

MERCY SCHOOL INSTITUTE

STUDENT DISCIPLINE MANUAL

Mercy School aims to develop an educational institution committed to fostering balanced American Muslim citizens.

Mercy School Institute

Student Discipline Policy

Mission: Mercy School aims to nurture confident and committed youth, who draw upon Islamic values, cultivating leaders of righteous and noble character who contribute to the betterment of our American Society. To this end, we will cultivate personalities who upon graduation will be ambitious yet responsible, competitive yet caring, practical yet reflective, open minded yet principled, motivated yet focused and progressive yet aware.

“The best among you are those with the best behavior.” Prophet Muhammad (PBUH)

“Discipline” means “self-control”. Islam teaches us to maintain self-control. We learn self-control through praying, fasting, zakaat, hajj, etc. There are special times for offering salaah and we pray during these times. At the time of Fajr, we might like to sleep, but we get up and pray. While fasting, we feel hungry and thirsty, however, we do not eat or drink anything. Islam teaches us self-discipline, good manners, and respect for others.

Parents, teachers, and students must cooperate to ensure high standards in such areas as manners, dress, appearance, and general behavior in the classroom are maintained. We must meet these commitments at a very high standard as much as possible at all times.

While the emphasis is on encouragement, consequences will be imposed on individuals who constantly fail to conform to the school standards set. The central feature of our discipline system is cooperation between the teachers, parents and students in order to prevent difficulties from becoming major problems.

Mercy School Institute (MSI) provides educational excellence in an Islamic environment promoting creative inquiry with a passion for learning and develops ethical leaders committed to bringing excellence to a diverse society surrounded by Taqwa (Allah-centered). MSI is committed to upholding such Taqwa values as integrity, justice, responsibility, and respect.

Disciplinary Action Plan

Progressive disciplinary steps will be administered with flexibility to meet the needs of each individual student and the situation. All disciplinary documentation will be placed in student's file.

Minor Infractions: Handled on the spot, in the classroom, on the playground, or other parts of the school. Classroom discipline will vary with each individual teacher. Each teacher will send home a copy of the classroom disciplinary plan. Teachers will have the option of documenting minor infractions on a Disciplinary Action Plan form. Depending on the severity of the infraction, consequences may be classified under major infractions.

Examples of minor infractions may include, but are not limited to:

- Name Calling
- Not Completing Assignments
- In Hallways without pass during class time
- Cheating and copying homework or Class Assignments from Other or allowing others to do so
- Disrespecting others' property
- Stealing
- Disrupting class or off task behavior
- Put downs or back-biting
- Not following directions or violating any of the daily routine rules
- Not telling the truth
- Intimidation
- Academic dishonesty including cheating on quizzes and tests, plagiarism, getting answers from someone else, and obtaining/retaining copy of test/quiz
- Littering
- Blurting or making disrespectful remarks to others
- Unexcused or excessive tardiness to class
- Defying school authority (talking back, disrespecting or not following the teacher, administrator, or adults in school)

Consequences: May include, but are not limited to:

- Letter of apology will be written to the teacher, authority figure or student who has been wronged.
- Given multiple warnings.
- Referred to the Disciplinary Action Plan signed by student, teacher (administrator) and parent (copy placed in student file).
- Recess rights will be removed, after-school detention and/or in-school suspension.
- Parents will be notified for an intervention or meeting with the teacher.

Major Infractions: These shall be referred to the Principal along with any supporting documentation (Disciplinary Action Plan form) of interventions and parent contact.

Examples of major infractions include, but are not limited to:

- Fighting
- Bullying, verbal or physical harassment
- Physical Assault/Vulgarity/Lewd Conduct
- Skipping assembly, classes or Salaah
- Un-Islamic interaction with someone of the opposite gender
- Chronic Disruption of classes (repeated)
- Leaving school property without permission/truancy
- Destroying or defacing school or Masjid property
- False accusations against any student or adult

Consequences: May include, but are not limited to:

- Referred to the Disciplinary Action Plan signed by student, teacher (administrator) and parent (copy placed in student file).
- Receive in-school suspension and/or after school detention.
- Parents will be notified for an intervention or meeting with the teacher/administrator.

