

ISLAMIC CENTER OF AMERICA

Madrasatu Ahlis Sunnah

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ Cell Phone Policy

Purpose

Madrasatu Ahlis Sunnah places the highest priority on student safety, academic focus, and a respectful learning environment. The following policies outline expectations for staff and students regarding cell phone use, as well as our commitment to preventing bullying through supervision and community involvement.

Cell phones are increasingly becoming a bigger issue at our school. Students of all ages have started carrying cell phones, but their use is not permitted on school grounds. Parents must respect our policy, and if they need to contact their child, they should call the Main Office. The school phone number is 973 672 4124.

Safety is the primary concern for Madrasatu Ahlis Sunnah, and the ability of parents and guardians to communicate with their children in an emergency situation is essential. Further, Madrasatu Ahlis Sunnah understands that students may need access to their cell phones when walking home from school or for after-school activities that they may attend immediately upon leaving the school premises.

As such, Madrasatu Ahlis Sunnah allows students to carry non-camera or non-video cell phones on their persons or in carrying bags under the condition that the cell phones remain OFF (not on a silent ring or "vibrate" setting) at all times during the school day, on school premises, or at school functions. In the event of an emergency, the school administration (or the classroom teacher upon the direction of the school administration) will direct the students when they may safely turn on a cell phone.

1. Staff Cell Phone Policy

1. Staff members cannot use their cell phones during school hours unless there is an emergency.
2. Prior to using their cell phones, staff members should use their walkie-talkies to get the assistance they need.
3. Staff members should set an example for students and refrain from using their cell phones in their presence.
4. If any staff member violates the rule against cell phone usage, they will have to relinquish their cell phone to the Principal's office before starting work.

5. If staff members need to receive telephone calls during the school day, they should advise family members to contact the Main Office.
 6. Every staff member should be respectful of others and refrain from using their cell phones in the presence of another staff member.
 7. If a staff member disregards the rules of cell phone usage, they may face disciplinary action as follows:
 - **1st offense:** Warning
 - **2nd offense:** Written Warning
 - **3rd offense:** Termination
 8. Staff members are reminded that they must always give their students their full attention.
 9. On occasion, staff members may need to deal with matters involving the State of New Jersey, a Local Board of Education issue, or other official matters that require the use of their cell phone. In such situations, the staff member should arrange for someone to cover their class or provide students with work to occupy them while the call is completed.
 10. Every staff member should receive a copy of this Cell Phone Policy and acknowledge receipt.
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2. Student Cell Phone Policy

Safety is the primary concern for Madrasatu Ahlis Sunnah, and the ability of parents and guardians to communicate with their children in an emergency is essential. Further, we understand that students may need access to their cell phones when walking home from school or for after-school activities that they may attend immediately upon leaving the school premises.

- Students may carry **non-camera or non-video cell phones** on their persons or in their bags, under the condition that the cell phones remain **off** (not on silent or vibrate) at all times during the school day, on school premises, or at school functions.
- In the event of an emergency, the school administration (or the classroom teacher upon direction of administration) will inform students when they may safely turn on their cell phones.
- **Camera phones, video phones, or any type of paging device are prohibited.**
- Students may also check their phone into the **Main Office** upon arriving to school and pick it up at dismissal.

Violations:

- **First Violation:** Phone will be confiscated and returned only when the parent comes to pick it up.
- **Second Violation:** Forfeiture of the phone until the last day of school. Parents are strongly advised not to allow children to bring a cell phone if it is on contract.
- **Third Violation:** Forfeiture of the phone until the last day of school **and** suspension from school.

User Agreement: If a student desires to carry a cell phone, the parent/guardian and student must execute a User Agreement identifying the phone and acknowledging that the school assumes no responsibility for loss or damage.

Parents needing to contact their child during the school day must call the **Main Office at (973) 672-4124**.

3. Bullying Prevention & Supervision

Madrasatu Ahlis Sunnah is committed to maintaining a safe and respectful environment free from bullying.

1. **Be aware of what is happening in your classroom.** Teachers must walk around frequently and interact with students to prevent wrongdoing.
2. **Increase adult supervision.** Teachers should monitor areas where students gather and encourage older students to look out for younger ones.
3. **Educate students and staff about bullying.** Students must understand that bullying is not from Islam and is a reprehensible way of dealing with people. Education may take place through lessons, discussions, or guest speakers.
4. **Involve parents.** Parents must be part of bullying prevention efforts, understanding its harm and how it can be stopped.
5. **Practice what you preach.** Teachers must not engage in bullying behavior themselves but instead model respectful conduct.
6. **Establish a reporting system.** Students must have a way to report bullying, either directly to staff or anonymously.

How would you, as a teacher, deal with bullying? Teachers are encouraged to share strategies with colleagues so that Madrasatu Ahlis Sunnah remains a safe place for all children.