

The Student Code of Conduct

Addendum to the Parent/Student Handbook and the Teacher Handbook

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1. MISSION AND PURPOSE

Peace Academy School's Mission is to provide the tools to promote lifelong learning and an Islamic environment that inspires noble character and righteous leadership.

This mission includes the provision of a safe, secure, and orderly school environment for all students and the necessity for students to conform to the behavior expectations of their school. Providing children the opportunity to manage their behavior and supporting them while they learn how to manage it is our aim in developing self-discipline in children.

In order to maintain an environment conducive to attaining the highest quality of education, there must be certain disciplinary policies and procedures relating to student conduct which delineate unacceptable behavior and provide the basis for sound disciplinary practices. These policies and procedures will be enforced fairly, uniformly, and consistently.

The purpose of this document is to outline the policy and necessary administrative procedures that will provide for a fair but firm approach in promoting proper student conduct and deterring unacceptable behavior.

The policy below states what is expected of all students with respect to behavior, but do not limit the disciplinary actions that can be taken by the proper authorities. The School reserves the right to change, modify, and implement this discipline policy.

Every student is expected to read and follow the behavior policies set by Peace Academy. Any violations of the rules will be strictly and immediately met with the proper consequences.

Each parent or guardian shall annually sign the **Acknowledgment Statement** (at the end of this document) indicating that they have received and read this document and acknowledge the responsibilities outlined.

2. EXPECTATIONS, RIGHTS, AND RESPONSIBILITIES

The Board of Education, administration, and staff are committed to assuring a school climate appropriate for students to learn and which protects the safety and welfare of everyone in the school environment. Because education is vital to the lifelong success of students and to the growth and development of society, all members of the school community, parents/guardians, school staff, faculty and students – must be part of this effort.

Disciplinary measures are intended to help achieve the school goals of building:

- Committed balanced Muslims
- Knowledgeable scholars
- Contributing citizens and community builders

Discipline will be directed toward developing skills necessary for youth to:

- Achieve reverence for Allah
- Achieve piety (Takhwa of Allah) and repentance (taubah)
- Achieve respect, justice, and patience
- Solve problems effectively.
- Develop positive relationships with others.
- Become productive citizens.
- Respect the property and rights of others.
- Understand and appreciate other races and cultures.
- Be responsible for his/her actions and be aware of possible consequences.
- Strive to be successful in school.
- Develop self-discipline.
- Discuss problems or needs with administrators, teachers and counselors.

2.1 Behavior Expectations of Students

Peace Academy's administration establishes student behavioral expectations. The school's intent in establishing these behavioral expectations is that they be taught to students as a necessary part of the learning process. These behavioral expectations are important as desirable learning outcomes and critical to the students' academic development.

All students will

1. Behave in an Islamically responsible, courteous manner, that's to be:
 - I. Trustworthy
Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country
 - II. Respectful
Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements
 - III. Responsible
Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others
 - IV. Fair
Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

V. Caring

Be kind • Be compassionate and show you care • Express gratitude •
Forgive others • Help people in need

VI. Good Citizen

Do your share to make your school and community better •
Cooperate • Get involved in community affairs • Stay informed; vote
• Be a good neighbor • Obey laws and rules • Respect authority •
Protect the environment • Volunteer

2. Bring the necessary materials to school and to individual classes
3. Actively participate in the learning process
4. Use appropriate personal hygiene habits and dress in a manner that is consistent with the school dress code in order not to disrupt the learning environment
5. Adhere to all school rules and regulations
6. Assist school personnel by reporting misconduct or any violation of the school rules and regulations

2.2 Student Rights

EVERY RIGHT HAS A RESPONSIBILITY

The rights of students are protected by the U. S. Constitution and by the due process of law. Everyone has the responsibility to exercise individual rights carefully to preserve the rights of others. Students are responsible for the manner in which they behave and must accept the consequences for any actions they commit outside the boundaries of acceptable behavior.

YOU HAVE THE RIGHT TO:

1. Get an education without undue interruption, disruption, fear or inhibition regardless of race, color, sex, religion or nationality
2. Say what you think if you:
 - speak respectfully to others
 - are willing to hear what others think
 - do not incite someone to fight
 - do not hurt someone's feelings
3. Disagree if you respect others' right in doing so and obey the adult in charge when given directions and discuss it later with teacher, principal or parent/guardian
4. Protect the Privacy of your person and possession unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by student.
Peace Academy retains the right to search lockers and book bags if suspicion arises. Reasonable searches of individuals may take place in rare occasions or during emergencies.
5. Protect the privacy of your school records by having them released outside the school only with your parent's/guardian's permission unless otherwise permitted by law
6. Protect your property by
 - taking care of your school supplies and personal belongings

- reporting the loss of property to an adult at school
7. Defend yourself by
 - knowing what rules you are accused of breaking
 - giving your side of the story
 - knowing disciplinary procedures to be followed (due process)
 8. Receive respect from school personnel and other students
 9. For Protection and confidentiality when fulfilling responsibility to report violations of the school rules and regulations

2.3 Student Responsibilities

YOU HAVE THE RESPONSIBILITY TO:

1. Do your job by

- being in school all day every day, on time.
- doing your schoolwork and homework every day.
- having necessary or required supplies.
- trying to learn and doing your personal best.
- Devoting all of your energy toward realizing your potential.

2. Show self-control by

- obeying all school rules.
- using acceptable language.
- talking about being angry; not acting angry.
- not having temper tantrums.
- taking care of books, materials, computers, and other school property.

3. Respect school workers by

- being polite to all adults in the building.
- obeying the adults in charge.

