



Al Aqsa Islamic Academy

Code of Conduct 2016-2017

Al Aqsa Islamic Academy
School Discipline Committee

Assistant to the Principal
Hanan Mustapha

Dean of Students
Mrs. Taj

School Director
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Student Code of Conduct

Purpose of the Code of Conduct

- To support the creation of a safe learning environment for all members of the school community.
- To provide clear and explicit behavioral expectations within all school settings.
- To specify guidelines for teaching and encouraging social skills necessary for meeting Al-Aqsa Islamic Academy's behavioral expectations.
- To provide methods of corrective instruction and consequences for responding to behavior offenses.

Our Mission

Grounded in the tradition of Islam and holding to the sunnah of our Prophet, Muhammad (s.a.w), Al-Aqsa Islamic Academy strives to provide an environment that fosters moral and intellectual development. With the aim of creating well-rounded students, we are committed to four principles: Faith, Excellence, Respect, and Leadership

Student Pledge

Faith

Our faith will guide us as we strive to perfect ourselves.

Excellence

Whatever we do, we shall do it with excellence

Respect

We honor ourselves by respecting our peers, our teachers, and those who guide our moral and intellectual development

Leadership

And with a strong moral and ethical foundation, we will be leaders and active members in our communities and the greater society.

Student Signature: _____

Parent Signature: _____

It is the goal of the Al-Aqsa Islamic Academy to provide a positive Islamic

educational setting for every student. This requires an understanding of and adherence to acceptable standards of respectful behavior which will allow learning to take place in the classroom. Every student is entitled to an education, and the right to be free of a climate that disrupts the education of others.

The Code of Student Conduct establishes a zero tolerance policy for conduct that violates Islamic principles, endangers the safety of the schools and/or disrupts the educational experience for other students. Every student must follow all of the rules of the Code of Student Conduct before, during, and after school. The Code applies to students in school buildings, on school grounds, at school-related activities, and on the way to or from school. Students must follow these rules on the yellow buses or public transit systems that bring them to school or take them home. The Code also applies to students off school grounds when the conduct may reasonably be expected to undermine or disrupt the proper disciplinary authority of the school or endanger the safety of a member of the school community

The home shares the responsibility in the education of our youth; parents and guardians are expected to know and understand the Code of Student Conduct and their child's school handbook.

This Code of Conduct provides definitions of behavior offenses. Some definitions include examples. These examples are not intended to be an exhaustive list; the behaviors covered by the definitions include, but are not limited to, the examples given.

The safety and security of all school children are our highest priorities, and we are committed to providing a safe learning environment. Parents who have questions or concerns should contact the school principal.

Our intention is to provide corrective instruction to students who do not meet behavioral expectations and to encourage habits and behavior that will ensure our children's success in both school and life.

Behavioral Expectations and Responsibilities

Responsibilities of Everyone

Maintain the school climate while on campus by being:

- Responsible
- Respectful
- Cooperative

Be aware of and clearly communicate the expectations for students and staff.

Motivate students to follow the expectations through positive reinforcement.

Responsibilities of Administrators

Implement the Student Code of Conduct and all disciplinary procedures in a fair and consistent manner.

Inform all school personnel, parents, and students of discipline policies.

Review and act upon requests from school personnel concerning violations.

Use professional judgment to prevent minor incidents from becoming major problems.

Responsibilities of Teachers

Maintain a learning environment that provides for academic success.

Teach and positively reinforce rules and regulations concerning student conduct.

Hold students accountable for disorderly conduct in school/on school grounds.

Address rule violations with multiple strategies.

Use professional judgment to prevent minor incidents from becoming major problems.

Responsibilities of Students

Comply with school rules and climate expectations, including the Student Code of Conduct and the School Student Handbook.

Respect authority of all school personnel and the rights of other students.

Comply with Al-Aqsa's attendance, dress code, prayer services, zero tolerance, and bullying policies.

Behave in a manner that focuses on academic success.

Be responsible and accountable for following rules.

