

Salam School Student Code of Conduct 2013-2014

*****IMPORTANT*****

Salam School Personnel:

PLEASE REVIEW THIS BOOK WITH YOUR STUDENTS, SO THAT THEIR FAMILIES ARE AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL AND DURING SCHOOL – SPONSORED ACTIVITIES. Since parent(s) can be held responsible for the actions of their children, it is important that they are aware of the rules and the consequences if their children break the rules. However, parents also have the right to advocate for their children. Therefore, the school must have a proof that every student and every parent has had a chance to review this code of conduct.

Sign and return the Acknowledgment Form to the school within 3 days of receipt of the Code of Student Conduct 2011-2012 to confirm that you have received the book and are aware of the rules therein.

Your signature does not mean that you agree or disagree with the rules.

A copy of the Acknowledgment Form is provided in this booklet and should be retained for your records.

Please note that this document may be updated several times throughout the school year. The most updated version can be found on the Salam School website. Also, Salam School Administration reserves the right of updating this code whenever it sees fit.

*Whenever the term “parent” is used, it also refers to either or both parents, any person in a parental relationship to a student, or any person in a supervisory place of a parent.

Salam School Student Code of Conduct 2013-2014

(Please Sign and Return this page)

PARENT/STUDENT ACKNOWLEDGMENT FORM

Salam School Student Code of Conduct 2013-2014

This booklet lists the rules for Salam School students. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a copy of these rules. Return this form to school within 3 days of receipt of the Code.

Student Name (PRINT): _____ Student Signature _____

Parents Signature: _____

Date: _____

(Please keep this page for your Records)

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Student Name (PRINT): _____ Student Signature: _____

Parent Signature: _____ Date: _____

SALAM SCHOOL
STUDENT CODE OF CONDUCT
2013-2014 SCHOOL YEAR

Philosophy

Salam School is not only a place to learn and to practice various academic skills; but also a place for students to understand and observe appropriate Islamic behavior and conduct. Appropriated Islamic behavior and conduct are based to a large degree upon the students' learning to exercise self-discipline and self-control. This includes learning to respect the rights and properties of others and doing what is necessary to follow rules and regulations, which have been formulated from an Islamic perspective, to ensure a better life for them and those around them.

The disciplinary rules have been established to promote such an Islamic character and to maintain an atmosphere that encourages learning for all students. These rules have been made to ensure fairness and equity for all students. It is impossible for good teaching or learning to take place unless there is order.

Students must keep in mind that teachers are responsible for their overall welfare and safety. As a result, teachers are given the authority to maintain proper student behavior as outlined herein.

The teachers and administrators at Salam School reserve the right to decide whether or not a student's behavior is in violation of the established rules of Code of Conduct and Islamic values. The goal is to take corrective action that will be counseled by their peers. In some cases, parents will be referred to professional counselors. The purpose is to provide the best possible assistance for a student's needs. Students in violation of school rules and policies will receive consequences. While students must learn to bear consequences of their actions, they are encouraged to do supplication, dua' and ask Allah (SWT) for forgiveness. The concept of seeking forgiveness and being forgiven is an Islamic concept that will be incorporated while dealing with all students.

Courteous behavior and respect for the rights and property of others is expected of all students, not only in the classroom, but also throughout the school, within the vicinity of the school, in their neighborhoods, on buses during field trips, and at all school activities. Corporal punishment is completely banned under all circumstances at Salam School.

Rationale

This Code of Conduct is designed to enable students to grow "Islamically," educationally, socially, and emotionally so that they can be successful in this life and in the hereafter. The students will be in an environment where concerned teachers set FIRM, CONSISTENT, and POSITIVE limits. The intention is to be fair to all students while rewarding and supporting appropriate behavior and deterring undesired behavior.

Attendance Policy

To enable students to learn, it is necessary for them to attend school on a regular basis. Wisconsin School Board states that each and every student must attend school for a minimum of 175 days. It is the responsibility of all parents to ensure that they will take necessary steps to make it possible for their child/ren to be in school on a daily basis.