4. Respect other students by

- speaking kindly and being polite.
- avoiding name-calling, racial and other slurs, and obscene language.
- talking about problems with students without insulting them.
- avoiding fights and bullying.
- treating other students in a way that will not hurt them.
- asking for help from school staff to solve problems so that you will be fair with others.

5. Respect the property of others by

- not taking their possessions such as lunches, money, pencils, etc.
- turning in any items you find to an adult in charge.

6. Avoid

- any behavior that prevent the teacher from teaching and/or conducting his/her duty as a teacher as required by these rules and Islamic guidelines.
- selling anything to another student.
- playing games for money or items of tangible value.
- forming or joining a group that would interfere with the rights of others.

2.4 Parent Responsibilities

The Board of Education, administration, faculty, and staff of Peace Academy School recognize that parents share a major responsibility in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in determining the level of success achieved by the student.

Throughout this document, “parents” includes single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to:

1. Provide for the physical needs of the student.
2. Teach the student to listen to teachers and other school personnel and to obey school rules.
3. Be sure the student attends school regularly and on time, and promptly report and explain absences and tardiness to the school.
4. Encourage and lead the students to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss the student’s school progress and welfare.
6. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed about school policies and the academic requirements of school programs.
8. Pay required fees and fines, unless these are waived.
9. Participate in school-related organizations.
10. Be sure the student is appropriately dressed and groomed at school and school related activities.
11. Discuss report cards and school assignments with the student.
12. Bring to the attention of school authorities any learning problem or condition that may relate to the student’s education.
13. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
14. Cooperate with the school staff.
15. Be sure the student attends school tutorials when required or as the need arises.
16. Sign and submit the attached Acknowledgement Statement.
17. Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by (a) the negligent conduct of the student, or (b) the willful or malicious conduct of their child.

3. SCHOOL PROCEDURES AND RULES

3.1 In the Classroom

- Be a good listener
- Think before you speak
- Keep a neat and clean desk
- Show care for all property
- Avoid disturbing others in your class or in other classes
- Avoid entering into a class without your teacher

- Leave everything in order at the close of the day
- Use Islamic manners at all times
- Greet your teachers and classmates with "Assalamu Alaikum"
- Start and end your class with the duaa

3.2 In the Halls

- Always keep to the right when moving in the halls
- Keep your voice low
- Open and shut classrooms and lockers doors gently and quietly
- Get a Hallway pass before leaving your class during class times
- Running or playing in the halls is unsafe and unacceptable
- Don't open the front door to anyone (even if you know him/her) for safety purposes
- Greet your teachers and classmates with "Assalamu Alaikum"
- Avoid crowding others while in line
- Avoid distracting other students by looking through windows

3.3 In the Cafeteria

- Wash Hands before eating any meals or snacks
- Walk slowly and in an orderly fashion into and out of the cafeteria
- Line-up in an orderly and quiet fashion in the serving line
- Say your salams to the servers
- Say "please" and "thank you"
- Say the du'a and "Bismillah" before you eat
- Do your best to eat with your right hand
- Eat only in the cafeteria or assigned area
- Keep food and litter off the floor
- Stay at one table until you are finished eating
- Talk quietly and only with those students at your table
- Say "Alhamdulillah" after you eat
- Clean up your area after finishing your meal
- Return to class only when dismissed by your teacher or the teacher on duty
- Gum is not allowed at school

3.4 In the Rest Room

- Do not play in the restroom
- Do not speak unless it is **absolutely** necessary
- Keep it clean and dry (don't let the floor get wet)
- put paper towels inside the trash containers
- Clean toilet seat after use
- Boys are to sit, not stand, when using the bathroom
- Clean yourself with water, as per the Sunnah
- Wash your hands with soap when you are finished

- Finish your business in the bathroom quickly without socializing and playing

3.5 On the Playground

- Never run into the street or driveway for balls. Notify the teacher on duty
- Never climb on school walls to retrieve balls or equipment without permission
- Check out balls and other equipment from the teacher or supervisor only
- Speak to others politely and without raising your voices
- Stay off of trees and fences
- Stay out of classrooms before and after school, unless you have permission
- Stay out of parking lot areas
- Observe and obey safety rules
- Listen to and obey teachers and/or other adults on duty
- Keep school grounds clean and clear of all personal belongings and/or litter
- Be prompt in leaving the yard/playground to get to assembly or class
- Treat all students and adults with respect

3.6 In the Gymnasium

- Get permission before entering and leaving
- Stay off the stage unless you have permission
- No tripping and pushing others
- No fighting! Not even play fighting. Students get hurt
- All equipment must be checked out by the teachers
- Teachers or the supervisor is the only one to enter the storage room

3.7 In the Masjid/Salah Area

- Make wudu before praying
- Greet the House of Allah with two Raka's
- Say the du'a of Masjid before you enter and after you leave
- Sit properly in the Masjid.
- Keep quiet and respect the Masjid and salah.
- Do not talk in the Prayer Halls, *especially during Khutba*
- Avoid disturbing others
- Use your best manners at all times
- Keep your voice at a whisper
- Pay attention and follow Salah properly
- Dress and cover properly for the masjid and salah
- Leave your shoes orderly on the shoe shelves
- When you hear the Athan, stop talking. In a low voice, repeat after the Mu'athin

- Repeat the du'a for Athan, after the Athan is completed
- Concentrate on your prayer
- **Recite dhicker** (Remembrance of Allah) after Salah

3.8 During Wudu

- Take turns without playing or talking.
- Keep area clean and dry and place paper towels in the trash.