Responsibilities of Parents, Advocates, and Guardians

Respect and support school rules and regulations.

Respect and support the policies of Al-Aqsa Islamic Academy.

Recognize that school personnel must enforce school rules and regulations.

Teach the child to respect the rights of others.

Emphasize the importance of being prepared for school and the adherence to school rules to foster academic success.

Dress Code Expectations

All students are expected to follow Al-Aqsa's dress code and dress in a manner of appearance that would not cause a disturbance, distract or interfere with the instructional program, violate Islamic standards of modesty, or constitute a health or safety hazard.

Examples of Appropriate Dress:

Male Students

Shirts: Boys must wear the white uniform dress shirts with the Al-Aqsa logo. Uniform shirts must be neatly tucked into pants so that belts are can be clearly seen. Shirts worn underneath the uniform shirt should not be visible.

Pants: Grey dress slacks must fit at the waist and must be free from frays and holes. Black belts must be worn at all times. Pants must not drag the floor. Dickies/ work pants, sweats, and jeans are not considered dress slacks.

Female Students

Aqsa Abaya Students must wear navy blue overgarments with an Al-Aqsa logo. This should be buttoned or kept closed so as not to expose clothing underneath.

Head Scarf: Students must wear white Islamic head scarves. Visible head coverings in any other color besides solid white worn beneath or on top of this white head scarf are not permitted. If a student chooses to wear a face veil, this covering must also be white. Head scarves must cover all hair, both ears, and neck.

All Students

Shoes: Students must wear black dress shoes to school. Sneakers, boots, and flip flops are not considered dress shoes.

Sweaters and Hooded Sweatshirts: Students may only wear Al-Aqsa uniform sweaters or hoodies.

Socks: Socks (or stockings for girls) must cover the ankle and be visible.

Any student who comes to school without appropriate uniform will be required to wear borrowed uniform/shoes from the Al-Aqsa used uniform bank. After borrowing the uniform, he or she must have it cleaned upon returning the borrowed items in order to avoid cleaning fees. Additionally, he or she will be assigned to a one-hour school detention for every day of not wearing a proper school uniform.

Attendance Procedures & Expectations

School Attendance Requirement

In Philadelphia County, school attendance is required for all children aged 6 to 17. “Attend school” means that a child must be enrolled and attend a public school, a charter school, a cyber charter school or a private or religious-based school, or participate in an approved home schooling program.

Pennsylvania Department of Education regulations state that children are considered school age from the time they are ADMITTED to the public school educational program until graduation from high school or the age of 21. Thus, during the time a child is of school age, the child or student is entitled to attend the public schools of the district or a charter school.

Students who turn 21 during the school term are entitled to finish that school term

When can a child miss school?

There are instances when it is necessary that a student miss school. These are called “excused absences.” Excused absences include circumstances such as illness or injury, death/funeral-related absence (see below), education–related trips or activities, suspension, and religious holidays. A written notice from a parent or guardian must be submitted to the school immediately upon a student’s return to school. Such notice must include a valid telephone number or other means of contact for verification purposes. Certification of illness/injury/delivery is required if the absence extends for 3 or more consecutive days.

An “unexcused” or “illegal absence” occurs when a student is absent without submission of a valid excuse. That means that either no written notice was submitted to the school upon the student’s return or that the reason provided in the notice was an invalid excuse. Examples of invalid excuses include (but are not limited to) babysitting, woke up late, or on vacation with family.

Responses to Non-Attendance (Truancy)

A student who is absent without a valid excuse is considered “truant” from school. A pattern of truancy can lead to a number of interventions or penalties, depending upon the circumstances. On the school level, truancy can result in school- based interventions (detention, loss of privileges, lowering of grades, etc.) Absence of 15 or more days during a marking period may result in automatic failure during that marking period and/or school year.

In Philadelphia, there are truancy sweeps around the city each school day and tickets ranging from \$25 to \$300 can be issued to parents of students who are truant.

