



DISCIPLINARY INFRACTIONS

Disciplinary infractions are categorized into four levels: Tiers 1, 2, 3, and 4, based on the seriousness of the violation. Specific procedures are followed when a student commits these infractions, and the consequences vary according to the severity of each infraction.

Tiered Behavior Chart

The Behavioral Guidance Team will work closely with Al-Hadi teachers to implement a holistic, reformatory, and dignity-based approach to all character and disciplinary issues. Specifically, using a 4-tiered approach, the BGT will identify students who are successful with their current level of support (**Tier 1**), need additional layers of support to be successful (**Tier 2**), need individualized or 1:1 support (**Tier 3**), or need immediate attention (**Tier 4**).

Tier 1	Tier 2	Tier 3	Tier 4
Staff Managed Behaviors Disruptive Behavior: makes learning and teaching difficult but does not lead to serious injury or harm.		Behavioral Guidance Team Managed Behaviors Unsafe/Harmful Behavior: leads to physical or socio emotional injury or harm	Principal/Ulema/Law Enforcement Managed Behaviors Dangerous Behavior: The student poses an immediate and grave risk to others

<ul style="list-style-type: none"> * Failing to follow rules/directions * Interrupting instruction/disruptive behavior * Inappropriate voice level * Inappropriate language & comments * Put-downs and teasing * Hands/feet/objects on others * Out of assigned area or seat * Unsafe play/behavior * Inappropriate use of equipment * Running in hallways * Littering/throwing food * Unprepared for class * Using personal electronics at 	<p>* Chronic (3 or more times) Tier 1 behaviors</p> <ul style="list-style-type: none"> * Plagiarism and cheating * Defiance * Spitting/Biting * Physical or verbal intimidation/threat * Inappropriate inter-gender interaction * Profanity * Skipping class * Chronic/excessive tardiness 	<p>*Chronic (3 or more times) Tier 2 behaviors</p> <p>Damaged/Stolen Property</p> <ul style="list-style-type: none"> * Vandalism * Theft <p>Miscellaneous</p> <ul style="list-style-type: none"> * Physical or verbal bullying *Cyberbullying *Leaving campus without permission *Sexual harassment *Possessing/viewing/sharing pornography *Inappropriate touching 	<p>Immediate Threats</p> <ul style="list-style-type: none"> *Use/possession of alcohol/drugs/other dangerous substances *Weapons *Fighting/assault/physical aggression * Tampering with fire alarms/security/prank 911 calls
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school w/o permission			
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Progressive Discipline and Loss of Privileges Chart

Tier 1	Tier 2	Tier 3	Tier 4
Staff Managed Behaviors		Behavioral Guidance Team Managed Behaviors	Principal/Ulema/Law Enforcement Managed Behaviors
Direct Tier 1 or Tier 2 violation		Direct Tier 3 violation OR Repeated (3+) unresolved Tier 1 and 2 violations	Direct Tier 4 violation OR Three Tier 3 violations OR Repeated (6+) unresolved Tier 1 and 2 violations
<ol style="list-style-type: none"> 1. Reflection with the teacher 2. Goal-setting meeting with the teacher 3. Parent / Teacher conference 		<ol style="list-style-type: none"> 1. Lunch reflection with BGT 2. Parent conference with BGT 3. After School Reflection 4. <u>Automatic</u> written warning 5. Suspension (severe cases only) 	<ol style="list-style-type: none"> 1. <u>Automatic</u> suspension (minimum one day) 2. Probationary status 3. Expulsion from School <p><u>Loss of privileges may include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Field trips 2. Clubs/sports 3. School events

	<p><u>Loss of privileges may include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Clubs/sports 2. Leadership roles (including NHS/NJHS) 3. School events 	<p>4. Leadership roles (including NHS/NJHS)</p>
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Tier 1 infractions – Generally are correctable on the spot and are handled by the teacher. A student conference and redirection by the teacher are usually needed to correct a Tier 1 infraction. However, if a student repeatedly commits these infractions or does not correct his/her behavior, it becomes a Tier 2 infraction.

Tier 2 infractions – Parents will be notified via Quickschools. Student redirection and teacher conferences are used to correct Tier 2 infractions. Repeated Tier 2 infractions will be treated as Tier 3 infractions.

Tier 3 infractions – A parent conference may be required and consequences may include in-school reflection, out-of-school reflection, lunch reflection, after-school reflection, written warning, and in severe cases, a suspension. Loss of privileges may include but are not limited to participation in sports/clubs, leadership roles, and school events.

Tier 4 infractions – Students committing these infractions may be removed from the school population immediately. **Parents will be required to meet with the Principal and/or Ulema** and the student may be expelled from AHS in severe cases. In some instances, law enforcement may be notified.