3.9 School Property Rules

- Keep all school furniture and property free of damage.
- Keep all school furniture and property free of graffiti.
- Show responsibility and respect for school equipment: TV's, VCR's, Computers, etc.
- Follow allowed access rules for computers.

4. DRESS CODE/UNIFORM POLICY

Peace Academy's Uniform Policy reflects a modest and professional dress code based on Quran and Sunnah. Rules and Guidelines of the dress code/uniform are subject to the interpretation of the administration.

4.1 General Guidelines

<p>A code of cleanliness is expected for all students. It is recommended that students bathe or shower daily. Nails should be kept trimmed. Clothing should be clean and free from noticeable stains. Uniforms should be neatly pressed. Shoes should be cleaned and shined regularly. Daily use of unscented deodorant is recommended.</p>
<p>Absolutely, no make-up including foundation, eyeliner, or mascara is allowed. Absolutely no nail polish is allowed. Wearing of such items may result in being sent home. No perfume or cologne should be used.</p>
<p>Peace Academy reserves the right to refuse admission into class to any student out of uniform. In addition, it is Peace Academy's right to determine if an item being worn complies with the uniform policy.</p>
<p>Uniforms will be deemed inappropriate if they are <u>tight fitting</u> to the body, see-through, dirty, torn, excessively bulky, and or sloppy in appearance. Students wearing such garments will not be permitted to attend classes until that item is replaced with an acceptable one. During any school sponsored event/activity (within or outside of school) students must follow a modest and professional look. Students are required to adhere to the following code: Girls: Fifth Grade up must wear loose, long sleeve shirt, loose pants (Jeans are not allowed) or skirt and cover with a scarf.</p>

Boys: Loose shirt and regular style pants. Shorts are not allowed.

Hair must be neatly groomed above the collar and out of the eyes. Boy’s hair must be evenly- cut, short in length, neat in appearance and of natural color. Absolutely no student will be allowed into class with colored or highlighted hair. No unusual styles will be allowed (i.e. mushroom cuts, flat tops, shaved or very short on the sides, etc. are in appropriate).

Hats/Caps are not permitted. Students are not permitted to use pens, markers or pencils to write or draw on their person. No tattoos are allowed.

Heavy jackets of any color– are permitted during winter but are not to be worn inside school. Remove jackets prior to assembly and store in your assigned locker. The only outerwear, which is permitted inside school, is that which is described in the dress code policy.

Please Note: Being Out Of Class For Any Of The Above Reasons Is Considered A Violation of the Student Code of Conduct And Will Result in Disciplinary Action

***Some exceptions to the dress code/uniform can be made for religious or medical reasons (on case by case bases).**

4.2 Uniform Policy for Girls

- **Clothing should be loose, not showing body shape. The clothing should be non-transparent and cover the whole body except hands and face.**
- **Pre-K through 4th Grade girls are allowed to wear either a short or a long sleeve shirt and they don’t have to wear a scarf (except for prayer). Fifth Grade up must wear loose, long sleeves and cover with a scarf.**
- **All girls should have a white or black prayer scarf. Parents need to see that they are clean, neat and in good repair.**

ITEM	GUIDELINES	APPROVED VENDORS
<p>VEST (Navy blue vest, for high school (HS), Plaid vest for elementary(ES) and middle school(MS))</p>	<p>Vest length must be mid knee.</p>	<p>K. Renee’s Uniform Closet 5625 East 41st Street Tulsa, Oklahoma 74135</p> <p>High school vest is done through the school</p>
<p>SHIRT (White Oxford style Shirt, Long-Sleeve-HS, Short or Long Sleeve-ES-MS)</p>	<p>Shirt should be a button up collar Oxford style white shirt. Shirt should be loose and thick, not showing body shape or see-through/transparent.</p>	<p>K. Renee’s Uniform Closet , Academy Sports, JC Penney, Wal-Mart., or Target</p>

<p align="center">PANTS (Khaki/Tan colored)</p>	<p>Khaki pants should not be tight fitting to the body, should not be bootleg, skinny, flare fit or any other style that fits tightly to the body & should be clean and neat with no rips or wear.</p>	<p>Pants may be purchased at K. Renee’s Uniform Closet , Academy Sports, JC Penney, Wal-Mart., or Target.</p>
<p align="center">SHOES (Dress or Tennis Shoes, preferably in white or black)</p>	<p>High heels, flip flops, sandals and house shoes are not permitted. Shoes must have a back and cover the entire foot.</p>	
<p align="center">SCARF (White or Black)</p>	<p>Plain black or white in color. Must not be transparent or see through.</p>	
<p align="center">PE UNIFORM</p>	<p>Long sleeve shirt that is loose fitting, bottom of shirt should touch the girl’s finger-tips, when her arms are at her side. Pants should be loose and not made of tight-fitting, stretch material.</p>	
<p align="center">SWEATERS& JACKETS (Navy blue or Hunter Green)</p>	<p>Permitted during the cold months. Plain Navy Blue or Hunter Green Fleece Jackets or sweaters. They should be free of logos and designs. They shouldn’t be form fitting.</p>	<p>Sweaters & Jackets may be purchased at K. Renee’s Uniform Closet, Academy Sports, JC Penney, Wal-Mart., or Target.</p>

4.3 Uniform Policy for Boys

ITEM	GUIDELINES	APPROVED VENDORS
<p align="center">SHIRT White Polo Shirt(HS), Hunter Green(ES-MS)</p>	<p>Shirt should be neat and clean in appearance with no stains, rips or tears and should be free of logos. White undershirt may be worn.</p>	<p>Shirts may be purchased at K. Renee’s Uniform Closet , Academy Sports, JC Penney, Wal-Mart., or Target</p>