The following is the attendance policy adopted by Salam School:

Timings: School timings are Monday – Friday. Elementary 7:40 am – 3:05 pm, Middle and High School 7:40 am – 3:20 pm.

Students who arrive at school after 7:45 a.m. will be marked tardy. Students coming in after 8:00 am need to report to the office for a tardy pass.

Arrival and Departure: The School does not open to students until 7:20 a.m.; there is no supervision before 7:30 a.m. Students must be picked-up from school before 3:30 p.m. A fee of \$10.00 per half hour or any part thereof after 3:30 may be assessed for elementary and after 3:45 pm for middle and high school.

Tardy Policy: students must arrive to school on time. Specifics are as follows:

PKG – 5th grade: Homeroom teachers will maintain daily attendance records of their students. Attendance will be taken the beginning of first period. The teacher will call or send an attendance list of absent students to the office by 8:05 a.m.

6th – 12th grade: Teachers will take attendance in their classes each period on Ed-line.

The first period teacher needs to call or send an attendance list of absent students to the office by 8:05 a.m.

Please note that at the fifth (5) tardy, students will serve one 1/2 hour detention. After students have reached 25 tardy days, child/ren will be suspended from school for 1 day. This becomes a part of their permanent record.

Explanation of Terms

Excused tardy is a tardy that has been excused by the Principal and or respective Assistant Principal, due to extraneous circumstances.

Unexcused tardy is a tardy that has not been excused by the Principal or Assistant Principal.

Compulsory Attendance: Wisconsin School Board states that each and every student must attend school for a minimum of 175 days.

Excused Absence is when the Principal or Assistant Principal has excused the student due to a required field trip, weather conditions, documented illness (physician's note of treatment), religious holiday, and/or death in the immediate family (3 days).

Any 6th-12th student who is absent for more than ten (10) days (*of combined excused and unexcused absence*) per semester will not receive credit for the semester.

Any PKG-5th grade student who is absent for more than 18 days (*of combined excused and unexcused absence*) per school year will be in danger of failing that school year.

Parents must notify the school office when their children are unable to attend school or are tardy due to an illness or family emergency. Parents have the option of faxing, sending a note, or calling the school office before 9:00am. If parents forget to notify the school then their children will be marked as an unexcused absence. For illness, a doctor's note will be needed if a child is absent for more than three (3) days.

Missed homework: Any child who is absent is accountable for arranging to complete missed assignments, quizzes and tests. In case of PKG-5th grade students, parents will need to monitor completion of missed assignments. Middle/ High school students must make up work within 2 days of absence. For extended absences (more than a week), the student has 2 weeks to complete make up work.

Prolonged Absences: Detailed doctor’s note must be submitted to the Principal for approval and for arrangement to make-up missed assignments, tests and quizzes. An example of a prolonged absence would be Hajj: Up to eighteen (18) consecutive days can be taken for Hajj. Parents must obtain prior approval. Other days cannot be combined to exceed eighteen days.

Please Note: Chronically tardy students can be asked not to return to school for the following year if there is no improvement during the school year in daily attendance. Salam School Administration reserves the right to review and repeal any segment of the Attendance Policy.

School Uniform Policy: The uniform for Salam School has been modified since 2008-2009. Please find below the modified uniform code. All school uniform apparel must be purchased from vendors selected by Salam School. The goal and mission of the new policy is to have all Salam School students dressed uniformly.