Consequences are assigned depending on the severity of the infraction. Repeating the same type of infraction escalates it to a higher level of infraction and consequence. For example, if a student commits a Tier 1 infraction thrice, the next occurrence will be classified as a Tier 2 infraction.

The Principal and Ulema in the Behavior Guidance Team will address all Tier 4 infractions in collaboration with the relevant faculty member, student, and their parent(s) or guardian(s). The Principal holds the final decision-making authority regarding all disciplinary matters.

CONSEQUENCES & DISCIPLINARY ACTIONS

At Al-Hadi, we understand that all behaviors, whether negative or positive, impact a child's emotional well-being. Children will be acknowledged and encouraged when they demonstrate positive behaviors. Many verses of the Qur'an refer to this issue. These two particular verses bring our attention to the importance of balancing the positive and negative consequences of human actions:

***"He who does good equal to an atom's weight shall receive it back.
And he who does bad equal to an atom's weight shall receive it back."(Quran 99:7)***

The school's discipline policy incorporates both positive recognition and fair consequences. It is designed to be equitable, ensuring that each student feels they are treated the same as others.

The guidelines below are designed to guide teachers and administrators in helping students behave responsibly. Before assigning a consequence, we make sure that the consequence assigned is meant to help the student self-evaluate his/her actions and not to purely punish the student. Verbal and written warnings and counseling are provided to students to allow students to understand behavioral expectations. The School will provide counseling to the students as appropriate, both academic and religious, as a means of positive intervention alongside consequences. A period of observation following counseling may be allowed before consequences are implemented.

Consequences may be assigned at the discretion of the Behavior Guidance Team based on the severity and frequency of the inappropriate behavior.

Please see the following pages for the stages of consequence adapted by the school.

1. Reflections/Positive Behavior Interventions

Students will engage in reflections and other positive behavior interventions, including but not limited to the following:

Deep Breathing: Practice deep breathing to calm down and focus.

Identify Triggers: Reflect on what caused the behavior.

Use "What Happened?" Worksheet: Write down the situation step-by-step.

Feelings Check: Identify and name the emotions felt during the incident.

Think of Alternatives: List better choices that could have been made.

Positive Self-Talk: Replace negative thoughts with constructive affirmations.

Problem-Solving Steps: Outline steps to avoid repeating the behavior.

Apology Letter: Write an apology if others were affected.

Goal Setting: Set a goal for better behavior in similar situations.

Mindful Coloring or Journaling: Engage in calming activities to reflect quietly.

2. Counseling

Students may be referred for counseling to either a school counselor or one of the ulema on campus. This can occur at the recommendation of the teacher or at the discretion of the Principal, Vice Principal, and/or Behavioral Guidance Coordinator. Parental consent will be requested as needed.

3. Suspension

In-School Suspension/Reflection

Students who receive an in-school suspension/reflection (ISS) are required to complete any missed work, tests, and assignments independently. They must sign in and out at the front office. Before the ISS—either the day before or the morning of the suspension—students must meet with their teachers or access online resources to collect their missed work and homework. ***Additionally, students must wear school-approved uniform attire during their time in ISS.***

Students who receive an in-school suspension/reflection may lose the privilege of participating in leadership roles and attending after-school functions and events until further notice.

Out-of-School Suspension/Reflection

Students who receive an out-of-school suspension/reflection (OSS) are required to make up any missed work, tests, and assignments on their own. They must meet with their teachers and/or access online resources to obtain their missed work and homework.

Students who receive an out-of-school suspension/reflection may lose the privilege of participating in leadership roles and attending after-school functions and sporting events until further notice.

4. DISCIPLINARY PROBATION

Students in middle and high school may be placed on Disciplinary Probation status by the Principal due to an individual incident, repeated infractions, or if a student receives two or more unsatisfactory conduct grades on the report card for the same marking period (see section concerning conduct grades).

Students on disciplinary probation are expected to show significant improvement in their behavior over the course of a quarter. The Behavior Guidance Team will work with parents and teachers to develop a behavioral action plan to help the student achieve this goal. While on

probation, the student may be restricted from participating in school activities. If the student does not demonstrate significant improvement in behavior by the end of the quarter, the Principal will determine whether the student needs to transfer to another school.

The student may be placed on probation based on the severity and frequency of the infraction, as well as the student's genuine intention and desire to improve their behavior.

5. EXPULSION

Expulsion is the final disciplinary action taken for a student. This action will occur only after other avenues have been exhausted or the violation is deemed severe enough to warrant an expulsion. ***The final decision for expulsion will be made by the Principal in consultation with the School Board.***

In some cases, community service may be assigned at the discretion of the Principal.