<p align="center">PANTS (Navy-HS, Khaki-ES/MS)</p>	<p>Pants should be modestly loose, should be clean and neat with no rips, tears or excessive wear. Cargo style pants are not acceptable and shorts are never permitted.</p>	<p>Pants may be purchased at K. Renee’s Uniform Closet , Academy Sports, JC Penney, Wal-Mart., or Target</p>
<p align="center">SHOES (Dress or Tennis Shoes, preferably in white or black)</p>	<p>Flip flops; sandals and house shoes are not permitted. Shoes must have a back and cover the entire foot.</p>	
<p align="center">PE UNIFORM</p>	<p>Pants are preferred .Shorts, if worn, must be loose and below the knee.</p>	
<p align="center">SWEATERS & JACKETS</p>	<p>Permitted during the cold months. Plain Navy Blue or Hunter Green Fleece Jackets or sweaters. They should be free of logos and designs. They shouldn’t be form fitting.</p>	<p>Sweaters & Jackets may be purchased at K. Renee’s Uniform Closet, Academy Sports, JC Penney, Wal-Mart., or Target.</p>

5. MOTOR VEHICLE REGULATIONS

Operating a motor vehicle on campus is a privilege available to students who demonstrate responsible behavior in the operation of their vehicles. The administration reserves the right to levy fines and suspend or revoke the driving privileges of any student who violates Oklahoma traffic laws or the following regulations on campus.

- A. Each student must submit a copy of a valid driver’s license and evidence of insurance before a permit will be issued.
- B. All motor vehicles driven to school by students must be properly registered and insured according to state law.
- C. All students are to obey the 10 MPH or less campus speed limit and always obey Oklahoma traffic laws when operating a motor vehicle
- D. Vehicles are to be operated in a safe and responsible manner at all times.
- E. Student vehicles are to be parked only in student-designated areas of the south lots (in front of the Masjid). The east lot (closest to the school) is reserved for staff and visitors.
- F. Vehicles are not to be parked in the circle or sidewalk at any time. This area must be kept clear for emergency vehicles.
- G. In an effort to secure student vehicles, students are not permitted in the parking lots during class period or between classes. Students who go to the lots without an authorized pass to do so will be subject to disciplinary action.

- H. Any student(s) involved in an accident or who has had his/her vehicle tampered with or vandalized should file a report in the office immediately.

6. CELL PHONE/ELECTRONIC DEVICES POLICY

Students will not be allowed to have cell phones (or any electronic device) during school hours. Students who have cell phones/electronic devices must turn them to the office in the morning by 8:00 am and can pick them up after 3:30 pm.

If students have cell phones (or any electronic device) during school hours, they will be subjected to the disciplinary actions mentioned below.

7. DISCIPLINE MANAGEMENT

7.1 General Guidelines for Assessing Discipline Penalties

When imposing discipline, Peace Academy personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstance of each case. Factors to consider shall include:
 - Seriousness of the offense.
 - Student's age.
 - Frequency of misconduct.
 - Student's attitude.
 - Potential effect of the misconduct on the school environment.

7.2 Discipline Management Techniques

Discipline management techniques are available when assessing penalties for violations of the code of conduct, regardless of the offense.

Discipline management techniques may include:

1. Counseling by teachers or administrative personnel.
2. Parent-teacher conferences.
3. Cooling off or thinking time (time-out).
4. Behavioral contracts.
5. Behavior management plan – a written plan outlining behavior interventions & consequences.
6. Assigned school duties other than class tasks.
7. Verbal correction.
8. Withdrawal of privileges, including participation in extracurricular activities and honorary positions.
9. Sending the student to the principal's office or other assigned areas.
10. Detention.

11. Rewards and incentives.
12. Confiscation of items that disrupt the educational process.
13. Grade adjustment, as provided by local policy.
14. Community service work.
15. Suspensions.
16. Expulsion.

8. OFFENSES

Students violating Peace Academy rules and regulations shall suffer disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. The consequences are not necessarily in the order of severity.

The list of violations mentioned in each category (below) is not all-inclusive, but is only representative and illustrative. Examples of disciplinary action for each category that can be used include, but are not limited to, the included consequences. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to Peace Academy's discretion.

Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seems to warrant a more severe penalty. One or more disciplinary options may be used for a single offense or may be repeated if deemed appropriate. The teacher or disciplinarian responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

Administration reserves the right to impose disciplinary actions outside those listed in this discipline policy based on the severity and impact of the offence. All rules, regulations, offences and consequences included in this policy are subject to the interpretation of the administration.

All offences will be recorded on the student file. Suspension and expulsion will be reported on the student transcript.

1. Minor Offenses

Minor offenses are those which are not deemed serious in nature but may disrupt the educational atmosphere of the school. Any violation of the Code of Conduct that is listed below as a Category I offense is considered a minor offense.

2. Serious Offenses

Any offense that is Category II or above, is considered a serious offense.

9. CLASSIFICATION OF OFFENSES

The following offenses and consequential disciplinary options are listed in order of severity, with Category I being the least severe and Category IV being the most severe. Any offense committed by a student, which is not listed below, shall be classified at the discretion of the school administration.

9.1 Category I Offenses & Consequences

(CONDUCT THAT HINDERS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL)

Category I behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in this category to the school administrators until:

- The classroom teacher has taken at least three documented disciplinary actions
- Has held a conference with the student and parents.

Thereafter, the classroom teacher may refer the student to the administrative personnel in charge of discipline through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary.