	Boys/Elementary	Girls/Elementary	Notes:
Monday	Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional)	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th) black sneakers	Hijab for girls in grades 2-3 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls.
Tuesday	Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional)	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th)black sneakers	Hijab for girls in grades 2-3 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls.
Wednesday	Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional)	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th)black sneakers	Hijab for girls in grades 2-3 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls.
Thursday	Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional)	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th)black sneakers	Hijab for girls in grades 2-3 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls.
Friday	Navy Blue Pants, White dress shirt with buttons, white socks, dress shoes, navy blue	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white	Dress shirts, dress shoes and tie or kufi are mandatory on Friday. “Hoodies”are not

	tie or kufi	socks, white hijab (2nd-5 th) black dress shoes	allowed any day.
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	<i>Middle School Girls</i>	<i>Middle School Boys</i>	<i>High School Girls</i>	<i>High School Boys</i>
<i>Monday</i>	Burgundy Tunic, Burgundy Pants, white hijab, clean white socks, black sneakers.	White dress shirt, black slacks/trousers, clean white socks, black sneakers, trousers must have black belt, burgundy blazer	Green Tunic, Green pants, white hijab, clean white socks, black sneakers.	White dress shirt, black slacks/trousers, belt, clean white socks, black sneakers, green blazer
<i>Tuesday</i>	Burgundy Tunic, Burgundy Pants, white hijab, clean white socks, black sneakers.	White dress shirt, black slacks/trousers, clean white socks, black sneakers, trousers must have black belt, burgundy blazer	Green Tunic, Green pants, white hijab, clean white socks, black sneakers.	White dress shirt, black slacks/trousers, belt, clean white socks, black sneakers, green blazer
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<i>Thursday</i>	Burgundy Tunic, Burgundy Pants, white hijab, clean white socks, black sneakers.	White dress shirt, black slacks/trousers, clean white socks, black sneakers, trousers must have black belt, burgundy blazer	Green Tunic, Green pants, white hijab, clean white socks, black sneakers.	White dress shirt, black slacks/trousers, clean white socks, black sneakers, green blazer
<i>Friday</i>	Burgundy Tunic, Burgundy Pants, white hijab with beading allowed on Fridays only, clean white socks, black dress shoes.	White dress shirt, black slacks/trousers, clean white socks, black dress shoes , trousers must have black belt, burgundy blazer and tie	Green Tunic, Green pants, white hijab with beading allowed on Fridays, clean white socks, black dress shoes.	White dress shirt, black slacks/trousers, clean white socks, black dress shoes , tie, green blazer and tie

Notes about uniforms:

Please purchase sizes that are loose fitting for the girls. The uniforms are sold at the school or through our contracted vendor.

Blazers and ties must be purchased from our vendor.

Please make sure that uniforms are clean and pressed.

All clothing must be Islamically appropriate and loose fitting.

Hijab for girls in 4th and 5th is mandatory daily; for girls in 2nd and 3rd it is optional daily, but mandatory for daily prayer.

Salam School Anti-Bullying Policy

1. INTRODUCTION

All children and young people have the right to a safe educational environment free from harassment and bullying. This policy is implemented in partnership with the school's discipline policy and serves the entire school from grades PKG through 12th.

2. DEFINITION

Bullying is any behavior which is deliberately intended to hurt, threaten, frighten or discriminate against another individuals or group. It is usually unprovoked, happens again and again as part of a pattern of behavior and can continue for a long period of time. It always reflects the abuse of power, with one (or more) person (s), a victim and the other, a bully. It is the acquisition of power over others who are deemed powerless.

Bullying includes:

Physical: Pushing, kicking, hitting, pinching and other forms of violence or threats of violence.

Verbal: Name calling, derogatory references to family name, sarcasm, innuendos, spreading rumors, persistent teasing.

Emotional: Excluding, tormenting, ridicule, humiliation.

Intrusive: Email, video-text, text messaging, or electronic posting designed to upset or abuse.

Racist: Racial taunts, graffiti, gestures.

Sexual: Unwanted physical contact or abusive comments.