All parents are expected to:

- Ensure that their children between the ages of 6 and 17 are enrolled in school and attend school regularly, on-time, and for the whole school day.
- Emphasize the importance of on-time attendance in school, class, and supervised activities.

- Send your child to school every day prepared to participate and learn by providing a good night's sleep and breakfast.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for their child outside of the school day or during school breaks when possible.
- Ensure that their child receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with school recesses.
- Call the school when their child is absent.
- Provide a written excuse for every absence when their child returns to school.
- Provide a written excuse for every late arrival and early departure.
- Provide correct current addresses, emergency contacts, home, cell and work telephone numbers, e-mail addresses to the school at the beginning of each school year and update information whenever there are changes.
- Help develop and implement the individualized plan for their child's improved attendance when necessary.
- To celebrate good attendance and success.

Unauthorized Visitors on Campus

Visitors to campus must present themselves to the school office or have permission from the principal. To provide safe and orderly learning environments, visitors are not allowed during school hours without the authorization of the school principal or an appropriate school official designated by the school principal.

School Bus Conduct

Students must comply with all school rules while traveling on a school bus to or from school, or to and from any school- related activity. Students shall be disciplined for offenses of the Code of Student Conduct which occur while going to and from their homes or school-sponsored activities. The principal may suspend any student from school or from riding the bus if the student commits an infraction covered by the Code of Student Conduct.

Use of Electronic Equipment

Students are not permitted to bring or use personal electronic items, such as cell phones, iPods, PSPs, cameras, or video recorders, etc. Students who bring these items to school may have them confiscated by staff and such devices will be returned to a parent/guardian only. For a first offense, items will be confiscated for one day; second offense, a week; and third offense, for the remainder of the school year. Noncompliance with having an electronic device confiscated will be deemed insubordination, resulting in expulsion until compliance occurs.

The use of electronic devices at Al-Aqsa must be consistent with the following principles:

- a. **Appropriate Use:** The use of electronic devices at FSS is intended for educational activities. They must be used appropriately and cannot be used for purposes that are illegal, unethical, immoral, or unsafe. Non-educational gaming is not permitted at any time, either on FSS computers and any electronic devices that students bring from home. The first time a student is found in non-compliance with the Acceptable Use Policy, that student will lose network privileges for two weeks; the second offense will lead to loss of network privileges for one month; the third offense will result in loss of privileges for the duration of the school year. The school reserves the right to invoke additional disciplinary measures, depending on the severity of the offense.
- b. **Privacy and Personal Safety:** Activities involving the school network will protect the privacy of personal information and the personal safety of students. Students are not permitted to participate in online activities that jeopardize their own personal information or the personal information, reputation or character of others.
- c. **Safety and Security of Property:** Activities involving the computer network will ensure the safety and integrity of the system, data, and the information stored on the school computer systems.

Students identifying themselves as members of the Al-Aqsa community or any of the community's members when accessing the internet outside of the school's network must not tarnish the reputation of Al-Aqsa, jeopardize the safety, order and discipline, or social cohesion of the community, and must not serve as a negative influence on the school or on other students. Cyber-bullying will not be tolerated, either in or outside of school.

Students using the school's computers or personal electronic devices while at school agree to abide by the following code of ethics:

I understand the terms of Appropriate Use; thus,

I will be polite and only use good manners and appropriate language when using any electronic device.

I will use internet access at school in conformance with the mission of the school.

I will not play computer games at school, unless assigned by a teacher.

I will keep my password current and available for class time instruction. I will not share my password, nor will I use anyone else's password.

I will view, create, post, send, display and print only appropriate messages or pictures.

I will cite all sources of information.

I will not copy information, print or non-print, and say it is my own work.

I understand the need to respect privacy and to protect my personal safety; thus,

I will not give out any personal information about myself or others, such as names, addresses and telephone numbers.

I will notify staff immediately if, by accident, I encounter materials that are offensive.

I understand that all passwords are to be kept secret. I understand that the interception, copying, distributing, decryption, or use of log-in names and/or passwords of others is prohibited.