This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to Peace Academy's discretion.

Disciplinary actions may be imposed out of the sequence listed (depending on the type of the misbehavior and the circumstances surrounding it, including the students' past record seems to warrant a more severe penalty).

One or more disciplinary options may be used for a single offense or may be repeated, if deemed appropriate. The teacher or the disciplinarian responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options (or otherwise not listed) is most appropriate to the setting and the violation.

The range of measures which may be used as Consequences for category I offenses (not in particular order):

- Verbal reprimand.
- Behavioral contracts. Appropriate contract between teacher and student.
- Oral or written notification to parents.
- Special assignment: Teacher to come up with appropriate. Assignment (not academic unless the behavior was academically-related (delay/refusal to do class work or homework).
- Denial of class privileges.
- Breakfast/Lunch/recess detention.

- Parent conference.
- Extra duties (depending on the nature of the offense) – playground duty, clean up, etc.
- Community Service: Student is required to perform documented community service/activity for 1-3 hours.
- Rest of the day detention. Student is placed in a separate room, under supervision.
- Half an hour after school detention. (3:30-4:00pm).
- 30 minutes - one hour after school detention (3:30-4:30pm.)
- Weekend detention (2-4 hours)
- Suspension from extracurricular activities (the period of time is left to the administration’s discretion)
- Category II demerit: Any extra demerit from this category will be treated as category II demerit.

Category I Offenses	Definition	Category I Consequences
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	consequences listed above
2. Tardiness to class, Salah (prayer), or cafeteria	Not being seated in the classroom when the class is scheduled to begin as defined by the classroom teacher/ not reporting to the prayer, cafeteria, class according to the schedule	consequences listed above
3. Possession/ Use of Cell Phones, games, laptops, Paging Devices, Cameras, Other Electronic Communication Devices (such as a CD, MP3, DVD, I-pod, personal digital assistants (PDAs), etc.)	Using, displaying or possessing any electronic devices on school property without approval SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.	Devices will be confiscated for a period of time left to administration discretion/parents may be required to pick the device up and sign an agreement with the administration. (In addition to consequences listed above)
4. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	Student will be required to pick up any litter or clean up any other material spilled, dropped, etc. (In addition to consequences listed above)
5. Verbal Altercation	Engaging in minor verbal confrontation including insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	Formal apology required (In addition to consequences listed above)

<p>6. Violating Area Rules: Classroom/ Hallway/Masjid/ Cafeteria/ Bathroom/Yard/Playground Rules</p>	<p>Not following the area rules; i.e. horseplay, running in the hallway, playing in bathroom with/without water, throwing food/trash, cutting the line, failing to follow classroom rules</p> <ul style="list-style-type: none"> • refusal to do class work or homework, • talking loud or out of turn • getting out of seat without permission • drawing during lesson time • writing and/or passing notes 	<p>Student could be prohibited from going to such area (Masjid/cafeteria/Playground)for a period of time left to administration discretion (In addition to consequences listed above)</p>
<p>7. Make– up possession</p>	<p>Possessing, wearing, or applying cosmetic products (lotions, perfumes, nail polish– even clear, Kohl/ eyeliner, non prescription colored contacts etc.</p>	<p>Make-up products will be confiscated and kept in office until picked up by parent. Student will be asked to wash/remove all the make-up immediately (In addition to consequences listed above)</p>
<p>8. Violating Uniform Code</p>	<p>Being out of uniform: Not wearing required uniform Not being clean Being sloppy in appearance Wearing unapproved jewelry or accessories Not having short, clean fingernails Boys not having a short haircut Girls (pre-k through 4th) not having hair pulled back neatly.</p>	<p>Jewelry and accessories will be confiscated and kept in the office until picked up by a parent. Students not properly dressed will be sent to the office or home to change. In case of extreme difficulty to get a change the school may provide students with proper clothes to wear until the end of the school day. (In addition to consequences listed above)</p>
<p>9. Outside Class without a pass/late to class</p>	<p>Being out of class without proper authorization</p>	<p>consequences listed above</p>
<p>10. Lying/ Concealing the truth</p>	<p>Not causing harm to others</p>	<p>consequences listed above</p>
<p>11. Interrupting Classes</p>	<p>Walking into classes, visiting teachers during class time, disturbing classes through windows</p>	<p>consequences listed above</p>

12. Buying and Selling	No student may solicit money nor buy/sell items from other students on school property.	consequences listed above
13. Any offense not listed that the school categorizes as such.		consequences listed above

9.2 Category II Offenses & Consequences

A student charged with category II violation shall be subject to the disciplinary action listed below.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter.

This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to Peace Academy’s discretion.

Disciplinary actions may be imposed out of the sequence listed (depending on the type of the misbehavior and the circumstances surrounding it, including the students’ past record seems to warrant a more severe penalty).

One or more disciplinary options may be used for a single offense or may be repeated, if deemed appropriate. The teacher or the administrator responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options (or otherwise not listed) is most appropriate to the setting and the violation.

The range of measures which may be used as Consequences for category II offenses (not in particular order):

- Warning and written notification to parents.
- Parent contact & conference.
- Behavioral contracts. Appropriate contract between teacher/disciplinarian and student.
- Breakfast/Lunch/recess detention.
- Rest of the day detention.
- 30 minutes-one hour After School Detention (3:30-4:30pm).
- Weekend detention (2-4 hours)
- Extra duties – playground duty, clean up, etc.
- Suspension from extracurricular activities (the period of time is left to the administration’s discretion)
- One day In-School Suspension.
- Two days In-School Suspension.