3. AIMS

- Inform students and parents of our expectations in order to ensure a productive partnership, where everyone has a role to play in stopping bullying
- Maintain a community in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted
- Promote a secure and happy , caring environment where kindness and helpfulness are expected and respected
- Praise and reward positive behavior which benefits others and the community as a whole
- Teach students to respect themselves and others and promote self-esteem
- Reduce the emotional and mental distress of any bullying and allow all students the right to enjoy their time at school

4. STRATEGIES

- Help students through advice and counseling to make the right choices and not succumb to peer pressure
- Listen to all parties involved in incidents and always take allegations from victims seriously
- Reassure students that the school will do all in its power to protect and support all parties involved while the issues are being resolved
- Foster by example the values we as a school believe in

- Investigate all incidents as fully as possible
- Use a range of strategies which challenge bullying behavior
- Include within the curriculum, opportunities to discuss and consider bullying and other forms of anti-social behavior
- Identify bullying behavior at the early stages and work toward behavior modification before the problem becomes more serious

5. REPORTING BULLYING

As a school we will:

- Encourage victims and witnesses to speak up within anonymity if necessary
- Treat incidents seriously however trivial they may seem at first glance
- Be alert, as an entire staff, for changes in behavior, attitude and well-being and report these changes immediately to the appropriate administrator.

6. RESPONDING TO BULLYING

As a school, we will strive to:

- Take all bullying problems seriously
- Deal with each incident individually and to access the needs of each student separately
- Regard all incidents as potentially serious and investigate them thoroughly
- Ensure that bullies and victims are interviewed separately
- Obtain witness information
- Keep a written record of the incident, investigation and outcomes
- Inform staff as necessary, about incidents
- Ensure that action is taken to prevent further incidents. Such action may include:
 - Imposition of sanctions
 - ✓ Class C Infraction consequences
 - ✓ Obtaining a sincere apology and informing parents of both the bully and the bullied
 - ✓ Provide support for both victim and bully

DISCIPLINE CODE

Allah the Almighty says: “Surely Allah is Ever an All-Watcher over you.” (4:1)

The Prophet (may Allah bless him and grant him peace) said: “The heaviest thing to be placed in the balance of a believing slave on the Day of Judgment will be good behavior.” (Narrated by Ahmad and Abu Dawud)

“The most perfect person in his faith among the believers is one with the best behavior.” (Narrated Ahmad and Abu Dawud)

Al Hassan (may Allah be pleased with him) said: “Good character is represented by a pleasant and delightful face, loving benevolence, and stopping harm.”

RIGHTS OF STUDENTS

- All students whether they are on or off campus possess the same fundamental constitutional rights as any other citizen of the United States of America except as limited by law.
- Attend school unless removed due to disciplinary consequence
- Attend a school which is safe, secure and peaceful

- Enjoy the full benefit of their teacher’s effort, without interference from the disruptive students, and be informed of the school rules and regulations.

RESPONSIBILITIES OF STUDENTS

- To develop a sense of accountability to Allah (SWT)
- To be self-disciplined
- To abide by the teachings of Islam to develop Islamic character
- To help develop a sense of community within the school
- To attend school punctually and regularly in accordance with our Attendance Policy
- To pursue the required course of study and come to school prepared to work
- To conform to the regulations of the school policy and state law
- To obey promptly all the directions of the teacher and others in authority
- To be diligent in study and pay attention in class
- To be respectful to the teacher and others in authority
- To be kind and courteous to schoolmates
- To refrain from the use of profane and vulgar language
- To come to school clean and neat
- To observe health and safety standards
- To request help when needed
- To be tolerant of schoolmates regardless of differences
- To report information to school staff regarding the health and safety of the entire school community

PARENTS RIGHTS

- Parents have the right to be informed regarding their children’s achievement, behavior and attendance.
- Parents have the right to expect an education appropriate for their children in a safe environment.

