

Discipline POLICY



In order to create the best possible learning environment; guidelines of acceptable behavior in the classroom and on school grounds are to be followed consistently. Each teacher will set classroom rules. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. Insha Allah, this system will allow students to make appropriate choices, which will, in turn, ensure the proper Learning environment in the classroom. The students will have appropriate consequences for their behavior. Teachers will handle discipline issues in their classrooms. In cases when students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, they will be referred to the Principal for disciplinary actions.

Please ask your child each day about his/her behavior. Insha Allah, these disciplinary procedures will help your child assume responsibility for his/her own conduct.

CONDUCT

The Prophet (PBUH) said, "Righteousness is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about", narrated by Muslim.

RATIONALE

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teachings derived from the Quran and Sunnah of the Prophet (PBUH). Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the School's expectations of student behavior.

- The STEMS discipline policy applies to the following situations:
- During the regular school hours
- On a school bus or other transportation sanctioned by the School
- During School sponsored events
- During events and activities associated with the School
- During Salah and while in the Masjid

Additionally, administration is authorized to take disciplinary action when a student's misconduct away from School has a detrimental effect on the other students or on the overall educational process.

DUE PROCESS

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

Students

A notification of the violation.

An opportunity to present his/her side of the story to the appropriate School personnel.

Parents

A written notification of the violation and the consequence decided by the School.
Twenty-four-hour notice to meet with the proper School personnel for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that he/she cannot complete the school day.

Students should try their best to be conscious of Allah (SWT), be respectful, behave safely and appropriately, and be prepared to learn.

ROLE MODEL BEHAVIOR

In the Classroom:

- Be a good listener.
- Think before speaking.
- Keep a neat and clean desk.
- Show care for all property.
- Avoid disturbing other in your class or in other classes.
- Leave everything in order at the close of the day.
- Use the best manners at all time.



In the Halls:

Always keep to the right when moving in the halls.

Walk in the hallways and on school grounds at all times.

Avoid crowding other while in line.

Keep your voice at a whisper.

Greet your teachers and classmates with "Assalamu Alaikum."

At Lunch:

- Practice proper mealtime manners at all times.
- The lunch area is an extension of the classroom. The same rules apply.
- Maintain a speaking voice while in conversation (no shouting).
- Each student is responsible for leaving tables and the ground area clean.
- Eat with your right hand.
- Say, "BismAllah" before you eat.
- Say, "Alhamduli Allah" after you eat.

On the Playground:

- Students must follow playground rules.
- Students should share and take turns in using all playground equipment.
- Any student who incites, encourages, promotes or participates in a fight while at School, or at a school-sponsored activity, shall be subject to disciplinary action.

In the Masjid:

- Make du'a as you enter.
- Perform tahiyyat-ul masjid
- Avoid disturbing others. There is no talking.
- Use your best manners at all times.
- Stop talking when you hear the Adhan. In a low voice, repeat the Adhan after each call.
- Repeat the du'a for Adhan, after the Adhan is completed.
- Concentrate on your prayer, guard your heart.
- Say dhikr after Salat and wait to be dismissed.
- Pay attention and follow Salah Procedures properly.

During Ablution (Wudu):

- Take turns
- Keep the area clean and dry, do not waste water or paper towels.

In the Restroom:

- Keep it clean and dry.
- Finish quickly.

INFRACTIONS: Levels 1, 2, and 3

The following discipline policy is applicable to all students in all grades.

Conduct code violations are categorized into three levels. This list of infractions is not all inclusive, but only representative and illustrative. **A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.**

LEVEL 1 Infractions: Conduct that Impedes Orderly Operations of Classroom or School

Level 1 misconduct is handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the School Administration until the student has received at least three documented Level 1 disciplinary actions and the teacher has held a conference with the student and parents. Thereafter the classroom teacher will refer the student to the Principal. However, earlier referrals may be made when misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative.

LEVEL 1	
INFRACTIONS	DISCIPLINARY ACTION
• Disruptive Behavior: Conduct that causes or results in breakdown of orderly process of instruction and/or school activity. • Littering: Throwing or dropping paper, trash or other material on the floor or ground. • Refusal: Refusal to complete classroom work, labs, projects, assignments or directions given by the teacher. • Verbal Altercations: Engaging in verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response. • Violating Classrooms rules.	• Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, oral or written notification to parent(s), student behavior contract, conference with student/parent(s), separation from peers, denial of class privileges, administrative referral, and or detention.
• Use of electronic and/or other communication devices: No student shall use, display, or possesses any electronic devices without approval on school property.	• Detention and Conference with Principal. Device will be confiscated, and Parents will be asked to pick up the device.
• Tardiness	• Refer to Disciplinary policy under tardiness section.
• Non-compliance to school uniform policy	• Refer to Uniform policy

LEVEL 2 Infractions: Illegal and/or Serious Misconduct

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed may still be subject to disciplinary action.

