

Behavior Policy Statements

The House of Mecca Sadaqa Group has policy statements, rules and regulations we must follow to keep running smoothly throughout the year inshaAllah. Although, this topic is not one that needs to be addressed often we need to place guidelines for everyone in general to prevent further dislikable actions from parents and students alike.

Warnings are given for disobedience, disrespect, ignoring or disregarding the rules, regulations and policies that have been implemented, non-payment, and other issues that may arise within the program.

1st Warning:

The first warning consist of a verbal reminder to parent or student

2nd Warning:

The second warning consist of a verbal warning and an email or written correspondence explaining the infraction in detail to parent and student

3rd Warning:

The third and last warning, is a courtesy and at this time the student will be banned from the conference room, or In house classroom until further action can be taken, inshaAllah

Boot Affect until Next Class:

Once the student has been booted or banned from the room, the parent is expected to contact administration prior to the next class date, to resolve the issue that has been clearly stated and written.

Voice Conference (PTC) Parent/Instructor/Child

The PTC meeting inshaAllah will be beneficial to parent/student and the instructor. This will allow us to work through a goals plan for the student and focus on the child's strengths instead of the behavior issues that may be present. A PTC can be scheduled anytime during the process

Removal from Program

This option is a last resort for unresolved issues. The parent will be given ample time to reply. If the parent is not in agreement with the decision they can within 7 days contact administration to discuss the matter in detail inshaAllah.

Non-Payment for Services

We do realize that students do not take on the responsibility of the parent when it comes to payment for services. Penalizing a child for this issue is a hard decision indeed; however, we have experienced over the past year a blatant disregard for services and even friendly reminders. So, in light of this, we implement the following for all students:

1. Subscribers we thank you for your continuous on-time payments to the program.
2. 1st year current account holders who are paying by cash, money order or through the mail must pay in increments of 3-months (A full Semester Payment)
3. Previous account holders, who have been enrolled prior; whose account has been delinquent will need to make two full semester payments plus ***sign an agreement for failure to pay.***
4. Payments still delinquent from previous year – **Parents must pay for the full year.** If the full payment is received your previous years balance will be removed.

This policy does not apply to students who have applied for deferred payments or scholarships based on hardship with proof of need.

These policy statements are hereby placed into effect June 27, 2008 and shall be implemented for current, previous and future account holders' inshaAllah. Any questions, comments, or concerns regarding this policy please contact the administration 404-492-8329

Barakallahu Feekunna

THM Sadaqa Group, Inc

Administration/Behavior Policies

<http://www.thmsadaqagroup.org/policiesrulesregs.htm>