- Weekend In-School Suspension.
- Community Service: Student is required to perform documented community service/activity for 3-5 hours.
- Five days In-School Suspension.
- One day Out-of-School suspension.
- Three days Out-of-School suspension.
- Five days Out-of-School Suspension.
- Category III demerit: Any extra demerit will be considered as category III demerit.

Category II Offenses	Definition	Category II Consequences
Persistent offenses from Category I (disruptive misbehaviors).		consequences listed above
14. Academic Misconduct/Skipping class	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.	Grade of zero applied to work in question Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. (In addition to consequences listed above)
15. Cursing and vulgar language	Using inappropriate language in any language	Formal apology required (In addition to consequences listed above)
16. Disrespect to teachers or staff	Making disrespectful (impolite, mocking or sarcastic) comments, gestures or expressions to the teachers or staff	Formal apology required (In addition to consequences listed above)

17. Defiance	Refusing to comply with a reasonable request by a staff member/ disrespect to an employee or a student/ refusing to complete work, labs, projects or other assignments given by the teacher	Formal apology required (In addition to consequences listed above)
18. Inappropriate Intermingling	Using any form of cursing, vulgarity or obscenity (in any language) including hand or bodily gestures/ physical contact/ derogatory remarks/ teasing/ joking/ passing notes/ non-academic conversation between boys and girls	1.Notify parents 2. Formal apology required (In addition to consequences listed above)
19. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner The act of physically damaging, modifying, or abusing computer hardware, software, or computer files or accessing or hacking into the computer files of others.	Property must be cleaned or repaired by the student. The parent/guardian will be responsible for all damages to property caused by his/her child. (In addition to consequences listed above)
20. Lying/ Concealing the Truth	Lying or concealing the truth when it may lead to damage to others or the school	Formal apology required (In addition to consequences listed above)
21. Bring visitors to school	Bringing a non-Peace Academy student to school without the express written permission of the teacher and administration	Teacher to notify office Removal of non-student to office (In addition to consequences listed above)
22.Using profanity or vulgar language	(e.g. unacceptable 4-letter words)	Formal apology required (In addition to consequences listed above)
23. Gossiping	idle talk or rumor, especially about the personal or private affairs of others	Formal apology required (In addition to consequences listed above)

24. Possessing items that contradict Islamic values and may negatively influence other students	(e.g. inappropriate magazines, music cds, celebrity pictures, other inappropriate photographs).	consequences listed above
25. Immoral gestures, writings, pictures, or graffiti		consequences listed above
26. Throwing any objects that can cause bodily injury or damage to property (rocks etc)		consequences listed above
27. Parking in No-Parking Zone or in Handicapped Zone Car not properly registered Expired Tag Not obeying school rules or Ok laws		\$ 10 fine. Suspension of driving privileges for a period of time left to the administration discretion. (In addition to consequences listed above)
Any offense not listed that the school categorizes as such.		consequences listed above

9.3 Category III offenses & Consequences

CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY THREATENING TO LIFE, HEALTH, OR MORALITY

Peace Academy has a zero tolerance policy for all category III misconduct. A student charged with a category III violation will be subject to an open suspension and a recommendation for expulsion.

Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the students' past record seems to warrant a more severe penalty.

Parent(s) or guardian(s) will be required to meet with Peace Academy personnel and the proper authorities.

This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to Peace Academy's discretion.

Disciplinary actions may be imposed out of the sequence listed (depending on the type of the misbehavior and the circumstances surrounding it, including the students' past record seems to warrant a more severe penalty).

One or more disciplinary options may be used for a single offense or may be repeated, if deemed appropriate. The disciplinarian or principal responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options (or otherwise not listed) is most appropriate to the setting and the violation.

The range of measures which may be used as Consequences for category III offenses (not in particular order):

- Warning/Parent conference.
- Rest of the day detention.
- Weekend detention (2-4 hours)
- Community Service: Student is required to perform community service/activity for 5-10 hours.
- Suspension from extracurricular activities (the period of time is left to the administration's discretion)
- Weekend In-School suspension
- One-three days In-School Suspension.
- Five days In-School Suspension.
- One-three days Out-of- School suspension.
- Five days Out-of-School Suspension.
- Out-of-School suspension for the rest of the school year.
- Referral to Expulsion (Has to be approved by Bard Of Directors).
- Category IV demerit: Any extra demerit will be considered as category IV demerit.

Category III Offenses	Definition	Category III Consequences
Persistent offenses from Category II (severe and disruptive misbehaviors).		listed above
28. Extortion/ Intimidation/ Bullying	Threatening another student verbally or non-verbally by inflicting fear, damage to property, or instigating or	Formal apology required (In addition to consequences listed above)

	encouraging misconduct.	
29. Fighting or Assault	Hitting , pushing, kicking or otherwise making harsh contact with a student with the intent of hurting him or her	consequences listed above
30. False Emergency Alarm	Transmitting a fake report of fire or bomb threat and/or pulling a fire alarm	Formal apology required (In addition to those listed above)
31. Immodest Behavior or Physical Contact	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter including lewd, vulgar, or promiscuous conduct both on-campus or at any school sponsored activities	Formal apology required
32. Leaving Campus during school hours or during school related activities	Existing the school campus without proper authorization in writing from administration	consequences listed above
33. Smoking	Possession or consumption of tobacco or any such products	consequences listed above
34. Driving without a license on school property	Operating a vehicle without a license	consequences listed above
35.Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the educational process.	Suspension of Driving Privileges (period of time is left to administration discretion). \$20 fine (In addition to consequences listed above)
36.Trespassing	Entering any school property or into any school facility without proper authority (includes any entry during a period of suspension).	consequences listed above