6. CONDITIONAL RE-ENROLLMENT

Any student placed on probation during the previous school year will NOT be eligible for automatic readmission. A parent conference will be required prior to the start of the school year. The student will be placed on probation for the first sixty (60) days of school, during which behavior will be monitored. The re-enrollment decision will be reviewed at the end of the probationary period and a parent conference will be required.

By accepting enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of the school authorities to enforce these rules. These actions may include investigative measures including but not limited to questioning or even searches of a student's locker(s), car(s), or book bag(s).

Previous Policy

INFRACTIONS

Disciplinary infractions fall into four main categories: minor, serious, major and zero tolerance. There are specific steps that will be followed when students commit disciplinary infractions. Consequences will vary based on the severity of the infraction.

Repetition of the same type of infraction result in the infraction becoming the next level of infraction and consequence. For example, if a student conducts a minor infraction 3 times, the next time will be a serious infraction.

Minor infractions – Generally, they are correctable on the spot and usually not much of a classroom/school disruption. However, if a student repeatedly commits these infractions, it can very quickly disrupt the classroom/school environment. Therefore, if the student does not correct his/her behavior, it becomes a serious infraction. Including but not limited to:

- Vehicle/Parking violation
- Chewing gum
- Not prepared for class
- Classroom disruption
- Dress Code violation
- Running/shouting/horseplay in halls
- Littering/throwing food
- Use of foul language (e.g. shut up, stupid)
- Hall pass violation
- Willful failure to report to detention
- On campus and not reporting to aftercare after 4:00 p.m.

Serious infractions – Students committing these infractions are required to meet with the administration. Parents will be notified in writing and are required to sign/acknowledge and return the receipt. Repeated serious infractions will be treated as a major infractions. Including but not limited to:

- Any repeated violations of minor infractions (3x or more)
- Obscene language/gestures
- Tampering with school equipment
- Absence from class w/o permission (skipping class) - 15 minutes after bell grace period - marked absent from class
- Disrespectful to other students/adults - touching without consent, inappropriate language, etc., derogatory remarks, verbally inappropriate, name calling - bullying

- Leaving campus w/o permission - truancy; failure to sign out of school during school hours; Unauthorized roaming / unsupervised during school hours - including walking on track or leaving campus without checkout/authorization
- Medication Policy violation
- Vandalism – minor - writing on desk, walls, etc. (can be erased/cleaned easily)

Major infractions – Students committing these infractions will be required to meet with the Principal. A parent conference may be required and consequences may include ISS, OSS, detention, community service; loss of athletics, club, class, recess, parking or trip privileges, loss of leadership positions, and NHS probation/expulsion. Including but not limited to:

- Any repeated violations of serious infractions
- Aggressive, intimidating behavior towards others
- Possessing or using tobacco products
- Profanity
- Academic dishonesty (Plagiarism and Cheating)
- Biting or spitting on another student
- Theft of someone's identity
- Stealing
- Harassment (Physical or Emotional)
- Inappropriate gender interactions as outlined by the gender policy
- Electronic communication misconduct can span several major infractions. These may include but are not limited to texting, video posting, social network communication, cyberbullying, etc.
- Vandalism – major - (spray paint on buildings, carving into desks or chairs, destroying school property, etc.)

Zero Tolerance infraction – Students committing these infractions will be removed from the school population immediately. **Parents will be required to meet with the Principal** and the student may be expelled from AHS. In some instances, law enforcement may be notified. Including but not limited to:

- Repeated Major Infractions
- Weapons - possession or use
- Fighting – causing serious bodily harm/injury
- Drugs – possession, use, or under the influence
- Alcohol -- possession, use, or under the influence
- Tampering with Fire Alarms/Security
- Prank 911 calls
- Malicious threats to AHS employees or students; threatening physical harm to others
- Theft and use of someone's identity for malicious intent
- Possessing or viewing pornography
- Harassment (Sexual, racial, ethnic, religious, etc.)
- Physical show of affection/contact with the opposite gender
- Threatening or physically assaulting a teacher/staff member

- Cyber Bullying

The escalation process will be as follows:

A student may be assigned three separate lunch detentions for three separate incidents. After these three occurrences, the student's fourth incident will be an after-school detention, 3:50-4:40 pm. If a student has earned two after-school detentions, the third infraction will have the consequence of extended after-school detention, 3:50-5:15 pm. After two extended after-school detentions, the student's next infraction will result in a Saturday detention. The consequence will then escalate to suspension and/or expulsion options. The tracker will reset at the end of each grading period (9-week term).