Student Conduct, Discipline

I. Institutional Regulations

A. To provide procedures that will clearly inform Mercy School Institute (MSI) students of the regulations that govern their behavior while in school, at cooperating agencies, or while in attendance at school sponsored activities or events.

B. The School Board of MSI confers upon the teachers and staff the power to invoke consequences to protect the educational processes and the rights of individual students, teachers and staff. All students are expected and required to obey school policies, rules and regulations and not violate municipal, county, state or federal law. In addition, all students are expected to conduct themselves in such a manner as to show respect for constituted authority figures, exhibit and maintain integrity and honor in all matters related to the school, and not interfere with or disrupt the educational processes of the school.

II. Jurisdiction of the MSI Student Conduct Policy

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin, or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

III. Student Responsibilities and Rights

MSI offers each student the freedom to learn and the freedom to enjoy school life in an orderly manner. In return, MSI expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at MSI, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of school in its educational functions and processes. Violations of these responsibilities may result in consequences that can include expulsion from the institution.

Students may not be discriminated against by virtue of their race, color, creed, gender, national origin, religion, age, or disability.

IV. Student Code of Conduct

Students are expected to comply with all school policies. The following student conduct may be grounds for discipline or suspension in accordance with these procedures. This is not an inclusive list of all the behavior that may be subject to disciplinary consequences.

- A. Disruption of the orderly process and educational atmosphere of the school, both in the classroom and on all school property, including, but not limited to: Refusal to comply with teachers or staff direction regarding vocal or physical behavior, unauthorized entry into,

- obstruction of, or occupation of any room, building or area of the school.
- B. Acting or failing to act in a manner, which causes concern for the health and safety of oneself or others.
 - C. Speaking, writing or signaling threats, intimidation, abuse, ridicule, derogatory comments, slurs, vulgarities, or obscenities; engaging in acts of violence such as coercion, physical abuse, or assault; or any other conduct which threatens or endangers others.
 - D. Misusing or misappropriating school property or private property on campus or at off-campus school activities, including, but not limited to, theft or attempted theft, burglary, possession of stolen property, and destruction, damage, defacement, or mutilation of property belonging to, or in the custody of the school or a member of the school community or cooperating agencies.
 - E. Engaging or threatening to engage in a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one, or by tampering with the alarm system or safety equipment.
 - F. Engaging in forgery, alteration, or misuse of any school records or documents, school keys or keycards, or student or staff identification cards.
 - G. Failing to identify oneself by name and/or to comply with a proper order from any school teacher or other school official.
 - H. Disrupting the orderly processes of the school, or obstructing or denying access to services or facilities by those entitled to use such services or facilities. Interfering with the lawful rights of other persons on campus. Inciting others to do any of the above.
 - I. Disrupting access of other students, teachers, or staff members to school computers and other technology resources.
 - J. Obtaining, and/or gaining unauthorized access to school computer systems or an account assigned to another person which may include the use of another individual's identification, account, personal identification number (PIN), or other password. Tampering with the computer systems such as a deliberate implanting of an agent such as a Trojan horse or a virus.
 - K. Using an account belonging to another student, teacher, or staff, without permission from the owner.
 - L. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the school or another individual.
 - M. Sending harassing, threatening or immoral explicit material to another individual.
 - N. Theft of MSI hardware or software or any peripheral resources.
 - O. Misuse of the school's computer systems, such as unauthorized playing of computer games, unauthorized use of social media (i.e. facebook, youtube)
 - P. Indulging in disorderly, indecent or obscene conduct. Conduct that is not in accordance with Islamic teachings and morals is unacceptable.
 - Q. Making noise in the vicinity of the school or school-sponsored activities, which disrupts the orderly, efficient, and disciplined atmosphere of the school, or school-sponsored activity.
 - R. Engaging in willful misrepresentation of any material fact to teachers or school staff or to others about one's status or academic performance within the school or of the support, sponsorship, or approval by the school of the services or activities of any person, group, or organization. This includes knowingly submitting false information on school documents such

as admissions applications or program materials.

