

## **As-Sabeel Academy School Discipline Management Plan**

As-Sabeel Academy's Discipline Management Plan is to be used as a guide to promote consistency of practices across classes, grades, and throughout the school. A well-disciplined classroom is one in which the students know, understand, and respect the importance of the classroom and school rules. They have the self-awareness and self-control necessary to be able to follow the rules and understand that they will be held accountable for their actions. The teacher will teach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

While developing a discipline plan, the teacher should consider the following steps towards helping the student correct his or her behavior:

- ◆ **REFLECT:** understand how his/her behavior affects himself and others.
- ◆ **REGRET** his/her inappropriate behavior and **APOLOGIZE** to those who have been affected.
- ◆ **REPENT:** seek Allah's forgiveness.
- ◆ **RESTORE** or repair as far as possible any situation caused by the behavior.

All infractions that reach the level of the school administration will be thoroughly investigated and consequences will be fair and appropriate as determined by the school administration. Prior to any disciplinary action by an administrator, a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident. Please note that while this guide provides basic guidelines typically followed, all Level II and Level III disciplinary consequences are at the discretion of the School Administration.

### **Offenses:**

Not all offenses are equal. Teachers will address infractions according to the type and persistence of the behavior as described below. Teachers must document

problem behaviors and their responses to them before referring any student to the school administration (Level II, III, or IV offenses).

Level I	Minor/Managed by the Teacher's Classroom Discipline Plan
Level II	Serious/Office Referral
Level III	Persistent Serious Misconduct
Level IV	Discretionary/Mandatory Expulsion

**Abbreviations:**

ISS: In School Suspension

OSS: Out of School Suspension

**Level I Offenses: Minor**

**A formal office referral is not required for Level I offenses**

**Definition:** Discipline for Level I offenses are managed by the classroom teacher/team. Classroom teachers are to follow their classroom discipline plan and document any violations. If behavior becomes persistent, Level I violations may be elevated to Level II violations. *Documentation will be required to show that prior interventions were used and found to be unsuccessful for a Level I offense to become a Level II offense.*

**Examples of Level I Misbehaviors:**

- Any violation of the written/posted classroom and school wide expectations
- Mild disruptions/talking
- Not following directions
- Mild horse play between students
- Cheating/copying the work of others (homework or classwork)
- Failure to do assigned work
- Minor inappropriate comments

**Level II Offenses: Serious Misbehavior**

**A formal office referral is required for Level II offenses**

**Definition:** Level II refers to a serious act of misconduct and/or persistent Level I offenses where the teacher's interventions have been unsuccessful at remediating the problem behavior.

**Examples of Level II Misbehaviors:**

- Inappropriate language towards a student and/or teacher
- Significant disrespect, including refusal to comply, or significant oppositional behavior
- Physical contact against a student(non-fight)
- Inappropriate and persistent manner of insubordination
- Inappropriate physical contact
- Using articles(not considered a weapon) to harm another person
- Forging a signature (notes, school documents etc.)
- Graffiti or writing on school property/building
- Leaving class or the school without permission
- Destruction of school property (minor)
- Persistent Misbehavior (Incidents Documented)

**Disciplinary Consequences for Level II Offenses**

1 <sup>st</sup> Referral	2 days recess detention and 2 days lunch detention; parent notification
2 <sup>nd</sup> Referral	1 day ISS; required parent conference
3 <sup>rd</sup> Referral	2 days ISS; required parent conference; Student is referred to the School Administration for Probation
4 <sup>th</sup> + Referral(s)	All disciplinary action (up to expulsion) at the discretion of the School Administration.

**Level III Offenses: Persistent Serious Misbehaviors**

**Teacher Removal, and/or Severe Offenses Requires a mandatory removal of student from class and a formal office referral is required for Level III offenses**

**Definition:** Level III misconduct is defined as “persistent Level II misbehaviors or a formal removal by the classroom teacher, or after an administrative investigation of an occurrence that finds the student engaged in a severe offense.

**Disciplinary Consequences for Level III Offenses**

<p align="center"><b>Fighting/Mutual Combat</b> (Based on Investigation and Mitigating circumstances)</p>	<p>1st referral-2 days ISS/Possible 2 day OSS 2nd referral-3 days ISS/Possible 3 OSS 3rd referral- OSS/Possible School Expulsion</p>
<p align="center"><b>Gross Disrespect</b> Profanity or inappropriate gestures towards a teacher and/or student</p>	<p>1st referral-2 days ISS 2nd referral-3 days ISS possible OSS 3rd referral- OSS/Possible School Expulsion</p>
<p align="center"><b>Possession of a knife or weapon</b> This includes any type of gun (air, pellet etc.), a legal knife (less than 5.5 inches), or weapon, excluding firearms.</p>	<p>Confiscated/parent picks up student 3 day OSS 2<sup>nd</sup> incident-School Expulsion</p>
<p align="center"><b>Theft</b> Intentionally taking personal property from a student and/or teacher</p>	<p>1st referral-2 days ISS 2nd referral-3 days ISS possible OSS 3rd referral- OSS/Additional consequences will be considered for additional referrals plus Restitution for all occurrences</p>
<p align="center"><b>Harassment/Bullying/Intimidation/ Threat</b> If the investigation confirms a case of Bullying or Harassment, a formal referral will follow and merit the following consequences.</p>	<p>1st referral-2 days ISS/Possible 2 day OSS 2nd referral-3 days ISS/Possible 3 OSS; Possible Expulsion</p>
<p align="center"><b>Physical Aggression Toward an Adult</b></p>	<p>1st referral-2 days ISS/Possible 2 day OSS 2nd referral- School Expulsion</p>
<p align="center"><b>Destruction of School Property</b> (Major)</p>	<p>1st referral-2 days ISS 2nd referral-3 days ISS possible OSS 3rd referral- OSS/Additional consequences will be considered for additional referrals plus Restitution for all occurrences</p>

**Discipline Procedures and Expectations**

**Completing an Office Referral**

- Office referrals should be submitted after repeated interventions to correct the Level I misbehaviors have been tried, documented, and found to be unsuccessful.
- If a child causes extreme physical danger (cuts, stabs, fights, pushes etc.) then the office should be notified and an office referral completed.
- Office referrals should be completed by the classroom teacher after having spoken with the student(s) involved. The referral should be factual and objective with no teacher opinions included and no other student names.
- A separate referral should be written for each child involved in the incident.
- For each referral:
  - The classroom teacher will contact parent by the end of the working day on the day of the referral.
  - Administrator will discuss offenses with all students involved, interviewing each involved student independently.
  - Administrator will assign consequences.
  - Administrator will contact parents and inform them of consequences
  - Administrator will inform teacher of consequence

### **In-School Suspension Guidelines**

- The classroom teacher will be notified by an administrator before the end of the day when a student is receiving ISS.
- The classroom teacher will prepare work for the student in ISS and bring to the office before 8:15 a.m. on each day the student is assigned to ISS. The student should work on the assignments that would have been completed in the classroom for each day the student is assigned.
- The classroom teacher is expected to check on the student(s) during his/her conference time to assess work that has been completed and determine if more work will be needed. A student serving one day of ISS needs enough work for 7 hours. Students usually complete work faster when in ISS.
- The student should report to the office after arriving at school on the day(s) he/she is serving ISS.
- The administrator will monitor student(s) and give breaks at specific times.
- The administrator will take students to car pick up at the end of the day.

- Student Expectations for ISS:
  - Voice Level 0/No Talking
  - Work independently
  - Remain in the ISS room
  - Complete work assigned