I will only view files or folders that I have been given permission to view.

I understand the need for the safety and the security of property; thus,

I will not give, lend, sell or copy any software found on school computers or the Internet, unless authorized by school personnel..

I will not install any software on school computers.

I will respect the operations of the computer network and will not interfere with its operation.

I will make no attempt to secure a higher level of privilege on network systems.

I will make no use of systems and/or networks in an attempt to gain unauthorized access to remote systems.

I will not instant message during class time without a teacher's explicit permission.

I will only use e-mail and other forms of electronic communication in conformance with the educational purpose of the school.

I will not intentionally attempt to "crash" network systems or programs or attempt any other form of vandalism.

I understand that people administering the school network have access to e-mail and any electronic storage on the network.

I understand that breaking the rules may result in the suspension of school computer use for a specified time. Upon identification of inappropriate use, the school will decide an appropriate response. Parents will be notified of any suspension of network privileges. Repeated offenses will be considered a major school infraction.

Academic Honesty

Al-Aqsa views as a particular charge both the intellectual and Islamic development of all students. Specifically, the traditions of Islamic educational values are founded upon a necessarily firm belief in personal integrity and ethical behavior.

Scholarship consists of a writer's synthesizing original thought and material with the ideas of another author or authors. Students are introduced to this process in the lower school and receive further age-appropriate instruction in the course of their education. Students are instructed in both research methodology and scholarly ethics. Foremost among issues of scholarly ethics is the correct method for attributing researched material from secondary sources in order to avoid either intentional or inadvertent plagiarism.

According to the *MLA Handbook for Writers of Research Papers*, plagiarism is "the act of using another person's ideas or expressions in your writing without acknowledging the source." In the most blatant form of plagiarism, students copy "word for word" sentences out of a text and place these sentences in their papers and other assignments without acknowledging the original author of these words. But plagiarism is also paraphrasing authors' ideas in one's paper without giving appropriate credit. Examples of plagiarism include, but are not limited to, the following activities:

1. Copying or paraphrasing from a published source without attribution
2. Paraphrasing or copying another student's work
3. Submitting the same work to two or more courses without permission of the instructor
4. Submitting work as one's own which has been previously submitted by another
5. Submitting collaboratively created work (with a parent, tutor or another student) as if individually authored
6. Submitting work that was authored by someone else and purchased by student
7. Copying and pasting text or images from electronic sources without attribution

Al-Aqsa's standard for scholarly work typically is *The MLA Handbook*. Instruction about academic honesty is based upon the standards found in the *Handbook* and is taught in an age-appropriate manner.

Students are not permitted to use portable electronic devices, including cell phones and ipods, during an assessment unless explicitly given permission to do so by the teacher.

A student who cheats or plagiarizes has committed a major school infraction as defined in the Code of Conduct. In addition, a student who knowingly abets another student in cheating or plagiarism also has committed a major school

infraction. The penalty in both cases is to receive a zero on the plagiarized/falsified assignment. Additional offenses will warrant a student receiving a failing grade during the marking period in which the offenses took place.

A teacher may recognize that work submitted by a student is not his or her own (as the work is distinct from the work the student produces during school), yet the faculty member may not be able to prove that the student engaged in academic dishonesty. Under such circumstances, the faculty member will neither accept nor grade the work, but will allow the student to re-submit the work, reducing the grade each day the work is late, per department policy. Typically students are not permitted to re-take a test or quiz on which they were found to be cheating.

Borrowing Text Books

Students are allowed to borrow selected textbooks needed for coursework free of charge. Students may not write in or personalize these books in any way, except to write their name once in the front of the book. They are expected to keep the books in good, reusable condition. If a text is lost or damaged beyond use by another student, the borrower is required to pay for the textbook at the current rate of replacement. Duplicate free texts will not be issued. One copy only of each text title will be issued to each student.

Return of Textbooks

Students must return textbooks before taking the final exam for that particular course. The student should bring the textbook to the exam room and turn it in before the exam is administered. When there is no final exam, the student will turn in text to the teacher at the last meeting of the class. Lost or damaged books must be paid for.

