Dress Code applies to the entire Suffa day - including arrival and departure from the program. It also applies to ALL Suffa events: Ramadan Iftar, Eid Celebration, Teacher Appreciation, etc.
- While the Dress Code is meant for all students, it is particularly important for students in grades 6 and up.

Girls' Dress Code Guidelines

- All hair is covered with a moderately fitted scarf that remains in place and covers the neck.
- Dresses, *Abbayah*, or *skirts are ankle length unless they are worn over pants (see next item)*.
- Pants are full-length; Shirts are long sleeved, and fall below the hips.
- Pants and shirts should **not be form fitting**.
- No tight or see through clothes (i.e. we should not be able to see her figure).

Boys' Dress Code Guidelines

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



- Shirts don't contain pictures and/or offensive slogans.
- No shorts (of any length).
- No underclothes are showing.

What Parents Can Do

1. Review the information contained in this letter with your child(ren).
2. Remind them why modesty is important for Muslims.
3. Be an example.

Enforcement

1. **For Grades KG – 4**, teachers will discuss the importance of modesty in Islam, and give gentle reminders to students who are not wearing clothes in accordance with the Dress Code.
2. **For Grades 5 – Youth**, students are expected to abide by the aforementioned 'Dress Code'.
On the first occurrence of a violation, the student will be given a Warning.
On subsequent occurrences, the student will be asked to sit outside of the class and his/her parents will be notified.
If they bring a change of clothes for the student, he/she will be allowed to return to the class.

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.

- All students from KG to the Youth group will receive appropriate communication with regards to email. Students are responsible for completing homework by the due date.

I. Prayers

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

- **Every student MUST participate in the prayer.** It helps to bind what they learn in the classroom with this essential feature of our faith.
- Parents are not allowed to take students home before the prayers.
- Furthermore, parents are encouraged to join the prayers with the rest of Suffa as it provides a strong sense of community spirit.
- There should no talking, discussion or any other kinds of distractions during the prayer. Please show appropriate adab and manners while the Salat is in progress.

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 in time to listen to and participate in the Morning Assembly.

K. Testing and Evaluation

Suffa holds **Parent/Teacher Conferences in September (for all students) and towards the end of Fall Semester (Nov/Dec) and towards the end of the program year (in April-May)**. The children 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.**
- 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 provides a small snack during the recess break between classes.

- Suffa provides snacks and any needed supplies (e.g. napkins) each week of the month.

The Volunteer run snack-committee facilitates this activity.

- **No food is allowed in the classrooms.** Snacks should be eaten assembly/dining area of Suffa , weather permitting
- Wrappers, napkins and other garbage should be thrown in one of the many trash receptacles found in the courtyard or in the hallways.

During Ramadan:

- No snacks are provided by the program during Ramadan.
- Parents may bring snacks for younger children (KG-Grade 2) during Ramadan

O. Location & Building Care

Suffa classes are held at the SBIA campus at 2345 Harris Way, San Jose. The rooms used by Suffa 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 member of Suffa, 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 (teachers can write but they should erase at the end of class).
- 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.
- Stay away from the Teacher's desk. Nothing on the Teacher's desk should be touched or moved.
- Do NOT turn on the TV or VCR or Radio (only teachers are allowed to do this)
- Do NOT use the phone.
- Do NOT touch the computers.
- 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.**

P. Parents' Responsibilities

Parents' responsibilities include the following.:

- Make sure that their child gets to his/her classroom safely.
- Pick up their children promptly at 1:30pm after Dhuhr Salaat. Suffa is not responsible for the safety of children left alone after Dhuhr Salaat (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.
- 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 the beginning of the year or at the beginning of each quarter in September, January & April).
- Check Suffa notice board and pay attention to handouts brought by their children every program day.
- 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 functions (Iftar, Teacher Appreciation, Year-End Picnic) and activities (guest speaker assemblies, parent conferences, Eid Gifts, Ramadan Toy Drive, TV-Free Ramadan, Eid-ul-Adha Sacrifice).
- **Signup as volunteers for helping the program with various activities and functions.**

Additionally:

- Parents are not allowed in the classrooms. **Any Parent who disrupts the operation of Suffa and creates conflicts will have their 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.

