

# ISLAMIC CENTER OF AMERICA

## Madrasatu Ahlis Sunnah

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## بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ Hall Pass Policy

1. No student shall be allowed to leave any classroom without a hall pass.
2. The hall pass should state the student's destination, the time the student left the classroom, and the date the pass was issued. It must be signed by the teacher in whose class the student is scheduled to attend. The teacher issuing the pass should check off the student's destination, and any student found in an area not designated by the hall pass will be subject to discipline.
3. If a student is late for a class, they must obtain a pass from the teacher of their previous class explaining the reason for their lateness. If a student does not have a pass from the previous teacher, they must attend detention to make up for the time missed from their class.
4. No two students may leave the class at the same time unless summoned to the office or when other school matters require multiple students.
5. Students should return promptly to class and return the used pass.
6. Every teacher must follow the rules and issues pass to students before a student leaving for any reason.
7. All teachers shall use the same passes, issued by the principal to all staff.
8. While using the hall pass, students are not using cell phones or other devices.
9. Students must not delay returning to class when given a hall pass to the office, nurse, bathroom, or other classroom.