Please note that students are responsible for the specific numbered copy of the text which they were issued. If a student returns someone else's copy of a textbook instead of the one issued to him/her at registration, he/she will be charged for a missing book.

Students who have borrowed but not returned or paid for a textbook will be billed for that book, and grade transcripts will be withheld until this obligation is satisfied. Seniors should be aware that their diplomas may be withheld and transcripts will not be sent to colleges if such a debt exists in their name.

DISCIPLINARY PROCEDURES

1. Detention

A student will be assigned school detentions as stipulated for various infractions. When a student receives a detention, the individual issuing the detention will let the student know. Parents/guardians and the dean of students will receive copies of the detention notice after the student serves his or her detention. During detentions, students will either serve in academic work or engage in

reparations to the community. The faculty member issuing the detention will be able to request that student's service first. Otherwise, the student might serve the school supervised by some other faculty or staff person. Upper school detentions occur on either Monday or Thursday afternoons for one hour immediately after school. Locations for detentions will be published by the dean. Lower school detentions occur daily during the lower school lunch period. **A detention takes precedence over extracurricular activities, including outside student employment.** Exceptions will be made by the principal only.

Failure to satisfactorily meet a detention obligation will result in a meeting with the principal to determine alternative consequences, which will include an additional detention and possible suspension. Parents are typically notified after a student has detention. Once a student accumulates five detentions student privileges (i.e. Assemblies, school trips, events) will be withheld. If a student accumulates ten detentions, that student may be suspended.

2. Alternative Discipline

Social Probation

Social Probation is notification that substantial improvement in a student's behavior is necessary. Based on an individual evaluation of a student's conduct, the administration will place a student on Social Probation and set specific behavioral expectations that must be met for the student's continued enrollment in a behavioral contract and/or daily report. Probation may be for the duration of a marking period or a year-long basis. In addition, social probation may extend for the remainder of the school year and/or for part or all of the following school year. When a student commits a major school infraction (see page 17), he or she may be placed on social probation for the equivalent of one marking period of a school year. Students may be placed on probation for repeated misconduct of any kind, including an accumulation of smaller infractions.

Public Apology/Speech

Students may be asked to publically apologize to staff and/or the student body for behavior deemed morally reprehensible or disrespectful. Specific guidelines vary for different offenses and may require students write a letter, including verses from the Qur'an or hadith to support the points made. These speeches are given during the morning announcements or after Friday congregational prayer. Students refusing to comply with this consequence will be considered insubordinate and face the corrective methods used for major infractions.

Community Service

Students who commit major behavioral infractions may be assigned tasks serving the maintenance and/or clerical needs of Al-Aqsa Islamic Academy. This

may include cleaning areas within and around the Al-Aqsa building, trash pickup, and/or simple office tasks. Noncompliance will result in suspension or possible expulsion until compliance occurs.

Consultation

Students will meet with faculty to receive counseling as necessary.

3. Suspension and Expulsion

Cases of serious infractions of school rules or repeated minor infractions may result in suspension (in-school or out of school) or expulsion; the parents or guardians will be notified by the administration and a conference will be scheduled. The student will meet with the appropriate faculty, advisors, and administrators. During this meeting the disciplinary matter will be discussed with all points of view being aired. Following this and subsequent meetings if necessary, the administration will decide upon appropriate disciplinary measures, balancing the interest and well-being of the individual with that of the community.

The suspension of a student from school and the length of the suspension (one or more full class days) will be determined by the administration. In addition, suspensions will be recorded as unexcused absences from school. Whenever a student is suspended or expelled, the administration will notify the faculty. When the administration deems it appropriate, the student may be allowed to speak to his or her parents first, before the school notifies the family of the school's disciplinary response.

