

OIA Student Code of Conduct Agreement

The following guidelines for student behavior apply to ISMET/OIA students at all times while under school supervision in order to maintain a positive and productive learning environment. Students are expected to act within the following guidelines of Respect, Attendance, Property Use, and Citizenship, while avoiding any form of General Misconduct.

Respect

- **Respect the safety, welfare, and feelings of others.**
- **Show respect for Islamic teachings, school staff, adults and fellow students in words and actions.**
- **Treat classmates, teachers, and administration respectfully.**
 - Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of racial, ethnic or religious nature that are deemed offensive.
 - Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior.
 - Students shall respect the rights and feeling of others at all times.
 - **Intimidation/Threats:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution, or institutional property.
 - **Use of Inappropriate Language/Materials/Actions/Gestures:** Students shall not use inappropriate language, make inappropriate gestures/actions, or possess inappropriate materials.
 - Students shall not engage in name-calling, bullying, or cyber-bullying.
- **Respond appropriately and respectfully to the directives of faculty and staff.**
 - No student shall fail to comply with any instructions or requests of teachers, administrators or other authorized personnel at any time.
- **Display appropriate classroom behavior by listening attentively and not being disruptive.**
 - Students shall not cause disruption or obstruction to the normal operation of their classes or this school.

Attendance

- **Arrive to class on time prepared with supplies, books, and a positive attitude toward learning.**
 - **Attendance:** No student shall fail to comply with OIA attendance policy including, but not limited to, truancy or tardiness from a specific class or from school in general.
 - **No student registered in an after-school program** shall only leave for the day upon its conclusion, and will remain within the supervision of the appointed staff member(s) until then.
 - **Unauthorized or Unsupervised Areas:** Students may not be in areas in which they have not been authorized or areas that are unsupervised.
- **Follow campus rules and act in a safe and healthy manner at all times**
 - No student shall leave school property or an assigned educational location once he or she has come under the supervision of OIA staff, prior to specified dismissal times, without official permission from OIA administration.

Property Use

- **Respect the property of the school and of fellow students**
 - Students expected to keep their classroom, desks, and area around them organized, clean and free of littering all the time.
 - Students shall not touch or handle another person's property without their permission.
 - Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.
 - Students shall not cause or attempt to cause damage to school property, including personal property of other students or teachers.
- **Return library books on time, care for textbooks, and handle school property with care**
- **Adhere to the school dress code and uniform guidelines stated in the OIA parent handbook.**
- **Speak the truth and use only good, positive, and appropriate language.**
 - No student shall fail to provide information, or supply false information, when it is requested by the office.
- **Take responsibility for learning.**
 - Strive for excellence, do your best, work hard, complete homework, turn it in on time, and maintain a clean and organized work space

Locker & Cubby Use Privilege:

- Student must maintain a clean and organized space at all times; Damage caused must be reimbursed promptly
- Student must refrain from sharing his/her lock combination with others and learning those of others
- Student must change their lock combination from time to time

Locker & Cubby Use Privilege (Continued):

- Student must refrain from getting into other students' lockers, whether they are locked or not
- Student must give access to his/her locker to school admin whenever needed
- Use of a locker will be suspended if student fails to abide by these rules

Internet Use Policy & Guidelines:

Internet use at OIA is a privilege and a responsibility; not a right. Parental control is in place to restrict access to websites with inappropriate content. Students must get a pass before using the computer lab. Students are expected to abide by the following guidelines at all times when using the Internet. Failure to do so will result in immediate suspension from using the Internet and MET's Computer Lab facility:

- Be polite; do not write, post, or send abusive messages; refrain from cyber-bullying
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language
- Refrain from using social media or gaming
- Refrain from plagiarism and copying the work of other
- Honor and protect the privacy of yourself and others
- Do not vandalize the data of others
- Do not attempt to gain unauthorized access to information, resources, or entities
- Do not use an account owned by another user
- Do not forward personal communications without the author's consent
- Do not post anonymous messages
- Do not use the network to access or distribute unacceptable materials
- Report any defects in the system to the system administrator promptly
- Do not degrade or disrupt equipment or system performance

Computer Software Code of Ethics:

All students, teachers, and staff shall use software only in accordance with its license agreement as follows:

- All software is to be used in accordance with its license agreements.
- No student, faculty, or staff member will make any unauthorized copies of any software under any circumstances.
- MET will not tolerate the use of any unauthorized copies of software.

Citizenship

- Display excellent citizenship and Islamic character. A good citizen is involved in his/her community and actively works to make his/her learning community a better place. A good citizen abstains from any conduct or behavior that hurts or disturbs others in his/her learning community. A student that displays excellent Islamic character is a benefit to all of those around him/her.
- Be a good example for others.

Avoid General Misconduct

- **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of this policy.
- **Academic Dishonesty:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
- **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:
 - Fighting/Violence
 - Serious bodily injury
 - Threats of fighting, violence, or serious bodily injury

By signing I affirm that I have read and understand the OIA Student Code of Conduct Agreement. By signing below, I agree to abide by all behavioral and academic expectations entailed by this agreement. I understand that any behavior on my part that violates this code of conduct could result in a loss of extra-curricular activities, recess, PE, detention, suspension and possibly expulsion. This agreement is in effect for the duration of my attendance at Oregon Islamic Academy (OIA).

Student Name (please print)

Student Signature

Date

Parent Name (please print)

Parent Signature

Date