37. Possessing or Accessing Pornographic materials	Bring, possessing, accessing, or displaying of pornographic material including but not limited to pictures, magazines, books and websites Misuse of Equipment	consequences listed above
38. Possession of Stolen Property	Having in one's possession property obtained without permission of the owner.	Formal Apology and Return of object (In addition to consequences listed above)
39. Stealing	Taking without permission objects belonging to someone else	Formal Apology Confiscation and Return of stolen items (In addition to consequences listed above)
40. Stealing Includes accessing tests, quizzes, records, documents, etc.		consequences listed above
41. Intentionally Accessing Unauthorized information on the Computers	This will include unauthorized use of another students' or of a staff-member's password.	All computer privileges will be revoked. Police Department will be contacted if hacking is involved. (In addition to consequences listed above)
42. Conspiracy	Any two or more persons mutually agreeing to do any unlawful act	consequences listed above
43. Provoking/Instigating Behavior	Encouraging or urging other students to violate school rules or regulations.	consequences listed above
44. Gambling	Participating or organizing games of chance to win money or other items	All property used in such activity will be confiscated, not returned, and may be deposited in the school's activity fund. (In addition to consequences listed above)
45. Possessing Legal but Dangerous Substances	Using, selling, purchasing, distributing or possessing substances capable of producing a change in behavior or altering a state of mind, feeling	consequences listed above

46. Forgery or Falsification of Information	The act of falsifying teacher/administrator signatures or information on official school records, hall passes, documents, and any items requiring staff signatures.	Consequences listed above
47. Possession of Flammable/ Explosive Items	Using, distributing or possessing flammable items such as fire crackers, lighters, matches, etc. or explosive items	consequences listed above
Any offense not listed that the school categorizes as such.		consequences listed above

9.4 Category IV Offenses & Consequences

CONDUCT THAT IS ILLEGAL AND IS THREATENING TO LIFE, HEALTH, OR IN CLEAR VIOLATION OF BASIC ISLAMIC PRINCIPLES.

Peace Academy has a zero tolerance policy for all category IV misconduct. A student charged with a category IV violation will be subject to immediate expulsion.

The proper 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 Peace Academy personnel and the proper authorities.

This list of violations is not all-inclusive but is only representative and illustrative. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action according to Peace Academy's discretion.

Disciplinary actions may be imposed out of the sequence listed (depending on the type of the misbehavior and the circumstances surrounding it, including the students' past record seems to warrant a more severe penalty).

One or more disciplinary options may be used for a single offense or may be repeated, if deemed appropriate. The disciplinarian or principal responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options (or otherwise not listed) is most appropriate to the setting and the violation.

The range of measures which may be used as Consequences for category IV offenses (not in particular order):

- Immediate Out-of-School suspensions.
- Out-of-School suspension for the rest of the school year.
- Referral for expulsion (The expulsion should *be approved by BOD*).
- Some of the above offenses may be reported to law enforcement authorities. (Police Department) immediately upon detection.
- Possibility of no future Enrollment.
- Immediate Confiscation of any weapon/drugs/items involved.

Category IV Offenses	Description	Category IV Consequences
Persistent offenses from Category III (severe and disruptive misbehaviors).		Consequences listed above
48. Alcohol, Drugs, or Intoxicants possession	Possession, distribution, selling, dealing, consumption or being Under the Influence of alcohol, drugs, intoxicating substances Controlled Substances or Unauthorized Drugs or Substances	Consequences listed above
49. Arson or Attempted Arson	Intentionally burning or attempting to burn any school property	Consequences listed above
50. Assault on Teacher/ Staff	Intent to inflict or inflicting bodily harm with or without a weapon	Consequences listed above
51. Assault with weapon or possession	Having, displaying, or pretending to have an assault weapon or gun	Consequences listed above
52. Breaking/ Entering	Entering school property without permission/ Breaking into school property	Consequences listed above
53. Robbery/Extortion	The taking of any goods, money, or other valuable items from another person by force, threats, or with a weapon.	Confiscation/Return of stolen items (In addition to Consequences listed above)
54. Possession of Weapon	Possessing, brandishing, displaying or concealing any weapon, dangerous instrument, device, materials, look alike or replica or any other item deemed to be dangerous	Consequences listed above

55.Possession of Firearm	The act of possessing a firearm, whether loaded or unloaded, on School District property or at a school sponsored or school-related event and all other places this code applies	Suspension out of school for a minimum of one calendar year is required by law. This may be reduced as per board policy. (In addition to Consequences listed above
56.Disorderly Conduct	Disorderly Conduct is defined as behaving in a violent or seriously inappropriate manner that disrupts the educational process. (NOTE: This category is usually used when the police are called to cite a student for extreme disruption.	Consequences listed above
Any offense not listed that the school categorizes as such.		consequences listed above

Elementary Discipline Referrals & Consequences

Students exhibiting discipline problems will be referred to the disciplinarian for consequences. Each student will be dealt with on an individual basis, with communication taking place between the disciplinarian, the referring teachers and the parents, when necessary.

Secondary Discipline Referrals & Consequences

Referrals for Secondary students (grades 6 – 12) will be submitted to the Disciplinarian for consequences and follow-up.

10. TEACHER REMOVAL OF STUDENTS

A teacher may send a student to the disciplinarian office in order to maintain effective discipline in the classroom. The disciplinarian shall respond by employing appropriate discipline management techniques consistent with local policy and the code of conduct.