A student who has been suspended is required to make arrangements to make up homework, tests and other written work on the day he or she returns. Teachers will expect such work to be made up promptly. Teachers will provide all materials and help in order that work may be caught up. During a suspension, a student may not participate in **any** school-sponsored activity. A suspension may be accompanied with a specific program or activity that is required of the student in order to rectify the situation and/or to restore the individual as a cooperative and integral part of the community. A suspension can be followed by a probationary period and/or by a restriction of privileges.

The administration will determine whether there are reasonable grounds to reinstate the student or if the student's continued suspension, withdrawal or expulsion should be considered. Any student who is suspended more than once will be in jeopardy of being asked not to return for the following year. Although the school keeps a record of disciplinary activities, these events are not routinely reported to colleges or to other schools except in the case of two or more suspensions or an expulsion. It is important to be aware, however, that a college may ask the student or the school whether or not he or she has been suspended in the upper school and what the circumstances were in the case of an affirmative response. All administrative decisions involving suspension,

expulsion, or being taken off roll may be appealed. In such cases, the student or the student's family may request a review of the disciplinary action through the the Principal.

Classifying Behavioral Incidents

Behavioral incidents will be classified according to minor or major behaviors.

Level 1 Infractions (Minor) –Discipline incidents that are low level intensity and do not threaten serious bodily harm to others, violate Islamic norms of morality, or create a hostile environment to the school community.

Level 2 Infractions (Major) –Discipline incidents that severely interfere with the learning and safety of others, are morally reprehensible or un-Islamic, are of a threatening or harmful nature and/or are legal violations, warranting administrative intervention.

Responding to Level I (Minor) Infractions

All minor infractions are handled by the school personnel in charge of the setting in which the problem behavior occurs. (“Teachable Moments”)

- Get student’s attention by calling his/her name in a calm voice
- Address the student in private
- State the problem behavior
- State expected behavior and why the student needs to follow the expected behavior
- Indicate the specific consequence for continuing to engage in the behavior. Any alternate assignment will be doubled if not completed by assigned date and time
- Ask student to demonstrate behavior
- Provide acknowledgement to student for listening to you and/or for doing the appropriate behavior (e.g. thanks, praise, reward)
- Contact parent/guardian to explain the behavioral problem and the discipline consequence(s) if problem continues.
- Refer to appropriate intervention (parent conference, detention, school-based programs)
- Implement Tier II for continued minor infractions
- Out of school or in-school suspension when all other interventions are unproductive
- Document infraction on discipline referral report

Level I (Minor) Infractions & Consequences¹

Examples of Expected Behaviors	Infractions of Behavioral Expectations	Teacher Intervention	After-School Detention	Alternative Discipline
<ul style="list-style-type: none"> • Show respect to school staff, students, and visitors 	<ul style="list-style-type: none"> • Failure to follow classroom rules/disruption/disrespect for authority 	X		
<ul style="list-style-type: none"> • Be prepared to participate in class. • Come to school in uniform. And appropriately dressed 	<ul style="list-style-type: none"> • Dress code/ Uniform violation 			X (See page 6)
	<ul style="list-style-type: none"> • Failure to participate/Failure to participate/unprepared for class 	X		
<ul style="list-style-type: none"> • Come to school on time, each day 	<ul style="list-style-type: none"> • Tardiness 	X		
	<ul style="list-style-type: none"> • Multiple Excessive Tardiness (For students more than 30 minutes late, see truancy or cutting in Major Infractions) 		X	
<ul style="list-style-type: none"> • Bring only appropriate school related materials and items to school 	<ul style="list-style-type: none"> • Possession of cell phones, iPods, PSPs, cameras, video recorders, and other electronic devices 			X (See page 8)
	<ul style="list-style-type: none"> • Possession of inappropriate personal items (food, cards, playing baseball cards, etc.) 	X		

¹ The suggested consequences are merely guidelines that will be applied at the discretion of the Principal who reserves the right to apply discipline on a case by case basis.