- S. Disorderly, indecent or obscene conduct that is not in accordance with Islamic teachings and moral behaviors.
- T. Any other willful or intentional conduct which seriously threatens: (1) any educational process or other functions of the school, or (2) the health or safety of any member of the school community.
- U. Illegal or unauthorized use of school property, including, but not limited to, library facilities and student lockers.
- V. Engaging in behavior, which is discriminatory, including harassment of other students and teachers, based on race, color, creed, gender, national origin, religion, age, or disability.
- W. Failing to abide by the school dress code.
- X. Unauthorized use of pagers, cell phones, audio and video devices such as CD players, IPODs, electronic games, etc. in school premises or at school-sponsored activities.
- Y. Possessing inappropriate materials such as toy weapons, obscene articles, trading cards, etc.
- Z. Engaging in any form of political activity, including but not limited to, display, distribution, and solicitation of material such as posters, pamphlets, notices, etc. on school premises or at school-sponsored activities.

V. Academic Misconduct:

A. Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing, and passing it off as the product of one's own efforts or copying any work and submitting it as original work.

B. Falsifying with respect to any examination, paper, project, application, recommendation, transcript, or test, or by any means, or aiding or abetting another student to do so.

C. Using materials or collaborating with another person (or persons) during a test or other assignments without authorization.

D. Substituting for another student, or permitting another person to substitute for oneself, to take an examination, course, or test, or to provide the work for any assigned project.

E. The acquisition of grades, academic credits, degrees, honors, awards, certification, or professional endorsements by means of cheating.

Any person may bring a complaint against a student under these procedures based on the student's alleged violation of one of the above regulations.

1. All such complaints shall be made in writing on the Student Conduct/Discipline Report Form to the principal, who shall investigate and review the complaint, determine whether an informal resolution is possible, or whether formal charges should be instituted.

2. Following the period of investigation, the principal shall determine if evidence exists for formal charges to be brought against a student for a violation of the Student Conduct. If the charges are of a major nature suspension or expulsion is warranted.

VI. Disciplinary Removal:

A teacher or staff member may enact immediate temporary removal of a student from a class, office,

or other MSI related facility for disciplinary reasons. These include, but are not limited to:

1. An attempt or threat by words or actions which causes concern for the health and safety others.
2. Destruction or theft of school property or another person's personal property.
3. Any activity causing a major disruption or disturbance.
4. Possession of any object appearing to be a potentially harmful weapon.

The teacher or staff member should complete a Student Conduct / Discipline Report Form documenting the incident and immediately notify the Principal of the disciplinary removal, who then will conduct an investigation.

VII. Interim Suspension:

The principal may take immediate interim action when the student's continued presence may constitute a danger to self, others or MSI property by suspending the student from classes, attendance centers, or any MSI facility; denying the student privileges and the ability to participate in activities.

VIII. Disciplinary Conference Procedures:

Alleged violations of a minor nature (do not warrant suspension) will be adjudicated in a disciplinary conference between the principal and the student. No other witnesses will be present. The Principal may request that MSI personnel be present during a conference, without consultation with the student, if deemed necessary.

At the disciplinary conference, the principal will review the charges, evidence, and student's rights with the student. The student will have an opportunity to present any evidence or testimony on their behalf.

Any student who is found to have violated a regulation governing student conduct will be subject to the following consequences:

a. Reprimand. MSI will give a written censure. This written warning serves to remind the student that further violation of the student conduct code may result in more serious consequences. Early Warning Referral and Student Action Report conferences are examples of consequences of reprimand. A record of the disciplinary action is kept in the student's disciplinary file.

b. Restitution. Reimbursement for damage to or appropriation of MSI property is due. Written notice will be sent to the student's parents or legal guardian(s) requiring restitution when the student has damaged or misappropriated MSI property. Reimbursement may take the form of appropriate service to repair or monetary compensation for damages.

c. Conduct Probation. A period of review during which the student must demonstrate his/her ability to comply with the Student Code of Conduct, all MSI policies, and other requirements stipulated for the probation period including limitation of activity or access to school facilities.

d. Educational Consequences. A requirement to participate in a project, class, counseling, or other school/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.

e. Suspension or Termination. A student's use of school property may be temporarily suspended or permanently terminated. The privilege of re-admission may depend on the fulfillment of certain conditions imposed by the school. A suspended student may be prohibited from appearing on campus, or attendance of activities.

f. Expulsion. The Principal may recommend expulsion To the School Board. In that event, the MSI shall serve the student with a Notice of Charges and schedule the matter for hearing before the School Board. No students are allowed to re-enroll after expulsion.