PARENTS RESPONSIBILITIES

- To teach their children to respect
 - ✓ the Islamic code of conduct,
 - ✓ school rules,
 - ✓ local, state and federal laws,
 - ✓ school property and the property of others,
 - ✓ their fellow students,
 - ✓ school personnel,
 - ✓ and community
- To help develop a sense of community within the school
- To transport students to school daily and on time
- To pick students up from school daily and on time
- To provide necessary study materials

- To provide a suitable environment for study at home
- To provide supportive action by ensuring that children have enough sleep, adequate nutrition and appropriate clothing before coming to school
- Respond to any school communication when requested
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children
- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children
- To cooperate with the school by supporting school personnel in academic, social, and other school programs
- To maintain consistent and adequate control over their children and to support reasonable control measures as applied by school personnel

RIGHTS OF TEACHERS

- To expect and receive the attention, effort and participation of the students attending their classes
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively

RESPONSIBILITIES OF TEACHERS

- To consider the personal worth of each individual student as a single, unique, important human being, and establish an atmosphere in which productive learning can take place
- To attempt to equip each learner with the knowledge, skill, attitudes and values required for successful living, and provide activities which increase self-esteem
- To assess divergent ideas, opinions and expressions objectively and deal with them in a balanced, unbiased manner
- To consistently critique their own performance with the objective of an ever-growing professional stature
- To keep parents and students informed via timely or periodic reports, including all pertinent data related to the student's school experience
- To initiate and enforce individual classroom rules consistent with school policies
- To teach the Islamic standards of behavior and to hold students accountable for their actions at all times

RIGHTS OF ADMINISTRATORS

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail
- To make decisions on all issues confronting school, primarily on the basis of what is best for the students
- To hold students accountable for their actions and to take prompt and appropriate action toward those in violations
- To expect that all school employees recognize and fulfill their role in terms of campus control

RESPONSIBILITIES OF ADMINISTRATORS

- To provide leadership that will establish, encourage and promote good teaching and effective learning
- To provide support for teachers as they carry out their discipline responsibilities
- To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship
- To make a determined effort to stay attuned to expressions of students, staff, parent, and community concerns and to react with sensitivity toward them
- To request assistance from the district's support services and community agencies and resources in all cases indicating such action
- To design and implement district and site plans that ensure a safe and orderly school environment
- To communicate unverified student absences to parents

SCOPE OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct is not intended to address the entire spectrum of student misbehavior that may occur at school or on school property. Instead, it outlines a range of appropriate responses for certain inappropriate behaviors. School administrators retain the discretion to address student misconduct that is not specifically included in the policy. However, poor academic achievement is not considered an act of misconduct. Therefore, the Discipline Policy may not be used to discipline students for poor academic progress or failure to complete assignments.

ENFORCEMENT OF STUDENT CODE OF CONDUCT

- During regular school hours
- Before and after school hours
- During transportation to and from school sponsored events and activities
- During any school sponsored events or activities
- On school property
- While using the school Network or any computer or information technology devices
- When the action of a student affect the mission or operation of the school

The Student Code of Conduct provides a variety of interventions and consequences to address student misconduct that ranges from the least severe to the severest. Before any intervention or consequence is issued, administrators shall consider all mitigating circumstances that include, but are not limited to, the following:

- The student's age, health, maturity, and academic placement
- The student's prior conduct and record of behavior
- The student's attitude
- The level of parent/guardian cooperation and /or involvement
- The student's willingness to make restitution
- The seriousness of the offense
- **The student's/parent's willingness to participate in professional counseling.**

IMPLEMENTATION OF THE STUDENT CODE OF CONDUCT

- Disciplinary consequences are not intended to hinder academic performance of Salam School students.
- For all suspendable offenses, parents will be notified and the student will be removed from class immediately.
- Teachers shall follow fair warning procedures in class for students expressing behavior that is disturbing the class environment before issuing a referral to the school administration. Following are the disciplinary measures taken, before the student is referred to the school administration :
 1. First offense a verbal warning is given.
 2. Second offense the teacher will write the student's name on the board.
 3. Third offense a check mark shall be put next to student's name.
 4. Finally a discipline referral will be written accompanied by a phone call to the student's parents from the referring teacher describing the student's actions and future behavioral expectations.
- Certain behaviors, outside 'regular' class disruptions may warrant immediate referral and/or removal from class without warning.
- Technology/electronics violations and inappropriate posting or sharing of information will not require warning before referral or removal from class
- The student will be given consequences for his/her misbehavior as seen fit by the school administration and in accordance with the code. Notification to the parents will be by phone, and in cases of suspension, will also be in writing. Some of the possible consequences are defined below.

POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES OF MISBEHAVIOR

When students do not follow the rules and expectations outlined in this policy, one or more of the following actions may be taken until the problem is resolved:

- Lunch detention will be served for 20 minutes. A student serving lunch detention is required to bring a bagged lunch and have it in hand at the end of the period before the detention is to be served. Arriving late to detention is considered as missing the detention. A missed lunch detention will be rescheduled and parents will be notified that any subsequent missed lunch detention for that incident may result in suspension. Please note, that after six lunch detention, misbehavior warranting detention will result in suspension
- In-school suspension will be held in a designated area, and the student will not attend regularly scheduled classes. During that time a student may be required to complete a conflict resolution document and a behavior expectation plan. The student will sit quietly doing their work for all 7 periods of the day, including lunch and snack. The student will be required to bring a bagged lunch with him/her along with all needed educational materials by the beginning of first period. The student will be informed of the suspension at least one day before serving it. It is the sole responsibility of the student to approach their teachers and gather all class work and homework. Tests and quizzes may be administered during the suspension if requested by the teacher. In-class teacher instructions, lectures, notes, and other classroom privileges will not be available for the suspended student. Upon completion of the suspension, a parent is required to meet with an administrator and sign a document demonstrating understanding of the misbehavior and consequences and the possible consequences of future incidents. Please note

that after three suspensions, misbehavior warranting suspension may result in possible proceedings for expulsion.

- External Suspension will almost always be used for multiple day suspensions and in cases where the administration sees fit. In case of immediate suspension, the student will be given time for makeup work. In-class teacher instructions, lectures, notes, and other classroom privileges will not be available for the suspended student. Upon completion of the suspension, a parent is required to meet with an administrator and sign a document demonstrating understanding of the misbehavior and consequences and the possible consequences of future incidents. Please note that after three suspensions, misbehavior warranting suspension will result in possible proceedings for expulsion.
- Informal conference is a conference conducted between a student and a staff member. Informal conferences may not constitute parent contact.
- Formal Conference is a conference conducted between the student, his/her parents or guardian, appropriate school personnel, and other appropriate personnel as designated by the school or parents.
- Expulsion: The Salam School Advisory Committee (SSAC) has the authority to expel a student for serious and/or repeated offenses. Both the student and the student's parents or guardian shall receive appropriate notices and will be informed of the procedures for hearings or expulsions. Expulsion hearing follow due procedural process.
- School social worker Intervention may be required by the administration.
- Conflict mediation where all parties sit down and ensure future harmony.
- Probationary Contract
- Removal from class by teacher
- Full restitution by parent(s) for damages done by student
- Confiscation of inappropriate items
- Appeals of decisions made by the principal should be put in writing and addressed to the chairman of the School Advisory Committee.
- The Salam School Administration, and discipline coordinator, along with the Salam School Advisory Committee, will investigate infractions that may result in expulsion. The student and the parents will be able to present their case in front of a committee. The school Advisory Committee will be the body that makes the final decision after reviewing the investigation findings.

Disciplinary Infractions and Possible Interventions and Consequences

CLASS (A) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that least seriously disrupt the orderly education process. These infractions are most likely addressed and resolved at the time and place in which they occur. They include but are not limited to the following:

- Eating or drinking in the school other than break or lunch time
- Chewing gum
- Disheveled uniform or appearance
- Running and/or disruptive behavior in or around the school
- Loitering during class periods
- Bringing distracting items to school including, but not limited to, skateboards, scooters, in-line skates/roller blades/heelies (sneakers with wheels), toys, playing cards, games, radios, audio recorders, headphones, laser pointers/pens and other laser devices.