Level 2 (Major) Infractions & Consequences²

Examples of Expected Behaviors	Infractions of Behavioral Expectations	After-School Detention	Alternative Discipline: Probation, Comm. Service, Speech, Consultation	In-School Suspension	Out of School Suspension OR Expulsion
<ul style="list-style-type: none"> • Respect school property and the property of others 	<ul style="list-style-type: none"> • Destruction and/or theft of property: • Vandalism • Breaking and entering school property • Robbery • Extortion 				x
<ul style="list-style-type: none"> • Treat others with respect and courtesy 	<ul style="list-style-type: none"> • Harassing/bullying/cyber-bullying or intimidating any member of the school and/or school community • Threatening students or school personnel with aggravated assault • Assault of school personnel • Instigates or participates in group assaults • Aggravated assault • Fighting 		x		x (1 st Offense: suspension; 2 nd Offense: Expulsion)
<ul style="list-style-type: none"> • Maintain a safe and orderly school environment 	<ul style="list-style-type: none"> • Possession of a weapon • Possession/use of fireworks or other explosive/ incendiary device or poisonous gas 				x

² The suggested consequences are merely guidelines that will be applied at the discretion of the Principal who reserves the right to apply discipline on a case by case basis.

<ul style="list-style-type: none"> • Uphold Islamic and moral behavior 	<ul style="list-style-type: none"> • Plagiarism/cheating • Alteration of grade reporting, medical excuses, or other school documents • Disrupting congregational prayer • Cutting congregational prayer 	x	x		
	<ul style="list-style-type: none"> • Casual touching between opposite sex 	x (First Offense)		x (2 nd Offense: 1 Week)	
	Kissing, Groping, Sexual Interaction <ul style="list-style-type: none"> • No coloration of hair 				X (1 st Offense: suspension; 2 nd Offense: Expulsion)
Examples of Expected Behaviors	Infractions of Behavioral Expectations	After-School Detention	Alternative Discipline: Probation, Comm. Service, Speech, Consultation	In-School Suspension	Out of School Suspension OR Expulsion
<ul style="list-style-type: none"> • Abstain from the use of intoxicants 	<ul style="list-style-type: none"> • Under the influence of non-controlled substance • Possession of a controlled substance/ alcohol for distribution or use • Smoking 				x (1 st Offense: suspension; 2 nd Offense: Expulsion)
<ul style="list-style-type: none"> • Come to school on time, each day 	<ul style="list-style-type: none"> • Cutting class or excessive lateness (30 min.) 			x	

<ul style="list-style-type: none"> • Use polite language 	<ul style="list-style-type: none"> • Cursing 	<ul style="list-style-type: none"> x (3rd Offense: write contract 100x) 	<ul style="list-style-type: none"> x (1st Offense: contract; 2nd Offense, write 50x during lunch) 		
	<ul style="list-style-type: none"> • Use of Racial Epithets 		<ul style="list-style-type: none"> x (1st Offense: Speech) 	<ul style="list-style-type: none"> x (2nd Offense: One Week) 	<ul style="list-style-type: none"> x (3rd Offense: Expulsion)

Due Process

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. All students have the right to fair and reasonable treatment of their student grievances and discipline by school officials.

Student Conference Procedures

1. Inform student of the reason for conference.
2. Give student opportunity to respond to allegation/s.
3. Discuss student's behavior and ways to correct student behavior.
4. Inform student of corrective action and/or next steps.
5. Document behavior and intervention.

Parent Conference Procedures

1. Notice of conference must be provided to the parent/guardian in writing and hand-delivered to the home, sent certified mail, faxed, emailed or sent by other reasonable means to reach the parent/guardian.
2. When a student is suspended, parent conference must be held within three (3) days of the suspension.
3. At the conference, parent may request to review student records and any witness statements.
4. Discuss student's behavior and ways to correct student behavior.
5. Inform parent of further disciplinary action (if applicable).

Suspension Procedures

According to Pennsylvania State Law, suspension is defined as: The denial to a student of the right to attend school and to take part in any school function for any period of time of up to 10 days. For the purposes of this Code of Student Conduct, suspension will be classified in two categories: *Short-term* and *Long-term*.