A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher’s ability to communicate effectively with the other students in the class, or with the ability of the student’s classmates to learn; or whose behavior the teacher determines so unruly, disruptive, or abusive.

11. NON-DISCIPLINARY EMERGENCY REMOVALS

Students may be removed from regular classes or Peace Academy premises for non-disciplinary health, welfare, and safety reasons when the principal determines that an emergency exists.

Reasons constituting an emergency include, but are not limited to :

1. being highly agitated.
2. suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, the efficient operation of the school.

Any student removed from school for a reason shown above who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to medical personnel. Such removal shall be for as short a time as is reasonable under the circumstances.

Peace Academy shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal.

12. DETENTION

For minor infractions of the code of conduct or other policies and regulations, disciplinarian may detain students during and/or after school. Detention is to be done at a time and a place stated by the disciplinarian.

Before assigning students to detention:

- The teacher/disciplinarian shall inform the student of the conduct that allegedly constitutes the violation.
- The student shall be given an opportunity to explain his or her version of the incident.
- The Student might be asked to write an account of what happened.

During detentions students will be expected to:

- a. Report to "detention room" promptly on time to avoid further consequence.
- b. Complete all of their regular schoolwork including any scheduled quizzes or exams unless otherwise specified (may receive a grade of zero/or deduce a percentage of the grade on all assignments, tests or quizzes, this will be left to Peace Academy's administration discretion to be decided according to circumstances surrounding the misbehavior, including the students' past records).
- c. Teachers may assign additional academic activity (depending on the nature of the violation).
- d. Avoid any interaction with students from their class/other students.

When after school detention is used, advance notice (one day) shall be given to the student's parent or legal guardian. The student's parent or guardian shall be required to provide transportation.

13. SUSPENSION

Suspensions will be in-school or at-home, depending on administrative decision. The time shall also be determined by the administration.

The length of the suspension will be based on the severity and number of offenses, and shall be determined by the disciplinarian or the principal. A student may be suspended for any offense designated as a serious offense in this discipline policy.

During suspensions students will be expected to:

- a. report to "suspension room" promptly on time to avoid further consequence
- b. complete all of their regular schoolwork including any scheduled quizzes or exams (may receive a grade of zero/or deduce a percentage of the grade on all assignments, tests or quizzes, this will be left to Peace Academy's administration discretion to be decided according circumstances surrounding the misbehavior, including the students' past records)
- c. teachers will assign additional academic activity
- d. avoid any interaction with students from their class/other students.

13.1 In-school suspension

Student comes to school (from 7:45am-3:30 pm),but is excluded from regular classes; is seated in isolation to complete various written assignments student is given 2 bathroom breaks.

Parents incur a \$50/day fee (to cover for hiring a person for supervision).

13.2 Saturday/Sunday School

Student comes to school to complete written assignments and/or execute other tasks, under teacher supervision.

Parents incur a \$50/day fee (to cover after-hour teacher supervision).

13.3 Out of School Suspensions

Any student serving an out of school suspension is not allowed on school property or to attend any on/off campus school activity.

Such students may only return to class after the completion of the suspension period if the Disciplinary Action form has both parent and student signatures and has been submitted to the issuing administrative official.

Failure to do so will result in accumulating unexcused absences that could result in no credit for assignments issued after the suspension period has been completed, reduction in graduation program status, or possible retention.

Student and Parent must sign the Discipline Action Report. Student's and Parents signature on this report does not necessarily represent approval or acceptance of content.

It indicates that they have discussed and received this report.

13.4 Due Process

Any student whose conduct may warrant suspension will be provided due process.

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the disciplinarian.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

PARENTS:

1. A written notification of the violation and the consequence decided by the school.
2. Parent Conference

14. EXPULSION

After repeated suspensions, or after certain severe infractions, expulsion may be recommended. Expulsion is for the remainder of the academic year.

An expelled child may not re-enroll at Peace Academy for at least one year and re-enrollment is subject to the discretion of the administration and Board of Directors.

If the principal feels that a student deserves expulsion, he/she will:

1. Place the student on Out-of-school suspension for three days, pending Board decision.
2. Notify parents of these actions and pending decision.
3. Submit a recommendation for expulsion to the Board of Directors. . The Board shall meet within 3 days of receiving this referral to evaluate the situation and schedule a notice to the parent and a hearing.
4. Notify parents of Board's decision, once decision has been reached.

14.1 Due Process

Before a student is expelled, the Board of Directors shall provide the student an opportunity for a hearing at which the student is afforded due process, which shall include the following:

- Prior notice of the charges and the proposed sanctions so as to afford a reasonable
- Opportunity for preparation.
- Right to a full and fair hearing before the Board of Directors.
- Right to an adult representative.
- Opportunity to testify and present evidence and witnesses in his or her defense.
- Opportunity to examine the evidence presented by the school administration and/or
- Question the administration's witnesses.

8. PHYSICAL RESTRAINT

Any Peace Academy employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury.
- Obtain possession of a dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- Restrain an irrational student.

Corporal punishment is prohibited. No student will be subject to corporal punishment by teachers, administrators, students, or other school personnel. Physical restraint is permitted only if it is reasonable and necessary in order to control a disturbance.

The rules stated herein are applicable throughout the school day, during any school field trip or officially sponsored activity, either on or off school property.

16. DISCIPLINE PLANS

In addition to this discipline policy and procedure, Peace Academy staff may establish more specific, detailed discipline plans for the various grades and classes. Peace Academy staff is responsible for developing, up-dating, and re-evaluating these plans on an annual basis for effectiveness.