INTERVENTIONS AND CONSEQUENCES

FIRST VIOLATION OPTIONS

- Informal Conference
- Call to parents by teacher
- Confiscation of inappropriate items

REPEATED VIOLATIONS OPTIONS

- Lunch detention
- Formal conference

CLASS (B) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that disrupt the orderly education process. They include but are not limited to the following:

- Copying/Cheating homework and/or class work assignments
- Disturbing the class or school by being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, or throwing objects. Verbal or written statements that intimidate or demean another person
- Not telling the truth
- Five unexcused tardiness to class
- Uniform policy violation

INTERVENTIONS AND CONSEQUENCES

FIRST VIOLATION OPTIONS

- Lunch detention(s)
- Formal conference
- Removal from class by teacher

- In-school Suspension
- Tardy consequences: 1st violation of 5 tardies results in detention, 2nd violation of 5 tardies results in-school suspension, 3rd violation of 5 tardies results in external suspension

REPEATED VIOLATIONS OPTIONS

- Removal from class by teacher
- Formal conference
- In-school suspension
- External suspension
- School social worker intervention
- Conflict mediation
- Probationary contract
- Expulsion

UNIFORM POLICY VIOLATION NOTES

A student in blatant violation will be sent to the office where parents will be notified to pick up the student or bring in a uniform. Students may be asked to rent part of a uniform for \$2 a piece/per day.

CLASS (C) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that seriously disrupt the orderly education process. They include but are not limited to the following:

- Academic dishonesty including cheating on quizzes and tests, plagiarism, giving or receiving test/quiz questions or answers from someone else, and obtaining or retaining a copy of a test/quiz or scoring key
- Forgery
- Gambling
- Possession of stolen property
- Mutual combat, fighting, and other violent engagements
- Attack/unprovoked assault
- Bringing vulgar materials to school
- Skipping classes
- Un-Islamic interaction with someone of the opposite gender
- Leaving school property without permission/truancy
- Theft, extortion, or robbery of personal or school property
- Destroying or defacing school, Masjid, or personal property
- Profanity/vulgarity/obscene language/racist remarks/lewd conduct
- False accusation against any student or adult
- Information technology policy violation
- Smoking or possession of tobacco
- Bullying—verbal or physical harassment
- Aiding/abetting in any of the above

INTERVENTIONS AND CONSEQUENCES

FIRST AND REPEATED VIOLATION OPTIONS

- In-school suspension (1-5 days)
- External suspension (1-5 days)
- Removal from class by teacher
- School social worker intervention
- Conflict mediation
- Probationary contract
- Restitution
- Expulsion

All cases of suspension will be reviewed by the Principal's Discipline Committee for a final decision. All evidence shall be presented at an informal conference with the student. The student shall be given the opportunity to present his/her defense.

Notes:

- Missed classes due to disciplinary action will not be made up
- Zero tolerance for cheating on any exam
- Zero tolerance for bullying-see Anti-Bullying Policy
- Minor plagiarism (failure to cite sources) will result in no higher than a "C" grade for the first infraction, and with a zero for any subsequent infractions. Full/major plagiarism will result in zero at all times.
- Cell phones need to be turned off on school premises between the times of 7:40 a.m. and 3:20 p.m., and stored in the backpack. Cell phones seen outside of the backpack (or cell phones beeping or ringing) will be confiscated and turned in to the office. The first time a cell phone is confiscated from a student, it will be returned to the student at the end of the school day. It will be returned only to parents the second time, and will be kept until the end of the school year the third time. Parents will be informed of the cell phone confiscations.
- Unauthorized games, electronic equipment (including computers, I pods, game boy, etc.) are not allowed at school and will be confiscated, and can only be claimed in person by the parents.
- A log will be kept to verify which students have detentions and a record will be kept of disciplinary action taken for each student. This will be maintained by the Discipline coordinator.
- Loss of privileges may also be applied depending on the severity of the infraction.

