

## 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 absence, continuous tardiness, disobedience, disrespect, ignoring or disregarding the rules, disregard for regulations and policies that have been implemented, non-payment, and other issues that may arise within the program that may not be named here.

### **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, call or written correspondence explaining the infraction in detail to parent and student

### **3rd Warning:**

*The third and last warning is a courtesy only.* At this time the student will be booted, suspended or banned from the online conference room or classroom until further action can be taken, inshaAllah

### **Boot Affect until Next Class:**

Once the student has been booted, suspended 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.

**All warnings are at the discretion of the instructor and administration. Lenience is usually given while the families adjust to the program. Be mindful!**

### **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. The student will remain in academic suspension until the matter is resolved.

### **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 a blatant disregard for services and even friendly reminders. So, in light of this, we implement the following for all students:

1. All payments are due before the 1<sup>st</sup> of the month. Parents, enrollees, and subscribers who have remained consistent 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 check must pay in increments of 3-months (A full Semester Payment). Due at the end of the third month. The first day of the fourth month renders your payment delinquent.
3. Previous account holders, who have been enrolled in the prior or current year of homeschool or assistance programs; whose account has been delinquent in one semester will need to make a payment in full for the remainder of the year.
4. Payments still delinquent after a ten day period – **must pay for the full remainder of the current year and any current fees due at the time of notice.** If the full payment is received your previous years balance will be removed excluding book cost and registration fees.

*This policy does not apply to students who have applied for deferred payments or scholarships based on hardship with proof of need. Students and parents are still responsible for the cost of books and materials needed while the child is enrolled for classes.*

**These policy statements are hereby placed into effect August 10, 2009 and shall be implemented for current, previous and future account holders' inshaAllah. Any questions, comments, or concerns regarding this policy please contact the administration 404-910-5285.**

Barakallahu Feekunna

THM Sadaqa Group, Inc (Specific to InHouseGA Programs with or without online enrollment)

Administration/Behavior Policies

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