The Principal will handle all serious and major infractions in conjunction with the appropriate faculty member, student, parent(s), and guardian(s). Any serious, major or zero-tolerance infractions may impact a student's eligibility or standing in regard to NHS/NJHS/NEHS. NOTE: The Principal (in consultation with IEB) has the final decision-making authority on all matters of discipline.

CONSEQUENCES & DISCIPLINARY ACTIONS

At Al-Hadi, every behavior, whether negative or positive, has one or more consequences. Children will be recognized and encouraged when they display positive behaviors. Many verses of the Qur'an refer to this issue. These two particular verses bring our attention to the importance of balancing the positive and negative consequences to human actions:

***“He who does good equal to an atom’s weight shall receive it back.
And he who does bad equal to an atom’s weight shall receive it back.”(Quran 99:7)***

The school discipline policy includes both positive recognition and appropriate consequences. The discipline policy is fair and equitable so that each student will feel that he or she is treated the same as any other.

The guidelines below are designed to guide teachers and administrators in helping students behave in a responsible manner. Before assigning a consequence, we make sure that the consequence assigned is meant to help the student self-evaluate his/her own actions and not to punish the student. Verbal and written warnings and counseling is provided to students in order to give students an opportunity to understand student behavior expectations. The School will provide counseling to the students as appropriate {both academic and religious) as a means of positive intervention alongside consequences. A period of observation following counseling may be allowed prior to consequences being implemented.

Consequences may be assigned at the discretion of the principal based on the severity and frequency of the inappropriate behavior. Circumstances warranting out-of-school suspension, or expulsion from school will be reviewed with the Islamic Education Board PRIOR to implementation.

Please see the following pages for the stages of consequence adapted by the school.

1. DETENTION

Disciplinary infractions may warrant a detention from one of the following categories:

Lunch Detention(s): silent and supervised, served during their lunch period, students will complete assigned task(s).

After-school and Saturday detention(s) will be assigned as appropriate/determined.

Detentions will have priority over extracurricular activities and job obligations.

2. COUNSELING

Students may be referred for counseling to the School Counselor at the recommendation of the teacher or at the discretion of the Principal, Vice Principal, and/or Behavioral Guidance Coordinator. Parental consent will be requested as needed.

3. SUSPENSION

In-School Suspension

Students who receive an in-school suspension (ISS) are required to complete and/or make up any missed work, tests, etc. on their own. They must sign in and out at the front office. Prior to the ISS (the day before/morning of), they must meet with their teachers and/or go online to get their missed work/homework. ***Students must dress in school-approved uniform attire.***

Students who receive ISS may be required to write an essay depending on the infraction.

Students who receive an in-school suspension will lose the privilege of participating or attending after-school functions and events until further notice and a parent conference will be arranged.

Out-of-School Suspension

Students who receive an out-of-school suspension (OSS) are required to make up any missed work, tests, etc, on their own. They must meet with their teachers and/or go online to get their missed work/homework.

Students who receive an out-of-school suspension may lose the privilege of participating or attending after-school functions and sporting events until further notice and a parent conference will be arranged.

4. DISCIPLINARY PROBATION

Behavior at Risk status: Students in middle and high school, due to an individual incident or a number of low-level problems may be placed on Behavior at Risk status by the Principal. In addition, if a student receives two or more report card conduct grades of Unsatisfactory (see section concerning conduct grades) for the same marking period, he or she may be placed on Behavior At Risk status or Disciplinary Probation.

Disciplinary Probation: Students on disciplinary probation are expected to demonstrate a significant improvement in their behavior over the course of a quarter. Parents, teachers, and the Principal will collaborate to make a behavioral action plan for the student to help them to accomplish this goal. When on probation the student may be denied participation in school-sponsored activities. If at the end of this quarter, the student has not shown a significant improvement in behavior, the Principal will decide if the student needs to seek a transfer to another school.

The student will be placed on probation depending on the severity, the frequency of the infraction, and the genuine intention and desire of the student to improve his/her behavior.

5. EXPULSION

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted or the violation is deemed severe enough to warrant immediate expulsion. The final decision for expulsion will be made solely by the Principal (in consultation with the IEB, see below).

In some cases, community service may be assigned at the discretion of the Principal.

6. CONDITIONAL RE-ENROLLMENT

Any student placed on probation during the previous school year will NOT be eligible for automatic readmission. A parent conference will be required prior to the start of the school Year. The student will be placed on probation for the first sixty (60) days of school, during which behavior will be monitored. The re-enrollment decision will be reviewed at the end of the probationary period and a parent conference will be required.

By accepting enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of the school authorities to enforce these rules. These actions may include investigative measures including but not limited to questioning or even searches of a student's locker(s), car(s), or book bag(s).