A copy of all student disciplinary action will be filed and put in the student's file.

IX. Disciplinary Records

Disciplinary actions are part of the education records of the student, and consequently, are not available for public disclosure or discussion. MSI will not disclose information relating to the student's disciplinary record, except as allowed by law, if prior written permission from the student has not been received.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the MSI in an administrative, supervisory, academic or support staff position; a person or company with whom the school has contracted

Disclaimer

This policy is subject to change as needed. MSI reserves the right to add, delete or modify rules at any time, and notify students and parents of changes enacted.

Student Acknowledgement

I have received a copy of the Student Conduct and Discipline Policy, which outlines the rules and regulations that govern student activities. I have read and understand the Policy. I state that I will abide by the Policy.

Student: _____

Date: _____

Signature: _____

Parent: _____

Date: _____

Signature: _____

APPROVED: _____

Date: _____

Principal: _____

Date: _____

Teacher & Staff Instructions for Completion of Student Conduct/Discipline Report

1. The School Board of MSI confers upon the staff the power to invoke consequences to protect the educational processes and the rights of individual students and staff.
2. Student Conduct/Discipline provides procedures that regulate the behavior of MSI students while on school property, at cooperating agencies, or while in attendance at school-sponsored activities or events.

The form can be used for the following:

- a) To report your concern to your immediate supervisor regarding disruptive student behavior but not to request disciplinary action.
- b) To report alleged violations of the Student Conduct policy, to request that an investigation be conducted, and/or that disciplinary action be considered. Copies of this form should be provided to the principal, and the student.
- c) Incidents involving more than one student should be completely on separate forms for confidentiality of student records.

Copy to Student

Students are guaranteed their constitutional right to due process including the right to be notified of the alleged violations of the Student Conduct policies and the right to a hearing when the conduct may warrant suspension from a class, or school. Students have the right to appeal any action brought or taken against them, and notification of those actions must be communicated to the student in writing.

Copy to Principal

Notification of concerns about a student or alleged violations of the student discipline policy must be reported to administrative personnel. The Principal is responsible for the investigation and filing of formal charges.

Report of Disruptive Student Behavior

Part 1:

Student's Name: _____

Grade: _____

Incident Date/Time: _____

Teacher/Staff Name: _____

Part 2. The above named student has exhibited the following behaviors or actions:

- Screaming, inappropriate volume and/or language (profanity)
- Physically threatening another student/school personnel
- Willful disobedience or defiance toward school personnel
- Forgery, falsification, alteration or misuse of school documents, records or ID
- Unauthorized entry and/or use of school facilities
- Suspected thievery/damage to school property
- Possession or use of illegal materials
- Possession or use of firearms, explosives, dangerous chemicals, or other weapons
- Verbally threatening another student/school personnel
- Misusing or misappropriating school property
- Fighting with another student
- Any willful or intentional conduct that is disruptive to the educational process
- Acting in a manner that causes concern for the health
- Engaging in behavior which is discriminatory, including intentionally disrupting access of other student, teacher or harassment of other student or staff.
- Inappropriate use of school computer systems
- Other (describe)

Part 3. Describe in detail the behavioral misconduct or incident (use additional sheets if necessary)

Part 4. Follow-up action requested (check as many as are relevant):

- For your information only. No follow-up request.
- Please call with suggested interventions.
- Please see student for disciplinary action.
- Other (See Below)

Signature of person filing this report: _____ Date: _____

Distribute copies to: () Principal () Student's file () Parent

Student Action Pla

1. What did you do to get here? What is the problem?

2. How did it work out for you? Is it helping or hurting you? Is it helping or hurting others? What is it that was against the rules?

3. What did you do to contribute to this problem? If you continue this behavior what could happen? (Natural Consequences)

4. What are three possible solutions to this problem? (We know things happened, but you can improve them by having a plan. Let's make a new plan.)

5. What is the plan? What solutions will you try next time or what can you do differently? What assistance or help can you get from others?

6. Are you going to stick with the plan? How will you know that you will do this? What will it look like?

I agree to try this solution _____ (Student's Signature)

I agree to help _____ solve this problem. (Teacher's signature)

I agree to help _____ solve this problem. (Parent's signature)