LEVEL 2	
INFRACTION	DISCIPLINARY ACTION
• Academic Misconduct: Plagiarizing, cheating, copy another's work, attempting to gain unauthorized access to material, using, submitting, providing data, answering dishonestly, or by means other than those approved by the teacher. • Inappropriate language: Using any forms of cursing in any language and including hand or bodily gestures. • Lying: Intentionally providing untrue or misleading information or communication. • Altering official documents: Forging, falsifying, or unauthorized alteration of a document.	• 1st Offense: detention or 1- day suspension • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension
• Damage or destruction of property: Attempting, threatening, or causing damage to school or property resulting in minor damage.	• 1st Offense: Under \$50 Restitution and/ or 1-daysuspension. • 2nd Offense: Restitution and/ or 1-2day suspension • 3rd Offense: Restitution and/ or 2-3day suspension
• Misuse of equipment: students using school	• 1st Offense: detention, or 1day
• online services for illegal, inappropriate, or obscene purposes.	• suspension • 2nd Offense: 1-2-daysuspension 3rd Offense: 2-10-day suspension, police notified

Level 2 Infractions: Continued

• In subordination: Refusing to comply with are quest or directive from a faculty or staff. • Loitering: Being present in or about a school premises without supervision by a faculty or staff member.	• 1st Offense: detention, or 1-day suspension • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension
• Trespassing: Being in the school building or on school grounds without permission or authorization or refusing to comply with a request to leave school premises.	• 1st Offense: detention, or 1-day suspension • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension
• Skipping: Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedure, skipping classes or school.	• 1st Offense: 1-day suspension and conference with Principal and parents. • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension
• Fighting: engaging in verbal or physical altercation, whether initiating or retaliating	• 1st Offense: detention, or 1-day suspension, conference with Principal, written warning. • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension
• Bullying: Engaging in verbal, physical, emotional and/or threatening acts of harassment.	• 1st Offense: Detention, conference with Principal, written warning • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension
• Electronic access: Accessing, controlling, or disabling technological devices or services without authorization.	• 1st Offense: 1-day suspension, Detention and conference with Principal • 2nd Offense: 1-2-daysuspension • 3rd Offense: 2-3-daysuspension

Level 3 Infractions: Conduct that is Serious or Illegal and is Potentially Life or Health Threatening

STEMS considers all Level 3 infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate suspension of up to 14 days and a recommendation for expulsion to the School Board and/or legal action. Students expelled from STEMS due to Level 3 infractions may not be reinstated at a later date.

Appropriate authorities will be notified in the event that a student commits any illegal act.

Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

LEVEL 3	
INFRACTION	DISCIPLINARY ACTION
• Intimidation or menacing incitement: Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct.	• 1st Offense: 2-3-daysuspension • 2nd Offense: 3-5-day suspension, recommended for • expulsion • 3rd Offense: open suspension, recommended for expulsion
• Arson: Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property • Assault/Felony: Striking with a weapon with the intent to inflict bodily harm. • Bomb Threats or False Alarms: Making a knowingly false bomb threat, activating the fire alarm system or making false“911” calls • Breaking or Entering: Breaking into and /or entering any school building, facility, office rooms, storage space, or other enclosure without permission with intent to steal or damage property. • Explosive Devices: Using, possessing or concealing any destructive devices which includes but is not limited to any explosive, poisonous or incendiary device. • Vandalism: Destroying, damaging, or defacing school or private property in a willful or malicious manner	• 1st Offense: 3-14 days suspension, recommended for expulsion, legal authorities notified. • 2nd Offense: expulsion, legal authorities notified
• Extortion or robbery: Obtaining money, information, or property from another by threat, intimidation, or coercion.	
• Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other controlled substances on school ground at events or functions.	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion, legal authorities notified

Level 3 Infractions: Continued

• Theft: Stealing, attempting to steal possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion, legal authorities notified
• Offensive Material: Producing, Possessing, or distributing materials that offend common decency or morals in the school community.	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion, legal authorities notified
• Reckless Endangerment: acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage, destruction, or defacement of school or private property	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion, legal authorities notified
• Gambling: Participating in or organizing games of chance to gain money or other items	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion, legal authorities notified
• Obscenities: verbal abuse vulgarity towards school or school personnel: Directing obscene, abusive, vulgar, profane harassment, insulting racial, sexual, and religious or ethnics slurs, written or verbal, toward school personnel or any other member of the school community. This shall include use of obscene gestures or signs that willfully intimidate, insult or in any other manner, abuse others	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion
• Public Display of Affection: Any willful outward display of affection or that fall outside the Islamic teaching. Inappropriate touching or verbal exchanges, consensual or otherwise, either inside the school or outside.	• 1st Offense: 3-14 days suspension, recommended for expulsion • 2nd Offense: expulsion

Please note that the Disciplinary actions can be more than what is noted and are made at the discretion of the Principal based on the severity of the infraction.

SUSPENSION

Suspension is dismissal from classes for a period of time to be determined based on the actions of the student. A student who consistently refuses to follow a teacher's directives or consistently disregards STEMS regulations, may be suspended by the Principal.

A student may receive an out-of-school suspension for committing an offense or the severe disruption of the educational process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra-curricular activities, school functions or be on the school premises. Students will not be permitted to make up quizzes, tests or any class work for days they are suspended during school hours. Any make-up work will have to be complete by the student at home. Tests and quizzes may be made up during the student's lunch break, recess or PE.

All suspensions will be recorded in the student's permanent record.

DISCIPLINARY PROBATION

If a student earns three suspensions, s/he will be placed on disciplinary probation. S/he also may be placed on probation by the School Administration or the School Board for committing a Level 3 infraction. If a student commits additional qualifying offenses while on probation, s/he will be placed on an open suspension and their name will be submitted to the School Board for possible expulsion. At the end of the third marking period the School Administration will submit the list of all students on Disciplinary Probation to the School Board, who will then make the final decision whether or not to expel the students for the following school year.