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 Rules.
- **Do not move, change or damage material in at SBIA facilities.**
- **Students are not allowed in the classroom without an adult being present.**
- In case of an absence from the program, gather all the missed assignments/ homeworks and make arrangements for taking makeup/missed tests.
- Inform parents about announcements and memos.

R. Volunteers & their Responsibilities

Suffa 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.**

It is important for all parents to take a proactive role in the success of the program by volunteering for one or more of these duties. Most of them are simple and require a minimal amount of time. Few, if any, of these tasks require the volunteer to spend money. In such a case, the program fully reimburses all expenses incurred.

Signup sheets are available at registration time during the beginning of the year. Look for Suffa announcements (notice board, morning assembly and handouts) to find out where the program needs your help. Please sign-up generously.

Parents who signup for various tasks such as: Event Co-coordinators, Snack Parents and Phone/Email-Tree Captains MUST honor their commitments. Please think carefully before signing up for a volunteer function.

S. Room Parents & Teacher Aides

Room Parents and Teacher Aides are selected by the Suffa administration. Volunteers who are best suited for a class are selected solely at the discretion of the administration. **A Parent CANNOT act as a Teacher's Aide (except in KG) for the class in which their child is enrolled.**

Teacher's Aides are responsible for working with the teacher. The responsibilities include:

- Passing out announcements
- Collecting/grading homework
- Working with small group of students Future potential teachers will be given a preference for appointment as a Teacher's aide. Suffa graduates are also encouraged to enroll as junior teacher aides. **Room Parents** are responsible for acting as a liaison between the program and the parents of the class. Their responsibilities include:
 - Passing Suffa information to the parents of students in the class
 - Acting as phone-tree captain for their class
 - Helping the program administration in organizing various Suffa functions and activities
 - Coordinating meetings between teacher and parents.
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T. Special Tasks, Projects and Events

- Parent/ Teacher Conferences



- Annual Ramadan Iftar Dinner
- Ramadan Toy Drive
- Arranging Eid Gifts for children
- Suffa potlucks
- Teacher Appreciation Day
- Teacher's Aide
- Room Parent
- Substitute Teacher
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- Taking Class Pictures
- Children Safety & Supervision during program hours and during Salat-ul-Dhuhr.
- Helping with Assembly
- Graduation Ceremony.
- Managing Audio System

U. Mutual Respect

We strive to make Suffa a positive place which students and teachers enjoy attending, in order to learn and build friendships. We try our very best to operate on a principle of mutual respect - between students, between teacher and student, between students and staff. The families who make up the staff and administrative body of Suffa are volunteers and give their energy and time to teach and learn because of a genuine interest in serving Allah (SWT) and helping the community. Most of the time, this commitment itself is enough to ensure that students, teachers and parents are all treated with the respect that they deserve.

However, we recognize that in any large group of people, occasionally disagreements and/or frustrations between parties can arise. In such cases:

1. In the case of a student who is consistently misbehaving and has become a significant distraction to the teacher and fellow classmates, Suffa reserves the right to impose one or more of the following consequences.
 - a. Removal from the class for the day.
 - b. Parent notification and/or conference.
 - c. Levy a fine on the parents of a student.
 - d. In extreme cases, removal from the program for the remainder of the year.
2. In the case of a student who feels that he/she has been treated unfairly (or in a manner inconsistent with Islamic Adab) by a teacher or member of the administrative staff, the student should bring the matter to the attention of the Principal immediately. The student may also have his/her parents present if he/she desires.

V. Disciplinary Action

The following behavior will result in a disciplinary action:

- Disrespecting teachers, staff or members of Suffa 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 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. Teachers will follow the steps below in escalating disciplinary issues:

1. Talk with the student directly.
2. Call parents at home or setup a meeting with them at Suffa.
3. If the first two steps fail to produce any results, the parent will be required to sit in the classroom as long as the program feels it is necessary.

W. Lost & Found

Suffa has no Lost/Found facility. Things left behind should be considered lost and non-recoverable.

X. 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

Suffa is committed on providing a safe and caring environment. Every effort is made to ensure the safety of children, parents and staff (and their property). 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 UNFORSEEN 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 - THE PROGRAM WILL NOT BE HELD RESPONSIBLE.

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

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