Short-Term Suspension is an exclusion from school and/or any school activity or function for a period of **3 school days or less**. Students who are suspended shall meet with the principal or designee prior to the suspension. During the conference, the student has the right to the procedures described under *Student Conference Procedures* outlined in this Code of Student Conduct.

Long-Term Suspension is an exclusion from school and/or any school activity or function for a period of **4 to 10 school days**. Students who are given a long-term suspension shall have a student conference and a parent conference. During the parent conference, the student and parent have the right to the procedures described under *Parent Conference Procedures* outlined in the Code of Student Conduct.

Expulsion Procedures

According to Pennsylvania State Law, expulsion is defined as an exclusion from school and any school activities for more than 10 school days. Students that have committed an offense that is subject to expulsion will also be suspended and have the right to the procedures indicated under *Suspension Procedures* outlined in this Code of Student Conduct.

Glossary of Terms

“Aggravated Assault” shall mean an act that causes serious physical harm or creates a substantial risk of serious physical harm to another member of the school community.

“Al-Aqsa” shall mean Al-Aqsa Islamic Academy

“Bullying” shall mean engaging in behavior that prevents or discourages another student from exercising his/her right to education. Bullying behavior is defined as aggressive or intentional hurtful behavior perpetrated repeatedly over a period of time, in a relationship characterized by an imbalance of power (with regards to gender, physical or mental strength, social acceptance etc.). Such prohibited behavior includes the use of teasing, taunting, threats, coercion, repeated harassment, abuse, oppression, intimidation against students, school personnel, or school visitors or exclusion of anyone physically, psychologically, or sexually.

“Cyber-Bullying” shall mean bullying that occurs by use of electronic devices though means of e-mail, instant messaging, text messages, blogs, photo and video sharing, chat rooms, mobile phones, pagers, and websites.

“Code” shall mean this Code of Student Conduct.

“Corporal Punishment” shall mean physically punishing a student for an infraction of the Code. Corporal Punishment does not include teachers’ and school authorities’ use of force (1) to quell a disturbance; (2) to obtain Possession of Weapons or other dangerous objects; (3) for the purpose of self defense; or (4) for the protection of persons or property.

“District” shall mean The School District of Philadelphia.

“Gang” shall mean any ongoing organization or group of people which has an identifiable name or identifying sign or symbol or whose members individually or collectively engage in or have engaged in a pattern of activity that endangers or disrupts the safety of the school or Members of the School Community.

“Group Assault” shall mean an assault committed by multiple offenders.

“Harassment” shall mean a demand of sexual favors, threatening or intimidating gestures or behavior that creates a hostile school environment because of someone’s gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, Disability, socioeconomic status and/or political beliefs.

“Member of the School Community” shall mean any student, parent, teacher, administrator, or employee of Al-Aqsa Islamic Academy or visitor at this school.

“Possession” shall mean physical control over property (whether lost, found, or stolen), such as clothing, lockers, or bags and the contents contained therein.

“School Grounds” shall mean any property owned or utilized by the District or property utilized by any vendor under contract with the District.

“School Privileges” shall mean any school-related activity or program including but not limited to graduation ceremonies, class trips, dances, sport teams, clubs, or recess.

“Simple Assault” shall mean an act that causes bodily injury to another member of the school community

“Trespass” shall mean the entrance onto school grounds when prohibited.

“Vandalism” shall mean willful and malicious acts of damage or defacement to public or private property, which includes but not limited to graffiti, school pranks that cause a major disruption, or arson.

“Weapon” shall mean any of the following but not limited to any knife, box cutter, cutting instrument, cutting tool, nunchuku, firearm, shotgun, rifle, scissors and any other tool, instrument or object used to or intended to be used to inflict serious bodily injury of another Member of the School Community. This definition includes but is not limited to the use or intended use of pepper spray, mace, simulated weapons, or laser pointer to inflict serious bodily injury on another Member of the School Community.

The information in this handbook may be updated during the course of the school year.

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