Salam School has a zero tolerance policy for all serious violations (especially Class D infractions)

CLASS (D) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that most seriously disrupt the orderly education process. They include but are not limited to the following:

- Drug or alcohol related activity or use
- Possession of weapons or firearms (real or imitation)
- Possession of dangerous objects

- Aggravated assault
- Theft or possession of stolen property over \$100
- Initiating any physical contact with school personnel
- Arson or attempted arson
- Armed robbery
- Bomb threat
- Hacking into the Salam School Network to harass others, to access records or unauthorized information, or to cause any type of security hazard
- Verbal or written threats to life or property involving students, school personnel, or school property
- Any illegal behavior
- Aiding/abetting in any of the above

INTERVENTION AND CONSEQUENCES

- Immediate external suspension
- Expulsion proceedings
- Immediate notification of parents
- Informing local authorities according to state and local laws
- Restitution

Computer and internet privileges will be issued to all enrolled Salam School students. Students' use of a personal Salam School network and internet account is a privilege—not a right.

A. Authorized Use

The use of a student's account must be in support of education and research.

B. Network Etiquettes

Students are expected to abide by the generally accepted rules of network etiquettes.

These include, but are not limited to, the following:

- Maintain the security of the network by keeping information, especially passwords and accounts private.
- Refrain from behavior or activity that damages or disrupts the performance of the network.
- Use the network for approved legal activities that have educational relevance.
- Honor all rules of copyright and personal property.
- Avoid the spread of computer viruses.
- Students are not allowed unauthorized communication tools including accessing email, chatting, instant messaging, newsgroups, etc., from the IFS internet.
- Students may not go to any sites not academically related or permitted by the teacher.
- Refrain from playing games, checking stocks, surfing sports/videos/e-bay/etc., sites.
- Printing only what is necessary for school work.
- Bringing unauthorized items into the computer lab, including food, drinks, etc. is not allowed.
- Tampering with hardware or computer cables is prohibited.

C. Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any network connected to the internet.

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the internet, or any network that is connected to the internet.

This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

D. User ID Violations

Once a Network User ID is issued, the user is responsible for all actions taken while using that User ID. Sharing of a User ID with another person is prohibited.

E. Electronic Mail Violations

Salam School students are not allowed to use electronic mail at the school. They are also not allowed to access their personal mail from school.

F. File/Data Violations

Deleting, examining, copying or modifying files and /or data belonging to other users is prohibited.

G. Consequences of Policy Violations

An attempt to violate the provisions of this policy may result in revocation of the user's internet access, privileges and/or network account.

H. Additional Consequences

Salam School disciplinary action, including suspension or expulsion, and/or other appropriate action may be taken.

I. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or the internet, you may notify the IT Dept personnel and principal. Do not demonstrate the problem to other users. Do not use other individual accounts at any time. Attempts to log on to the internet as another user will result in cancellation of user privileges. Any user identified as a security risk or having a history of computer related problems may be denied access to the internet.

J. Disclaimer

Salam School makes no warranties of any kind, whether expressed or implied, for the internet services it is providing. Salam School will not be responsible for any damages suffered.

COMPUTING AND TECHNOLOGY

Policy Contract

I have read and understood the Salam School's Computing and Technology Policy and will abide by the Policy and use technology responsibly and ethically. Should I commit any violation, I understand that my access privileges may be revoked, school disciplinary action at the sole discretion of the Salam School administration may be taken, and both civil and criminal prosecution under the law may be pursued against me.

Student's Name: _____ .

Student's Signature: _____ Grade Level: _____.

Date: ____/____, 2013

As the parent or guardian, I have read and discussed the terms and conditions for Internet access as set forth in Salam School's Computing and Technology Policy. I understand that this access is designed for educational purposes and that my child is expected to act responsibly and ethically in regards to the use of technology. Violation of this policy can have serious repercussions, including but not limited to, loss of access privileges, school disciplinary action, and both civil and criminal prosecution under federal or state laws.

Parent/Guardian's Signature: _____

Date: ____-/____, 2013

Please return this completed form to the school office by ----- . Students are not allowed to use Salam School computer equipment or to have Internet access until this form is returned and on file in the Technology Department.